



Monday, 25 November 2024

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 3 December 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)
G Marshall (Vice-Chair)
P J Bales
G Bunn
C Carr

T A Cullen
H J Faccio
J W McGrath
H E Skinner
V C Smith

AGENDA

1. APOLOGIES

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

2. Declarations of Interest

(Pages 7 - 14)

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 15 - 20)

Cabinet is asked to confirm as a correct record the minutes of the meeting held on 5 November 2024.

4. Draft Minutes of Other Meetings (Pages 21 - 26)

Members are asked to NOTE the minutes of the meetings as detailed below.

- Bramcote Bereavement Services Joint Committee 20 June 2024
- Bramcote Bereavement Services Joint Committee 24 October 2024 DRAFT
- UK Shared Prosperity Fund Panel Meeting 25 October 2024 DRAFT

5. Scrutiny Reviews (Pages 27 - 30)

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.

6. References

6.1 Foster Carer Policy (Pages 31 - 44)

Local Joint Consultative Committee
13 November 2024

Consideration was given to the Foster Care Scheme. It was noted that this was a new scheme to ensure that the Council was a Fostering Friendly Employer.

RECOMMENDED to Cabinet that the Foster Care Scheme be approved.

6.2 Compassionate Leave (Pages 45 - 70)

Local Joint Consultative Committee
13 November 2024

The Joint Committee noted that the Compassionate Leave Scheme had been changed to include additional leave allowances for those who had experienced the death of a child or spouse.

The debate included discussions about other relatives and the rationale behind decided some relationships were closer than others. It was noted that a manager could use their discretions as to how the scheme was applied.

It was requested that the scheme be amended to state that the leave should be taken within six months of the

bereavement.

RECOMMENDED to Cabinet that the Compassionate Leave Scheme, including an amendment that the leave be taken within six months of the bereavement, be approved.

6.3 Neonatal Care Leave

(Pages 71 - 86)

Local Joint Consultative Committee
13 November 2024

The Joint Committee considered the proposed Neonatal Policy. It was noted that this was a new policy, with a number of updates from central government pending, including a definition of neonatal care.

Consideration was given to the difference between the right to take leave and to be paid. It was requested that the wording regarding the eligibility for paid leave being 26 weeks continuous service be made clearer. It was further requested that there be an addition to the policy stating that the Chief Executive should have discretion in instances where the Neonatal Policy is used, in conjunction with the Human Resources Manager and that it be clarified that a period of absence related to the policy would not impact on probation.

RECOMMENDED to Cabinet that the Neonatal Care Policy, with the following amendments, be approved.

- 1. that the wording regarding the eligibility for paid leave being 26 weeks continuous service be made clearer**
- 2. that the Chief Executive should have discretion in instances where the Neonatal Policy is used, in conjunction with the Human Resources Manager**
- 3. that it be clarified that a period of absence related to the policy would not impact on probation.**

6.4 Probation Policy

(Pages 87 - 106)

Local Joint Consultative Committee
13 November 2024

The Joint Committee noted that Probation Policy had been changed to include apprentices within the scheme, so that all employees were treated equally and could benefit from additional support or management arising from the process.

There was a discussion around the tone of the language, which was negative and implied that employees were expected to fail their probation. There was also concern that staff whose roles had been changed because of a reorganisation could have to go through a probation period.

RECOMMENDED to Cabinet that the Probation Policy, with the following amendments, be approved:

- 1. that there be a positive paragraph about how Probation should work and the employee's responsibilities.**
- 2. where internally promoted employees who failed their probation, consideration would be given to employing them in their original post if it was still open.**

7. RESOURCES AND PERSONNEL POLICY

- 7.1 Review of Corporate Plan Progress and Financial Performance -September 2024 Quarter 2 (Pages 107 - 180)

This is in accordance with all of the Council's Corporate Priorities.

8. Quarterly Complaint Report (Pages 181 - 202)

To provide Members with a summary of complaints made against the Council.

- 8.1 People Strategy (Pages 203 - 220)

For Members to consider the draft People Strategy for adoption and approve accordingly.

- 8.2 Council Tax Base 2025/26 (Pages 221 - 226)

To approve the Council Tax Base for the year 2025/26.

- 8.3 Council Tax Levy (Pages 227 - 236)

Cabinet to approve the proposed changes to the levy that can be applied in Council Tax.

- 8.4 Local Council Tax Support Scheme 2025/26 (Pages 237 - 240)
To seek approval for arrangements to operate in 2025/26 in respect of the Local Council Tax Support Scheme (LCTSS).
- 8.5 Housing Benefit - War Disregard (Pages 241 - 244)
To seek approval for the continuation of the War Pension Disregard in respect of Housing Benefit claims in 2025/26.
- 8.6 Grant Aid Requests From Parish/Town Councils (Pages 245 - 250)
To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to Parish and Town Councils.
- 8.7 Grants to Voluntary and Community Organisations, Charitable Bodies and Individuals Involved in Sports, the Arts and Disability Matters 2024/25 (Pages 251 - 258)
To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.
9. ENVIRONMENT AND CLIMATE CHANGE
- 9.1 Garden Waste Subscription Fees 2025/26 (Pages 259 - 268)
To seek approval for the 2025/26 garden waste subscription fees.
10. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT
- 10.1 Economic Development & Regeneration Strategy (Pages 269 - 328)
To seek approval of the Council's Economic Development and Regeneration Strategy for 2022-2028.
- 10.2 Former Beamlight Factory Article 4 Direction (Pages 329 - 334)
To consider the removal of certain permitted development rights for dwellings built at the Former Beamlight Factory.

