



Monday, 29 January 2024

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 6 February 2024 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) H J Faccio
G Marshall (Vice-Chair) J W McGrath
S A Bagshaw H E Skinner
R E Bofinger P A Smith
C Carr 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

(Pages 5 - 12)

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 13 - 20)

Cabinet is asked to confirm as a correct record the minutes of the meeting held on 9 January 2024.

4. SCRUTINY REVIEWS (Pages 21 - 24)
- The purpose of this report is to make Members aware of matters proposed for and undergoing scrutiny.
5. RESOURCES AND PERSONNEL POLICY
- 5.1 BUDGET PROPOSALS AND ASSOCIATED STRATEGIES (Pages 25 - 132)
- To recommend to Council the capital and revenue budget proposals together with the Capital Strategy, Prudential Indicators, Treasury Management Strategy, Investment Strategy and General Fund Medium Term Financial Strategy and to approve the Business Plans.
- 5.2 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS (Pages 133 - 148)
- To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.
- 5.3 PAY POLICY STATEMENT- 2024/25 (Pages 149 - 174)
- To enable Cabinet to see a copy of the Pay Policy for 2024/25 before it goes to full Council for approval in March 2024.
- 5.4 RESIDENTS NEWSLETTER (Pages 175 - 186)
- To outline potential options for producing the Council's residents' newsletter in the future.
6. RESOURCES AND PERSONNEL POLICY AND ENVIRONMENT AND ASSET MANAGEMENT

6.1 TO FINALISE BROXTOWE'S YEAR 3 UK SHARED PROSPERITY FUND (UKSPF) FUNDING BETWEEN THEMES AND PRIORITIES FOR THE 2024-25 FINANCIAL YEAR (Pages 187 - 224)

The purpose of this report is to allocate the Year 3 programme that has been the subject of consultation at the Members Advisory Panel last November which has been guided by the Borough's Investment Plan and signed off by Department for Levelling Up, Housing and Communities (DHLUC) in December 2022. The report provides Cabinet with information to enable alignment of the work with corporate priorities and contemporary economic forces. The parameters for decision and change are based on the Borough's approved Investment Plan and the limited flexibilities granted to the Council in managing the programme.

7. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

7.1 CHETWYND: THE TOTON AND CHILWELL NEIGHBOURHOOD PLAN (Pages 225 - 282)

The purpose of this report is to obtain approval for the Chetwynd: The Toton and Chilwell Neighbourhood Plan to be modified as recommended by the Independent Examiner and to proceed to referendum based upon the current Neighbourhood Plan Area.

It is also to confirm that the Council is of the view that, once modified as per the Independent Examiner's recommendations, the Chetwynd: The Toton and Chilwell Neighbourhood Plan will meet the Basic Conditions and other relevant legislative requirements.

8. ECONOMIC DEVELOPMENT AND HOUSING

8.1 OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME (Pages 283 - 286)

To seek approval to construct five new homes on land adjacent to 51 Ilkeston Road, Bramcote NG9 3JP, as specified by Planning consent 21/00038/REG3, and to refurbish Farm Cottage at the site to bring it back into use for Social Rent as one home.

9. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT, ENVIRONMENT AND CLIMATE CHANGE, RESOURCES AND PERSONNEL POLICY
- 9.1 ROCK FACE STABILISATION WORKS AT THE QUARRY (Pages 287 - 290)
- To seek Cabinet approval for the procurement and subsequent appointment of a specialist civil engineering firm to undertake rock face stabilisation works to the area located at Leamington Road, Chillwell, also known as Chillwell quarry following a landslide due to adverse weather conditions.
10. CABINET WORK PROGRAMME (Pages 291 - 292)
- 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.
11. 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.**
12. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT, ENVIRONMENT AND CLIMATE CHANGE, RESOURCES AND PERSONNEL POLICY
- 12.1 ROCK FACE STABILISATION WORKS AT THE QUARRY APPENDIX 1, 2 AND 3 (Pages 293 - 358)
13. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT AND HOUSING
- 13.1 OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME APPENDIX 2 (Pages 359 - 360)
14. RESOURCES AND PERSONNEL POLICY ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT LEISURE AND HEALTH

- 14.1 BRAMCOTE LEISURE CENTRE-PLANNING APPROVAL AND RIBA 4 (Pages 361 - 368)

- 15. RESOURCES AND PERSONNEL POLICY

- 15.1 EMPLOYEE MATTERS (Pages 369 - 372)

- 15.2 TO IDENTIFY THE CHANGES PROPOSED TO THE ECONOMIC DEVELOPMENT & REGENERATION TEAM IN LIGHT OF THE TEAM'S GROWTH TO DELIVER MAJOR CAPITAL AND REVENUE PROGRAMMES. (Pages 373 - 386)

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Report of the Monitoring Officer

DECLARATIONS OF INTEREST1. Purpose of Report

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda. The following information is extracted from the Code of Conduct, in addition to advice from the Monitoring Officer which will assist Members to consider any declarations of interest.

Part 2 – Member Code of Conduct**General Obligations:****10. Interest**

10.1 You will register and disclose your interests in accordance with the provisions set out in Appendix A.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members of the Council. The register is publically available and protects you by demonstrating openness and willingness to be held accountable.

You are personally responsible for deciding whether or not you should disclose an interest in a meeting which allows the public, Council employees and fellow Councillors know which of your interests gives rise to a conflict of interest. If in doubt you should always seek advice from your Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as defined in Appendix A of the Code of Conduct, is a criminal offence under the Localism Act 2011.

Advice from the Monitoring Officer:

On reading the agenda it is advised that you:

1. Consider whether you have any form of interest to declare as set out in the Code of Conduct.
2. Consider whether you have a declaration of any bias or predetermination to make as set out at the end of this document
3. Update Democratic Services and the Monitoring Officer and or Deputy Monitoring Officers of any declarations you have to make ahead of the meeting and take advice as required.
4. Use the Member Interest flowchart to consider whether you have an interest to declare and what action to take.
5. Update the Chair at the meeting of any interest declarations as follows:

‘I have an interest in Item xx of the agenda’

'The nature of my interest is therefore the type of interest is
DPI/OR/NRI/BIAS/PREDETERMINATION
'The action I will take is...'

This will help Officer record a more accurate record of the interest being declared and the actions taken. You will also be able to consider whether it is necessary to send a substitute Members in your place and to provide Democratic Services with notice of your substitute Members name.

Note: If at the meeting you recognise one of the speakers and only then become aware of an interest you should declare your interest and take any necessary action

6. Update your Member Interest Register of any registerable interests within 28days of becoming aware of the Interest.

Ask yourself do you have any of the following interest to declare?

1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)

A "Disclosable Pecuniary Interest" is any interest described as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and includes an interest of yourself, or of your Spouse/Partner (if you are aware of your Partner's interest) that falls within the following categories: Employment, Trade, Profession, Sponsorship, Contracts, Land, Licences, Tenancies and Securities.

2. OTHER REGISTERABLE INTERESTS (ORIs)

An "Other Registerable Interest" is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body
 - (i) exercising functions of a public nature
 - (ii) anybody directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of general control or management.

3. NON-REGISTRABLE INTERESTS (NRIs)

"Non-Registrable Interests" are those that you are not required to register but need to be disclosed when a matter arises at a meeting which directly relates to your financial interest or wellbeing or a financial interest or wellbeing of a relative or close associate that is not a DPI.

A matter "directly relates" to one of your interests where the matter is directly about that interest. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you has a financial interest.

A matter “affects” your interest where the matter is not directly about that interest but would still have clear implications for the interest. For example, the matter concerns a neighbouring property.

Declarations and Participation in Meetings

1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)

1.1 Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests which include both the interests of yourself and your partner then:

Action to be taken

- **you must disclose the nature of the interest** at the commencement of that consideration, or when the interest becomes apparent, whether or not such interest is registered in the Council’s register of interests of Member and Co-opted Members or for which you have made a pending notification. If it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
- **you must not participate in any discussion** of that particular business at the meeting, or if you become aware of a disclosable pecuniary interest during the meeting you must not participate further in any discussion of the business, including by speaking as a member of the public
- **you must not participate in any vote** or further vote taken on the matter at the meeting and
- **you must withdraw from the room** at this point to make clear to the public that you are not influencing the meeting in anyway and to protect you from the criminal sanctions that apply should you take part, unless you have been granted a Dispensation.

2. OTHER REGISTERABLE INTERESTS (ORIs)

2.1 Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests i.e. relating to a body you may be involved in:

- **you must disclose** the interest at the commencement of that consideration, or when the interest becomes apparent, whether or not such interest is registered in the Council’s register of interests of Member and Co-opted Members or for which you have made a pending notification. If it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
- **you must not take part in any discussion or vote** on the matter, but may speak on the matter only if members of the public are also allowed to speak at the meeting
- **you must withdraw from the room** unless you have been granted a Dispensation.

3. NON-REGISTRABLE INTERESTS (NRIs)

3.1 Where a matter arises at a meeting, which is not registrable but may become relevant when a particular item arises i.e. interests which relate to you and /or other people you are connected with (e.g. friends, relative or close associates) then:

- **you must** disclose the interest; if it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
 - **you must not take part in any discussion or vote**, but may speak on the matter only if members of the public are also allowed to speak at the meeting; and
 - **you must withdraw** from the room unless you have been granted a Dispensation.
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Dispensation and Sensitive Interests

A “Dispensation” is agreement that you may continue to participate in the decision-making process notwithstanding your interest as detailed at section 12 of the Code of the Conduct and the Appendix.

A “Sensitive Interest” is as an interest which, if disclosed, could lead to the Member, or a person connected with the Member, being subject to violence or intimidation. In any case where this Code of Conduct requires to you to disclose an interest (subject to the agreement of the Monitoring Officer in accordance with paragraph 2.4 of this Appendix regarding registration of interests), you do not have to disclose the nature of the interest, if it is a Sensitive Interest in such circumstances you just have to disclose that you have a Sensitive Interest under S32(2) of the Localism Act 2011. You must update the Monitoring Officer when the interest is no longer sensitive, so that the interest can be recorded, made available for inspection and published.

BIAS and PREDETERMINATION

The following are not explicitly covered in the code of conduct but are important legal concepts to ensure that decisions are taken solely in the public interest and not to further any private interests.

The risk in both cases is that the decision maker does not approach the decision with an objective, open mind.

This makes the local authority’s decision challengeable (and may also be a breach of the Code of Conduct by the Councillor).

Please seek advice from the Monitoring Officer or Deputy Monitoring Officers, if you need assistance ahead of the meeting.

BIAS

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be bias in your judgement of the public interest:

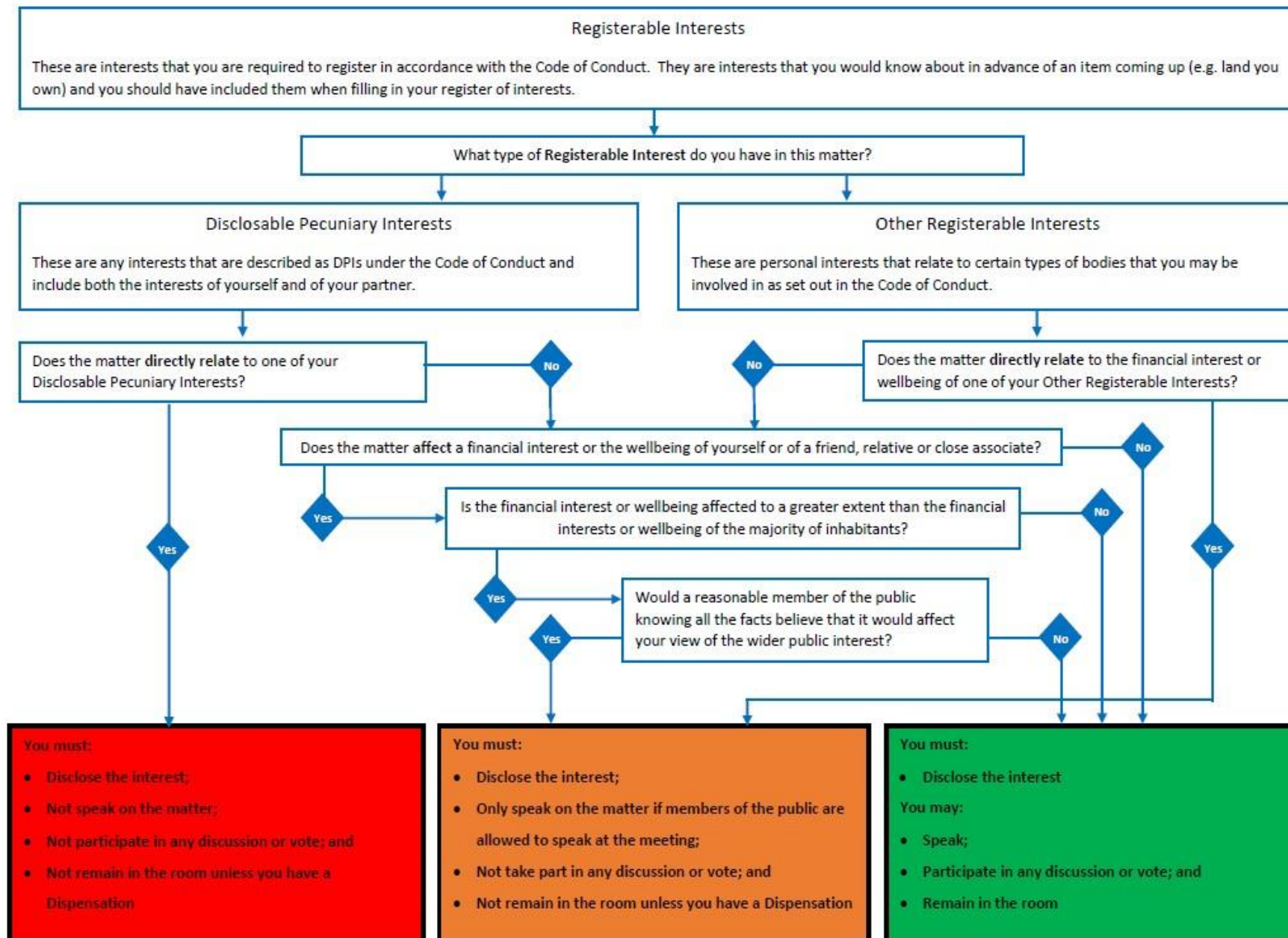
- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

PREDETERMINATION

Where a decision maker has completely made up his/her mind before the decision is taken or that the public are likely to perceive you to be predetermined due to comments or statements you have made:

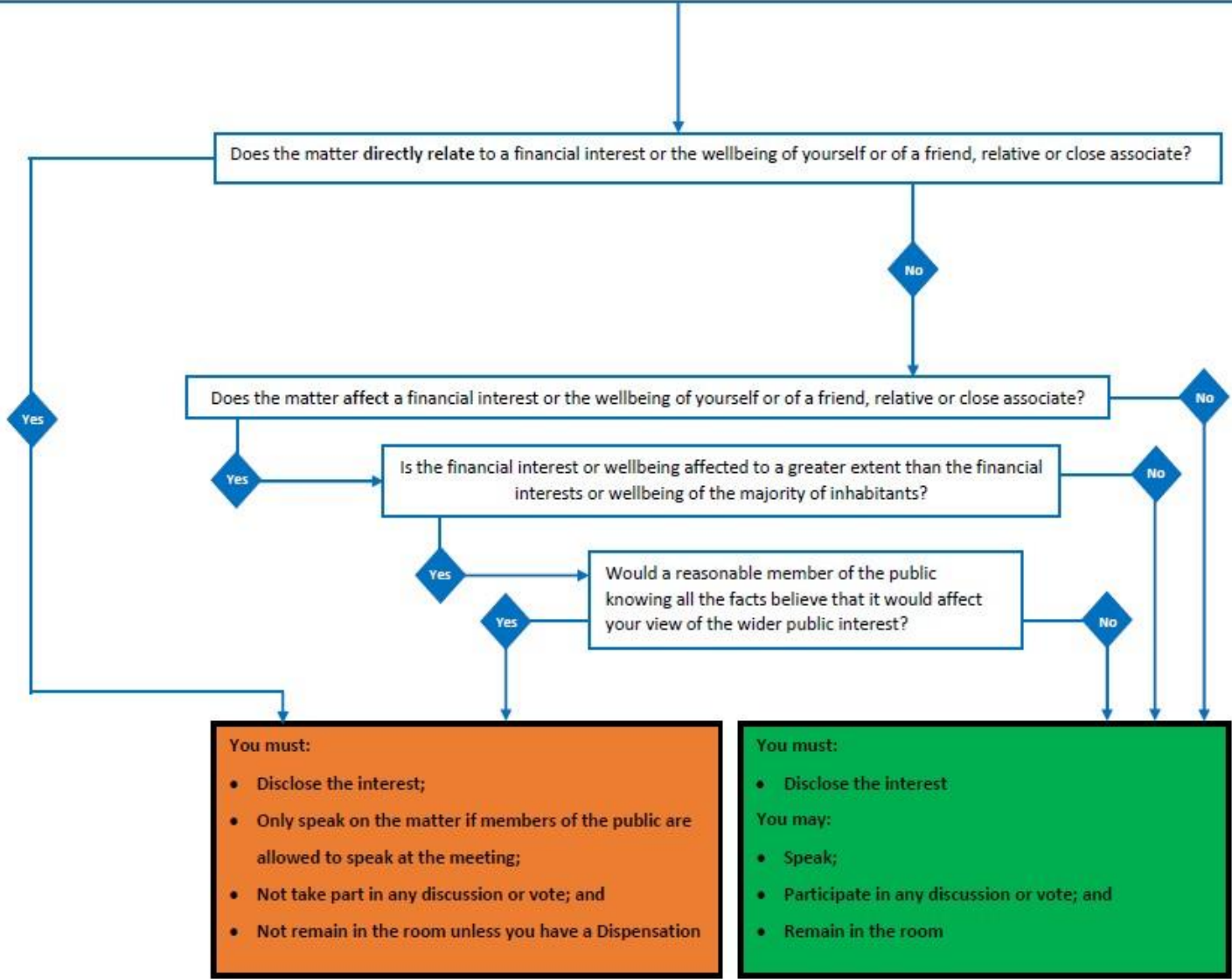
- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

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Non-Registerable Interests

These are interests that you are not required to register but may become relevant when a particular item arises. These are usually interests that relate to other people you are connected with (e.g. friends, relatives or close associates) but can include your own interests where you would not have been expected to register them.



CABINET

TUESDAY, 9 JANUARY 2024

Present: Councillor M Radulovic MBE, Chair

Councillors: G Marshall (Vice-Chair)
R E Bofinger
C Carr
H J Faccio
J W McGrath
P A Smith
V C Smith

104 APOLOGIES

Apologies for absence were received from Councillors S A Bagshaw and H E Skinner.

105 DECLARATIONS OF INTEREST

Councillors R E Bofinger and J W McGrath declared other registerable interests in item 6.1 as they are both members of the Stapleford Town Fund Board, minute number 109.1 refers.

106 MINUTES

The minutes of the meeting held on 5 December 2023 were confirmed and signed as a correct record.

107 SCRUTINY REVIEWS

Members were informed of the matters proposed for and undergoing scrutiny.

108 RESOURCES AND PERSONNEL POLICY

108.1 BUDGET CONSULTATION 2024/25

Cabinet noted the results of the 2024/25 budget consultation exercise that took place during October and November 2023. Local people had been asked for their preferred approach to balancing the Council's budget and to provide an indication as to which service they thought should have their funding increased, decreased, or remain the same. A total of 1,393 responded to the survey. This was an increase from previous years.

108.2 TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2023/24 MID-YEAR REPORT

Members noted the mid-year update on the treasury management activity and the prudential indicators for 2023/24. Details of all borrowing and investment transactions undertaken in 2023/24 up to 30 September 2023 had been provided. There had been no issues of non-compliance with the current practices that required reporting. It was confirmed that decisions taken had not exposed the Council to risk and that policy would continue.

108.3 CHANGE DELIVERY MANAGER TO SUPPORT THE IMPLEMENTATION OF THE SERVICE IMPROVEMENT PLAN FOR ASSET MANAGEMENT REPAIRS AND COMPLIANCE

Members considered a report which sought approval for the appointment of a new two year fixed term post to support the delivery of the Asset Management, Repairs and Compliance Service Improvement Plan. This role would have responsibility for the delivery of a portfolio of defined projects using effective project and change management skills, ensuring best practice, project governance and the successful implementation of the underlying deliverables in this transformation programme of work with a strong emphasis upon policy and process integration.

RESOLVED that the creation of a new post of Change Delivery Manager post in the Asset Management and Development service area (as a two-year, fixed term contract at a projected Grade 15 £69,900 per annum including on costs) be approved, to be funded from the Housing Revenue Account (HRA) and General Fund balances as detailed in the report.

Reason

This role will be key in assisting the Housing Service to review all policies and procedures used by the Repairs Service, work with the Performance Manager to introduce a new suite of performance reports, review the approach to 'first-time fixes' and recommend improvements, implement guidelines and templates to improve record keeping and design and implement a system of quality assurance checks.

108.4 HOUSING DELIVERY TRAINEE POST TO SUPPORT THE HOUSING DELIVERY FUNCTION

Cabinet considered a report which sought approval for the appointment of a new post to support the delivery of affordable housing. This post would attract an apprentice levy for further study within construction management to support Housing Delivery within the Asset Management and Development Service.

RESOLVED that the creation of a new post of Housing Delivery Trainee post in Capital Works (starting at Grade 6) at £37,450 per annum including on costs be approved, to be funded from the HRA Capital Programme.

Reason

The Council is committed to the apprenticeship programme through the Apprenticeship Strategy 2022-2024 and this would be an ideal opportunity to develop and support a trainee who is seeking to pursue further degree level study within the

field of construction management and enable long term commitment and succession planning within the Housing Delivery function.

109 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

109.1 STAPLEFORD SUPPLEMENTARY OFF-STREET CAR PARKING ORDER 2024 (DERBY ROAD CAR PARK)

Members were informed that public car parks were currently provided in Stapleford by the Council at Cliffe Hill Avenue, Eatons Road, Halls Road and Victoria Street. The Victoria Street car park which had 51 spaces, including 6 disabled bays, would be replaced by the newly constructed car park on Derby Road being provided by the Enterprise Hub project as part of the Stapleford Towns Deal. The new car park would have 44 spaces, including 6 disabled spaces.

RESOLVED that delegated authority be given to the Head of Legal Services and the Executive Director to finalise and undertake the required statutory consultation in respect of the new car park at Derby Road, Stapleford.

(Having declared other registerable interests in the item, Councillors R E Bofinger and J W McGrath left the meeting before discussion or voting thereon.)

Reason

The Council as the traffic authority has the powers to deal with off-street parking charges under Sections 32, 35 and 35C of the Road Traffic Regulation Act 1994 ('RTRA'), where appropriate. Section 32(1) of the RTRA gives traffic authorities powers to provide parking places where it is for the purpose of relieving or preventing congestion of traffic, and allows for the Council to provide off-street parking places together with means of entrance to and egress from them. Where an order under section 35(1)(b)(iii) of the RTRA makes provision as to the charges to be paid in connection with the use of off-street parking places, the authority making that order may vary those charges by notice given under Section 35C of the RTRA.

109.2 NEW SKATEPARK LOCATION ON CENTRAL AVENUE RECREATION GROUND, STAPLEFORD

Cabinet considered the location of Central Avenue Recreation Ground, Stapleford, NG9 8PU as the site for a new skate park in Stapleford to replace the current skate park on Hickings Lane which was no longer fit for purpose.

It was proposed by Councillor J W McGrath and seconded by Councillor G Marshall that the item be deferred until a future meeting.

RESOLVED that the item be deferred until a future meeting to allow for consultation with local residents.

Reason

The deferment will allow for local residents to be consulted in order to maintain positive and constructive relations.

110 LEISURE AND HEALTH

110.1 EVENTS PROGRAMME 2024/25

Members were informed that the Council was proactive in celebrating cultural activities in Broxtowe, as well as utilising cultural activity as a means to improve health and wellbeing, economic growth, education outcomes and reducing anti-social behaviour. The Cultural Strategy 2023-26 outlined how the Council would organise cultural programmes to enhance the Borough, as well as how it would support the local community to do the same. As part of the Strategy, as well as managing the D.H. Lawrence Birthplace Museum and its programme of engagement and outreach work, the Council organises a programme of events each year.

RESOLVED that the proposed Events Programme for 2024/25 be approved.

Reason

The Programme will provide both good value for money and an attractive offering to residents.

111 ENVIRONMENT AND CLIMATE CHANGE

111.1 PRIDE IN PARKS UPDATE 2023

In 2017, the Council's Play Strategy (2017-2025) identified a programme of high priority improvements required for the Borough's play facilities. Since April 2018, the Council had approved £1.4 million pounds' worth of investment in parks and open spaces. Some of this funding (£250,000) was shared with the Town and Parish Councils to facilitate the maintenance of their own park facilities.

RESOLVED that the alignment of the 2024/25 maintenance programme with the Play Strategy review in 2025, be approved.

Reason

It is important for parks and open spaces to meet the required standard outlined in the Council's Corporate Plan. This uniform standard is viewed as a fair and positive approach to enhance the quality and visitor experience of these spaces.

112 COMMUNITY SAFETY

112.1 ANTI SOCIAL BEHAVIOUR POLICY

The Office of the Police and Crime Commissioner has coordinated meetings of an anti-social behaviour taskforce to produce an agreement across Nottinghamshire to clarify roles and responsibilities between agencies for the reporting and delivery of anti-social behaviour to ensure consistency of practice across the County.

This work would assist victims in reporting ASB to the correct agency or department, prevent incidents being reported to multiple agencies causing confusion both in the response and communication with victims and prevent double counting of incidents for reporting purposes.

It was planned that the police and district councils would use this document to raise awareness of what is and is not anti-social behaviour, managing the expectations of victims and informing victims of the correct reporting procedures and possible outcomes.

RESOLVED that the protocol set out in appendix 1 of the report be adopted and the existing Anti-Social Behaviour Policy be amended as set out in appendices 2 and 3 of the report.

Reason

The Council's Anti-social Behaviour Policy has been amended to align with the Agreement and roles and responsibilities of the Protocol.

113 CABINET WORK PROGRAMME

RESOLVED that the Work Programme, including key decisions, be approved.

114 EXCLUSION OF PUBLIC AND PRESS

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

115 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

115.1 OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME

This item was removed from the agenda for consideration at a later date.

115.2 THE FUTURE OF THE BUILDING CONTROL SERVICE

RESOLVED that:

1. **An 'in year' contribution for 23/24 be made to Erewash Borough Council in line with the figure based included in the report based on the forecast deficit at the current year end.**
2. **A forecast estimate based on Quarter 1 actuals in each previous year be used to formulate a year end outturn to determine the management fee for the 24/25 and future years. Using this model, the management fee for 2024/25 would be based on the figure included in the report per authority, and could be used as a budgeting figure.**
3. **The proposed action plan, set out in appendix 3, be approved.**
4. **That Cabinet authorise a letter to be written to the Secretary of State highlighting the deficiencies of the current authorised inspector regime in relation to the impact on viability on local authority building control services; difficulties in enforcing building regulation approvals given by**

- approved inspectors; and concerns about the objectivity of the approved inspector regime
5. That the operation of the Building Control Service be referred to scrutiny for further consideration.

Reason

The resolution will allow for key areas of improvement to take place in service delivery.

116 RESOURCES AND PERSONNEL POLICY

116.1 IRRECOVERABLE ARREARS

RESOLVED that the arrears in excess of £7,500 on national non-domestic rates, council tax, rents, housing and council tax benefit overpayment and sundry debtors as set out in the report be written off and to note the exercise of the Deputy Chief Executive's delegated authority under Financial Procedure Rule 5.9.

Reason

This will assist with the Council's aim to deliver cost effectiveness.

116.2 BENEFITS RESTRUCTURE AND VOLUNTARY REDUNDANCY

RESOLVED that the Voluntary Redundancy of Post F120a Benefits Team Leader and the subsequent restructure within the Benefits section be approved.

Reason

This will assist with the achievement of the Council's corporate priorities.

116.3 EXECUTIVE DIRECTOR DEPARTMENT

RESOLVED that:

1. The re-designation of the Health, Safety and Emergency Planning Manager (Grade 14) to the Head of Service for Health, Safety and Emergency Planning (Grade CO2 subject to job evaluation) at an increased annual cost of £20,500 including oncosts be approved, to be funded from the Housing Revenue Account (HRA) and General Fund Reserves as set out below.
2. The creation of a Compliance Manager post (Grade 12 subject to job evaluation) in Health, Safety and Emergency Planning at an annual cost of £62,900 including oncosts be approved, to be funded from the HRA and General Fund Reserves as set out below.
3. The creation of a Senior Health, Safety and Emergency Planning Officer post (to be career graded at Grade 8 to 12 subject to job evaluation) at an annual cost of £43,550 including oncosts be approved, to be funded from the General Fund Reserves.
4. The re-designation and regrading of the Head of ICT post (Grade CO1) to the Head of ICT and Corporate Services (Grade CO2) at an increased

annual cost of £9,900 including oncosts be approved, to be funded from the General Fund Reserves.

Reason

This will assist with the Council's corporate value of continuous improvement and delivering value for money.

116.4 DISREPAIR

RESOLVED that:

- 1. The extension of the interim contracts for the Disrepair Inspector and Disrepair Administrator from January to March 2024 be approved, to be funded from Housing Revenue Account (HRA) working balances in 2023/24.**
- 2. The creation of a new permanent Disrepair Inspector post and a new permanent Disrepair Administrator post (at Grade 10 and Grade 4 respectively at a total cost of £84,300 per annum including oncosts) be approved, to be funded from the HRA working balances.**
- 3. Two legal agency disrepair locums be approved to deal with the disrepair claims working 30 hours and 15 hours a week, at a total cost of £80,000 per annum be approved, to be funded from the HRA.**

Reason

This will assist with the Council's corporate value of continuous improvement and delivering value for money.

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Report of the Monitoring Officer

SCRUTINY REVIEWS

1. 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. Detail

The Overview and Scrutiny Committee met on 21 December 2023 for the call-in on the report concerning Kimberley Leisure Centre from the Cabinet meeting held on 5 December 2023. This meeting was adjourned for further guidance to be provided and reconvened on 19 January 2024. The Overview and Scrutiny Committee resolved to accept the decision of the Cabinet meeting of 5 December 2023 regarding Kimberley School Leisure Centre. The resolution from which was as follows:

1. **The Kimberley school request for funding as specified in the exempt report to cover their estimated Leisure Centre deficits over 3 financial years, be rejected.**
2. **The Kimberley School request that the Council provides uncapped contributions towards the repairs costs, including the pool plant replacements and future price increases in utility and supplies costs, not included in their assumptions, be rejected.**
3. **Liberty Leisure continues to discuss the delivery of a 'dry-side' gym facility to be managed at the school site, be approved.**
4. **The Council's Leisure Officer and Liberty Leisure seek alternative leisure sites in the north of the Borough and report back to Cabinet on any viable opportunities, be approved.**

The Equality, Diversity and Inclusion at the Council Working Group met on 15 January 2024. The Working Group is Chaired by Councillor S Dannheimer. The Group was given a presentation on Equalities and reports were received from the Human Resources Manager on Neurodiversity. The next meeting would be focussing on Council buildings meeting the requirements of the Equality Act 2010 and where reasonable adjustments had been made. This will take place on 1 March 2024. The Group indicated the scrutiny topic would be long term as the topic covered a wide area of the Council.

Cabinet will receive updates at each future meeting as to the progress of the Overview and Scrutiny Committee's work programme as contained in the attached **APPENDIX** and 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. Key Decision

This is not a key decision.

5. Financial Implications

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

There are no direct financial implications arising from this report.

6. Legal Implications

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

There are no legal implications arising from the report.

7. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No comments

8. Union Comments

The Union comments were as follows:

No comments

9. Climate Change Implications

There were no comments received.

10. 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.

11. Equality Impact Assessment

Not required.

12. Background Papers

Nil

APPENDIX

3.1 Topics under review:

| Topic | Committee/Group | Start date | Proposed Cabinet submission |
|--|-------------------------|-----------------|-----------------------------|
| Diversity and Inclusion at the Council | Councillor S Dannheimer | 23 October 2023 | TBC |

2. Topics Reserved for future consideration:

| | Topic | Topic suggested by | Link to corporate priorities/values |
|----|--|--|---|
| 1. | Disabled Facilities Grants | Councillor B C Carr | The Housing aim of a good quality home for everyone |
| 3. | Child Poverty | Overview and Scrutiny Committee | A strong caring focus on the needs of all communities |
| 4. | Budget Consultation | Overview and Scrutiny Committee | Continuous improvement and delivering value for money |
| 5. | Homes for Life | Councillor S J Carr agreed by Overview and Scrutiny Committee | The Housing aim of a good quality home for everyone |
| 6. | Building Control | Councillor B C Carr agreed by the Overview and Scrutiny Committee to put on hold. Awaiting the outcome of a report to Cabinet. | Continuous improvement and delivering value for money |
| 7. | Review the new system of Resident Engagement for Members | Cabinet | A strong caring focus on the needs of all communities |

3. Topics to be Reviewed after Six Months:

| | Topic | Topic suggested by | Link to corporate priorities/values | Proposed Date to Overview and Scrutiny Committee |
|----|------------------------|---------------------------------|---|---|
| 1. | Housing Repairs | Overview and Scrutiny Committee | Continuous improvement and delivering value for money. The Housing aim of a good quality home for everyone. | February 2024 |
| 2. | Markets in the Borough | Overview and Scrutiny Committee | Continuous improvement and delivering value for money. | June 2024 |
| 3. | D.H. Lawrence Museum | Overview and Scrutiny Committee | Continuous improvement and delivering value for money | June 2024 |

Report of the Portfolio Holder for Resources and Personnel Policy

BUDGET PROPOSALS AND ASSOCIATED STRATEGIES1. Purpose of report

To recommend to Council the capital and revenue budget proposals together with the Capital Strategy, Prudential Indicators, Treasury Management Strategy, Investment Strategy and General Fund Medium Term Financial Strategy and to approve the Business Plans.

2. Recommendation

Cabinet is asked to RESOLVE to approve:

1. The business plans for the Council's corporate priorities and support service functions, subject to amendment as a result of any budget decisions still to be taken by Council recommended by Cabinet.

and to RECOMMEND to Council that the:

2. The Housing Revenue Account budget as submitted be approved (appendix 2).
3. The General Fund revenue budgets as submitted be approved (appendix 3).
4. The capital submissions and priorities within them be approved and that the Deputy Chief Executive be authorised to arrange the financing of the capital programme as necessary (appendix 4).
5. An amount of £50,000 be provided for a General Contingency in 2024/25 (appendix 3).
6. The Council Tax Requirement for 2024/25 including special expenses (but excluding local precepting requirements) be £6,601,729 (appendix 3).
7. An amount of £820,670 be withdrawn from the General Fund Reserve in 2024/25 (appendix 3).
8. An amount of £1,249,422 be taken from the General Fund earmarked reserves in 2024/25 (appendix 3).
9. The Capital Strategy 2024/25 to 2026/27 be approved (appendix 5)
10. The Minimum Revenue Provision policy as set out be approved (appendix 6).
11. The Treasury Management Strategy Statement 2024/25 to 2026/27 be approved (appendix 6).
12. The Investments Strategy 2024/25 to 2026/27 be approved (appendix 7).
13. The General Fund Medium Term Financial Strategy to 2027/28 be approved (appendix 8).

3. Detail

The following appendices are included and recommended for approval:

| | |
|------------|--|
| Appendix 1 | Impact Analysis |
| Appendix 2 | Housing Revenue Account (HRA) Budget and Council House Rents 2024/25 |
| Appendix 3 | Resources Allocation – General Fund Revenue Budget 2024/25 |
| Appendix 4 | Resources Allocation – Capital Programme 2024/25 to 2026/27 |
| Appendix 5 | Capital Strategy 2024/25 to 2026/27 |
| Appendix 6 | Treasury Management Strategy 2024/25 to 2026/27 |
| Appendix 7 | Investments Strategy 2024/25 to 2026/27 |
| Appendix 8 | General Fund Medium Term Financial Strategy |

A budget consultation exercise was undertaken during October and November 2023, the results of which were considered by Cabinet on 9 January 2024.

The matters referred to in these reports are inter-related and, as such, need to be considered together. The latest update to the HRA 30-Year Business Plan model was considered and approved by Cabinet on 5 December 2023.

The service and financial plans were considered as an integral part of the budget setting process by the Overview and Scrutiny Committee on 29/30 January 2024. Subject to any consequent amendments necessary as a result of any budget changes approved by Council, Cabinet is asked to approve these documents.

After consulting with the Leader of the Council and the Deputy Leader and Portfolio Holder for Resources and Personnel Policy, the figures included within the recommendations below and in the Medium Term Financial Strategy (appendix 8) reflect the fact that Cabinet may choose to recommend to Council that the basic amount of Council Tax in 2024/25 is increased by 2.94% from £182.06 to £187.42 and by a 2% increase in 2025/26 and 2026/27. This is set out in detail in appendix 3.

4. Key Decision

This report is a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and is a decision made or to be made in connection with the discharge of an Executive function which is likely to result in the Council incurring revenue or capital expenditure or savings of £250,000 or more.

5. Updates from Scrutiny

The service and financial plans were considered by the Overview and Scrutiny Committee on 29/30 January 2024.

6. Financial Implications

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

The detailed financial implications are considered in the report and appendices.

7. Legal Implications

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

There are no specific legal implications that arise from this report, as the suggested proposals are in accordance with relevant legislation, Council policy and procedures. The recommendation is within the Council's statutory and fiduciary powers.

8. Human Resources Implications

There were no comments from the Human Resources Manager.

9. Union Comments

There were no Unison comments in relation to this report.

10. Climate Change Implications

Climate change implications have been considered as part of the business planning and budget setting process.

11. 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.

12. Equality Impact Assessment

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

13. Background Papers

Nil

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APPENDIX 1

IMPACT ANALYSIS1. Introduction

A detailed impact analysis (taking account of the Council's duty under section 149 of the Equality Act 2010) is undertaken for all key executive decisions which involve changes in service delivery in year.

These changes inform the budget for the following year. However, most decisions that specifically relate to budget-setting reflect changes that are not linked to specific groups of people but apply equally to all residents across the whole Borough. The following are felt to be the main areas where particular groups within the population may be affected.

2. Changes in Housing Rents and Housing Related Charges

A refreshed Housing Business Plan was presented to the Overview and Scrutiny Committee on 29/30 January 2024, in a report which included the Housing Revenue Account (HRA) 2024/25 budget estimates (also included in this report).

With effect from April 2020, local authorities are able to set their own rent levels, though Government Guidance recommends that rent increases should be not more than the Consumer Price Index (CPI) plus 1% from 2020/21 for the following five years. On 2 February 2021, the Housing Committee approved the Council's Rent Setting Policy which in summary stated Housing Rents are to increase by September CPI plus 1%. This is reflected in the annual update of the financial model that accompanies the HRA 30-year Business Plan.

Government policy was temporarily changed for 2023/24, in view of economic conditions and high inflation, with a social housing rent cap of 7% for 2023/24. This has now reverted back to the earlier policy for 2024/25 where rents can be increased by CPI plus 1%. The CPI inflation figure at September 2023 was 6.7%, thereby allowing for a potential rent increase of up to 7.7%.

The proposals presented for consideration by Cabinet in this report include the HRA rent income budgets prepared with a 7.7% rent increase as recommended by the Deputy Chief Executive and Section 151 Officer.

The increase in rents will impact on all tenants. It will also have an impact on the welfare bill as it is anticipated that housing benefit payments will increase in proportion to the increase in rental income. Around two-thirds of tenants get Housing Benefit or the rent element of Universal Credit, although not all will get the full amount.

An increase of 7.7% increase would equate to an average weekly rent of £89.98, which is still amongst the lowest in the East Midlands. This increase will provide vital in additional revenues to help manage the cost of staffing and further investment in service delivery, repairs and maintenance and capital investment.

The Government's Universal Credit programme continues to be rolled out with the managed migration of working age Housing Benefit cases to Universal Credit expected during 2024/25. Universal Credit replaces a number of working age benefits with one. The amount due is paid directly to the claimant, which is a substantial change for some claimants where housing benefits were previously paid to the landlord. The Council is working with tenants and other agencies to ensure a smooth transition.

The budget proposals also include a freeze in Garage Rents and other fees and charges which have been taken into account in the budget figures considered by Overview and Scrutiny Committee on 29/30 January 2024.

The changes in Housing rent levels will affect all tenants while the changes to Garage rents will only affect those specific tenancy types. An Equality Impact Assessment was undertaken for the proposed changes in policy during earlier budget setting exercises. This indicated that there are no recognised groups within the Equalities Act that would be adversely affected by any changes. No further changes would affect this conclusion.

3. Liberty Leisure Limited

Liberty Leisure Limited was established on 1 October 2016 and is a wholly owned company of the Council which delivers leisure and associated services.

The budget proposals include a provision for a reduced annual management fee of £369,000 for Liberty Leisure Limited (LLL) in 2024/25 (£519,000 in 2023/24). This budget saving of £150,000 was identified as part of the Business Strategy approved by Cabinet on 7 November 2023. This saving can be achieved by implementing the external efficiency review of the company, which identified additional savings and income totalling £300,000. It is assumed that 50% of the review will be implemented in 2024/25

The cost of borrowing and provision for repayment of debt relating to leisure property and other capital assets remain with the Council which retains ownership of the capital assets of the company. All other costs are included within the annual management fee.

As LLL is a wholly-owned company, the Council retains overall control. Any changes to service provision must be agreed by the Council. The Council will continue to meet with LLL on a regular basis to review the company's cash-flow position and to provide adequate support to mitigate any risk of insolvency.

4. Other Establishment Changes

The budget proposals include estimates for the existing staffing establishment in 2024/25. Any proposed changes to the Council's staffing structures will be reported to Cabinet before implementation.

The Council's policy is to reduce workforce costs in a controlled manner and to avoid compulsory redundancies if at all possible. The Council's voluntary redundancy policy currently includes an increase in entitlement based on an actual week's pay rather than the capped statutory entitlement. This policy is considered as part of the Pay Policy which is approved annually at full Council.

Any proposed staffing reductions would be drawn from different service areas across the Council, and none of the recognised groups under the Equalities Act should be affected disproportionately.

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APPENDIX 2

| |
|---|
| HOUSING REVENUE ACCOUNT BUDGET AND COUNCIL HOUSE RENTS 2024/25 |
|---|

1. Housing Revenue Account (HRA) Budget

The HRA budgets for the 2023/24 revised estimate and 2024/25 base budget are presented below. This shows a projected balance of £2.296m as at 31 March 2025.

| | Revised Budget 2023/24 £ | Base Budget 2024/25 £ |
|---|--------------------------------|-----------------------------|
| Repairs and Maintenance | 5,004,850 | 4,866,620 |
| Supervision and Management | 3,432,900 | 4,126,920 |
| Special Services | 2,323,400 | 2,489,910 |
| Rents, Rates, Taxes and Other Charges | 160,350 | 162,300 |
| Depreciation and Impairment of Fixed Assets | 4,617,000 | 4,777,900 |
| Increase/Decrease in Impairment of Debtors | 80,000 | 70,000 |
| Total Expenditure | 15,618,500 | 16,493,650 |
| Dwelling Rents (Gross) | (16,972,400) | (18,535,470) |
| Non-dwelling Rents (Gross) | (289,000) | (279,000) |
| Tenants' Charges for Services and Facilities | (856,700) | (843,010) |
| Leaseholders' Charges for Services/Facilities | (94,300) | (110,250) |
| Other Charges for Services and Facilities | (4,000) | (8,500) |
| Total Income | (18,216,400) | (19,776,230) |
| Net Cost of Services | (2,597,900) | (3,282,580) |
| HRA share of Corporate and Democratic Core | 442,540 | 487,780 |
| HRA share of interest payable and similar charges including amortised premiums/ discounts | 2,674,500 | 3,210,320 |
| HRA Investment Income | (84,700) | (177,400) |
| (Surplus)/Deficit for the Year on the HRA Income and Expenditure Statement | 434,440 | 238,120 |

| | Revised Budget 2023/24 £ | Base Budget 2024/25 £ |
|---|--------------------------------|-----------------------------|
| Capital Expenditure Funded by HRA Revenue | - | - |
| (Increase)/Decrease in HRA Balance | 434,440 | 238,120 |
| HRA Opening Balance | (2,968,659) | (2,534,219) |
| HRA Closing Balance | (2,534,219) | (2,296,099) |

2. Budget Changes

The following matters have been taken into account in the production of the overall budget position. The 2024/25 base budget shows an increase in expenditure of £1.145m compared to the 2023/24 revised budget, whilst income has increased by £1.341m.

| Service Area – Expenses | Change (£) |
|--|------------|
| Changes in employee related costs across the HRA including the impact of the pay award in 2023/24 and the anticipated pay award estimated at 4% in 2024/25. The uplift also includes salary increments and establishment changes agreed in 2023/24. | 186,000 |
| A net increase in premises costs largely linked to price inflation. | 20,000 |
| An uplift in transport related expenditure due to an increase in fleet operating costs (e.g. mechanics pay, fuel and materials), a proportion of which is recharged to the HRA. This is partially offset by a forecast reduction in mileage expenses. | 16,000 |
| A net increase in supplies and services costs mainly due: <ul style="list-style-type: none"> The Council's Insurance policy is out to tender and it is expected that premiums will rise significantly due to increased property sums insured linked to rebuild costs. As such, the insurance recharge to the HRA has increased significantly for 2024/25 budget (£156k). A net increase in the sub-contractors' budget based on forecast demand and an expected increase in fees (£74k). A new budget has been created following the Regulator of Social Housing introducing a mandatory charge for local authorities (£35k). | 123,000 |

| Service Area – Expenses | Change (£) |
|---|------------|
| <ul style="list-style-type: none"> • Waste disposal costs across Housing Repairs have been increased based on current and prior year spends (£25k). • An increase in the contingency budget to allow greater flexibility in the budget to respond to urgent issues (£20k). • An increase in the compensation budget following regulatory changes by the Housing Ombudsman (£15k). • A one-off development budget for the EPC project is included in 2023/24 and will fall out of the 2024/25 base budget. Any budget underspend may be carried forward required (£100k). • Consultancy budgets across the HRA have been reduced as one-off budgets for specific projects included in 2023/24 are not replicated in the base budget for 2024/25 (£79k). • The materials budget for day-to-day repairs has been decreased based upon forecasted work required (£22k). | |
| <p>Increases in third party payments relate to an increase in grounds maintenance recharges from the General Fund. These include maintaining HRA non-residential land, land at Independent Living accommodation and maintaining elderly residents' gardens.</p> | 56,000 |
| <p>A net increase in recharges to the HRA for services from the General Fund including ICT, Finance, Legal, Human Resources, Health and Safety, Property Administration, Asset Management, Mechanics, Payroll, Creditors, Debtors, Internal Audit and Support Services.</p> | 46,000 |
| <p>There is a net increase in capital charges. This is because of an increase in depreciation following an increase in HRA dwelling values. There is also an increase in borrowing costs to the HRA based on forecast borrowing for Housing capital expenditure.</p> <p>This is partially offset by a decrease in vehicles and equipment depreciation, with some of these assets being fully depreciated in 2023/24 and therefore no further charges being necessary.</p> | 697,000 |

| Service Area – Income | Change (£) |
|---|--|
| <p>An increase in Housing Rents (Dwelling) income based upon:</p> <ul style="list-style-type: none"> • An opening stock of 4,353 properties; plus 68 acquisitions and new builds across 2023/24 and 2024/25; less 33 estimated sales (Right to Buy) across the two years equals a projected closing stock of 4,388 properties. • Add the impact of a 7.7% rent increase (September CPI+1% as allowed by Regulations). • Less projected void loss of £295,000. <p>See further commentary below for more details.</p> | (1,563,000) |
| <p>There has been a small reduction in forecasted Garage Rent income. This estimate is primarily based on actual income from 2022/23 and 2023/24 to date. It is also proposed that there would be no increase in garage rent charges in 2024/25 in order to keep charges in line with other suppliers.</p> | 10,000 |
| <p>A small reduction in Support Charges (tenants' charges for services) estimated based upon previous actuals and forecast demand for services in 2024/25.</p> | 10,000 |
| <p>Other notable changes in HRA Income include:</p> <ul style="list-style-type: none"> • Investment income to increase in 2024/25 based on forecast interest rates, economic performance and cash flows. • A reduction in the estimated capital salaries recharged to the proposed capital programme in 2024/25. • A reduction in the amount charged by the HRA for General Fund related activities carried out by employees paid by the HRA. This has been reduced because of cost reductions in HRA services and is therefore not a 'true' loss of income as it is offset by cost reduction across HRA services. • A review of the recharge basis that took place in 2023/24 has resulted in a reduction of recharged income within the HRA. Again it should be noted that this is not a 'true' reduction in income as it was simply costs recharged from one HRA service to another so the reduction in income recharges is offset by an equivalent reduction in income expenditure. | <p>(93,000)</p> <p>12,000</p> <p>36,000</p> <p>248,000</p> |
| <p>Overall increase/(decrease) in net expenditure compared to 2023/24 revised estimate</p> | <p>(196,000)</p> |

Revenue Development – Housing Disrepair

In addition to the above changes to base budgets, there is a request for a new revenue development in 2024/25 and beyond. This budget would fund the addition of two new posts, namely a Disrepairs Inspector and a Disrepairs Assistant. It would also fund the work necessary to correct disrepairs and any compensation due to affected tenants.

The development budget required is £634,300 and includes the cost of the two posts at £84,300, potential additional repair works at £200,000 and settlement and compensation at £350,000. A report was considered by Cabinet in January 2024 to request the addition of the new posts to the establishment.

Cabinet is asked to approve this revenue development.

3. Rents and charges proposals

With effect from 1 April 2020, local authorities are able to set their own rent levels, though Government Guidance recommends that rent increases should be not more than the Consumer Price Index (CPI) plus 1% from 2020/21 for the following five years. On 2 February 2021, the Housing Committee approved the Council's Rent Setting Policy which in summary stated Housing Rents are to increase by September CPI plus 1%. This policy has been reflected in the financial model that accompanies the HRA 30-year Business Plan.

For 2023/24, in view of the economic situation, the Government capped rent increases at 7%. This restriction does not apply for 2024/25 and therefore a return to the September CPI plus 1% method is proposed, resulting in a proposed increase of 7.7%.

The proposals presented for consideration and approval by Cabinet, on this agenda, include the HRA rent income budgets prepared with a 7.7% rent increase as recommended by the Deputy Chief Executive and Section 151 Officer. For comparison, a lower rent increase at 5% would cost the HRA around £470k in 2024/25 which would then be compounded in future years because it is not included in the base. This loss of income would directly impact upon service delivery and capital investment.

About two-thirds of tenants receive Housing Benefit or the rent element of Universal Credit, although not all will get the full amount. An increase of 7.7% increase would equate to an average weekly rent of £89.98.

The Government's Universal Credit programme continues to be rolled out across the Borough, which sees Universal Credit replacing a number of benefits with one. The amount due is paid directly to the claimant which is a substantial change for some claimants where housing benefits were previously paid to the landlord such as the Council. The Council is working with tenants and other agencies to ensure a smooth transition.

The budget proposals also include estimates for a freeze in Garage Rents which has been taken into account in the updated Housing Business Plan and budget figures considered by Overview and Scrutiny Committee on 29/30 January 2024.

4. Summary

The minimum working balance recommended on this account is £1 million. As per the HRA 30-year Business Plan (approved by Cabinet in December 2023), there are forecast to be periods when actual balance exceeds this. This surplus balance will be used to fund future repairs and maintenance (as per the Stock condition survey), to fund capital investments, and to repay borrowing.

The interest cost arising from any prudential borrowing to help finance the capital programme falls on the HRA and is estimated at £3.21m in 2024/25.

Additional borrowing of £20.66m will be required for 2024/25 to 2026/27 to finance the proposed new build housing and housing acquisitions programme, compliance work and to contribute towards the investment and improvements of HRA dwellings included in the capital programme and ensure decent home standards are met.

In order to fund the Capital Programme in 2024/25 it is anticipated that £990k will be required from HRA capital receipts.

It is recommended that a HRA working balance of at least £1 million is maintained in future years to ensure that sufficient provision exists to meet unexpected needs. This will be increasingly significant in terms of having sufficient funds available to meet the cost of potential new build properties and other capital investment commitments.

The HRA 30-Year Business Plan has recently been refreshed and was approved by Cabinet on 5 December 2023. A further annual review will be completed in 2024/25 and reported to Cabinet accordingly.

APPENDIX 3

**RESOURCES ALLOCATION –
GENERAL FUND REVENUE BUDGET 2024/25**1. Summary of Proposals

The Overview and Scrutiny Committee has considered the revised budgets for 2023/24 and the base budgets for 2024/25 for each corporate priority and the support services areas. Any changes arising from this process are set out below along with a summary of the proposed General Fund budget for 2024/25.

2. Key Assumptions and Other Changes

During the consideration of the revised estimates for 2023/24 and the base budgets for 2024/25 by the Overview and Scrutiny Committee, there has been a continuing focus on delivering the Council's vision in the current and in the new revised Corporate Plans.

The outcome of the latest budget consultation exercise that took place during October/November 2023 was noted by Cabinet on 9 January 2024. The web-based survey, which was publicised through social media, generated 1,393 responses which was higher than previous years. The Council has responded to its residents with the following proposals being included in budgets:

- Greater investment in climate change and environmental services with the Council's successful Climate Change and Green Futures Delivery Programme, including the procurement of electric vehicles, conversion of the fleet to HVO biofuel, decarbonisation plans, housing energy efficiency measures and continued investment in parks, open spaces, play areas and waste and recycling services.
- Large investment in Economic Development and Business Growth is also important for local residents and the budgets includes the successful Stapleford Towns Fund (£21m total investment plan), Kimberley Means Business Levelling-Up Fund (totalling £16m) and allocations from the UK Shared Prosperity Fund (totalling £3m). There is also the regeneration projects associated with Beeston town centre with the Beeston Square development generating additional rental income streams.
- There continues to be a large investment in the existing Council Housing stock (considered within the HRA at appendix 2) covering compliance, meeting decent homes standards and social housing decarbonisation. The Council has also developed a significant Housing Delivery Plan, with a pipeline of new homes both through acquisitions and the new house building programme, which will lever in grant funding from Homes England bids in addition to investing the Council's own resources.

- Continued support of the community and voluntary sector, including the Citizens Advice Broxtowe.

The base budgets for 2024/25 include estimates for inflation on certain headings such as utilities, fuel and energy costs and other contractual commitments. The pay budget includes an increase in Pension Fund primary contributions, contractual increments and job evaluation regrades, market supplements for posts that have been difficult to recruit and an estimated 4% pay award for 2024/25.

Under the Prudential Framework for Capital Finance, prudential borrowing has to be considered in overall terms and taking account of the effect on revenue budgets and general affordability in the short and medium term. Appendix 5 to this report proposes additional prudential borrowing of £10.387m in 2024/25 in relation to the HRA capital programme and borrowing of £2.455m in relation to the General Fund. Based on external borrowing rates, an estimate for additional borrowing costs has been included in the base budget for 2024/25.

