



Tuesday, 29 December 2020

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Thursday, 7 January 2021 via Microsoft Teams, commencing at 7.00 pm.

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

Yours faithfully

Chief Executive

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

M Radulovic MBE  
P Lally  
E Kerry  
B C Carr  
E Williamson  
S A Bagshaw

## A G E N D A

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. MINUTES

To approve the minutes of the meeting held on 10 December 2020 as a correct record.

3. DECLARATIONS OF INTEREST

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

4. COUNCIL TAX BASE 2021/22 (Pages 1 - 4)  
To approve the Council Tax Base for the year 2021/22.
5. LOCAL COUNCIL TAX SUPPORT SCHEME 2021/22 (Pages 5 - 6)  
To seek approval for arrangements to operate in 2021/22 in respect of the Local Council Tax Support Scheme.
6. CAPITAL PROGRAMME 2020/21 UPDATE (Pages 7 - 18)  
To report upon capital expenditure incurred in 2020/21 up to 30 November 2020 along with the planned financing of the 2020/21 capital programme and to seek approval for a number of capital budget variations in the current financial year.
7. GRANT AID REQUEST FROM KIMBERLEY TOWN COUNCIL (Pages 19 - 24)  
To consider a request for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.
8. BUDGET CONSULTATION 2021/22 (Pages 25 - 32)  
To report the results of the 2021/22 budget consultation exercise that took place during October and November 2020.
9. PERFORMANCE MANAGEMENT-REVIEW OF BUSINESS PLAN PROGRESS -SUPPORT SERVICE AREAS (Pages 33 - 40)  
To report progress against outcome targets and the performance indicators identified in the Business Plans for the support services areas, linked to Corporate Plan priorities and objectives.
10. WORK PROGRAMME (Pages 41 - 42)  
To consider items for inclusion in the Work Programme for future meetings.

## **FINANCE AND RESOURCES COMMITTEE**

**THURSDAY, 10 DECEMBER 2020**

Present: Councillor G Marshall, Chair

Councillors: S A Bagshaw  
B C Carr  
S J Carr (Vice-Chair)  
E Cubley  
S Easom  
E Kerry  
P Lally  
J M Owen (substitute)  
P J Owen  
M Radulovic MBE  
P D Simpson  
E Williamson

An apology for absence was received from Councillor P Roberts-Thomson.

### 32 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 33 **MINUTES**

The minutes of the meeting held on 8 October 2020 were confirmed as a correct record.

### 34 **REFERENCES**

#### 34.1 **POLICY AND PERFORMANCE**

2 December 2020

East Midlands Development Corporation – Interim Vehicle the Establishment of EM Devco Company Limited by Guarantee CLG

The Committee considered the reference from the Policy and Performance Committee.

**RESOLVED** that the expected financial contribution of £500,000 over three financial years funded from the Council's general fund reserves, with the profile from 21/22, 22/23 and 23/24 to be confirmed, subject to the following conditions:

- a) That the funds will not be used in a manner which contravenes state aid rules,

- b) If the government decides not to financially contribute to the interim vehicle the Council, will reserve the right to review its financial commitment;
- c) If government policy changes so that the HS2 hub station does not come to Toton the Council, will reserve the right to review its position
- d) For consensus on a number of key points namely agreement by the council's representative on the board to the annual business plan; changes to the articles, the process for appointment of independent directors and the decision to move to a statutory development company.
- e) That the council will look to ensure that the freeport proposition and any development on the Ratcliffe on Soar site is consistent with the Council's net carbon zero climate change strategy ambitions.
- f) That the council will look to ensure that the freeport proposition and any development on the Ratcliffe on Soar site is consistent with the Council's net carbon zero climate change strategy ambitions and contribute to regional resilience and clean growth and that the ambition for the national skills academy in the Broxtowe area be further developed and strengthened.

#### 34.2 ENVIRONMENT AND CLIMATE CHANGE COMMITTEE

23 November 2020

##### Garden Waste Subscription Charges

The Committee consider the reference from the Environment and Climate Change Committee.

**RESOLVED that:**

1. The price for the first bin for 2021/22 be increased to £36.00
2. The price for additional bins for 2021/22 be increased to £22.00

#### 34.3 JOBS AND ECONOMY COMMITTEE

19 November 2020

##### Markets Officer Programme

The Committee considered the reference from the Jobs and Economy Committee.

**RESOLVED that the additional finance of £2,000 be approved.**

35 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2020/21

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

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

<b>2<sup>nd</sup> Kimberley Scout Group</b>	<b>7,000</b>
<b>5<sup>th</sup> Stapleford Scout Group</b>	<b>4,500</b>

36 CAPITAL PROGRAMME 2020/21 UPDATE

Members considered the Capital Programme 2020/21 update. The Committee noted the 2020/21 capital programme included schemes totalling £4,238,000 that were carried forward from 2019/20.

**RESOLVED that the capital budget variations for 2020/21 as set out in appendix 3 of the report be approved.**

37 CAPITAL PROGRAMME 2020/21 -NEW BUILD OAKFIELD ROAD

The Committee considered the allocation of an additional £65,000 from the 2020/21 HRA Capital Programme to build 5 highly energy efficient flats.

It was noted that the funding was mainly related to the lack of capacity with the existing electrical network at Oakfield Road and the subsequent upgrade work required by Western Power, at a cost of £46,000.

**RESOLVED that the 2020/21 Capital Programme be amended so that the budget for the New Build – Oakfield Road scheme be increased from £700,000 to £765,000 with the additional £65,000 cost met from HRA capital receipts.**

38 GENERAL FUND REVENUE BUDGET AMENDMENTS 2020/21

Members considered the General Fund Revenue Budget Amendments 2020/21.

**RESOLVED that the amendments to the General Fund 2020/21 revenue budget as set out in appendices 1 and 2 be approved.**

39 TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2020/21 - MID YEAR REPORT TO 31 OCTOBER 2020

The Committee noted the treasury management activity and the actual prudential indicators for 2020/21 up to 31 October 2020.

40 WORK PROGRAMME

It was agreed that a report on changes to staffing costs from May 2019 be included at the February meeting.

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

41 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.**

42 IRRECOVERABLE ARREARS

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

43 POTENTIAL LETTING FOR A SCHOOL - DURBAN HOUSE EASTWOOD

**RESOLVED that the item was deferred for further information to be considered at a future meeting.**

### Report of the Deputy Chief Executive

#### COUNCIL TAX BASE 2021/22

##### 1. Purpose of report

To approve the Council Tax Base for the year 2021/22.

##### 2. Detail

The 2021/22 Council Tax Base has now been calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012. Details are given in the appendices.

#### Recommendation

Committee is asked to **RESOLVE** that based on the number of band D equivalent properties and in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, Broxtowe Borough Council calculates its Council Tax Base for the year 2021/22 as follows:

1. For the whole of its area 34,217.46.
2. In respect of Parish Precepts and Special Expenses for those parts of its area mentioned in the table below, the amounts specified therein –

<u>Part of Council's Area</u>	<u>Area Council Tax Base</u>
Awsworth	611.38
Brinsley	690.26
Cossall	212.88
Eastwood	2,932.81
Greasley	3,693.75
Kimberley	1,845.06
Nuthall	2,267.65
Stapleford	4,133.03
Strelley	173.92
Trowell	824.48

#### Special Expenses Area

Beeston Area	16,832.24
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#### Background papers

Nil

## APPENDIX 1

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

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

The calculated Council Tax Base for the Borough for the full year commencing 1 April 2021, assuming a 98.5% collection rate, is **34,217.46**. Separate calculations are required to be made for the parishes and special expenses areas. The table below gives a comparison of the Council Tax Base for 2020/21 with the proposed figures for 2021/22 so that Members can see the growth between years.