11. COMMUNITY SAFETY
- 11.1 Proposed CCTV Provision in Derby Road Car Park Stapleford (Pages 335 - 338)
- To seek Cabinet approval for the provision of two Surveillance Camera Units in Derby Road Car Park, Stapleford (New Car Park).
12. HOUSING
- 12.1 Pets Policy (Pages 339 - 360)
- To seek Cabinet approval on the updated Pets Policy.
13. Cabinet Work Programme (Pages 361 - 362)
- 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.
14. 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 7 of Schedule 12A of the Act.**
15. Irrecoverable Arrears (Pages 363 - 366)
16. Permanent Recruitment of a Waste and Recycling Engagement Officer (Pages 367 - 380)

Report of the Monitoring Officer

DECLARATIONS OF INTEREST

1. 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/ORI/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.
-

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 biased 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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Registerable Interests

These are interests that you are required to register in accordance with the Code of Conduct. They are interests that you would know about in advance of an item coming up (e.g. land you own) and you should have included them when filling in your register of interests.

What type of Registerable Interest do you have in this matter?

Disclosable Pecuniary Interests

These are any interests that are described as DPIs under the Code of Conduct and include both the interests of yourself and of your partner.

Other Registerable Interests

These are personal interests that relate to certain types of bodies that you may be involved in as set out in the Code of Conduct.

Does the matter directly relate to one of your Disclosable Pecuniary Interests?

No

Does the matter directly relate to the financial interest or wellbeing of one of your Other Registerable Interests?

No

Does the matter affect a financial interest or the wellbeing of yourself or of a friend, relative or close associate?

No

Yes

Is the financial interest or wellbeing affected to a greater extent than the financial interests or wellbeing of the majority of inhabitants?

No

Yes

Would a reasonable member of the public knowing all the facts believe that it would affect your view of the wider public interest?

No

Yes

Yes

You must:

- Disclose the interest;
- Not speak on the matter;
- Not participate in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

You must:

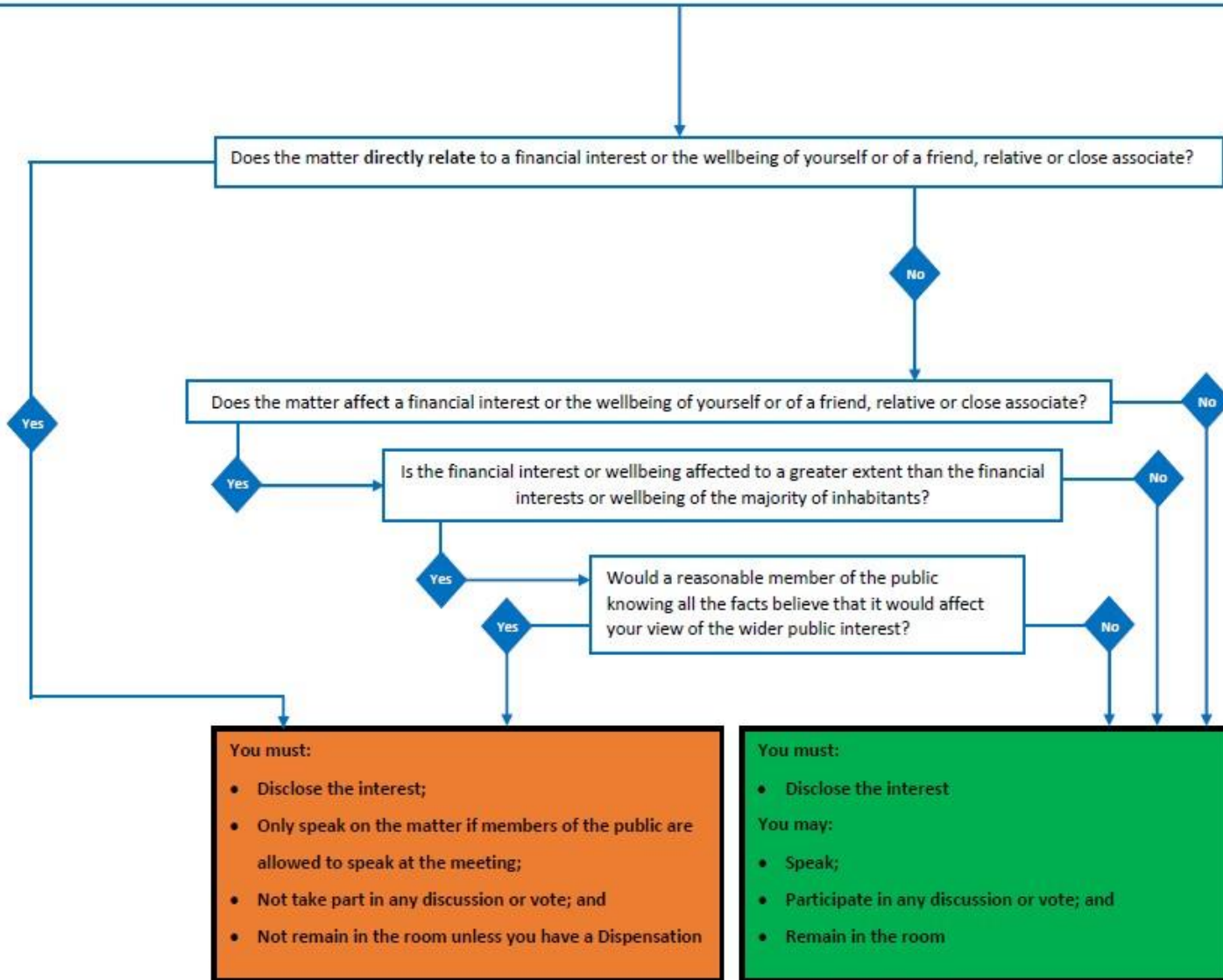
- Disclose the interest;
- Only speak on the matter if members of the public are allowed to speak at the meeting;
- Not take part in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

You must:

- Disclose the interest
- You may:
- Speak;
 - Participate in any discussion or vote; and
 - Remain in the room

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, 5 NOVEMBER 2024

Present: Councillor M Radulovic MBE, Chair

Councillors: G Marshall (Vice-Chair)
P J Bales
G Bunn
C Carr
T A Cullen
H J Faccio
H E Skinner
V C Smith

59 APOLOGIES

An apology for absence was received from Councillor J W McGrath.