It is prudent to provide a sum of money within the budget to cover unforeseen items of expenditure which may arise during the year. As in previous years, a General Fund Contingency has been established for 2024/25 and increased to £50,000; the first increase for many years (£25,000 in 2023/24).

All known revenue developments have been incorporated into base budgets. No further revenue developments are expected but other items may be brought forward to Cabinet during the course of the year as and when need arises.

Any proposed staffing changes in 2024/25, above delegated limits, will be reported to Cabinet for consideration and, if approved, incorporated within the revised estimates for 2024/25.

Non-domestic rates income is primarily based on a calculation taking into account the local non-domestic rates tax base and the Government's calculations of each local authority's spending requirements. For budgeting purposes the Council completes an assessment at the beginning of each year and uses this to determine the amount of rates to be collected (the 'NNDR1'). The budget is then set on the basis of this assessment.

For 2024/25 the Business Rates income budget based on the NNDR1 for the year has been set at £3.793m, which includes estimates for losses on appeals and the recovery of deficits arising from prior year transactions on the Collection Fund. Any difference between budgeted income and actual income receivable will be recovered in the following year. Non-domestic rates income is also affected by Section 31 grants received from central government (estimated at £3.068m after tariff adjustment) and by payments to or receipts from the Nottinghamshire Business Rates Pool.

The provisional Local Government Finance Settlement for 2024/25 was announced by the Secretary of State for Department for Levelling Up, Housing and Communities (DLUHC) on 18 December 2023. This included details of the

Council's Settlement Funding Assessment (SFA) for 2024/25 and the Central Government grant funding to be received as part of the settlement.

Grant funding includes £128,529 Revenue Support Grant (£120,545 in 2023/24) and Services Grant of £18,439 (£117,186 in 2023/24). Whilst the methodology for the Services Grant distribution remains unchanged through the SFA formula, the grant has been reduced significantly after factoring in the costs of using some of the remaining Services Grant to fund increases to other settlement grants and equalisation of the adult social care precept.

The settlement also included details of the New Homes Bonus (NHB) allocations. The overall 2024/25 allocation for NHB remains unchanged with the scheme now being a single year retrospective allocation which does not include any prior year legacy payments. The provisional NHB allocation to Broxtowe for 2024/25 is £255,132, an increase from £131,500 in 2023/24 but still lower than the £351,950 received in 2022/23.

The Funding Guarantee grant is intended to provide a funding floor for all local authorities, so that no council would see an increase in Core Spending Power (CSP) that is lower than 3% (before assumptions on council tax increases). The provisional allocation to Broxtowe in 2024/25 is £366,604 which is only marginally higher than the £362,495 grant received in 2023/24 given the gains in NHB above.

As set out in section 3 below, the recommendations are based upon withdrawing £1,483,832 from the General Fund Reserve in 2023/24 (net total of £522,581 including earmarked reserves) and withdrawing £820,670 from General Fund Reserves in 2024/25 (net £2,070,092 including earmarked reserves).

The General Fund Reserve is therefore expected from £6.387m at 1 April 2023 to £4.903m at 31 March 2024. A further withdrawal from balances in 2024/25 will see the projected General Fund Reserve at 31 March 2025 to be £4.082m.

3. Collection Fund Income

Income received from Council Tax and Business Rates goes into the Collection Fund. This will then have implications for the General Fund but the exact timing is dependent upon the Collection Fund accounting regulations. In order to support the economic recovery from the Covid-19 pandemic and the rising cost of living, the government has continued with a number of initiatives that will directly support businesses in the area. Further details are set out below:

(i) Expanded Retail Discount and Nursery Relief

The Government announced an extension to the retail, hospitality and leisure relief that eligible businesses receive towards their Business Rates bills would be expanded and cover 2024/25. This relief equates to 75% of their annual Business Rates charge.

This reduces the Net Rates Receivable from these businesses. In order that local authorities should not lose out financially as a result of these schemes, the government will provide compensation through Section 31 grants. However, these grants must, in accordance with the regulations, be paid into the General Fund as opposed to the Collection Fund.

(ii) Collection Fund Surplus/Deficits

One of the key features of the Collection Fund accounting arrangement is that an attempt to recover a projected deficit on either Council Tax and Business Rates in a particular year needs to be made when setting the budget for the following year. Conversely, a Collection Fund in surplus is redistributed accordingly to the respective preceptors in the following year.

In order to address any significant timing issues, Collection Fund Equalisation Reserves for both Council Tax and Business Rates were established around the time of the Covid-19 pandemic, to meet the cost of any anticipated deficits and to ensure that the impact of any issues do not unnecessarily distort the position on the General Fund Reserve.

A further note on the utilisation of the NNDR Collection Fund Equalisation Reserve in 2023/24 and 2024/25 is considered further below.

(iii) Nottinghamshire Business Rates Pool

There are positive benefits of the Council being a collective part of the Nottinghamshire Business Rates Pool. Broxtowe are committed to remaining within the Pool, along with the County Council and the other Nottinghamshire districts. Having declared this commitment, the Secretary of State has retained the Nottinghamshire Business Rates Pool for 2024/25.

4. General Fund Revenue Budget

The table below shows the 2023/24 revised budget for each corporate priority along with the base budget figures for 2024/25. It also shows the impact that this would have upon the Council's available balances.

| | Revised Estimate 2023/24 £ | Base Budget 2024/25 £ |
|---|----------------------------------|-----------------------------|
| <u>Corporate Priority</u> | | |
| Business Growth | 1,440,750 | 1,266,890 |
| Community Safety | 1,717,950 | 1,637,680 |
| Environment and Climate Change | 5,925,480 | 6,440,060 |
| Housing – General Fund | 661,500 | 654,980 |
| Leisure and Health | 1,369,600 | 1,202,610 |
| Resources | 3,759,410 | 3,400,470 |
| Sub-Total | 14,874,690 | 14,602,690 |
| Add: Beeston Special Expenses | 25,300 | 25,600 |
| Total Net Expenditure | 14,899,990 | 14,628,290 |
| <u>Funding</u> | | |
| Revenue Support Grant | (120,545) | (128,529) |
| Services Grant | (117,186) | (18,439) |
| New Homes Bonus | (131,500) | (255,132) |
| Core Spending Power Funding Guarantee | (362,495) | (366,604) |
| | | |
| NNDR (Business Rates after Tariff) | (3,796,308) | (3,793,060) |
| NNDR (Surplus)/Deficit (See Note) * | - | (19,733) |
| Estimated Levy Payment to Pool | 1,302,963 | 1,310,974 |
| Estimated S31 Grant (per NNDR1) | (2,814,768) | (3,068,266) |
| Estimated Returned Funding from Pool | (800,000) | (800,000) |
| | | |
| Council Tax | (6,346,950) | (6,601,729) |
| Council Tax (Surplus)/Deficit | 48,492 | (5,892) |
| | | |
| Precept – Beeston Special Expenses | (25,300) | (25,600) |
| Total Funding | (13,163,597) | (13,772,010) |
| | | |
| Allocation to/from Earmarked Reserves (below) | (252,561) | (35,610) |
| | | |
| Withdrawal from General Fund balances | 1,483,832 | 820,670 |

*Note - NNDR Collection Fund Surplus/Deficit (Broxtowe Share)

The original budget for 2023/34 relating to the previous year's Business Rates Collection Fund surplus/deficit estimate was recorded as nil. As such, the projected £1.214m surplus on the Council's element of the Business Rates Collection Fund (NNDR1 Part 4 from January 2023) was not immediately brought into the General Fund budget. The reasoning was linked to the considerable volatility risk within retained Business Rates and a further timing risk on the General Fund budget due to the timing risk created by collection fund accounting arrangements.

The actual Business Rates Collection Fund surplus as at 31 March 2023 was £668,140 (NNDR3). This effectively resulted in a £545,672 deficit on the Collection Fund to be recovered from the General Fund in 2024/25.

As such, it is proposed that £1.214m that was due to be brought into General Fund balances in 2023/24 will instead be moved into Earmarked Reserves (NNDR Equalisation Reserve) to meet the identified Collection Fund 2023/24 deficit of £1.194m (increased further due to the impact of rating appeals) that would ordinarily be recoverable from the 2024/25 General Fund budget.

| | NDR/CF £'000 |
|---|-----------------|
| Projected NNDR Collection Fund Surplus 2022/23 (NNDR1 Part 4 – January 2023) | (1,214) |
| Less: Actual NNDR Collection Fund Surplus 2022/23 (NNDR3 Part 5 – May 2023) | (668) |
| Equals: Prior year NNDR Collection Fund Deficit to be recovered from General Fund in 2024/25 | (546) |
| Add: Projected in-year NNDR Collection Fund Deficit 2023/24 (NNDR1 Part 4 – January 2024) | (648) |
| Total: Forecast NNDR Deficit 2023/24 to be recovered from General Fund budget in 2024/25 | (1,194) |

| <u>Business Rates Surplus/Deficit</u> | Revised Estimate 2023/24 £ | Base Budget 2024/25 £ |
|---|-------------------------------------|--------------------------------|
| Broxtowe Share of Forecast NNDR Collection Fund (Surplus)/Deficit (NNDR1 Part 4) | (1,213,812) | 1,194,079 |
| Allocation to/(from) Earmarked Reserves (NNDR Equalisation Reserve) | 1,213,812 | (1,213,812) |
| (Surplus)/Deficit Recognised in General Fund | - | (19,733) |

The budget increase for total net expenditure in 2023/24 between the original budget and revised estimate is a consequence of the following items:

| Revenue Budget 2023/24 | £'000 |
|--|--------------|
| Opening estimated withdrawal from balances in 2023/24 | 938 |
| Add: General Fund Revenue items carried forward from 2022/23 approved by Cabinet on 4 July 2023 | 97 |
| Add: Budget amendments approved by Cabinet on 8 December 2022 (Local Area Energy Plan – Contribution of Commissioning Work £75k and Technical Advisor £7k; Employee Hardship Grant Scheme £5k; Legal Services Establishment Review £4k) | 91 |
| Add: Budget amendments approved by Cabinet on 20 December 2022 (Environmental Health Restructure) | 32 |
| Add: Budget amendments approved by Cabinet on 17 January 2023 (Climate Change Officer - Environmental Services) | 49 |
| Add: Budget amendments approved by Cabinet on 7 February 2023 (Bramcote Leisure Centre Due Diligence Assurance £25k; less Residents Newsletter Hybrid Solution £18k) | 7 |
| Add: Budget amendments approved by Cabinet on 14 March 2023 (Park Attendants Security £30k; Modern Slavery Exploitation Team £13k; Strategic Leisure Facilities Consultancy £25k) | 68 |
| Add: Budget amendments approved by Cabinet on 7 June 2023 (Community Infrastructure Levy) | 20 |
| Add: Budget amendments approved by Cabinet on 4 July 2023 (Regenerating Beeston Architects Fees Feasibility Study £20k; Climate Change Communication Budget £10k) | 30 |
| Add: Budget amendments approved by Cabinet on 25 July 2023 (Leisure Centre Replacement Project Costs [planning fees, associated survey costs and project management costs]) | 40 |
| Add: Budget amendments approved by Cabinet on 3 October 2023 (Durban House Maintenance Works £7k; Bramcote Leisure Centre Maintenance Works £5k) | 12 |
| Add: Budget amendments approved by Cabinet on 7 November 2023 (Decarbonisation Plans for Council Offices, Depot and Crematorium £9k; Consultancy Scope 3 Emissions £25k; Consultancy on housing decarbonisation and inform the approach towards meeting 2050 net-zero carbon emissions targets £42k) | 75 |
| Add: Net other budget changes | 25 |
| Current estimated withdrawal from balances in 2022/23 | 1,484 |

The decrease for total net expenditure for the 2024/25 base budget compared with the 2023/24 revised estimate is primarily a consequence of the following items:

| Revenue Budget 2024/25 | £'000 |
|--|--------------|
| Employee Related Expenses – A net increase in pay related costs including the following: <ul style="list-style-type: none"> • The impact of pay awards for 2023/24 (fixed uplift of £1,925 across all pay points, averaging 6.8%) and 2024/25 currently estimated at 4%; • An increase of 1% in Pension Fund primary contributions to 19.0%, partially offset by a reduction in secondary back-funding contributions. • The full-year effect of any agreed market supplements (where necessary to recruit and retain key staff), job evaluation grade changes, minor structural changes and other due increments within pay scales. • A £100k increase in the Employee Savings Target to £600k as identified in the Business Strategy. | 1,127 |
| A net increase in Premises Related Expenses and Transport costs due to the impact of inflation with higher prices for fuel and energy, materials and external contractor fees. | 152 |
| Net reduction in Leisure Management Fee | (150) |
| Reduction in minimum revenue provision (MRP) | (72) |
| Removal of 2022/23 Budgets Carried Forward to 2023/24 | (97) |
| Other net changes in expenditure and income across the various budget across the General Fund. | (221) |
| Increase in Planning Fee Income | (78) |
| Increase in Garden Waste Income | (113) |
| Increase in Glass Waste Recycling Credits | (100) |
| Increase in Car Parking Fees and Charges | (270) |
| Increase in Beeston Square Phase 2 Income | (100) |
| Increase in Investment Income | (115) |
| Increase in the value of employee costs to be recharged to the Capital Programme (i.e. capital salaries), particularly within the Economic Development and Capital Works teams. | (235) |
| Total Decrease in Net Expenditure | (272) |

The increase in funding of £608k from the 2023/24 revised estimate to the base budget 2024/25 figure is mainly due to the following:

| Financing 2023/24 to 2024/25 | £'000 |
|---|--------------|
| Increase in Revenue Support Grant | (8) |
| Reduction in Services Grant | 99 |
| Increase in New Homes Bonus | (124) |
| Increase in CSP Funding Guarantee Grant | (4) |
| Net increase in Business Rates including return funding from Pool | (262) |
| Increase in Council Tax Income | (255) |
| Increase in Council Tax Collection Fund Surplus | (54) |
| Total Increase | (608) |

The anticipated withdrawals from balances in 2023/24 and 2024/25 shown above would affect the Council's reserves as follows:

| Change in Balances 2023/24 | Actual Balance at 1 April 2023 £ | Projected Withdrawal / (Addition) £ | Estimated Balance at 31 March 2024 £ |
|-----------------------------------|---|--|---|
| General Fund Reserve | (6,386,656) | 1,483,832 | (4,902,824) |
| Elections Reserve | (230,920) | 181,000 | (49,920) |
| Homelessness Grant Reserve | (180,164) | - | (180,164) |
| Planning Reserve | (31,071) | - | (31,071) |
| Noise Monitoring Equipment Res | (15,000) | - | (15,000) |
| Stapleford Town Fund Reserve | (664,050) | 71,561 | (592,489) |
| Shared Prosperity Fund Reserve | (174,463) | - | (174,463) |
| Charity Accounts | (11,733) | - | (11,733) |
| Council Tax Equalisation Reserve | (65,610) | - | (65,610) |
| NNDR Equalisation Reserve | - | (1,213,812) | (1,213,812) |
| Total Balances | (7,759,667) | 522,581 | (7,237,086) |

The reserves relating to Stapleford Town Fund and Shared Prosperity Fund will be utilised accordingly in 2023/24 and 2024/25 to be matched against approved revenue spend.

| Change in Balances 2024/25 | Estimated Balance at 1 April 2024 £ | Projected Withdrawal / (Addition) £ | Estimated Balance at 31 March 2025 £ |
|-----------------------------------|--|--|---|
| General Fund Reserve | (4,902,824) | 820,670 | (4,082,154) |
| Elections Reserve | (49,920) | (30,000) | (79,920) |
| Homelessness Grant Reserve | (180,164) | - | (180,164) |
| Planning Reserve | (31,071) | - | (31,071) |
| Noise Monitoring Equipment Res | (15,000) | - | (15,000) |
| Stapleford Town Fund Reserve | (592,489) | - | (592,489) |
| Shared Prosperity Fund | (174,463) | - | (174,463) |
| Charity Accounts | (11,733) | - | (11,733) |
| Council Tax Equalisation Reserve | (65,610) | 65,610 | - |
| NNDR Equalisation Reserve | (1,213,812) | 1,213,812 | - |
| Total Balances | (7,237,086) | 2,070,092 | (5,166,994) |

The recommendations are based on withdrawing £820,670 from the General Fund Reserve in 2024/25; withdrawing £65,610 from the Council Tax Equalisation Reserve; withdrawing £1,213,812 from the NNDR Earmarked Reserve as noted further above; and adding £30,000 to the Elections Earmarked Reserve to meet the cost of future Borough Council elections.

No legislative restriction applies as to how the Council's reserves may be used.

The minimum acceptable total of General Fund Reserves to meet revenue expenditure and capital financing commitments is considered to be £1.5 million.

5. Business Strategy and Budget Savings

A range of potential efficiencies and additional income has been identified and included in the Business Strategy agreed by Cabinet on 7 November 2023 at <https://democracy.broxtowe.gov.uk/documents/s28302/8.%20MTFS%20and%200Business%20Strategy%20-%20Oct%202023.pdf>.

Savings and additional income totalling £1.2m have been built into the 2024/25 base budget, as follows:

| Proposal and Business Impact | Financial Impact on Budgets |
|---|---|
| Growth in Business Rates – A reasonable target based on the information available to date, although income growth is impacted by the pace of the economic growth. | £100k additional funding from Business Rates included in budget |

| Proposal and Business Impact | Financial Impact on Budgets |
|--|---|
| Council Tax increase – A change to the government’s referendum limits provides the ability to increase Council Tax by up to 3%, compared to the current MTFS which included a 2% rise for 2023/24. | £60k additional funding income over MTFS assumptions included in budget |
| Staffing efficiencies in leveraging new technology, taking advantage of vacancies to restructure to save money, manage vacancies and reduce administration. | £100k increase in the Employee Savings Target included |
| Garden Waste income with expected volumes of service users and a nominal increase in the subscription price of £5 in 2024/25. | £113k additional income included in budget |
| Glass Waste Recycling credits with increased income following uplift in prices for glass. | £100k additional income included in budget |
| Trade Waste income with potential growth in the number of service users and prices for 2024/25. | £10k additional income included in budget |
| Leasing of Council Offices rental income with lease of refurbished office space to public, voluntary or private sector organisations, taking advantage of businesses re-locating out of other nearby office buildings. | £10k additional income included in budget |
| Beeston Phase 2 development income to include new operators and a full review of the rental budget. | £100k additional income included in budget |
| Car Parking charges including abolishing the free hour. Link to reduced carbon emissions, improved air quality and providing resources for investment. | £270k additional income included in budget |
| Planning Income expected to increase with new planning fee structure (dependent on speed of development), which includes increasing fees between 25% and 35% (the latter for major applications) and then linking fees to inflation (CPI) going forward. | £78k additional income included in budget |
| Housing Lifeline Income – Slight increase in sales volume from the additional marketing of the scheme. | £5k additional income included in budget |
| Homelessness – Effective management with the aim of reducing the use of bed and breakfast accommodation to generate a saving on the current base budgets. | £65k savings target |
| Reshaping the Leisure offer following the outcome of strategic reviews of leisure facilities and efficiency reviews of leisure services. | £150k reduction in the Management Fee included in budget |

| Proposal and Business Impact | Financial Impact on Budgets |
|---|--------------------------------------|
| ICT Broadband savings following contract re-negotiation. | £30,000 saving target |
| Additional Voluntary Contributions (Pension) with resulting savings on National Insurance employer contributions. | £5,000 saving |
| Council Tax Single Persons Discount reduced following completion of a countywide review in 2023. | £7,000 additional Council Tax income |

It is proposed to set an employee savings target of £600,000 in 2024/25 to be met from vacancies, flexible retirements and redundancies. The Business Strategy included a proposal to increase this target in view of the inflationary increases in the overall salaries budget. The target is around 4% of the total pay budget. Any further approvals by Cabinet of voluntary redundancy/flexible retirement requests will help to achieve this saving.

The budgets have been prepared with the best information available at the time of production. It is fair and reasonable to highlight potential developments, not sufficiently certain at present to include in the estimates, but matters which may reduce the proposed draw on the Council's General Fund Reserve in both 2023/24 and 2024/25.

Furthermore, there is no historical evidence of the Council overspending against its service budgets, with recent year-end balances typically providing an underspend which can then be returned to general balances.

Given the ongoing financial impact of developing economic circumstances and the medium term financial position, a further refresh of the Business Strategy will be required in the Summer 2024 to identify other potential efficiencies. This work will be led by the General Management Team and an updated Business Strategy will be presented to Cabinet in October 2024 for approval.

6. Beeston Special Expenses

Beeston and its surrounding area is a special expense area purely in relation to the cost of maintaining allotments. It is anticipated that, assuming no unforeseen and significant events occur, then sufficient monies will remain on the account such that a precept of £25,600 per annum should be capable of being maintained for 2024/25.

In the Beeston Special Expenses Area, it is proposed to maintain the precept at £25,600 and hence the Council Tax charge. In reality this would mean that, within the Beeston Special Expenses Area, the combined effect of the two Council Tax elements would produce an increase of 2.94% per band D dwelling as per the other parts of the Borough.

7. Council Tax

The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012, provide that any shire district or borough council proposing an increase of 2% (or more than 2%) and more than £5 their Council Tax will need to provide the opportunity for local people to approve or veto the increase in a referendum.

The Policy Statement accompanying the 2024/25 provisional local government finance settlement announcement, confirms that for Council Tax, shire district councils will have a referendum principle of 3% or £5, whichever is higher.

The Leader of the Council and the Deputy Leader and Portfolio Holder for Resources and Personnel Policy have been consulted, and it is proposed that the basic Council Tax amount for a band D equivalent property be increased by 2.94% from £182.06 in 2023/24 to £187.42 in 2024/25.

The authority's share of the estimated surplus on the Council Tax element of the Collection Fund at 31 March 2024 is £5,892. After taking this into account, and the increase in the Council Tax Base for 2024/25 as approved by Cabinet on 5 December 2023, then a 2.94% increase in the basic Council Tax (for a Band D property) amount equates to a Council Tax requirement (excluding the special expenses area) of £6,601,729 in 2024/25 and would require an overall withdrawal from General Fund Reserves of £820,670 (a net total of £2,070,092 including the contributions from Earmarked Reserves).

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APPENDIX 4

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|--|
| RESOURCES ALLOCATION – CAPITAL PROGRAMME 2024/25 to 2026/27 |
|--|

1. Summary of Proposals

The Overview and Scrutiny Committee has considered the proposed Capital Programme submissions for the three years from 2024/25 to 2026/27. These reports are included at appendix 4A

Some schemes are recommended to proceed immediately since funding resources are in place whilst others are awaiting confirmation of receipt of funding. Details were given in the reports to the Overview and Scrutiny Committee as to which schemes are to proceed immediately and which are on hold until the funding is received or Cabinet makes a decision to allow the scheme to start with a reduction in reserves and/or increase in borrowing.

The capital submissions, as recommended, and the methods of financing the 2024/25 capital programme are summarised below.

| | General Fund £ | HRA £ |
|---|-------------------------------|-------------------|
| Capital Programme 2024/25 | | |
| Housing | 800,000 | 17,755,000 |
| Community Safety | - | - |
| Business Growth | 13,134,000 | - |
| Leisure and Health | 4,136,000 | - |
| Environment and Climate Change | 2,159,000 | - |
| Finance and Resources | 230,000 | - |
| TOTAL | 20,459,000 | 17,755,000 |
| Anticipated Financing: | | |
| HRA Depreciation (Major Repairs Reserve) | - | 4,778,000 |
| Better Care Fund (Disabled Facilities Grants) | 800,000 | - |
| Usable Capital Receipts (Estimated) | - | 990,000 |
| Prudential Borrowing | 2,455,000 | 10,387,000 |
| Revenue Contributions | - | - |
| Section 106 Contributions | - | - |
| Other Grants | 13,068,000 | 1,600,000 |
| Shortfall/(surplus) | 4,136,000 | - |
| TOTAL | 20,459,000 | 17,755,000 |

Capital Contingencies of £100,000 for General Fund and £100,000 for the Housing Revenue Account (HRA) are included in the above table.

2. Capital Programme

The Local Government Act 2003 requires local authorities to comply with the Prudential Code for Capital Finance in Local Authorities published by the Chartered Institute of Public Finance and Accountancy (CIPFA) when carrying out their capital budgeting activities. The objectives of the Prudential Code are to ensure that the capital investment plans are affordable, prudent and sustainable. A fundamental part of the Code is the calculation of a number of 'prudential indicators' that form the framework for capital financing and spending decisions. Further details can be found in Appendix 7.

The Local Authority (Capital Financing and Accounting) (England) (Amendment) regulations 2008 place a duty on local authorities to make a prudent provision for the repayment of debt. This is known as the Minimum Revenue Provision (MRP). Further details can be found in Appendix 8.

3. Capital Grants and Contributions

A proposed capital scheme for 2024/25 through to 2026/27 that is largely to be funded from capital grants is Disabled Facilities Grants (DFG) (including Warm Homes of Prescription). Government allocations towards this scheme are channelled through the Better Care Fund, which is administered by Nottinghamshire County Council. The funding for 2024/25 to 2026/27 is assumed to be £800,000 per annum pending confirmation from Nottinghamshire County Council of the actual amount to be received. As disabled adaptations work is demand-led, further capital commitments may be required. Requests for these will be brought forward to Cabinet for consideration along with details as to how these can be funded if and when they arise.

The Council will also receive funding of up to £21.1m across five financial years 2021/22 to 2025/26 as part of the Stapleford Town Deal. This award from the Department for Levelling Up, Housing and Communities (DLUHC) is based upon Heads of Terms issued on 8 June 2021 and the subsequent completion of the conditions and satisfactory summary documents. Payments in future years will only be made subject to satisfactory spend and progress against agreed project milestones, outputs and outcomes. The three-year Capital Programme 2024/25 to 2026/27 includes the final £3.95m of the overall Stapleford Towns Fund schemes, including £1m in 2024/25, all funded by grant.

The Kimberley Levelling Up scheme, funded by grant, is also included in the three-year programme. Provisionally the entire £11.86m remaining in the scheme is allocated to 2024/25, however any underspend will be carried forward to future years if there is any slippage in the scheme.

Further, the Capital Programme also includes capital schemes of £200k as part of the £2.56m revenue and capital funding allocation from the Government's UK Shared Prosperity Fund.

For the HRA, the Council has been awarded £1.6m from Homes England to part-fund various schemes within the Housing Delivery Programme, with the potential for further funding for future schemes.

4. Capital Receipts

The Council has committed to using any capital receipts from Housing Right to Buy sales towards a new build programme. Government restrictions are such that these monies have to be used within five-years of their receipt or they will be passed over to the government. The calculation of the value of such receipts that can be used in this way is complicated by a formula which takes into account the assumed level of receipts within the HRA self-financing settlement which took place in 2011/12. As at 31 December 2023, accumulated usable HRA capital receipts of around £6.1m were calculated as being available with a forecast £3.7m to be used in 2023/24. These will be used to finance the new house build programme and acquisition of properties as set out in the Housing Delivery Plan.

5. Revenue Contributions

Revenue contributions can be used to finance capital expenditure. Due to the current General Fund and HRA balances being required to maintain minimum reserve levels and to fill potential revenue budget gaps, it is proposed that no revenue contributions are made to capital financing in 2024/25.

6. Borrowing

For the HRA there is planned borrowing of £10.387m. This is largely to finance the Housing Development programme and to a lesser degree major works to existing properties.

The nature of the HRA is that no Minimum Revenue Provision (MRP) has to be provided on borrowing but it has to be affordable. Appendices 6 and 7 outline the MRP policy and various prudential indicators which can be used to help judge the affordability of any such borrowing.

In respect of General Fund capital schemes, when including prudential borrowing of £2.455m, there is a financing shortfall of £4.136m in 2024/25 as shown in section 1 above. This relates to replacement gym equipment and works at Bramcote Leisure Centre. The options for addressing this shortfall are as follows:

- Reducing the size of the programme.
- Using existing reserves (i.e. funding the schemes directly from revenue)
- Further borrowing
- Creating a reserve list for schemes to be brought forward as and when funding becomes available.

The programme has been compiled in accordance with the Capital Strategy 2024/25 to 2026/27 set out in appendix 5. All of the proposed schemes meet the required criteria and are deemed either essential or beneficial in reducing revenue costs or increasing income (invest to save schemes). There are no grounds for reducing the size of the programme although some re-phasing may be possible.

It is proposed to meet part of the programme by prudential borrowing and to place the remaining schemes on a reserve list. The following schemes are proposed to be financed from borrowing in 2024/25:

| Scheme | £ |
|--|------------------|
| Bramcote Crematorium – Cremator Replacement | 900,000 |
| Replacement Vehicles and Plant | 833,000 |
| Pride in Parks | 173,000 |
| Stapleford Cemetery Extension | 150,000 |
| Contingency | 100,000 |
| Implementation of Food Waste Collections | 50,000 |
| ICT eFacilities Initiatives | 50,000 |
| ICT Replacement and Development | 40,000 |
| ICT Technical Infrastructure Architecture | 40,000 |
| Replacement Pay and Display Machines | 36,000 |
| Car Park Surfacing | 30,000 |
| Security on Parks | 28,000 |
| Kimberley Depot- Security Barriers Repositioning | 25,000 |
| Total | 2,455,000 |

The level of cash reserves available to the Council indicates that the borrowing can potentially be financed from internal sources, at least in part, (subject to cash flow considerations). As returns on investment are currently lower than interest rates on borrowing, internal borrowing may be more cost-effective than external borrowing at this point in time. This will be kept under review.

Depending on the date at which the loans are raised this may have a part-year impact in 2024/25 and a full year impact from 2025/26 onwards.

The following schemes are contained within the Capital Programme 2024/25 but are awaiting financing ('reserve items'):

| Proposed Scheme | £ |
|-------------------------------------|----------|
| Gym Equipment Replacement | 521,000 |
| BLC - Replacement/Repair Flat roofs | 300,000 |
| BLC - Replacement Heating Valves | 35,000 |

| Proposed Scheme | £ |
|---|------------------|
| BLC - Main Pool Filter Media Replacement 1 | 35,000 |
| BLC - Main Pool Filter Replacement 2 | 170,000 |
| BLC - Main Pool Surrounds | 150,000 |
| BLC - Main Pool Window Replacement | 250,000 |
| BLC - Replacement Intruder Alarm | 35,000 |
| BLC - Replacement Building Management System | 220,000 |
| BLC - Replacement Hot Water Storage Unit | 35,000 |
| BLC - Replacement Hot Water Pipework | 1,210,000 |
| BLC - Replacement HV Transformer | 135,000 |
| BLC - Replacement Circulation Pumps Main Pool | 60,000 |
| BLC - Replacement Teaching Pool Water Filter | 45,000 |
| BLC - Replacement Tiles | 30,000 |
| BLC - Rewire of Facility | 825,000 |
| BLC - Teaching Pool Window Replacement | 80,000 |
| Reserve Items total | 4,136,000 |

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APPENDIX 4a

HOUSING CAPITAL PROGRAMME

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|--|---------------------------|---------------------|---------------------|---------------------|--|
| 1 | Disabled Facilities Grants (GF) | 2,400,000 | 800,000 | 800,000 | 800,000 | Level of grant funding still to be confirmed |
| 2 | Housing Modernisations | 6,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | excludes capital salaries |
| 3 | Heating Replacements and Energy Efficiency Works | 5,820,000 | 1,940,000 | 1,940,000 | 1,940,000 | excludes capital salaries |
| 4 | Electrical Periodic Improvement Works | 1,200,000 | 400,000 | 400,000 | 400,000 | excludes capital salaries |
| 5 | Aids and Adaptations - Disabled Persons Works | 1,155,000 | 385,000 | 385,000 | 385,000 | excludes capital salaries |
| 6 | Pre Paint Repairs, Soffit and Fascia Renewal, and Redecoration | 1,200,000 | 400,000 | 400,000 | 400,000 | excludes capital salaries |
| 7 | Fire Safety Assessment and Remedial Work | 1,050,000 | 350,000 | 350,000 | 350,000 | excludes capital salaries |
| 8 | Window and Door Replacement | 900,000 | 300,000 | 300,000 | 300,000 | excludes capital salaries |
| 9 | External Works – Paths, Paving and Hard Standings | 630,000 | 210,000 | 210,000 | 210,000 | excludes capital salaries |
| 10 | Structural Remedial Repairs (including Damp) | 450,000 | 150,000 | 150,000 | 150,000 | excludes capital salaries |
| 11 | Major Relets | 420,000 | 140,000 | 140,000 | 140,000 | excludes capital salaries |

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|-------------------------------------|---------------------------|---------------------|---------------------|---------------------|--|
| 12 | Asbestos Surveys and Remedial Works | 300,000 | 100,000 | 100,000 | 100,000 | excludes capital salaries |
| 13 | Planned Maintenance Module (Capita) | 100,000 | 50,000 | 25,000 | 25,000 | excludes capital salaries |
| 14 | Capital Salaries – Capital Works | 1,575,000 | 500,000 | 525,000 | 550,000 | Total capital salaries to be reallocated to schemes at outturn |
| 15 | HRA Contingency | 300,000 | 100,000 | 100,000 | 100,000 | |
| | TOTAL | 23,500,000 | 7,825,000 | 7,825,000 | 7,850,000 | |

HOUSING DELIVERY PROGRAMME CAPITAL PROGRAMME

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|--|---------------------------|---------------------|---------------------|---------------------|---|
| 1 | New Build – Land at Bramcote Crematorium | 9,368,000 | 2,500,000 | 2,500,000 | 2,093,000 | Funded by S106, Homes England Grant and HRA Borrowing. Major scheme (£9.4m) covering five financial years from 2022/23 to 2026/27 - £2.275m budget in previous years. |
| 2 | Acquisition of Properties | 4,200,000 | 1,400,000 | 1,400,000 | 1,400,000 | Funded by RTB receipts |
| 3 | New Build – Chilwell and Watnall Garage Sites (including Inham Nook) | 4,800,000 | 2,790,000 | - | - | Funded by Homes England Grant and HRA Borrowing. Total scheme £4.8m with circa £2.0m budgets already in earlier years. |

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|---|---------------------------|---------------------|---------------------|---------------------|--|
| 4 | New Build – Field Farm | 3,500,000 | 1,750,000 | 1,000,000 | - | Major scheme funded by S106 contributions and HRA Borrowing. Total cost £3.5m with £750k budget already in earlier years. |
| 5 | New Build – Felton Close, Selside Court and Gayrigg Court | 2,550,000 | 1,000,000 | - | - | Funded by S106, Homes England Grant and HRA Borrowing. Total scheme increased to £2.55m with £1.55m budget already in 2023/24. |
| 6 | New Build – Chilton Drive | 600,000 | 400,000 | - | - | Funded by S106, Homes England Grant and HRA Borrowing. Total scheme £600k with £200k budget already in 2023/24. |
| 7 | New Build – Spring Close | 600,000 | 400,000 | - | - | Funded by S106, Homes England Grant and HRA Borrowing. Total scheme £600k with £200k budget already in 2023/24. |
| 8 | New Build - Housing Feasibility Costs | 300,000 | 300,000 | - | - | |
| 9 | Housing Delivery Plan Officer Posts | 570,000 | 190,000 | 190,000 | 190,000 | Capital Salaries |
| | TOTAL | 26,488,000 | 10,730,000 | 5,090,000 | 3,683,000 | |

HOUSING CAPITAL PROGRAMME 2024/25**GENERAL FUND HOUSING**1. Disabled Facilities Grants (£800,000)

This budget is to provide grants to improve facilities for disabled people living in private sector dwellings. The budget is financed by Nottinghamshire County Council through the Better Care Fund.

HOUSING REVENUE ACCOUNT2. Housing Modernisation Programme (£2,000,000)

This project will continue the essential programme of work to ensure our housing stock meets the Government's Decent Homes Standard and the Council's own housing standards. It is important to protect assets and provide good quality homes in line with corporate priorities. The work includes kitchens, bathrooms, electrical upgrades, roof replacements, safety improvements, communal work, and associated internal/external finishes. The data from the stock condition survey will be incorporated with existing data and used in the development of a new asset management plan.

3. Heating Replacement and Energy Efficiency Works (£1,940,000)

To continue the programme of replacing obsolete and older gas and electric central heating systems with new and more energy efficient systems providing whole house heating. It will also improve insulation to dwellings including solid walls, micro cavities and lofts. It is anticipated that the new systems and insulation will significantly lower CO₂ emissions and result in lower energy bills.

4. Electrical Periodic Improvement Works (£400,000)

This budget will assist with compliance with the Institute of Electrical Engineers (IEE) Wiring Regulations (18th Edition). This includes the regular testing of all fixed installations within the Council's housing stock, including communal areas.

This will incorporate the replacement of consumer units in accordance with amendment 3 of the IEE's Wiring Regulations concerning fire safety. The opportunity will be taken to ensure that smoke detection meets the latest best practice including monitored systems.

5. Aids and Adaptations – Disabled Persons (£385,000)

To continue the essential work to the housing stock to provide targeted adaptations to assist tenants with disabilities. This important work ranges from

simple adjustments and replacements, to major adaptations including property extensions that allow residents to continue to live independently in their homes. All major works will be subject to an independent occupational therapist assessment and internal approval process.

6. External Pre-Paint Repairs, Soffit and Fascia Renewal and Redecoration Programme (£400,000)

A rolling the programme of external painting and pre-paint repairs to the housing stock. The programme will target external components including soffits, fascia, fencing, gates, rain water goods and outhouses that have deteriorated and are in need of repair or replacement. Existing retained painted surfaces will be redecorated including shared communal areas.

7. Fire Safety Assessment and Remedial Work (£350,000)

The introduction of the Regulatory Reform (Fire Safety) Order 2005 included for the first time a mandatory requirement for housing providers to carry out a fire risk assessments (FRA) on the communal areas of flats within its housing stock. This will identify fire risk assessment actions that will need completing and managing to ensure compliance. The Council is required to appoint a competent body to carry out all required a fire risk assessments and complete recommendations to remain compliant and keep residents safe.

The work can be complicated, time consuming and is specific to each property type. As the way the fire risk assessments are completed evolves further to meet the changing needs of legislation, so too will the focus of the work.

This budget will enable fire safety assessment work to continue and resulting remedial work to be undertaken.

8. Window and Door Replacement (£300,000)

The expenditure forms part of a programme targeting old external doors and any failing double-glazed windows. This will allow the Council to continue fitting high security composite doors and frames as well as new double glazed windows.

Both items were high on the residents' list of priorities and will help with the commitment to community safety. New installations will also help improve the energy efficiency of properties. Fire doors will be fitted where required.

9. External Works – Paths, Paving and Hard Standings (£210,000)

As well as owning its own housing stock, the Council also owns paths, paving and hard standings that service some of the stock. These areas have fixed useful lives beyond which they require either replacement or refurbishment. Surveys are

periodically carried out of the condition of these areas and this budget will enable the resulting required work to be undertaken. Recent additional car park surveys have highlighted further work.

10. Structural Remedial Repairs (£150,000)

To support essential work to the housing stock to prevent 'Non-Decency', meet the demands of 'Future Non-Decency' and maintain the good condition of the housing stock in line with the Governments Decent Homes Guidance. It is essential to protect the value of the Council's assets and its investment. There is also work recently identified during our stock condition survey for some of our non-traditional properties, all work contributes to the huge task of maintaining the Council's housing stock standards for now and into the future.

11. Major Relets (£140,000)

This budget is for extensive work to void properties that are in a serious state of disrepair in order to bring them to a suitable standard to be re-let as quickly as possible. The work can comprise of door replacements, bathroom and kitchen replacements, extensive plastering and other repairs.

12. Asbestos Surveys and Remedial Works (£100,000)

Legislation now places a greater responsibility upon property owners for the management, detection and removal of asbestos. This is intended to promote safety for both the occupiers of properties and any staff, contractors or other stakeholders that may be affected by this.

This budget will enable ongoing asbestos surveys to be undertaken in the Council's housing stock along with any accompanying work that may be considered necessary to support other project work. As well as seeking to ensure the safety of employees, contractors working on behalf of the Council, and tenants, this work may help to mitigate against possible future issues.

13. Planned Maintenance Module (Capita) (£50,000)

The key to a successful capital works programme, contractor management, customer compliance, VFM and compliance is having good quality, reliable and accurate component data. By investing resource in utilising and improving current data. Time and cost savings will be reflected across the department and organisation. Financial and contractor management will become easier and standardised and service level improvements will be made.

14. Capital Salaries – Capital Works (£500,000)

Previous arrangements of adding Capital Works capital salaries recharges to individual schemes causes issues when monitoring budgets. Capital Salaries are recharged as a separate budget item, with the recharge apportioned across the various assets when they are entered onto the Balance Sheet at year-end.

15. HRA Capital Contingency (£100,000)

This budget is intended to meet the cost of Housing Revenue Account related unexpected capital items that need to be addressed during the financial year.

HOUSING DELIVERY PROGRAMME – CAPITAL PROGRAMME 2024/25

1. New Build – Land at Bramcote Crematorium (£2,500,000)

This Housing Delivery Plan scheme would see the construction of 51 new homes on this Section 106 site in Bramcote. This will be a major scheme that will cover five financial years from 2022/23 to 2026/27. The scheme is taking time to progress as construction costs have increased since the land sale was agreed in 2021. Following ongoing negotiations with the developer, overall scheme costs have increased by £1.368m to £9.368m.

2. Acquisition of Properties (£1,400,000)

One of the work streams within the Housing Delivery Plan is the acquisition of existing properties, particularly in the north of the Borough, in accordance with identified need. This can include former right to buy properties where the Council has 'first right of refusal' if a property comes onto the market. This budget is intended to meet the cost of acquisitions throughout the year.

3. New Build - Chilwell/Watnall Garage Sites (including Inham Nook) (£2,790,000)

This Housing Delivery Plan scheme will see the construction of 15 new homes on the sites following demolition of the Inham Nook pub site and other garage sites. The major scheme totalling £4.8m has taken time to progress due to the detailed work required. Budgeted scheme costs have been increased by £350k following tender. Work commenced on site in 2023/24.

4. New Build - Field Farm (£1,750,000)

Construction of 26 new homes on this section 106 site in Stapleford. Scheme approved by Cabinet in May 2022 at £3.5m from 2022/23 to 2026/27.

5. New Build – Felton Close, Selside Court and Gayrigg Court (£1,000,000)

Construction of nine new homes across the three sites following demolition of the garages. Schemes have taken time to progress. Estimated scheme costs have increased by £450k.

6. New Build – Chilton Drive (£400,000)

This scheme would see the construction of two homes on the site following demolition of the garages. Scheme has planning permission but has taken time to progress. Report to Cabinet approved funding towards increased scheme costs with total scheme cost now £600k at with £200k budget already in 2023/24. Start on site likely February 2024.

7. New Build – Spring Close (£400,000)

This scheme would see the construction of two homes on the Spring Close site following demolition of the garages. The scheme has taken time to progress but planning permission has been granted. Report to Cabinet approved funding towards increased scheme costs with total scheme cost now £600k at with £200k budget already in 2023/24. Start on site likely February 2024.

8. New Build - Housing Feasibility Costs (£300,000)

This budget is for feasibility costs in respect of new build housing schemes as set out in the Housing Delivery Plan. This includes surveys and professional advice and services in relation to potential and current developments.

9. Housing Delivery Plan Officer Posts (£190,000)

This budget is to cover the costs of officers working directly on the Housing Delivery Plan. These include the interim Housing Delivery Manager, a Housing Acquisitions Officer, a post in Legal Services and part of the cost of the Head of Asset Management and Development.

ENVIRONMENT AND CLIMATE CHANGE CAPITAL PROGRAMME

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|--|---------------------------|---------------------|---------------------|---------------------|--|
| 1 | Fleet and Plant Replacement Programme | 2,418,000 | 833,000 | 870,000 | 715,000 | |
| 2 | Implementation of Food Waste Collections | 1,307,750 | 50,000 | 800,000 | 457,750 | |
| 3 | Pride in Parks | 255,750 | 173,250 | 52,500 | 30,000 | includes capital salaries of £8,250 |
| 4 | Security on Parks | 33,000 | 27,500 | 5,500 | - | includes capital salaries of £2,500 |
| 5 | Kimberly Depot - Security Barriers Repositioning | 25,000 | 25,000 | - | - | |
| 6 | Stapleford Cemetery Extension | 160,000 | 150,000 | 10,000 | - | |
| 7 | Bramcote Crematorium - Cremator Replacement and Associated Works | 900,000 | 900,000 | - | - | Total scheme £1.8m funded 50/50 with Erewash Borough Council |
| | TOTAL | 5,099,500 | 2,158,750 | 1,738,000 | 1,202,750 | |

ENVIRONMENT AND CLIMATE CHANGE – 2024/25 CAPITAL PROGRAMME1. Fleet and Plant Replacement Programme (£833,000)

The service runs a rolling programme of vehicle and plant replacements in order to ensure the Council's vehicles and plant are fit for purpose. The capital programme for 2024/25 to 2026/27 has been updated to reflect price variations and capture investment required to replace vehicles and plant machinery that have reached their lifecycle limits which underpins individual financial viability. In addition, capital provision has been identified for designated fleet vehicle mid-life refurbishment. The continuation of vehicle and plant operations beyond this limit would in turn lead to an increase in maintenance costs, breakdown costs and frequency of items having to be removed from service on a temporary or permanent basis.

2. Implementation of Food Waste Collections (£50,000)

The Council approved an Interim Waste Strategy in September 2021 which was to be reviewed and an action plan compiled once the Environment Bill had received Royal Assent. The Environment Act was mandated in November 2021, however, the exact requirements and timeframes are yet to be announced. One of the key outcomes anticipated from the Environment Act was the introduction of consistent waste and recycling collections and a mandate for local authorities to collect food waste from the kerbside on a weekly schedule.

Mandated weekly food collections look likely to be implemented by October 2027. These collections will be a positive step change towards increasing recycling rates and reducing carbon emissions. It is not yet known what level and type of funding support is available from central government (through New Burdens Funding) but the costs associated with the implementation of these collections are significant.

The funding available may not be adequate to cover all kerbside food waste costs. It has been assumed that capital outlay on new vehicles and other equipment will be fully funded by capital grant from the New Burdens Fund. Any shortfall in grants may require the Council to undertake prudential borrowing which would incur capital financing costs and impact upon ongoing revenue costs.

3. Pride in Parks (£173,250)

A continuation of the Pride in Parks investment programme which facilitates improvements across the Borough's parks and open spaces, building on a work programme that has been undertaken over the past four years. The Council's Play Strategy is set for review later in 2025, so work will be undertaken to align the Pride in Parks programme and the Play Strategy.

Following a programme of asset management inspections high, medium and low priority path maintenance works have been identified. These will need to be addressed in 2024/25 to reduce any health and safety implications. High priority path maintenance works have been identified at Eastcote Avenue Open Space, Alexandrina Plantation and King George V Park in Bramcote and Hall Park in Eastwood. There are also a number of improvements required at the Colliers Wood Nature Reserve including the refurbishment of the performance area, footpaths and the installation of a new accessible dipping platform. The Colliers Wood improvements are not currently covered within the Play Strategy.

4. Security on Parks (£27,500)

Further works to enhance earlier security measures which included the installation of concrete blocks to prevent access to the most vulnerable sites, along with the enhancement of gate security, including the shrouding of gate locks. Unfortunately, the evolution of handheld power tools has meant that the sites that were once secure, are now more vulnerable to attack and require further enhancement.

5. Kimberly Depot - Security Barriers Repositioning (£25,000)

The existing security barrier only protects the car park, refuse yard, equipment store and offices. Those walking onto site can currently do so without any restriction and there have been several instances where residents have come to the main office building to resolve waste and recycling queries.

The proposal is to move the electronic raising barrier closer to the site entrance off Eastwood Road. A gate and surrounding fence would be installed that allows for control of entry via a magnetic release fob system. Also to be installed would be a two-way intercom system with integrated camera monitoring facility to enable staff to open the barrier for visitors and deliveries.

6. Stapleford Cemetery Extension (£150,000)

There is a remaining capacity of three years for burials at Stapleford Cemetery. A potential extension of the existing cemetery site would provide the Council with burial provision for the next 100 years. The land put forward for purchase, which is in private ownership, is to the north of the existing site and extends four hectares (10 acres). Funds are required to cover the land purchase, associated fees, management of the planning application for change of use by external advisors and infrastructure works to enable an increase to the Cemetery.

7. Bramcote Crematorium - Cremator Replacement and Associated Works (£900,000)

Major capital scheme to replace the cremators at Bramcote Crematorium which are coming towards the end of their working life. The total cost of replacement is circa £1.8m with 50% of cost being met by Erewash Borough Council.

BUSINESS GROWTH CAPITAL PROGRAMME

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|------------------------------|--|---------------------------|---------------------|---------------------|---------------------|--|
| Stapleford Towns Fund | | | | | | |
| 1 | Stapleford Town Centre - Community Pavilion | - | - | - | - | Total CDEL £6.409m (£759k in 2022/23 and £5.650m in 2023/24). Although no budget included in 2024/25, any slippage in earlier years will likely result in a carry forward so included here for completeness. |
| 2 | Stapleford Town Centre Traffic Management | 2,489,000. | 181,000 | 2,308,000 | - | Total CDEL £2.887m (£217k in 2022/23 and £181k in 2023/24) |
| 3 | Stapleford Town Centre - Cycle Network / Infrastructure | 1,315,000 | 746,000 | 569,000 | - | Total CDEL £4.234m (£1.624m in 2022/23 and £1.295m in 2023/24) |
| 4 | Stapleford Town Centre - Enterprise Management | - | - | - | - | Total CDEL £4.351m (£2.279m in 2022/23 and £2.072m in 2023/24). Although no budget included in 2024/25, any slippage in earlier years will likely result in a carry forward so included here for completeness. |
| 5 | Stapleford Town Centre - Skills and Education Facility Improvement | - | - | - | - | Total CDEL £1.294m (£116k in 2022/23 and £1.178m in 2023/24). Although no budget included in 2024/25, any slippage in earlier years will likely result in a carry forward so included here for completeness. |

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|---|---------------------------|---------------------|---------------------|---------------------|--|
| 6 | Stapleford Town Centre Recovery Fund | - | - | - | - | Total CDEL £1.0m (£300k in 2021/22 and £700k in 2022/23). Although no budget for 2024/25, some slippage in earlier years may result in a carry forward so included for completeness. |
| 7 | Stapleford Towns Fund - Programme Management (RDEL) | 150,000 | 75,000 | 75,000 | - | Total RDEL £925k (£13k in 2021/22; £437k 2022/23 and £325k 2023/24) |
| | Sub-total STF | 3,954,000 | 1,002,000 | 2,952,000 | - | |
| | | | | | | |
| | Kimberley LUF | | | | | |
| 8 | Kimberley Means Business Levelling-Up Fund | 11,866,000 | 11,866,000 | - | - | Second year of the £16.5m Levelling Up Fund scheme for Kimberley. A budget of £4.634m is already included in the capital programme in 2023/24. |
| | Sub-total LUF | 11,866,000 | 11,866,000 | - | - | |
| | | | | | | |
| | UKSPF | | | | | |
| 9 | UK Shared Prosperity Fund Schemes (Capital) | 200,000 | 200,000 | - | - | Part of the £2.56m revenue and capital funding allocation from the UK Shared Prosperity Fund for the three financial years 2022/23 to 2024/25. |
| | Sub-Total UKSPF | 200,000 | 200,000 | - | - | |
| | | | | | | |

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|--|---------------------------|---------------------|---------------------|---------------------|--|
| | Other Schemes | | | | | |
| 10 | Car Parks - Replacement Pay and Display Machines | 108,000 | 36,000 | 36,000 | 36,000 | |
| 11 | Car Parks - Resurfacing Works | 100,000 | 30,000 | 35,000 | 35,000 | |
| | TOTAL – BUSINESS GROWTH | 16,228,000 | 13,134,000 | 3,023,000 | 71,000 | |

BUSINESS GROWTH CAPITAL PROGRAMME 2024/25**Stapleford Towns Fund**1. Stapleford Town Centre - Community Pavilion (£nil)

The construction of a new Community Hub and Pavilion on the Hickings Lane Recreation Ground site will facilitate a range of services and community activities in one location. The current facilities are tired, in need of renovation and no longer fit for purpose. The new facilities offered will replace the existing smaller local community centres and free up some of these sites for future development.

The total original budget for this element of the project is £6.409m with budgets already fully recognised in 2022/23 (£759k) and 2023/24 (£5.650m). Although no budget included in 2024/25, any slippage in earlier years will see a budget carry forward so included here for completeness.

2. Stapleford Town Centre Traffic Management (£181,000)

Stapleford Towns Deal Executive Board wish to deliver a scheme of updated traffic management and street scene measures along Derby Road in Stapleford town centre with the aim of improving the viability and vitality of the town centre, as well as the vista. The proposals encompass areas around Warren Avenue, William Road, Albert Avenue, Horace Avenue, Broad Oak Drive and Hall Road where they interact with Derby Road so that a comprehensive improvement of the highway and public realm is achieved which welcomes all visitors using any method of transport and ensuring active travel encouraged and safe.

The total original budget for this element of the project is £2.887m with budgets already recognised in 2022/23 (£217k) and 2023/24 (£181k). Any slippage in earlier years will see a budget carry forward.

3. Stapleford Town Centre - Cycle Network/Infrastructure (£746,000)

The Safer Cycling Scheme aims to encourage green active transport around Stapleford, in line with the ambitions of the Town becoming '20-minute neighbourhood'. There are three elements to delivery of this project: 1. The Cycle Hub on Ilkeston Road Recreation Ground; 2. the proficiency training track on Ilkeston Road Recreation Ground; and 3. the phased LTN1/20 compliant on-road cycle route on Ilkeston Road, Pasture Road, and Hickings Lane. There will also be additional cycle parking facilities provided as part of other STF projects, such as the new car park, Enterprise Hub and Street Improvement Scheme.

The total original budget for this element of the project is £4.234m with budgets already recognised in 2022/23 (£1.624m) and 2023/24 (£1.295m). Any slippage in earlier years will result in a budget carry forward.

4. Stapleford Town Centre - Enterprise Management (£nil)

The Enterprise Hub is a three storey building planned for the Victoria Road car park site next door to a supermarket. The objective of the Hub is to arrest the decline in the retail sector and promote the revitalisation of the town centre, focusing in on Derby Road through the introduction of a modern building offering flexible space with town centre offices on the first floor and roof top garden with café on the top floor. It is anticipated that the ground floor would include makers space and other flexible creative space, set against renewed public realm.

The total original budget for this element of the project is £4.351m with budgets already fully recognised in 2022/23 (£2.279m) and 2023/24 (£2.072m). Although no budget included in 2024/25, any slippage in earlier years will see a budget carry forward so included here for completeness.

5. Stapleford Town Centre - Skills and Education Facility Improvement (£nil)

Working with Nottinghamshire County Council to deliver additional learning spaces within Stapleford Library split into internal and external works.

The total original budget for this element of the project is £1.294m with budgets already fully recognised in 2022/23 (£116k) and 2023/24 (£1.178m). Although no budget included in 2024/25, any slippage in earlier years will see a budget carry forward so included here for completeness.