<b><u>Part of Council's area</u></b>	<b><u>Council Tax Base 2020/21</u></b>	<b><u>Proposed Council Tax Base 2021/22</u></b>	<b><u>% change</u></b>
Awsorth	616.53	611.38	-0.84%
Brinsley	698.38	690.26	-1.16%
Cossall	208.36	212.88	2.17%
Eastwood	2,850.82	2,932.81	2.88%
Greasley	3,691.70	3,693.75	0.06%
Kimberley	1,830.74	1,845.06	0.78%
Nuthall	2,267.06	2,267.65	0.03%
Stapleford	4,142.08	4,133.03	-0.22%
Strelley	175.25	173.92	-0.76%
Trowell	821.45	824.48	0.37%
Beeston Special Expenses Area	16,736.77	16,832.24	0.57%
<b>TOTAL</b>	<b>34,039.14</b>	<b>34,217.46</b>	<b>0.52%</b>

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

## APPENDIX 2

Band	No of Dwellings	% of Total	Chargeable Dwellings	Equivalent no of Discounts at 25%	Empty Homes Premium 100%	Empty Homes Premium 200%	Equivalent no of Dwellings	Ratio to Band D	Chargeable Band D Equivalent Properties		LCTSS Adjust ment Band D Equivalent	No of Dwellings Relevant to Band D
1	2	3	4	5	6		7	8	9		10	11
<b>A DPR</b>	0	0	32	13	0	0	28.75	0.56	15.97	7.50	4.17	11.81
<b>A</b>	16622	32.80%	16115	8462.6	34	60	14093.35	0.67	9395.57	3256.75	2171.17	7224.40
<b>B</b>	13129	25.90%	12921	4435	27	14	11853.25	0.78	9219.19	1006.20	782.60	8436.59
<b>C</b>	10920	21.55%	10798	3155	18	10	10037.25	0.89	8922.00	468.42	416.37	8505.63
<b>D</b>	6011	11.86%	5946	1374	11	6	5619.5	1.00	5619.50	125.28	125.28	5494.22
<b>E</b>	2704	5.34%	2682	466	4	0	2569.5	1.22	3140.50	51.37	62.79	3077.71
<b>F</b>	791	1.56%	761	142	5	0	730.5	1.44	1055.17	9.65	13.94	1041.23
<b>G</b>	478	0.94%	473	95	2	2	453.25	1.67	755.42	4.12	6.87	748.55
<b>H</b>	27	0.05%	20.5	18	0	0	16	2.00	32.00	0.00	0.00	32.00
<b>Totals</b>	50682	100.00 %	49748.5	18160.6	101	92	45401.35		38155.32	4929.29	3583.18	34572.14

**CALCULATION OF COUNCIL TAX BASE 2021/22**

COUNCIL TAX INCLUDING ESTIMATED COLLECTION RATE OF 98.5%	34,053.56
ADD BAND D EQUIVALENTS FOR CLASS O DWELLINGS	<u>163.90</u>
COUNCIL TAX BASE FOR BROXTOWE BOROUGH COUNCIL	<u>34,217.46</u>

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

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

### Report of the Deputy Chief Executive

#### **LOCAL COUNCIL TAX SUPPORT SCHEME 2021/22**

##### 1. Purpose of report

To seek approval for arrangements to operate in 2021/22 in respect of the Local Council Tax Support Scheme (LCTSS).

##### 2. Background

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

The current scheme allows for up to 100% of the council tax liability to be paid in council tax support. The majority of councils have not adopted this approach. Most have passed some of the reduction in funding on to LCTSS recipients. The council had benefitted from the overall bill for LCTSS falling from 2013/14 to 2016/17 as the numbers of claimants requiring support had reduced. Since 2017/18, the level of LCTSS has risen slightly each year. This can be attributed to the increase in the overall Council Tax charge, including those placed by other precepting authorities.

##### 3. Financial implications

There are no direct financial implications arising from the proposals in respect of LCTSS. The 2021/22 budget will be set on the basis of existing estimates of take-up and collection.

#### **Recommendation**

**The Committee is asked to RECOMMEND to Council that the current LCTSS remains in place for 2021/22.**

#### Background papers

Nil

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

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

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

The estimated charge for the LCTSS in 2020/21 is £7,841,131, which includes £480,626 Council Tax Hardship award, which has been covered through government funding. The Council has seen an overall increase of 4% in households requiring support through LCTSS on 2020/21.

<b>Year</b>	<b>LCTSS charge (£)</b>
2019/20	6,858,435
2018/19	6,786,378
2017/18	6,676,016
2016/17	6,661,822
2015/16	6,799,286
2014/15	6,909,373

**2. Proposals for 2021/22 Onwards**

The current scheme has worked successfully with no administration issues. Although the overall LCTSS spend has increased, it is still felt that this outweighs the increase in expenditure that would be incurred in recovering or writing off small amounts of Council Tax charge.

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

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

## Report of the Deputy Chief Executive

### CAPITAL PROGRAMME 2020/21 UPDATE

#### 1. Purpose of report

To report upon capital expenditure incurred in 2020/21 up to 30 November 2020 along with the planned financing of the 2020/21 capital programme and to seek approval for a number of capital budget variations in the current financial year.

#### 2. Background

Appendix 1 sets out the 2020/21 capital programme on a scheme by scheme basis and shows expenditure incurred on all capital schemes up to 31 October 2020. The 2020/21 capital programme includes schemes totalling £4,238,000 that were carried forward from 2019/20. It also includes all the adjustments to the budgets that were approved by this Committee on 10 December 2020.

Appendix 1 shows that capital expenditure totalling £8,835,748 (or 32.71% of the planned 2020/21 capital programme) had been incurred by 30 November 2020.

Appendix 2 sets out how it is anticipated that the 2020/21 capital programme is to be financed along with details of the capital receipts that are likely to be available for capital financing.

Examination of progress against the approved capital programme for 2020/21 along with the receipt of additional information has identified a number of schemes where the budget needs to be amended. Further details are set out in appendix 3.

### Recommendation

The Committee is asked to:

1. **NOTE** the expenditure on the 2020/21 capital programme to 30 November 2020 and the planned financing of the 2020/21 capital programme in appendices 1 and 2.
2. **RESOLVE** that the capital budget variations for 2020/21 as set out in appendix 3 be approved.

### Background papers

Nil

## APPENDIX 1

	Total Budget 2020/21 £	Actual to 30 November £	Expenditure %
<b><u>CAPITAL EXPENDITURE SUMMARY</u></b>			
ENVIRONMENT AND CLIMATE CHANGE	2,057,150	589,193	28.64%
LEISURE AND HEALTH	228,050	163,223	71.57%
FINANCE AND RESOURCES	11,226,000	4,572,564	40.73%
HOUSING	12,191,250	3,392,022	27.82%
JOBS AND ECONOMY	1,303,450	118,746	9.11%
COMMUNITY SAFETY	6,400	0	0.00%
<b>TOTAL</b>	<b>27,012,300</b>	<b>8,835,748</b>	<b>32.71%</b>

<b><u>DETAILED SCHEMES</u></b>			
<b><u>ENVIRONMENT AND CLIMATE CHANGE</u></b>			
Brinsley P.C. - Play Area and Parks	4,000	0	0.00%
Nuthall P.C. - Play Area and Parks	3,400	0	0.00%
Parks and Open Spaces Improvements	42,000	32,275	76.85%
Dovecote Lane Recreation Gr'd-Improvement Works	115,500	5,500	4.76%
Swiney Way Open Space – Improvement Works	42,000	43,873	104.46%
Hall Om Wong – Extended Provision	75,050	76,050	101.33%
Hall Om Wong – Footpath Improvements	11,000	9,024	82.04%
Purchase and Installation of CCTV Cameras	20,000	0	0.00%
Hall Park (Eastwood) – Access Improvements	1,350	1,350	100.00%
Beauvale Park (Newthorpe) - Improvements	20,550	0	0.00%
Bramcote Ridge – Access Improvements	1,000	0	0.00%
Canalside Heritage Centre – Arts Ark Project	10,000	0	0.00%
Replacement Vehicles & Plant	966,600	394,832	40.85%
Pedestrian Crossing - Hickings Lane	31,500	3,800	12.06%
St Helen`s Church Gates (Stapleford)	3,200	2,489	77.79%
Bennerley Viaduct	120,000	20,000	16.67%
Bus Stop Infrastructure Upgrade	385,000	0	0.00%
Kimberley Footpath 35 Improvements	15,000	0	0.00%
Strelley Bridleway 4 Improvements	30,000	0	0.00%
Sun Inn Traffic Management Upgrade	20,000	0	0.00%
Beeston Tram Interchange – Public Conveniences	140,000	0	0.00%
<b>Total for Environment and Climate Change</b>	<b>2,057,150</b>	<b>589,193</b>	<b>28.64%</b>