60 DECLARATIONS OF INTEREST

There were no declarations of interest.

61 MINUTES

The minutes of the meeting held on 1 October 2024 were confirmed and signed as a correct record.

62 APPOINTMENT OF DEPUTY PORTFOLIO HOLDERS

At the Council meeting held on 9 October 2024, it was agreed that the Constitution be amended to allow for the appointment of Deputy Portfolio Holders.

RESOLVED Councillor G Bunn be appointed as the Deputy Portfolio Holder for Economic Development and Asset Management.

63 SCRUTINY REVIEWS

Cabinet noted the matters proposed for and undergoing scrutiny.

64 CHIEF EXECUTIVE URGENCY POWERS

Cabinet noted the exercise of the Chief Executive's Urgency Powers for the approval of budget for the procurement of the Firewall replacement, which was directly awarded to NG Security UK and fully contained within the existing capital budget.

65 REFERENCES

65.1 FUTURE OF EM DEVCO LTD

In February 2019, the Government approved funding for a two-year programme to explore the business case for a locally led development delivery vehicle for the East Midlands and asked the Midlands Engine to lead the work. Between 2019 and 2021, Broxtowe Borough Council was involved in this regional conversation facilitated by Midlands Engine. It culminated in a case being made for a new type of development corporation that would require legislative change. This was to provide for the creation of what was known as a Locally Led Urban Development Corporation (LLUDC). This work led to the creation of EM DevCo Ltd by five authorities, including this Council, in May 2021, as a company limited by guarantee. The Company was to operate as an interim vehicle prior, paving the way for the proposed new type of statutory development corporation.

The five member local authorities of EM DevCo also included Nottinghamshire County Council, Leicestershire County Council, North West Leicestershire District Council and Rushcliffe Borough Council. The governance arrangements for the company were designed to mirror those of originally envisaged for the LLUDC model.

When the five councils established EM DevCo it was agreed that Nottinghamshire County Council would host the company and each council approved funding contributions to EM DevCo. Broxtowe Borough Council agreed a contribution of £500,000 spread equally over three financial years from 2021/22 to 2022/23 and was financed from General Fund reserves. The final contribution of £166,000 was made in 2023/24.

Members stated that the East Midlands received less finance than any other part of the country for infrastructure into economic growth. Furthermore, the region has had more industrial decline than any other over the last four decades. It was important to make the case for industrial investment in the area.

RESOLVED that Cabinet:

- 1. Supports the necessary steps being taken by the Board of Directors to bring forward the voluntary dissolution of EM DevCo Limited.**
- 2. Delegates authority to the Chief Executive and the Leader of the Council, to consent and sign the resolutions to enable to dissolution of the EM Dev Co Limited.**

Reason

EM Dev Co is solvent, and the Board is satisfied that it is in the best interests of the Company that it is dissolved given the natural conclusion of its activities and the creation of EMCCA.

65.2 QUARTERLY COMPLAINT REPORT

Members were provided with a summary of complaints made against the Council and noted a report which outlined the performance of the Council in dealing with complaints, at stage one by the service areas, at stage two by the Complaints and Compliments Officer and at stage three when complaints are referred to the Local Government and Social Care Ombudsman or the Housing Ombudsman.

It was stated that the report should be used for positive outcomes with performance indicators used to ensure that recommendations had been dispensed and lessons learned from complaints received by the Council.

65.3 CAPITAL PROGRAMME – BUDGET VARIATIONS 2024/25

Cabinet was informed that a number of capital schemes required re-profiling of the budgets to more accurately reflect delivery expectations in the current financial year. In all cases the capital financing would not be adversely affected, with schemes either being funded by capital grants or through previously agreed prudential borrowing which would now be moved back into later periods to match spends.

These schemes included the Disabled Facilities Grants, Housing Capital Works, elements of the Housing Delivery Programme and Economic Regeneration Projects (including Kimberley Means Business and UK Shared Prosperity Fund).

RESOLVED that the capital budget variations for 2024/25, as set out in the appendix to the report, be approved.

Reason

The variations would more accurately reflect delivery expectations in the current financial year.

65.4 MEDIUM TERM FINANCIAL STRATEGY 2024/25 TO 2028/29 AND BUSINESS STRATEGY 2025/26

Cabinet was updated on the Council's Medium Term Financial Strategy and the progress with the delivery of the Business Strategy. There were a number of significant issues concerning local government finance that would have a major impact upon the financial position of the Council. They included the current and ongoing economic impact of inflation on pay and prices, uncertainty on the outcome of the financial settlement from central government, and the delayed Fair Funding Review that intended to review the level of business rates retention.

RESOLVED that the updated Medium Term Financial Strategy and the Business Strategy 2025/26 be approved.

Reason

To be accountable for all activities and actions and to ensure that the Council conforms to all financial regulations. The Medium Term Financial Strategy was the Council's key financial planning document.

66 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

66.1 AFFORDABLE HOUSING UNIT CHARGE

Cabinet was informed that there was a high housing need for affordable housing in all areas of the Borough. It was therefore important that the Council increased the number of affordable units built to help meet this demand. For housing developments over ten units, there was a requirement to provide a proportion of affordable housing. This proportional requirement varies across the Borough, based on housing market areas, but in-line with planning policy developers had to provide affordable housing, either on site or as an off-site payment.