6. Stapleford Town Centre Recovery Fund (£nil)

The purpose of the grant fund is to assist in bounce-back for the local businesses in Stapleford following Covid-19, including the improvement of internal and frontages of premises.

The total original budget for this element of the project is £1.000m with budgets already fully recognised in 2021/22 (£300k) and 2022/23 (£700k). Although no budget included in 2024/25, any slippage in earlier years will see a budget carry forward so included here for completeness.

7. Stapleford Towns Fund - Programme Management (£75,000)

Programme management for the various Stapleford Towns fund projects.

The total original budget for this element of the project is £925k with budgets already recognised in 2021/22 (£13k), 2022/23 (£437k) and 2023/24 (£325k). Any slippage in earlier years will see a budget carry forward.

Kimberley Levelling Up Fund Means Business

8. Kimberley Levelling Up Fund Means Business (LUF) (£11,866,000)

The Council was successful in its bid for the government's Levelling Up Fund and secured a £16.5 million investment for Kimberley, in collaboration with the Town Council and local groups and residents. This investment will fund a range of interventions in Kimberley that come under three main projects:

Town Centre Improvement Project:

- Construction of a new Business and Community Hub offering co-working and office space for start-ups and small businesses, as well as improved space for community activities.
- Small Business Grants to improve the feel and appearance of the town and the functionality of businesses.
- Lighting equipment to create light displays and VR attractions to encourage events-based attractions in and visitors to Kimberley.

New Industrial Units and Sports Facilities:

- Redevelopment of a football site into 20 new industrial units to encourage new businesses to Kimberley, driving job creation and economic growth.
- Develop a new sports facility at a new location, with a new football and cricket pitch to support local sports teams.

Cycle Path Network and Bennerley Viaduct Eastern Ramp:

- A new active travel route to link up Kimberley with Eastwood, Giltbrook, the Phoenix Park Tram Stop and Bennerley Viaduct.
- Construction of an accessible Eastern Ramp at Bennerley Viaduct, an asset of great historical and cultural significance and important tourist attraction.
- These routes will allow more people to cycle and walk for work and leisure purposes, and encourage visitors to the area. It would also support reducing carbon emissions and healthier lifestyle choices.

UK Shared Prosperity Fund

9. UK Shared Prosperity Fund (£200,000)

The £2.6 billion UK Shared Prosperity Fund is part of the government's Levelling Up agenda and intended to replace EU Structural Funds. There are three strands being Community and Place; Supporting Local Business; and People and Skills.

The Council submitted an Investment Plan to the government to identify how the Fund will be allocated to level up Broxtowe. In December 2022, the Council received confirmation that the Investment Plan was approved, with a £2.56m revenue and capital funding allocation from the SPF for the three financial years 2022/23 to 2024/25. The Council will use the SPF to address the range of needs

in the Borough and to support projects and services that may be at risk of being removed due to the loss of EU funding.

An indicative allocation of £1.643m from the UKSPF was announced for Broxtowe for 2024/25. Whilst the majority of the funding to date has been considered revenue in nature, it is within the terms of the funding that some of the grant can be used for capital purposes. As such, an indicative figure of £200k has been included in the Capital Programme which can be revised once the respective schemes are finalised.

Other Schemes

10. Car Parks - Replacement Pay and Display Machines (£36,000)

The current pay and display machines are nearing the end of their useful life and are at risk of becoming more unreliable and expensive to maintain. This scheme would replace all existing machines with more reliable units and the latest technology.

11. Car Parks - Resurfacing Works (£30,000)

Project to maintain and ensure customer/public safety, ensure continued popularity, customer use and income generation. Over several years, due to popular demand for free parking within town centres, the tarmac surface has worn beyond economical repair in some car parks and continues to rapidly wear/deteriorate in others.

RESOURCES CAPITAL PROGRAMME

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|---|---------------------------|---------------------|---------------------|---------------------|--|
| 1 | ICT Technical Infrastructure Architecture | 150,000 | 50,000 | 50,000 | 50,000 | |
| 2 | ICT Replacement and Development | 230,000 | 40,000 | 60,000 | 130,000 | |
| 3 | ICT E-Facilities (Digital by Design) | 120,000 | 40,000 | 40,000 | 40,000 | |
| 4 | Contingency | 300,000 | 100,000 | 100,000 | 100,000 | |
| | TOTAL | 800,000 | 230,000 | 250,000 | 320,000 | |

RESOURCES CAPITAL PROGRAMME 2024/251. ICT Technical Infrastructure Architecture (£50,000)

This project provides for the replacement of key elements of the Council's technical infrastructure architecture. As core security and infrastructure technologies become end of life the result exposes critical components of equipment which will no longer be supported, increasing the potential risk in the event that an equipment failure occurs or the Council's security is compromised.

2. ICT Replacement and Development (£40,000)

This project provides for the replacement of PCs, laptops, servers, printers and scanners in accord with the Council's ICT replacement programme.

3. ICT E-Facilities (Digital by Design) (£40,000)

The Digital by Design (E-Facilities) project includes the major themes of digital engagement and development including website and mobile technologies development, with continued investment of the Council's website and content management system with an open source solution; continued investment of the Council's mobile technologies; and exploiting the Council's data

The former will continue to drive and enhance the Council's web presence including improved transaction capability. The open source solution will aim to reduce revenue costs. Additional specific business cases will be developed as part of the continued process of aiding the Council achieve efficiencies and cost savings. While costs are estimates experience shows that the budgeted investment is required.

4. Capital Contingency (£100,000)

This budget is intended to meet the cost of General Fund related unexpected capital items that need to be addressed during the financial year.

LEISURE AND HEALTH CAPITAL PROGRAMME

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|--|---------------------------|---------------------|---------------------|---------------------|---|
| | ALL RESERVE ITEMS | | | | | |
| 1R | Gym Equipment Replacement | 641,000 | 521,000 | 102,000 | - | Reserve item pending an asset management review and option appraisals regarding gym equipment requirements going forward. |
| | Total – Leisure General | 641,000 | 521,000 | 102,000 | - | |
| | | | | | | |
| | BRAMCOTE LEISURE CENTRE (BLC) | | | | | These schemes have been ordered by Liberty Leisure Limited by priority. |
| 2R | BLC – Replacement / Repair Flat Roofs | 300,000 | 300,000 | - | - | Highest priority but not yet confirmed as a 'red-flag' |
| 3R | BLC - Replacement Heating Valves | 35,000 | 35,000 | - | - | Higher priority but not yet confirmed as a 'red-flag' |
| 4R | BLC - Main Pool Filter Media Replacement 1 | 35,000 | 35,000 | - | - | Higher priority but not yet confirmed as a 'red-flag' |
| 5R | BLC - Main Pool Filter Replacement 2 | 170,000 | 170,000 | - | - | Medium priority not considered a 'red-flag' |
| 6R | BLC - Main Pool Surrounds | 150,000 | 150,000 | - | - | Medium priority not considered a 'red-flag' |
| 7R | BLC - Main Pool Window Replacement | 250,000 | 250,000 | - | - | Medium priority not considered a 'red-flag' |

| No. | Scheme | Estimated Total Cost £ | Budget 2024/25 £ | Budget 2025/26 £ | Budget 2026/27 £ | Comments (also see narrative further below) |
|-----|--|---------------------------|---------------------|---------------------|---------------------|---|
| 8R | BLC - Replacement Intruder Alarm | 35,000 | 35,000 | - | - | Medium priority not considered a 'red-flag' |
| 9R | BLC - Replacement Building Management System | 220,000 | 220,000 | - | - | Medium priority not considered a 'red-flag' |
| 10R | BLC - Replacement Hot Water Storage Unit | 35,000 | 35,000 | - | - | Higher priority not considered a 'red-flag' |
| 11R | BLC - Replacement Hot Water Pipework | 1,210,000 | 1,210,000 | - | - | Medium priority not considered a 'red-flag' |
| 12R | BLC - Replacement HV Transformer | 135,000 | 135,000 | - | - | Medium priority not considered a 'red-flag' |
| 13R | BLC - Replace Circulation Pumps Main Pool | 60,000 | 60,000 | - | - | Medium priority not considered a 'red-flag' |
| 14R | BLC - Replacement Teaching Pool Water Filter | 45,000 | 45,000 | - | - | Medium priority not considered a 'red-flag' |
| 15R | BLC - Replacement Tiles | 30,000 | 30,000 | - | - | Higher priority but not yet confirmed as a 'red-flag' |
| 16R | BLC - Rewire of Facility | 820,000 | 820,000 | - | - | Medium priority not considered a 'red-flag' includes Capital Salaries at £50k |
| 17R | BLC - Teaching Pool Window Replacement | 80,000 | 80,000 | - | - | Higher priority but not yet confirmed as a 'red-flag' |
| | Total – BLC | 3,615,000 | 3,615,000 | - | - | |

LEISURE AND HEALTH CAPITAL PROGRAMME 2024/25**RESERVE ITEMS**1. Gym Equipment Replacement (£521,000 – Reserve Item)

Gym equipment was due to be replaced in 2021 but the programme was delayed due to the impact of the pandemic lockdown closures and reduced attendances. Gym equipment generally has a lifespan of up to seven years and the majority of kit was last replaced in 2016. The equipment is no longer within its warranty period and is now at an age where reliability is diminishing and costlier repairs are required.

It has been proposed to hold this item in reserve pending an asset management review and further option appraisals regarding gym equipment requirements post-Kimberley and to include the pavilion at Hickings Lane.

BRAMCOTE LEISURE CENTRE2. Replacement/Repair Flat Roofs (£300,000 – Reserve Item)

A large percentage of leisure centres' flat roof space were identified as being in need of replacement in a building condition survey in 2002. The main areas identified were the swim changing area and ground floor roof. During normal rain various areas show signs of leaking however during excessive spells of heavy rain leaks are evident via visible water ingress.

3. BLC - Replacement Heating Valves (£35,000 Reserve)

Various service valves within the plant area at BLC need replacing as they either do not operate correctly or leak. These include heating to the main pool hall and domestic hot water services.

4. BLC - Main Pool Filter Media Replacement 1 (£35,000 Reserve Item)

The filter media was replaced in 2009 and the glass media has an extended working period up to 10 years. The media will be over its recommended working life by three years which will result in reduced filtering efficiency and could lead to poor water quality and potential health and safety issues.

5. BLC - Main Pool Filter Replacement 2 (£170,000 Reserve Item)

The main pool water filters are developing pin hole leaks within the structural metal. These are being welded through patching. The holes are indicative of the state and thickness of the metal structure. Eventually patching will not be an option.

6. BLC - Main Pool Surrounds (£150,000 Reserve Item)

The tiled surrounds of both pools have deteriorated considerably since being laid almost 60 years ago. There are numerous areas where past patchwork has been undertaken following developments, which require further remedial work. The proposal is to 'recover' the existing tiled surface with a non-slip coating specifically designed for wet surfaces. The coating would improve the general appearance and allow for easy maintenance.

7. BLC - Main Pool Window Replacement (£250,000 Reserve Item)

The windows facing the A52 road have been in situ since the centre was built in 1964. Exposure to the elements has caused significant degradation to the timber frames and ongoing reactive maintenance is proving ineffective.

8. BLC - Replacement Intruder Alarm (£35,000 Reserve Item)

The intruder alarm is 23 years old and was identified within the building condition survey as in need of replacement. The intruder alarm provides security to the leisure centre and internal assets during closed periods.

9. BLC - Replacement Building Management System (£220,000 Reserve Item)

The existing Building Management System system is not repairable. Service parts are not available and the software operating the elements that are operational is based on Windows XP operating program.

10. BLC - Replacement Hot Water Storage Unit (£35,000 Reserve Item)

The remaining copper hot water calorifier generates and stores domestic hot water for the use around the centre's hot water taps and showers. The units have been in place since the centre was built almost 60 years ago. The unit are clad in two inches of insulation with an aluminium jacket. Significant signs of corrosion are present on the aluminium jacket to suggest that the copper tank is failing and seeping water.

11. BLC - Replacement Hot Water Pipework (£1,210,000 Reserve Item)

The existing cast iron hot water pipes are original from when the leisure centre was built. There are various leaks on joints. In the recent weeks a pin hole leak within a pipe has identified that the pipes have corroded internally. Should this pipe be indicative of all the pipework, ongoing leaks will appear. Eventually a catastrophic leak will force the heating to be shut down and closure of the site would be required.

12. BLC - Replacement HV Transformer (£135,000 Reserve Item)

The existing oil filled High Voltage (HV) transformer has been in use for almost 60 years. The transformer is responsible for converting the high voltage electricity supply into a voltage suitable for consumption on site. Studies have indicated that this type of transformer has a 50% chance of failure after 50 years.

13. BLC - Replacement Circulation Pumps Main Pool (£60,000 Reserve Item)

The existing pumps are used to provide filtration circulation for the main pool water. The pumps are the original cast iron pump casing and have been adapted over the years. Ongoing maintenance is becoming increasingly costly and difficult with only one local pump repair specialist willing to provide repair services.

14. BLC - Replacement Teaching Pool Water Filter (£45,000 Reserve Item)

The filter is a fibreglass bobbin wound structure which undertakes the fundamental role of filtering the pool water. The existing filter was replaced over 18 years ago due to weeping through the fibre glass structure. The existing filter is now showing signs of weeping which is currently being maintained through local fibreglass repairs. Replacement is required before total failure.

15. BLC - Replacement Tiles (£30,000 Reserve Item)

There are multiple areas within the swimming pool areas where tiles are cracked and or falling off walls. The tiling in the pool area is almost 60 years old with various adaptations being made over the years although this work has caused ongoing problems with tiling.

16. BLC - Rewire of Facility (£825,000 Reserve Item)

Large amount of the fixed wiring dates back to the initial build of the facility. The required fixed wiring tests are undertaken and all identified urgent maintenance works are completed.

17. BLC - Teaching Pool Window Replacement (£80,000 Reserve Item)

Windows facing the A52 road have been in situ since the centre was built in 1964. Exposure to the elements has caused significant degradation to the timber frames. Ongoing reactive maintenance is proving ineffective.

APPENDIX 5

CAPITAL STRATEGY 2024/25 – 2026/271. Introduction

The Capital Strategy is intended to provide a high-level overview of how the Council's capital expenditure, capital financing, and treasury management activity contribute to the provision of services to the residents of Broxtowe along with an overview of how associated risk is managed and the implications for future financial sustainability.

The Capital Strategy should be considered in conjunction with the Treasury Management Strategy Statement in appendix 6 and the Investments Strategy at appendix 7.

Decisions made this year on capital and treasury management will have financial consequences for the Council for many years into the future. As such, they are subject to both a national regulatory framework and a local policy framework, summarised in this report.

2. Background

The Capital Strategy is intended to ensure that decisions about capital spending are taken in alignment with agreed corporate priorities and make the best use of scarce resources. It has been developed in conjunction with the Council's Corporate Plan, ICT Strategy, Asset Management Strategy and People Strategy and seeks links to other approved strategies and policies. The Council will have regard to the following in determining its capital expenditure plans:

- Corporate objectives (e.g. strategic planning)
- Stewardship of assets (e.g. asset management planning)
- Value for money (e.g. appraisal of options)
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing)
- Affordability (e.g. implications for long-term resources and ultimately on the level of council tax)
- Practicality (e.g. the achievability of the Corporate Plan)

The production of the capital programme will be based upon the following eight core principles:

- (i) All assets will be periodically reviewed to determine whether they remain fit for purpose.

- (ii) Asset management systems will be used to increase the proportion of expenditure on planned as opposed to reactive maintenance and to determine appropriate levels of contingency in each planning period.
- (iii) Capital expenditure, particularly in respect of investment in commercial assets, will be undertaken within the context of the Council's defined risk appetite and adopted priorities.
- (iv) The decision to procure or build new assets will take into account the full revenue implications of the life cycle of the asset.
- (v) Income from asset disposals will be retained centrally for the funding of future capital programmes.
- (vi) Capital submissions produced by departments will be included in the third year of the three-year rolling capital programme unless they meet the specific criteria outlined above.
- (vii) Capital submissions will be reviewed by the Council's Deputy Chief Executive and Section 151 Officer in conjunction with General Management Team (GMT) using a pre-determined scoring matrix set out in the submission template.
- (viii) Borrowing will only be pursued as an option for financing capital expenditure after all other potential financing options have been considered.

The capital programme is a three-year rolling programme with new submissions, based upon an agreed template, accepted only for year three unless they meet the following criteria:

- The project has health and safety implications which must be addressed as a priority or is a statutory requirement.
- The project generates more income over time than the investment required (an "invest to save" project).
- The project is required to match income from external sources that would otherwise be lost.

Unforeseen factors may arise which will require schemes to be swiftly incorporated within the capital programme. These schemes will be subject to the same appraisal process set out above and funding will be assisted by the inclusion of suitable contingencies within the capital programme to avoid disrupting other planned capital schemes.

3. Capital Expenditure and Financing

Capital expenditure is where the Council spends money on assets (such as property, vehicles, or equipment) that will be used for more than one year. In local government this includes expenditure on assets owned by other bodies and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion as to what to classify as capital expenditure and this is set out in its Accounting Policies.

Capital expenditure can be paid for immediately by applying capital resources, such as capital receipts or capital grants, or by using revenue resources. However, if these resources are insufficient then any residual expenditure will add to the Council's borrowing need.

The following table summarises the three-year capital programme along with the intended financing:

| | 2022/23 Actual £000 | 2023/24 Revised £000 | 2024/25 Estimate £000 | 2025/26 Estimate £000 | 2026/27 Estimate £000 |
|--|---------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Capital Expenditure | | | | | |
| General Fund | 5,208 | 20,873 | 16,323 | 5,931 | 2,394 |
| Housing Revenue Account | 8,687 | 30,349 | 17,755 | 12,115 | 10,733 |
| Total | 13,895 | 51,222 | 34,078 | 18,046 | 13,127 |
| | | | | | |
| Financed by: | | | | | |
| Borrowing – GF | 2,667 | 3,397 | 2,455 | 2,258 | 1,757 |
| Borrowing – HRA | 1,323 | 21,042 | 10,387 | 6,558 | 3,980 |
| Major Repairs Reserve | 4,763 | 4,705 | 4,778 | 4,778 | 5,000 |
| Capital Receipts – GF | 13 | 0 | 0 | 0 | 0 |
| Capital Receipts – HRA | 815 | 3,700 | 990 | 700 | 1,590 |
| Direct Revenue Financing GF | 0 | 0 | 0 | 0 | 0 |
| Direct Revenue Financing HRA | 1,786 | 0 | 0 | 0 | 0 |
| Better Care Fund | 793 | 1,482 | 800 | 800 | 800 |
| Section 106 Receipts | 118 | 99 | 0 | 0 | 0 |
| Levelling Up (Towns Fund) | 1,542 | 15,059 | 1,002 | 2,952 | 0 |
| Levelling Up (Kimberley LUF) | 0 | 200 | 11,866 | 0 | 0 |
| UK Shared Prosperity Fund (DLUHC) – <i>capital funding</i> | 23 | 639 | 200 | 0 | 0 |
| Other Bodies | 52 | 899 | 1,600 | 0 | 0 |
| Total | 13,895 | 51,222 | 34,078 | 18,046 | 13,127 |

One of the key risks to the capital expenditure plans above is the level of resources available within the Housing Revenue Account (HRA) to support capital expenditure. In previous years the HRA has made a revenue contribution to the financing of the capital programme. It has however become unsustainable to continue this as it would pose a serious risk to maintaining the HRA minimum balance (£1m).

The three-year capital programme from 2024/25 includes £1.4m per annum for the acquisition of former right to buy and other properties by the HRA as set out in the Housing Delivery Plan. Each acquisition will be subject to an appraisal process before a decision to purchase is made to ensure that the acquisition meets the Council's needs and provides value for money. It is anticipated that the rental income from the properties acquired will meet the accompanying ongoing borrowing costs.

Similarly, a risk to General Fund capital expenditure plans is that some of the estimates for other sources of funding may also be subject to change over this timescale. The table above, for example, assumes a figure of £800,000 from the Better Care Fund, however the actual value of the grant will not be confirmed until the new financial year has begun and therefore there is a risk that this may be different than forecast.

No assumptions have been made with regards to either the value or timing of any further capital receipts that may subsequently be received.

The Council's land and property holdings will continue to be reviewed in line with a new Asset Management Strategy to be produced that will, among other things, seek to identify opportunities to bring forward recommendations to dispose of or make alternative use of surplus assets.

As can be seen in the above table, borrowing makes up the largest proportion of the capital financing over the three year. The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives may sometimes be conflicting and the Council therefore seeks to strike a balance between cheaper short-term loans and long-term fixed rate loans where the future cost is known but slightly higher.

4. The Capital Financing Requirement

The Capital Financing Requirement (CFR) represents the Council's underlying need to borrow for capital purposes. It is the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. The CFR will change each year in accordance with the value of the approved capital programme and the financing available. The capital expenditure above which has not been financed from available internal resources or from grants or third party contributions will increase the CFR.

| | 2023/24 Estimate £000 | 2024/25 Estimate £000 | 2025/26 Estimate £000 | 2026/27 Estimate £000 |
|--------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Capital Financing Requirement | | | | |
| CFR – General Fund | 31,594 | 32,701 | 33,519 | 33,688 |
| CFR – HRA | 105,052 | 115,439 | 121,997 | 125,977 |
| Total CFR – 31 March | 136,646 | 148,832 | 155,516 | 159,665 |
| | | | | |
| Movement in CFR represented by: | | | | |
| Borrowing need for the year | 24,439 | 12,842 | 8,816 | 5,737 |
| MRP/VRP/other financing movements | (1,219) | (1,348) | (1,440) | (1,588) |
| Movement in CFR | 23,220 | 11,494 | 7,376 | 4,149 |

As debt is only a temporary source of finance, since loans and leases must be repaid, this is therefore repaid over time by other financing, usually from revenue which is known as the Minimum Revenue Provision (MRP).

5. Treasury Management

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's needs whilst managing the risks involved. Surplus cash is invested until required whilst an anticipated shortage of cash is met by borrowing in order to avoid an overdraft in the Council's bank current account.

The Council usually has surplus cash available in the short-term as revenue income is normally received before it is spent but can have a cash deficit in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.

i) Borrowing Strategy

The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives may sometimes be conflicting and the Council therefore seeks to strike a balance between cheap short-term loans and long-term fixed rate loans where the future cost is known but slightly higher.

Projected levels of the Council's total borrowing when compared with the capital financing requirement are shown in the table below.

| | 2023/24 Revised £000 | 2024/25 Estimate £000 | 2025/26 Estimate £000 | 2026/27 Estimate £000 |
|-----------------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Gross Borrowing | | | | |
| - PWLB and Market Loans | 92,233 | 96,346 | 96,546 | 97,527 |
| - Bramcote Crematorium | 505 | 400 | 400 | 400 |
| Gross Borrowing – 31 March | 92,738 | 96,746 | 96,946 | 97,927 |
| Capital Financing Requirement | | | | |
| CFR – General Fund | 31,594 | 32,701 | 33,519 | 33,688 |
| CFR – HRA | 105,052 | 115,439 | 121,997 | 125,977 |
| Total CFR – 31 March | 136,646 | 148,832 | 155,516 | 159,665 |

Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen in the above table, the Council expects to comply with this in the medium term.

In order to provide some context, the Council's fixed assets, as at the latest (unaudited) Balance Sheet valuation date (31 March 2023), excluding Broxtowe's share of the Bramcote Crematorium assets, were valued as below:

| Asset Class | Valuation £'000 |
|-----------------------------------|----------------------------|
| Council Dwellings | 224,034 |
| Other Land & Buildings | 30,698 |
| Vehicles, Plant, and Equipment | 2,601 |
| Infrastructure Assets | 3,225 |
| Community Assets | 247 |
| Assets Under Construction | 1,824 |
| Intangible Assets (e.g. software) | 127 |
| Heritage Assets | 534 |
| Total Assets | 263,290 |

Council dwellings are valued in the Balance Sheet at 42% of its open market valuation, meaning that the market value is over £530 million.

ii) Affordable Borrowing Limit

The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit) each year. In line with statutory guidance, a lower 'operational boundary' is also set as a warning level should borrowing approach this limit.

| | 2023/24 Revised £'000 | 2024/25 Estimate £'000 | 2025/26 Estimate £'000 | 2026/27 Estimate £'000 |
|--|-----------------------------|------------------------------|------------------------------|------------------------------|
| Authorised Limit for Borrowing | 120,650 | 125,175 | 125,407 | 126,713 |
| Operational Boundary for External Debt | 96,540 | 100,140 | 100,350 | 101,330 |

The authorised limit and operational boundary as set out above assume that the Council will not be entering into any private finance initiatives or leases over the period shown. The Council presently has no plans to enter into such arrangements.

iii) Treasury Investment Strategy

Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

The Council's policy on treasury investments is to prioritise security and liquidity over yield. In other words, the objective is to focus on minimising risk rather than maximising returns. Cash that is likely to be spent in the short-term is invested securely with, for example, the government, other local authorities or selected high-quality banks and funds to minimise the risk of loss. Money that will be held for the long-term is invested more widely to balance the risk of loss against the risk of receiving returns below inflation. Both short-term and long-term investments may be held in pooled funds where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

The table below highlights the expected change in investment balances.

| Total Investment Exposure | 2023/24 Revised £'000 | 2024/25 Estimate £'000 | 2025/26 Estimate £'000 | 2026/27 Estimate £'000 |
|----------------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|
| Investments at 1 April | 15,046 | 10,375 | 11,122 | 10,000 |
| Expected Change in Investments | (4,671) | 747 | (1,122) | - |
| Investments at 31 March | 10,375 | 11,122 | 10,000 | 10,000 |

iv) Risk Management

The effective management and control of risk are prime objectives of the Council's treasury management activities. The Treasury Management Strategy therefore sets out various indicators and limits to constrain the risk of unexpected losses and details the extent to which financial derivatives may be used to manage treasury risks.

v) Governance

Decisions on treasury management investment and borrowing are made daily and are delegated to the Deputy Chief Executive and Section 151 Officer and colleagues who must act in accordance with the Treasury Management Strategy approved by Cabinet. Reports on treasury management activity are also presented to Cabinet (or equivalent) whose Members are responsible for scrutinising treasury management decisions.

6. Revenue Budget Implications

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and minimum revenue provision (MRP) are charged to revenue albeit offset by investment income receivable. The net annual charge is known as financing costs and is compared to the net revenue stream (i.e. the amount funded from council tax, business rates and general government grants).

| | 2023/24 Revised | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|--------------|--------------------|---------------------|---------------------|---------------------|
| General Fund | 14.5% | 15.9% | 17.3% | 17.2% |
| HRA | 16.6% | 17.9% | 18.3% | 18.0% |

The estimates of financing costs reflect current commitments and the proposals in the revenue and capital budget reports elsewhere on the agenda.

As can be seen in the above table, the indicators for both the General Fund and the HRA are set to rise over the next two financial years. This is due to increased borrowing to finance the capital programme, particularly the Bramcote Crematorium cremator replacement and the Vehicle replacement programme for the General Fund and the Housing Development Programme for the HRA.

The Council intends to undertake a prudent level of borrowing to support the capital programme during the period covered by its medium term financial plans.

7. Knowledge and Skills

The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the following individuals all hold the Chartered Institute of Public Finance and Accountancy (CIPFA) or other CCAB (Consultative Committee of Accountancy Bodies) professional accountancy qualifications:

- Deputy Chief Executive and Section 151 Officer (CPFA)
- Head of Finance Services (CPFA)
- Chief Accountant (CPFA)
- Chief Audit and Control Officer (ACCA)
- Principal Accountant (ACCA)

The Council also pays for employees to study towards CIPFA and other relevant qualifications such as the Association of Accounting Technicians (AAT).

Where Council staff do not have the knowledge and skills required, use is made of external advisors and consultants that are specialists in their field. The Council currently employs Arlingclose Limited as treasury management advisors.

The contract with Arlingclose has, in recent years, been extended on a 12 month rolling basis and is due to expire on 31 March 2024. An exercise is to be undertaken to establish the service provider from 1 April 2024.

The services currently provided by Arlingclose include:

- technical support on treasury matters and capital finance issues
- economic and interest rate analysis
- debt services (including advice on the timing of borrowing)
- debt rescheduling advice surrounding the existing portfolio
- generic investment advice on interest rates etc.
- credit ratings/market information service comprising the three main credit rating agencies.

Whilst the treasury advisors provide support to the internal treasury function, the current market rules and the CIPFA Treasury Management Code confirms that the final decision on treasury management matters rests with the Council.

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APPENDIX 6

**TREASURY MANAGEMENT STRATEGY STATEMENT
2024/25 to 2026/27**

1. Introduction

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks. The Council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Council's prudent financial management.

Treasury risk management at the Council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2021 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year. This report fulfils the legal obligation under the *Local Government Act 2003* to have regard to the CIPFA Code.

Investments are addressed separately in the Investments Strategy as set out in appendix 7 of this report.

For the purpose of setting the 2024/25 budget, it has been assumed that new treasury management investments will be made at an average rate of 3.0%, and that new borrowing will be long-term loans at an average rate of 4.5%.

2. Current Debt and Investment Position

The Council's current debt and investment position is as follows:

| | Actual at 31/03/2023 £000 | Actual at 31/12/2023 £000 | Estimate at 31/03/2024 £000 |
|--------------------------|---------------------------------|---------------------------------|-----------------------------------|
| Fixed Rate Debt | | | |
| PWLB/Market | 80,230 | 90,338 | 84,083 |
| Variable Rate Debt | | | |
| PWLB/Market | 7,415 | 1,300 | 8,150 |
| Crematorium | 429 | 405 | 505 |
| Total Debt | 88,074 | 92,043 | 92,738 |
| Total Investments | (12,590) | (24,360) | (10,375) |
| Net Borrowing | 75,484 | 67,683 | 82,363 |

The fixed rate debt shown consists of fixed rate loans that are due to be repaid in at least one years' time.

The variable rate debt shown above relates to fixed rate loans from the PWLB, other public sector bodies or other institutions that are due to mature within one year and therefore likely to be replaced by further loans but at a different rate of interest from the current rate.

The Crematorium debt relates to surplus cash balances of the Bramcote Crematorium that the Council invests on its behalf to generate a suitable return. This fluctuates in accordance with the Bramcote Crematorium's cash inflows and outflows. There is no other variable rate debt.

As set out in section 4, the Council is permitted to borrow in advance of need given that certain criteria are met. The Council has loans totalling £8.15m that are due to mature within the next 12 months. These loans may not necessarily be replaced with loans of a similar value when they mature and whether or not they are replaced will in part depend upon the Council's cashflow position at the time.

The majority of the investments should be regarded as the investment of the Council's revenue reserves, including the General Fund balance and the HRA balance, provisions and unapplied capital contributions.

3. Capital Financing Requirement

The Capital Financing Requirement (CFR) represents the Council's underlying need to borrow for capital purposes. It is the total outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. The CFR will change each year in accordance with the value of the approved capital programme and the financing available. Capital expenditure which has not been financed from available internal resources or from grants or third party contributions will increase the CFR.

| | 2023/24 Estimate £000 | 2024/25 Estimate £000 | 2025/26 Estimate £000 | 2026/27 Estimate £000 |
|--------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Capital Financing Requirement | | | | |
| CFR – General Fund | 31,594 | 32,701 | 33,519 | 33,688 |
| CFR – HRA | 105,052 | 115,439 | 121,997 | 125,977 |
| Total CFR – 31 March | 136,646 | 148,832 | 155,516 | 159,665 |
| Movement in CFR represented by: | | | | |
| Borrowing need for the year | 24,439 | 12,842 | 8,816 | 5,737 |
| MRP/VRP/other financing movements | (1,219) | (1,348) | (1,440) | (1,588) |
| Movement in CFR | 23,220 | 11,494 | 7,376 | 4,149 |

The Council has an increasing CFR over the period shown due to the capital programme. The Council's current strategy is to maintain borrowing and investments below their underlying levels. This is sometimes referred to as 'internal borrowing'.

The CIPFA *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. The table below shows that the Council is expected to comply with this requirement in the current year and for the subsequent three years.

| | 2023/24 Revised £000 | 2024/25 Estimate £000 | 2025/26 Estimate £000 | 2026/27 Estimate £000 |
|-----------------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Gross Borrowing | | | | |
| - PWLB and Market Loans | 92,233 | 96,346 | 96,546 | 97,527 |
| - Bramcote Crematorium | 505 | 400 | 400 | 400 |
| Gross Borrowing – 31 March | 92,738 | 96,746 | 96,946 | 97,927 |
| Capital Financing Requirement | | | | |
| CFR – General Fund | 31,594 | 32,701 | 33,519 | 33,688 |
| CFR – HRA | 105,052 | 115,439 | 121,997 | 125,977 |
| Total CFR – 31 March | 136,646 | 148,832 | 155,516 | 159,665 |

4. Borrowing Strategy

As per the forecast, by 31 March 2025, the Council is expected to hold £96.7m of loans, an increase of £8.6m when compared to 31 March 2023, as part of the strategy for funding previous years' capital programmes.

The Council has repaid a loan of £1.3m to the PWLB so far in 2023/24 and is due to repay a further £6.3m of PWLB loans in Q4. To date, loans totalling £4m have been taken from the PWLB in 2023/24 and it is forecast that it may be necessary to secure additional borrowing before the end of the year. This will be to finance the capital programme and to replace existing borrowing due to be repaid to the PWLB.

It is forecast that up to £12.5m of new borrowing may be required in 2024/25 to both replace maturing loans due to be repaid and to finance the capital programme. Cash flows and the expenditure profile will be carefully monitored in order to minimise the external borrowing required.

i) Objectives

The Council's primary objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.

ii) Strategy

Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. In recent years the Council has focused on short-term borrowing for its debt financed expenditure. However, a shift towards long-term borrowing through the PWLB began in 2021/22 and continues into 2024/25. This shift was due to the increasingly competitive Certainty Rate and HRA rate offered by the PWLB and a desire to match loan length to asset life in order to match the benefits from the assets to the payment of loan interest.

The economic disruption that has occurred over the last two financial years caused the Council to reevaluate its borrowing strategy in 2022/23 and 2023/24, particularly given the sharp rise in interest rates. Due to this Arlingclose were advising against locking into high interest long term borrowing. In the second half on 2023/24 however, largely due to lower than anticipated inflation rates, interest rates have fallen. Some long-term borrowing has therefore been taken out during 2023/24 to take advantage instances of lower rates that have occurred, particularly in Q3. Although rates are expected to remain relatively high for the next 18 months, it is forecast that they will begin to fall in the 2024/25 financial year.

Where possible internal resources will be used to fund capital expenditure as this allows the Council to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. However, given the Council's extensive Capital Programme, it is inevitable that substantial borrowing will need to take place, particularly for the HRA to finance the Housing Development Programme.

The Council has previously raised the majority of its long-term borrowing from the PWLB but will consider long-term loans from other sources including banks, pensions and local authorities in order to lower interest costs and reduce over-reliance on one source of funding in line with the Code. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield but as the Council does not have such plans then the PWLB should continue to be a potential source of long-term borrowing for the Council.

The Council does have the option of arranging forward starting loans where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in

the intervening period. However, given the current high interest rates it may not be the ideal time to arrange this type of borrowing.

iii) Sources of Borrowing

The approved sources of long-term and short-term borrowing are:

- Public Works Loan Board (PWLB) and any successor body
- any institution approved for investments (see below)
- any other bank or building society authorised to operate in the UK
- any other UK public sector body
- UK public and private sector pension funds
- Capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

iv) Other Sources of Debt Finance

Capital finance may also be raised by the following methods which, whilst they are not borrowing, may be classed as other debt liabilities:

- Leasing
- Hire purchase
- Private Finance Initiative
- Sale and leaseback.

v) Municipal Bonds Agency

UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the proceeds to local authorities. This will be a more complicated source of finance than the PWLB for the following reasons:

- borrowing authorities will be required to provide bond investors with a guarantee to refund their investment in the event that the agency is unable to for any reason
- there will be a lead time of several months between committing to borrow and knowing the interest rate payable

Any decision to borrow from the Municipal Bonds Agency will therefore be the subject of a separate report to Cabinet.

vi) Short-Term and Variable Rate Loans

These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the interest rate exposure limits in the treasury management indicators below. Financial derivatives may be used to manage this interest rate risk (see section below).

vii) Debt Rescheduling

The PWLB allows local authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

5. Investment Strategy

The Council holds significant investments, representing income received in advance of expenditure plus balances and reserves held. Since April 2023, the Council's investment balance has ranged between £10m and £30m and similar levels are expected to be maintained in the forthcoming year.

i) Objectives

The CIPFA Code requires the Council to invest its funds prudently and to have regard to the security and liquidity of its investments before seeking the highest rate of return (or yield). The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation in order to maintain the spending power of the sum invested.

The Council will also consider the environmental, social and governance (ESG) aspects in its investing and banking which have come into prominence over recent years. Counterparties which are highly rated for ESG will be prioritised for investing, subject to the primary objectives of security and liquidity being achieved. Any significant impact on yield when compared to other investment options, equivalent to £5,000 per annum, will require the prior approval of the Deputy Chief Executive and Section 151 Officer, in conjunction with the Portfolio Holder for Resources and Personnel Policy (or equivalent). All transactions with counterparties that are highly rated for ESG where the yield is lower than the market optimisation will be reported in the treasury management update reports to the Portfolio Holder for Resources and Personnel Policy and/or Cabinet.

ii) Negative Interest Rates

If the UK was to enter into a recession, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. This situation has occurred in other European countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

iii) Strategy

The current high interest economic climate (when compared to recent years) has led to a significant increase in short-term investment yields. Due to this and the low-risk and highly liquid nature of Money Market Funds and unsecured bank deposits, the Council continues to use these as its primary investment class for day-to-day treasury management activities. In addition, the Council continues to diversify into more long-term assets classes. These typically offer a high degree of security and often higher yields than shorter-term classes but do not offer the same degree of liquidity, usually requiring a notice period for withdrawal or the sale of shares on to the market. This is especially the case for the £8.0 million that is available for longer-term investment. This diversification of investments is to continue into 2024/25. The Council, along with its treasury management advisors, will also be monitoring the markets closely to ensure it can address any risks or take advantage of new opportunities appropriately.

iv) Business Models

Under the IFRS 9 standard, the accounting for certain investments depends on the Council's 'business model' for managing them. The Council aims to achieve value from its internally managed treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost. As at the date this report was submitted, a statutory override for IFRS 9 is in place that allows the Council to recognise gain/losses in the value of its investment in an unusable reserve instead of gain/losses impacting revenue (via the Comprehensive Income and Expenditure Statement and Revenue budgets). This is a positive for the Council as it means revenue budgets (and year-end outturn) are not negatively impacted by temporary reduction in the value of investments and revenue budget in particular are not artificially immolated by temporary and unrealised increases in the value of investments, that will have to be written off as a loss in future years' budgets.

v) Approved Counterparties

The Council may invest its surplus funds with any of the counterparty types in the table below, subject to the cash limits per counterparty and time limits shown:

| Credit Rating | Banks Unsecured | Banks Secured | Government | Corporates | Registered Providers |
|--------------------------------|------------------|------------------|-----------------------|------------------|----------------------|
| UK Government | n/a | n/a | Unlimited 50 Years | n/a | n/a |
| AAA | £5m 2 Years | £5m 5 Years | £5m 2 Years | £5m 2 Years | £5m 2 Years |
| AA+ | £5m 2 Years | £5m 5 Years | £5m 2 Years | £5m 2 Years | £5m 2 Years |
| AA | £5m 2 Years | £5m 5 Years | £5m 2 Years | £5m 2 Years | £5m 2 Years |
| AA- | £5m 2 Years | £5m 5 Years | £5m 2 Years | £5m 2 Years | £5m 2 Years |
| A+ | £5m 2 Years | £5m 5 Years | £5m 2 Years | £5m 2 Years | £5m 2 Years |
| A | £5m 13 Months | £5m 2 Years | £5m 5 Years | £5m 2 Years | £5m 5 Years |
| A- | £5m 6 Months | £5m 13 Months | £5m 13 Months | £5m 13 Months | £5m 13 Months |
| Unrated (UK Local Authorities) | n/a | n/a | £5m 2 Years | n/a | n/a |
| Pooled Funds and REITS | | | £5m per Fund | | |

vi) Credit Rating

Investment limits are set by reference to the lowest published long-term credit rating from a selection of external rating agencies. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings and all other relevant factors, including external advice, will be taken into account.

vii) Counterparty Types

The counterparty types are defined as follows:

- a. Banks Unsecured – These are accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies (other than multilateral development banks). These investments are subject to the risk of credit loss via a ‘bail-in’ should the regulator determine that the bank is failing or likely to fail. Arrangements relating to operational bank accounts are set out below.
- b. Banks Secured – These are covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank’s assets, which limits the potential losses in the unlikely event of insolvency and means that they are exempt from bail-in. Where there is no investment specific credit rating but the collateral upon which the investment is

secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

- c. Government – This includes loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in arrangements and, whilst there is generally a lower risk of insolvency, they are not zero risk. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years. Investments with UK local authorities are limited per authority to £5m and 2 years.
- d. Corporates – These are loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk more widely.
- e. Registered Providers – These are loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing and registered social landlords, formerly known as housing associations. These bodies are tightly regulated by the Regulator of Social Housing and, as providers of public services, they retain the likelihood of receiving government support if needed.
- f. Pooled Funds – These are shares or units in diversified investment vehicles consisting of any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term money market funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods. Bond, equity, and property funds offer enhanced returns over the longer term but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Since these funds have no defined maturity date but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.
- g. Real Estate Investment Trusts (REITs) – These are shares in companies that invest mainly in real estate and pay the majority of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term but are more volatile, especially as the share price reflects changing demand for the shares as well as changes in the value of the underlying properties. Investments in REIT shares cannot be withdrawn but can be sold on the stock market to another investor.

viii) Operational Bank Accounts

The Council may incur operational exposures, for example, through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank 'bail-in' and balances will therefore be kept below £10 million per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be 'bailed-in' than made insolvent, increasing the chance of the Council maintaining operational continuity.

ix) Risk Assessment and Credit Ratings

Credit ratings are obtained and monitored by the Council's treasury management advisors who will notify the Council if changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made
- any existing investments that can be recalled or sold at no cost will be
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as 'rating watch negative' or 'credit watch negative') so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

x) Other Information on the Security of Investments

The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Council's treasury management advisor. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that

insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, the surplus will be deposited with the UK Government via the Debt Management Office or invested in government treasury bills or with other local authorities. This will cause a reduction in the level of investment income earned but will protect the principal sum invested.

xi) Investment Limits

The Council's General Fund revenue reserves would have to cover any investment losses. In order to ensure that available revenue reserves are not put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £5.0m. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

| | Cash limit |
|---|-------------------|
| Any single organisation, except UK Central Government | £5.0m each |
| UK Central Government | Unlimited |
| Any group of organisations under the same ownership | £5.0m per group |
| Any group of pooled funds under the same management | £5.0m per manager |
| Registered providers and registered social landlords | £5.0m in total |
| Unsecured investments with building societies | £10.0m in total |
| Money Market Funds | £20.0m in total |
| Real Estate Investment Trusts | £5.0m in total |

xii) Liquidity Management

The Council uses an in-house developed Excel cash flow forecasting tool to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium-term financial strategy and cash flow forecast.

6. Treasury Management Indicators

The Council measures and manages its exposures to treasury management risks using the following indicators:

i) Security

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.)

and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

| Credit Risk Indicator | Target |
|---------------------------------|--------|
| Portfolio Average Credit Rating | A- |

ii) Liquidity

The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

| Liquidity Risk Indicator | Target |
|--------------------------------------|--------|
| Total cash available within 3 months | £10.0m |

iii) Interest Rate Exposures

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise/fall in interest rates is:

| Interest rate risk indicator | Limit |
|--|-------|
| Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates | £1.0m |
| Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates | £1.0m |

The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at current rates.

iv) Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of borrowing will be:

| Refinancing Rate Risk Indicator | Upper limit | Lower limit |
|---------------------------------|-------------|-------------|
| Under 12 months | 50% | 0% |
| 12 months to 2 years | 50% | 0% |
| 2 years to 5 years | 50% | 0% |
| 5 years to 10 years | 75% | 0% |
| 10 years to 20 years | 100% | 0% |
| 20 years to 30 years | 100% | 0% |
| 30 years to 40 years | 100% | 0% |
| 40 years to 50 years | 100% | 0% |
| Over 50 years | 100% | 0% |

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

v) Principal Sums Invested for Periods Longer than a Year

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

| Price Risk Indicator | 2023/24 £m | 2024/25 £m | 2025/26 £m |
|---|---------------|---------------|---------------|
| Limit on principal invested beyond year end | £8.0m | £8.0m | £8.0m |

7. Related Matters

The CIPFA Code requires the Council to include the following in its Treasury Management Strategy.

i) Financial Derivatives

Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit.

ii) Housing Revenue Account (HRA)

The reforms of the HRA subsidy system mean that the Council has not had to pay an annual subsidy from the HRA to the government since 2011/12. However, the Council is required to recharge interest expenditure and income attributable to the HRA in accordance with Determinations issued by the then Department for Communities and Local Government (DCLG).

The Determinations do not set out a methodology for calculating the interest rate to use. The Council is therefore required to adopt a policy that will set out how interest charges attributable to the HRA will be determined. The CIPFA Treasury Management Code recommends that the Council set out their policy in the Treasury Management Strategy Statement.

Whilst there are a number of different approaches for the apportionment of interest expenditure and income between the HRA and General Fund, the Council adopted the 'one-pool' approach upon the commencement of HRA self-financing on 1 April 2012 and will continue to follow this approach in 2024/25. This involves having a single pool for all debt irrespective as to whether it arose pre or post HRA self-financing and whether or not debt can be explicitly attributed to either the HRA or the General Fund.

The one-pool approach is considered to be the easiest for the Council to manage from an administrative perspective and enables treasury risk to be managed for the Council as a whole.

Whilst the one-pool approach carries an element of interest rate risk as and when maturing debt needs to be replaced, given that HRA debt vastly exceeds General Fund debt and that no major debt replacement was anticipated for the new HRA debt within the first ten years, this risk is not considered to be significant.

Under the one-pool approach, interest on loans will be calculated in accordance with proper accounting practice. This will require interest to be apportioned between the HRA and the General Fund by applying the average interest rate on external debt to the relative HRA and General Fund Capital Financing Requirements (CFR).

Investment income will be apportioned to the HRA based upon the average balances for the HRA and General Fund for the year. For example, if the average General Fund balance is £3m and the average HRA balance is £1m, the HRA will receive 25% of the investment income as this is its proportion of the total average balance.

iii) Markets in Financial Instruments Directive (MiFID)

The Council has opted up to professional client status with its providers of financial services (including advisors, banks, brokers and fund managers) allowing it access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Council's treasury management activities, the Deputy Chief Executive and Section 151 Officer believes this to be the most appropriate status.

8. Financial Implications

The budget for investment income in 2024/25 is £530k and includes both short and long-term investments. The budget for debt interest paid in 2024/25 is £3.225m based on a debt portfolio of short and long-term borrowing. If actual levels of investments and borrowing and/or actual interest rates differ from those forecast, performance against budget will be correspondingly different.

9. Other Options Considered

The CIPFA Code does not prescribe any particular treasury management strategy for local authorities to adopt. The Deputy Chief Executive and Section 151 Officer, having consulted the Portfolio Holder for Resources and Personnel Policy, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed as follows:

| Alternative | Impact on income and expenditure | Impact on risk management |
|---|--|---|
| Invest in a narrower range of counterparties and/or for shorter times | Interest income will be lower | Lower chance of losses from credit related defaults, but any such losses may be greater |
| Invest in a wider range of counterparties and/or for longer times | Interest income will be higher | Increased risk of losses from credit related defaults, but any such losses may be smaller |
| Borrow additional sums at long-term fixed interest rates | Debt interest costs will rise; this is unlikely to be offset by higher investment income | Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain |
| Borrow short-term or variable loans instead of long-term fixed rates | Debt interest costs will initially be lower | Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain |
| Reduce level of borrowing | Saving on debt interest is likely to exceed lost investment income | Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs may be less certain |

10. Minimum Revenue Provision Statement

The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 place a duty upon local authorities to make a prudent provision for debt repayment. This is known as Minimum Revenue Provision (MRP). The Council is also allowed to undertake additional Voluntary Revenue Provision (VRP) should it wish to do so. There is no requirement to charge MRP in respect of HRA capital expenditure funded from borrowing but the Council may also choose to do this should it wish to.

Guidance on MRP has been issued by the Secretary of State and local authorities are required to 'have regard' to this guidance under section 21 (1A) of the Local Government Act 2003.

The four MRP options available are:

- Option 1 – Regulatory Method
- Option 2 – Capital Financing Requirement (CFR) Method
- Option 3 – Asset Life Method
- Option 4 – Depreciation Method

DLUHC regulations require full council to approve an MRP Statement in advance of each year. Any subsequent changes in year also require full Council approval. The proposed policy for 2024/25 is set out below:

i. MRP Policy 2024/25

For capital expenditure incurred before 1 April 2008, the General Fund MRP will continue to follow the CFR method (option 2) and be based upon 4% of the CFR at that date.

For all unsupported borrowing incurred from 1 April 2008, the General Fund MRP will be based upon the estimated life of the assets which this borrowing is intended to finance (option 3). This will be done on an annuity basis equal to the average relevant PWLB rate for the year of expenditure starting in the year after the asset becomes operational.

MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years.

No Voluntary Revenue Provision (VRP) is to be charged to the HRA in 2024/25.

11. Local Performance Indicators

The CIPFA Treasury Management Code requires the Council to set local indicators to assess the performance of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators which are predominantly forward looking. Indicators should be considered

within set risk parameters. Examples of performance indicators often used for the treasury function are:

- Borrowing – average rate of borrowing for the year compared with the average available
- Borrowing – average rate movement year on year
- Investments – average credit risk score of counterparties with whom interim investments have been placed
- Investments – average days to maturity of investments
- Investments – internal interest returns above the above the SONIA (Sterling Overnight Index Average) 1-day interest rate and the 1-month LIBOR (London Interbank Offered Rate) average rate over the period or equivalent.

Further details will be included in monitoring statements presented to the Finance and Resources Committee (or equivalent) and in the mid-year and annual treasury management reports.

12. Conduct of Operations

All treasury management operations will be conducted in accordance with the Council's Treasury Policy Statement, Treasury Management Practice Notices and associated systems documentation. Monitoring reports will be included in the mid-year and annual treasury management reports.

13. Money Market Brokers

In accordance with the Council's Treasury Management Practice Notices, the majority of investments are made primarily via direct dealing with counterparties.

The external money market brokers to be used from 07 February 2023 are:

- Tradition (UK) Ltd,
Beaufort House, 15 St Botolph Street, London EC3A 7QX
- Sterling International Brokers
1 Churchill Place, Canary Wharf, London. E14 5RD
- Martins Brokers (UK) Ltd
20th Floor, 1 Churchill Place, Canary Wharf, London E14 5RD
- King and Shaxson Ltd
6th Floor, 120 Cannon Street, London. EC4N 6AS
- Imperial Treasury Services
25 St Andrew Street, Hertford. SG14 1HZ

Whilst the treasury management advisors provide support to the internal treasury function, the current market rules and the CIPFA Treasury

Management Code confirms that the final decision on treasury management matters rests with the Council. The service provided by the Council's treasury management advisors is subject to regular review.

14. Member and Officer Training and Corporate Governance

In order to ensure that appropriate governance arrangements are in place and followed, along with the increased Member scrutiny of treasury management matters and the need to ensure that officers dealing with treasury management are trained and kept up to date, a suitable training process is required. The Council will address this important issue by:

- Facilitating workshops for Members on finance issues as part of the Member Development Programme
- Identifying officer training needs on treasury management related issues through the Performance Appraisal process
- Officer attendance at training events, seminars and workshops
- Support from the Council's treasury management advisors

In addition, to ensure corporate governance arrangements are followed the Council's day-to-day treasury activities are reviewed by appropriately qualified senior officers to ensure correct governance procedures are followed and the decisions taken conform to the relevant frameworks and guidance. Annual and mid-year reports regarding treasury management performance, strategy and the prudential framework are also prepared for review by Members. The relevant officers also meet regularly with the treasury management advisors to gain their input into the Council's activities.

15. Online Banking

The Council currently takes advantage of the various online banking functions offered by its banking provided, Barclays. The Council will monitor developments in digital banking and treasury management technology and will take advantage of developments that will support it in its strategy.

APPENDIX 6a

TREASURY MANAGEMENT POLICY STATEMENT

1. This Council defines its treasury management activities as “The management of the Council’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
2. This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.
3. This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.
4. The Council will adopt a flexible approach to any borrowing that it may need to undertake in consultation with its treasury management advisors. All borrowing decisions will give appropriate consideration to:
 - affordability
 - maturity profile of existing debt
 - interest rate and refinancing risk
 - source of borrowing
5. All investment decisions made by the Council will seek to ensure that sums invested remain secure and that there is sufficient liquidity of investments to provide the Council with the necessary cash resources to allow the Council to carry out its functions at all times. Only after fulfilling the security and liquidity objectives will the Council seek to achieve the maximum return on these investments.
6. The Council will also consider the environmental, social and governance (ESG) aspects in its investing. Counterparties which are highly rated for ESG will be prioritised for investing, subject to the primary objectives of security and liquidity being achieved. Any significant impact on yield when compared to other investment options, equivalent to £5,000 per annum, will require the prior approval of the Deputy Chief Executive and Section 151 Officer, in conjunction with the Portfolio Holder for Resources and Personnel Policy (or equivalent). All transactions with counterparties that are highly rated for ESG where the yield is lower than the market optimisation will be reported in the treasury management update reports to the Portfolio Holder for Resources and Personnel Policy.

APPENDIX 6b

LIST OF CURRENTLY APPROVED COUNTERPARTIES FOR LENDING (as at 29 December 2023)

| UK BANKS | Short term | Long term | Short term | Long term | Short term | Long term | Individual | Group |
|--|------------|------------|---------------|-----------|------------|-----------|------------|-------|
| BANCO SANTANDER GROUP - Santander UK Plc | F1 | A+ | P-1 | A1 | A-1 | A | £5m | |
| HSBC GROUP - HSBC Bank Plc - HSBC UK Bank PLC | F1+ F1+ | AA- AA- | P-1 P-1 | A1 A1 | A-1 A-1 | A+ A+ | £5m | £7.5m |
| LLOYDS BANKING GROUP - Bank of Scotland Plc - Lloyds Bank | F1 F1 | A+ A+ | P-1 P-1 | A1 A1 | A-1 A-1 | A+ A+ | £5m £5m | £7.5m |
| Barclays Bank - Barclays Bank Plc - Barclays UK Bank PLC | F1 F1 | A+ A+ | P-1 P-1 | A1 A1 | A-1 A-1 | A+ A+ | £5m | £7.5m |
| Standard Chartered Bank | F1 | A+ | P-1 | A1 | A-1 | A+ | £5m | |
| RBS GROUP - Royal Bank of Scotland - National Westminster Bank | F1 F1 | A+ A+ | (P)P-1 P-1 | A1 A1 | A-1 A-1 | A+ A+ | £5m £5m | £7.5m |
| UK BUILDING SOCIETIES | | | | | | | | |
| Coventry Building Society | F1 | A | P-1 | A2 | | | £5m | |
| Leeds Building Society | F1 | A | P-2 | A3 | | | £5m | |
| Nationwide Building Society | F1 | A+ | P-1 | A1 | A-1 | A+ | £5m | |
| OTHERS | | | | | | | | |
| Debt Management Office (UK sovereign ratings) | F1+u | AA-u | | Aa3 | A-1+u | AAu | | |
| CCLA | | | | | | | | £7.5m |
| Local authorities | | | | | | | £5m (each) | |
| Money Market Funds (AAA- rated) | | | | | | | £5m (each) | |
| Variable Net Asset Value (VNAV) pooled funds | | | | | | | £5m (each) | |

APPENDIX 7

INVESTMENTS STRATEGY 2023/24 to 2025/261. Introduction

The Council invests its money for three broad purposes, to:

- Invest surplus cash as a result of its day-to-day activities, for example, when income is received in advance of expenditure (known as ‘treasury management investments’);
- Support local public services by lending to or buying shares in other organisations (‘service investments’); and
- Earn investment income (known as ‘commercial investments’ where this is the main purpose).