	<b>Total Budget 2020/21 £</b>	<b>Actual to 30 November £</b>	<b>Expenditure %</b>
<b><u>LEISURE AND HEALTH</u></b>			
BLC – Combined Heat and Power Unit	79,300	100,340	126.53%
BLC – Site Options Professional Advice	30,000	0	0.00%
BLC – Replacement Boilers	39,700	0	0.00%
KLC – Fire Alarm Smoke and Heat Detectors	11,100	11,110	100.00%
Leisure Centres – Planned Maintenance	4,950	16,645	336.26%
Leisure Facilities Strategy	22,700	25,128	110.7%
Trent Vale Community Sports Association	21,300	10,000	46.95%
Beeston Shopmobility	10,000	0	0.00%
Phoenix Inham Football Club	9,000	0	0.00%
<b>Total for Leisure and Health</b>	<b>228,050</b>	<b>163,223</b>	<b>71.57%</b>

<b><u>FINANCE AND RESOURCES</u></b>			
<b><u>RESOURCES</u></b>			
Beeston Square Redevelopment	10,353,900	4,343,506	41.95%
NWOW – Planning, Finance and Estates	124,100	106,731	86%
NWOW – Main Reception	100,000	10,979	10.98%
NWOW – New Civic Suite/Customer Services/Staff Accommodation	22,650	20,479	90.42%
NWOW – Data Server Room Re-Location	0	-4,618	N/A
Capital Contingency	5,700	5,000	87.72%
<b><u>ICT SERVICES</u></b>			
ICT Replacement Programme	137,200	53,215	38.79%
Technical Infrastructure Architecture	292,900	7,047	2.41%
E Facilities Initiatives	72,500	0	0.00%
VoIP Telephony	50,000	0	0.00%
Committee Administration System	0	8,510	N/A
Revenues and Benefits Self-Service Module	21,500	21,715	101.00%
Member ICT Devices	45,550	0	0.00%
<b>Total for Finance and Resources</b>	<b>11,226,000</b>	<b>4,572,564</b>	<b>40.73%</b>

<b><u>HOUSING</u></b>			
Disabled Facilities Grants	869,150	106,403	12.24%
Nottinghamshire Warm Homes on Prescription	26,750	3,405	12.73%
Dementia Friendly Bungalows – Willoughby St	265,250	227,962	85.94%
Central Heating Replacement	1,392,950	471,371	33.84%
Housing Modernisation Programme	2,067,500	866,038	41.89%
Major Relets	45,100	48,024	106.48%
Aids and Adaptations – Disabled Persons	452,400	115,761	25.59%
Window and Door Replacement	292,800	34,507	11.79%
External Pre-Paint Repairs and Decoration	562,350	8,656	1.54%

	<b>Total Budget 2020/21 £</b>	<b>Actual to 30 November £</b>	<b>Expenditure %</b>
Electrical Periodic Improvement Works	305,250	89,546	29.34%
External Works-Paths Pavings & Hard Standings	211,800	131,535	62.10%
Fire Safety Assessment and Remedial Work	367,700	74,463	20.25%
Structural Remedial Repairs	105,000	19,886	18.94%
Asbestos Surveys and Remedial Works	106,000	20,621	19.45%
Garage Refurbishment	252,300	72,351	28.68%
HRA Stock Condition Survey	34,150	23,085	67.60%
Redwood Crescent (Beeston) - Pocket Park	3,300	6,101	184.88%
NWOW – Housing Section	27,250	12,294	45.12%
HRA Acquisition of Properties	2,090,100	996,147	47.66%
New Build Housing Feasibility Costs	364,850	62,966	17.26%
New Build – Oakfield Road	765,000	0	0.00%
New Build – Fishpond Cottage	600,000	0	0.00%
New Build – Chilwell/Watnall Garage Sites	900,000	0	0.00%
Housing Delivery Plan Officer Posts	56,400	0	0.00%
HRA Contingency	27,900	900	3.23%
<b>Total for Housing</b>	<b>12,191,250</b>	<b>3,392,022</b>	<b>27.82%</b>

<b><u>JOBS AND ECONOMY</u></b>			
Wider Transport Connectivity Reviews	100,000	0	0.00%
Former Stapleford Police Station Redevelopment	128,800	84,088	65.29%
Town Centre Wi-F (Beeston, Kimberley, Eastwood)	34,650	11,508	33.21%
Mushroom Farm – New Industrial Units	290,000	22,400	7.72%
Stapleford Town Deal	750,000	750	0.10%
<b>Total for Jobs and Economy</b>	<b>1,303,450</b>	<b>118,746</b>	<b>9.11%</b>

<b><u>COMMUNITY SAFETY</u></b>			
Beeston Weir - Life Saving Equipment	6,400	0	0.00%
<b>Total for Community Safety</b>	<b>6,400</b>	<b>0</b>	<b>0.00%</b>

## APPENDIX 2

Planned Financing of 2020/21 Capital Programme

<b>Source of Financing</b>			
	<b>General Fund</b>	<b>HRA</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Revenue Financing:</b>			
Major Repairs Reserve		4,226,900	4,226,900
Direct Revenue Financing	30,000	2,026,850	2,056,850
<b>Grants and Contributions:</b>			
Better Care Fund	895,900	265,250	1,161,150
D2N2 LEP	252,150		252,150
FCC Communities Foundation	104,050		104,050
Section 106 Receipts – Parks and Open Spaces	32,900		32,900
Section 106 Receipts – ITPS	845,950		845,950
Ministry of Housing, Communities and Local Government (MHCLG)	501,000		501,000
Insurance Settlement	5,350		5,350
<b>Usable Capital Receipts:</b>	2,828,900	4,776,350	7,605,250
<b>Borrowing</b>	10,220,750		10,220,750
<b>Total</b>	<b>15,716,950</b>	<b>11,295,350</b>	<b>27,012,300</b>

Capital Receipts

## (i) General Fund

General Fund capital receipts available at 30 November 2020 for the financing of capital expenditure were approximately £2,958,350. This includes receipts of £772,150 brought forward from 2019/20

The planned financing of the 2020/21 capital programme shown in the table above assumes that General Fund capital receipts of £2,828,900 will be utilised. This includes £2,080,000 from the sale of the former Beeston Fire Station site for the provision of residential accommodation that was completed in November 2020. This receipt will be used to assist with the financing of the Beeston Square redevelopment scheme.

Any surplus capital receipts can be used to reduce the projected level of borrowing required or to finance some of the schemes in the 2021/22 capital programme.

## (ii) Housing Revenue Account

Housing Revenue Account (HRA) capital receipts available at 30 November 2020 for the financing of capital expenditure were £4,232,950. This was arrived at as follows:

	£
Balance at 1 April 2020 (brought forward from 2019/20)	4,002,250
Plus: Receipts from 1 April 2020 to 31 October 2020	334,950
Less: Payment to MHCLG	<u>(104,250)</u>
Balance at 30 November 2020	4,232,950

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

- Capital Receipts of £4,232,950
- HRA revenue contributions (NB. Balance at 31 March 2020 was £4,625,550)

Borrowing is also a potential source of funding of HRA capital expenditure along with any grants that are received.