When an off-site payment was sought and agreed, the cost per unit is currently £45,000. This had been the case for approximately ten years and was no longer fit for purpose. The off-site contributions were used to fund additional affordable housing units on alternative sites. The provision of on-site affordable housing and an off-site contribution should be comparable in cost to the developer. Currently, should a developer make an off-site contribution this was a significantly cheaper option than providing on-site provision. It was therefore proposed that this amount be increased to £85,000. The increased cost will support the Council to deliver the developments identified in the Council's Housing Delivery Plan.

RESOLVED that the new affordable housing amount of £85,000 per unit be approved.

Reason

The increased cost will support the Council to deliver the developments identified in the Council's Housing Delivery Plan.

66.2 ENERGY COMPANY OBLIGATION (ECO4) DELIVERY

The Energy Company Obligation (ECO4) and the Great British Insulation Scheme (GBIS) are government energy-efficiency schemes in Great Britain, designed to tackle fuel poverty and help reduce carbon emissions. Both schemes run in their current form until March 2026.

ECO4 and GBIS were obligations placed on energy companies to deliver energy efficiency measures to domestic premises. The schemes were not grant based. It was the responsibility of the energy companies to determine which retrofit projects they chose to fund, the level of funding they provided and the installers that they chose to work with. The funding was therefore paid directly from the energy company to the installer and not to the Council or resident. The Council's role with the ECO4 and GBIS schemes is to check and issue declarations for eligibility of applicants. This report related to the delivery of ECO4 and GBIS to the private sector (owner occupiers and private renters).

It was considered that the Council would be better placed to achieve its aims if the current contract were to be terminated and the following approach be adopted. For information, under the terms of the contract, termination can be invoked with three months' written notice.

RESOLVED that the existing contract be terminated and implementation of the proposed approach detailed in the appendix to the report, be approved.

Reason

The number of applications that the Council will receive is not yet known, but as an example if the Council received five per month, this would result in revenue income of £3,000 over the course of a year. Other local authorities have taken a similar approach and are charging installers for the checking of applications and issuing declarations. The Agreement with the existing supplier, also had a £50 charge per application written into the contract.

67 HOUSING

67.1 DAMP AND MOULD INVESTIGATIONS IN PRIVATE RENTED PROPERTY

In light of the tragic case of Awaab Ishak, and in response to requests from the Secretary of State, the Council had completed a review of its response to the issue of damp and mould in private rented properties. A review had already been undertaken in relation to the Council's duties as a landlord and a Policy to deal with damp and mould within the Council's properties was approved by Cabinet in December 2023.

RESOLVED that the Damp and Mould in Private Rented Property Investigation Policy and associated procedure be approved.

Reason

In its capacity as regulator of housing standards the Council has statutory duties and powers for keeping private sector properties in a reasonable state of repair and free from hazards, which are also applicable to damp and mould. This Policy addresses how the Council will deal with such properties.

68 ENVIRONMENT AND CLIMATE CHANGE

68.1 PARKS STANDARD (PRIDE IN PARKS)

Cabinet noted progress of the Pride in Parks programme to date and the results of the 2024 parks consultation. It was stated that it was pleasing to see how well parks were appreciated. Officers were asked to consider the effects of anti-social behaviour and vandalism in parks to ensure that residents are getting the services that they need.

68.2 HOUSEHOLD ENERGY SURVEY

Members considered the Household Energy Survey, the aim of which was to support decarbonisation efforts and identify cost-effective retrofit investment to maximise carbon emission reductions. On consideration, Members requested that the questionnaire be amended to include single households in question 14, a section to provide information on which energy provider is being used, and to discover whether there would be any GDPR issues in relation to the sharing of information.

RESOLVED that the Household Energy Survey, as amended, be approved.

Reason

This will to help produce a roadmap that will support decarbonisation efforts and will identify cost-effective retrofit investment to maximise carbon emission reductions. This is a key area of focus as 32% of the Borough's emissions comes from heating and lighting homes.

68.3 HYDROTREATED VEGETABLE OIL UPDATE

Members noted and update on Hydrotreated Vegetable Oil (HVO) and were informed that the oil could be used across the Council's compatible fleet, which is 85 out of the Council's current 93 vehicles. The transition would result in a 91% reduction in Council fleet emissions. In March 2024, the transition to HVO was completed and it was anticipated that this will contribute to a 31.5% reduction in the Council's own operation carbon footprint.

Transitioning to nearly full fleet utilisation of HVO has significantly reduced the Council's Carbon footprint, demonstrating commitment to the Council's carbon neutral target. Although HVO was more expensive than diesel its price was on a declining trend. The sensitivity of fuel prices remained a concern and the Environment team actively monitored these fluctuations to ensure that budgetary constraints are balanced against carbon savings.

69 CABINET WORK PROGRAMME

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

Reason

This will assist with all of the Council's Corporate Priorities.

BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

THURSDAY, 20 JUNE 2024

Present: Councillor M Radulovic MBE, Chair

Councillors: J Dawson
B Everett
C M Poole

Apologies for absence were received from Councillors S J Carr and H G Khaled MBE.

1 APPOINTMENT OF CHAIR

RESOLVED that M Radulovic MBE be appointed Chair of the Joint Committee.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED that J Dawson be appointed Vice-Chair of the Joint Committee.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES

The minutes of the meeting held on 21 March 2024 were confirmed and signed as a correct record.

5 BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE AGREEMENT

The Joint Committee considered the updates to the Agreement in respect of the Bramcote Bereavement Services Joint Committee.

Changes to the Agreement require the consideration by each of the constituent Council's appropriate Committees and full Council meetings prior to implementation.

RECOMMENDED to the respective Councils that the revised Agreement be approved and that the consequential changes to the Constitution be made.

6 ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2023/24

The Joint Committee considered the Annual Report and Management Statement of Accounts for 2022/23 in accordance with the vision of working to provide the most professional, compassionate and sensitive services to meet the needs and expectations of people using Bramcote Crematorium.