This Investment Strategy meets the requirements of statutory guidance issued by central government and focuses on the second and third of these categories.

2. Treasury Management Investments

The Council typically receives its income in cash (such as from taxes, grants and fees) before it pays for its expenditure in cash (such as the payroll or the payment of invoices from suppliers). It also holds reserves for future expenditure and collects local taxes on behalf of other local authorities and central government.

The activities outlined, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA). The balance of treasury management investments is anticipated to fluctuate between £10m and £20m during 2024/25.

The contribution that treasury management investments make to the Council’s priorities is to support effective treasury management activities. The approach to treasury management investments is set out in the Treasury Investments Strategy that forms part of the Capital Strategy in appendix 5.

3. Service Investments

Service investments can be in either loans or shares. Further details of the approach adopted by the Council are as follows:

(i) Loans

The Council does not lend money to any subsidiaries, suppliers, local businesses, local charities, housing associations or local residents to support local public services or stimulate local economic growth.

The Council does provide 'soft' loans to some employees through its car loan scheme. The balance outstanding on these at 31 March 2023 was £91k and the annual interest paid totals £1k. Monthly deductions for both principal and interest are made from the salaries of the employees with these loans and any risk of default is considered to be minimal.

(ii) Shares

The Council does not invest in the shares of subsidiaries, suppliers and businesses to support local public services or stimulate economic growth.

The Council does have a wholly owned trading company, Liberty Leisure Limited, that was incorporated on 1 October 2016. Liberty Leisure Limited is a company limited by guarantee and its operations are overseen by a board of directors. Liberty Leisure Limited was established, amongst other things, to:

- Provide leisure and sports services for the benefit of the public
- Ensure sustainability of services by maximising income and seeking all possible avenue of funding for the services
- Promote, maintain and improve access to suitable services, activities and facilities
- Improve health and well-being by promoting increased participation to reduce obesity, anti-social behaviour and the health inequality gap
- Promote jobs and strengthen the local economy.

The Council maintains control over the company through retained decision making powers and through the scrutiny of Cabinet (and/or equivalent) which reviews the financial and operational performance of the company. The Council pays the company an annual management fee for the provision of the services outlined and this will be £369,000 in 2024/25.

The Council also owns Bramcote Crematorium jointly with Erewash Borough Council. The operation is overseen by the Bramcote Bereavement Services Joint Committee with the management of all operations undertaken by this Council. The Joint Committee pays a management fee for this arrangement.

Each year a distribution agreed by the Joint Committee is paid to the respective local authorities. This will be £400,000 to both Broxtowe and Erewash Borough Councils in 2024/25 fixed for the year. Any failure by the Crematorium to meet its targets for 2023/24 will be reflected in the distribution for 2024/25.

4. Commercial Investments

Among the most common forms of commercial investments are property and loan commitments/financial guarantees. Further details of the approach adopted by the Council are set out below:

(i) Property

The Council does not presently invest in local, regional, national or international commercial and residential property with the intention of making a profit that can be spent on the provision of local services. Any decisions to make such investments would be undertaken in accordance with the Capital Strategy set out in appendix 5.

The purchase by the Council in May 2016 of the long-term lease in respect of an area of Beeston town centre already owned by the Council was for regeneration as opposed to investment purposes.

The ongoing development The Square in Beeston and other land owned by the Council is also considered to be for the regeneration of the area to make it attractive for residents, visitors and businesses and not for single objective generating returns that can help underwrite the cost providing Council services.

The Council had no investment properties on its balance sheet at 31 March 2023 and a similar position is anticipated as at 31 March 2024 and 2025.

(ii) Loan Commitments and Financial Guarantees

Although they are not strictly regarded by many as investments due to no money changing hands until various conditions are met, loan commitments and financial guarantees carry similar risks to investments in property.

The Council has not made any such commitment and presently has no intentions of doing so. Any proposed changes will be reported to members for their consideration.

5. Investment Indicators

A requirement of the investment guidance issued by the former MHCLG (now DLUHC) in January 2018 was the need for local authorities to develop quantitative indicators to allow elected Members and the public to assess the total risk exposure resulting from the Council's investment decisions.

If the Council decides to make commercial investments in property designed to generate revenue income and finance this through borrowing, then the following indicators will be calculated and reported to Members on an annual basis:

| Indicator | Definition |
|--|---|
| Debt to Net Service Expenditure (NSE) Ratio | Gross debt as a percentage of net service expenditure (where net service expenditure is a proxy for the size and financial strength of a local authority) |
| Commercial Income to NSE Ratio | Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate net service expenditure |
| Investment Cover Ratio | Total net income from property investments compared to the interest expense |
| Loan to Value Ratio | Amount of debt compared to the total asset value |
| Target Income Returns | Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties. |
| Benchmarking of Returns | As a measure against other investments and against other council's property portfolios |
| Gross and Net Income | Income received from the investment portfolio at a gross level and net level (less costs) over time |
| Operating Costs | Trend in operating costs of the non-financial investment portfolio over time as the portfolio of non- financial investments expands |
| Vacancy Levels and Tenancy Exposures for Non-Financial Investments | Monitoring vacancy levels (voids) to ensure the property portfolio is being managed (including marketing and tenant relations) to ensure the portfolio is as productive as possible |

These indicators are based on those set out in the government's investment guidance. Should the Council make such non-financial investments then suitable target values will be attached to these indicators and progress will be monitored accordingly. Further indicators will be developed, target set and progress reported as necessary.

The guidance also set out a number of indicators the Council should produce to allow elected members and the public to assess the Council's total risk exposure as a result of its investment decisions.

(i) Total Risk Exposure

The first indicator shows the Council's total exposure to potential investment losses. The guidance states that this should include amounts the Council is contractually committed to lend but have yet to be drawn down and guarantees the Council has issued over third party loans.

The Council has no contractual obligations to lend and none are included in the below table. The entirety of these loan balances are made up of 'treasury

management investments' in that they are made up of usable reserves and income received in advance of expenditure.

| Total Investment Exposure | 2023/24 Revised £000 | 2024/25 Estimate £000 | 2025/26 Estimate £000 | 2026/27 Estimate £000 |
|----------------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Investments at 1 April | 15,046 | 10,375 | 11,122 | 10,000 |
| Expected Change in Investments | (4,671) | 747 | (1,122) | - |
| Investments at 31 March | 10,375 | 11,122 | 10,000 | 10,000 |

(ii) How investments are funded

Government guidance is that these indicators should include how investments are funded. As stated above all of the Council's investments are considered 'treasury management investments' and are made up of usable reserves and income received in advance of expenditure. The Council does not presently borrow purely to fund investments.

(iii) Rate of return received

This indicator shows the investment income received (less the associated costs), including the cost of borrowing where appropriate, as a proportion of the sum initially invested. It should be noted that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred.

| Rate of Return | 2022/23 Actual £000 | 2023/24 Revised £000 | 2024/25 Forecast £000 |
|-----------------------------|---------------------------|----------------------------|-----------------------------|
| Average Total Investments | 28,584 | 19,531 | 17,667 |
| Total Interest (less costs) | 666 | 875 | 530 |
| Rate of Return | 2.33% | 4.48% | 3.00% |

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APPENDIX 8

GENERAL FUND – MEDIUM TERM FINANCIAL STRATEGY1. Summary

This report is aligned with financial reports elsewhere on this agenda covering the Council's revenue and capital budgets, prudential framework indicators, the treasury management strategy and the investment strategy. Figures and assumptions within these other financial reports have been applied to produce this Medium Term Financial Strategy (MTFS). The key changes around proposed savings and additional income identified within the Business Strategy have all been taken into account.

A key element of the Code of Corporate Governance is the existence of a periodically-reviewed MTFS. The proposed strategy for the next four years including the basis of any broad assumptions used to produce the medium term forecasts is set out below.

It is the opinion of the Deputy Chief Executive and Section 151 Officer that the estimates for 2024/25 and future years that have been used to produce the budget and MTFS are robust and that, if further initiatives to reduce expenditure or increase income are implemented, there are sufficient retained reserves to meet the Council's needs over the lifetime of the strategy. Members will be aware that some savings or income proposals are still being developed and finalised and may carry some implementation risk which could have an impact on the savings or income profile. It is therefore essential to maintain a rigorous approach to financial management which will enable the Council to continue to set a balanced budget over time without further depletion of reserves.

2. Revised 2023/24 position and 2024/25 assumptions

The purpose of the MTFS is to:

- provide indicative financial projections through to 2027/28 which can be used to inform the Council's decision making and budget setting process
- provide a document for use by the Council which can assist in the development of policies and planning future initiatives and which integrates with the Council's performance management system and corporate plan priorities
- enable the Council to have a wider appreciation of its overall financial standing
- provide a solid basis for the stabilisation of the Council's financial position such that it is not overly dependent upon using reserves to achieve a balanced budget or to restrict Council Tax increases at or below government guidelines.

The MTFs is based on the revised budget assumptions for 2023/24. In 2024/25 there were three areas of major potential risk to estimates which need to be taken account of in future financial years:

- The impact of the economic environment, with inflationary pressures and supply issues resulting in higher prices and an impact on income.
- Localisation of business rates.
- Efficiencies, employee savings and income proposals.

Economic Environment

In view of the current economic climate with high inflation, with pay awards and fuel and energy prices, and supply chain issues, particularly with construction, suitable allowances have been made in the budgets and medium term forecasts of cost pressures. These are considered further below.

The financial risks associated with an economic downturn could also impact upon potential impact on income growth, with lower receipts from Council Tax, Business Rates, planning fees, car parking and other fees and charges.

Localisation of Business Rates

The largest area of uncertainty over previous years has been the transition to locally retained business rates. Reductions in rates caused by economic downturn or growth in successful valuation appeals (some of which date back a number of years) can increase significantly uncertainty of income. Various government initiatives to help businesses with their non-domestic rates increase this uncertainty. Furthermore, the operation of the Nottinghamshire Business Rates Pool adds a layer of complexity to the calculation of likely cash flows in each accounting period.

There is an inherent risk in estimating business rates income because of the time lag of 18-months between budgeted and actual income received and the operation of the funding system and the business rates pool. The final outturn will be known after 31 March 2024.

The need to develop the business rates base across the Borough has become more important for the Council. The Nottinghamshire authorities are part of a Business Rates Pool that allows business rates income that would otherwise have been returned to central government to be retained within the county and provides a safety net for authorities whose income falls below a defined level. The Business Rates Pool will continue in 2024/25.

The current business rates retention scheme sees 50% of the business rates collected retained by the precepting bodies with the remainder returned to central government. The government had announced plans to move towards 75% local retention of business rates from 2020/21, but this did not take place.

In terms of local government funding reform, the Fair Funding Review has not yet been completed. The latest government policy statement did not provide any indication as to when the Review of Relative Needs and Resources and a reset of Business Rates growth will be implemented, although this is not anticipated now until at least 2026/27.

The Fair Funding Review will consider a potential move towards 75% business rates retention. It is not possible at this stage to profile what, if any, impact this may have upon the Council. However, it would appear that priority in any redistribution exercise is likely to go to those authorities with social care responsibilities. The Fair Funding Review has not been completed, and the current business rates retention will continue in 2024/25.

Efficiencies and employee savings and income proposals

In order to mitigate the effect of the shortfall of resources, the Business Strategy was updated and approved by Cabinet on 7 November 2023. The Business Strategy identified a range of efficiencies and additional sources of income. The refresh of the Business Strategy was undertaken during the budget process, with the aim of identifying sufficient efficiencies and additional income to produce a balanced budget over the lifetime of the strategy. It is essential for the financial health of the Council over the medium term that these efficiencies and additional income are achieved.

It is important to note that if any future proposed employee savings are developed, this will attract potential redundancy and pension strain costs, and that there will be a lead-in time period for the implementation of service reviews and associated employee savings.

3. Financial Projections to 2027/28

The projections for the financial years 2023/24 to 2027/28 are summarised at Schedule 1. In formulating the projections, a number of assumptions have been made. The risks and assumptions which have a material impact on the MTFS are described in more detail below and at Schedule 2.

Assumptions

As with the Council's normal budget-setting process the basic underlying assumption within the MTFS is that current levels of service will be maintained wherever possible. However, any proposed budget changes will be set out in the detailed budget papers to the Cabinet, and have taken due regard of the Council's priorities, the overarching need for cost effectiveness and the expected level of government funding in years to come.

In summary, the assumptions contained in the MTFS are that:

- Council Tax levels will increase by 2.94% in 2024/25 and thereafter will increase at a rate of 2% per annum.

- Estimated income from Business Rates will be in line with current data about the operation of the Business Rates Pool and allowing for only marginal growth in future years. Business Rates forecast beyond 2026/27 are very tentative and will be dependent upon the outcome of the Fair Funding Review.
- Continuation of the New Homes Bonus scheme but as a single year retrospective allocation without any prior year legacy payments.
- Continuation of Revenue Support Grant, Services Grant and the Funding Guarantee Grant allocations into the medium-term.
- A pay award of 4% is included for all employees in 2024/25, which reverts back to an assumed 2% for 2025/26 onwards.
- An allowance for price inflation relating to the cost of fuel and energy is included in the base budget for 2024/25 and further allocations have been added at up to 3% for 2025/26 and beyond.
- Efficiency schemes and income set out in the Business Strategy will be realised during 2024/25.
- Further ongoing efficiencies will need to be realised in each subsequent year to 2027/28.

Government Grants including New Homes Bonus

The amount of New Homes Bonus (NHB) to be received in 2023/24 is £255k which represents an increase on the £132k in 2022/23 but is still lower than the £352k received in 2022/23. The sum received is heavily influenced by the imposition of a baseline threshold of 0.4% on the Council Tax Base, under which amount no NHB will be paid for properties brought onto the list, except for the Affordable Homes Premium.

The current projection is based upon a similar level of NHB being received in future years. This may be considered a prudent assumption based upon the targets set out in the Core Strategy and the Part 2 Local Plan.

Other government grants within the local government financial settlement, include Revenue Support Grant (£129k); Services Grant (£18k); and the Funding Guarantee Grant allocation (£367k) which are all assumed to continue into the medium-term, albeit with limited or no growth.

Reserves

The Council has been undertaking a planned use of reserves when setting the budget. However, when expenditure levels are finalised the actual use of reserves has often been less than anticipated.

The latest projected level of General Fund reserves (excluding earmarked reserves) at 31 March 2024 is £4.904m. The Chartered Institute of Public Finance and Accountancy (CIPFA) has published guidance on factors to be

taken into account when assessing the adequacy of reserves. Such factors include:

- pressures arising from inflation and movements in interest rates
- estimates of the level and timing of capital receipts
- potential demand led pressures
- any planned efficiency savings/productivity gains
- financial risks arising from any major partnership arrangements
- availability of other funds to deal with major contingencies and the adequacy of provisions.

After taking into account this advice and reviewing the various factors as they relate to the Council, the advice from the Deputy Chief Executive and Section 151 Officer is that general reserves of at least £1.5 million should be maintained at the present time. This is to reflect the continued risk and uncertainty that the Council now faces with the transition from direct Government funding to locally raised sources of finance. If all the assumptions as set out in this MTFS arise, and no further action is taken with regards to Business Strategy proposals, then overall reserve levels will reduce to just £405k by the end of 2027/28.

SCHEDULE 1

GENERAL FUND FINANCIAL PROJECTIONS 2023/24 TO 2027/28

| | Revised Estimate <u>2023/24</u> £'000 | Estimate <u>2024/25</u> £'000 | Estimate <u>2025/26</u> £'000 | Estimate <u>2026/27</u> £'000 | Estimate <u>2027/28</u> £'000 |
|---|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| BASE BUDGET (NET EXPENDITURE) | 14,875 | 14,603 | 14,603 | 15,083 | 15,632 |
| CHANGES TO BASE | | | | | |
| Revenue Developments (One-off changes within prior year not required going forward) | Included | Included | - | - | - |
| Inflation – Pay Award/Other Pay Factors | Included | Included | 298 | 304 | 310 |
| Inflation – Energy and Fuel Prices | Included | Included | 27 | 23 | 24 |
| Inflation – Prices Other | Included | Included | 82 | 92 | 94 |
| Increased Fees and Charges | Included | Included | (55) | (55) | (57) |
| Capital Borrowing Costs – MRP and Interest | Included | Included | 128 | 185 | (12) |
| BUDGET REQUIREMENT BEFORE SPECIAL EXPENSES | 14,875 | 14,603 | 15,083 | 15,632 | 15,991 |
| Beeston Special Expenses | 25 | 25 | 25 | 25 | 25 |
| BUDGET REQUIREMENT | 14,900 | 14,628 | 15,108 | 15,657 | 16,016 |
| FINANCED BY: | | | | | |
| NNDR Business Rates | 3,796 | 3,793 | 3,869 | 3,946 | 4,025 |
| NNDR Share of Collection Fund Deficit | - | 20 | - | - | - |
| NNDR Section 31 Grants | 2,815 | 3,068 | 3,129 | 3,192 | 3,256 |
| NNDR Growth Levy/Safety Net to/from Pool | (1,303) | (1,311) | (1,337) | (1,364) | (1,391) |
| NNDR Returned Funding from Pool | 800 | 800 | 800 | 800 | 800 |
| Council Tax Precept | 6,347 | 6,602 | 6,801 | 7,006 | 7,218 |
| CT Share of Collection Fund Surplus/(Deficit) | (48) | 6 | - | - | - |
| Government Grants (Revenue Support Grant) | 121 | 129 | 132 | 134 | 137 |
| Government Grants (Services Grant) | 117 | 18 | 18 | 18 | 18 |
| Government Grants (New Homes Bonus) | 132 | 255 | 255 | 255 | 255 |
| Government Grants (Funding Guarantee) | 362 | 367 | 374 | 382 | 389 |
| Beeston Special Expenses | 25 | 25 | 25 | 25 | 25 |
| TOTAL RESOURCES | 13,164 | 13,772 | 14,066 | 14,394 | 14,732 |
| DEFICIT/(SURPLUS) TO BE MET BEFORE MOVEMENT IN RESERVES | 1,736 | 856 | 1,042 | 1,263 | 1,283 |

| | Revised Estimate 2023/24 £'000 | Estimate 2024/25 £'000 | Estimate 2025/26 £'000 | Estimate 2026/27 £'000 | Estimate 2027/28 £'000 |
|--|---|------------------------------|------------------------------|------------------------------|------------------------------|
| MOVEMENT IN RESERVES | | | | | |
| Movement into Earmarked Reserves | - | 30 | 30 | 30 | 30 |
| Movement from Earmarked Reserves | (253) | (66) | - | - | - |
| PLANNED (SURPLUS)/DEFICIT AFTER MOVEMENT IN RESERVES TO BE FUNDED FROM GENERAL FUND BALANCE | 1,483 | 820 | 1,072 | 1,293 | 1,313 |
| FORECAST BALANCES - 31 MARCH | | | | | |
| General Fund Opening Balances | 6,387 | 4,904 | 4,084 | 3,012 | 1,719 |
| In-year Net Movement in Reserves | (1,483) | (820) | (1,072) | (1,293) | (1,313) |
| General Fund Closing Balances | 4,904 | 4,084 | 3,012 | 1,719 | 405 |
| BALANCE OF RESERVES | | | | | |
| Minimum Balance | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Available Reserves | 3,404 | 2,584 | 1,512 | 219 | (1,095) |
| Earmarked Reserves Opening Balance | 1,361 | 2,322 | 1,072 | 1,102 | 1,132 |
| In-year Net Movement in Reserves | 961 | (1,250) | 30 | 30 | 30 |
| Earmarked Reserves Closing Balance | 2,322 | 1,072 | 1,102 | 1,132 | 1,162 |
| COUNCIL TAX BASE | 34,862 | 35,224 | 35,576 | 35,932 | 36,292 |
| BASIC COUNCIL TAX | £182.06 | £187.42 | £191.17 | £194.99 | £198.89 |
| CHANGE ON PREVIOUS YEAR | 2.9% | 2.9% | 2.0% | 2.0% | 2.0% |

SCHEDULE 2

RISK ASSESSMENT – REVENUE BUDGET 2024/25

1. Employee Expenses

The pay budget is a significant area of spend for the Council and includes salaries, national insurance and pension contributions. The Council operates within an approved establishment and the respective budget headings are based on this establishment. Provision has been included within the budget figures based on an anticipated pay award of 4% in 2024/25 for all employees, with a 2% pay award assumed thereafter.

A suitable provision has also been made for Pension Fund contributions. The actuarial valuation of the pension fund as at March 2022 set out fixed increases in employer's pension contribution rates for 2023/24 to 2025/26. The fund is performing well and the Broxtowe element now fully funded at 105%. The employer's primary contributions will increase from 18.0% to 19.0% of salary per annum. There is no back-funding element, with the Broxtowe element being fully funded, so secondary contributions fall out generating a saving of £283k per annum. This may change again at the next actuarial valuation in March 2025 which will identify the employer's pension contributions required from 2026/27 to 2028/29.

Provision has also been made within base budgets for the approved establishment after taking account of any market supplements applied relating to recruitment challenges for particular roles. Pay budgets have been increased appropriately to take account of the outcome of job evaluation.

Progress towards employee savings is dependent on turnover and suitable applications for voluntary redundancy, flexible retirement and changes to working hours coming forward from employees or from posts being deleted as a result of changes to services based on a robust business case. First year costs from redundancy payments or pension strain may limit the benefit in year one from these sources. Moreover, the extent to which establishment reductions can be accommodated without significant impact on services reduces across the duration of this MTFS. General Management Team (GMT) will regularly monitor the situation and Members will also be kept regularly informed of progress through Cabinet and Members Matters bulletins.

Risk assessment: MEDIUM RISK

2. Capital Financing

Borrowing costs on the Council's current debt are largely known in advance since the Council's long-term borrowing is generally at fixed rates. For 2024/25 new prudential borrowing of £2.455m is proposed to help finance the General Fund capital programme. The Council will seek low cost borrowing from other sources including the Public Works Loan Board (PWLB and/or other local authorities. However, financing of capital schemes will also be dependent upon the availability of capital receipts and government grants.

Should anticipated capital receipts not materialise, the Council will need to fund its infrastructure, including the maintenance and development of ICT systems and key assets, from other resources. This may have a significant impact on the viability of the MTFS.

Risk assessment: MEDIUM RISK

3. Reserves

Based upon the budget proposals, the overall level of available General Fund reserves as at 31 March 2025 (excluding Earmarked Reserves) is estimated at £4.082m. There is no historical evidence of overspending against service budgets.

Professional advice from CIPFA indicates that reserves should be held for three main purposes, as a:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing - this forms part of general reserves
- A contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves
- A means of building up funds to meet known or predicted liabilities – referred to as earmarked reserves.

Earlier guidance from the former Audit Commission indicated that, as part of the comprehensive performance assessment, it would expect to see general reserves at least equal to 5% of a Council's net operating expenditure in a 'good' council. For Broxtowe this would equate to £500k. The Deputy Chief Executive and Section 151 Officer advises that for district councils, which have relatively high levels of income compared to other classes of authority, the reference to net operating expenditure is not appropriate since any 'target' should reflect the risk to income and expenditure levels separately. In the light of this risk assessment and the MTFS as proposed, the Deputy Chief Executive and Section 151 Officer advises that, in his opinion, general reserves should remain at or above £1.5 million.

This does not pose an immediate problem but the MTFS highlights pressures on reserve levels in future years as the public sector spending squeeze continues. Careful monitoring of the situation, advance planning and responding quickly to changes will be of particular importance moving forward.

Members should also be aware that the level of reserves held also reflects on the investment interest received. Each £100k change in reserves has the effect of increasing or decreasing net expenditure by around £5k per annum.

Risk assessment: MEDIUM RISK

4. Government Support

Going forward there is uncertainty around Government grant related support to the Council, residents and businesses. An example of this for eth Council would be the availability of future government support for the cost of food waste collections through New Burdens funding.

There is clearly a risk associated with single year funding settlements. The award of New Homes Bonus for 2024/25 has only been confirmed for one year. Whilst indicative support from Business Rates is shown as part of the Settlement Funding Assessment, in reality this is mainly to produce indicative positions which can then be used to monitor 'spending power' as defined by the government. The Business Rates retention scheme has highlighted the considerable risk and vulnerability that local authorities face for reasons which are outside of their control. Increased understanding of the operation of the Business Rates Pool and the use of local data to monitor expected income during the year has reduced the risks relating to Business Rates income but this remains significant.

Delays experienced in dealing with rates appeals from businesses by the Valuation Office remains a source of uncertainty. Whilst the Council has a list of outstanding appeals it is difficult to come up with a meaningful estimate as to the level of rate reductions that may arise from such appeals and therefore predictions as to rates yield are subject to significant change.

Risk assessment: HIGH RISK

5. Fees and Charges

Over 10% of the Council's income arises from fees and charges, of which the largest service areas are planning fees, car parking, garden waste, trade waste, licensing and commercial rents. Take up for garden waste collection has exceeded original expectations and continues to grow.

The establishment of Liberty Leisure Limited in October 2016 was designed to implement a new delivery model for leisure services. The aim is to create stronger ownership of the function with an increased focus on business management. The Leisure Client Officer within the Deputy Chief Executive's Department provides a client-side focus for managing the Council's relationship with the company and exploring commercial opportunities.

Further challenges exist as the facilities through which leisure service operates are reaching the end-of-life stage and are placing increasing pressures on capital budgets. The Council is reviewing its Leisure Facilities Strategy, in order develop a way forward for leisure services provision across Broxtowe.

Most of the other service areas are customer led and close monitoring of these budgets has taken place for several years. Given the economic impact, a number of fees and charges across various services have been increased although projections assume similar demand levels to 2022/23.

Risk assessment: MEDIUM RISK

6. Insurance

The Council's insurance cover is generally provided through external insurers with varying excess levels, depending upon the nature of any claim. The insurance policies are in the process of being retendered with new contracts from April 2024 for a period of up to seven years. This presents some risk in terms of premiums and the Council has been prudent in increasing its budgeting to anticipate any potential uplift in premiums.

The cost of premiums is only one element of the overall insurance cost with a significant part also relating to policy excesses which the Council meets itself. Budget performance in terms of the nature and value of any successful claims against the Council is also of direct relevance. The Strategic Risk Management Group meets regularly to appraise and monitor strategic issues, some of which can have direct influence on insurance cover and the levels of claims received. No adverse trends have become apparent in the past financial year.

Risk assessment: MEDIUM RISK

7. Other running costs

Almost a quarter of the Council's gross expenditure is in this area, which includes fuel and energy, repairs and maintenance, vehicle operating costs, purchase of supplies and services, printing, postages and ICT. These cost areas are tightly controlled and where possible central contracts are put in place.

Limited inflation provision was made in previous years but this changed from 2022/23 with additional risks relating to high inflationary pressures for energy and fuel, materials and supply costs relating to construction costs which are expected to continue into 2024/25.

As regards to other running costs, although there are clearly cost pressures, it is anticipated that costs can be contained within overall available budgets given the general rules about virement.

Risk assessment: MEDIUM RISK

8. Housing Benefit Expenditure

Housing Benefit expenditure accounts for around 40% of the Council's gross expenditure. Spending is demand led and the housing benefit aspects are mainly governed by national benefit schemes.

The 2024/25 Housing Benefit budgets have been prepared assuming a reduction to claimant compared to those for the current year, due to the continued rollout of the Universal Credit migration. Given that effectively the value of housing benefit payments is almost 100% reimbursed through government grant, the overall effect of any changes in caseload is felt not to be significant at this stage.

Risk assessment: LOW RISK

9. Investment income

Investment levels have remained healthy in 2023/24 as a result of continuing good cash flow performance, with various government grants and significant capital funding being received in advance of application. Wherever reasonable to do so investment levels have been reduced rather than taking out any new borrowing to meet capital financing requirements.

The position with regard to interest rates has been reflected in the base budget for 2024/25, but is anticipated to remain relatively stable in future years.

Risk assessment: LOW RISK

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**

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 consider the grant aid requests and RESOLVE accordingly.

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: Grant Awards to Date | 117,750 |
| BALANCE AVAILABLE FOR DISTRIBUTION | 51,050 |

The total amount requested in this report is £47,150, of which £23,900 constitutes 'cash' grants with the balance being rent awards to community group tenants of Council-owned properties which would be 'paid' via an internal transfer in the Council's financial systems.

4. Key Decision

This report does not relate to a key decision.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

Any grant awards will be met from the grant aid budget shown 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' grants requested in this report is £23,900, with the additional sums requested in this report, when

compared to the previous year, amounting to £4,600 if all applications are fully supported.

7. Legal Implications

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

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.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

Any climate change implications are considered within the report.

11. 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.

12. Equality Impact Assessment

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

13. Background Papers

Nil.

APPENDIX

Applications

The following grant applications have been received for consideration:

| | | <u>Previous Year Grant Award</u> | <u>Current Year Grant Request</u> |
|--|----|--|---|
| | | £ | £ |
| Eastwood People's Initiative | 1 | 2,500 | 2,500* |
| 5 th Stapleford Scout Group | 2 | 4,500 | 4,500* |
| 2 nd Beeston Sea Scouts | 3 | 2,150 | 2,150* |
| Age Concern Eastwood | 4 | 9,000 | 9,000* |
| 2 nd Kimberley Scout Group | 5 | 7,000 | 7,000* |
| Stapleford Community Association | 6 | 3,000 | 3,000* |
| Broxtowe Women's Project | 7 | 8,000 | 8,000 |
| Phoenix Community Foundation | 8 | 3,900 | 7,500* |
| DH Lawrence Music Festival | 9 | 2,500 | 2,500 |
| Young Individual Boxing Competitor | 10 | - | 1,000 |
| | | Total | 47,150 |

Note*: These requests are primarily for grants to cover the cost of rental for Council owned premises and, as such, are non-cash grants awarded via an internal transfer in the Council's financial systems. Of these, the following applications also include requests for a grant contribution towards general running costs:

- Eastwood People's Initiative – £750
- Age Concern Eastwood – £5,150
- Phoenix Community Foundation – up to £6,500 (utilities only)

No climate change implications have been identified in relation to any of the grant applications contained within this report, with the exception of item 10 which relates to the cost of travel (including flights) to a sporting event in Hungary.

1. EASTWOOD PEOPLE'S INITIATIVE

Eastwood People's Initiative is a registered charity that was formed in 1982 that serves Eastwood and the surrounding communities in north Broxtowe. The objectives of the charity are for the relief of poverty, assisting local people into employment and advancing education in the area.

Eastwood People's Initiative offers practical help and emotional support for any individual, with particular regard to people on low income or unemployed. The charity provides benefits advice and support, job search and CV preparation support, short courses and also basic items such as clothing and bedding. Liaison and partnership working with other local initiatives such as the Durban House Hub and Connected Nottinghamshire is engaged with or planned.

Financial Information

For the year ended 5 April 2023, Eastwood People's Initiative generated total receipts of £6,888 (2022: £30,118), primarily from grants and donations. Annual expenditure of £28,916 (2022: £18,399) related to costs for rent, telephone and utilities costs, office equipment, professional/legal fees and other operating costs including the provision of the job club. In particular, £12,080 was spent on ICT support and advice and a further net spend of £5,755 was incurred in relation to the hub at Durban House.

Cash at bank and in hand at 5 April 2023 totalled £19,427. In addition to this, Eastwood People's Initiative also holds £63,867 in an investment account, representing the balance of a capital receipt from the sale of a bungalow on Seymour Road in 2018/19.

Grant Request

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

| | |
|---------|--------|
| 2022/23 | £2,500 |
| 2021/22 | £2,500 |
| 2020/21 | £2,500 |
| 2019/20 | £2,500 |

For 2023/24, Eastwood People's Initiative has requested a similar grant of £2,500 to cover the market rent and buildings insurance (£1,750) and other associated premises costs (£750). Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by Eastwood People's Initiative benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of Eastwood People's Initiative target the needs of vulnerable and disadvantaged sections of the community.
- Caring Organisations such as Eastwood People's Initiative are a specific category of organisation welcomed to apply for grant aid.

2. 5TH STAPLEFORD SCOUT GROUP

The 5th Stapleford Scout Group was established in 1964 and is based at Stapleford House, Wesley Place in Stapleford. The Group currently has just under 100 members of all ages (scouts, cubs, beavers, leaders and voluntary helpers), the majority of whom are residents of Broxtowe.

The aim of the 5th Stapleford Scout Group is to provide activities within the scout association organisation. The Group provides a safe and fun environment for children aged between 6 and 18 to learn new skills, meet new people, have adventure and develop themselves.

Financial Information

For the year ended 28 February 2023, receipts of £18,754 (2022: £13,501) were generated from subscriptions, grants, donations and fundraising and other activities. Annual payments amounted to £19,310 (2022: £9,504) and included equipment, capitation, premises expenses such as rent, heating, lighting, repairs and maintenance and the cost of activities and fundraising events. Cash and bank balances as at 28 February 2023 were £14,330.

Grant Request

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

| | |
|---------|--------|
| 2022/23 | £4,500 |
| 2021/22 | £4,500 |
| 2020/21 | £4,500 |
| 2019/20 | £4,500 |

For 2023/24, the 5th Stapleford Scout Group has requested a grant of £4,500 to cover the annual market rental of the accommodation at Stapleford House. This potential grant award would be for a period of one year and would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by 5th Stapleford Scout Group benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of 5th Stapleford Scout Group provide educational and co-curricular benefits to local children and young people.
- Uniformed Groups such as 5th Stapleford Scout Group are a specific category of organisation welcomed to apply for grant aid.

3. 2ND BEESTON SEA SCOUTS

The 2nd Beeston Sea Scouts was established in 1928 and is based at Lilac Grove in Beeston. The group serves the South West Nottinghamshire Scout District, including Attenborough, Beeston South, Beeston Rylands and the west of Nottingham City. It currently has 110 members (including 80 junior members) with the majority living in Broxtowe.

The aim of the 2nd Beeston Sea Scouts is to provide scouting activities, under the policy and rules of the Scout Association, with the speciality of water based activities such as canoeing, kayaking, rowing and sailing. The main activities of the group attempt to develop young people in life skills, training young people to be good citizens.

Financial Information

For the year ended 31 December 2022, 2nd Beeston Sea Scouts generated receipts of £94,861 (2021: £240,050) from subscriptions, grants, donations and fundraising activities. Total payments amounted to £79,764 (2021: £138,824) and included premises expenses, such as heating and lighting and repairs and renewals, boat maintenance, youth programme activities (i.e. camps), purchase of equipment and capitation. The cash and bank balances at 31 December 2022 increased to £168,569 (2021: £153,473).

Funds raised for the construction of a new headquarters are ring-fenced and not available for general use. Cash available for general purposes as at 31 December 2022 was £12,404, with the balance being held in the ring-fenced reserve for the new headquarters.

Grant Request

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

| | |
|---------|--------|
| 2022/23 | £2,150 |
| 2021/22 | £2,150 |
| 2020/21 | £2,150 |
| 2019/20 | £1,750 |

For 2023/24 the 2nd Beeston Sea Scouts has requested a grant of £2,150 to cover the market rental of the Lilac Grove premises. This grant award would be for a period of one year and would have no effect on the Council's overall budget, with the potential award being matched by allowances within the premises income budget. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by 2nd Beeston Sea Scouts benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of 2nd Beeston Sea Scouts provide educational and co-curricular benefits to local children and young people.
- Uniformed Groups such as 2nd Beeston Sea Scouts are a specific category of organisation welcomed to apply for grant aid.

4. AGE CONCERN EASTWOOD

Age Concern Eastwood is a registered charity, established in 1970, that is based at The Colin Dyson Centre on Edward Road in Eastwood (premises owned by the Council). The group generates its membership from Eastwood and the surrounding area. Around 70 clients use its services with the great majority being Broxtowe residents aged 60 years or over.

Age Concern Eastwood provides welfare facilities to local elderly residents. Its clientele includes some disabled users, others who are suffering with dementia and those who may be isolated. The group aims to provide a quality meeting place, companionship, socialising, entertainment and advice for its elderly users by offering a wide variety of activities such as a luncheon club, social events and activities.

Financial Information

For the year ended 31 March 2023, income totalling £53,749 (2022: £76,026) was generated from meals and drinks receipts (£27,232), grants and donations (£11,361), transport receipts (£7,731), fundraising and other activities. Annual expenditure of £70,409 (2022: £61,739) mainly related to wages (£25,624), transport (£15,045), equipment, repairs and renewals, meals and catering, rent, utilities, insurance and other general running costs. Cash at bank and in hand as at 31 March 2023 decreased to £82,370 (2022: £99,030).

Grant Request

The Council has supported Age Concern Eastwood for many years with grants towards its premises (including rental) and transport costs. The grants awarded in the past four years were as follows:

| | |
|---------|--------|
| 2022/23 | £9,000 |
| 2021/22 | £9,000 |
| 2020/21 | £9,000 |
| 2019/20 | £9,000 |

For 2023/24, Age Concern Eastwood has requested a grant of £9,000 towards its running costs, including the rental of the Edward Road premises of £3,850. This grant award would be for a period of one year and the rental element of

£3,850 would have no effect on the Council's overall budget, with the potential award being matched by allowances already made within the grant aid budget.

Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by Age Concern Eastwood benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of Age Concern Eastwood target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough.
- Caring Organisations such as Age Concern Eastwood are a specific category of organisation welcomed to apply for grant aid.

Members should note that the grant aid policy would normally require that all 'cash' grant awards of £5,000 or above to be subject to a Service Level Agreement.

5. 2ND KIMBERLEY SCOUT GROUP

The 2nd Kimberley Scout Group was established over 50 years ago and is based in Council owned premises at Kettlebrook Lodge on Eastwood Road in Kimberley. The Group continues to thrive and has over 200 members (both junior members and voluntary helpers) from within Broxtowe.

The aim of the Group is to provide activities within the Scout Association organisation. The Group is responsible for the maintenance and up-keep of Kettlebrook Lodge as a community venue. The facilities are utilised by the Scouts and Guides organisation, a playgroup and for other events and functions.

Financial Information

The latest accounts for the year ended 31 March 2023 showed receipts of £41,744 (2022: £28,888) being generated from grants, donations, subscriptions, fundraising and other activities. Payments amounted to £47,297 (2022: £27,354) which included premises expenses (rent, heating, lighting, repairs and maintenance), cleaning and caretaking, cost of activities and other expenses. The General Fund is represented by cash and bank balances, which at 31 March 2023 amounted to £16,433 (2022: £21,986).

Grant Request

The Council has regularly supported 2nd Kimberley Scout Group with grant aid towards its rental obligations with the grants awarded in the past four years being as follows:

| | |
|---------|--------|
| 2022/23 | £7,000 |
| 2021/22 | £7,000 |
| 2020/21 | £7,000 |
| 2019/20 | £7,000 |

For 2023/24 the 2nd Kimberley Scout Group has requested a grant of £7,000 to cover the market rental of Kettlebrook Lodge. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by 2nd Kimberley Scout Group benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of 2nd Kimberley Scout Group provide educational and co-curricular benefits to local children and young people.
- Uniformed Groups such as 2nd Kimberley Scout Group are a specific category of organisation welcomed to apply for grant aid.

6. STAPLEFORD COMMUNITY ASSOCIATION

The Stapleford Community Association was formed in 1954 and is responsible for the management and operation of the Council owned Community Centre on Cliffe Hill Avenue in Stapleford.

The aim of the Association is to provide a high quality, low cost centre for a variety of leisure, educational and community activities in Stapleford. Around 200 people of all ages use the facilities on a weekly basis with an estimated 80% being residents of the Borough.

Financial Information

For the year ended 31 December 2022, income of £10,674 (2021: £28,274) was generated from hall lettings and grants (2021 having included Covid-19 related business grants). Annual expenditure amounted to £19,064 (2021: £10,276) and included rent, repairs and renewals, cleaning and sundry expenses, insurance, heating and lighting, water charges and depreciation. Cash and bank balances at 31 December 2022 totalled £38,812 (2021: £46,437).

Grant Request

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

| | |
|---------|--------|
| 2022/23 | £3,000 |
| 2021/22 | £3,000 |
| 2020/21 | £3,000 |
| 2019/20 | £3,000 |

For 2023/24, Stapleford Community Association has requested a similar grant of £3,000 to cover the rental of the Community Centre on Cliffe Hill Avenue in Stapleford. This grant award would be for a period of one year and would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by Stapleford Community Association benefit Broxtowe residents and are complementary to the services provided by the Council.
- Stapleford Community Association and the groups which operate from the Cliffe Hall Community Centre target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough.
- Community Associations such as Stapleford Community Association are a specific category of organisation welcomed to apply for grant aid.

7. BROXTOWE WOMEN'S PROJECT

Broxtowe Women's Project (BWP) is a support, advice and advocacy charity for women, children and young people affected by domestic abuse, predominantly covering Broxtowe. BWP aims to empower women to regain domestic control and lead independent, fulfilling, safe and positive lives. BWP nurtures children and young people affected by domestic abuse to build resilience and understand healthy relationships and emotions. In addition, BWP challenges the stigma associated with domestic abuse, advocates for women and their families, raises awareness and campaigns for an end to domestic abuse.

Over time, BWP has grown and developed a range of services. These include:

- Women's Outreach
- Drop-in Support Services
- Helpline
- Wellbeing Programmes
- Developing Employability Skills and Support
- Children's and Young People's Service
- Family Wellbeing
- Person Centred Counselling
- The Survivor Programme - Training
- Legal and Court support
- Volunteering
- Food/poverty/crisis parcels and support

- Awareness Raising and Campaigning
- Signposting to a range of other support services
- Partnership working
- Business training and support packages
- Lead campaigns that help to reduce and end domestic abuse

BWP also aims to raise awareness of domestic abuse with partner organisations and businesses to increase their understanding and so they can better support their staff and customers.

BWP are part of the Broxtowe Crime Reduction Plan, taking a leading role with regard to domestic abuse. BWP are a member of the Consent Coalition for Nottinghamshire. BWP are the only domestic abuse charity in the UK to achieve the White Ribbon Accreditation and are currently leading the Broxtowe White Ribbon campaign for 2023/4 alongside this Council's Community Safety and Housing Teams.

Financial Information

BWP has provided its accounts for the year ended 31 March 2023 for scrutiny. Total income for the year was £243,328 (2022: £325,303) which included grants and donations of £213,216 (2022: £316,812) and other small sundry amounts including fees. Total expenditure for the year was £242,772 (2022: £243,308) which included wages and salaries of £164,218, professional fees of £25,145 and other expenses including rent, room hire, training, utility costs and communications. Total reserves as at 31 March 2023 were £165,792 (2022: £165,236), of which £24,272 is restricted. These reserves include £167,704 in cash at bank and in hand.

Grant Aid Request

The Council has supported BWP for many years, with the grants awarded in the past four years being as follows:

| | |
|---------|--------|
| 2022/23 | £8,000 |
| 2021/22 | £8,000 |
| 2020/21 | £6,000 |
| 2019/20 | £6,000 |

For 2023/24, BWP has requested grant aid of £8,000 to meet its current rental obligations and to contribute towards other core costs. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by BWP benefit Broxtowe residents and are complementary to the services provided by the Council.
- BWP targets the needs of vulnerable and disadvantaged sections of the community.

- Caring Organisations such as BWP are a specific category of organisation welcomed to apply for grant aid.

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.

8. PHOENIX COMMUNITY FOUNDATION

The Phoenix Community Foundation is a community group which has developed out of Phoenix Inham Football Club, a football team formed in 2015, and was formally constituted in May 2021. Both the Foundation and Football Club are based at the Council's recreation ground at Inham Nook, Chilwell.

Since then, the Foundation has helped deliver a number of community-based initiatives, including:

- Emergency food (foodbank and parcels)
- Educational classes
- Intergenerational events to boost community cohesion
- Parent and baby groups
- Exercise classes and sports events
- Mental Health sessions
- Refugee support
- Community Café

There are currently approximately 300 regular users across the above activities, the majority of whom are resident in Broxtowe.

Financial Information

The Foundation has provided accounts which cover the period from formal constitution in May 2021 to January 2024. Over this period, the Foundation has generated total income of £39,494, comprising almost entirely of grants from this Council (£14,930), the UK Shared Prosperity Fund (£14,180) and the National Lottery 'Awards for All' scheme (£9,990). As almost all of this income was ring-fenced for specific purposes, total expenditure of £39,035 closely matches income leaving the Foundation with a current balance of £459.

In addition to this, in 2022/23 this Council awarded the Foundation a rent award of £750 (to cover nine months of the rent cost for the Council-owned pavilion at Inham Nook recreation ground) and a contribution of £3,150 towards the utilities cost for the same facility. Both these awards were made as an internal transfer in the Council's financial system and did not constitute 'cash' grants.

Grant Aid Request

For 2023/24, the Phoenix Community Foundation has requested a grant of up to £7,500 to cover the market rent of £1,000 plus utilities costs for the Inham Nook pavilion. This grant would be for a period of one year. Whilst the rental element may be matched by allowances within the premises income budget, the cost of utilities (up to £6,500) will directly impact upon the grant aid budget.

Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by Phoenix Community Foundation benefit Broxtowe residents and are complementary to the services provided by the Council.
- Phoenix Community Foundation targets the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough.
- Community Associations such as Phoenix Community Foundation are a specific category of organisation welcomed to apply for grant aid.

9. D H LAWRENCE MUSIC FESTIVAL

The D H Lawrence Music Festival is a music festival that promotes local songwriters and performers, brings the community together and music fans from outside of Broxtowe into Eastwood. This helps local businesses, including the venues and food establishments people visit throughout the day. The festival also promotes one of Eastwood's most important figures, D H Lawrence.

The festival runs over the course of one day, bringing around 150 individual artists into the area, performing their original music. Twelve stages at venues across Eastwood are planned for the festival this year which takes place on 7 September 2024 (to coincide with the birth date of D H Lawrence on the 11 September).

Financial Information

As an annual festival run by independent musicians, there is no formally constituted 'group' as such which prepares financial statements for scrutiny, nor does the festival hold a separate bank account.

The applicant has provided a budget for the festival which estimates the cost of the festival at approximately £2,500. This consists primarily of promotional material, decoration throughout venues (banners and other advertising), programmes, expenses payments to artists (£1,100) and organisers' time (£450) with regards to administration and on-the-day running of the event.

Officers are sufficiently assured that the 'not-for-profit' aims of the festival and the promotional nature of this local event, with its links to music and the arts, is sufficient for the request to be considered for an award under the policy.

Grant Request

For the 2024 event, a grant of £2,500 has been requested by the D H Lawrence Music Festival towards / to cover the costs of promoting and organising the festival as detailed above.

The Council has previously supported the D H Lawrence Music Festival, with a grant of £2,500 having been awarded in both 2021/22 and 2022/23. In addition to the local economic and cultural benefits, an award for the 2024 festival would be in line with the Council's Grant Aid policy for the following key reasons:

- The D H Lawrence Music Festival benefits Broxtowe residents, enhancing their quality of life, and is complementary to the services provided by the Council.
- The D H Lawrence Music Festival helps to combat loneliness and social exclusion within the Borough.

10. INDIVIDUAL – BOXING COMPETITOR

An application for financial support has been received from a young competitive boxer who is resident in Eastwood.

The applicant is part of a squad of 24 young boxers based at 'Revolution Gym' in Sutton-in-Ashfield which will be representing England in the Boxing Open World Championship to be held in Baja, Hungary, in May 2024. Although the gym is looking to cover the costs of the entrance fee, licence, insurance, coaches and kit, each competitor is liable for seeking their own sponsorship for attendance costs (travel, accommodation, transfers and similar).

The young competitor has experienced success locally in seven fights in the past six months, currently holding the title of Prize Fighter Champion in their lightweight category. The applicant has stated that, through competing in the World Championships, they wish to "bring some joy and achievement back to England, Nottinghamshire and Eastwood" and "to make young people in Eastwood aware that anything is possible."

The applicant has estimated the total cost for their attendance at the World Championships to be £1,000, for which full support has been requested. Although this is a greater amount than is typically awarded to individuals (usually up to £200), Cabinet has the discretion under the Grant Aid Policy to award further sums where an individual requires the grant to contribute towards the cost of participating in a recognised international competition held outside of the United Kingdom.

Such an award would be in line with the Grant Aid policy for the following key reasons:

- The policy specifically provides for support to talented individuals involved in sports or the arts who are amateurs and whose excellence is of national or international significance.
- The stated aim of the policy is to allow individuals to participate in a national or international event, or to achieve that status, to encourage and support Borough residents in competing at the highest level.

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Report of the Portfolio Holder for Resources and Personnel

PAY POLICY STATEMENT – 2024-25

1. Purpose of Report

To enable Cabinet to see a copy of the Pay Policy for 2024-25 before it goes to full Council for approval in March 2024.

2. Recommendation

Cabinet is asked to NOTE the Pay Policy Statement for 2024-25 which will be submitted to full Council.

3. Detail

The Pay Policy Statement for 2024-25 sets out, among other items, the Council's policies relating to the remuneration of its Senior Officers (those at Head of Service level and above), the remuneration of its lowest paid employees and the relationship between the remuneration of its Senior Officers and the remuneration of its employees who are not Senior Officers.

The Pay Policy Statement must be approved by a resolution of the full Council before 31 March immediately before the financial year to which it relates. The Pay Policy Statement may be amended by resolution during the year and must be published on the Council's website as soon as possible after approval. Publishing the Pay Policy Statement also meets requirements under the Code of Recommended Practice for Local Authorities on Data Transparency. **APPENDIX 1** contains the EIA. **APPENDIX 2** contains the Pay Policy.

4. Financial Implications

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

The details in this report, including the current pay grades with an allowance for the 2024-25 pay award, have been reflected in the budget proposals report considered elsewhere on this agenda.

5. Legal Implications

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

The Localism Act 2011, Chapter 8 Pay Accountability, made it a legal requirement for authorities to produce and publish a Pay Policy Statement by the 31 March each year. This must be agreed by Council and detail the remuneration of its Chief Officers. It is a legal requirement for the Council to publish a Pay Policy Statement each year which has been agreed by Council.

Failure to provide this information could result in the Council being subject to court orders and fines.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

The details in this report reflect the pay conditions for all employees (in particular Senior Managers) of Broxtowe Borough Council for 2024-25.

7. Union Comments

The Union comments were as follows:

No comments

8. Climate Change Implications

Any climate change implications are contained within the 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 this is a change to policy an equality impact assessment is included as **APPENDIX 1** in this report.

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.

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.

The Council has also decided to treat people who have care experience as if they had a protected characteristic under the law.

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: | Executive | Title of the Lead Officer responsible for EIA | Payroll and Job Evaluation Manager |
| Name of the policy or function to be assessed: | | Pay Policy 2024-25 | |
| Title of the Officer undertaking the assessment: | | Payroll and Job Evaluation Manager | |
| Is this a new or an existing policy or function? | | Existing (Amended for new financial year) | |
| <p>1. What are the aims and objectives of the policy or function? The set out the pay conditions for the 2024-25 financial year for all Council employees, in particular Senior Officers. The Pay Policy is published on the Council's website as part of our statutory obligation but also to provide transparency in payments to Senior Officers.</p> | | | |
| <p>2. What outcomes do you want to achieve from the policy or function? To meet the statutory obligations of having a Pay Policy approved by Council for the coming financial year. To provide transparency to the public in payments which are made to Council employees.</p> | | | |
| <p>3. Who is intended to benefit from the policy or function? The policy will benefit the Council by meeting statutory obligations. It will benefit the public by providing details of payments made to employees. It will also benefit Council employees as they will be aware of the pay they can expect.</p> | | | |
| <p>4. Who are the main stakeholders in relation to the policy or function? Council employees (in particular Senior Officers)</p> | | | |

| | | | |
|---|-----------|---|------------------------------------|
| Directorate: | Executive | Title of the Lead Officer responsible for EIA | Payroll and Job Evaluation 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"> - Workforce Profile - Declared equality information from the HR payroll & HR system | | | |
| <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"> - Employee Survey | | | |
| <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</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</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>No</p> | | | |
| <p><input type="checkbox"/> What further evidence is needed to understand the impact on equality?</p> <p>N/A</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?

Age: N/A

Disability: Ensure document is made accessible.

Gender: N/A

Gender Reassignment: N/A

Marriage and Civil Partnership: N/A

Pregnancy and Maternity: N/A

Race: N/A

Religion and Belief: N/A

Sexual Orientation: N/A

Care Experience: N/A

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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Broxtowe
Borough
COUNCIL

APPENDIX 2

Pay Policy

2024/25

CONTENTS

PAY POLICY 2024/25 1

1. Introduction 1

2. Main Principles..... 1

3. Scope of the Policy 1

4. Evaluation of Roles at Broxtowe Borough Council2

5. Broxtowe Local Pay Scale for Chief Officers and Heads of Service2

6. Broxtowe Local Pay Scale for all Posts below Head of Service Level ..2

7. Terms and Conditions of Employment for Chief Officers and Heads of Service 2

 i) Working Hours3

 ii) Whole-Time Service.....3

 iii) Allowances3

 iv) Leave Entitlement3

 v) Sickness Entitlement3

 vi) Pension3

8. Performance Related Pay/Bonus Scheme 4

9. Honoraria and Ex-Gratia Payments 4

10. Expenses 4

11. Market Related Pay 4

12. Recruitment of Chief Officers 4

13. Remuneration of Officers on Recruitment..... 4

14. Levels and Elements of Remuneration for each Chief Officer and Head of Service 4

15. Chief Officers and Heads of Service Leaving Service5

16. Additional Payments Made to Chief Officers and Heads of Service – Election Duties 6

17. Payments made in connection with Electoral Services Functions 6

18. Publication of and Access to Information Relating to Remuneration of Chief Officers and Heads of Service 7

19. Definition of Lowest Paid Employee 7

| | |
|---|-----------|
| 20. Ratio of Pay | 7 |
| 21. Relationship Between Remuneration of Chief Officers and Heads of Service compared with all other employees | 7 |
| 22. Gender pay Gap | 7 |
| 23. Real Living Wage | 8 |
| 24. Pension Discretions Policy | 8 |
| APPENDIX 2 – BROXTOWE LOCAL PAY STRUCTURE – FOR POSTS EVALUATED USING THE GLPC SCHEME. | 10 |
| APPENDIX 2a – BROXTOWE LOCAL PAY STRUCTURE – SCALE OF LOCAL ALLOWANCES | 11 |
| APPENDIX 3 - CHIEF OFFICERS AND HEAD OF SERVICE REMUNERATION TABLE..... | 12 |
| APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS | 13 |

PAY POLICY 2024/25

1. Introduction

The Council is required to publish a Pay Policy Statement by 31 March each year in accordance with Section 38 of the Localism Act 2011. The purpose of this Statement is to set out the Council's guiding principles of its current reward system and increase accountability in relation to the total remuneration of its Chief Officers and Head of Service posts by enabling public scrutiny of that remuneration.