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

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

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

The table below confirms that the Council has spent a sufficient amount on new build expenditure to be at low risk in the short term of having to return capital receipts from the sale of council houses to MHCLG under the one for one replacement agreement. At 30 September 2020 the Council's cumulative new build expenditure of £2,492,614 comfortably exceeded the required new build sum of £2,265,303 at that date. The Council's required new build expenditure over the next three years is as set out in the table below.

<b>Cumulative New Build Expenditure Required (£)</b>	<b>Date New Build Expenditure Required By:</b>
2,265,302.84	30 September 2020
2,725,242.70	31 December 2020
3,801,591.80	31 March 2021
4,145,580.91	30 June 2021
4,667,359.76	30 September 2021
5,576,040.85	31 December 2021
5,931,251.26	31 March 2022
5,942,703.13	30 June 2022
6,368,660.29	30 September 2022
6,491,057.68	31 December 2022
6,809,487.52	31 March 2023

Given that the Council's cumulative new build expenditure stood at £2,492,614 at 30 September 2020 there is not a requirement to incur further new build expenditure until the third quarter of 2020/21. This expenditure needs to have been incurred on a scheme that has been completed rather than in progress at that date to fulfil the conditions of the agreement.

## APPENDIX 3

1. Disabled Facilities Grants

The 2020/21 capital programme includes £869,150 for grants to improve facilities for disabled people living in private sector dwellings to enable them to better access and move around their homes and/or gardens. The budget is provided by Nottinghamshire County Council through the Better Care Fund (BCF).

The Ministry of Housing, Communities and Local Government (MHCLG) announced on 3 December 2020 that an additional £68m of capital funding for Disabled Facilities Grants would be made available for local authorities in England in 2020/21 to help deliver more home adaptations and help more disabled people to live independently and safely in their own homes.

MHCLG then wrote to all local authorities on 8 December 2020 to inform them of their additional allocations. Broxtowe Borough Council will receive an additional allocation of £116,750 from the £935,950 allocated to Nottinghamshire which will allow the sum for Disabled Facilities Grants in the 2020/21 capital programme to be increased from £869,150 to £985,900.

2. Dovecote Lane Recreation Ground – Improvement Works

The original 2020/21 capital programme included £115,500 for a scheme to undertake improvement works at Dovecote Lane Recreation Ground in Beeston with an estimated cost of £110,000 for the works plus £5,500 for capital salaries. The scheme was intended to be financed by an anticipated grant of £50,000 from FCC Communities (formerly WREN) plus £65,000 from General Fund capital receipts.

FCC Communities wrote to the Council on 3 December 2020 to say that they were prepared to provide grant funding of £73,450 towards the cost of the works which are now, following the receipt of tenders, expected to cost £120,250.

It is therefore proposed that the budget for this scheme in the 2020/21 capital programme be increased from £115,500 to £125,750 to reflect the additional grant income and revised works costs and that the scheme be financed by the grant of £73,450 from FCC Communities plus £52,300 from General Fund capital receipts.

One of the conditions for the award of grant funding of £73,450 towards cost of the works is that the Council will be required to make a one off third party payment of £7,900 to FCC Recycling (UK). This will be met from the Beeston Parks 2020/21 revenue budget but will be offset by a contribution of £5,000 from United Living.

3. New Build Housing Feasibility Costs

Finance and Resources Committee on 8 October 2020 agreed to allocate a further £200,000 in the 2020/21 capital programme towards new build housing feasibility costs in addition to £164,850 carried forward from 2019/20 to be funded by receipts from the sale of council houses.

As set out in appendix 1 above, expenditure to 30 November 2020 amounted to £62,966 and it is presently expected that expenditure at 31 March 2021 will be approximately £120,000. It is therefore proposed that the budget of £364,850 in the 2020/21 capital programme be reduced by £244,850 to £120,000.

The draft capital programme 2021/22 – 2023/24 to be considered by Housing Committee on 2 February 2021 includes £200,000 per annum in each year for new build housing feasibility costs. If supported, this will be referred to Finance and Resources Committee for approval on 11 February 2021.

4. New Build – Oakfield Road, Stapleford

The 2020/21 capital programme includes £765,000 for a scheme to provide five one-bedroom flats for former service personnel on a former garage site at Oakfield Road in Stapleford to be funded by receipts from the sale of council houses. Whilst tenders for the scheme have been received and evaluated and work is due to commence, it is presently estimated that work with a value of £85,000 will be completed by 31 March 2021 with the remainder of the work undertaken in the following financial year.

It is therefore proposed that the budget of £765,000 in the 2020/21 capital programme be reduced by £680,000 from £765,000 to £85,000 and that a budget of £680,000 be allocated for this scheme in the 2021/22 capital programme to be presented to Housing Committee for consideration on 2 February 2021 and, if supported, referred on to Finance and Resources Committee for approval on 11 February 2021.

5. New Build – Fishpond Cottage, Bramcote

The 2020/21 capital programme 2020/21 – 2022/23 approved by Finance and Resources Committee on 13 February 2020 included £600,000 in 2020/21 and £600,00 in 2021/22 for a scheme to develop housing at Fishpond Cottage in Bramcote to be funded by receipts from the sale of council houses.

A consultation event on proposed developments has been undertaken and a planning application for the building of five homes on the site (including the retention of the cottage) has been prepared. However, as a procurement exercise would be required should approval be granted, no expenditure is expected on this scheme in 2020/21.

It is therefore proposed that the budget of £600,000 in the 2020/21 capital programme be removed. The draft capital programme 2021/22 – 2023/24 to be considered by Housing Committee on 2 February 2021 includes £550,000 in 2021/22 and £350,000 in 2022/23 for a new build scheme at Fishpond Cottage. If supported, this will be referred to Finance and Resources Committee for approval on 11 February 2021.

6. New Build – Chilwell/Watnall Garage Sites

The 2020/21 capital programme 2020/21 – 2022/23 approved by Finance and Resources Committee on 13 February 2020 included £900,000 in 2020/21 and £1,800,00 in 2021/22 for the development of new housing on former garage sites in Chilwell and Watnall. Whilst architects have produced options for five sites and a virtual consultation exercise has been undertaken, the next stage will involve the production and presentation of a planning application and no work on any of the five sites will be undertaken in 2020/21.

It is therefore proposed that the budget of £900,000 in the 2020/21 capital programme be removed. The draft capital programme 2021/22 – 2023/24 to be considered by Housing Committee on 2 February 2021 now includes £600,000 in 2021/22 and £2,800,000 in 2022/23 for new build schemes on former garage sites in Chilwell and Watnall. If supported, this will be referred to Finance and Resources Committee for approval on 11 February 2021.

Summary of Proposed Changes in Appendix 3 to 2020/21 Capital Programme

<u>Scheme</u>	<u>Present Budget (£)</u>	<u>Proposed Budget (£)</u>	<u>Funding Source (£)</u>
Disabled Facilities Grants	869,150	985,900	NCC (Better Care Fund)
Dovecote Lane Recreation Ground – Improvement Works	115,500	125,750	FCC Grant/ GF Capital Receipts
New Build – Feasibility Costs	364,850	120,000	HRA Capital Receipts
New Build – Oakfield Road, Stapleford	765,000	85,000	HRA Capital Receipts
New Build - Fishpond Cottage, Bramcote	600,000	0	HRA Capital Receipts
New Build – Chilwell/Watnall Garage Sites	900,000	0	HRA Capital Receipts
<b>TOTAL</b>	<b>3,614,500</b>	<b>1,316,650</b>	

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### Report of the Deputy Chief Executive

#### GRANT AID REQUEST FROM KIMBERLEY TOWN COUNCIL

##### 1. Purpose of report

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

##### 2. Grant aid applications

A grant aid request has been received from Kimberley Town Council for consideration.

Kimberley Town Council has requested funding of up to £1,200 towards the purchase of a new defibrillator to be installed in a reconditioned former telephone kiosk and located in the Kimberley area. Details of the application is included in appendix 1.