The accounts for the Bramcote Bereavement Services show a revenue account deficit of £29,949 for the financial year ended 31 March 2024. The surplus on operations for the year was £570,222, which is £23,622 higher than the original budget approved in January 2023. The accumulated revenue surplus as at 31 March 2024 was £334,598.

RESOLVED that:

- 1. The Annual Report and Management Statement of Accounts for the financial year 2023/24 be approved as the basis for generating accounting entries to the two constituent authorities.**
- 2. The accumulated revenue surplus and other investments be retained by the Joint Committee for future use, with the position being reviewed when the 2024/25 revised estimates are considered.**
- 3. Development budget carry forward requests totalling £213,400, as outlined in the report, be approved and included in the 2024/25 revised budget.**

7 MARKETING AND PERFORMANCE STRATEGY

The Marketing and Performance Strategy report was noted.

It was noted that the funerals available in the core and targeted areas between 1 April 2023 and 31 March 2024 has decreased by 4.50% compared to the same period in 2022/23. This percentage equates to 198 cremations not being available.

It was noted that analysis would be carried out on a monthly basis to establish the market share for the services held at the Crematorium. For every cremation held at the crematorium this would involve recording the district where each of the deceased lived set against the overall death rate for the corresponding district. The market share can then be calculated.

8 WORK PROGRAMME

The Joint Committee discussed the Work Programme, it was requested that a report regarding the sale of land, environmental efficiencies and Pamela Cottage be added to the Work Programme.

RESOLVED that the Work Programme, as amended to include an items on the sale of land, environmental efficiencies and Pamela Cottage, be approved.

9 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.

10 PRE-PAID CREMATION DEED

RESOLVED that the proposal of a pre-paid cremation deed as detailed in this report be approved.

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BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

THURSDAY, 24 OCTOBER 2024

Present: Councillor M Radulovic MBE, Chair

Councillors: S J Carr
J Dawson
B Everett
J Hare

An apology for absence was received from Councillor H G Khaled MBE.

11 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

12 **MINUTES**

The minutes of the meeting held on 20 June 2024 were confirmed and signed as a correct record.

13 **FINANCIAL PERFORMANCE MANAGEMENT UPDATE**

The Joint Committee noted the latest financial/budget performance levels for Bramcote Crematorium for 2024/25.

14 **MARKETING AND PERFORMANCE STRATEGY**

The Marketing and Performance Strategy report was noted.

It was noted that the proposed new variations in the number and type of cremations completed would have a direct impact on the Crematorium's income budget and overall financial performance. Members were informed of a potential increase of 100 cremations at the full service fee would generate an additional £92,500 in revenue.

15 **UPDATE ON REPLACEMENT CREMATORS**

The Joint Committee were provided with an update on the progress with regards the replacement cremators project.

It was noted that the project was currently 21 days behind schedule.

Facultative Technologies (FT) reported during project meetings that they planned to install the first cremator November 2024. Due to manufacturing constraints within FT's

business further delays have resulted. The revised Installation date would now commence 1 January 2025.

16 WORK PROGRAMME

The Joint Committee discussed the Work Programme.

RESOLVED that the Work Programme be approved.

17 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.

18 PRE PAID CREMATION DEED VERBAL UPDATE

The Joint Committee noted the report.

19 PAMELA COTTAGE AND LAND SALE VERBAL UPDATE

The Joint Committee noted the report.

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 28 November 2024. Members considered the request from the Chair of the Licensing Committee to give thought to the GamCare recommendations.

A spotlight review on Markets Across the Borough was presented to the Members. This was an update from the recommendations presented to Cabinet on 3 October 2023.

The Equality, Inclusivity and Diversity Working Group presented their findings of Parks Across the Borough along with their recommendations. This report will be presented to Cabinet on 7 January 2024.

The Head of Finance Services provided an early opportunity to scrutinise and input into the Council's annual budget setting process, in particular with regards to the Business Strategy and the approach to the setting of fees and charges for 2025/26.

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. The work programme also enables Cabinet to suggest topics for future scrutiny.

4. Key Decision

This report is not a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

There are no direct financial implications arising from this report.

7. Legal Implications

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

There are no legal implications arising from the report.

8. Human Resources Implications

Not applicable.

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

12. Equality Impact Assessment

Not required.

13. Background Papers

Nil.

Appendix

1. Topics under Review:

Topic	Committee/Group	Start date	Proposed Cabinet submission
Equality, Diversity and Inclusion at the Council	Councillor S Dannheimer	23 October 2023	First part of the Scrutiny report: 3 September 2024 Second part: 7 January 2025

2. Topics Reserved for Future Consideration:

	Topic	Topic suggested by	Link to corporate priorities/values
1.	Child Poverty	Overview and Scrutiny Committee	Support people to live well, A good quality home for everyone
2.	Budget Consultation	Overview and Scrutiny Committee	All Corporate Priorities
3.	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.	A good quality home for everyone
4.	Committee Agendas	Councillor T Marsh	Protect the environment for the future.
5.	Environmental Enforcement Fines	Cabinet	Protect the environment for the future.

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.	Markets in the Borough	Overview and Scrutiny Committee	Invest in our towns and our people.	November 2024
2.	Housing Repairs	Overview and Scrutiny Committee	The Housing aim of a good quality home for everyone and to support people to live well.	January 2025
3.	D.H. Lawrence Museum	Overview and Scrutiny Committee	Invest in our towns and our people	March 2025
4.	Equality, Diversity and Inclusion at the Council. (Report to Cabinet 3 September 2024)	Councillor S Dannheimer	Invest in our towns and our people, Support people to live well, Protect the environment for the future, and a good quality home for everyone.	June 2025

Report of the Portfolio Holder for Resources and Personnel Policy

Foster Care Scheme

1. Purpose of Report

To create a Foster Care Scheme to support employees who are Foster Carers or are applying to become Foster Carers.

2. Recommendation

The Committee is asked to RECOMMEND to Cabinet that the Policy be approved.