2. Main Principles

This policy statement confirms the Council's on-going commitment to operate transparent pay systems, whilst recognising that its reward system must be affordable and at the same time support the requirement to provide excellent customer service in accordance with its corporate objectives.

The importance of managing pay fairly will mean that the Council will be able to:

- attract, motivate and retain appropriately talented people who make a positive contribution to improve the Council's performance and meet future challenges;
- reflect the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- appropriately reward and value employees for their work;
- operate within the provisions of Chief Officers' pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- Operate within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services.

3. Scope of the Policy

Whilst this policy specifically covers those employees defined as a Chief Officer within the Local Government and Housing Act 1989, it also makes reference to other levels of employees within the organisation.

The term 'Chief Officer' and 'Deputy Chief Officer' referred to in this policy (and for the purposes of this pay policy statement only) includes:

- a. the Head of Paid service designated under Section 4 (1) of the Local Government and Housing Act 1989 (the Chief Executive);
- b. the Monitoring Officer designated under Section 5 (1) of that Act.
- c. a statutory Chief Officer mentioned in Section 2 (6) (d) of that Act (Section 151 Officer also Deputy Chief Executive);

- d. a non-statutory Chief Officer mentioned in Section 2 (7) of that Act (one Director by virtue of reporting directly to the head of paid service);
- e. a Deputy Chief Officer mentioned in Section 2 (8) of that Act (all Heads of Service)

The Council has decided for completeness and transparency to publish information which includes all posts at Heads of Service / Deputy Chief Officer level. These roles are identified in the Chief Officers and Head of Service Remuneration Table at appendix 3.

4. Evaluation of Roles at Broxtowe Borough Council

In accordance with the national requirement for all local authorities to review their pay and grading frameworks to ensure fair and consistent practice, all job roles within the Council's structure up to but not including Head of Service level were taken through a comprehensive job evaluation process using the Greater London Provincial Council (GLPC) scheme with implementation of changes to pay and grading taking place on 1 March 2011.

The Council's pay framework for its Chief Executive, Chief Officers and Heads of Service was also considered and revised with changes implemented on 1 March 2011, with the grade for each role being determined by a consistent job evaluation process using the Hay scheme.

The job evaluation process is now embedded within the Council's pay and grading systems and all Chief Officer and Head of Service roles continue to be evaluated using the Hay scheme or the Greater London Provincial Council (GLPC) scheme for all other posts to ensure that pay rates are equitable and non-discriminatory. All posts are re-evaluated where significant changes occur.

5. Broxtowe Local Pay Scale for Chief Officers and Heads of Service

The Broxtowe Local Pay Scale for Chief Officers and Heads of Service contains seven pay grades. The scale is increased in line with the annual national Joint Negotiating Committee pay award for Chief Executives and Chief Officers.

6. Broxtowe Local Pay Scale for all Posts below Head of Service Level

The Council also adopted a local pay scale (BLPS) for all posts below Head of Service level and this is shown, together with the relevant job evaluation points score for each grade, at appendix 2. Whilst the Council has adopted a local pay scale for this group of employees, it continues to recognise the National Joint Council annual pay award for the Broxtowe Local Pay Scale appendix 2 and Scale of Local Allowances appendix 2a. The Council will apply the agreed National Joint Council annual pay award for 2024/25 with effect from 1 April 2024 once it is known.

7. Terms and Conditions of Employment for Chief Officers and Heads of Service

The terms and conditions of employment for Chief Officers and Heads of Service are subject to collective agreements negotiated with the trade unions recognised by the Council. Agreements reached nationally are set out in the Scheme of Conditions of

Service of the Joint Negotiating Committee for Chief Officers. In addition, the Council makes local agreements which are included within the Conditions of Service for Broxtowe employees.

i) Working Hours

Working arrangements for Chief Officers and Heads of Service are nominally one of 37 hours (for full time positions), however the seniority and nature of the posts will necessitate the working of additional hours for which there is no additional payment. The grading of the post takes account of the requirement to work outside of the normal working week.

ii) Whole-Time Service

Chief Officers and Heads of Service are required to devote their whole-time service to the work of the Council and should not engage in any other business or take up any other additional appointment without the express consent of the Council.

iii) Allowances

Chief Officers and Heads of Service are entitled to the reimbursement of one professional fee and one legal practising certificate (if appropriate). All Chief Officer and Head of Service posts hold designated car user status.

iv) Leave Entitlement

Annual leave entitlement for Chief Officers and Heads of Service is 33 days increasing to 35 after 5 years local government service and 37 days after 10 years Broxtowe Borough Council service, plus 8 statutory days.

v) Sickness Entitlement

Sickness entitlement for Chief Officers and Head of Services is in accordance with the provisions of the local government sickness scheme.

vi) Pension

All Chief Officers and Heads of Service are entitled to participate in the Local Government Pension Scheme.

8. Performance Related Pay/Bonus Scheme

Broxtowe Borough Council does not operate a performance related pay or bonus scheme for Chief Officers and Heads of Service.

Exceptional effort from employees can be rewarded by accelerating increments within the grade band they occupy. The costs of accelerated increments have to be met from existing budgets.

9. Honoraria and Ex-Gratia Payments

The Council operates an Honoraria and Acting Up Payments Policy, the application of which for Chief Officers requires prior Cabinet approval. Cabinet approval for Heads of Services will also be required if not within the Head of Paid Services' delegated financial limits.

10. Expenses

In accordance with nationally agreed terms, the Council pays reasonable out-of-pocket expenses actually incurred.

11. Market Related Pay

The grading structures that were introduced for all employees in 2011 were aimed at meeting the current and/or market position for most jobs. The Council introduced a Market Supplement Policy on 29 June 2021 to replace the scarcity rating system. The Market Supplement Policy allows the Council flexibility in meeting the current market value for different job roles, ensuring any issues with the retention or recruitment of employees are minimised.

12. Recruitment of Chief Officers

In accordance with Chapter 2 Parts 1&2 within the Council's Constitution, where any vacancy occurs in the post of Chief Executive, Monitoring Officer, Chief Financial Officer (Section 151), Chief Officer, the Council will determine the appointment. In accordance with Chapter 2 Part 13 the Senior Officer Employment Committee will shortlist and interview candidates for the post of Head of Paid Service and Chief Officers including Monitoring Officer, Section 151 Officer and any other Chief Officers.

13. Remuneration of Officers on Recruitment

Recruitment to the Council will normally be to the first point of the relevant scale designated to the Officer post or will reflect a level commensurate with a candidate's existing skills and experience in the job. This practice applies to all new employees at the Council.

14. Levels and Elements of Remuneration for each Chief Officer and Head of Service

The table at appendix 3 provides a breakdown of the elements of remuneration for each Chief Officer and Head of Service at the Council.

15. Chief Officers and Heads of Service Leaving Service

i) Redundancy payments:

The Council's Redundancy and Re-organisation Policy applies equally to all employees across the organisation, including Chief Officers. The Council's policy operates in accordance with section 220 of the Employment Rights Act 1996. A week's pay is therefore calculated in accordance with the statutory maximum redundancy amount. Approval for any Chief Officer post under the Redundancy Policy must be given by Cabinet.

In a report approved by Cabinet on 23 September 2014, a temporary enhancement of the Council's Voluntary Redundancy (VR) Scheme was again extended for the period 1 October 2014 and 30 September 2015 and further extended to March 2016. A report to Committee in May 2016 confirmed these arrangements would remain in place until changes in governing exit packages has been agreed.

The temporary enhancement allows for successful VR applications to be based on actual week's pay rather than statutory entitlement at all levels of employee up to and including Chief Executive. However, the payback of any pension strain and redundancy costs must be covered by savings within three years. The enhancement is aimed at providing employees with greater flexibility and give the Council the opportunity to restructure the workforce around the VR application providing additional opportunities for career development.

In February 2021 HMRC announced the regulations regarding exit payments would be revoked. If the cap on exit payments is reinstated, the enhanced VR Scheme will be reviewed.

ii) Severance Payments – Regulation 6 of the Local Government (Early Termination of Employment/Discretionary Compensation) (England and Wales) Regulations 2006.

The Council may apply discretion on the use of severance payments for employees leaving the Council where criteria such as ill-health retirement or early retirement cannot be met, for example termination on the grounds of efficiency, or where employees have long service and there is a financial and organisational benefit to the Council. Posts at Chief Officer level would need to be determined by the Senior Officers Employment Committee whilst posts at Head of Service level will be determined by Cabinet.

iii) Flexible Retirement (Regulation 18, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

The Council operates a flexible retirement scheme which is available for all employees to apply for, including Chief Officers, subject to the appropriate criteria being met. Under this policy Cabinet is required to provide approval for posts at Chief Officer level.

iv) Early Retirement – Members of the Local Government Pension Scheme

Employees, including Chief Officers, may apply to the Council for consideration of early retirement if they are over the age of 55. Any pension and lump sum which may be payable has to be reduced by percentages decided by an actuary.

If, in the Council's opinion, there are grounds of compassion which are fair and justifiable. Any request by an employee (at any level) for the discretion to be exercised must clearly establish real and ongoing reasons to substantiate why the discretion should be allowed. The cost of approval must be given proper weight and all applications would be considered by Cabinet.

v) Augmentation of Scheme Membership on Termination of Employment (Regulation 12, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

Applications from Officers at all levels (including Chief Officers) will only be considered under this discretion in circumstances that are exceptional or specifically determined by Cabinet.

16. Additional Payments Made to Chief Officers and Heads of Service – Election Duties

The Chief Executive is nominated as the Returning Officer. In accordance with the national agreement, the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Returning Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

The role of Deputy Returning Officer will be assigned to the required Officers working on the election. Deputy Returning Officers will receive payment in accordance with appendix 4.

Payments to the Returning Officer are governed as follows:

- for national elections, fees are prescribed by legislation;
- for local elections, fees are determined within a local framework used by other district councils within the county. This framework is applied consistently and is reviewed periodically by lead Electoral Services Officers within Nottinghamshire.

As these fees are related to performance and delivery of specific elections duties, they are distinct from the process for the determination of pay for Chief Officers and Heads of Service.

17. Payments made in connection with Electoral Services Functions

Fees for all employees employed in connection with the electoral services function are reviewed and approved by Cabinet or full Council as and when appropriate. The proposed employee fees for electoral services is shown in appendix 4.

18. Publication of and Access to Information Relating to Remuneration of Chief Officers and Heads of Service

The Council publishes information relating to the remuneration of its Chief Officers and Heads of Service on its website and which it updates annually. The Council also publishes each year within its annual Statement of Accounts, the salary and fees of all Chief Officers and Heads of Service whose earnings exceed £50,000.

19. Definition of Lowest Paid Employee

In April 2020 grade 2 and grade 3 were reduced to one spinal point within the grade. This provided balance to both grades 2 and 3. The lowest evaluated score in accordance with the GLPC job evaluation scheme remains the post of cleaner with 202 points and this falls within grade 2 of the Broxtowe Local Pay Scale.

On 31 March 2023 the salary difference between the lowest paid employee and the highest paid employee will be £100,409.

20. Ratio of Pay

The ratio of the pay of the Council's top earner (Chief Executive) to that of its median earner is currently 4.91:1. This calculation of the pay multiple is based on base salary as at 30 November 2023.

The median pay for employees has increased over the past year in large part due to the job evaluation panel's review of posts at the Council. As a result, posts have increased by a total of 75 grades.

21. Relationship Between Remuneration of Chief Officers and Heads of Service compared with all other employees

The Council implemented Single Status for all employees of the Council on 1 March 2011 following Cabinet approval of a new pay and grading structure for Chief Officers and Heads of Service on 10 March 2009 and all other employees on 29 June 2010.

The continuing evaluation of posts at all levels demonstrates non-discriminatory pay practices and that the Council pays equally for work of equal value.

22. Gender pay Gap

Although Broxtowe Borough Council has produced Gender Pay Gap information for a number of years, from April 2017 this is now a mandatory requirement. The rate is now expressed as the difference by hourly rate of pay rather than full time equivalent annual pay as produced previously.

The gender pay gap is calculated as the average difference between male and female earnings as a percentage of male earnings.

Note: The mean is an average. It is the grand total divided by the number of data points. The median is the middle value in a sample sorted into ascending order. If the sample contains an even number of values, the median is defined as the mean of the middle two.

The Gender Pay Gap for 2022/2023 as published on GOV.UK and the Council's website by hourly rate is as follows:

| | | | |
|----------------------------|---------------|--------------------------------|---------------|
| All Employees | | All Employees | |
| Mean male hourly rate | 14.9537 | Median male hourly rate | 13.5221 |
| Mean female hourly rate | 14.4064 | Median female hourly rate | 12.5575 |
| Gender Pay Gap | 3.66% | Gender Pay Gap | 7.13% |
| Full Time Employees | | Full Time All Employees | |
| Mean male hourly rate | 15.1079 | Median male hourly rate | 13.5221 |
| Mean female hourly rate | 15.9142 | Median female hourly rate | 13.9772 |
| Gender Pay Gap | -5.34% | Gender Pay Gap | -3.37% |
| Part Time Employees | | Part Time All Employees | |
| Mean male hourly rate | 13.0949 | Median male hourly rate | 12.3196 |
| Mean female hourly rate | 12.8341 | Median female hourly rate | 12.5575 |
| Gender Pay Gap | 1.99% | Gender Pay Gap | -1.93% |

23. Real Living Wage

The Real Living Wage provides an hourly rate of pay based on the cost of living for employers inside and outside of London. This Real Living Wage can be paid voluntarily by organisations to show their commitment to meeting the 'real living wage' as it is referred to by the Living Wage Foundation.

The Real Living Wage for 2023/24 was £10.90 for employers outside of London and £11.95 for employers in London. The Broxtowe Local Pay Scales for 2023/24 show that Broxtowe Borough Council paid above the Real Living Wage as the lowest hourly rate in 2023/24 was £11.78. The Real Living Wage for 2024/25 was announced in November 2023 as £12.00 for employees outside of London and £13.15 for employers in London. The pay award for Local Government has not yet been announced for 2024/25. A pay award of 2%, or a fixed amount above £414, for 2024/25 would result in the Council continuing to pay above the Real Living Wage.

24. Pension Discretions Policy

The Local Government Pension Scheme (LGPS) regulations require employers who participate in the LGPS to draw up and publish a discretions policy. This policy should then be kept under review by the Council. Discretions are powers that enable employers to choose how to apply the scheme in respect of certain provisions. The Pension Discretions Policy is the Council's policy statement detailing all mandatory employer discretions. This policy was brought into effect in September 2020.

**APPENDIX 1 – BROXTOWE LOCAL PAY STRUCTURE – FOR CHIEF OFFICER
AND HEAD OF SERVICE POSTS EVALUATED USING HAY SCHEME.**

From April 2024

| Grade | SCP | 2023/24 | Hourly Rate |
|----------------------------------|------------|----------------|--------------------|
| 15 0-499 | - | - | |
| | 71 | £49,795 | 25.8101 |
| | 72 | £50,419 | 26.1335 |
| | 73 | £51,038 | 26.4544 |
| | 74 | £51,514 | 26.7011 |
| CO1 HoS 500-629 | 75 | £50,492 | 26.1713 |
| | 76 | £51,707 | 26.8011 |
| | 77 | £52,912 | 27.4257 |
| | 78 | £54,131 | 28.0575 |
| | 79 | £55,338 | 28.6832 |
| CO2 HoS 630-759 | 80 | £57,007 | 29.5482 |
| | 81 | £58,382 | 30.2609 |
| | 82 | £59,759 | 30.9747 |
| | 83 | £61,136 | 31.6884 |
| | 84 | £62,507 | 32.3990 |
| CO3 Dir 760-939 | 85 | £74,380 | 38.5533 |
| | 86 | £76,186 | 39.4894 |
| | 87 | £78,005 | 40.4320 |
| | 88 | £79,813 | 41.3692 |
| | 89 | £81,619 | 42.3053 |
| CO3a Dir. 901-939 | 85a | £83,911 | 43.4931 |
| | 86b | £86,201 | 44.6803 |
| | 87c | £88,493 | 45.8680 |
| | 88d | £90,784 | 47.0558 |
| | 89e | £93,077 | 48.2440 |
| CO4 DCEO 940-1119 | 90 | £94,660 | 49.0648 |
| | 91 | £96,976 | 50.2654 |
| | 92 | £99,294 | 51.4666 |
| | 93 | £101,610 | 52.6672 |
| | 94 | £103,921 | 53.8651 |
| CO5 CEO 1120+ | 95 | £108,868 | 56.4292 |
| | 96 | £113,044 | 58.5937 |
| | 97 | £117,214 | 60.7551 |
| | 98 | £119,052 | 61.7078 |
| | 99 | £123,147 | 63.8304 |

Subject to the National Joint Council Chief Officer & Chief Executive Pay Award for 2024/25

APPENDIX 2 – BROXTOWE LOCAL PAY STRUCTURE – FOR POSTS EVALUATED USING THE GLPC SCHEME.

From April 2024

| JE Score [points] | Grade | SCP | April 2023 | Rate |
|-------------------|---------|-----|------------|---------|
| 184-240 | Grade 2 | 12 | £22,738 | 11.7857 |
| | | - | - | |
| 241-285 | Grade 3 | 15 | £23,146 | 11.9972 |
| 286-324 | Grade 4 | 16 | £23,426 | 12.1423 |
| | | 17 | £23,893 | 12.3844 |
| | | 18 | £24,255 | 12.5720 |
| | | 19 | £24,600 | 12.7508 |
| | | - | - | |
| 325-365 | Grade 5 | 21 | £24,775 | 12.8415 |
| | | 22 | £25,234 | 13.0795 |
| | | 23 | £25,693 | 13.3174 |
| | | 24 | £26,152 | 13.5553 |
| | | - | - | |
| 366-401 | Grade 6 | 26 | £26,669 | 13.8233 |
| | | 27 | £27,117 | 14.0555 |
| | | 28 | £27,566 | 14.2882 |
| | | 29 | £28,013 | 14.5199 |
| | | - | - | |
| 402-439 | Grade 7 | 31 | £28,635 | 14.8423 |
| | | 32 | £29,147 | 15.1077 |
| | | 33 | £29,659 | 15.3731 |
| | | 34 | £30,170 | 15.6379 |
| | | - | - | |

Subject to the National Joint Council Pay Award for 2024/25

| JE Score [points] | Grade | SCP | April 2023 | Rate |
|-------------------|----------|-----|------------|---------|
| 440-469 | Grade 8 | 36 | £30,851 | 15.9909 |
| | | 37 | £31,381 | 16.2656 |
| | | 38 | £31,909 | 16.5393 |
| | | 39 | £32,437 | 16.8130 |
| | | - | - | |
| 470-500 | Grade 9 | 41 | £33,381 | 17.3023 |
| | | 42 | £33,957 | 17.6008 |
| | | 43 | £34,534 | 17.8999 |
| | | 44 | £35,111 | 18.1990 |
| | | - | - | |
| 501-533 | Grade 10 | 46 | £36,350 | 18.8412 |
| | | 47 | £36,989 | 19.1724 |
| | | 48 | £37,624 | 19.5015 |
| | | 49 | £38,261 | 19.8317 |
| | | | | - |
| 534-563 | Grade 11 | 51 | £39,166 | 20.3008 |
| | | 52 | £39,774 | 20.6159 |
| | | 53 | £40,381 | 20.9305 |
| | | 54 | £40,989 | 21.2457 |
| | | | | - |
| 564-593 | Grade 12 | 56 | £41,791 | 21.6614 |
| | | 57 | £42,441 | 21.9983 |
| | | 58 | £43,092 | 22.3357 |
| | | 59 | £43,743 | 22.6732 |
| | | | | - |
| 594-622 | Grade 13 | 61 | £44,659 | 23.1479 |
| | | 62 | £45,262 | 23.4605 |
| | | 63 | £45,866 | 23.7736 |
| | | 64 | £46,469 | 24.0861 |
| | | - | - | |
| 623-653 | Grade 14 | 66 | £47,159 | 24.4438 |
| | | 67 | £47,642 | 24.6941 |
| | | 68 | £48,122 | 24.9429 |
| | | 69 | £48,605 | 25.1933 |
| | | - | - | |
| 654+ | Grade 15 | 71 | £49,795 | 25.8101 |
| | | 72 | £50,419 | 26.1335 |
| | | 73 | £51,038 | 26.4544 |
| | | 74 | £51,514 | 26.7011 |
| | | | | - |

APPENDIX 2a – BROXTOWE LOCAL PAY STRUCTURE – SCALE OF LOCAL ALLOWANCES

Broxtowe Borough Council Local Allowances (Subject to the National Joint Council Pay Award for 2024/25)

| | 2024/25 |
|---|----------------|
| Relocation | |
| Lodging Allowance - per week | 81.73 |
| Settling in Allowance | 417.80 |
| | |
| Mileage Allowances | |
| Car Mileage Allowance (per mile) - (HMRC Rate) | 0.45 |
| Car PSV Rate (Training and Out of County Mileage over 50 miles) | 0.22 |
| | |
| Motor cycles - per mile | |
| not exceeding 500cc - (HMRC Rate) | 0.24 |
| Exceeding 500cc - (HMRC Rate) | 0.24 |
| Pedal cycles - per mile (HMRC Rate) | 0.20 |
| | |
| Voluntary Reliable Call Out | |
| Calls initiated between 11.00 pm and 6.0 am | 17.41 |
| Calls initiated at other times | 12.56 |
| | |
| Standby | |
| Per weekday session | 13.60 |
| Per day at weekend or bank holiday | 40.79 |
| Emergency Standby Enhancement | 28.34 |
| First Aid - per month | 14.92 |
| First Aid (Mental Health) - per month | 14.92 |
| | |
| Travel and Subsistence Allowances | |
| Breakfast | 6.94 |
| Lunch | 9.53 |
| Tea | 3.80 |
| Evening Meal | 11.75 |
| | |
| Out of pocket expenses (Residential Courses) | |
| per night | 5.49 |
| per week | 21.89 |
| | |
| Long Service / Retirement Awards | |
| 25 Years | 492.84 |
| Additional Years | 21.32 |

**APPENDIX 3 - CHIEF OFFICERS AND HEAD OF SERVICE REMUNERATION
TABLE**

| Post | Salary Grade | Designated Car User Allowance | Professional Fees | BBC Pension Contribution |
|--|---------------------|--------------------------------------|--------------------------|---------------------------------|
| Chief Executive | CO5 | Y | Y | 19.0% |
| Deputy Chief Executive and Section 151 Officer | CO4 | Y | Y | 19.0% |
| Executive Director | CO3a | Y | Y | 19.0% |
| Director of Legal and Democratic Services (Monitoring Officer) | CO3 | Y | Y | 19.0% |
| Head of Housing | CO2 | Y | Y | 19.0% |
| Head of Finance | CO2 | Y | Y | 19.0% |
| Head of Environment | CO2 | Y | Y | 19.0% |
| Head of Asset Management & Development | CO2 | Y | Y | 19.0% |
| Head of Planning & Economic Development | CO2 | Y | Y | 19.0% |
| Head of Revenues, Benefits and Customer Services | CO2 | Y | Y | 19.0% |
| Head of Legal Services (Deputy Monitoring Officer) | CO1 | Y | Y | 19.0% |
| Head of Democratic Services (Deputy Monitoring Officer) | CO1 | Y | Y | 19.0% |
| Head of Administration | CO1 | Y | Y | 19.0% |
| Head of ICT & Corporate Services | CO1 | Y | Y | 19.0% |
| Head of Communities | CO1 | Y | Y | 19.0% |
| Head of Health, Safety & Emergency Planning | CO1 | Y | Y | 19.0% |
| Head of Environmental Health, Licensing & Private Sector Housing | CO1 | Y | Y | 19.0% |

APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS**1. Elections**

All fees listed below are with effect from 1 April 2024. The Council may make additional payments for roles and tasks undertaken which are not listed below. These additional payments will be funded solely by the Council.

Polling Station Employees Fees

| Fee | Scale |
|---|--------------------|
| Presiding Officer 20% uplift for combination no matter how many polls are combined | *£17.49 per hour |
| Poll Clerk 20% uplift for combination no matter how many polls are combined | *£11.44 per hour |
| Polling Station Inspector | *£17.49 per hour |
| Training fee: face to face and test face to face or test only | *£44.94 *£21.20 |
| Delivery of training, fee per session | £168.54 |

Verification & Count Employees Fees

| Fee | Scale |
|---------------------------------------|--|
| Deputy Returning Officer | *£28.09 per hour |
| Chief Counting Officer | *£33.71 per hour (up to 10pm) *£50.57 per hour (after 10pm) |
| Count Manager | *£33.71 per hour (up to 10pm) *£50.57 per hour (after 10pm) |
| Verification & Count Supervisor | *£19.66 per hour (up to 10pm) *£29.49 per hour (after 10pm) |
| Verification & Count Team Leader | £17.80 per hour (up to 10pm) £26.71 per hour (after 10pm) |
| Verification & Count Assistant | *£14.05 per hour (up to 10pm) *£21.08 per hour (after 10pm) |
| Verification of ballot paper accounts | *£14.05 per hour *£21.08 per hour (after 10pm) |
| Count Set Up | £11.44 per hour |
| Door Supervisor | £14.05 per hour (up to 10pm) £21.08 per hour (after 10pm) |

Postal Voting Employees Fees

| Fees for issue or receipt of Postal Votes | Scale |
|--|--|
| Deputy Returning Officer | £28.09 per hour |
| Postal Vote Co-ordinator | £22.47 per hour (up to 10pm) £33.71 per hour (after 10pm) |
| Postal Voting Supervisor | £16.85 per hour (up to 10pm) £25.28 per hour (after 10pm) |
| Postal Voting Assistant | £14.05 per hour (up to 10pm) £21.08 per hour (after 10pm) |

Returning Officer Fees (District / Borough / City)

| Fee | Scale |
|---|---------|
| Returning Officer's fee for the 1st 1,000 local electors within each ward for which an election is held | £114.61 |
| Returning Officer's fee for each additional 1,000 electors or part thereof per ward | £38.20 |
| Returning Officer's fee for an uncontested Election | £46.63 |
| Returning Officer's clerical fee per 1,000 electors | £9.43 |
| Returning Officer's fee for postal voting (issue and receipt) | £185.39 |

Returning Officer Fees (Parish)

| Fee | Scale |
|---|---------|
| Returning Officer's clerical fee per 1,000 electors | £9.43 |
| Returning Officer's fee for postal voting (issue and receipt) | £185.39 |
| For one parish | £140.70 |
| For each additional parish up to 10 in total | £98.34 |
| For each additional parish over 10 in total | £69.77 |
| Additional payment where a parish is divided into wards, payment per ward | £23.37 |

Returning Officer Fees (Parish when combined with District / Parish)

| Fee | Scale |
|---|---------|
| Returning Officer's clerical fee per 1,000 electors | £9.43 |
| Returning Officer's fee for postal voting (issue and receipt) | £185.39 |
| For one parish | £112.15 |
| For each additional parish up to 10 in total | £94.08 |
| For each additional parish over 10 in total | £56.67 |
| Additional payment where a parish is divided into wards, payment per ward | £13.92 |

Returning Officer Fees (Parish where uncontested)

| Fee | Scale |
|---|--------|
| For one parish | £27.97 |
| For each additional parish up to 10 in total | £27.97 |
| For each additional parish over 10 in total | £13.81 |
| Additional payment where a parish is divided into wards, payment per ward | £13.92 |

Deputy Returning Officer and other Fees

| Fee | Scale |
|--|--|
| Deputy Returning Officer's fee or Acting Deputy Returning Officer's fee for other duties (excluding count), e.g.: processing nominations | £179.78 |
| General clerical staffing per 100 electors | £9.11 |
| Media/Comms Lead | £19.66 per hour (up to 10pm) £29.49 per hour (after 10pm) |

| | |
|---------------------------------------|--|
| Media/Comms Assistant | £14.05 per hour (up to 10pm) £21.08 per hour (after 10pm) |
| Ballot box preparation/filling | £14.05 per hour |
| Ballot book checking | £14.05 per hour |
| Ballot box logistics | £17.80 per hour |
| Poll card hand delivery per poll card | 20p |
| Mobile Phone Use (Maximum per PO) | £3.18 |

Notes

- *These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).
- Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.
- Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the Election not already included in this scale.
- Payment to core Elections Team working additional time, such as overtime rates, is at discretion of the Returning Officer.
- All Fees are increased annually by the previous year's Local Authority Pay Award. The exception to this will be polling station staff. Poll clerks will be paid as a minimum the National Minimum wage. Presiding Officer fees are to be increased by the same percentage increase as poll clerks to ensure the differential between the two fees is retained owing to the difficulty in recruiting Presiding Officers and their differing levels of responsibility.
- Payment for use of personal mobiles phones to any staff member is at the discretion of the Returning Officer.

2. Electoral Registration

| Fee | Scale |
|---|-----------------|
| Canvass | |
| For each visit | £11.44 per hour |
| Training – online course only | £10 |
| Training – face to face and online course | £20 |
| Mileage | 45p per mile |
| | |

Report of the Portfolio Holder for Resources and Personnel Policy

RESIDENTS' NEWSLETTER

1. Purpose of Report

To outline potential options for producing the Council's residents' newsletter in the future.

2. Recommendation

Cabinet is asked to CONSIDER the options and RESOLVE accordingly.

3. Detail

In February 2023, Cabinet considered three proposals for producing the Council's residents' newsletter moving forward. The approved proposal was to:

- Continue producing a printed newsletter but encourage more people to read it online via the Email Me service.
- Reduce distribution to 5,000 copies which would be available on request, made available to community groups and provided in public buildings e.g. libraries, community centres etc.
- Retain £2,000 of the budget savings to support alternative communication and engagement work with harder to reach groups who are not online.
- Produce a saving of £18,800.

Both editions of the newsletter for 2023/24 have now been completed under the new arrangements and the Council has not received adverse feedback about the reduction in printed distribution of the newsletter.

Local community groups and organisations from across the Borough have been contacted but were only willing to take 1,500 copies so for the November 2023 edition, the print run was reduced to 2,000 to accommodate these requests, as well as being displayed in the Council's own public areas. No requests from individual resident have been made for a copy of the publication.

Increased promotion of the Email Me Service as the main route to receive Council news and updates, including the information that would normally be presented in the newsletter, has resulted in nearly 3,000 new subscribers since the new approach was adopted, to a total of 28,950 (excluding internal subscribers).

Retained budget savings have been used to support three engagement projects including:

- Refresh of and recruitment to the Disability Forum.
- New Council services leaflet to be given out at partner events and by Officers attending events in the community, detailing Council services and how residents can get involved in local life.

- A cost of living leaflet targeted at those who may be more vulnerable and do not have online access.

Further details about these projects and costs can be found in **APPENDIX 1**.

Following a review of the year, two options are detailed for consideration in **APPENDIX 2** for the production of the newsletter moving forward. Attached at **APPENDIX 3** is information from a benchmarking exercise in February 2023 of 69 other local authorities AND an Equality Impact Assessment at **APPENDIX 4**.

4. Key Decisions

This report is identified as a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and is a decision made or to be made in connection with the discharge of an Executive function which is likely to be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Council's area.

5. Updates from Scrutiny

N/A

6. Financial Implications

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

There are no additional financial implications to consider at this stage with any activity being contained within existing budgets. Further details about project costs can be found in the appendices to this report.

7. Legal Implications

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

Under s 4 of the Local Government Act 1986 ("the Act") the Secretary of State is empowered to issue codes of recommended practice as regards local authority publicity, and local authorities must "have regard" to the provisions of the Publicity Code in coming to any decision on publicity. The Code at paragraph 28 imposes three prohibitions, firstly, the Council cannot publish anything that seeks to emulate commercial newspapers in style or content. Secondly, the Council cannot publish a "newsletter, newssheet or similar communication" more frequently than quarterly. Thirdly, if the Council does publish a (quarterly) newsletter, newssheet or similar communication, it must not "include material other than information for the public about the business, services and amenities of the council or other local service providers. The publication would seek to promote public services, provide relevant and useful information to residents about public services, and enable community organisations and group to highlight their work in supporting their communities.

Furthermore, Section 6 (4) of the Act, publicity is defined as ‘any communication, in whatever form, addressed to the public at large or a section of the public’. Local authorities should ensure that publicity complies with all applicable statutory provisions, paid for advertising must comply with the Advertising Standards Authority’s Advertising Code. Local authorities should be able to confirm that consideration has been given to the value for money that is being achieved and, equality and diversity. Local authorities should consider how any publicity they issue can contribute to the promotion of any duties applicable to them in relation to the elimination of discrimination, the advancement of equality and the fostering of good relations.

8. Human Resources Implications

N/A

9. Union Comments

N/A

10. Climate Change Implications

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

Option two, the digital approach to producing the Council’s newsletter is highly recommended due to its significant positive impact on reducing the Council’s carbon footprint and promoting sustainability.

11. 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.

12. Equality Impact Assessment

As this is a change to policy / a new policy an equality impact assessment is included in **APPENDIX 4** to this report.

13. Background Papers

Nil

Communications and engagement projects 2023/24

The following communications and engagement projects have been undertaken using the retained budget savings from the new approach to the Council's resident's newsletter.

Disability Forum

A refresh of the Disability Forum has taken place to move to a co-production model to collaborate with people with disabilities and the groups who support them. This has included new terms of reference and a recruitment campaign will be launched early in 2024 to including an engagement event.

Estimated cost: £750

Council services leaflet

Production of a leaflet outlining key Council services and local information, which will be given out to new residents, as well as at engagement events in the community.

Estimated cost: £250

Cost of living leaflet

Production of a leaflet to signpost to the different support available to people to help them manage the cost of living. The leaflet will be distributed in early 2024 to at least 2,000 people who the Council is able to identify as being more vulnerable and who may have less online access to receive information via digital means as part of the Council's wider cost of living work.

Estimated cost: £1,000

In addition, a number of other projects have supported the Council's ability to engage with more people in the Borough.

Student ambassadors

The Council has worked with the University of Nottingham to expand its Community Engagement Ambassador (CEA) scheme to Beeston for the new 2023/24 academic year. As part of the programme, 20 students have been recruited to support community cohesion initiatives in areas with large student populations, including areas in Beeston North and Beeston Central. The students work up to eight hours a week to help build more positive relationships in the community between all residents and are able to report issues back to the Council, as well as promoting Council projects to the student population and encouraging their participation.

Public roadshows

As part of its Let's Talk Broxtowe consultation, the Council also ran a series of informal public roadshows which were attended by 97 people. Feedback was positive from the residents who attended the events and appreciated an opportunity

to talk to Council Officers and Members face to face. It was also an opportunity to update them on progress on the Council's priorities and projects.

Stakeholder mapping

Work has continued to improve connections with local community groups and organisations through stakeholder mapping. As a result of the improved contacts mapped and connections made, participation in Council consultations during 2023/24 has increased, including a 1,393 budget consultation responses, compared to 1,210 in 2022/23 and 606 in 2021/22. Similarly, the Let's Talk Broxtowe consultation received 820 responses in 2023/24 compared to 527 in the previous survey in 2019/20.

Newsletter Options Appraisal

The table below details two options for the next steps in achieving the widest possible engagement with residents.

Option 1 is to keep the existing arrangements. Option 2 would utilise the financial and Officer resource of producing a newsletter into a wider range of targeted engagement activities.

| Option | Costs per year (Estimated on 2023 costs and expected price increases) | Potential savings | Comments |
|---|--|-------------------|--|
| Option 1 Continue with existing arrangement to produce a resident's newsletter which is promoted online. Reduce distribute of printed copies to 2,000 based on take up during 2023/24. | Design £1,300 Print £2,900 Distribution £500 Retained budget for communicating and engaging with harder to reach groups £2,000 TOTAL £6,700 | £0 | <p>An accessible PDF of the newsletter is available on the website with the link shared through the Email Me Service and other channels. Direct engagement is also regularly undertaken with stakeholders and community groups to help disseminate the information.</p> <p>An increase promotion of the Email Me Service as the main route to receive Council news and updates, including the information that would normally be presented in the newsletter, has resulted in 3,000 new subscribers in 2023 year and a total of 28,950.</p> <p>Printed copies are made available to those who are not online through direct requests, community groups and public buildings. Distribution will be reduced to 2,000 copies based on 2023/24 take up.</p> <p>Projects will be identified in conjunction with corporate priorities and service development to best utilise the £2,000 of retained</p> |

| Option | Costs per year (Estimated on 2023 costs and expected price increases) | Potential savings | Comments |
|--|---|-------------------|--|
| | | | budget savings for targeted engagement work with hard to reach groups. |
| <p>Option 2 Adopt a digital approach, encouraging residents to sign up to our weekly email bulletins to get up to date news, rather than producing a newsletter.</p> <p>Utilise budget savings to deliver more face to face engagement events and targeted communications projects as outlined.</p> | <p>Weekly email newsletters are met within existing budgets.</p> <p>Retained budget for communicating and engaging with harder to reach groups £5,000</p> <p>TOTAL £5,000</p> | £1,700 | <p>The news included in the printed publication would instead be included in our weekly latest news bulletins. This will enable residents to receive much more up to date news and will enable the Council to gather more accurate data on reach.</p> <p>In conjunction with this, there will be increased promotion of the Email Me Service as the main route to receive Council news and updates.</p> <p>The time previously used to produce the newsletter will be reallocated to working with stakeholders and delivered targeted communications and engagement work.</p> <p>For 2024/25 it is proposed that this includes:</p> <ul style="list-style-type: none"> • A programme of face to face resident information events in locations across the Borough, similar to those organised as part of the Let's Talk Broxtowe consultation. • Continued work the Disability Forum as part of a coproduction approach. • Adapt and refine the coproduction approach used for the Disability Forum to work with other harder to reach groups. • Other projects identified in conjunction with the Council's priorities and business plans. |

APPENDIX 3**Benchmarking**

A benchmarking exercise in February 2023 of 69 other local authorities showed that:

- 43% of the local authorities who responded had already adjusted their approach to newsletter production.
- 36% had chosen to go digital only or cease producing a newsletter.

A new benchmarking exercise took place at the end of 2023 and showed that:

- 57% of the local authorities who responded had now adjusted their approach to newsletter production.
- 55% has chosen to go digital only or cease producing a newsletter.

In a survey of the other Nottinghamshire Councils in December 2023:

- 0 Councils plan to continue delivering a printed newsletter to every property in the same way as they have previously.
- 1 Council has a hybrid model with two digital and one printed newsletters produced each year (Rushcliffe).
- 3 Councils continue to deliver a printed newsletter to every property in their area but are looking to reduce the number of publications (Ashfield, Gedling, Nottinghamshire County).
- 2 Council produce a digitally designed newsletter but makes a small number of printed copies available in public spaces and on request (Nottingham City and Mansfield).
- 1 Council produces a monthly e-newsletter in lieu of a printed publication but produces ad hoc printed publications for important issues as required. (Newark and Sherwood).
- 1 Council delivers a printed newsletter to housing tenants only (Bassetlaw).

APPENDIX 4

EQUALITY IMPACT ASSESSMENT (EIA)

| | | | |
|--|---|----------------------------------|---|
| Directorate: | Communications, Cultural and Civic Services | Lead officer responsible for EIA | Communications, Cultural and Civic Services Manager |
| Name of the policy or function to be assessed: | Residents' newsletter | | |
| Names of the officers undertaking the assessment: | Communications, Cultural and Civic Services Manager | | |
| Is this a new or an existing policy or function? | Existing | | |
| <p>1. What are the aims and objectives of the policy or function? To inform and engage local residents, businesses, community groups and other stakeholders about Council and other local matters.</p> | | | |
| <p>2. What outcomes do you want to achieve from the policy or function? Residents and other stakeholders are more informed about Council matters and other local services. Residents engage with initiatives and services which can result in behaviour change where appropriate.</p> | | | |
| <p>3. Who is intended to benefit from the policy or function? All residents in Broxtowe.</p> | | | |
| <p>4. Who are the main stakeholders in relation to the policy or function? Residents, businesses, community groups, employees, Members</p> | | | |
| <p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands? The changes agreed to the Council's resident's newsletter approach in February 2023 has enabled the Council to redirect resources into engaging with residents in a wider variety of ways. As well as encouraging more people who are able to, to use online services, this has also included more face to face engagement, co-production and collaboration with harder to reach groups and printed materials on key issues for those who need them.</p> | | | |
| <p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands? Taking a more targeted approach to communicating with specific groups, through a wider variety of means would enable more accurate data on engagement to be recorded.</p> | | | |
| <p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact? The last resident survey was conducted in 2017 and received less than 30 responses (0.02% of the population). Comments were also received from stakeholder groups on the new approach adopted in February 2023, including those who are part of the Broxtowe Local Strategic Partnership. Many of these partners have been able to make use of a</p> | | | |

| | | | |
|--|---|----------------------------------|---|
| Directorate: | Communications, Cultural and Civic Services | Lead officer responsible for EIA | Communications, Cultural and Civic Services Manager |
| wider variety of Council communication channels to promote their own work and services to local people than just the printed newsletter. | | | |
| <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>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>Options 1 and 2 of the report propose measures to minimise the impact on groups who may be harder to reach or not online. They would help redirect resources to a more targeted approach to engaging these groups.</p> | | | |
| <p>Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</p> <p>Options 1 and 2 of the report propose measures to minimise the impact on groups who may be harder to reach or not online. They would help redirect resources to a more targeted approach to engaging these groups.</p> | | | |
| <p>Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</p> <p>The approaches outlined will continue to attract those who are able to, to use the Council's online channels, whilst supporting those who aren't online through other engagement methods such as face to face, printed material and direct engagement with stakeholders. Option 2 would enable greater financial and officer resource to be dedicated to this.</p> | | | |
| <p>Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</p> <p>The approaches outlined provide more opportunities for the Council to engage with residents in a wider variety of ways, including building relationships with key stakeholders and people in the community, which would help support improved relations between groups.</p> | | | |
| <p>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: Work with partners and community groups to support engagement with this group, including providing printed material on key issues, as well as opportunities</p> | | | |

for face to face engagement as part of roadshow events. Learning from the Council's work on a co-production model with the Disability Forum will be adapted to engage with other groups, including younger and older ages groups. Continued work with key stakeholder groups to get information into their communities, as well as feedback back into the Council.

Disability: Continued work on a co-production model with the Disability Forum to support engagement with this group. Continued work with key stakeholder groups to get information into their communities, as well as feedback back into the Council.

Gender: Changes proposed are not likely to impact

Gender Reassignment: Changes proposed are not likely to impact

Marriage and Civil Partnership: Changes proposed are not likely to impact

Pregnancy and Maternity: Changes proposed are not likely to impact

Race: Learning from the Council's work on a co-production model with the Disability Forum will be adapted to engage with these groups. Consider how translated material is provided and distributed. Continued work with key stakeholder groups to get information into their communities, as well as feedback back into the Council.

Religion and Belief: Changes proposed are not likely to impact

Sexual Orientation: Changes proposed are not likely to impact

Care Experience: A more targeted approach will support engagement methods which are more preferable to different groups, including younger people who may be care leavers.

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 Holders for Resources and Personnel Policy and Economic Development and Asset Management.

TO FINALISE BROXTOWE'S YEAR 3 UK SHARED PROSPERITY FUND (UKSPF) FUNDING BETWEEN THEMES AND PRIORITIES FOR THE 2024-25 FINANCIAL YEAR

1. Purpose of Report

The purpose of this report is to allocate the Year 3 programme that has been the subject of consultation at the Members Advisory Panel last November which has been guided by the Borough's Investment Plan and signed off by the Department for Levelling Up, Housing and Communities (DHLUC) in December 2022. The report provides Cabinet with information to enable alignment of the work with corporate priorities and contemporary economic forces. The parameters for decision and change are based on the Borough's approved Investment Plan and the limited flexibilities granted to the Council in managing the programme.

2. Recommendation

Cabinet are RECOMMENDED to:

- 1. Receive and NOTE a verbal update on Years 1, 2 and 3 On the UK Shared Prosperity Fund – in respect of delivery achieved to date and needs moving forwards;**
- 2. NOTE a verbal update on the key evidence based skills audit report titled “*Broxtowe Skills Quest*” – which illustrates the priorities for action, especially in support of businesses and skills themes; (APPENDIX 1)**
- 3. Subject to any agreed revisions and amendments RESOLVE that the funding profile for the Year 3 UKSPF allocations as described in section 3 and detailed in APPENDIX 2 be approved.**

3. Detail

The signed off Investment Plan for the Borough's UKSPF Year 3 Programme can be summarised as follows:

- Broxtowe total Y3 funding allocation £1,643,527
- 4% maximum admin allocation = £65,741
- 20% minimum spend as capital (but can be more)

The spending in Broxtowe's Investment Plan was committed between the themes as follows as follows:

- People and Skills total = £335,000 (includes £150k joint commissioning, contractual commitment)
- Business Support total = £728,000 (includes £131,000 joint commissioning, contractual commitment)
- Communities and Place total = £580,000 (including 240k Grant Programme as recommended to the section 151 Officer by the UKSPF Advisory Panel which met in November)

Strategic Considerations

The £240,000 for the Communities & Place “Good Ideas Fund” grants and the allied terms and conditions for round three were agreed by the UKSPF Members Panel in November. The wish of the Panel was that the Communities & Place GIF overall size of the funding allocation should be reviewed in relation to the demand from applications. The fund closed on 22 January 2024 with a large over-subscription of requests but officers are now sifting through these as many do not meet the criteria or are undeliverable in the timescale. It is highly probable that no matter how much the £240,000 funded were to be extended to, there will always be an over-subscription. Additional funding into the overall fund can only be achieved if the Borough is confident it can achieve the minimum contractual commitments to outputs for the rest of the Communities & Place theme, the People and Skills Theme and the Business Support Theme. The first sift of applications will be reported to Cabinet verbally. The update will consider some scenarios where the fund could be slightly increased and what activity and changes to profile would need to be reported in to Government. Once the size of the total funding is determined the actual community awards will be determined by the March Cabinet.

Looking beyond the end of the current programme arrangements is also important. Some of the UKSPF funding is almost certainly bound for the Mayoral Combined Authority. The decision about local determination of some of the funding and the precise mechanisms for Boroughs and Districts to receive funding either directly from DHLUC and or indirectly from the Mayoral Combined Authority is yet to be determined. Broxtowe’s best position is to show how well it can deliver the programme and create momentum that leads to economic growth. A third consideration is the major study that the Borough’s UKSPF Business, Skills and Economic Initiatives Manager has prepared called Broxtowe Skills Quest. **(APPENDIX 1)**. This is an evidence based piece of work which sets out the skills needs within the Borough. Skills are a major driver for economic growth and working to increase skills in Broxtowe helps to tackle economic inequality and increase wages and productivity. In addition to the Economic Development Framework and the results of years one and two this has assisted officers in helping to formulate the emphasis for year three and to update the investment plan in respect of local economic needs.

Year 3 Programme Major Themes and Considerations

Beyond the points of efficacy and correlation with needs there are the practical considerations of whether the projects that are selected can deliver well before 31 March 2025. Projects in the appendix have been considered in terms of a defined activity which can be completed by the deadline. The verbal update will provide the most up to date intelligence on these Year 3 projects. The year 2 to year 3 overlap has been shrunk by DHLUC and the department's appetite for a fourth year carry forward is expected to be nil. Thus one year funded staff posts and larger or complex projects carry greater risks. There will need to be a balance struck between delivery through the Council and delivery by other agencies and partners. As with this year, Futures and East Midlands Chamber are contracted to deliver activity projects for those furthest away from the Labour Market and Business Support through programmes.

In terms of internal projects there is a strong rationale to enhance the Borough's Cultural offer especially in terms of the progress made with Arc and also in revitalising the D. H Lawrence cultural and visitor economy offer. The November panel reached some measure of agreement that the UKSPF Business, Skills and Economic Initiatives Manager Post, (seconded from East Midlands Chamber) and should be retained in 2024/ 2025 at a cost of £50,364 (plus travel and subsistence). East Midlands Chamber have also agreed to contribute to this resource for a further year. This will be a separate people and skills project with its own outputs. It will also help to underpin the delivery of the most important recommendations in the Broxtowe Skills Quest Report. The 2.5 day, Shared Prosperity Funding Officer and part of the Economic Intelligence Trainee post will be supported in Year 3 as well as Programme Management and Direction costs. This will come from the 4% shown above. The Economic Development section is also proposing to invest in some of the activities that are recognised as successful interventions in other areas. These include small scale town centre management activities, the visitor economy, inward investment and buyer – supplier sector support. Deference to small capital projects which generate economic activity and on-going revenue are reflected in the scoring.

Looking towards to the externally funded projects, the other strongly supported activities include STEM (Science, Technology, Engineering and Mathematics) promotion, green economic growth and energy efficiency activities as well as sustainable travel and cycle initiatives in the North of the Borough and around the public transport network in Beeston. Additional support for cost of living crisis issues is also within all proposed packages. Whilst Business grants are a very important part of the overall picture there is also a need to develop some more lasting legacy based work around business networks and perhaps a local enterprise agency or business improvement district. Since the inception of Business Links and then Local Enterprise Partnerships (LEP) Growth Hubs – the programme led approaches to business support seems to have reduced the connection between larger firms and the ability to create a lasting self-help –

local enterprise culture as still survives in a handful of areas, local examples include the Erewash Partnership and Chesterfield Champions. All of the above are scored and discussed in **APPENDIX 2**.

4. Key Decision

This report is a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and is a decision made or to be made in connection with the discharge of an Executive function which is likely to:

1. result in the Council incurring revenue or capital expenditure or savings of £250,000 or more; and
2. be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Council's area.

5. Updates from Scrutiny

Not Applicable

6. Financial Implications

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

The Council is anticipating to receive an overall allocation of £2.605m in revenue, capital and capacity funding from the UK Shared Prosperity Fund for the three financial years 2022/23 to 2024/25. The final year UKSPF funding of £1,643,527 is anticipated in 2024/25. This funding includes a 4% maximum allocation for administrative purposes (circa £65,750) with a 20% minimum spend as capital (circa £328,750).

The proposed General Fund revenue budget for 2024/25 includes the revenue element of the anticipated UKSPF at £1,443,500 (being £1.643m grant less £200,000 included in the Capital Programme see below). The planned spend is fully grant funded so the net impact on the Council's budget is nil.

The proposed Capital Programme for 2024/25 includes £200,000 for the UKSPF capital schemes with the actual budget to be determined at a later date (this will be necessary given the 20% minimum capital spend). Any underspending from the 2023/24 Capital Programme will be considered for carry forward by Cabinet in July 2024 and, if approved, these will then be added to the 2024/25 budget.

7. Legal Implications

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

There are no direct legal implications that arise from this report.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Not Applicable.

9. Union Comments

The Union comments were as follows:

Not Applicable

10. Climate Change Implications

The climate change implications are contained within the report.

11. 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.

12. Equality Impact Assessment

As this is a change to policy / a new policy an equality impact assessment is included in **APPENDIX 3** to this report.

13. Background Papers

Nil.

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Broxtowe Borough Council Skills Quest Executive Summary



Contents

| | | |
|----|--|----|
| 1 | Introduction and Purpose of the report | 3 |
| 2 | Methodology | 3 |
| 3 | A snapshot of Broxtowe | 4 |
| 4 | Health in Broxtowe | 4 |
| 5 | Education in Broxtowe | 5 |
| 6 | Jobs and Earnings in Broxtowe | 5 |
| 7 | Unemployment in Broxtowe | 6 |
| 8 | Businesses in Broxtowe | 6 |
| 9 | Findings from the Business Skills Quest survey | 7 |
| 10 | Skills Quest Recommendations | 10 |
| 11 | Business support recommendations & action plan for Broxtowe Borough | 11 |
| 12 | People and Skills Recommendations & action plan for Broxtowe Borough Council | 14 |

1 Introduction and Purpose of the report

- 1.1 Employment and Skills provision in Broxtowe is changing. This is due to international and local funding changes which will impact on providers who are helping people into work and who are providing valuable services to help local employers to recruit local talent.
- 1.2 The aim of this report is to inform the skills activity within the Borough of Broxtowe. It provides a snapshot of current and planned activity and will make recommendations on future projects including informing the refresh of the Economic Development Strategy and contribute to the Council's strategic plan.
- 1.3 The report considers the previous skills activity for residents in the area and their future needs. In addition, the report will consider the skill needs of local businesses and their future requirements. It aims to highlight future opportunities that will emerge due to flagship developments and infrastructure projects secured in the local area like the East Midlands Freeports¹ Institute of Technology² and the Hydrogen³ and STEP fusion academies⁴.

2 Methodology

2.1 This report is informed by discussions with:

- Broxtowe Employment and Skills Partnership
- Local Business via a SurveyMonkey questionnaire
- Business Focus groups
- Intelligence on future commissioning activity
- Financial Management Made Easy (FAME)
- East Midlands Chamber data sources such as the East Midlands Chamber Quarterly Economic Survey⁵, and CRM system information.
- Broxtowe Borough Council records from business rates, previous business grant recipients and the Broxtowe Borough Council Email Me service business newsletter which has a circulation of over 4,300 businesses

57 businesses completed the questionnaire.