The agreed protocol for assessing grant aid to parish and town councils is provided for information in appendix 2. The grants previously awarded under this scheme are listed in appendix 3

##### 3. Financial position

The provision of defibrillators in Broxtowe was considered by the Policy and Performance Committee on 1 July 2020. Members resolved that the Council should play a role in the provision of defibrillators by working alongside other organisations, such as parish councils, to ensure communities had access to a defibrillator.

There is no provision in the Council's 2020/21 budget for either the purchase or maintenance of defibrillators, whether owned by the Council or other organisations. If Members wished to support this grant application, an allocation could be made from 2020/21 revenue contingencies of which £25,000 is presently available (subject to other reports on this agenda).

#### **Recommendation**

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

#### Background papers

Nil

## APPENDIX 1

**Kimberley Town Council – Purchase of a Defibrillator**

Kimberley Town Council has submitted a grant aid request for £1,200 towards the purchase of a new defibrillator to be installed in a reconditioned former telephone kiosk and located in Kimberley.

The disused and vandalised former BT telephone kiosk on Cliff Boulevard in Kimberley has been formally acquired by the Town Council. Following consultations with local residents, the Town Council is proposing to renovate the unit and recommission with a defibrillator installed. The kiosk would be relocated to a site on the outskirts of the town, adjacent to a neighbouring parish, where there is currently no known defibrillator available in the area.

The cost of a new defibrillator is around £1,200. The Town Council has already acquired a new concrete base for the kiosk and will arrange for its move and refurbishment. All works, except for the disconnection and re-connection of the electrics, will be completed by local volunteers. The quotation for the disconnection and re-connection is £450 and £750 respectively. A donation of £500 has been received from a County Councillor.

Kimberley Town Council have requested £1,200 for the full cost of purchasing a new defibrillator. Going forward, the Town Council shall be responsible for the repairs and maintenance and inspection of the facility and meet the cost of any power supply required.

The closing balance of Kimberley Town Council funds as at 31 March 2020 was £289,796. Although the Town Council has considerable funds, a significant proportion of these balances will be required for either the extensive modernisation of the Town Hall (which is now 60-years-old) or its complete replacement. This is similarly the case in respect of other recreational buildings in the town, as confirmed in a full building structural report received last year. The current Kimberley Town Council annual precept is £122,920.

**APPENDIX 2****Protocol for consideration of grant aid to parish and town councils**

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

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

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

## APPENDIX 3

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

The table below lists the grants awarded under this scheme since 2014/15.

<b>Date</b>	<b>Council</b>	<b>Amount</b>	<b>Purpose</b>
01/04/14	Nuthall Parish Council	£2,000	War memorial construction (Capital)
16/10/14	Nuthall Parish Council	£2,500	Cemetery maintenance
02/06/15	Cossall Parish Council	£350	Memorial plaque
19/04/16	Eastwood Town Council	£5,000	Building refurbishment works (Capital)
04/07/16	Greasley Parish Council	£4,000	Upgraded heating system (Capital)
19/09/16	Awsorth Parish Council	£5,000	Heating system replacement (Capital)
09/01/17	Brinsley Parish Council	£4,000	Play facility repairs/replace (Capital)
03/10/17	Nuthall Parish Council	£1,820	Remembrance parade
12/10/17	Greasley Parish Council	£1,000	Christmas lights event
12/10/17	Nuthall Parish Council	£3,395	Cemetery maintenance
26/04/18	Nuthall Parish Council	£12,000	Cemetery roadway surface (Capital)
26/04/18	Nuthall Parish Council	£2,000	Summer Youth Club
11/10/18	Greasley Parish Council	£647	WW1 commemoration sculpture
15/08/19	Brinsley Parish Council	£2,070	Summer play day
10/10/19	Awsorth Parish Council	£1,250	Kitchen Refurbishment – Pavilion
10/10/19	Brinsley Parish Council	£2,300	Tree planting – commemoration
10/10/19	Nuthall Parish Council	£1,855	Remembrance parade
10/10/19	Stapleford Town Council	£2,010	Remembrance event
10/10/19	Trowell Parish Council	£3,500	Car park refurbishment
13/02/20	Brinsley Parish Council	£1,000	Festive lighting display
13/02/20	Brinsley Parish Council	£1,225	VE Day celebrations 2020

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### Report of the Deputy Chief Executive

#### **BUDGET CONSULTATION 2021/22**

##### 1. Purpose of report

To report the results of the 2021/22 budget consultation exercise that took place during October and November 2020.

##### 2. Background

As with the 2020/21 budget consultation exercise, a web-based survey, publicised through social media, has been used to consult on the 2021/22 budget. This included no reference to any specific policy options but sought views on all Council services and indications of satisfaction, or otherwise, with these as well as the way in which they are provided and with the local area generally.

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

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

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

A total of 277 responses were received. The number of responses received compared was 130 less than the 407 responses received for the budget consultation 2020/21, The results are summarised in Appendix 1 whilst Appendix 2 summarises the demographic data for the respondents.

#### **Recommendation**

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

#### Background papers

Nil

**APPENDIX 1****Summary of Respondents**

The sample of respondents is representative of the local communities in Broxtowe, although the analysis of ethnicity indicates a bias towards White British respondents. 93% of respondents indicated they considered themselves to be White British and 3% White/Other. The remaining 4% were split between Asian, Black or Mixed race and any other ethnic group categories.

In terms of gender, 54% of the respondents were male and 43% were female whilst the other 3% of respondents preferred not to state their gender.

83% of respondents identified as over 45 years old with 24% between 45-59, 15% between 60-64 and 45% over 65. The number of younger respondents was higher than in the previous year with 40% of under 45s responding compared to 26% in 2020/21. This represents an improvement of 14%.

In terms of geographical location, Beeston residents responded the most (22%). However, this represents a decrease of 5% compared with last year. Chilwell accounted for 13.6% of respondents which was a decrease of 1.4% compared to last year. Similarly, Stapleford accounted for 13.6% of respondents which was 2.6% higher than last year. However, as last year, there was at least one respondent from every area except Strelley Village.