3. Detail

There is currently no statutory paid time off for Foster Carers and the Council recognises that its employees undertaking these duties should be supported. A scheme has been proposed to provide these employees with appropriate paid time off to undertake training and other Foster Care responsibilities without fear of having to take time off as annual leave, unpaid leave or sickness absence.

The Policy is provided at **Appendix 1**.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

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

7. Legal Implications

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

There are no direct legal implications at this point, but any change to staff terms and conditions will require the relevant approvals.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

The HR Manager welcomes and supports this new policy. We have a number of employees who are Foster Carers or applying to become Foster Carers and adding this policy to our suite of Family Friendly policies will ensure we retain talent and continue to be an employer of choice.

9. Union Comments

Trade Union comments were considered at LJCC.

10. Climate Change Implications

Not applicable.

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

An equality impact assessment is included in **Appendix 2** to this report.

13. Background Papers

Nil.



FOSTER CARER SCHEME

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- 4.0 Procedures5

REFERENCE

1.0 Introduction

The following sets out the Council's policy on Foster Caring. The Council is committed to being a 'Fostering Friendly Employer' through supporting employees who are prospective or existing foster carers.

2.0 Scope

There are currently 64,000 children in care in the UK. The highest proportion, 78%, of those children and young people are in foster care and with a child coming in to care every 20 minutes in need of a fostering family the Council recognise the need to do more to help recruit new foster carers.

The demographic profile of foster carers, many of whom are approaching retirement age, places further pressure on future foster carer numbers. 94% of foster carers nationally are aged 40 and over and 65% are aged 50 and over.

To address the national challenges around fostering, and to try and encourage more working people to become foster carers, the Government has called on employers to become "fostering friendly".

Part of the national push to encourage more people to become foster carers, has been to "bust the myth" that you are not allowed to work if you become a foster carer.

The Council wishes to support those employees who are already foster carers and to encourage those who may be considering foster care to take that step as by doing so, they will be providing positive working role models and widening the pool of available foster carers. In this way, more children in care can be matched with the very best foster carer for them.

The Council recognise that having the support of the organisation, may make the vital difference in the decision of an employee to become a foster carer.

2.1 Eligibility

The provisions of this policy apply to all employees that meet all the following criteria:

- Have at least 12 weeks' service at Broxtowe Borough Council
- Are currently applying to become a foster carer
- Are approved foster carers and have a child in placement (or have had a child in placement for 75% of the previous 12 months)

3.0 Foster carer-specific leave

The following key principles apply:

- Up to five days (pro-rata for part time employees) paid additional leave for employees who are going through the application process to become a foster carer, as part of the fostering assessment process.
- Up to five days (pro-rata for part time employees) paid additional leave each year for employees who are foster carers in order to attend training related to their position as foster carers and/or to attend meetings, panels, hearings or any other key events or activities in support of foster children and young people in their care. This can be taken as half days.
- The Council adopts a flexible and accommodating approach to requests for time off, leave and flexible working arrangements from foster carers and prospective foster carers in relation to their care of a looked after child or during their journey through the process to become foster carers, in line with the Agile Working Guidance, Flexible working and Flexi-time policies.
- Further support to cover any extra training which may be needed or to cover unforeseen emergencies related to their fostering role remains at their Head of Service discretion. This may include utilisation of the Council's Emergency Time Off for Dependents scheme.

These principles align with best practice for employers promoted by the Fostering Network.

3.1 Existing policies of support for Foster Carers

The Council offers employees the opportunity to work flexibly where this is compatible with the demands of the employee's job. There are a number of supportive policies which all apply to foster carers, these include:

- Holiday Purchase Scheme
- Career Break Policy
- Flexible Working Requests
- Flexible Retirement Policy
- Parental Leave Scheme
- Emergency Time Off for Dependents

This Policy sets out the additional time off that the Council will offer prospective and existing foster carers

4.0 Procedures

Requests for paid leave will be managed similarly to the Council's existing special leave policies and procedures. The foster carer should fill in form FOS1 and submit to their Head of Service, giving double the notice of the time requested off. (e.g. where five days have been requested, 10 days' notice should be given as a minimum).

The Head of Service will consider the request and give reasons if they are unable to approve the request.

The form will be retained on the employee's Personnel record and Human Resources will monitor the number of days requested and the reasons for the request.

Proof of attendance to foster related events is not required at submission, but the employee's Line Manager or Head of Service can request this information.

Any abuse of the procedures within this Policy will be dealt with through the Disciplinary Policy and Procedure.

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Appendix 2

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	Title of the Lead Officer responsible for EIA	Chief Executive
Name of the policy or function to be assessed:		Foster Carer Leave	
Title of the Officer undertaking the assessment:		HR Manager	
Is this a new or an existing policy or function?		New	
<p>1. What are the aims and objectives of the policy or function?</p> <p>To create a Foster Carer Leave Scheme and provide those who are Foster Carers with support from the Council.</p> <p>There is currently no statutory time off for Foster Carers and the Council recognises that those employees should be supported.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>To provide further support to employees who Foster.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>Employees undertaking Foster Care applications or provide Foster Care.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Employees who have Foster Care responsibilities or are in the process of applying to be Foster Carers.</p>			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>There are currently 64,000 children in care in the UK. The highest proportion, 78%, of those children and young people are in foster care and with a child coming in to</p>			

Directorate:	Chief Executive's	Title of the Lead Officer responsible for EIA	Chief Executive
<p>care every 20 minutes in need of a fostering family and the Council recognises the need to do more to help recruit new foster carers.</p> <p>The demographic profile of foster carers, many of whom are approaching retirement age, places further pressure on future foster carer numbers. 94% of foster carers nationally are aged 40 and over and 65% are aged 50 and over.</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>There have been a number of employees at the Council over the years who have been Foster Carers and not been able to utilise additional leave due to legislative gaps.</p>			
<p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>Discussions with Foster Carers whom are directly affected by lack of legislative support.</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>Yes – the policy specifically targets Foster Carers.</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>Any equality group can apply to Foster.</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>Yes – the legislation only applies to Foster Parents.</p>			

Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?