1 East Midlands is one of 8 English Freeports. A freeport is a designated area within the UK where organisations can benefit from specific tax, customs and economic levers. 7 of these are linked to ports. East Midlands Freeport is the only inland freeport located across three locations – East Midlands Airport & Gateway Cluster, East Midlands Intermodal Park and Radcliffe on Soar. [Home | East Midlands Freeport \(emfreeport.com\)](#)

2 East Midlands Institute of Technology is one of 21 being created as part of the Governments Skills For Life commitment with funding from the Gatsby Foundation. They aim to provide a regional collaboration assuring future fit workforce for digital and local carbon economies across the East Midlands. [Home | Institutes of Technology](#)

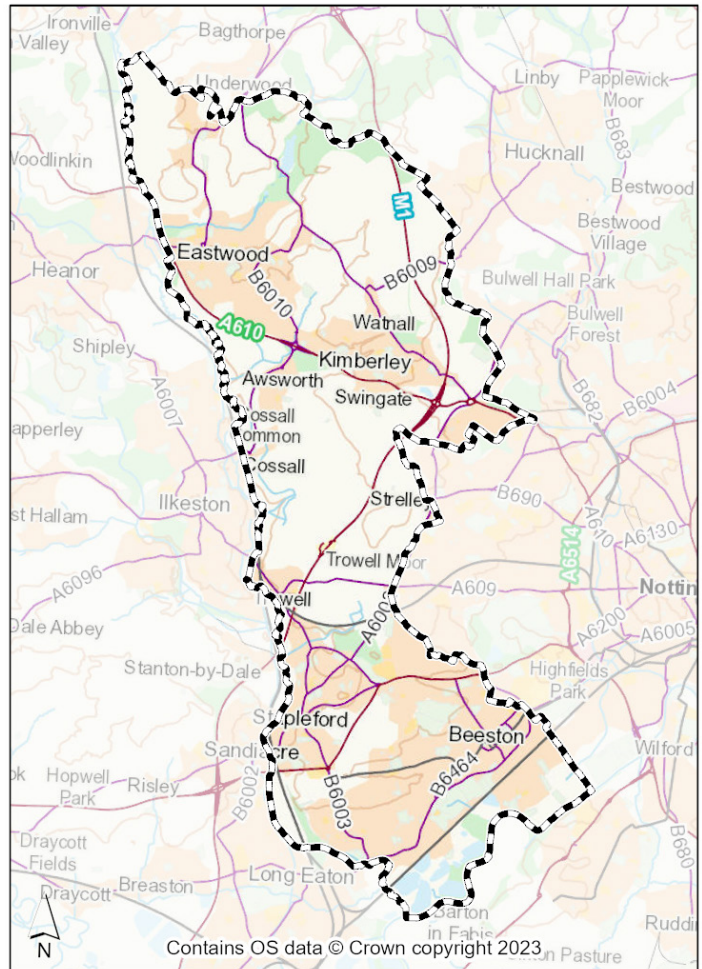
3 East Midlands Hydrogen is the UK's largest inland hydrogen cluster [Former 'Megawatt Valley' to metamorphose into hydrogen heartland with the launch of East Midlands Hydrogen - the UK's largest inland hydrogen cluster | D2N2 \(d2n2lep.org\)](#)

4 West Burton in Bassetlaw is the future home of Spherical Tokamak for Energy Production or STEP fusion. STEP offers the potential to transform and regenerate the area, creating thousands of jobs and supply chain opportunities across a number of sectors, in an area already intimately linked with energy production [First nuclear fusion plant to be built in Nottinghamshire | Construction Enquirer News](#)

5 Quarterly Economic Survey - The QES is your chance to have your say on the issues which are affecting your business. It is the biggest business survey in the East Midlands and the results feed into the National QES. You can find all quarterly survey results here [QES Reports - East Midlands Chamber \(emc-dnl.co.uk\)](#)

3 A snapshot of Broxtowe

- 3.1 The Borough of Broxtowe lies to the west of the City of Nottingham and is bounded by the river Trent on the south and the river Erewash on the west. Broxtowe has four main towns - Beeston, Stapleford, Kimberley, and Eastwood. Each has its own individual character. The needs of the populations in each area differ and each have their own needs in relation to employment and skills.
- 3.2 Broxtowe has a population of 110,900, an increase of 1.3% since the 2011 census. Its population of BAME groups is around 7.3% of the population. Most people in the area drive a car or van to get to work. Transport connectivity is problematic in north Broxtowe.



4 Health in Broxtowe

- 4.1 According to data from the Office of National Statistics, the change in health in Broxtowe overall is positive. Broxtowe's Health Index score⁶ increased in 2021 to 111.5, which is **up 0.9 points** compared with the previous year.
- 4.2 Broxtowe is a relatively healthy place to live with life expectancy at birth for most being slightly higher for males than the England average. Female life expectancy, at birth, is just above the Nottinghamshire average (82.61) but slightly lower than the English average (83.14)⁷.
- 4.3 Broxtowe primary care services are based within the South Nottinghamshire Integrated Care Partnership, and sits within the Nottingham West Primary Care Network and its three neighbourhoods (Beeston, Eastwood / Kimberley, and Stapleford). is coterminous with the Primary Care Network boundary⁸. Broxtowe residents provide 50 hours or more of unpaid care each week, which is comparable with the ICP and England rate. 26.7% of Broxtowe residents have a physical or mental health condition or disability⁹.
- 4.4 Nottinghamshire is the third highest LA for people who are economically inactive. In Broxtowe economic inactivity amongst those aged 16+ has increased but has reduced for residents aged 50-64. 27.6% of residents have a long term physical or mental health issue which are preventing them from working.

6 [How health has changed in your area - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk)

7 Source: [Public Health Outcomes Framework \(PHOF\)](#), OHID Life Expectancy for males in 2013-2017 was 80.6 years and for females was 83.9 years.

8 More detailed data from the Integrated Care System (ICS) South Nottinghamshire Place Based Partnership and the Nottingham West PCN is available here [Document library - Nottinghamshire Insight](#)

9 *Definition:* People who assessed their day-to-day activities as limited by long-term physical or mental health conditions or illnesses are considered disabled. This definition of a disabled person meets the harmonised standard for measuring disability and is in line with the Equality Act (2010)

5 Education in Broxtowe

- 5.1 From 2022 Department for Education statistics, we know that young people in Broxtowe perform well in education. When comparing the key stage 4 results in English and Maths, young people in Broxtowe rank 2nd in Nottinghamshire. 34.2% of residents have a level 4 qualification¹⁰. This is based on 92,539 residents who were over 16 at the time of the census in 2021. 16,079 (17.4%) have no qualifications.
- 5.2 Educational attainment in Broxtowe is generally very good but we know that there are ‘cold spots’ and particular areas where attainment levels are not at the national average. These can be correlated to the most deprived areas of Broxtowe including those with higher rates of child poverty (20.7% of children in Broxtowe are considered to be living in poverty).
- 5.3 According to the 2017 Social Mobility Index¹¹ Broxtowe rated 284 out of 323 local authorities making it one of the cold spots for social mobility of young people. The index most recently published is now called the State of the Nation¹² and the overall measures have changed. LA’s are not ranked in the 2022 edition.
- 5.4 Broxtowe is served by two FE colleges (Nottingham College and Derby College) and two outstanding universities (University of Nottingham and Nottingham Trent University). Broxtowe is well served by a range of education and apprenticeship providers, though there are few education providers actually based in the area. Access to the adult and community learning budget is provided, in the main via Inspire and delivered from within their local library settings.
- 5.5 Broxtowe Borough Council is committed to supporting apprenticeships. This is evident in the Apprenticeship Strategy¹³ Broxtowe Borough Council are also representatives on the D2N2 Public Sector Compact which represents all public sector employers (Anchor Institutes)¹⁴ and encourages the effective use of the apprenticeship levy¹⁵ and increased workforce development activity through a D2N2 wide action plan¹⁶.
- 5.6 Broxtowe has a range of specialist apprenticeship providers based in the local area.
- 5.7 The D2N2 data centre¹⁷ has recently started to collate data on the impact of inflation, pay and cost of living vulnerability in the D2N2 area. This shows that the working age inactivity is 22.1%, 20% of children in the area are in child poverty and that 12.9% of Broxtowe residents are in fuel poverty.

6 Jobs and Earnings in Broxtowe

- 6.1 Job density¹⁸ in Broxtowe has remained consistent. The density figures represent the ratio of total jobs to the population aged 16-64. In 2021, there were 44,000 jobs, which is the same as the total in 2000. Between 2000 and 2021, the highest job density figures were 48,000 in 2017.
- 6.2 Jobs created in Broxtowe in the future are generally within the travel to work area - linking into Mansfield, Nottingham City and over the border into Derbyshire and Derby City.

10 The highest level of qualification is derived from the census question asking people to indicate all qualifications held, or their nearest equivalent. This may include foreign qualifications where they were matched to the closest UK equivalent. * Level 4 qualifications or above: degree (BA, BSc), higher degree (MA, PhD, PGCE), NVQ level 4 to 5, HNC, HND, RSA Higher Diploma, BTEC Higher level, professional qualifications (for example, teaching, nursing, accountancy)

11 The Social Mobility index measures explores how geographical location can affect social mobility for individuals growing up and choosing to live in different areas https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/662744/State_of_the_Nation_2017_-_Social_Mobility_in_Great_Britain.pdf

12 [State of the Nation 2022: A fresh approach to social mobility \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101421/state-of-the-nation-2022-a-fresh-approach-to-social-mobility.pdf)

13 Broxtowe Apprenticeship Strategy [Apprenticeship Strategy 2022-24 \(broxtowe.gov.uk\)](https://www.broxtowe.gov.uk/apprenticeship-strategy-2022-24)

14 [What is an anchor institution? | CLES](https://www.cles.org.uk/what-is-an-anchor-institution/)

15 The Levy is charged at 0.5% of the annual pay bill based on Class 1 National Insurance Contributions via PAYE (Pay As You Earn) alongside tax and National Insurance. In addition, the Government will apply a 10% top-up to the funds for spending on apprenticeship training.

16 [East Midlands Public Sector Compacts - \(empscompact.org.uk\)](https://www.empscompact.org.uk/)

17 Link to the D2N2 data centre [Data Centre | Derby & Nottingham | D2N2 \(d2n2leap.org\)](https://www.d2n2leap.org/)

18 The density figures represent the ratio of total jobs to population aged 16-64. Full data available here [Labour Market Profile - Nomis - Official Census and Labour Market Statistics \(nomisweb.co.uk\)](https://www.nomisweb.co.uk/labour-market-profile)

- 6.3 In terms of earnings by local residents, Broxtowe performs relatively well compared to the rest of Nottinghamshire (including Nottingham City). Data from an annual survey of hours and earnings in 2021 shows increases in earnings for residents in Rushcliffe and Broxtowe. Other places have seen a reduction in residents pay since the 2019 survey of hours and earnings.¹⁹
- 6.4 Broxtowe is strategically places to attract industry from both Nottinghamshire and Derbyshire. A number of key regional projects will provide more employment opportunities for local people including Chetwynd in Toton, East Midlands Airport and the Freeport Site.

7 Unemployment in Broxtowe

- 7.1 Nationally, unemployment is falling. In Broxtowe, the rate of employment has reduced by 1.9% (from 69.7% to 67.8%).
- 7.2 Overall claimants²⁰ in Broxtowe have fallen from 1930 (Jun 22²¹) to 1,855 in June 2023. Of which 1065 are male and 785 are female. The 10 wards in Broxtowe with the highest level of claimants are Eastwood St Marys (160 (144 people)), Beeston North (148 (137)), Chilwell West (148 (153)), Stapleford Southwest (143 (148)), Stapleford North (139 (129)), Beeston Central (132 (122)), Kimberley (127), Stapleford South East (108 (113)), Eastwood Hilltop (103 (123)), Beeston Rylands (97)
- 7.3 In May 2023 there were 7,257 (7,101²²) people claiming universal credit²³ within Broxtowe of which the majority are aged 25 – 49. 934 (950) males and 1879 (1813) females who are claiming universal credit are in work. 2036 (1920) male and 2281 (2240) of female claimants are unemployed. At least 1709 (1542) people are job-searching and 489 (461) preparing for work. This group will need support to find suitable employment.

8 Businesses in Broxtowe

- 8.1 There are around 6,000 businesses operating in Broxtowe. Many are SME's employing less than 249 people. Around 80% of local businesses are micro businesses with less than 9 employees.
- 8.2 Broxtowe Borough Councils business rates records for 23/24 show 2,780 registered businesses. This leaves over 3,000 other local businesses that are small self-employed management consultancies, business advisors who may not have premises or who are exempt from paying business rates.
- 8.3 Broxtowe has less new businesses developing, in 2021 there were on average 3.32 business births per 1000 population. The average in Nottinghamshire is 3.77. We know that the pandemic had a significant effect on hospitality, the visitor economy and retail businesses.
- 8.4 Broxtowe has successfully increased the provision for start-up and small businesses with the imminent construction of new units in Stapleford and similar future plans for Kimberley. Local Business Support has been commissioned with funding from the UKSPF.

19 Raw data available here <https://www.ons.gov.uk/releases/annualsurveyofhoursandearnings2021basedonsoc2020>

20 Claimants refers to those claiming universal credit or / and job seekers allowance

21 **Figures in brackets represent the June 22 claimant figure**

22 This figure represents the previous quarter data

23 Universal credit is a benefit claimed by people in work and unemployed. This group is soon to see the migration over to UC of people claiming tax credits and other legacy benefits

9 Findings from the Business Skills Quest survey

9.1 57 Broxtowe Businesses completed the skills questionnaire. Less than 50% were members of any network or representative organisations.

“Recovering from the effects of the pandemic, trying to combat a change in trading conditions and client spending, in addition to dealing with increased costs & a proposed rent increase... Getting back into normal working after lockdown. Restarting sales networks and reinventing ourselves.....The cost of living crisis & the price of stock/materials going up. As well as the electricity bill being 3x what it was last year”

9.2 Businesses highlighted challenges in the last 12 months, these included:

- **Recruitment and retention of staff** - Recruiting and retaining high quality staff in specialist areas (engineering, architecture, planning, IT). Recruiting staff to help the business grow who have the right skills and qualifications. Retention of volunteers need funding for administration person to chase and do additional marketing for the business;
- **Premises** - Being able to have sufficient storage space, having inadequate premises, delays in planning, requiring repairs and the costs associated with this;
- **Increasing costs and customers spending less** - Energy prices, food prices, cash flow and a reduced customer spending, cash flow during expansion, increasing costs across the board, including import prices, stock, staff, energy;
- **Advice and support** - Legal advice, business advice, advice to grow, energy advice, marketing and social media support, financial advice including cash flow management;
- **Improving sustainability** - Workflow, automation, making processes more streamlined and cost effectiveness.
- **Business funding** - Accessing tenders for larger infrastructure projects in the region, investing for the future, particularly in software, hardware, marketing, and staff;
- **Training and Development** - Recruiting people to courses to learn something new. Encouraging people to access library services. Finding new training & consulting opportunities locally mostly national. Engaging with employers to offer fully funded training and recruitment.
- **Networking with businesses** - Not enough opportunity and very time consuming.

9.3 Most believe that the council could help with better, more timely communication, helping them to regularly network and meet people within the council. Broxtowe Borough Council could also help them with recruitment, providing professional advice and support, financial and other training including social media, offering more energy grants and developing a business network.

9.4 The challenges for the next 12 months remained the same, but businesses were worried about rising costs and fewer customers. They wanted to know more about green growth and sustainability as well as working with future generations by accessing schools. They told us that the council could help them by providing local services to provide the advice.

9.5 When asked more about the support needed, businesses required more information on websites, social media and business support and advice. They also wanted more information about digital skills, automation, information on taking on apprentices and using the apprenticeship levy to upskill staff.

9.6 Further insight from East Midlands Chamber (EMC) and the Federation of Small Businesses (FSB)²⁴ also reported the business challenges highlighted locally - though our respondents did not feel things were improving as quickly as EMC and FSB respondents.

9.7 Local Skills Improvement Plans highlighted work readiness, digital and low carbon as the needs of local businesses and a response is being developed to address these issues for employers.

- 9.8 The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)²⁵ is the lead organisation for the UK's sport and physical activity workforce. CIMSPA has been working with government and organisations such as Sport England to develop a Local Skills Improvement Plan. The plan should be used to inform the development needs of local sport and physical activity businesses.
- 9.9 Businesses told us that Broxtowe Borough Council also had a role in supporting or brokering services for businesses in the local area. They told us the Council could support in the following areas:

Recruitment and Retention of staff

- Help us to recruit more Trustees with business skills
- Better connections with local schools and colleges to help us recruit straight from education

Premises

- Concessions for charities and small businesses on premises costs - negotiable
- Additional affordable space

Increasing costs and customers spending less

- Maybe a cost of living grant that would help towards increasing costs? Or help towards advertising costs. I feel the need to advertise now more than ever, in order to increase my customer base but don't have the budget to do it
- Reduce administrative burden and cost on small employers. H&S and employment laws have become overbearing and very costly. Whereas it is easy to be self-employed, from home with little overhead and paying little tax. This is not beneficial to the country as it makes it very difficult to grow a small quality service provider to local industry and the public

Advice and support

- Offer one to one business support. Improve the town centre and the promotion of Beeston as a place to visit. Marketing & promotion for the area. Better signage for Chilwell Road to direct people this way (full of independent businesses)
- Specialist/long-term business support e.g. marketing
- Training on cash flow and invoicing to enable us to enforce invoicing terms for large businesses

Improving sustainability

- Funding towards learning for automation. Details on how we can become more sustainable

Business Funding

- A grant or investment to help us. I haven't paid myself yet and we are 18 months in. It's going to be make or break for us in the next few months
- Support, growth, development, grants
 - Energy Assessments/Audits - including grants for installation of charging points, solar PV etc.
 - Financial support for investment to help business growth
 - Any grant to help assist us with new website, systems, building extension and staffing. We are looking to grow over the next 12 - 18 months and need all the above which we mean more local staff required
 - Business funding across the whole of Broxtowe or in multiple areas
 - Help to find business and charitable/grant funding

Training and Development

- Financial support for upskilling existing staff
- Training support for CPD (care provider)
- Business finance training. Administration/accounts and social media marketing

Networking with Businesses/Connecting

- It would be lovely to have more of a community within business in Eastwood, supporting each other, promoting each other, setting up local networking groups, funding - high street rents are unrealistic to small self-employed business especially if starting new
- A Beeston networking event ran by the council. grants to help with becoming less energy dependant, someone coming to see us, talk to us
- Link us in with Care Homes or Care provider services
- General support in local events etc.

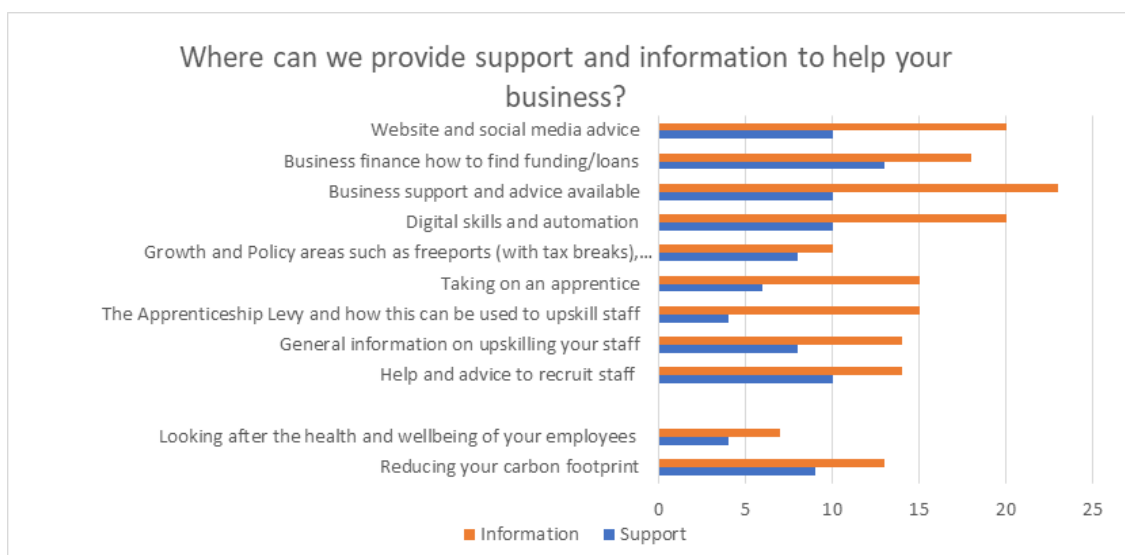
Communication

- Support with marketing, advertising, and social media
- Introduce our services to Chamber members
- Business Events
- Help promote local services and training provider

9.10 In addition, key challenges for business included:

- **Improving sustainability** - Finding clients raising company profile and cash flow Sustaining workflow at a regional level.
- **Business Funding** - Cuts in Health & Social Care Funding, Marketing ourselves due to lack of funds. Finding long term funding so we can plan strategically rather than fire fight, keep investing in marketing, staff, and software to sustain business and grow. Funding to be able to grow the business as we want whilst withstanding raising costs Increasing costs and staffing.
- **Training and Development** - Spend of AEB funding and growing our apprenticeship sector, Encouraging people to attend courses which will support their employability, The lack of trained engineering is concerning. Also the move to T levels is also concerning as this flips from on the job training to more classroom training.
- **Networking with Businesses** making effective partnerships with local businesses, making sure we reach as many businesses across Nottinghamshire as a focus to promote our services, and support a range of employers.
- **Green Growth and Sustainability** - Energy cost and requirements to produce an ESG in order to tender for business in certain sectors. We are a dual business site, while one makes a profit the other is making huge losses and is not sustainable. it also needs huge financial investment to be viable long term due to climate change.
- **Businesses working with schools** - Finding suitably qualified professionals, especially those willing to work with learners in special needs schools where demand is currently strongest.

9.11 We asked businesses about the areas where they needed support and information on a range of topics. This graph shows the responses:



10 Skills Quest Recommendations

10.1 This report highlights a number of key areas which will form an action plan and inform the new Broxtowe Borough Council economic growth strategy.

Recommendations for Economically inactive and disability

Continue to engage with programmes supporting people into work with health problems and other barriers to work.

Continue to use the knowledge within the Employment and Skills Partnership to inform future provision.

Recommendations on FE and HE Skills provision

Review which departments are already working with the university and see where there are gaps that could be filled by graduates.

Explore the impact of changes to local sites e.g. Arthur Mee centre.

Explore the possibility of local pop up colleges based within the community.

Explore the options that can be offered by other local colleges and providers such as those running skills academies. This includes Automotive, Manufacturing, Adult Education Budget, Health, and Social Care training as well as exploring partnerships with local construction / bricklaying academies such as those run by the National House Building federation.

Recommendations on Apprenticeships

A full analysis of available apprenticeships needs to be undertaken and included in the Employment and Skills Partnership action plan.

Work with the D2N2 career hub and D2N2 to create an apprenticeship one stop shop for apprenticeships.

Recommendations for Businesses:

Further analysis needs to be undertaken to understand business births, and survival in the area.

Further exploration of the impact on local jobs and employment and skills in the area needs to be undertaken.

Respond with commissioned services to meet the needs of local business.

Recommendation on Future Jobs

There needs to be a discussion with Raleigh about the benefits of relocating on the free port site or Tomlinson HQ – which would mean they would remain in Notts and provide benefit to Broxtowe Borough Council House building programme.

Continue to engage with future jobs and technologies which can improve the employment opportunities for local people.

11 Business support recommendations & action plan for Broxtowe Borough

| | Activity | Details | Partners |
|---|---|---|--|
| 1 | Local Entrepreneurial scheme | Local scheme for young people wanting to start their own business. Dragons den type activity in schools. Startup advice and support. Business Start Up Grants. | Broxtowe CYP Partnership Prince's Trust Nottingham University EMC - Generation Next |
| 2 | Joint commissioned business support | 1-2-1 Business Support, Workshops, Non-financial support, entrepreneurs to be business ready, adopting new technology, engagement in new markets, knowledge transfer, CO2 reduction schemes and extensive training and webinar programme. | Nottinghamshire County Council, East Midlands Chamber and Broxtowe Borough Council ED Team |
| 3 | Broxtowe Business Collaboration (BBC) or Building Better Broxtowe Businesses (B4) | Overall Branding, slogan / logo for all business activity in the area - events, business support, grants etc. possible mini site on website, linked in page etc and scheduled Email me communications. Develop a schedule of events to coincide with the joint commissioning announcements. Launch event to showcase business support and organisations who can provide support Coordinated business activity in towns. Business Support Pop Up's. | Broxtowe Borough Council ED Team East Midlands Chamber Notts County Council - business advisors Private business coaching organisations |
| 4 | Broxtowe Business Networking Groups (BBN) umbrella | Work with local business networks to strengthen / increase their work in the area. One in each town or one which moves around. Business learning & networking breakfasts - similar to Mansfield and Ashfield 2020 Bolsover Business Network & Erewash | Broxtowe Borough Council - ED Team Beeston Network Stapleford BN, Kimberley BN, Eastwood |
| 5 | FAME Business Database | FAME is a live database that is used in Nottinghamshire County Council along with 4 districts - Gedling, Bassetlaw, Mansfield, and Ashfield. It is live and so includes more information than via the council tax route. Business have consented to being contacted FAME will allow us to keep up to date with new / changes to businesses in the area. Use data to create our own local CRM system. | Nottinghamshire County Council GID team Broxtowe Borough Council ED Apprentice |
| 6 | Skills Quest Broxtowe | Gather regular intelligence on business needs in the area to inform the proposed Nottingham Observatory regular snapshots to businesses. Offer a small incentive to businesses that respond. | Broxtowe Borough Council and East Midlands Chamber |

| | Activity | Details | Partners |
|----|--|--|--|
| 7 | Business Workforce Development / Future Workforce Planning | <p>Ensure that grant funding is available for individuals in work to support increased take up of apprenticeships, skills bootcamps and other learning.</p> <p>Tailored briefings for businesses.</p> <p>Continue to have this in the action plan for Broxtowe ESP.</p> | <p>Broxtowe Borough Council - ED team</p> <p>East Midlands Chamber</p> <p>Broxtowe Employment and Skills Partnership providers</p> |
| 8 | Link to university programmes | <p>Grads for Notts.</p> <p>UoN grad schemes.</p> <p>Graduate placements.</p> <p>Advertise opportunities for other work with each of the universities to help business development.</p> | <p>Nottingham Trent Uni</p> <p>University of Nottingham</p> <p>Nottingham College</p> <p>University of Derby</p> <p>West Notts College</p> |
| 9 | Employers LinkedIn group | <p>Develop a closed business LinkedIn Group to share good practice in Broxtowe. Support businesses to engage locally.</p> | <p>Broxtowe Borough Council</p> |
| 10 | Broxtowe Borough Council (Email Me) Business Newsletter | <p>Thematic Business Correspondence i.e.: Mental Health Awareness week we should promote sites offering free support for employers in this area i.e., Mental Health & Productivity Pilot (mhpp.me)</p> <p>Carers Week 2 June - article from Carers Association about Carers in the workplace.</p> <p>General Business advice - training, funding, support sessions.</p> <p>Local Business Policy - use this communication as a means of ensuring local business know about changing policy such as the Nottinghamshire County Council Inward Investment Strategy and the Broxtowe Economic Growth Strategy.</p> | <p>Broxtowe Borough Council - ED Team</p> |
| 11 | Business Vacancies | <p>Link to proposed employment and skills bulletin to include local vacancies and training opportunities.</p> <p>Encourage employers to attend job centre open days and recruitment fairs Example from Derby Jobs</p> | <p>Local Employers</p> <p>Beeston Job Centre</p> <p>Broxtowe Employment and Skills Partnership</p> |
| 12 | Business Funding | <p>Resubscribe to the Idox website for businesses. Ensure people are aware of D2N2 funding tool, policy and guidance online toolkit and link to Broxtowe Business website. Allows search by sector i.e.: low carbon, digital, manufacturing, visitor economy, education and rural.</p> | <p>Idox and Broxtowe BC</p> <p>D2N2 LEP</p> |

| | Activity | Details | Partners |
|----|---|--|---|
| 13 | Produce a leaflet / publicity for local businesses to tell them more about the Broxtowe offer | <p>Advertise support for business in the residents magazine and produce as a leaflet to locate in venues and send with business rates.</p> <p>Refresh online business support portal on the website.</p> | <p>Broxtowe Borough Council</p> <p>East Midlands Chamber</p> |
| 14 | Apprenticeships | <p>Local events to showcase the benefits of apprenticeships and how they can help an employer.</p> <p>Including looking at transfer of levy and case studies.</p> <p>Explore levy transfer to local SME's.</p> | <p>Broxtowe Borough Council HR dept and ED team</p> <p>D2N2 LEP Apprenticeship providers</p> |
| 15 | Work and Health | <p>Ensure employers are mindful of and engaged in ways to increase productivity of workforce by looking after their health and wellbeing:</p> <p>Development of a series of workshops or webinars promoted to local businesses on a range of subjects including the:</p> <p>Work and health hub - Mental Health and Productivity Pilot, Carers in the workplace, Good Work Charter, People and Skills Summits, Local ICS Health Checks, and schemes like Nottinghamshire Wellbeing in the Workplace.</p> | <p>Broxtowe Borough Council Midlands Engine</p> <p>Nottinghamshire Carers</p> <p>East Midlands Chamber</p> <p>ACAS</p> <p>Integrated Care System - South Notts Place Based Partnership health checks</p> <p>Notts CC - Wellbeing in the workplace</p> |

11.1 In addition to business needs the people and skills priorities will form part of the action plan for the Employment and Skills Partnership to respond to. The landscape has changed significantly, and the opportunity presented with UKSPF means that we can test and fund a local approach to people and skills. The following action plan is informed by the findings of this skills quest.

12 People and Skills Recommendations & action plan for Broxtowe Borough Council

| | Activity | Details | Partners |
|---|---|--|--|
| 1 | Develop a Start in D2N2 portal | <p>Purchase a front page for Broxtowe like Mansfield Start (startprofile.com) This provides a local platform for use by parents, pupils, employers to connect around all things employment and skills. It also includes local data on industries and opportunities in Broxtowe. Launch during apprenticeship week Feb 2024.</p> <p>Publicise via the Broxtowe Matters publication, Local organisations, employment and skills partnership, children and young people's partnership, health partnerships.</p> | <p>Career and Enterprise Company</p> <p>Broxtowe Borough Council Communications team & Economic Development</p> |
| 2 | Employment and Skills Partnership (ESP) continue to spotlight employers | <p>Plan meetings and regular update mailing list.</p> <p>Share information on events, training, and other items to strengthen partnership including all UK SPF activity.</p> <p>Develop a bank of employers to engage and attend the meetings and ensure all new providers in the area attend.</p> <p>Regular update of NOMIS and DWP data and Regularly refresh the action plan.</p> | <p>Broxtowe Borough Council</p> <p>Employment and Skills Providers</p> <p>Local Employers</p> <p>Department of Work and Pensions</p> |
| 3 | Joint commission - Provision for EI and SE residents (E33 - UKSPF) | <p>Delivery of employment support for people who are economically inactive, have barriers to work. Top 10 areas in Broxtowe that have highest universal credit claims.</p> | <p>All districts and Notts CC</p> <p>Futures</p> |
| 4 | Festival of Science and Curiosity (FOSAC) | <p>A Nottinghamshire wide festival is aimed at children, young people, parents, and other residents with an interest in STEM activities. Agreement signed for the first Broxtowe targeted events at the festival in 2024.</p> | <p>FOSAC team Local steering group. Broxtowe ESP Schools, Colleges & niversity Local employers</p> |
| 5 | Broxtowe Bespoke Projects and People and Skills Good Ideas Fund / commissioned projects | <p>Revisit proposals received via the community and place GIF that could support the people and skills agenda.</p> <p>Develop the framework for a people and skills good ideas fund to open in October / November.</p> <p>Close in new year with decisions before Feb for April 23 start.</p> | <p>Broxtowe Borough Council</p> <p>Employment and Skills Providers</p> <p>Broxtowe People and Skills fund</p> |
| 6 | In work support | <p>Develop a project to support people who are in work to maintain their job roles.</p> <p>These would be people new to roles or who have health conditions that may impact on their work.</p> | <p>Broxtowe Borough Council</p> <p>Providers - commissioned via bespoke programmes</p> |

| | Activity | Details | Partners |
|----|--|---|---|
| 7 | DWP Outreach sessions and employer event | <p>Develop a partnership with DWP Beeston and Ripley, Heanor Job Centres. Branding as DWP in partnership with Broxtowe.</p> <p>Encourage more employers to be involved in employer events held at the local job centre.</p> <p>Identify sites for outreach sessions to take place - i.e.: Stapleford, Eastwood(with Derbyshire JCP), Beeston in job centre and middle street resource centre, Kimberley.</p> | <p>DWP Beeston</p> <p>DWP Ripley</p> <p>Broxtowe Borough Council</p> <p>Inspire Libraries</p> |
| 8 | Jobs Fairs –In key locations within Broxtowe | <p>Develop a regular timetable of support for local job fairs. Provide support to these including publicity, venues, contact with employers. Costs can be supported via UKSPF.</p> <p>Support the proposed DWP job fairs in local offices.</p> <p>Skills workshops for people at jobs fairs : CV's interview skills.</p> | <p>Local councillor and MP</p> <p>DWP colleagues</p> <p>Broxtowe ESP providers</p> |
| 9 | What Next in Broxtowe - jobs, apprenticeships, careers fairs – in partnership with the schools | <p>Consider rebranding activity to have a timetable of careers events for all.</p> <p>Develop an annual calendar of jobs fairs and other events taking place in Broxtowe.</p> | <p>D2N2 careers hubs</p> <p>Broxtowe Employment and Skills Partnerships</p> |
| 10 | Publicity and communications | <p>Refresh action plan and develop a plan on a page, regularly showcase members, update website Skills, Employment and Training Organisations : Broxtowe Borough Council</p> <p>Update directory and post on website. Broxtowe Matters resident's magazine, NG magazine.</p> | <p>Broxtowe Borough Council - Economic Growth</p> |
| 11 | Create a Broxtowe Jobs Bulletin | <p>Using the approach similar to Nottingham City and Derby Jobs Weekly to develop an email jobs bulletin for the area. weekly roundup of employment, training and skills activity and a place for local employers to advertise local vacancies.</p> | <p>Broxtowe Borough Council</p> <p>Local Employers</p> <p>DWP</p> |
| 12 | Scope Green Skills type employers in the area | <p>Some data may come from the Skills Quest Business Questionnaire - other sources to inform the Start in Broxtowe portal development.</p> | <p>D2N2 LEP</p> <p>Broxtowe Borough council</p> |
| 13 | Pop up market stalls in Beeston, Kimberley, and Stapleford marketplaces and at other Broxtowe Events | <p>Markets officer has agreed to host any employment and skills providers who wish to attend markets three times a week.</p> <p>Develop guidance and form for prospective employment and skills providers to complete including an online rota managed by ED.</p> | <p>Broxtowe Borough Council - Economic Growth</p> <p>Markets Officer</p> <p>Employment and Skills Partnership</p> |

| | Activity | Details | Partners |
|----|--|---|--|
| 14 | Annual open air job fair in each of the town squares. | Could be part of wider health and wellbeing fair and other local events. Showcase local vacancies - engage with local employers identified via the Skills Quest. | Broxtowe ESP members Broxtowe Borough Council Markets and Events team. |
| 15 | Employment and skills activity linked to food clubs and food banks | Brinsley is part funded by the UKSPF C&P - link employment and skills activity to the this and other local food banks. | Broxtowe cost of living partnership, Broxtowe CAB, local providers |
| 16 | Financial resilience support | Engage with the local events which are planned for the community around cost of living and financial resilience. | Broxtowe CAB, Broxtowe Borough Council Communities and EG |
| 17 | Apprenticeships <ul style="list-style-type: none"> • In house • SME's • Large companies | More information needed and incentives to businesses to take on apprentices. Employment of an ambassador champion that would raise the profile and offer support to businesses to access the apprenticeship levy. Brokerage services for employers. Work with apprenticeship providers working in the area - CT Skills, Webbs Regularly promotion. | Broxtowe Borough Council External provider commissioned via the Broxtowe local projects D2N2 LEP |
| 18 | Traineeships and work experience opportunities | Explore traineeships in the area and produce information to improve the confidence of employers to take on traineeships. Broxtowe work experience in planning being developed for 23 in partnerships with The Royal Town Planning Institute and Pathways CTM | Broxtowe Borough Council – Planning Team |
| 19 | Skills Boot Camps (Green, Digital, new technologies) | Support for employees who wish to join a boot camp that is partly funded by DfE. | Broxtowe Borough Council, Local employers and Local residents |
| 20 | Industry specific Construction | Development of a local construction college in the area - working with Richard McCrae and Brickies. Connect companies with the new offer from the CITB - engage with planned construction job fairs. Explore work placements and apprenticeships in the area. | Local Businesses Local councillors and MP Nottinghamshire County Council |
| 21 | Industry Specific Manufacturing and Engineering | Explore work placements and apprenticeships in the area. Work with local engineering companies to establish needs including meet the buyer type events. | Reckitt and other local employers Local Colleges via the LSIP funding |

| | Activity | Details | Partners |
|----|---|---|---|
| 22 | Industry Specific Health and social care | Commission a programme to work with local health and social care providers (care homes and other social care providers) to deliver local provision. Regular promotion of health and care roles in the local area via the Broxtowe Jobs bulletin. | Nottingham College (dentistry, health and social care, nursing) West Notts College health and Social Care) Care 4 Notts |
| 23 | Industry Specific HGV driving | There is a shortage of HGV drivers and the DfE bootcamp funding for this has now ended. Most places require a 30% contribution by the company. Use of an ILA type scheme could benefit local companies for residents living in Broxtowe eg: HGV Skills Bootcamp - 70% Off Training Courses (hgvc.co.uk) | Broxtowe Borough council - The Depot HGV driving schools Local logistic companies |
| 24 | In Work Progression Underemployed? | DWP project on underemployment - it is recognised that some within the community could work for longer hours to increase overall productivity. Continue to engage with the project. | DWP new officer - Jean Sharpe |
| 25 | Skills for Life guarantee | Regularly Promote Skills for the Life guarantee and the free learning opportunities to residents and local businesses. | Broxtowe Borough Council ED team and Broxtowe ESP |
| 26 | Degree Apprenticeship Scheme | Develop a specific apprenticeship scheme for those with higher level qualifications. | Broxtowe BC HR Broxtowe BC ED team |
| 27 | D2N2 People and Skills Group and HS2 Skills group | Continue to engage with the LEP and EMC to share good practice and update on the strategic plans for Nottinghamshire including new technologies and new employers. | D2N2 LEP EMC |
| 28 | Support for local people who have been made redundant in the area | Continue to support local businesses where job losses will impact on the local community. | DWP with Broxtowe Borough Council and Local Businesses |

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

Telephone 0115 917 7777
Email: ??@broxtowe.gov.uk



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Page 212



APPENDIX 2

Year Three UKSPF Programme

Table One: High Level allocations & Commitments

| Broxtowe allocation – All Themes | Gross Theme budgets (minus 4% costs) |
|----------------------------------|--------------------------------------|
| Communities & Place YR3 | £557,306 |
| Business Support | £698,880 |
| People & Skills | £321,600 |
| Total All themes* | £1,577,786 |

*NB Minimum of 20% must be capital (£315,557), but it can be more

Table Two: Existing Commitments by Theme

| | Existing Contractually Committed | Commitment Explained | Existing Contractually Committed | Commitment Explained | Net Available to be prioritised by February Cabinet (once commitments subtracted) |
|-------------------------|----------------------------------|---|----------------------------------|-------------------------------|---|
| Communities & Place YR3 | £240,000 | Community Grants Good Ideas Fund GIF | n/a | n/a | £317,306 |
| Business Support | £131,000 | Accelerator EM Chamber Bus Support | £200,000 | High St Shops & Energy Grants | £367,880 |
| People & Skills | £150,000 | Futures Nott 'shire wide contract for E33 | £50,750 | Salary & on costs | £120,850 |

Table Three (3A) Proposed YR3 Allocations Communities & Place Revenue Projects and their respective costs requiring Cabinet endorsement

| UKSPF Theme (Capital or Revenue) | Project Proposal | Lead Department | Cost Estimate | Next Steps /Notes |
|----------------------------------|-------------------------------------|------------------------------------|---------------|--|
| Communities & Place Revenue | CAB Financial Resilience Project | Economic Development /Communities | £68,000 | Grant offer Letter in preparation |
| Communities & Place Revenue | Food Bank Support Grant | Communities | £10,000 | Further Development - Coordinator post not viable emergency grant fund instead |
| Communities & Place Revenue | Green Doctor Project Continuation | Revs & Bens / Cost of Living Group | £25,000 | Continuation of Year 2 Project - suggest income substitution or sponsorship as match |
| Communities & Place Revenue | RCAN Community Halls Energy Project | Communities / Cost of Living Group | £5,000 | Review Energy in village halls scalable proposal received |
| Communities & Place Revenue | Cultural Strategy Projects | Communications & Culture | £10,000 | New activity in Eastwood Investment or Film Festival if Festival don't apply for GIF |

| UKSPF Theme (Capital or Revenue) | Project Proposal | Lead Department | Cost Estimate | Next Steps /Notes |
|----------------------------------|---|--|-----------------|--|
| Communities & Place Revenue | Credit Union Support | Head of Revenues, Benefits and Customer Services | £4,000 | Terminal in Foster Avenue or any location |
| Communities & Place Revenue | Ridewise - Eastwood & Beeston | Economic Development | £20,000 | Menu of alternatives offered |
| Communities & Place Revenue | Town Centre Events | Economic Development | £5,000 | Enhancement of Year 2 Project |
| Communities & Place Revenue | Festival of Science and Curiosity (FOSAC) | Economic Development | £8,000 | Continuation of existing project - suggest some match funding is provided to support a bid |
| Sub Total | | | £155,000 | Combination of known costs & high level estimated costs |

Table Three (3B) Proposed YR3 Allocations Communities & Place Capital Projects and their respective costs requiring Cabinet endorsement

| UKSPF Theme (Capital) | Project Proposal | Lead Department | Known Costs Estimate | Next Steps /Notes |
|-----------------------------|--|---|----------------------|--|
| Communities & Place Capital | Kimberley wifi / signal issues | Economic Development | £6,500 | Unknown need results of Environmental Services Waste /Birmingham University study |
| Communities & Place Capital | Re-branding of Craft Workshops, Eastwood | Estates | £10,000 | For Signage & Interpretation - could refurbish workshops themselves for around £30,000 |
| Communities & Place Capital | Removal/Relocation Beeston Town Square Water Feature | Estates | £30,000 | Remove art feature - relocate to park and create better events space |
| Communities & Place Capital | Re-instatement of Brinsley Headstocks | Communications & Culture/ Environmental Services | £25,000 | Possible need to match fund or secure partial reinstatement |
| Communities & Place Capital | Refurbishment of Blue Line Trail & Visitor Feature | Economic Development / Communications & Culture | £75,000 | Repaint trail and have 1 or 2 I-beacon interpretation e-boards for DH Lawrence |
| Communities & Place Capital | Secure bicycle storage unit at Beeston Tram Hub | Estates | £25,000 | Like the cage at Station needs £5K match funding from N City Council because they take all revenue |
| Sub Total | | | £171,500 | |

| | | |
|--|--------------------------------|--|
| Sub Totals | £171,500 + £155,000 | |
| Total Available Communities & Place | £326,500 = | |
| Over / Under programme | <i>£9,194 (over programme)</i> | |

Table Three (3C) Proposed YR3 Allocations: Business Support Revenue & Capital Projects and their respective costs requiring Cabinet endorsement

| UKSPF Theme (Capital) | Project Proposal | Lead Department | Known Costs Estimate | Next Steps /Notes |
|-------------------------------|---|----------------------|----------------------|--|
| Business Support R | Town Centre Retail Business Initiatives | Economic Development | £22,450 | Voucher schemes Totally Locally - Retail Alert Schemes |
| Business Support R | Sector Support & Inward Investment | Economic Development | £25,000 | Food Sector - Visitor Economy and Investment campaign |
| Business Support R | Broxtowe Local Enterprise Agency Start-up | Economic Development | £107,900 | Pump-prime an Enterprise Agency where big companies support smaller including Meet the Buyer |
| Business Support R/C | Roundabouts Advertising - Place makers | Economic Development | £43,000 | Brown Tourist Signs with Pictures |
| Business Support | Extra Enterprise Activities | Economic Development | £15,000 | May be needed to achieve output under performance |
| Sub Total | | | £213,350 | |
| Business Support Capital | Development of a/ 2 micro business units | Estates | £100,000 | Suggested sites came fwd. from Jo Beaumont but Y2 out of time |
| Business Support Capital | Refurbishment of Durban House Phase II | Estates | £50,000 | Could be used to purchase overspill quality temporary building Durban House |
| Sub Total | | | £150,000 | |
| Total Business Support | | | £363,350 | |
| <i>Over / Under programme</i> | | | <i>£4,530</i> | <i>Under Programmed</i> |

Table Three (3D) Proposed YR3 Allocations: Skills & Peoples Revenue & Capital Projects and their respective costs requiring Cabinet endorsement

| UKSPF Theme (Capital) | Project Proposal | Lead Department | Known Cost Estimate | Next Steps /Notes |
|---------------------------------|---|----------------------|---------------------|--|
| People & Skills Support Revenue | Skills Quest Action Plan *See below Table 4 | Economic Development | £103,000 | All activates prioritised with Appendix One |
| People & Skills Support Capital | Skills Quest Action Plan *See below Table 4 | Economic Development | £12,000 | All activates prioritised with Appendix One Small Kill Capital Pilot |
| Sub Total | | | £115,000 | |
| | | | | <i>£5,850 Under Programmed</i> |
| | | | | |

Table Four Broxtowe Skill Quest Priorities Summary Table Activities being funded will support

| *Skills Quest Priority Action List | |
|--|--|
| Training and Capacity Building for small organisations | Broxtowe Employment & Skills Partnership |
| How to bid into grant funds support (Vol Sector Training) | Broxtowe Employment & Skills Partnership |
| Boots site and other employers, restructuring ready for next employment change | Broxtowe Employment & Skills Partnership |
| Links through Skills partnerships to DWP | Broxtowe Employment & Skills Partnership |
| Post-grad schemes / Bursaries for Companies Special development | Broxtowe Employment & Skills Partnership |
| Post 16 & 18, also over-50s - Into work Local support | Broxtowe Employment & Skills Partnership |
| Job rotation scheme – supporting next step development | Broxtowe Employment & Skills Partnership |
| Individual Learning Accounts (if achievable) | Broxtowe Employment & Skills Partnership |
| Coaching and Mentoring in the Workplace | Broxtowe Employment & Skills Partnership |
| Support for people with protected characteristics | Broxtowe Employment & Skills Partnership |

Table Five Use of the other Costs (4% Identified)

| | | |
|--|---------------------------|--|
| Income -£5,000 fwd. for administration from Yr. 1 | -£5,000* | |
| Administrative Elements – Programme Costs | Rounded - Up Costs | Notes |
| Contribution To Rushcliffe | £22,000 | Inc contingency for end of contract |
| Contribution to Salary of Economics Technician for econometric analysis and impact | £17,000 | Combined with STD RDEL funds for full post |
| Programme Management | £5,000 | If agreed (see restructure report) |
| Contribution to Yr1 Apprenticeship | £12,000 | As per previous Business Case |
| Contribution to Overtime | £9,000 | Estimate based on historic |
| Total Funds Required if all above agreed | £65,000 | |
| Total Funds Required after adjustment | £60,000 | |

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APPENDIX 3

EQUALITY IMPACT ASSESSMENT (EIA)

| | | | |
|---|---|--|---|
| Directorate: | Planning and Economic Development | Title of the Lead Officer responsible for EIA | Economic Development and Regeneration Manager |
| Name of the policy or function to be assessed: | UK Shared Prosperity Fund – Year Three Programme | | |
| Title of the Officer undertaking the assessment: | UKSPF Business, Skills and Economic Initiatives Manager | | |
| 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>UK Shared Prosperity funding was allocated to all district and borough councils as part of the government's Levelling Up Programme. The overall aim of the programme is to improve the life of local communities by levelling up investment across areas that are “left behind” and communities who have specific disadvantages in this case in Broxtowe. The function of the Programme and its supporting policies is to distribute £1.6 million as approved into local projects and activities in line with the investment plan submitted by the authority and approved by DLUHC in December 2022. Broxtowe Borough Council officers are requesting that the year three programme spend that is detailed by the appendix document of the report to Cabinet is approved. The function that has been assessed in this Equality Impact Assessment is the division of funding between the three thematic areas and how the principles of equality and diversity and relevant legislation for those groups with protected status have been taken into consideration. The three thematic areas are mandated by Government and are: People and Skills, Business Support and Communities and Place.</p> <p>The overall aim of the programme is to improve the life of local communities by levelling up investment across Broxtowe.</p> | | | |
| <p>2. What outcomes do you want to achieve from the policy or function?</p> <p>People and Skills outcomes:</p> <ul style="list-style-type: none"> • Improve educational outcomes and employment opportunities for all. • Help employers to choose local talent when recruiting • Provide support for those furthest away from the labour market • Action to deliver gaps within the employment and skills landscape in Broxtowe as identified via the Broxtowe Employment and Skills Partnership. <p>Business Support Outcomes:</p> <ul style="list-style-type: none"> • Help business to start, develop and thrive • Help businesses to decarbonise their premises and reduce their carbon footprint | | | |

| | | | |
|--|-----------------------------------|--|---|
| Directorate: | Planning and Economic Development | Title of the Lead Officer responsible for EIA | Economic Development and Regeneration Manager |
| <ul style="list-style-type: none"> • Provide support through Business Support Grants • Action the priorities identified in the Broxtowe Skills Quest • Foster a self-sustaining local enterprise culture including social enterprise support; <p>Communities and Place Outcomes:</p> <ul style="list-style-type: none"> • Support for local projects via a grant scheme • Increased cost of living support activities • Place making and pride issues including celebrating culture and diversity • Work in rural areas of the borough to support village halls • Support local cultural and tourism activity <p>Other activities as outlined in the report.</p> | | | |
| <p>3. Who is intended to benefit from the policy or function?</p> <p>The activities outlined in the report intend to benefit:</p> <p>People and Skills:</p> <ul style="list-style-type: none"> • People who are out of work (health related, skill related or facing barriers into employment) all ages • People who are economically inactive and based in the top 10 priority wards in Broxtowe – all ages • People requiring help with digital support, basic and other skills. • Employers - with advice and support to recruit local talent. <p>Businesses</p> <ul style="list-style-type: none"> • People in the local community who want to start a business • Business (under 3years old) that need help to develop • Sole traders and micro businesses • Business who want to locate or relocate in the local area • Businesses in town centres who need to adapt to survive • Businesses who wish to decarbonise or innovate <p>Communities and Place</p> <ul style="list-style-type: none"> • Local Communities that have not had Levelling Up Funding via Towns Deal and other government initiatives. • Rural Communities • Community members who need advice, support and intervention due to the cost of living crisis • Groups and societies who strengthen the social capital of the area or who provide essential voluntary sector services | | | |
| <p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>The main stakeholders are:</p> <p>People and Skills theme: local communities / residents, voluntary and community organisations, employment and skills providers, Department for Work and Pensions, Broxtowe Employment and Skills Partnership members, Careers and Enterprise Company, training providers and firms who support training</p> | | | |

| | | | |
|--|-----------------------------------|--|---|
| Directorate: | Planning and Economic Development | Title of the Lead Officer responsible for EIA | Economic Development and Regeneration Manager |
| <p>Business theme: local business owners – micro, SMEs, local business networks and clubs, business support agencies (local, regional and nationally), entrepreneurs and local people who want to start a business. High Street businesses and social enterprises -Broxtowe Skills Quest respondents. Communities and Place – local residents, visitors to Broxtowe, voluntary and community sector organisations, local businesses The programme works across all council departments.</p> | | | |
| <p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>The investment plan was based on data relating to Broxtowe and has been updated using relevant and available socio economic data and seeks congruence with the Corporate Plan. Taking a closer look at data sets considered is helpful to consider this theme by theme: The quantitative data for the programme is contained within the original investment plan.</p> <p>People and Skills -</p> <ul style="list-style-type: none"> • Analysis from the ending of ESF funding where gaps in provision have been left for local communities who need support with accessing work • Unemployment figures for the area – contained in full skills quest, detailed the top 10 areas requiring support. (Department for Work and Pensions – Stat Xplore, State of the district and NOMIS data) • Educational attainment data (Department for Education) • Economic Inactivity and Health data (Nottinghamshire County Council Public Health) <p>Business Support</p> <ul style="list-style-type: none"> • 80% of local businesses are micro business with less than 9 employees – majority have 1 or 2. • Business startup, growth and sustainability data (East Midlands Chamber, Federation of Small Business, Department for Business, Energy and Industrial Strategy (BEIS)) <p>Communities and Place</p> <ul style="list-style-type: none"> • Local Voluntary and Community Sector, Broxtowe Culture Strategy, Citizens Advice Bureau – impact of cost of living in Broxtowe. <p>Where possible we have sort to use shift share analysis of those with protected characteristics as a sub set of the data under consideration to understand penetration of service offers to these groups.</p> | | | |
| <p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands? Data and information via the following sources:</p> | | | |

| | | | |
|---|-----------------------------------|--|---|
| Directorate: | Planning and Economic Development | Title of the Lead Officer responsible for EIA | Economic Development and Regeneration Manager |
| <p>People and Skills - Broxtowe Employment and Skills Partnership, D2N2 LEP, DWP and other local providers</p> <p>Business Support – local businesses via Broxtowe Skills Quest and employer engagement activities</p> <p>Communities and Place – via the Broxtowe Costs of Living Support Group, Broxtowe Children and Young People Forum, Broxtowe Health and Learning Disabilities Forum.</p> <p>Corporate Plane and D2N2 LEP reports and publications.</p> | | | |

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

The Broxtowe Skills audit helped us to develop a priority list of business support needs for companies in Broxtowe. The Employment and Skill Partnership strategy and action plan has helped us to identify gaps in local provision. A series of community meetings were held prior to the submission of the investment plan. The consultation has shown us the need to continually engage with groups who represent groups with protected characteristics, especially advocacy groups. Consultation and publicity should be tailored accordingly.

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:

Business Support - Consideration needs to be given to the diversity and size of local businesses operating in Broxtowe. Commissioning the service out allows us to ensure that business operators have access to a pool of advisors with different skills, experiences and from different backgrounds providing support. Contracts have been advertised with an equalities question as part of the scoring. Officers explain the need to act in accordance with best practice and relevant legislation and make suitable adjustments to forms. The Broxtowe web site has won awards for its accessibility and all publicity and communications are channelled using these formats and protocols. This is the same across all three themes.

People and Skills - The commissioned service focusses on activity for people who are Economically Inactive. The protected groups are amongst the most targeted beneficiaries particularly those with multiple disadvantages. This complements other provision which has been commissioned nationally by the Department for work and Pensions and Office for Health

Improvements and Disparities (OHID). A key focus of the service is targeted need and promoting a learning culture to raise the life chances of the protected groups present in Broxtowe.

Communities and Place activity has allocated significant funding and focus on all communities struggling with the cost of living crisis. It is felt that supporting those who are hardest to reach will have most benefit which has brought about community days of action to ensure support is open to all. Persons with disadvantages benefit most from healthy towns and businesses and local service offers. Travel may be an issue and lowering carbon and Nox will also have health benefits. This funding helps to provide events, renovate public spaces and encourage more visitors we expect there to be no adverse impact on any particular group and a number of culturally diverse groups should distinctly benefit.

☐ 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?

No but some aspects of employment support is targeted on specific areas and groups i.e.: young people, people over 50, those who have health problems of who are economically inactive.

☐ Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?

No but some people and skills activity is targeted on the top 10 wards for people who are Economically Inactive. However other provision which is active in the area will provide a tailored service to ensure the needs are met of all groups and communities and the publicity and communications reaches out to groups in different and imaginative ways

☐ Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?

No

☐ Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?

Business Support

We are developing a range of business support services and networks which will benefit all companies in the area. These networks are for sharing good practice and will contribute to equality and good relations between different groups. Communities and Place – The Festival of Science and Curiosity is a good example of an activity that will contribute to equality in Broxtowe provide two weeks of activity for people of all ages and backgrounds. The provision of services to disaffected young people is particularly key and creates the opportunity for young people from different cohorts to socialise and interact with other young people from differing backgrounds

□ **What further evidence is needed to understand the impact on equality?**

None – although we are performing monitoring, evaluation and longitudinal studies to ensure that we can invest continuous improvement into what we do as should the Borough receive funding beyond Year 3.

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?

Age:

Where the resident does not fit the criteria for employment support, ensure that they are signposted to appropriate local support within the local community. Identify gaps and support schemes and projects which meet these gaps.