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

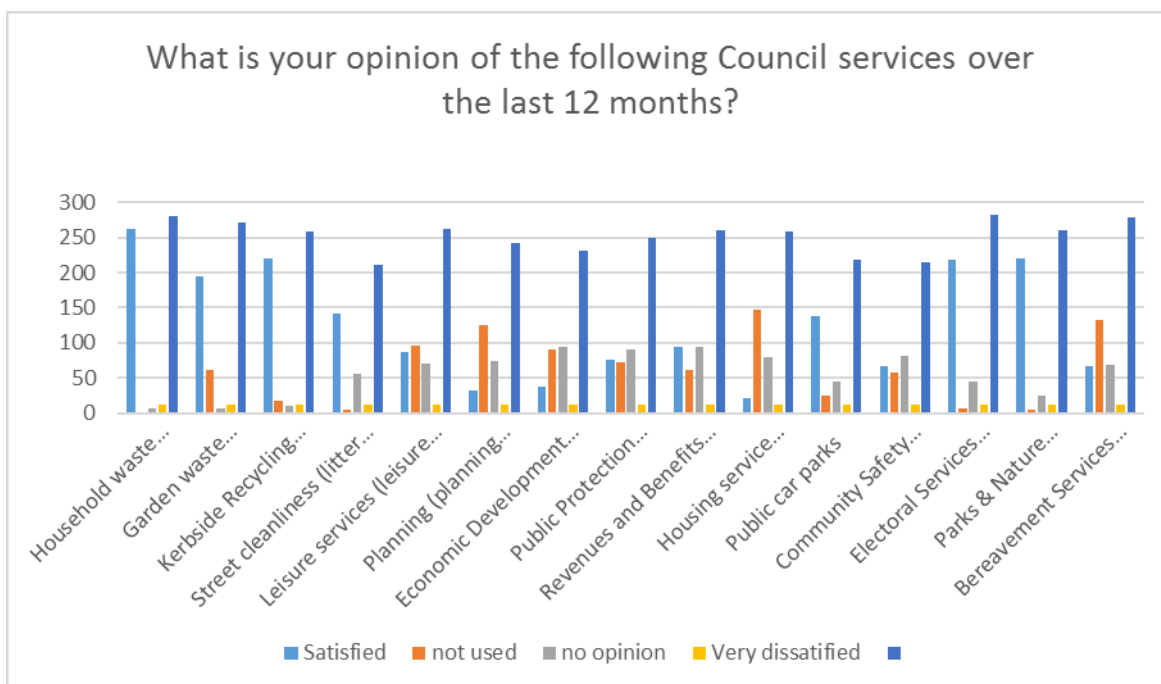
**Satisfaction with Services**

In overall terms, local people are satisfied with the borough of Broxtowe and the Council's management of it. 73% of people are either 'satisfied' or very 'satisfied' with the area in which they live which is a decrease on the 75% figure in the 2020/21 consultation. 64% are either 'satisfied' or 'very satisfied' with the way that the Council delivers services which is the same level as 2020/21 positive response. However, 2% of people are 'very dissatisfied' in both categories which is a decrease on the 3% figure in last year consultation.

Figure 1 analyses the level of satisfaction with individual Council services over the last twelve months. The services with the highest satisfied responses were Household Waste Collection (black lidded bin) with 95% (up from 87% in the previous year) and Kerbside Recycling (green lidded bin, glass bag or red lidded glass bin, textiles) with 70% (down from 77% in the previous year). The services with the highest dissatisfied responses were Street Cleanliness with

28% (down from 30% in 2020/21 and, Community Safety with 25% (down from 29% in 2020/21).

**Figure 1**



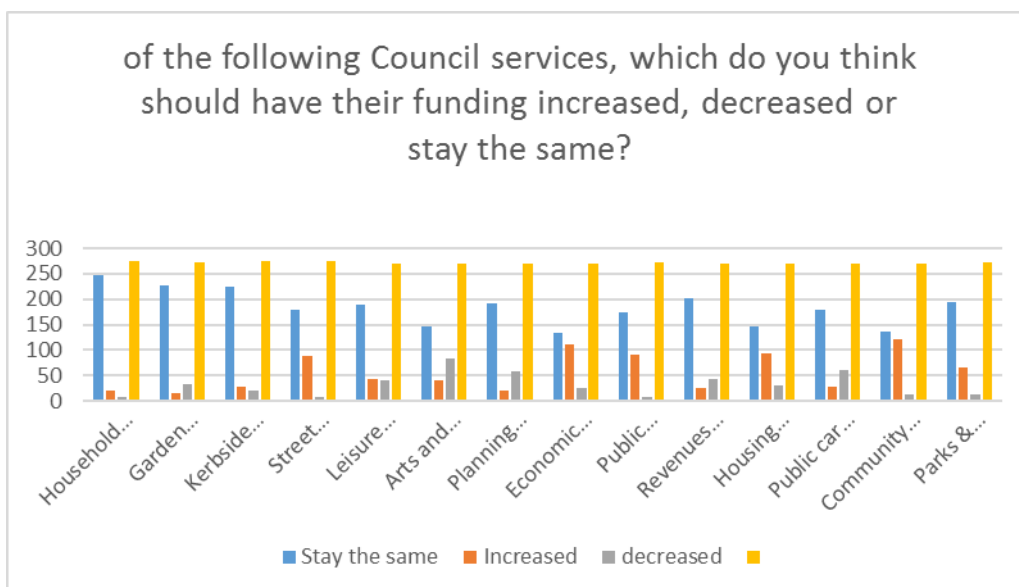
## Spending on Services

When asked about whether spending on services should be increased, decreased or stay the same, Community Safety (45%), Economic Development (support to businesses, regeneration, business growth) (41%) and the Housing Service (34%) scored the highest in terms of respondents thinking their funding should be increased. Arts and Culture (31%), public car parks (22%) and Planning (planning applications and planning policy) (21%) scored the highest in terms of respondents thinking their funding should be decreased.

Household Waste Collection (90%), Garden Waste Collection (brown lidded bin) (83%) and Kerbside Recycling (82%) scored highest in terms of respondents thinking their funding should stay the same. This could be interpreted as indicating a relationship with satisfaction levels as both services secured the highest satisfaction rating. This pattern is reflected in most services with respondents consistently voting more for the funding of services to stay the same.

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

**Figure 2**

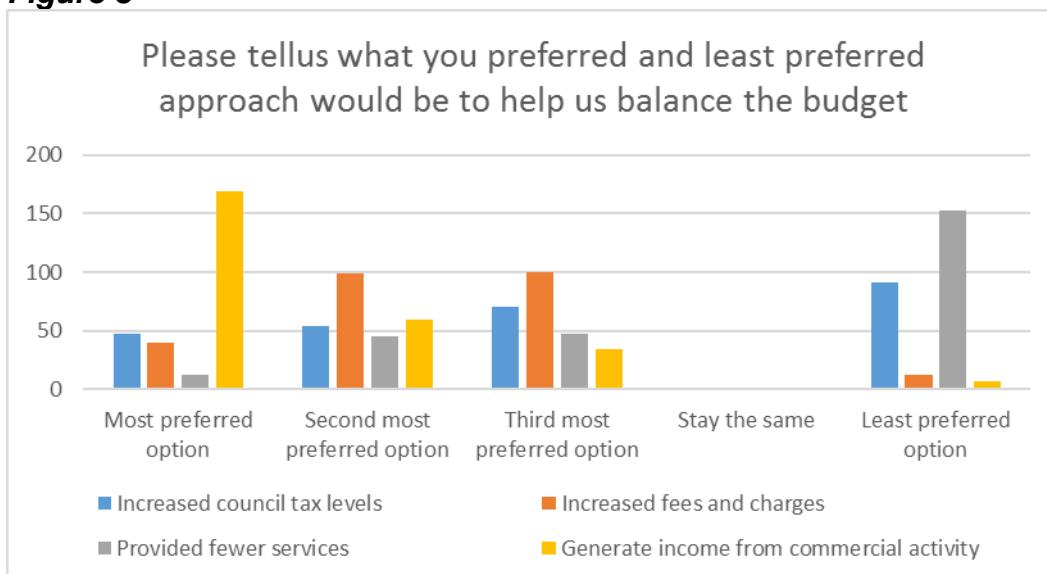


### Balancing the Budget

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

By far the post preferred option for balancing the budget with 63% is generating income from commercial activity followed by increasing council tax with 18% and, increased fees & charges with 16%.

The least preferred option for balancing the budget was to provide fewer services with 59% of respondents followed by increasing council tax levels with 35%.