Yes – Foster Carers will now receive paid time off when previously they were unable to do so.

What further evidence is needed to understand the impact on equality?

None

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 – Foster Carers can be any age.

Disability: None – people can become Foster Carers regardless of disability

Gender: None – Foster Carers can be any gender.

Gender Reassignment: None – gender reassignment has no impact on the ability to foster.

Marriage and Civil Partnership: None – Foster Carers do not have to be in a marriage or civil partnership to qualify.

Pregnancy and Maternity:

None – pregnancy and maternity have no impact on the ability to foster.

Race:

None – any race can foster.

Religion and Belief: None – any religion or belief can foster.

Sexual Orientation: None – sexual orientation has no impact on the ability to foster.

Care Experience: The policy is aimed at supporting Foster Carers or those applying to become Foster Carers.

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:

REFERENCE

Report of the Portfolio Holder for Resources and Personnel Policy

Compassionate Leave (Leave Scheme)

1. Purpose of Report

To amend the compassionate leave arrangements as detailed within the Leave Scheme.

2. Recommendation

The Committee is asked to RECOMMEND to Cabinet that the amended compassionate leave arrangements be approved.

3. Detail

It is proposed to increase compassionate leave entitlement to up to fifteen days in the event of the death of a spouse/partner or child. It is felt that five days' is not sufficient to support employees experiencing the death of one of the above. The proposed increase will support employees and hopefully reduce sickness. The Chief Executive has scope to use discretion on a case by case basis in exceptional circumstances. The Leave Scheme is provided in **Appendix 1** and the Compassionate Leave Form is provided in **Appendix 2** with a change table at **Appendix 3**.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

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

7. Legal Implications

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

There are no legal implications arising out of this report.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

The HR Manager supports amendments to the Policy having experienced a number of cases in the workforce where the current Policy entitlements were not sufficient to support employees.

9. Union Comments

Union comments were considered at LJCC.

10. Climate Change Implications

Not applicable.

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

An equality impact assessment is included in **Appendix 4** to this report.

13. Background Papers

Nil.



LEAVE SCHEME

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1.0 Leave Entitlement

1.1 Calculating Leave Entitlement

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

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

1.2 Leave Entitlement in Working Days

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

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

1.3 Notice of Annual Leave

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

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

1.4 Carry Over Leave

Leave not exceeding one working week may be carried forward at the discretion of the appropriate Director/Head of Service or nominated Section Head The carrying forward of leave in excess of one working week for a particular and identified

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

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

1.5 Statutory Holidays

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

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

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

2.0 Additional Leave of Absence

2.1 Paid Leave for Special Duties

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

There is a statutory limit on the amount of paid leave that the Council may allow you to take to perform your duties as a Councillor for another Local Authority*. Employees can apply for paid leave of up to 208 hours in a financial year (pro-rata for part-time employees) in accordance with the Local Government and Housing Act (1989), section 10 (1). This restriction does not apply if you are the Chair of the Council. "Chairman", in relation to a relevant council, includes any corresponding office the holder of which is referred to as mayor or Lord Mayor or by any other description;

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

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

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

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

2.2 Union Representatives on Approved Trade Union Activities

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

2.3 Interview Leave

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

2.4 Revision and Examination Leave

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

Paid examination leave will be granted of up to one day for an examination or test dependent upon the duration of the examination or test. If the examination or test is

away from Nottinghamshire, the Head of Service in consultation with the Human Resources Manager has discretion to extend the allocation.

2.5 Holiday Purchase Scheme (previously Unpaid Leave)

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

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

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

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

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

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

- What will the impact of the employee's absence from work be on service delivery?
- What will the impact be of the employee's absence on other employees within the team?
- Do any other employees also wish to take unpaid leave and, if so, how can the scheme be applied in a consistent and fair way?
- Have other employees affected by the absence been consulted on the proposed request?
- What are the savings that can be achieved from the period of unpaid leave being taken?

- Will other arrangements have to be put in place which in turn will have resource or cost implications? (e.g.: needing others to undertake additional work/be paid overtime).
- Has sufficient notice been given by the employee so that arrangements can be put in place to cover the absence?
- If the absence is required because of an emergency situation, are there any other policies or schemes available to help and support the employee requesting the unpaid leave?

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

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

2.6 Leave of Absence – Service in Non-Regular Forces

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

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

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

2.7 Maternity Leave

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

2.8 Paternity Leave

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

2.9 Additional Paternity Leave and Pay

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

2.10 Adoption and Foster Carer Leave

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

Up to 5 days (pro-rata for part time employees) paid additional leave for employees who are going through the application process to become a foster carer, as part of the fostering assessment process.

Up to 5 days (pro-rata for part time employees) paid additional leave each year for employees who are foster carers in order to attend training related to their position as foster carers and/or to attend meetings, panels, hearings or any other key events or activities in support of foster children and young people in their care. This can be taken as half days.

2.11 Parental Leave

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

2.12 Shared Parental Leave

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

2.13 Compassionate Leave

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

In the event of the death of a spouse, partner, civil partner or child, up to fifteen days' paid leave will be granted, including the day of the funeral. Compassionate Leave requests should be utilised within six months in agreement with a Head of Service/Director, in consultation with HR.

In the event of the death of other relatives or close friends of an employee, one day's paid leave may be granted on the day of the funeral, at the discretion of the Head of Service in consultation with the Head of Human Resources.

The Chief Executive has scope to use discretion on a case by case basis in exceptional circumstances.