Disability:

The support offered to businesses takes place in a range of locations which will have access for people with disabilities. Business support is available both face to face and online. The activities that help people into work can help companies / employers to access schemes like Access to Work. This allows them to make reasonable adjustments necessary. The Council's web site is a crucial dissemination tool.

Gender: services are open to all – no specific action needed but women into business is a theme of several supported projects because they are disproportionately underrepresented at leadership levels

Gender Reassignment: services are open to all – no specific action needed

Marriage and Civil Partnership: services are open to all – no specific action needed

Pregnancy and Maternity: services are open to all – no specific action needed – localised services will support young and expectant mothers

Race: We work with a range of community partners to provide choice of services. For example, with Business Support - we are working with a number of providers that have experience of working with companies which are run by people with differing backgrounds. Additional support from specific organisations like B-Global who provide tailored business advice for people from Black Asian, Minority Ethnic Communities will be promoted.

Religion and Belief: services are open to all – no specific action needed

Sexual Orientation: services are open to all – no specific action needed

Care Experience: services are open to all – no specific action needed

Chief Executive:

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 Economic Development and Asset Management

CHETWYND: THE TOTON AND CHILWELL NEIGHBOURHOOD PLAN

1. Purpose of Report

The purpose of this report is to obtain approval for the Chetwynd: The Toton and Chilwell Neighbourhood Plan to be modified as recommended by the Independent Examiner and to proceed to referendum based upon the current Neighbourhood Plan Area.

It is also to confirm that the Council is of the view that, once modified as per the Independent Examiner's recommendations, the Chetwynd: The Toton and Chilwell Neighbourhood Plan will meet the Basic Conditions and other relevant legislative requirements.

2. Recommendation

Cabinet is asked to RESOLVE that:

- 1. the Chetwynd: The Toton and Chilwell Neighbourhood Plan should be modified as proposed by the Independent Examiner.**
- 2. once modified as proposed by the Independent Examiner, it is considered the Neighbourhood Plan will meet the Basic Conditions and other legislative requirements.**
- 3. the Chetwynd: The Toton and Chilwell Neighbourhood Plan should proceed to a referendum, with the extent of the area eligible to vote to be based upon the Chetwynd: The Toton and Chilwell Neighbourhood Area as shown within APPENDIX 1 to this report.**

3. Detail

The Chetwynd: The Toton and Chilwell Neighbourhood Development Plan has been prepared by the Chetwynd: The Toton and Chilwell Neighbourhood Forum over the past six years since the official designation of the Chetwynd: The Toton and Chilwell Neighbourhood Forum in 9 March 2017. (The designation of the Neighbourhood Forum was extended for a further five-year period on 2 March 2022). The Chetwynd: The Toton and Chilwell Neighbourhood Area was designated on 9 March 2017. The Neighbourhood Plan was produced by a Steering Group made up of volunteers from the local community.

The Independent Examiner's Report was received by Broxtowe Borough Council on 17 January 2024. The Independent Examiner states within her Report that, from her examination of Chetwynd: The Toton and Chilwell Neighbourhood Plan and its supporting documentation, including the representations made and the discussion at the Public Hearing, she has concluded that, subject to the policy modifications set out in her report, the Plan meets the Basic Conditions.

The Independent Examiner also concluded that:

- The Plan has been prepared and submitted for examination by a qualifying body – Chetwynd: The Toton and Chilwell Neighbourhood Forum;
- The Plan has been prepared for an area properly designated;
- The Plan specifies the period to which it is to take effect – 2020 - 2040; and,
- The policies relate to the development and use of land for a designated neighbourhood area.

Within the Report, the Independent Examiner recommends that the Plan, once modified, proceeds to referendum on the basis that it has met all the relevant legal requirements.

The Independent Examiner considered whether the referendum area should extend beyond the designated area to which the Plan relates and concluded that it should not.

The recommendation to Cabinet is based upon the Independent Examiner's recommendations, which Officers concur with.

Assuming that the Independent Examiner's recommendations are all accepted, the Neighbourhood Plan would now include 28 policies. These are:

- ENV01 - Local Green Space
- ENV02 - Natural Environment
- ENV03 - Green and Blue Infrastructure Requirements
- INF01 - Road Infrastructure
- INF02 - Active Travel
- INF03 - Public Transport
- INF04 - Parking & Reducing Travel Demand
- HAS01 - Housing Mix
- HAS02 - Green Design & Sustainability
- HAS03 - Broadband Connectivity
- HAS04 - On-Site Construction
- URB01 - Amenity Space & Privacy
- URB02 - Minimising Crime
- URB03 - Street Design
- URB04 - Well Designed Neighbourhoods
- URB05 - Strategic Location for Growth, West of Toton Lane
- URB06 - Infill Development
- LHC01 - Local Centres
- LHC02 - Heritage Assets
- LHC03 - Heritage Trail
- LHC04 - Secondary Education

- LHC05 - Primary Education and Medical Facilities
- LHC06 - New Leisure Centre
- LHC07 - Sports Field and Pavilion
- LHC08 - Provision of Allotments
- EMP01 - Strategic Location for Growth Business Zone
- EMP02 - Chetwynd Barracks Business Zone
- EMP03 - Smart Building Technologies & Modern Methods of Construction

The (Submission) draft of the Neighbourhood Plan and accompanying documents were formally submitted to Broxtowe Borough Council on 24 November 2021.

The Borough Council screened the Neighbourhood Plan and determined that a Strategic Environmental Assessment (SEA) was likely to be required but that an 'appropriate assessment' under the Habitats Regulations (HRA) would not be. Screening opinions were sought from Natural England, Historic England and the Environment Agency. Natural England agreed with the Borough Council that a Strategic Environmental Assessment was likely to be required and so an appropriate Strategic Environmental Assessment was produced in relation to the Neighbourhood Plan. This formed a part of the formal submission to the Borough Council and this document is included as an appendix to this Report.

The Borough Council arranged a period of public consultation (the 'Regulation 16' consultation) between Wednesday 8 June and Friday 5 August 2022. (The consultation period was extended by two weeks). The Borough Council subsequently submitted the Neighbourhood Plan for Independent Examination.

The Independent Examination was undertaken by Jill Kingaby BSc (Econ) MSc MRTPI. The Independent Examiner's Report was received by the Borough Council on 17 January 2024.

The Independent Examiner found that, subject to 43 proposed modifications (including groups of amendments), the Neighbourhood Plan meets the Basic Conditions and other requirements. Further information in relation to the Basic Conditions and the Independent Examiner's recommendations are set out within the Independent Examiner's Report, which is included as **APPENDIX 2**. The Submission Version of the Chetwynd: The Toton and Chilwell Neighbourhood Plan is included as **APPENDIX 3**.

The Independent Examination of the Chetwynd: The Toton and Chilwell Neighbourhood Plan included a public hearing, which was held on 10 November 2022 in the Council Offices of Broxtowe Borough Council. Following this public hearing, extensive modifications were proposed to the Plan and agreed, in principle, by Broxtowe Borough Council and the Neighbourhood Forum. Due to the extent of the proposed amendments, and to ensure that no party would be at a disadvantage, the Borough Council invited further comments on the proposed amendments for a four-week period which ended on 25 August 2023 (although late representations were accepted by the Independent Examiner). Any

individual or organisation that commented during the original Regulation 16 consultation was invited to comment on the proposed amendments. However, the period of this additional targeted consultation was published on the Borough Council's website and the consultation was open for anyone or any organisation to respond to, regardless of whether they had previously made representations.

Two documents were produced to inform the additional targeted consultation. One was a Consultation Document, which set out some of proposed amendments to the Neighbourhood Plan in 'track changes' and also listed the proposed new policies. Some of these had been amended or combined with other policies. This document is included as appendix 4. The other document was an Explanatory Document (included as appendix 5), which set a schedule of the proposed amendments. The Independent Examiner has also referred to these documents within her Report (these form two of the appendices to her Report). The Independent Examiner stressed that she would not necessarily accept the amendments which had been proposed by the Neighbourhood Forum and Borough Council, and that instead she would first review any representations made by other parties to the targeted consultation, before coming to a view as to whether or not to recommend that these proposed amendments should form a part of the formal recommendations for 'proposed modifications' to be set out within her Report.

Due to the location of two large strategic sites – the Toton Strategic Location for Growth and Chetwynd Barracks (which are also allocations within the Borough Council's Part 2 Local Plan), within the Neighbourhood Plan's boundary and also as a result of some of the very complex issues involved, the Independent Examination process has taken a very considerable amount of time and many individuals and organisations have made representations. The representations received by the Borough Council are included on the Borough Council's website, which also provides a 'history' of the process. The link to the Borough Council's website page for the Chetwynd: The Toton and Chilwell Neighbourhood Plan is: <https://www.broxtowe.gov.uk/for-you/planning/planning-policy/neighbourhood-planning/chetwynd-the-toton-and-chilwell-neighbourhood-plan/>.

The next steps (should Cabinet resolve to approve the recommendations) are that the Borough Council will amend the Neighbourhood Plan as per the Independent Examiner's recommendations and then arrange a referendum, co-ordinated by the Elections Team. It should be stressed that it could take a longer period of time than normal to produce the final version of the Neighbourhood Plan, due to the number of proposed modifications and the complexity of the issues involved. For this reason, there may need to be a delay to arranging the referendum and the Neighbourhood Forum's agreement would need to be sought for this in order to ensure compliance with all relevant legislation. Therefore, at this point in time, it is not yet possible to confirm a date for a referendum, should Cabinet resolve to approve the recommendations within this report.

Should the Neighbourhood Plan achieve more than half of votes cast in favour (50%, plus one) at the referendum, then in most cases the Borough Council would be required to adopt the Neighbourhood Plan. Once adopted (or 'made'), it would form part of the Development Plan and would be given full weight in the determination of planning applications and decisions on planning appeals in the Plan Area.

APPENDIX 1 shows a plan showing the extent of the Chetwynd: The Toton and Chilwell Neighbourhood Area.

https://www.broxtowe.gov.uk/media/3056/chetwynd_webmap.pdf

The Independent Examiner's Report is set out in **APPENDIX 2**.

The Submission Version of the Chetwynd: The Toton and Chilwell Neighbourhood Plan is included as **APPENDIX 3**.

<https://www.broxtowe.gov.uk/media/9603/chetwynd-the-toton-and-chilwell-neighbourhood-plan.pdf>

The July 2023 Consultation Document is included as **APPENDIX 4**.

<https://www.broxtowe.gov.uk/media/10750/cttc-np-proposed-amendments-june-2023.pdf>

The Explanatory Document is included as **APPENDIX 5**.

<https://www.broxtowe.gov.uk/media/10756/explanatory-document.pdf>

The Strategic Environmental Assessment is included as **APPENDIX 6**.

<https://www.broxtowe.gov.uk/media/9614/strategic-environmental-assessment-sea-produced-by-aecom-regulation-16.pdf>

APPENDIX 7 sets out the Equality Impact Assessment.

4. Key Decision

This is a Key Decision as it relates to two of the Borough Council's wards: Chilwell West ward and parts of the Toton and Chilwell Meadows ward.

5. Updates from Scrutiny

N/A

6. Financial Implications

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

The Council can claim £20,000 from the Department for Levelling Up, Housing and Communities (DLUHC) when it issues a decision statement detailing its intention to send the Neighbourhood Plan to referendum (as set out under Regulation 18 of the Neighbourhood Planning (General) Regulations 2012 (as amended) rather than when a referendum date has been set. Whilst the Council

will have already invested resources in the preparation of the Chetwynd: The Toton and Chilwell Neighbourhood Plan and the Neighbourhood Plan process, the costs of the Independent Examination should be covered by this funding.

7. Legal Implications

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

The Council needs to determine whether, once amended as recommended by the Independent Examiner, the Neighbourhood Plan meets the 'Basic Conditions', as set out in Paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. In order to meet the Basic Conditions, the Neighbourhood Plan must:

- Have regard to national policies and advice contained in guidance issued by the Secretary of State;
- Contribute to the achievement of sustainable development;
- Be in general conformity with the strategic policies of the development plan for the area;
- Be compatible with and not breach European Union (EU) obligations (under retained EU law); and
- Meet prescribed conditions and comply with prescribed matters.

Regulation 32 of the Neighbourhood Planning (General) Regulations 2012 (as amended) prescribes a further Basic Condition for a Neighbourhood Plan. This requires that the making of the Neighbourhood Development Plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.

In order to comply with Regulation 18A of the Neighbourhood Planning (General) Regulations 2012, as amended by the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017, the Council must make a decision as to whether or not the Plan meets the Basic Conditions and so should or should not proceed to referendum, by the last day of the period of 5 weeks beginning with the day immediately following that on which the Independent Examiner's Report was received by the local authority (which was on 17 January 2024) or by another date agreed in writing with the Neighbourhood Forum.

8. Human Resources Implications

The comments from the Head of Human Resources were as follows:

Not Applicable.

9. Union Comments

Comments from the Union were as follows:

No Comments.

10. Climate Change Implications

The Chetwynd: The Toton and Chilwell Neighbourhood Plan includes local planning policies to promote sustainable development, to protect and enhance blue and green infrastructure and to protect and enhance biodiversity.

11. 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.

12. Equality Impact Assessment

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

13. Background Papers

Nil.

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Intelligent Plans
and examinations

APPENDIX 2

Report on Chetwynd: The Toton and Chilwell Neighbourhood Plan 2020-2040

An Examination undertaken for Broxtowe Borough Council with the support of Chetwynd: The Toton and Chilwell Neighbourhood Forum on the submission version of the Plan.

Independent Examiner: Jill Kingaby BSc (Econ) MSc MRTPI

Date of Report: 17 January 2024

Contents

| | |
|--|----|
| Main Findings - Executive Summary | 4 |
| 1. Introduction and Background | 4 |
| Chetwynd: The Toton and Chilwell Neighbourhood Plan (CTTCNP) 2020-40 | 4 |
| The Independent Examiner | 6 |
| The Scope of the Examination | 6 |
| The Basic Conditions | 7 |
| 2. Approach to the Examination | 7 |
| Planning Policy Context | 7 |
| Submitted Documents | 8 |
| Examination Documents | 8 |
| Site Visit | 9 |
| Written Representations with Public Hearing | 9 |
| Proposed Modifications (PMs) | 10 |
| 3. Procedural Compliance and Human Rights | 10 |
| Qualifying Body and Neighbourhood Plan Area | 10 |
| Plan Period | 11 |
| Neighbourhood Plan Preparation and Consultation | 11 |
| Development and Use of Land | 12 |
| Excluded Development | 12 |
| Human Rights | 12 |
| 4. Compliance with the Basic Conditions | 12 |
| EU Obligations | 12 |
| Main Issues | 13 |
| Examination Stages | 13 |
| Introductory Sections | 16 |
| Section A - Toton and Chilwell Past and Present | 17 |
| Section B - Toton and Chilwell: A Vision for the Future | 17 |
| Section C - Guidelines and Aspirations | 21 |
| Section D - Neighbourhood Plan Policies | 21 |
| Appendices | 31 |
| Other Amendments | 32 |
| Minor Amendments | 32 |
| 5. Conclusions | 32 |
| Summary | 32 |
| The Referendum and its Area | 32 |

| | |
|--|----|
| Overview | 33 |
| Appendix 1: Proposed Modifications (PMs) | 34 |
| Appendix 2: Explanatory Document July 2023 | 41 |
| Appendix 3: CTTCNP Proposed Amendments June 2023 | 41 |

Main Findings - Executive Summary

From my examination of Chetwynd: The Toton and Chilwell Neighbourhood Plan (the Plan/CTTCNP) and its supporting documentation, including the representations made and the discussion at the Public Hearing, I have concluded that subject to the policy modifications set out in this report, the Plan meets the Basic Conditions.

I have also concluded that:

- The Plan has been prepared and submitted for examination by a qualifying body – Chetwynd: The Toton and Chilwell Neighbourhood Forum (the CTTCNF/the Forum);
- The Plan has been prepared for an area properly designated – Toton and Chilwell, as illustrated in Figure 1 of the CTTCNP;
- The Plan specifies the period to which it is to take effect – 2020 - 2040; and
- The policies relate to the development and use of land for a designated neighbourhood area.

I recommend that the Plan, once modified, proceeds to referendum on the basis that it has met all the relevant legal requirements.

I have considered whether the referendum area should extend beyond the designated area to which the Plan relates and have concluded that it should not.

1. Introduction and Background

Chetwynd: The Toton and Chilwell Neighbourhood Plan (CTTCNP) 2020-40

- 1.1 The CTTCNP relates to the Broxtowe Borough wards of (i) Toton and Chilwell Meadows, and (ii) Chilwell West, in the south-west of Nottinghamshire. At the heart of the CTTCNP Area (the NP Area) is Chetwynd Barracks, a Ministry of Defence (MOD) site with residential as well as functional military buildings, and restricted access. The site is due to be vacated by the MOD by 2026. Immediately west, south and north-east of the Barracks are the established suburban areas of Toton and Chilwell. According to the Census, the Plan Area included a population of about 15,500 in 2021. The A52 dual carriageway linking Derby and Nottingham via junction 25 of the M1, forms part of the northern boundary to the Plan Area. It provides access to the Area from Bardill's Island via Stapleford Lane (A6003) and connects to the A6005, which links Nottingham, Beeston and Long Eaton. The A6005 forms part of the southern boundary to the CTTCNP. Toton Lane Tram Park and Ride is located within the NP Area close to Bardill's Island, providing access to Nottingham city centre via the Nottingham Express Transit (NET).

- 1.2 The River Erewash forms part of the south-western boundary to the Plan Area. Immediately west of the River Erewash and outside the NP Area are Toton Railway Sidings which, until 2021, were safeguarded for the development of the High Speed 2 (HS2) East Midlands Hub Station. The southern part of the NP Area beside the Erewash River, and the northern part beyond the tram line and Chilwell residential area, are designated as Green Belt land. When the Broxtowe Part 2 Local Plan was adopted in 2019, land north of Toton was removed from the Green Belt and allocated as part of the Toton Strategic Location for Growth (SLG). The area currently retains its rural character and is described as the Toton and Chilwell Green Fringe in the CTTCNP. The Erewash corridor contains a network of public rights of way for pedestrians and cyclists connecting with residential areas in Toton, and with Long Eaton to the west.
- 1.3 Preparation of a CTTCNP began in Summer 2016 and was prompted by the announcement of the impending sale of Chetwynd Barracks. A leaflet drop publicising the formation of a Neighbourhood Forum took place in August 2016, and a start-up meeting in September 2016 attracted approximately 120 residents. An interim Steering Group of 17 people was formed. By November 2016, 478 people had registered their interest, and 110 attended a meeting, to define the proposed NP Area boundaries. The election of a Steering Group was agreed at the meeting, among other things. Both the Forum and the NP Area were formally designated by Broxtowe Borough Council on 9 March 2017.¹ However, in respect of the NP Area, Broxtowe Borough Council's decision notice revised the NP Area boundary to exclude the safeguarded HS2 land on the western boundary of the Toton and Chilwell Meadows ward. This was agreed by the Forum, and Forum members approved the change to the Area boundaries following a Special General Meeting in June 2017.
- 1.4 The Forum initially produced hard copy newsletters for circulation to local residents but found it difficult to do this regularly for more than 6,000 dwellings. An e-newsletter was then initiated in July 2017, to provide frequent updates and encourage comments, and social media was used to widen publicity. Posters and leaflets delivered to all residents encouraged participation in events, and representations were sought from community groups and organisations, as well as landowners, notably the Defence Infrastructure Organisation (DIO), responsible for the sale of Chetwynd Barracks. A cohort of graduate architecture students at Nottingham University was engaged in research and consultation with the community in 2017, to develop a vision for the NP Area. Early work on the Neighbourhood Plan was also informed by the evidence base for the emerging Part 2 Local Plan, as published in September 2017 and adopted in October 2019.

¹ The Forum has since been re-designated upon the expiry of the initial 5 year period.

The Independent Examiner

- 1.5 When the Plan reached the examination stage, I was appointed as the examiner of the CTTCNP by Broxtowe Borough Council, with the agreement of Chetwynd: The Toton and Chilwell Neighbourhood Forum.
- 1.6 I am a chartered town planner and former government Planning Inspector, with experience examining many neighbourhood plans. I am an independent examiner, and do not have an interest in any of the land that may be affected by the draft Plan.

The Scope of the Examination

- 1.7 As the independent examiner I am required to produce this report and recommend either:
- (a) that the neighbourhood plan is submitted to a referendum without changes; or
 - (b) that modifications are made and that the modified neighbourhood plan is submitted to a referendum; or
 - (c) that the neighbourhood plan does not proceed to a referendum on the basis that it does not meet the necessary legal requirements.
- 1.8 The scope of the examination is set out in Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990 (as amended) ('the 1990 Act'). The examiner must consider:
- Whether the Plan meets the Basic Conditions.
 - Whether the Plan complies with provisions under s.38A and s.38B of the Planning and Compulsory Purchase Act 2004 (as amended) ('the 2004 Act'). These are:
 - it has been prepared and submitted for examination by a qualifying body, for an area that has been properly designated by the local planning authority;
 - it sets out policies in relation to the development and use of land;
 - it specifies the period during which it has effect;
 - it does not include provisions and policies for 'excluded development'; and
 - it is the only neighbourhood plan for the area and does not relate to land outside the designated neighbourhood area.
 - Whether the referendum boundary should be extended beyond the designated area, should the plan proceed to referendum.

- Such matters as prescribed in the Neighbourhood Planning (General) Regulations 2012 (as amended)('the 2012 Regulations').

1.9 I have considered only matters that fall within Paragraph 8(1) of Schedule 4B to the 1990 Act, with one exception. That is the requirement that the Plan is compatible with the Human Rights Convention.

The Basic Conditions

1.10 The 'Basic Conditions' are set out in Paragraph 8(2) of Schedule 4B to the 1990 Act. In order to meet the Basic Conditions, the neighbourhood plan must:

- Have regard to national policies and advice contained in guidance issued by the Secretary of State;
- Contribute to the achievement of sustainable development;
- Be in general conformity with the strategic policies of the development plan for the area;
- Be compatible with and not breach European Union (EU) obligations (under retained EU law)²; and
- Meet prescribed conditions and comply with prescribed matters.

1.11 Regulation 32 of the 2012 Regulations prescribes a further Basic Condition for a neighbourhood plan. This requires that the making of the plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.³

2. Approach to the Examination

Planning Policy Context

2.1 The Development Plan for this part of Broxtowe Borough, not including documents relating to excluded minerals and waste development, is the Part 1 Local Plan: Core Strategy up to 2028 (P1LP) and the Part 2 Local Plan (P2LP) covering the period 2018-28, adopted respectively in September 2014 and October 2019.

2.2 The planning policy for England is set out principally in the National Planning Policy Framework (NPPF). I have examined the Plan in the context of the NPPF published on 5 September 2023 and all references in

² The existing body of environmental regulation is retained in UK law.

³ This revised Basic Condition came into force on 28 December 2018 through the Conservation of Habitats and Species and Planning (Various Amendments) (England and Wales) Regulations 2018.

my report are to that version. In addition, the Planning Practice Guidance (PPG) offers advice on how the NPPF should be implemented. It should be noted that a revised version of the NPPF was published on 19 December 2023 (and updated 20 December 2023). However my fact check (draft) report was dated 18 December 2023 and, therefore, provided prior to the revised version of the NPPF being published. Accordingly, given my examination was at the (very advanced) fact check stage, my assessment does not consider the December 2023 NPPF which reflects the standard practice in these circumstances.

Submitted Documents

- 2.3 I have considered all policy, guidance and other reference documents I consider relevant to the examination, including those submitted which comprise, principally:
- the draft CTCNP 2020-2040, version first published June 2020 & revised in November 2021;
 - Figure 1.1 of the Plan which identifies the area to which the proposed Neighbourhood Development Plan relates;
 - the Consultation Statement, June 2020 & revised in November 2021;
 - the Plan Modifications, April 2020, providing a schedule of the revisions post Regulation 14 prior to the June 2020 Regulation 15 submission;
 - the Supplementary Plan Modifications, October 2021, showing those changes preceding the November 2021 resubmission of the Plan under Regulation 15;
 - the Basic Conditions Statement, June 2020 & revised in November 2021;
 - the Strategic Environmental Assessment (SEA)/Habitats Regulations Assessment (HRA) Screening Report prepared by Broxtowe Borough Council (February 2021);
 - The SEA /HRA Screening Report Final Conclusions prepared by Broxtowe Borough Council, initially dated April 2021, and updated April 2022 following the SEA for the CTCNP prepared by AECOM (September 2021); and
 - all the representations that have been made in accordance with the Regulation 16 consultation.

Examination Documents

- 2.4 During the examination further submissions included, principally:
- the pre Hearing statements/evidence submitted in connection with the Public Hearing held on 10 November 2022;
 - an additional note provided (post Hearing) by the Forum in relation to the proposed Local Green Spaces (November 2022);
 - the draft "schedule of amendments" to the Neighbourhood Plan, produced on 14 March 2023 by Broxtowe Borough Council following discussion with the Forum;

- the additional focused public consultation documents comprising the Explanatory Document (July 2023), the CTTCNP Proposed Amendments (June 2023) showing the Plan with track changes, and the Revised Policies Map;
- the additional representations received on the focused consultation documents; and
- the Forum’s response to the additional representations of 29 September 2023.

2.5 Key procedural documents issued by the examiner in the course of the examination comprise:

- the Initial Procedural Matters and Hearing letter of 6 September 2022 (and Broxtowe Borough Council’s response of 13 September 2022);
- the Procedural letter of 17 October 2022 in relation to the conduct of the Hearing, including Documents 1-4 (Agenda, Explanatory Note, List of Parties Invited and Guidance to Participants);
- the Post Hearing letter of 15 November 2022 and Further Post Hearing letter and Annex of 19 December 2022;
- the Procedural letters of 27 March and 13 July 2023 concerning the additional consultation; and
- the Examination update letter of 5 October 2023.

All the document listed in paragraphs 2.3 – 2.5 above can be viewed on Broxtowe Borough Council’s website⁴: <https://www.broxtowe.gov.uk/for-you/planning/planning-policy/neighbourhood-planning/chetwynd-the-toton-and-chilwell-neighbourhood-plan/>

Site Visit

2.6 I made a site visit to the Neighbourhood Plan Area on 9 November 2022, to familiarise myself with it, and visit relevant sites and areas referenced in the Plan and evidential documents. The site visit was predominantly undertaken on an unaccompanied basis, except at Chetwynd Barracks where MOD security required me to be accompanied. I confirm that there was no discussion with any persons of the issues raised in the CTTCNP at any stage of the site visit.

Written Representations with Public Hearing

2.7 This examination has been dealt with by written representations and by a Public Hearing, undertaken on 10 November 2022. The reasons for convening a Public Hearing were set out in my letters of 6 September and 17 October 2022 to Broxtowe Borough Council, starting with recent major ongoing changes at national and international level which, I considered, might necessitate modifications to the Neighbourhood Plan. These related to the Government’s Integrated Rail Plan (IRP) published in November

⁴ Also see the Neighbourhood Plan page on the Forum’s website: [Chetwynd Neighbourhood Plan Submission | CTTC Forum \(cttcnf.org.uk\)](#)

2021, which stated that the HS2 train would not be routed through Toton, and the unfolding war in Ukraine, which led Broxtowe Borough Council to question whether the disposal of Chetwynd Barracks might be deferred.

Proposed Modifications (PMs)

- 2.8 Where necessary, I have recommended Proposed Modifications to the submitted Plan (**PMs**) in this report in order that it meets the Basic Conditions and other legal requirements. For ease of reference, I have listed these modifications separately in report Appendix 1: Proposed Modifications. The 'amendment reference(s)' referred to in my PMs in Appendix 1 are those set out in report Appendix 2: Explanatory Document (July 2023), specifically in 'Section 4.0 Schedule of Amendments' (pages 5-34). These amendment references are also referred to throughout the assessment in my report (commonly as draft or proposed amendments) and comprise:
- X1 to X14;
 - A1 to A7;
 - B1 to B62;
 - C1;
 - D1 to D53;
 - D-A1 to D-A58;
 - D-B1 to D-B20; and
 - E1 to E4.
- 2.9 In a number of instances the amendment references in Appendix 2 need to be read in conjunction with the revised text as shown in the corresponding amendment references in report Appendix 3: CTTCNP Proposed Amendments (June 2023). Appendix 3 helpfully seeks to illustrate, where it has been feasible to do so, most of the amendments set out in Appendix 2 in the form of draft revisions to the CTTCNP. The CTTCNP will need to be updated again to reflect all the PMs in Appendix 1 should my recommendations be accepted.

3. Procedural Compliance and Human Rights

Qualifying Body and Neighbourhood Plan Area

- 3.1 The CTTCNP has been prepared and submitted for examination by Chetwynd: The Toton and Chilwell Neighbourhood Forum, which is the qualifying body. Both the CTTCNF and NP Area were designated by Broxtowe Borough Council on 9 March 2017. The Forum submitted an application to the Borough Council to re-designate the CTTCNF in October 2021, as the original designation was due to expire in March 2022.⁵ The Forum was redesignated, following a resolution by Broxtowe Borough Council on 2 March 2022.

⁵ As a consequence of Section 61F(8)(a) of the 1990 Act.

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- 3.2 It is the only neighbourhood plan for Chetwynd: The Toton and Chilwell Neighbourhood Plan Area and does not relate to land outside the designated Area.

Plan Period

- 3.3 The Plan specifies clearly the period to which it is to take effect, which is from 2020 to 2040.

Neighbourhood Plan Preparation and Consultation

- 3.4 The Consultation Statement describes the consultation activities undertaken in four stages, beginning in 2016-17, when the Forum was started, the Area boundary defined, a constitution and a Steering Group set up. The next stage in 2017 was to raise awareness and establish credentials, beginning with landowner meetings; the start of a Weekly Digest via an e-newsletter to engage with Forum members and residents; measures to raise awareness of Broxtowe Borough Council's emerging P2LP within the Steering Group and among residents; and engagement with Nottingham University's Architecture Department.
- 3.5 In 2018, community consultations – collating feedback, gathering evidence and drafting policies – took place. An Annual General Meeting (AGM) in January attracted over 300 attendees, and 123 people registered with the Forum. Draft masterplan visions/ideas were displayed at the meeting to encourage engagement. Workshops, an online survey and three fetes (in July and August) followed, to raise awareness and obtain feedback. Meetings with the local Member of Parliament and Broxtowe Borough Council's Chief Executive Officer; consultation at Chetwynd Barracks hosted by the DIO; and consultation regarding the proposed East Midlands Hub Station all took place towards the end of the year. The next stage, in 2019, began with an AGM attended by 250 people. Consultation on a draft Neighbourhood Plan, in accordance with Regulation 14, occurred in July-September covering a 10 week period, eliciting 119 responses from local residents and statutory consultees. Steering Group workshops were held to develop revisions to the initial draft Plan based on the Regulation 14 responses.
- 3.6 A draft version of the CTTCNP was submitted to Broxtowe Borough Council in June 2020. However, Broxtowe Borough Council, identified a need for further work to be undertaken in relation to SEA so the plan at this stage did not progress to Regulation 16 consultation. However, an updated version of the CTTCNP was resubmitted under Regulation 15 in November 2021, to reflect principally the SEA Environmental Report (September 2021). The June 2020 updated November 2021 version of the Plan was subject to Regulation 16 consultation from 8 June to 5 August 2022 (the minimum 6 week consultation period was extended by two weeks). A total of 114 responses were received, including some 25 responses from statutory consultees, local community groups, businesses, landowners and their agents.

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3.7 Following my initial assessment of the submitted documents including the representations, I determined that the examination should include a Public Hearing. The parties invited to attend the Hearing were given the opportunity to submit written representations on the matters specified for discussion. After the Hearing, and following a period of largely unavoidable delay, working together the Forum and Broxtowe Borough Council produced, for my consideration, a schedule of draft proposed amendments to the submitted Neighbourhood Plan to address the issues raised in the Regulation 16 representations, and written and verbal representations made to the Hearing. Those draft proposed amendments were subject to a 4 week public consultation (reflecting the focused nature of the exercise) which ended on 25 August 2023. 8 responses were received. I have taken account of all the information submitted and representations made as part of the Regulation 16 consultation, the Hearing session and the additional focused consultation. I am satisfied that a transparent, fair and inclusive consultation process has been followed for the CTTCNP, that has had regard to advice in the PPG on plan preparation and engagement and is procedurally compliant in accordance with the legal requirements.

Development and Use of Land

3.8 Subject to my comments on Policies INF06, INF08 and LHC04 (see paragraphs 4.41 and 4.54), the Plan sets out policies in relation to the development and use of land in accordance with s.38A of the 2004 Act

Excluded Development

3.9 The Plan does not include provisions and policies for 'excluded development'.⁶

Human Rights

3.10 Broxtowe Borough Council is satisfied that the Plan does not breach Human Rights (within the meaning of the Human Rights Act 1998) and, from my independent assessment, I see no reason to disagree.

4. Compliance with the Basic Conditions

EU Obligations

4.1 The originally submitted Neighbourhood Plan (June 2020 version) was screened for SEA by Broxtowe Borough Council, which found that it was necessary to undertake SEA, for reasons set out in the Screening Report February 2021. Consultation with the statutory consultees elicited responses from Historic England and Natural England, with the latter

⁶ See section 61K of the 1990 Act.

agreeing SEA should be undertaken. The SEA by AECOM, dated September 2021, concluded that the SEA had not identified any potential for significant negative effects that would require closer review or monitoring. However, the Environmental Report recommended modifications to three Plan policies, plus suggested beneficial changes to one further policy (Section D), and also to one guideline (Section C). These revisions were incorporated in the November 2021 updates to the June 2020 version of the CTTCNP, prior to resubmission to Broxtowe Borough Council.

- 4.2 The CTTCNP was further screened for HRA by Broxtowe Borough Council, contained in the February 2021 Screening Report, which concluded that HRA was not required. The NP Area is not in close proximity to a European designated nature site. Natural England agreed with this conclusion, as confirmed in its letter of 8 April 2021. The consolidated findings in relation to SEA and HRA are captured in the SEA/HRA Screening Report Final Conclusions prepared by Broxtowe Borough Council (April 2021), which was updated in April 2022. From my independent assessment of this matter, I have no reason to disagree with the conclusions.

Main Issues

- 4.3 Having considered whether the Plan complies with various procedural and legal requirements, it is now necessary to deal with whether it complies with the remaining Basic Conditions, particularly (i) the regard it pays to national policy and guidance, (ii) the contribution it makes to the achievement of sustainable development and (iii) whether it is in general conformity with strategic development plan policies. I test the Plan against the Basic Conditions by considering specific issues of compliance in the sequence in which they appear in the Plan.

Examination Stages

- 4.4 As outlined briefly above, a number of stages have occurred following the submission of the CTTCNP for examination. The main examination documents referred to in this section of the report are listed in paragraphs 2.3 – 2.5, and can all be viewed via the link provided in paragraph 2.5 (and footnote 4) of this report.
- 4.5 My initial assessment of the Plan, accompanying submission documents and representations led to my view that a Public Hearing was likely to be necessary to address matters raised in certain representations. These included the Government's publication of its Integrated Rail Plan in November 2021, which stated that the HS2 rail system would not be routed through Toton (where a new station hub had been envisaged), and the ongoing review of the draft Toton and Chetwynd Barracks Strategic Masterplan Supplementary Planning Document (SPD).

4.6 Following my further detailed consideration, my letter of 17 October 2022 determined a Public Hearing was necessary. For the purposes of the efficient conduct of the Hearing, I produced 4 documents:

- Document 1: Agenda for the Hearing Session;
- Document 2: Explanatory Note for the Hearing Session, setting the context for the discussions;
- Document 3: List of Parties to be invited to Participate; and
- Document 4: Guidance to Parties Participating in the Hearing Session.

4.7 Written statements in advance of the Public Hearing were submitted by 7 parties which took place on 10 November 2022. Provision was made both for those in attendance to participate and for members of the public to observe at the New Council Chamber, Broxtowe Borough Council, Council Offices, Foster Avenue, Beeston NG9 1AB. I am most grateful to officers at Broxtowe Borough Council for making effective arrangements for the smooth running of the event on the day. I would also like to thank all those who attended and participated (including representatives from the CTTCNP) in such a constructive and respectful manner to enable informed and measured discussion of the main issues.

4.8 Following the Public Hearing, I set out in my Post Hearing Note of 15 November 2022 a number of issues with the submitted Plan where I considered that, should the CTTCNP proceed, modifications would be required in order that the Basic Conditions would be met. In summary, the main issues were:

- The Government's IRP, published in November 2021, cancelled the proposed High Speed 2 railway through Toton. This introduced a degree of uncertainty as to the amount and type of new development which should be planned for in the NP Area.
- Chetwynd Barracks was scheduled for disposal by the Ministry of Defence (MOD) in 2024, but subsequently changed to 2026. Broxtowe Borough Council initially queried whether the ongoing war in Ukraine might encourage the MOD to retain the Barracks and restrict future planned development.
- The P2LP includes Policies 3.1 and 3.2, which state that "A Strategic Masterplan must be prepared" for the Toton Strategic Location for Growth, and for Chetwynd Barracks. A SPD, the Toton and Chetwynd Barracks Strategic Masterplan, was produced by Broxtowe Borough Council, and was awaiting adoption in November 2022. This raised the question as to whether the CTTCNP would be in general conformity with the Local Plan, following adoption of the SPD.
- A number of participants at the Public Hearing argued that the CTTCNP should allow for more flexibility in new development and reduce some of the restrictions and detailed requirements of its

policies, so that essential and sustainable development could take place, and not be unviable. Policy requirements were mixed with supporting text in parts of the Plan. The role of key stakeholders, notably National Highways, with responsibility for road access to the A52, and Nottinghamshire County Council with its role in providing additional school places across the Borough, needed to be better reflected in the planning policies.

4.9 I concluded my Post Hearing Note by advising my intention was to give further guidance to the CTTCNF on the potential necessary modifications to specific policies and sections of the Plan. Accordingly I wrote a further letter on 19 December 2022, accompanied by a more detailed Annex setting out my views on the proposed scope of the potential modifications necessary to the CTTCNP. I confirmed I could not recommend the progress of the submitted CTTCNP towards a referendum at that stage; a number of substantive modifications would be needed to enable the Plan to progress. Regarding the main issues, I set out the following:

- In spite of the IRP decision against the HS2 station at Toton, Policy 3.2 of the P2LP allocates Toton as a Strategic Location for Growth. Most parties at the Hearing envisaged that new development would take place there in future, and that a new local/regional rail station could be provided at Toton. Mixed use development supported by infrastructure improvements could take longer than originally envisaged but should be progressed over the Plan period to 2040.
- Although the date of disposal for Chetwynd Barracks has been postponed to 2026, I am satisfied that the ambition for additional housing, better connection with the surrounding area, and supportive development over the CTTCNP period, in line with Policy 3.1 of the P2LP, should be promoted.
- Policy differences between the CTTCNP and the (then draft) Toton and Chetwynd Barracks Strategic Masterplan SPD should be minimised so that effective planning decision-making can be undertaken by the Borough Council. Given the importance attached to the Strategic Masterplan in Policies 3.1 and 3.2 of the P2LP, alignment between the CTTCNP and Strategic Masterplan is needed to secure general conformity with the P2LP.
- I highlighted the need for further consideration of the concerns of many parties about policies and text in the Plan being over-restrictive, possibly unviable, and out of line with the aims of key stakeholders, including National Highways and Nottinghamshire County Council.

4.10 I suggested, and it was agreed, that the CTTCNF, in conjunction with Broxtowe Borough Council, seek to formulate and agree the draft terms of the specific proposed amendments, drawing in others with a relevant interest (as appropriate), in order that I might consider these as recommended modifications to the CTTCNP. I requested this be

undertaken by 3 February 2023, however due to various (and mainly unavoidable) circumstances, it was not feasible to meet that target date.

- 4.11 In the meantime, the Toton and Chetwynd Barracks Strategic Masterplan SPD was adopted on 7 February 2023. Unlike a Neighbourhood Plan, it does not form part of the development plan for the area but provides further guidance for development of the specific sites which are the subject of Policies 3.1 and 3.2 in Broxtowe Borough Council's P2LP. Whilst the SPD carries less weight than an adopted Neighbourhood Plan will do, as explained in the NPPF's Glossary, the SPD nonetheless represents a material consideration for decision-makers, so I took the view that differences between the CTTCNP and it should be minimised.
- 4.12 In March 2022 Broxtowe Borough Council provided a draft 'schedule of amendments', setting out the proposed revisions to the Plan, as discussed with the CTTCNF. However, in view of the pre-election period for the Borough Council and Parish Council elections, public consultation on the draft amendments proposed was not appropriate to commence at that time.
- 4.13 This provided a further window for the refinement and more detailed updating of the draft proposed amendments, and in June 2023 I was provided with the following:
- i. CTTC Neighbourhood Plan Schedule of Amendments: this illustrated in tabular form the detail of each proposed amendment.
 - ii. CTTC Neighbourhood Plan Proposed Amendments: this showed the CTTCNP in a track changed, updated form, incorporating the majority of the amendments in i. above.
 - iii. CTTCNP Amended Plans and Policies Map.

These documents formed the focused public consultation package. Reflecting this focused nature of the draft proposed amendments, a 4 week public consultation was conducted by Broxtowe Borough Council ending on 25 August 2023, which elicited 8 responses. The CTTCNF and Broxtowe Borough Council subsequently provided me with their written comments on the responses on 29 September 2023.

- 4.14 Whilst this examination has undoubtedly become a more protracted process than initially envisaged, the Hearing session and subsequent detailed work and further public engagement has allowed me to progress the examination to a conclusion, comprehensively informing my assessment and proposed modifications, where appropriate.

Introductory Sections

- 4.15 The first paragraph of the Preface to the CTTCNP includes a reference to the "East Midlands Hub Station" which the Forum proposes to delete through amendment X1, as set out in Appendix 2 to my report. Section 1 Introduction explains how the Neighbourhood Plan fits into the planning system. I expressed concern that the submitted CTTCNP did not refer to

the P2LP and its relevant policies until Page 42 (Paragraphs 9.9 & 9.10), but am satisfied that the updating of paragraphs 1.5 – 1.7 with draft amendments X6, X7, X8 and X9, would accurately describe the status of the CTTCNP, the P2LP policies and the (now adopted) Strategic Masterplan SPD, in accordance with national planning policy. Paragraph 1.9 helpfully describes how the Plan is divided into 3 sections, and 1.11, with draft amendment X14, would inform that background evidence is contained in separate documents. Moving evidence from the CTTCNP to separate documents should strengthen the necessary distinction between policy and supporting information, in my opinion. X10 concerns retail/local centres which I address in paragraph 4.22 below. I support all the other draft amendments to the introductory sections, and therefore recommend in **PM1** that X1-X14 as listed in Appendix 2 are needed to meet the Basic Conditions and provide clarity for readers.

Section A - Toton and Chilwell Past and Present

4.16 Section A dealing with Toton and Chilwell Past and Present begins by providing information about the location, geography and history of the NP Area. It then describes Toton and Chilwell: Today, followed by Key Characteristics of the Environment - Infrastructure/Getting Around; Housing, Sustainability and Urban Design; Leisure, Heritage and Community; Employment and Business. The text is supplemented with maps and photographs which should be helpful for readers and users of the Plan to appreciate the key characteristics of the CTTCNP Area. Appendix 2 includes draft amendments A1-A7 to update information about population (based on results from the 2021 Census), to update information about HS2 and Chetwynd Barracks' disposal, to show the correct Green Belt boundaries within the NP Area, to update photographs and amend cross-references to appendices. I recommend in **PM2** that all these amendments should be made so that the CTTCNP describes the NP Area accurately and provides a sound base for sustainable development. In addition, I propose that a new map/figure should be added to Chapter 2 to inform readers who are not wholly familiar with the area, to show existing features as referenced in the Plan. These should include the A52, A6005, Stapleford Lane, Toton Lane Tram station, River Erewash and Chetwynd Barracks, and give a general picture of the extent of the built-up area. **PM3** should be made to contribute towards the achievement of sustainable development.

Section B - Toton and Chilwell: A Vision for the Future

4.17 Chapter 6 The Changing Face of Our Area, focussed on Toton Strategic Location for Growth and Chetwynd Barracks, requires modification to accurately reflect the current expectations for these two places. The draft amendments B1-B14 seek to update the references to the Toton Strategic Location for Growth and Chetwynd Barracks. B2 would add "up to" ahead of "circa 4,500 new homes over the next 20 years". This was questioned by Homes England/Defence Infrastructure Organisation (HE/DIO), as it could imply a constraint on the number of new homes. However,

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Broxtowe Borough Council advised that there is currently no fixed figure, though one will need to be included in the emerging Greater Nottingham Strategic Plan. Policies 3.1 and 3.2 of the P2LP imply that Chetwynd and the Toton SLG have a combined "capacity" for 4,500 homes. Therefore, as the word "circa" is to be retained, and as the number is not included in any of the Plan's policies, I do not propose to further revise the draft amendment. The East Midlands Development Company(EMDC) welcomed draft amendment B10 but contended that additional information should be given about the historic planning context. The SPD, paragraph 2.11, refers to the existing planning permission for up to 500 new homes on land west of Toton Lane and "the assumption that alternative plans will now come forward". I recognise that the context is evolving, but in the absence of more specific information, I do not consider any further addition to B10 is necessary on this subject. In conclusion, I recommend that B1-B14 should be made to modify the CTTCNP, so that it reflects the current planning context and satisfies the Basic Conditions (**PM4**).

- 4.18 Chapter 7 Consultation Issues and Opportunities provides a brief description of the consultation exercises undertaken for plan preparation, and from paragraph 7.13 onwards, outlines the key issues and opportunities raised during consultation and forming the Plan's core objectives. I consider that the chapter is helpful for plan readers and users and note that amendments B15-B25 have been put forward to the chapter. I recommend all these as modifications, including those which would add data from the 2021 Census and social media contacts, to provide an up-to-date Plan which meets the Basic Conditions (**PM5**). Chapters 8-11 of the CTTCNP, covering Core Objectives, the Vision, Guidelines and Aspirations followed by a Summary, are proposed for amendment, notably by way of B26, B27 & B28. New Chapter 8. Evidence and Analysis would replace the Core Objectives. I consider this to be a better starting point, as the earlier section "Achieving the Vision" was set around four zones one of which was the HS2 Hub Station, now defunct, but also because paragraph 9.6 onwards identified a number of detailed and prescriptive items, without providing background evidence as to how they had been derived and how they would be taken forward. No mention was made of development options and, in my view, some of the descriptive text items could have been misread as strict policy.
- 4.19 Bloor Homes observed that the draft amendments would delete the reference to "Possibly using new land to the north of the tram line as a location for social/affordable housing". It sought its retention in the final version of the Vision Statement in Section 9. As the area of land is currently Green Belt, however, I accept that the CTTCNP should not allocate it for development. I therefore support B26 and B27 to delete the section headed Achieving the Vision, as well as B28 to remove follow-up text in paragraphs 9.7 and 9.8. I recommend that the Plan should be modified through B26-B28 to enable more flexibility and contribute to sustainable development (**PM6**).

- 4.20 Chapter 8, as proposed for amendment in Appendix 2, would begin with a list of the documents and studies which have informed development options for the CTTCNP, beginning with Broxtowe's P2LP. HE/DIO objected to the inclusion of the Strategic Masterplan SPD in the list of "work carried out to inform development options thus far" as proposed in new 8.1, as preparation of the SPD had progressed after preparation of the CTTCNP. I recognise the time difference but consider that there should be some consistency between the SDP and the CTTCNP, for reasons given in paragraph 4.11 above, and I appreciate that the Forum, as well as other stakeholders, have been following progress on the production of the SDP since 2020. I therefore recommend that B29 should be made, but the revised paragraph 8.1 should be modified as in **PM7**.
- 4.21 Additional amendments to this section are proposed in B30-B36, and I note that paragraph 9.14 of the submitted CTTCNP referred to the Kefa Masterplan, as a successor to the earlier Opun report. I see no grounds to delete this factual information from the proposed new paragraph 8.1 but agree with EMDC that the text alongside Figure 9.6 should clarify the status of the Kefa work as 'design evidence' rather than a policy requirement. New paragraph 8.6 (previously 9.14) should be modified accordingly. With **PM7**, proposed amendments B29-B36, new paragraphs 8.1 – 8.8 (previously 9.9 onwards) should be consistent with national planning policy and supportive of sustainable development. I note the support from HE/DIO to draft amendment B37 and agree that new paragraph 8.9 (formerly 9.17) should not insist upon a new north-south route linking the A52 and Swiney Way. Delivery of such a link is not in the Forum's control and there is no funded scheme in place. B37 allows some flexibility, corrects the reference to Swiney Way, and I recommend accordingly (**PM7**).
- 4.22 The proposed paragraph 8.10 (9.18 in the submission Plan) includes draft amendment B38, to change the reference from neighbourhood shopping centre to local centre. HE/DIO objected to this proposed change, referring to the Part 1 Local Plan definitions of District, Local and Neighbourhood centres. HE/DIO proposed that the CTTCNP could make clear that its expectation for the SLG and Chetwynd is not following the definition of Local Centres given in the Local Plan. Clause 6b) of Policy 3.1 of the P2LP expects development to provide a small retail/service centre to meet local need in Chetwynd along the main through route. The P1LP defines Local Centres as those including a range of small shops of a local nature, serving a small catchment. Draft amendment B38 would, in my opinion, make the text of the CTTCNP in general conformity with the Local Plan (Parts 1 and 2), as would X10 to paragraph 1.8 (X10 is recommended in **PM1**). I consider it unnecessary to add a definition of Local Centre to the CTTCNP, and recommend in **PM8** that B38 should be made to modify the CTTCNP (see also my comments on B47 in paragraph 4.24 below). If very substantial retail development proposals were put forward for Chetwynd, these would need to satisfy the sequential test as set out in the NPPF, section 7.

- 4.23 The draft amendment B41 would explain that the Forum was, in the past, keen to see Modern Methods of Construction (MMC) and remains supportive of re-purposing and enhancement of a number of the existing buildings. Although the draft amended text provides no guidance as to the suitability or otherwise of MMC on the Barracks site, the reference may nonetheless assist future developers. I support B41, as well as B42 to delete the prescriptive comment on Building 157. B40, B41 & B42 should be made to contribute to the achievement of sustainable development (**PM9**).
- 4.24 The Vision Statement for the NP Area as proposed to be redrafted seeks to delete references to East Midlands Hub Station. I consider that the proposed revised Chapter 9 gives a clear vision statement and sets out the key principles for future planning which have arisen from the assessment of evidence and consultation with local people. Draft amendment B47 would clarify the ambition to create a new centre “ideally” next to the WWI Memorial Garden in the Barracks and allow more flexibility, which I support. I recommend in **PM10** that the revised Chapter 9 with proposed amendments B43-B47 should be made, to meet the Basic Conditions.
- 4.25 Figures 9.1 – 9.4 illustrate the Vision Statement’s aims for green corridors and green spaces, walking and cycling routes, new road and public transport routes, and a focal point for The Barracks. Stone Planning Services Limited expressed concern that there was no evidential support for the proposed tram route illustrated in Figure 9.3, and inconsistency with Figures 23 and 25 of the SPD. I consider that the figures in the submitted Plan are too specific, and recommend the proposed amendments B48-B50, to add “indicative” to the titles, and to replace the rigid “new green corridors” with less definitive, blurred lines. The Forum proposed amendments to Figures 9.2 and 9.3 to show proposed measures from the Strategic Masterplan SPD, but EMDC raised concerns that Figures 9.2 and 9.3, as proposed for amendment, remained in conflict with Figure 23 of the Strategic Masterplan SPD. It was argued, by EMDC and Nottinghamshire County Council, that introducing two potential alignments for a tram extension at Toton would create uncertainty for communities and developers, especially as one of the routes would pass through land associated with water treatment works and George Spencer Academy. The Forum and Broxtowe Borough Council advised that the illustrations would not form part of the Policies Map and emphasised that they are described as “indicative”. Therefore, whilst the Forum and Council’s proposed approach would meet the Basic Conditions, they have indicated a willingness to modify the Policies Map to delete both potential tram routes. The Forum and Broxtowe Borough Council also considered it unnecessary to add plans or diagrams from the SPD to the CTTCNP.
- 4.26 I recommend that Figures 9.1 – 9.4 should be retained with the draft amendments proposed in B48-B51. In addition, I propose additional text, ahead of Figure 9.1, to confirm that the illustrations are indicative only at this stage. I also propose that Figure 9.3 be modified to clarify that there

are two alternative potential new tram routes, labelled as (a) and (b) on the map. The Policies Map should not include the indicative new green corridors or transport routes as shown in Figures 9.1 – 9.3. **PM11** should be made so that the Plan remains consistent with national planning policy and contributes to sustainable development.

- 4.27 Chapter 8 of the submitted CTTCNP, proposed to be amended to be written as Chapter 10, addresses The Core Objectives, explaining that these flow from the themes identified at the consultation stage and grouped under six subject headings. I consider that the proposed position and structure of the chapter is helpful for readers of the Plan. The Forum has proposed draft amendments to the wording of this chapter, as included in B52-B60 and I recommend in **PM12** these should be made for consistency with wording elsewhere in the Plan and to meet the Basic Conditions. A new chapter 11 Achieving the Vision and Objectives is also shown in the draft amendments to the Plan, to replace part of the earlier Chapter 9. I consider that the chapter as proposed to be amended follows logically from the Core Objectives repeating the six subject headings, described as Core Objective themes. I support the addition of “Employment and Business” to the themes, as the future of the SLG and Chetwynd Barracks will depend upon sound planning for economic growth. Proposed new Table 11.1 Core Objectives and Supporting Policies should inform readers of the link between the Plan’s policies and each of the six Core Objectives (I comment on the merits of each of the Plan’s policies in the following chapters, as set out below). Overall, I recommend that B61 and B62 are made (**PM13**) so that the Plan aligns with good planning practice and meets the Basic Conditions for neighbourhood planning.

Section C - Guidelines and Aspirations

- 4.28 Section C of the submitted CTTCNP headed Guidelines and Aspirations includes Chapters 10 and 11. As discussed at the Hearing, Chapter 10 includes a number of “Aspirations” which read as specific policy proposals. There are numerous references to “masterplans”, which could cause confusion especially as the recently adopted SPD is the Toton and Chetwynd Barracks Strategic Masterplan. The Forum’s draft amendment C1 would delete this section which I support and recommend in **PM14**.

Section D - Neighbourhood Plan Policies

- 4.29 A revised introduction to Chapter 12 is proposed to provide a brief introduction to the Plan’s policies, including draft amendments D1-D5. D3 would explain that Forum aspirations have been included below the justification text for policies, for developers to consider where feasible. I am satisfied that this approach would help to eliminate confusion as to the boundaries between policies and aspirations. The expression of aspirations should assist prospective developers to understand the opinions and wishes of the local community and aim to reflect them in their development proposals. As noted by the Forum in response to comments made by HE/DIO about the inclusion of aspirations, the

adopted Awwsworth Neighbourhood Plan includes aspirations, and I am aware that other NPs outside Nottinghamshire have done the same. In my view, D1-D5 should all be made to contribute to sustainable development and have regard to national planning policy. I recommend accordingly in **PM15**.