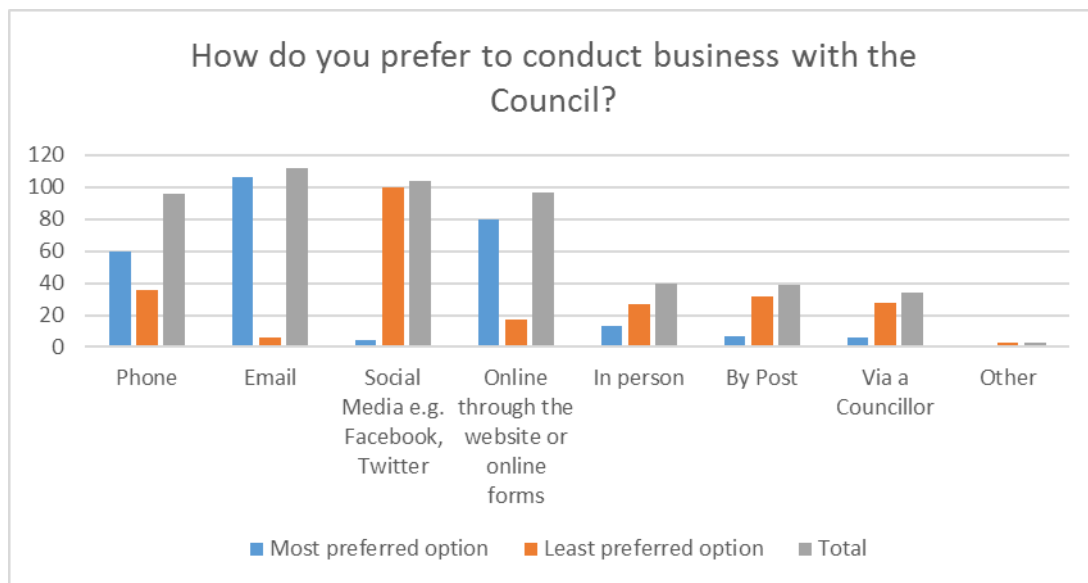
**Figure 3**

### Communicating with the Council

As in 2020/21, respondents were asked a yes/no question as to whether they feel the Council listens to them. The results showed that 54% answered no with 46% answering Yes in the 2021/22 budget consultation. This was a reduction of answer yes by 5% and an increase of answering No by 6% compared to 2020/21 responses.

To obtain further information on how to shape services in future, local people were asked about how satisfied they are with the ways they can access Council services and how they prefer to contact the Council to do business. 70% of respondents were either very satisfied or satisfied with the way they can access Council services which represents an increase of 6% on the figure of 64% in 2020/21. 10% of respondents were either very dissatisfied or dissatisfied with the way in which they can access Council services which is a reduction of 1% on the 11% figure for 2020/21. However, 21% were neither satisfied nor dissatisfied (i.e. neutral) which is represent a reduction of 4% to the 25% in 2020/21.

In terms of what methods of communication local people prefer to use, there was clearly a preference in the 2021/22 budget consultation for online or email contact which reinforced the results from 2020/21. However, it must be remembered that all respondents were already able to access services online by virtue of them completing this survey. Via Social Media e.g. Facebook, Twitter was the least preferred method of conducting business with the Council followed by via Councillor in second and by post in third place. Further details are set out in Figure 4 below.

**Figure 4**

## APPENDIX 2

## DEMOGRAPHIC DATA

	Number	% of Total
<b>Gender</b>		
Male	147	54%
Female	117	43%
Prefer not to say	8	3%
<b>Age</b>		
Under 18	0	0%
18-24	1	0.4%
25-29	5	2%
30-44	40	15%
45-59	65	24%
60-64	40	15%
65+	123	45%
<b>Ethnic Origin</b>		
White - British	247	93%
White - Irish	0	0%
White - Other Background	9	3%
Asian or Asian British - Indian	2	1%
Asian or Asian British - Pakistani	0	0%
Asian or Asian British - Bangladeshi	0	0%
Asian or Asian British - Other Background	0	0%
British or Black British - Caribbean	2	1%
British or Black British - African	0	0%
British or Black British - Other Background	0	0%
Mixed - White and Black Caribbean	0	0%
Mixed - White and Black African	0	0%
Mixed - White and Asian	1	0.4%
Mixed - Other Background	0	0%
Chinese	0	0%
Any Other Ethnic Group	5	2%
<b>Disabled or with Long Term Health Problems Limiting Daily Activity</b>		
Yes	58	21%
No	214	79%

**Area**

Attenborough	6	2%
Awsorth	5	2%
Beeston	61	22%
Bramcote	27	10%
Brinsley	6	2%
Chilwell	37	13%
Cossall	1	0.4%
Eastwood	23	8%
Greasley	10	4%
Kimberley	8	3%
Newthorpe	13	5%
Nuthall	17	6%
Stapleford	37	14%
Toton	13	5%
Trowell	8	3%

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

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

### 1. Purpose of Report

To report progress against outcome targets and the performance indicators identified in the Business Plans for the support services areas, linked to Corporate Plan priorities and objectives.

### 2. Background

The Corporate Plan was approved by Council on 4 March 2020. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are subsequently approved by the respective Committees each year. Business Plans for the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT & Business Transformation were approved by this Committee on 13 February 2020.

### 3. Performance Management

The Council's performance management framework sees Committees receive regular reports which review progress against their respective Business Plans; including a detailed annual report where both performance and financial management is considered following the year-end.

This report provides an overview of progress from the perspective of the support service areas. It provides a summary analysis of progress made to date on key tasks and priorities for improvement and the latest data relating to Critical Success Indicators (CSI) and Key Performance Indicators (KPI). Further details including summary tables and exception reporting is provided in the appendix.

*The content of this report is based upon data required to demonstrate progress with the Business Plan. The Council is continuing to review its corporate performance reporting arrangements, including the content of regular reports to Committees. Members are invited to comment upon the format, level and content of data provided for future reports.*

### Recommendation

**The Committee is asked to NOTE the progress made in achieving the key tasks and actions in the Business Plans for the support service areas and performance in relation to the current performance indicators.**

### Background papers

Nil

## APPENDIX

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan 2020-2024 was approved by Council on 4 March 2020. This sets out the Council's priorities to achieve its vision to make "**A Greener, Safer and Healthier Broxtowe where everyone prospers.**" Over the period, the Council will focus on the following priorities:

- Housing – A good quality home for everyone
- Business Growth – Invest in our towns and our people
- Community Safety – A safe place for everyone
- Health – Support people to live well
- Environment – Protect the environment for the future

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans






Business Plans linked to corporate priority areas were approved by Council on 4 March 2020, following recommendations from the respective Committees. These Business Plans detail the projects and activities to be undertaken in support of the Corporate Plan for each priority area. These cover a three-year period and are revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures is undertaken regularly, including an annual report where performance and financial outturns are considered together following the year-end as part of the Council's commitment to closely align financial and performance management.

3. Performance Management

As part of the Council's performance management framework, this Committee receives regular reports on progress with the Business Plan relating to support service areas. This report provides a summary of progress made to date on key tasks and priorities for improvement (as extracted from the *Pentana* performance management system) and the latest data relating to Critical Success Indicators (CSI) and Key Performance Indicators (KPI).


The Council monitors its performance using *Pentana*. Members can access the system at <https://broxtowe.pentanarpm.uk/login> with a generic user name and password, enabling them to interrogate the system on a 'view-only' basis. A traffic light system of red, amber and green symbols is used to provide an indication of performance at a particular point in time.





### SUMMARY OF PROGRESS – KEY TASKS AND PRIORITIES FOR IMPROVEMENT 2020/21






	Completed 	In Progress 	Warning 	Overdue 	Cancelled 
<b>Finance Services</b>	2	5	-	3	-
<b>Legal Services</b>	2	2	1	-	-
<b>Governance and Democratic Services</b>	-	1	-	-	-
<b>Property Services</b>	-	1	-	-	-
<b>ICT and Business Transformation</b>	-	3	-	-	-
<b>Revenues, Benefits and Customer Services</b>	1	5	-	-	-
<b>TOTAL</b>	5	17	1	3	-

The following table provides further details by exception. Full details on all actions are available from the respective Head of Service/Priority Lead and via the system using the Members login at <https://broxtowe.pentanarpm.uk/login>.

### EXCEPTION REPORTING – KEY TASKS AND ACTIONS





Status	Action Title and Code	Action Description	Progress	Due Date	Comments
In Progress 	Rollout web based Financial Management software and refreshed Purchase Ordering processes to all Departments (FP1922_02)	Introduction of web based accounts management to support New Ways of Working Effective budget monitoring by managers through use of web-based system. Sound commitment accounting to improve quality of financial reporting. Compliance with Financial Regulation	80%	Sep-2020	The Financial Management System was updated to the supplier's latest version in November 2020. This will ensure the continued software support for the foreseeable future. More users are adopting the web-based version and this will be promoted further now that the upgrade has been completed. <b>Revised target date – March 2021.</b>

Status	Action Title and Code	Action Description	Progress	Due Date	Comments
In Progress 	Implementation of Intelligent Scanning ensuring automated matching of valid purchase orders to invoices (FP1922_03)	Reduction in time taken to process invoices received Ensure compliance with Financial Regulations for purchase orders. Reduction in time taken to process invoices received. Effective internal control and reduction of paper invoices	<b>60%</b>	Sep-2020	The Intelligent Scanning software has been installed and is being used in a number of sections. The roll-out to users was placed on hold whilst the Financial Management System was upgraded. Plans are being drawn up for the further roll-out to users. <b>Revised target date – March 2021.</b>
Overdue 	Determine the Council's approach to procurement to ensure that it meets needs and objectives (FP1922_05)	Review current procurement arrangements to ensure that the Council has sufficient expertise to maintain compliance with regulations.	<b>75%</b>	Sep-2020	The Procurement Strategy has been refreshed and implemented and officer briefings have been held. The Council is employing an Interim Procurement and Contracts Officer. A further attempt to fill the established post on a permanent basis is being made in December 2020.
Overdue 	Review and update the Financial Regulations for approval by Members (FP2023_01)	Updated Financial Regulations to be adopted by the Council. Approval required at Full Council	<b>20%</b>	Jun-2020	Financial Regulations for Contracts (Standing Orders) was updated in March 2020. The update of the general Financial Regulations is outstanding.
In Progress 	Review the ICON Income Distribution System (FP2023_02)	ICON ownership needs to be established. Technical Issues require resolving.	<b>10%</b>	Mar-2023	Regular Account Management meetings with the supplier are being held and the system was upgraded in the summer. The issue of system ownership is still unresolved and has been referred to the Deputy Chief Executive/S151 Officer. A number of technical issues (primarily concerning user access and system reliability) have been resolved. The number and value of items in suspense accounts is falling and is continuing to be monitored closely.

Status	Action Title and Code	Action Description	Progress	Due Date	Comments
Overdue 	Continue to develop a contract management framework for adoption across the Council. (FP2023_05)	Establishing a corporate contract management framework to include performance management arrangements/reporting. Opportunities for savings and efficiencies may be achieved through effective procurement.	<b>90%</b>	Jul-2020	A Corporate Contract Management framework has been designed and agreed by GMT. This will shortly be rolled out across the Council.
In Progress 	Progressing the completion of First Registration of Council owned land (LA1821_02)	Achieve 100% registration of unregistered Council land	<b>0%</b>	Dec-2021	The commencement of this has been delayed due to earlier difficulties in recruiting to the Legal Officer position. The task is still expected to be completed by the target date.
Warning 	Rewrite the Council's Constitution (LA1922_02)	Update the Council's constitution to reflect the Council's day to day business	<b>71%</b>	Apr-2021	An update of Contract Standing Orders has been completed as has the Scheme of Delegation. The Code of Conduct will be considered after the national model code is approved.
In Progress 	Roll Out Phase 2 of the Committee Management System (DEM1922_01)	More efficient and effective production and distribution of Agendas, Minutes and improved website information	<b>70%</b>	Feb-2020	The roll out is due to be completed in the spring. <b>Revised target date – May 2021.</b>
In Progress 	Introduce a replacement Asset Management Plan for 2021-2026 CP2023_01	Aim to increase income from commercial assets and maximise efficiency from non-commercial assets	<b>75%</b>	Dec-2020	An initial draft of Asset Management Plan has been prepared. Work on the Kimberley Depot section of the plan is ongoing.


## **SUMMARY OF PROGRESS - PERFORMANCE INDICATORS 2020/21**








*(Critical Success Indicators CSI included in figures and identified separately in brackets)*



	Satisfactory 	Warning 	Alert 	Unknown 
<b>Finance Services</b>	2	2 (1)	1	-
<b>Legal Services</b>	-	-	-	-
<b>Governance and Democratic Services</b>	1 (1)	2 (1)	-	-
<b>Property Services</b>	3	-	1	-
<b>ICT and Business Transformation</b>	4 (2)	-	-	-
<b>Revenues, Benefits and Customer Services</b>	5 (3)	-	2 (1)	-
<b>TOTAL</b>	15 (6)	4 (3)	4 (1)	-

The following table provides further details by exception. Full details on all performance indicators are available from the respective Head of Service/Priority Lead and via the system using the Members login at <https://broxtowe.pentanarpm.uk/login>.

## **EXCEPTION REPORTING – PERFORMANCE INDICATORS**

Status	CSI and Code	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Q2	2020/21 Target	Notes
Amber 	<b>CSI</b> Invoices paid within 30 days of receipt % (BV8)	Quarterly	99.3%	97.2%	97.9% (Oct-20)	99.0%	The Chief Executive's briefing to Senior Management Team on 16 September 2020 encouraged all staff to ensure that invoices as processed promptly, particularly those from small and medium sized local businesses

Status	CSI and Code	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Q2	2020/21 Target	Notes
Red 	Percentage of sundry debtors raised in any one financial year paid in that year (FPLocal_02)	Quarterly	83.5%	83.4%	47.7%	90.0%	Recovery rates have been hampered by the Covid-19 pandemic.
Amber 	Internal Audit: Percentage of planned audits completed in the year (FPLocal_03)	Annually	97%	86%	-	90%	Data collected annually. Internal Audit Plan being revised following impact of Covid-19 on available resources for assurance work.
Amber 	Percentage of Freedom of Information requests dealt with within 20 working days (LALocal_12)	Quarterly	97%	96%	96%	100%	ICO guidance suggests a target of 85% of requests being sent a response within the appropriate timescales is acceptable. Currently exceeding this ICO target.
Amber 	Percentage of complaints acknowledged within 3 working days (LALocal_04)	Quarterly	94%	97%	98%	100%	
Red 	Percentage of tenants of industrial units with rent arrears (CPLocal_02)	Quarterly	1.6%	5.0%	3.3%	2%	Industrial units have been subject to some rent deferrals due to the original lockdown period, although most are now catching up with their payments. However, government guidance prevents taking any recovery action for the remainder of this year. .The percentage of arrears is based on the current historic arrears and does not include Beeston Square.
Green 	Percentage of Beeston Square Shops vacant for more than 3 months (CPLocal_05)	Quarterly	7.7%	0%	0%	0%	This position is expected to get worse in the coming months due to the effects of Covid-19 and the resulting expected departure of at least three shop tenants.
Green 	Net Rental Income (Yield) from Beeston Square Shops (CPLocal_06)	Annually	-	£320k	-	£250k	This is expected to decrease from the previously achieved net income due to the expected loss of three shop tenants.

Status	CSI and Code	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Q2	2020/21 Target	Notes
Red 	Online payments transactions to the Council (CSLocal_14)	Quarterly	67,541	62,111	11,527	70,000	The current figure for 2020/21 to date is 25,689
Red 	HB overpayments recovered as a percentage of the total amount of HB overpayment debt outstanding (BV79b(ii))	Annually	29.0%	26.5%	5.8%	10.6%	The recovery of HBOP debts were on hold for the period April to September 2020 due to Covid-19 and this has impacted on performance.

### Report of the Strategic Director

#### WORK PROGRAMME

##### 1. Purpose of report

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

##### 2. Background

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

11 February 2021	<ul style="list-style-type: none"> <li>• Budget Proposals and Associated Strategies</li> <li>• Business Plans and Financial Estimates 2021/22 - 2023/24</li> <li>• Grants to Voluntary and Community Organisations</li> <li>• Irrecoverable Arrears</li> <li>• Liberty Leisure Financial Recovery</li> <li>• Cash Payment Facilities</li> <li>• Establishment Changes and Performance Outcomes from May 2019</li> <li>• Treasury Management Ethical Investment Policy</li> <li>• Durban House (Eastwood) Evaluation of Potential Letting Opportunities</li> </ul>
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#### Recommendation

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

#### Background papers

Nil

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