- 4.30 Chapter 13 Environment, in the submitted CTTCNP, includes 8 policies to protect and improve the area's green spaces, wildlife and green infrastructure. Policy ENV01 – Local Green Space states that seven named sites "will be designated" as Local Green Spaces (LGSs), at an unspecified future date. Figure 13.1 shows Local Green Space "candidates". The NPPF in paragraph 102 sets out criteria for the designation of LGSs and is clear that they should only be designated when a local or neighbourhood plan is prepared or updated (paragraph 101). They should also be capable of enduring beyond the end of the Plan period. In response to criticism that the submitted CTTCNP was not consistent with the approach in national policy, the Forum have proposed the revision of Policy ENV01, its supporting text and Figure 13.1, as shown in draft amendments DA-1, D-A2, D7 and D8. The Forum provided an assessment of the proposed LGS sites in its paper, The Designation of Local Green Space, dated November 2022. I am satisfied that the sites were all carefully scrutinised and assessed against the criteria in paragraph 102⁷ of the NPPF. D-A1 would modify Policy ENV01 to state that six sites are designated as LGSs, and D8 would show their precise boundaries on revised Figure 13.1.
- 4.31 D-A2 would also modify Policy ENV01 to state that the loss of Chetwynd Barracks Playing Fields would only be considered if an area of equal value both in quality and quantity were offered as a replacement. The Forum and Broxtowe Borough Council stated that the field is very special to the local community, as I can appreciate from my site visit. HE/DIO objected to D-A2, pointing out that Broxtowe's 2016 Playing Pitch Strategy is now out-of-date, and arguing that all three circumstances in paragraph 99 (a) to (c) of the NPPF had not been addressed. However, I am satisfied that D-A2 would result in a policy that would give more flexibility than if it were designated as LGS and be consistent with the NPPF. From my site visit, and from reading the evidence relating to the sites referenced in Policy ENV01, I recommend that Policy ENV01, the justification text and Figure 13.1 are modified in accordance with D-A1, D-A2, D7, D8. However, to address a point raised by HE/DIO, I recommend D10 should be made subject to updating the "Blue cells" in Table 13.1 to reflect the preceding recommended modifications to ENV01 (and the plan shown in D8). These modifications would be achieved through **PM16**.
- 4.32 Policy ENV02 of the submitted CTTCNP seeks contributions from development which would increase the use of existing green space.

⁷ See also paragraph 101 and PPG Reference IDs: 37-005-20140306 to 37-022-20140306.

Broxtowe Borough Council commented that it was ambiguous as to the development it applied to and failed the NPPF paragraph 16(d). The Council also criticised Policy ENV03, regarding the establishment of new blue/green infrastructure in the SLG and two new linear corridors of significant width/area, for its ambiguity and for being too prescriptive. It also argued that Policy ENV08 would not be applicable to all development proposals. EMDC objected to Policies ENV03 and ENV04 alongside Figures 9.1 and 13.2, as they expected developers to provide very wide green corridors which would unduly reduce the amount of developable land. EMDC pointed out that the Strategic Masterplan SPD had established a green infrastructure network for the area with which the CTTCNP policies would conflict.

- 4.33 The Forum's draft amendments put forward a revised set of three policies for the Environment section. Following ENV01 related to the LGSs, revised Policies ENV02 and ENV03 are designed to address the Natural Environment and Green and Blue Infrastructure Requirements. I recognise that the proposed amendments are designed to address the concerns raised over the earlier Policies ENV02-ENV08, including the argument that ENV02 should be applied to "major" rather than all development. I support the measures to make the policy less restrictive. However, HE/DIO objected to the draft revised Policy ENV02 as proposed, on the grounds that it would be unrealistic to expect development of the scale expected at Chetwynd Barracks and the SLG to have no adverse impact on habitats and biodiversity. I appreciate this and consider the draft amendment D-A3 is refined to "no significant adverse impact" rather than "have no adverse impact".
- 4.34 Development proposals could potentially have an impact on habitats and biodiversity either on-site or on neighbouring land, but I see no need for the policy to be more specific about this. Clause 3 of the draft revised Policy ENV02 refers to mature, veteran and ancient trees. I am aware that mature and veteran trees are referred to in the British Standard BS5837:2012, which provides guidelines as to how new development should be designed and built alongside trees and woodland. The Forum has proposed an added reference to "mature" trees in the Glossary, in draft amendments in D-A5, which I support. I note that veteran trees are already described in the Glossary. As long as **PM17** is made, Policy ENV02 and its supporting text, with amendments D-A3, D-A4 & D-A5 and D9, should contribute to the achievement of sustainable development.
- 4.35 HE/DIO objected to the draft revised Policy ENV03, which requires major development "to meet green and blue infrastructure standards" as the Plan does not define those standards. I agree with the wording as proposed by HE/DIO to modify clause 1 of the policy and recommend its inclusion in **PM17** so that the Plan will contribute to the achievement of sustainable development. Regarding HE/DIO objections to the Forum's proposed aspirations for the Erewash Valley Trail and De-culvert Moor Brook, shown in D14 & D15, I am satisfied that these aspirations are distinct from policy requirements. In my view, their inclusion in the Plan

should encourage future discussion between stakeholders, including neighbouring landowners, which could lead to beneficial sustainable development. Draft amendment D12 to the justification following Policy ENV03 would give greater flexibility to developers whilst seeking to maintain green and blue infrastructure. Draft amendments D14 and D15, along with D13 to show the New Green Corridors as indicative, in a blurred fashion and not overly wide, would support a less restrictive approach. I recommend these should all be made to modify the Plan and meet the Basic Conditions (**PM17**).

- 4.36 Chapter 14 Infrastructure/Getting Around begins with a table showing the three relevant core objectives and the policies which stem from them. The submitted CTTCNP included nine policies, which have been reduced to four, in the draft amendments. In the submitted Plan, Policy INF01 required production of an infrastructure masterplan. Broxtowe Borough Council pointed out that it was unclear who would have responsibility for producing such a masterplan. Was it referring to the Toton and Chetwynd Barracks Strategic Masterplan SPD or the Council's Infrastructure Delivery Plan, and if not, could it potentially conflict with them? Policy INF02 required a new north-south primary access road for development within Chetwynd Barracks and the SLG, but as Broxtowe Borough Council observed, it was unclear who would provide it and how it might be funded.
- 4.37 The INF policies in the submitted Plan included a number of references to the East Midlands Hub Station, and the Council queried whether account had been taken of the IRP decision to abandon HS2. Subsequent policies sought the provision of new cycle routes, reduced levels of traffic congestion, parking provision, re-routing of bus services, and more use of measures such as car sharing and car clubs. The Council commented that issues such as highway safety and congestion, and parking schemes, were matters for National Highways and Nottinghamshire County Council rather than the Neighbourhood Plan. I agree with these comments and welcome the draft revised Chapter 14 with its reduced number of policies, as proposed in D16 and recommended in **PM18**.
- 4.38 HE/DIO strongly objected to the revised Policy INF01, put forward in D-A10 and D-A11, principally as proposals would be expected to be in accordance with the SPD. HE/DIO argued that this gives full weight to the SPD which is inappropriate as (in brief) it is supplementary to the P2LP not the CTTCNP; is not based on robust evidence for the infrastructure it proposes; some of the infrastructure is not funded or programmed; the SPD has not been subject to scrutiny or examination; and the SPD is simply a material consideration. Nevertheless, I am satisfied that the SPD complements and details policies in the adopted P2LP's Policies 3.1 and 3.2, and I am content for it to be referred to in Policy INF01. The community has raised concerns in the consultation process for the CTTCNP about the potential impact from increased traffic from major development in the area, as mentioned in the justification section and proposed to be amended as in D17. It is appropriate for the policy to

support new access roads in new development which also benefit the local community, and do not encourage significant new through traffic or exacerbate existing problems, in my opinion. I recommend in **PM19** that D-A10, D-A11 and D17 are made and Policy INF01 retained accordingly.

- 4.39 Proposed Policy INF02 – Active Travel would replace the former policies INF03 and INF04, by way of draft amendments D-A12, D-A13, D-A14 and D18. I consider it unnecessary to provide more detailed information about separate cycle lanes, and I support the proposed amendments in **PM20**. I recommend these should be made to ensure the policies are not too restrictive, and to secure sustainable development. In addition, Figure 14.2 should be modified to confirm that the proposed new walking and cycling routes are indicative, as in D19 (**PM20**).
- 4.40 Proposed new Policy INF03 – Public Transport and revised justification text are designed to support public transport and active travel. When Chetwynd Barracks is opened up and new housing development undertaken, I appreciate that there is likely to be a need for additional and diverted services. Policy INF07 in the submitted CTTCNP was too prescriptive and did not fully recognise the role of Broxtowe Borough Council, Nottinghamshire County Council and bus operators adequately, in my view. New Policy INF03 is founded on proposed amendments D-A15, D-A16, D-A17. An amended Figure 14.1 as in D21 would be added to show potential tramway extensions as dotted lines or arrows, and D20 would provide new justification text with references to an extension to the NET service as well as buses. I recommend in **PM21** that all these modifications should be made so that the Plan contributes to sustainable development and meets the Basic Conditions.
- 4.41 Policies INF06 and INF08 in the submitted CTTCNP set out policies for parking provision and control, which arguably go beyond planning matters. The Forum proposed a new Policy INF04 – Parking & Reducing Travel Demand in D22, focussed on major development, which helpfully refers to parking arrangements for cars and cycles. D22 would also support appropriate technological solutions to reduce private car use, in place of the previous INF09. I am satisfied that the reference to “demand management measures” is acceptable and should be established in precise detail through discussion with the Council when major development is put forward. I recommend in **PM22** that Policy INF04, with D-A18, D-A19, and D22, should be made to support sustainable development.
- 4.42 Housing and Sustainability is addressed in Chapter 15 beginning with a summary of the seven relevant policies. Draft amendments to these policies have been put forward to reduce the number of policies to four, and I support the proposed amendment D23, to ensure that the summary reflects the policies as re-written (**PM23**). Policy HAS01 in the submitted Plan sets out detailed requirements for the provision of affordable housing in developments of 10 or more homes and includes a description of the present proportions of owner occupied, affordable rent and market rented homes. Policy HAS02 seeks to control the size of new dwellings, to meet

the future needs of residents. Draft amendments D-A20 and D-A21 would combine and simplify these policies, making clear that major development should provide at least 30% affordable homes and offer appropriately sized housing especially for first time buyers and “last time” buyers. Draft amendment D24 would give justification text with reference to the P2LP policies, and recent data on house sizes and tenure mix from the 2021 Census. I recommend in **PM23** all three amendments should be made to modify the policies and justification, to achieve clarity for readers and general conformity with Broxtowe’s strategic policy for housing.

- 4.43 Policy HAS03 in the submitted CTTCNP aims to secure high energy efficiency in new development. I support the draft amendment D-A22, so that compliance with green design standards will be “supported” rather than required. HE/DIO objected to the draft amended policy, arguing that it would replicate building regulations and the NPPF paragraph 154 b). The draft amendments would delete Policy HAS05 which seeks low carbon energy capture, storage and distribution facilities with “large new developments”, and Policy HAS06 requiring water efficient development in compliance with Building Regulations. In my view, these policies could be too restrictive, stray from planning into matters of building regulations, and I support their deletion. However, I consider that it would be helpful to alert developers broadly to the desirability of building energy efficient and sustainable homes, and recommend in **PM24** that D-A22, to create new Policy HAS02, as well as draft amendment D25 to modify the justification text, should be made to secure sustainable development. In addition, I recommend Forum Aspiration: 3 Energy Positive Community, which is proposed under D26 (**PM24**).
- 4.44 HE/DIO objected to Policy HAS04 in the submitted CTTCNP, as they considered it an unreasonable requirement for developers. The draft amendments would replace the policy with a new HAS03, by way of D-A23, which, in my opinion, is less detailed and should not be unduly onerous for major development. The modified justification proposed in D27 would quote paragraph 114 of the current NPPF, which states that planning policies should support the expansion of electronic communications. I recommend D-A23 and D27 in **PM25** so that the new Policy HAS03 meets the Basic Conditions.
- 4.45 Policy HAS07 in the submitted CTTCNP stated that developers should demonstrate how they intended to minimise construction times by the use of MMC. Given the fact that site development times may be affected by a range of factors, I consider that the policy requires modification. A new Policy HAS04, secured by D-A24 and D28, would result in a more flexible policy, make clear that it applied to major development, and seek the use of MMC “where appropriate”. I recommend these modifications as in **PM26** to secure sustainable development.
- 4.46 The NPPF, section 12, Achieving well-designed places, states that the creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should

achieve. Plans should, at the most appropriate level, set out a clear design vision and expectations. As the NP Area includes part of the SLG and Chetwynd Barracks, where major development is expected in coming years, I consider that it is important for the Plan to include Chapter 16. Urban Design, to have regard to national policy. The four key objectives at the beginning of this chapter – to build on current suburban character, to introduce smart design principles in new garden village areas, to have a mix of commercial and residential development in the SLG and reflect existing architecture and design in infill developments – provide a good starting-point for good urban design. Draft amendment D30 to Page 74 of the submitted CTTCNP would update the table showing core objectives and supporting policies URB01-06, by deleting the reference to the Toton Innovation Campus, and inserting the titles of the policies. I recommend in **PM27** that Page 74 is modified as proposed in D30.

- 4.47 The draft amendment D-A25 would address the concerns of Broxtowe Borough Council that some of the justification text to Policy URB01 reads as policy. Also, it should be recognised that balconies could cause overlooking of neighbours. Even if the topography of Chetwynd Barracks is sloping, so that overlooking will be difficult to avoid on some sites, I consider that close attention to the layout and height of buildings and surrounding space should be encouraged, so that privacy for all future occupiers is attained. Policy URB01, with draft amendments D-A25 and D-A26 in place, would provide a clear policy for 1. Private amenity space, and 2. Privacy, and amendment D31 includes justification text only. I recommend in **PM28** that D-A25, D-A26 and D31 are made to modify Policy URB01 and contribute to good design, consistent with national planning policy.
- 4.48 Policy URB02 is proposed for draft amendment by way of D-A27 and D-A28. The revised policy, Minimising Crime, would give better information for developers as to how development should be designed, and would add text which was earlier included, incorrectly in my view, as “justification”. I recommend in **PM29** that Policy URB02 should be modified, as in D-A27, D-A28 and D32, to meet the Basic Conditions. Policy URB03 has also been proposed for amendment, and I support the revised policy, with its clear reference to “major development” and incorporation of policy requirements for parking. Although the revised policy does not set out what level of cycle parking provision would be sought, the justification, as proposed for draft amendment by D33, refers to Nottinghamshire Highways’ 6Cs Design Guide, Manual for Streets and the NPPF as sources of relevant guidance. I recommend Policy URB03 should be modified as set out in D-A29, D-A30 and D33, to contribute to the achievement of sustainable development (**PM29**).
- 4.49 The proposed draft amendments to Policy URB04, namely D-A31 to D-A35, should all be made, in my opinion, to give a more purposeful policy which sets out the key elements for well-designed neighbourhoods. Paragraphs 128-129 of the NPPF describe the role of design guides and codes and indicate that they can be prepared by a range of organisations.

Even if there is currently no district-wide Design Code, and design codes for more local areas are not complete, I am satisfied that the mention of local design codes in clause 1 should be retained, especially as it follows the reference to Building for a Healthy Life in clause 1 of Policy URB04. Clause 5 of the draft revised policy includes a useful list of criteria originally written in section C (Guidelines and Aspirations) of the submitted CTTCNP, and I support its transference to this policy. With D34 in place, I consider that the justification would provide a useful comment on development within the Barracks, which would fit with the site's history, landscape and topography. Therefore, I recommend in **PM30** that Policy URB04 should be modified as in D-A31 to D-A35 and D34, so that there is consistency with national policy and for the achievement of sustainable development.

- 4.50 Policy URB05, Strategic Location for Growth, west of Toton Lane is proposed for draft amendment by way of D-A36 to D-A39. The Forum explained that this is designed to give a 4 part policy which is consistent with the Toton and Chetwynd Barracks Strategic Masterplan SPD. I consider that the draft revised policy gives clearer direction as to what should be achieved at the SLG within the Neighbourhood Plan Area than the earlier policy in the submitted CTTCNP. However, the first two draft clauses include reference to a "masterplan" which, as discussed at the Hearing, could be misleading for readers and users of the Plan. Clause 1 of the revised policy, in my view, replicates P2LP Policy 3.2 A. vii). Clause 2 seeks "preparation of a masterplan" which seems to overlook the fact that Broxtowe Borough Council has already prepared the Strategic Masterplan SPD. For clarity and to secure general conformity with strategic policy in the Local Plan, I recommend that **PM31** is made. This will modify Policy URB05 (and the supporting justification through D35). It includes additional words in clause 3 of the policy to read "where practical and feasible", so that the policy will not prevent sustainable development.
- 4.51 Policy URB06 addresses infill development. Proposed draft amendments D-A40 and D36 seek to modify the wording of the policy and text, notably removing the requirement that "developers should demonstrate ...". I recommend the proposed amendments (**PM32**), which should contribute to the achievement of sustainable development.
- 4.52 Chapter 17 Leisure, Heritage and Community begins with Policy LHC01 – Local Centres. Proposed draft amendments to the CTTCNP are designed to combine Policy EMP05 with LHC01, which I support to avoid repetition. I also support the references to "local centre", which makes the policy in general conformity with the P2LP and shall not propose a different definition for reasons given in paragraph 4.22 above. HE/DIO, with interest in the future of Chetwynd Barracks, argued that the local centre should include a range of "main town centre uses", including those in Class E and Class C3. I consider that a reference to "main town centre uses" would conflict with the aim of creating a local centre for the local community. Class E relates to commercial, business and service uses,

which could be permitted by “employment”, mentioned in Policy LHC01, clause 2. Class C3 covers dwelling houses, and “residential dwellings” are mentioned in clause 2. Therefore, I consider it unnecessary to recommend modifying Policy LHC01 as suggested by HE/DIO regarding acceptable uses in the local centres. I also support the reference in 2.E to refer to the Grade II listed Memorial, to give a useful reminder of its presence to future developers. I conclude that Policy LHC01, with amendments D-A41, D-A42 and D-A43, should enable appropriate new centres to be established in Chetwynd Barracks and the SLG, to serve the new communities (see also paragraph 4.59 below). Draft amendments D38 and D39 would separate the justification text from the Forum Aspiration for a new multi-purpose community centre on the Barracks, to include a medical centre, library etc. I therefore recommend in **PM33** all the above proposed amendments to meet the Basic Conditions.

- 4.53 Policy LHC02 – Heritage Assets is proposed for draft amendment by D-A44, D-A45 and D-A46. HE/DIO pointed out that Chetwynd Barracks includes only one listed structure (the Memorial), is not a conservation area and currently has no locally listed buildings. I agree that the policy to “preserve or enhance” could be overly restrictive, although I recognise that the Barracks which have had restricted access for many years, have a special environment based on their military history, which merits some protection. I recommend **PM34** to remove the term “preserve or enhance” but retain the aim to conserve heritage value, for consistency with national planning policy. Also, in **PM34**, I recommend that the list of non-designated heritage assets be removed from clause 2 of the policy and included in the justification text. The justification should further be modified as put forward in D41, to provide more evidential information about local heritage assets, and I support a new aspiration box, as proposed in D42 (**PM34**).
- 4.54 I recommend the proposed draft amendments to Policy LHC03 and its justification, to indicate that the creation of a heritage trail would be linked to new development of the area (D-A47), and to remove the reference to Appendix 2 (D43). Draft amendment D-A48 to Policy LHC04 would remove commentary on the future of George Spencer Academy and its possible relocation. I recommend this amendment, and the acknowledgement (in draft amendment D44) that additional school provision is a matter for the local education authority, and not the CTTCNP. The modified justification would helpfully add a reference to the P2LP’s Policy 3.2, with information on school numbers and the challenges faced by proximity to the A52 and potential new railway station. I recommend D-A48 and D44 should be made to have regard to national policy and secure general conformity with the P2LP. Policy LHC05 should alert those promoting major development in the area of the likely future needs for additional primary school provision and medical facilities. I further recommend draft amendment D-A49, to indicate that more than one new primary school is likely to be needed, and to be in general conformity with Policies 3.1 and 3.2 of the P2LP. Justification, as

proposed to be amended by D45, would explain the needs more fully, and should be made. These recommendations are all included in **PM35**.

- 4.55 Policy LHC06 supports development of a new leisure centre in the SLG. Sport England queried the policy's evidence base and referred to work on the replacement of Bramcote leisure centre. D-A50 proposes amendment to the policy to state that a new leisure centre "will be supported", rather than "should be built", and I agree that this will give a more flexible policy. It will also be in general conformity with Policy 3.2D of the P2LP, which would be referenced in the draft amendment, D45 (see **PM35** above), to the policy justification. I recommend that D-A50 should be made to modify the CTTCNP (**PM36**). Policy LHC07 – Sports Field and Pavilion, and its justification which refers to the Council's Playing Pitch Strategy is opposed by HE/DIO who commented that there is no up-to-date assessment of the need for playing pitches in Broxtowe Borough. Nevertheless, the justification to the policy, with draft amendment D47, would refer to Policy 25 of the P2LP which identifies a deficiency in accessible and secured floodlit football pitches. I consider that Policy LHC07 is in general conformity with the P2LP and should be retained. I recommend in **PM36** that D47 should be made to modify the justification and to inform that there are currently two FA registered full size artificial grass pitches in the Borough, to provide the most up-to-date data.
- 4.56 Policy LHC08 – Provision of Allotments is the response to community consultation which demonstrated a need for more allotments. Draft amendments D-A51 and D-A52 should be made, in my view, to confirm that provision of allotments and communal gardens will be supported. The justification should also be amended as in D48 to provide current supportive background evidence. I therefore recommend in **PM37** that D-A51, D-A52 and D48 should be made to contribute to sustainable development.
- 4.57 Employment and Business are covered in Chapter 18 of the CTTCNP, to reflect the overall objective that new mixed business zones should be designed to encourage people to work and live 'on site'. Bloor Homes pointed out that the Strategic Masterplan SPD describes Toton East and Toton South as being primarily residential. I consider that this could be mentioned in the justification to Policy EMP01, to avoid conflict between the CTTCNP and the SPD, even though mixed use developments can lead to sustainable lifestyles and should be encouraged. **PM38** should be made to add a cross reference to the SPD and contribute to sustainable development. I also recommend in **PM38** proposed amendments D-A53, D-A54, D50 and D51. With PM7, I am satisfied that Policy EMP01 – Strategic Location for Growth will be in general conformity with Policy 3.2, clause A iii) of the P2LP.
- 4.58 Policies EMP02 and EMP03 in the submitted CTTCNP would be merged into a new EMP02 – Chetwynd Barracks Business Zone with draft amendments D-A55, D-A56 and D-A57 in place. The amendments would also add where "feasible and viable" to the first 2 clauses, in response to

comments made by HE/DIO. I consider that these amendments, and the justification, as proposed to be modified by D52, should encourage the growth of employment on the site, whilst providing protection for the historic Building 157. HE/DIO proposed a further modification, to refer to commercial “uses” rather than “property” and seek to reuse existing buildings “first”, with which I agree. I recommend **PM39** should be made accordingly, so that Policy EMP02 contributes to the achievement of sustainable development.

- 4.59 Policy EMP04 in the submitted CTTCNP is included in Appendix 2 as EMP03, with draft amendment D-A58, to state that the development of a Centre of Excellence for smart building technologies would be supported and delete the comment about such a development providing a focus to attract leading-edge organisations. Added comment on MMC technology would be included in the justification by draft amendment D53. I recommend that Policy EMP04 should be modified to convert it to EMP03, with D-A58 and D53, so that the Basic Conditions are met (**PM40**). Policy EMP05 in the submitted CTTCNP concerns a retail centre in Chetwynd Barracks and is repetitive of Policy LHC01 (I support its deletion in **PM33** above).
- 4.60 Chapter 19 of the Plan addresses Plan Delivery, and I consider this to be an important chapter, if the CTTCNP is to lead to development in the area which is beneficial and meets all the Basic Conditions for neighbourhood planning. The draft amendments in D-B1 to D-B20 begin with the addition of the title: Implementation, Monitoring and Review, which I consider to be three significant tasks to ensure that the CTTCNP remains relevant and effective over the Plan period. Although D-B8 is vague as to the extent of influence from EMDC, I consider that it is helpful for the presence of EMDC to be acknowledged and recommend no further revision to this draft amendment. I am satisfied that the modified Chapter 19 should provide helpful information for developers, stakeholders and the local community as to the planned way forward. I recommend in **PM41** that D-B1 to D-B20 should be made.

Appendices

- 4.61 The CTTCNP with draft amendments E1-E4 would contain only one Appendix, a Glossary (E1). I consider that a revised Glossary, based on the modified CTTCNP, should be included in the Plan so that readers are well-informed. The earlier Appendices 2, 3, 4 should be deleted in my view, as they constitute evidence documents, and lists of heritage assets and green assets have been included already in new Policy LHC02 and Table 13.1. I recommend proposed amendments E1 – E4 should be made for consistency with other modifications and to provide clarity to readers (**PM42**).

Other Amendments

- 4.62 There remain a small number of other draft proposed amendments set out in Appendix 2 on which I have not commented. These complement the other proposed modifications I have recommended and are included in **PM43**.

Minor Amendments

- 4.63 As an advisory comment, when the Plan is being updated to take account of the recommended modifications in this report, minor amendments can be made consequential to the recommended modifications such as to the table of contents, paragraph and figure numbers etc. Similarly I note the intention to add some updated photographs to reflect minor changes. Any other minor non-material changes or updates may be made in agreement between the Forum and Broxtowe Borough Council.⁸

5. Conclusions

Summary

- 5.1 The CTTCNP has been duly prepared in compliance with the procedural requirements. My examination has investigated whether the Plan meets the Basic Conditions and other legal requirements for neighbourhood plans. I have had regard for all the responses made following Regulation 16 consultation on the Neighbourhood Plan, evidence from the Public Hearing, the additional focussed consultation and comments made on it, as well as all the evidence documents submitted in support of the Plan.
- 5.2 I have made recommendations to modify a number of policies and text to ensure the Plan meets the Basic Conditions and other legal requirements. In many instances, I have recommended that text is moved between different sections of the Plan, policies are deleted or merged with other policies, along with similar actions in relation to the associated supporting text. The sum of my recommended modifications will result in a comprehensively revised Plan. However, I consider that the additional engagement (including the Hearing session) and focused consultation in summer 2023, coupled with minimising the extent of entirely new material in the revisions, will result in a Plan once modified in accordance with **PMs 1-43** that I can recommend should proceed to referendum.

The Referendum and its Area

- 5.3 I have considered whether or not the referendum area should be extended beyond the designated area to which the Plan relates. The CTTCNP Plan as modified has no policy or proposals which I consider significant enough to have an impact beyond the designated Neighbourhood Plan boundary,

⁸ PPG Reference ID: 41-106-20190509.

Intelligent Plans and Examinations (IPE) Ltd, 3 Princes Street, Bath BA1 1HL

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requiring the referendum to extend to areas beyond the Plan boundary. I recommend that the boundary for the purposes of any future referendum on the Plan should be the boundary of the designated Neighbourhood Plan Area.

Overview

- 5.4 The NP Area is an extremely interesting location on the western edge of Nottingham, with established suburbs, the military barracks, significant road, tram and rail infrastructure, the River Erewash and extensive open countryside, some of which is Green Belt. With major development proposed in the SLG and at Chetwynd Barracks, the planning sector and local communities in the NP Area are presented with a wide range of substantive challenges. I appreciate the substantial effort which the Neighbourhood Forum has put into producing a comprehensive Neighbourhood Plan, that takes account of the local residents' and businesses' wishes for the future, but also those of key stakeholders and the development sector. I understand that the aims of these groups often vary and that the Forum, with assistance from Broxtowe Borough Council, has put in considerable time and effort to reconcile and accommodate everyone's ambitions. The CTTCNP examination process has been protracted, partly because of events both national and international outside the Forum's control, and I commend the Forum for its patience and hard work in producing (with the significant assistance of Broxtowe Borough Council) the draft proposed amendments to the submitted CTTCNP and pursuing the development of an appropriate Neighbourhood Plan which meets the requirements of the Basic Conditions. I congratulate the Forum on the production of a Plan which I consider, subject to modification, is fit to proceed to referendum.

Jill Kingaby

Examiner

Appendix 1: Proposed Modifications (PMs)

Note: In a number of instances the 'amendment reference/s' in the third column below and in **Appendix 2** need to be read in conjunction with the revised text as shown in the corresponding amendment references in **Appendix 3** to this report.

| Proposed Modification number (PM) | Report paragraph reference | Modification |
|--|-----------------------------------|--|
| PM1 | 4.15 | Amendment references X1-X14 should be made as set out in Appendix 2. |
| PM2 | 4.16 | Amendment references A1-A7 should be made as set out in Appendix 2. |
| PM3 | 4.16 | Add a new map or Figure to illustrate key features of the Toton and Chilwell West area, as referenced under Location and Geography in Chapter 2. |
| PM4 | 4.17 | Amendment references B1 to B14 should be made as set out in Appendix 2. |
| PM5 | 4.18 | Amendment references B15 to B25 should be made as set out in Appendix 2. |
| PM6 | 4.19 | Amendment references B26 to B28 should be made as set out in Appendix 2. |
| PM7 | 4.20 - 4.21 | <p>Amendment references B29-B37 should be made as set out in Appendix 2, subject to the following:</p> <p>Paragraph 9.9</p> <p>Re-number as 8.1 and modify the wording:</p> <p>The work carried out to inform development options thus far</p> <p><i>The plans and evidential documents which have informed the development options</i> includes the following (studies marked</p> <p>Paragraph 9.14</p> <p>Add a sentence at the end:</p> |

| | | |
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| | | Figure 9.6 is taken from the Kefa report, and represents illustrative design evidence only, rather than a specific requirement for future development of Chetwynd Barracks. |
| PM8 | 4.22 | Amendment reference B38 should be made as set out in Appendix 2. |
| PM9 | 4.23 | Amendment references B40, B41 and B42 should be made as set out in Appendix 2. |
| PM10 | 4.24 | Amendment references B43 to B47 should be made as set out in Appendix 2 and shown in Appendix 3 |
| PM11 | 4.26 | <p>Amendment references B48 to B51 should be made as set out in Appendix 2, subject to the following:</p> <p>Figure 9.1: Green Corridors (indicative)</p> <p>Add new text ahead of the Figure, as follows:</p> <p>Figures 9.1 – 9.3 seek to illustrate how aspects of the Vision might be realised through the creation of new green corridors, a new walking route and a possible new extension to the tramway. The alignment of these routes is only indicative at this stage, and proposals for new transport infrastructure will need the support of Nottingham City Council and other stakeholders.</p> <p>Figure 9.3 New Road Infrastructure (indicative): Modify the Figure, to make clear that there are two alternatives for the “potential tram routes”. They should be labelled as (a) and (b).</p> <p>Modify the Policies Map to delete the indicative proposals shown in Figures 9.1 – 9.3 of the CTTCNP.</p> |
| PM12 | 4.27 | Amendment references B52 to B60 should be made as set out in Appendix 2. |

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| PM13 | 4.27 | Amendment references B61 and B62 should be made as set out in Appendix 2. |
| PM14 | 4.28 | Amendment reference C1 should be made as set out in Appendix 2. |
| PM15 | 4.29 | Amendment references D1 to D5 should be made as set out in Appendix 2. |
| PM16 | 4.31 | <p>Policy ENV01</p> <p>Amendment references D-A1, D-A2, D7 and D8 should be made as set out in Appendix 2.</p> <p>Amendment reference D10 in Appendix 2 should be made, subject to updating the 'Blue cells' to reflect ENV01 (as proposed to be modified above) and the plan showing Local Green Space designations (D8).</p> |
| PM17 | 4.34 - 4.35 | <p>Policies ENV02 & ENV03</p> <p>Policy ENV02: Amendment references D-A3, D-A4, D-A5 and D9 should be made as set out in Appendix 2, subject to re-writing clause 1 of reference D-A3 to read:</p> <p>1. Development should have no significant adverse impact on</p> <p>Policy ENV03: Modify the policy and its justification as set out in amendment references D-A6,7,8,9 and D12 in Appendix 2, subject to re-writing clause 1 to read:</p> <p>1. Major development should meet provide green and blue infrastructure standards which could include</p> <p>Amendment references D13 to D15 should be made as set out in Appendix 2.</p> |
| PM18 | 4.37 | Amendment reference D16 should be made as set out in Appendix 2. |
| PM19 | 4.38 | Policy INF01 |

| | | |
|------|------|--|
| | | Amendment references D-A10, D-A11 and D17 should be made as set out in Appendix 2. |
| PM20 | 4.39 | New Policy INF02 Amendment references D-A12, D-A13, D-A14, D18 and D19 should be made as set out in Appendix 2. |
| PM21 | 4.40 | New Policy INF03 Amendment references D-A15, D-A16, D-A17, D20 and D21 should be made as set out in Appendix 2. |
| PM22 | 4.41 | New Policy INF04 Amendment references D-A18, D-A19, and D22 should be made as set out in Appendix 2. |
| PM23 | 4.42 | New Policy HAS01 Amendment references D23, D-A20, D-A21 and D24 should be made as set out in Appendix 2. |
| PM24 | 4.43 | New Policy HAS02 Amendment references D-A22, D25 and D26 should be made as set out in Appendix 2. |
| PM25 | 4.44 | New Policy HAS03 Amendment references D-A23 and D27 should be made as set out in Appendix 2. |
| PM26 | 4.45 | New Policy HAS04 Amendment references D-A24 and D28 should be made as set out in Appendix 2. |
| PM27 | 4.46 | Amendment reference D30 should be made as set out in Appendix 2. |
| PM28 | 4.47 | Policy URB01 Amendment references D-A25, D-A26 and D31 should be made as set out in Appendix 2. |
| PM29 | 4.48 | Policies URB02 & URB03 |

| | | |
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| | | Amendment references D-A27, D-A28, D-A29, DA-30, D32 and D33 should be made as set out in Appendix 2. |
| PM30 | 4.49 | Policy URB04 Amendment references D-A31 to D-A35 and D34 should be made as set out in Appendix 2. |
| PM31 | 4.50 | Policy URB05 Amendment references D-A36, D-A37, D-A38 and D-A39 should be made as set out in Appendix 2, subject to the following: 1. Routes to,safeguarded through a masterplan 2. Subject to the preparation of a masterplan Having regard for the Toton and Chetwynd Barracks Strategic Masterplan SPD , major employment development 3. Development within the Strategic Location for Growth should include, where practical and feasible :..... B. Parking ...(where practical and feasible).... Modify the Justification for Policy URB05 in accordance with amendment reference D35 in Appendix 2, subject to revising the first paragraph as follows: Part 2 Local Plan policy 3.2 requires a masterplan for the Strategic Location for Growth (SLG) to be prepared (by stakeholders) and approved by Broxtowe Borough Council. The Toton and Chetwynd Barracks Strategic Masterplan SPD was adopted by Broxtowe Borough Council in February 2023. The Integrated Rail Plan [EB: ibid] proposes a railway station at Toton. Therefore, it is important to |

| | | |
|------|------|--|
| | | safeguard its location, and the routes to it., within the masterplan. |
| PM32 | 4.51 | Policy URB06 Amendment references D-A40 and D36 should be made as set out in Appendix 2. |
| PM33 | 4.52 | Policy LHC01 Amendment references D-A41, D-A42, D-A43, D38 and D39 should be made as set out in Appendix 2. |
| PM34 | 4.53 | Policy LCH02 Amendment references D-A44, D-A45 and D-A46 should be made as set out in Appendix 2, subject to the following: 1. Development of the Barracks should preserve or enhance conserve its heritage value. 2. Development which including those listed below will not Assets listed as A – O should be deleted from the policy. Justification should be modified as in amendment reference D41 in Appendix 2. In addition, modify the first sentence to read: Within Chetwynd ... with the designated heritage assets and ... Modify the second paragraph as follows: All the heritage assets listed above below are considered by which are included in the list above below and their history. Non-designated heritage assets, shown as A-O in Policy LHC02, should be listed at the end of the Justification. Amendment reference D42 should be made as set out in Appendix 2. |

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| PM35 | 4.54 | <p>Policies LHC03, LHC04 & LHC05</p> <p>Amendment references D-A47, D-A48, D-A49, D43, D44 and D45 should be made as set out in Appendix 2.</p> |
| PM36 | 4.55 | <p>Policies LHC06 & LHC07</p> <p>Amendment reference D-A50 and D47 should be made as set out in Appendix 2.</p> |
| PM37 | 4.56 | <p>Policy LHC08</p> <p>Amendment references A51, D-A52 and D48 should be made as set out in Appendix 2.</p> |
| PM38 | 4.58 | <p>Policy EMP01</p> <p>Amendment references D-A53, D-A54, D50 and D51 as set out in Appendix 2 should be made. In addition, add a new sentence to the beginning of Justification as follows:</p> <p><i>The Toton and Chetwynd Barracks Strategic Masterplan SPD, paragraphs 4.10 and 4.11 will be primarily residential areas. Nevertheless, ¶ today, most local people</i></p> |
| PM39 | 4.58 | <p>New Policy EMP02</p> <p>Modify in accordance with references D-A55, D-A56, D-A57 and D52 as set out in Appendix 2.</p> <p>In addition, modify clause 1. as follows:</p> <p>Development of commercial property uses on Chetwynd Barracks should first seek to</p> |
| PM40 | 4.59 | <p>New Policy EMP03</p> <p>Amendment references D-A58 and D53 should be made as set out in Appendix 2.</p> |
| PM41 | 4.60 | <p>Amendment references D-B1 to D-B20 should be made as set out in Appendix 2.</p> |

| | | |
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| PM42 | 4.61 | Amendment references E1 to E4 should be made as set out in Appendix 2. |
| PM43 | 4.62 | Amendment references B39, D6, D11, D29, D37, D40, D46 and D49 should be made as set out in Appendix 2. |

Appendix 2: Explanatory Document July 2023

See specifically, Section 4.0 Schedule of Amendments (pages 5-34) comprising amendment references:

- X1 to X14;
- A1 to A7;
- B1 to B62;
- C1;
- D1 to D53;
- D-A1 to D-A58;
- D-B1 to D-B20; and
- E1 to E4.

View here: [Explanatory Document \(broxtowe.gov.uk\)](https://broxtowe.gov.uk)

Appendix 3: CTTCNP Proposed Amendments June 2023

View here: [CTTC NP Proposed Amendments June 2023 \(broxtowe.gov.uk\)](https://broxtowe.gov.uk)

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APPENDIX 7

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.

The Council has also decided to treat people who have care experience as if they had a protected characteristic under the law.

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 Department | Title of the Lead Officer responsible for EIA | Head of Planning and Economic Development |
| Name of the policy or function to be assessed: | | Chetwynd: The Toton and Chilwell Neighbourhood Plan | |
| Title of the Officer undertaking the assessment: | | Senior Planning Policy Officer | |
| Is this a new or an existing policy or function? | | New local planning policy which will form part of the Development Plan, sitting alongside the Local Plan, if successful at referendum. There has been extensive public consultation in relation to this document and it has been the subject of an Independent Examination. | |
| <p>1. What are the aims and objectives of the policy or function?</p> <p>Neighbourhood Plans set out the (community's) vision for an area and planning policies for the use and development of land within the Neighbourhood Area (in this case, the Chetwynd: The Toton and Chilwell Neighbourhood Area). If the Neighbourhood Plan is successful at referendum, then once adopted, its policies will form a part of the Development Plan for this part of Broxtowe Borough, sitting alongside the Local Plan. The first part of the 'Vision' of the Chetwynd: The Toton and Chilwell Neighbourhood Plan is to 'protect and enhance the wellbeing of people who live and work in our Area'.</p> <p>Further information in relation to Neighbourhood Plans can be found within Planning Practice Guidance at the following (gov.uk) website link: https://www.gov.uk/guidance/neighbourhood-planning--2.</p> | | | |
| <p>2. What outcomes do you want to achieve from the policy or function?</p> <p>Neighbourhood Plans should help to deliver the aspirations of the local community in terms of protecting and enhancing built development and the environment of their local area.</p> | | | |

| Directorate: | Chief Executive's Department | Title of the Lead Officer responsible for EIA | Head of Planning and Economic Development |
|---|------------------------------|---|---|
| <p>Assuming that the Independent Examiner's recommendations are all accepted, the Neighbourhood Plan would include 28 policies:</p> <ul style="list-style-type: none"> • ENV01 - Local Green Space • ENV02 - Natural Environment • ENV03 - Green and Blue Infrastructure Requirements • INF01 - Road Infrastructure • INF02 - Active Travel INF03 - Public Transport • INF04 - Parking & Reducing Travel Demand • HAS01 - Housing Mix HAS02 - Green Design & Sustainability • HAS03 - Broadband Connectivity • HAS04 - On-Site Construction • URB01 - Amenity Space & Privacy • URB02 - Minimising Crime • URB03 - Street Design • URB04 - Well Designed Neighbourhoods • URB05 - Strategic Location for Growth, West of Toton Lane • URB06 - Infill Development • LHC01 - Local Centres LHC02 - Heritage Assets • LHC03 - Heritage Trail LHC04 - Secondary Education • LHC05 - Primary Education and Medical Facilities • LHC06 - New Leisure Centre • LHC07 - Sports Field and Pavilion • LHC08 - Provision of Allotments • EMP01 - Strategic Location for Growth Business Zone • EMP02 - Chetwynd Barracks Business Zone • EMP03 - Smart Building Technologies & Modern Methods of Construction | | | |
| <p>3. Who is intended to benefit from the policy or function?</p> <p>The local community including residents and businesses, landowners and potential developers and a range of other stakeholders.</p> | | | |
| <p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Chetwynd: The Toton and Chilwell Neighbourhood Forum and its members, local residents and businesses, Broxtowe Borough Council, Nottinghamshire County Council, the East Midlands Development Company, community organisations and other groups within the local community and a range of other organisations.</p> | | | |
| <p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> | | | |

| | | | |
|--------------|-------------------------------------|---|--|
| Directorate: | Chief Executive's Department | Title of the Lead Officer responsible for EIA | Head of Planning and Economic Development |
|--------------|-------------------------------------|---|--|

Extensive research was undertaken throughout the development of the Neighbourhood Plan. Please refer to the Neighbourhood Plan (main text) and the Consultation Statement (these documents can be viewed on Broxtowe Borough Council's website at the following link:

<https://www.broxtowe.gov.uk/for-you/planning/planning-policy/neighbourhood-planning/chetwynd-the-toton-and-chilwell-neighbourhood-plan/>

Further information can be viewed on the website of Chetwynd: The Toton and Chilwell Neighbourhood Forum at the following link: <https://cttcnf.org.uk/plan/>

6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?

Extensive research was undertaken throughout the development of the Neighbourhood Plan. Please refer to the Neighbourhood Plan (main text) and the Consultation Statement (these documents can be viewed on Broxtowe Borough Council's website at the following link: <https://www.broxtowe.gov.uk/for-you/planning/planning-policy/neighbourhood-planning/chetwynd-the-toton-and-chilwell-neighbourhood-plan/>). There are links to additional documents on pages 33 – 34 of the Consultation Statement, which can be viewed on Broxtowe Borough Council's website at the following link: <https://www.broxtowe.gov.uk/media/9606/consultation-statement-revised-nov-2021.pdf>.

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

Various community and business consultations were undertaken. These helped to develop the policies, aspirations and supporting text within the Neighbourhood Plan. Further information in relation to some of the consultations undertaken can be found on the Chetwynd: The Toton and Chilwell Neighbourhood Forum's website at the following link: <https://cttcnf.org.uk/plan/>.

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:

- 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?**

The policies of the Neighbourhood Plan have the potential to benefit all members of the local community. No groups should be excluded.

- Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?**

Yes, the Neighbourhood Plan has been developed by the Neighbourhood Forum and members of the local community for the benefit of all members of the local community.

- Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?**

This should not be the case.

- Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?**

Yes, as the development of the Neighbourhood Plan has been led by the Neighbourhood Forum with the support and widespread involvement of the local community, it has already helped to promote and enhance community cohesion through this process.

- What further evidence is needed to understand the impact on equality?**

It is not considered that any further evidence is needed.

- 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?**

Age: None Identified

Disability: None Identified

Gender: None Identified

Gender Reassignment: None Identified

Marriage and Civil Partnership: None Identified

Pregnancy and Maternity: None Identified

Race: None Identified

Religion and Belief: None Identified

Sexual Orientation: None Identified

Care Experience: None Identified

In relation to 'Human Rights', the Independent Examiner for the Chetwynd: The Toton and Chilwell Neighbourhood Plan stated within paragraph 3.10 of her Report: 'Broxtowe Borough Council is satisfied that the Plan does not breach Human Rights (within the meaning of the Human Rights Act 1998) and, from my independent assessment, I see no reason to disagree'.

Chief Executive:

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 Holders for Housing and Resources and Personnel Policy

OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME

1. Purpose of Report

To seek approval to construct five new homes on land adjacent to 51 Ilkeston Road, Bramcote NG9 3JP, as specified by Planning consent 21/00038/REG3, and to refurbish Farm Cottage at the site to bring it back into use for Social Rent as one home.

2. Recommendation

Cabinet is asked to RESOLVE that the production of six dwellings at the Farm Cottage site, as detailed in the report, be approved.

3. Detail

The Council obtained Planning consent 21/00038/REG3 in June 2021 to develop five dwellings on the land either side of Farm Cottage, Ilkeston Road NG9 3JP. The scheme comprises three houses and one block of two apartments. All to be traditionally built of brick, under tiled roofs. An LABC 12-year warranty against major construction defects will come with these homes.

Following a tendering exercise in 2021 a main Contractor was appointed but the scheme was then placed on hold by Cabinet. The Planning consent will expire on 03 June 2024 so we are requesting that the scheme restarts. The Contractor who won the original tender has recently confirmed his willingness to carry out the work at a price slightly adjusted for inflation.

A detached four-bedroomed six-person house built to accessible standard is planned next to a pair of three-bedroomed five-person houses. On the other side of the existing cottage there will be a two-storey detached building containing two one-bedroomed two-person apartments.

If approved, the houses would be managed by the Council and accounted for in the Housing Revenue Account (HRA). The homes would be let on secure tenancies at Social Rent levels. The designs feature air-source heat pumps and meet Nationally Described Space Standards (NDSS) in line with the Council's policy for new-build homes.

Located between the sites of the proposed flats and houses is Farm Cottage. This long-term empty building needs prompt attention. A full structural survey has been commissioned with the results of the survey informing the options for future use. It is proposed to refurbish the cottage to the best insulation standards possible for this type of building.

This work should include an air source heat pump and Photo-Voltaic roof panels. The Council will aim to achieve EPC Level C in the cottage. The refurbishment process could inform the approach to de-carbonising the many properties of similar age and construction that are in the Council's housing stock.

APPENDIX 1 contains a map of the area and aerial photograph of the site. **APPENDIX 2** is a confidential appendix containing further commercially sensitive financial information.

4. Key Decision

This is a key decision.

5. Financial Implications

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

There is currently budgetary provision for the proposed scheme. If Members were minded to approve the revised proposal, the extra cost would be recognised in the Capital Programme in 2024/25.

6. Legal Implications

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

When making decisions in relation to the management or procurement of assets, the Council must act in accordance with its statutory duties and responsibilities. Under Section 120 of Local Government Act 1972, the Council is obliged to ensure that the management of its assets are for the benefit of the Borough. Section 17 of the Housing Act 1985 provides the principal power to (a) acquire land as a site for the erection of houses, (b) acquire houses, or buildings which may be made suitable as houses, together with any land occupied with the houses or buildings, (c) acquire land proposed to be used for the purpose of providing facilities in connection with housing accommodation, and (d) acquire land in order to carry out on it works for the purpose of, or connected with, the alteration, enlarging, repair or improvement of an adjoining house. Pursuant to Section 9 of the Housing Act 1985 the Council may provide housing accommodation by acquiring houses. Section 24 of the Housing Act 1985 Act provides that the Council acting as a housing authority may make such reasonable charges as they may determine for the tenancy or occupation of their houses.

Legal services will provide advice and assistance at each stage of the conveyancing process.

7. Human Resources Implications

Not applicable.

8. Union Comments

Not applicable.

9. Climate Change Implications

These are considered within the report.

10. Data Protection Compliance Implications

The appendix to this report contains OFFICIAL(SENSITIVE) information as detailed in Section 12A of the Local Government Act 1972. It is therefore included in the private section of this agenda. There are no Data Protection issues in relation to this report.

11. Equality Impact Assessment

N/A.

12. Background papers

Nil.

APPENDIX 1



Report of the Portfolio Holder for Economic Development and Asset Management, Environment and Climate Change, and Resources and Personnel Policy**ROCK FACE STABILISATION WORKS AT THE QUARRY****1. Purpose of report**

To seek Cabinet approval for the procurement and subsequent appointment of a specialist civil engineering firm to undertake rock face stabilisation works to the area located at Leamington Road, Chillwell, also known as Chillwell quarry following a landslide due to adverse weather conditions.

2. Recommendation

Cabinet is asked to RESOLVE that that the procurement and subsequent appointment of a civil engineering firm and employer's agents to complete the scheme of works to undertake rock face stabilisation works at Chilwell Quarry be approved. The scheme at a cost of up to £1,000,000 will be added to the Capital Programme in 2023/24 and funded by prudential borrowing.

3. Detail

The Chilwell quarry was created by the former Chilwell brick works and is within the ownership of Broxtowe Borough Council. The Council purchased the land from a company in liquidation (David Charles Homes (Nottingham) Limited), in 1979.

The site is located beyond the western end of Leamington Drive, Chilwell, Nottinghamshire. The site generally comprises part of a wooded landscaping strip which slopes from the west, down to the east. Residential housing and associated infrastructure are present beyond the eastern & western boundaries of the site.

Following reports of a mudslide due to recent severe rainfall, Broxtowe Borough Council instructed Emcus Geotechnical Engineers to undertake an initial inspection and report back on their findings. This visit took place on 24 October 2023 and included Broxtowe Borough Council Officers.

In summary, their report contained in **APPENDIX 1** advised that there had been a mudslide. It further advised that due to persistent bad weather further collapse from the top of vertical face of the quarry could occur resulting in further loss of land. The Geotechnical Engineer advised on weekly monitoring due to the instability of the quarry and to install Legato bricks to the bottom of the quarry adjacent to the fencing of the houses at Leamington Road. We have agreed to both recommendations and the engineer is co-ordinating the installation of the Legato bricks to ensure any further debris is restricted within the fence area at the bottom of the quarry.

Options being considered:

The Council have asked Emcus Geotechnical to present options in light of the current landslide to make the quarry safe.

An option of doing nothing is discounted here due to the Geotechnical Engineer's view that this would result in ongoing erosion causing significant impact to the properties at the top and bottom of the rock face at Burton Drive and Leamington Drive.

It is our view that we progress from the perspective of Health & Safety and seek recourse to make the bank stable.

The remaining slope along the rear of Letchworth Crescent

The failure of the slope by way of the landside has necessitated a review on the remainder of the slope. The Slope Stability Assessment report that was provided by Fairhurst in June 2021 which stated that the slope was stable is no longer valid (due to failure of the slope). Emcus Geotechnical Engineers have stated in their report in **APPENDIX 2** that they are still investigating this area but expect that there is no movement and would recommend that this slope should be monitored on an ongoing basis.

Indicative costs of stabilisation works

Emcus Geotechnical Engineers have consulted with a civil engineering firm who most recently dealt with the same matter in Mansfield. CAN have provided indicative costs contained in **APPENDIX 3**. We will expect to instruct Employers Agents and a Principle Designer to manage these works on our behalf and following consultation with Mansfield District Council will expect to follow the same programme and instruct a similar Geotechnical engineering firm.

We have thus far incurred costs of £9,000 for the installation of legato bricks to the rear gardens of Leamington Drive and £5,655 for the advice and consultation of EMCUS Geotechnical Engineers.

4. Key Decisions

This report is a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and is a decision made or to be made in connection with the discharge of an Executive function which is likely to result in in the Council incurring revenue or capital expenditure of £250,000 or more.

5. Updates from Scrutiny

Not Applicable.

6. Financial Implications

The comments from the Head of Finance were as follows:

The approved Capital Programme for 2023/24 includes £25,000 for monitoring the erosion on the land and remedial works to avoid damage to surrounding environment and properties at The Quarry, off Leamington Drive in Chilwell. The estimated total cost of works now required is quoted at **APPENDIX 3** but no more than £1,000,000, meaning that there is now insufficient budgetary provision within the approved Capital Programme.

If Members were minded to approve this scheme of work at Chilwell Quarry it is proposed to add a total budget of £1,000,000 to the Capital Programme 2023/24 with the cost to be funded by prudential borrowing. The impact of this borrowing on the General Fund would be a revenue budget pressure of around £72,000 per annum, with the annual cost of Minimum Revenue Provision (MRP) at £25,000 and borrowing

interest costs at around £47,000. Further details on scheme costs are provided in the report narrative and appendices.

In terms of procurement, the Council's Contract Procedure Rules must be adhered to. The Council will undertake a compliant procurement exercise with a detailed specification of the requirements which will be produced by the employer's agents who will support the procurement process

7. Legal Implications

Comments from the Head of Legal Services were as follows:

To avoid any legal claims, it is imperative this work is carried out to avoid any legal claims made against the Council as land owner, the procurement considerations have been outlined within the financial implications section of the report.

8. Human Resources Implications

There are no Implications

9. Union Comments

Not Applicable.

10. Climate Change Implications

The climate change implications are contained within the report.

11. Data Protection Compliance Implications

This report contains OFFICIAL(SENSITIVE) information referred to in the appendices and are exempt from the agenda.

12. Equality Impact Assessment

N/A

13. Background Papers

Nil

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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 to RESOLVE that the Work Programme, including key decisions, be approved.

3. Detail

The Work Programme for future meetings is set out below. Key decisions and exempt items are marked with *.

| | |
|---------------|--|
| 12 March 2024 | <ul style="list-style-type: none"> • Grants to Voluntary and Community Organisations • Review of the Climate Change Strategy* • Sanctuary Policy and Procedure* • Serious Violence Strategy Review* • ICT Contracts*Exempt • Asbestos Policy* • LGO and HSCO Joint Complaints Policy • Green and Blue Infrastructure Strategy* • People Strategy 2023-26 • Strategic Plan update including Logistics Consultation* • Infrastructure Funding Statement * • Asset Management Software • Pamela Cottage • Brinsley Headstocks Consultation • Housing Delivery Plan * |
|---------------|--|

4. Key Decisions

This is not key decision.

5. Financial Implications

There are no additional financial implications.

6. 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.

7. Human Resources Implications

There are HR implications purely from the point of view of clarifying roles and responsibilities of Council officers and responsibilities of partner agencies.

8. Union Comments

There were no comments received

9. Climate Change Implications

There were no comments received.

10. Data Protection Compliance Implications

This report does not contain OFFICIAL(SENSITIVE) information. There are no Data Protection issues in relation to this report.

11. Equality Impact Assessment

There are no Equality Impact Assessment issues.

12. Background Papers

Nil

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