The form (ACL1) should be completed and submitted for leave to be granted. Approval will be at the discretion of the Head of Service and a copy will be sent to the HR Manager to be placed on your personal file.

2.14 Emergency Time Off for Dependants Scheme

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

The emergency must involve a dependant of the employee. A dependant is the husband, wife, civil partner, child or parent of the employee. It also includes someone who lives in the same household as the employee. For example, a partner

or an elderly aunt or grandparent who lives in the same household. It does not include tenants or boarders living in the family home.

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

Employees are not entitled to use this scheme to look after a sick child or other dependant or to attend pre-planned medical appointments with them. The right is intended to cover genuine emergencies, and there is no limit on the number of times an employee can request time off.

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

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

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

Examples include:

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

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

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

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

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

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

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

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

2.15 Extenuating Circumstances

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

2.16 Employees Suffering Domestic Abuse

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

2.17 Suspension

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

2.18 Career Break

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

3. Annual Leave and Sickness Absence

3.1 Employee absence due to sickness

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

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

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

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

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

3.2 Sickness during period of annual leave

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

4. Long Service Award

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

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

4.1 25-year award

The employee can choose:

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

4.2 Additional service beyond 25 years

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

The employee can choose:

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

or

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

4.3 Retirement

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

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

5.0 Document History

Date	Summary of Changes
29/06/2023	1.2 Updated Leave Entitlement Table
29/06/2023	Added section to clarify time off for elected member duties
28/03/2023	2.6 Increased leave from two to three weeks at MoD request
16/11/2023	Leave Carry over up to five days authorised by Section Heads

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APPLICATION FOR COMPASSIONATE LEAVE

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

In the event of the death of a spouse, partner, civil partner or child, up to fifteen days paid leave will be granted, including the day of the funeral. Compassionate leave must be utilised within six months in agreement with your Head of Service/Director in conjunction with HR.

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

The Chief Executive has scope to use discretion on a case by case basis in exceptional circumstances.

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

Employee Name		Section/Directorate	
Request for day(s)			
leave from		to	
Due to the death of			
Date of funeral			
Signed (employee)		Date	
Signed (Head of Service)		Date	

Please ensure you retain a copy of this form for your own records.

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Appendix 3

Policy Section	Suggested Change	Reason for Change
2.10 Adoption and Foster Care Leave	Insert Foster Care entitlements	Updated policy
2.13 Compassionate Leave	Increase entitlement for death of spouse (partner) or child to fifteen days	Good practice
	Allow Chief Executive to exercise discretion on a case by case basis in exceptional circumstances	Flexibility
	Leave to be taken within six months	Flexibility to deal with estate matters etc
4.2 Long Service Award	Increase long service leave to five paid additional days in each of the 30 th , 35 th and 40 th years of service	To reward long service in response to employee survey request

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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	Title of the Lead Officer responsible for EIA	Chief Executive
Name of the policy or function to be assessed:		Leave Scheme	
Title of the Officer undertaking the assessment:		HR Manager	
Is this a new or an existing policy or function?		New	
<p>1. What are the aims and objectives of the policy or function?</p> <p>To outline the Council's policy of Leave and the taking of leave.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>To ensure that all employees are entitled to take annual leave and appropriate rest from work in accordance with the policy.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>All employees</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>All employees</p>			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>N/A</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>N/A</p>			

<p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>None – to be discussed at LJCC</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>Yes – the policy covers all employees</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>No – but justified Yes – some employees from equality groups may require additional leave for religious reasons or reasons related to their health/disability or age.</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>There are no barriers envisaged or intended from this policy. It is intended to cover all employees and should be accessible to all.</p>
<p><input type="checkbox"/> Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</p> <p>Yes – by ensuring that all employees are able to take annual leave and appropriate rest from work.</p>
<p><input type="checkbox"/> What further evidence is needed to understand the impact on equality?</p> <p>None</p>
<p>9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?</p>
<p>Age: Positive outcome – additional leave and support available to support</p>
<p>Disability: Positive outcome – additional leave and support available</p>

Gender: Neutral

Gender Reassignment: Positive impact - additional leave available for non-elective surgery.

Marriage and Civil Partnership: Neutral

Pregnancy and Maternity: Positive impact – additional leave for pregnancy/maternity

Race: Neutral

Religion and Belief: Positive impact – additional leave can be requested to observe religious practices

Sexual Orientation: N/A

Care Experience: Positive impact – additional leave can be requested for caring responsibilities.

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 Resources and Personnel Policy

Neonatal Care Leave

1. Purpose of Report

To introduce a new Neonatal Care Leave Scheme in anticipation of government legislative implementation in April 2025. The Act seeks to provide parents of newborns who require medical or palliative care for seven or more consecutive days within the first 28 days of life, additional leave of up to twelve weeks.

2. Recommendation

The Committee is asked to RECOMMEND to Cabinet that the Neonatal Care Leave Policy be approved.

3. Detail

The Neonatal Care (Leave and Pay) Act 2023 received Royal Assent on 24 May 2023, and will come into force in 2025. It is intended to provide parents with a right to twelve weeks' leave when their baby requires neonatal care. Neonatal Care Leave will run consecutively to existing parental leave entitlements, effectively extending maternity and paternity leave.

The definition of neonatal care is yet to be specified, but the general requirement is for the baby to receive seven days of medical or palliative care within the first 28 days of birth. The right to neonatal care leave (NCL) is a day one right requiring no set length of service, mirroring the right to maternity leave. The right to receive statutory neonatal care pay (SNCP) requires 26 weeks of service and earnings on average of at least £123 a week. This mirrors the entitlement to maternity pay.

NCL must be taken in the first 68 weeks of the baby's birth. It is expected that it will be possible to take it in non-consecutive periods of at least a week, as is the case with shared parental leave.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Head of Finance Services were as follows:
There are no additional financial implications for the Council with any costs being contained within existing budgets. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

7. Legal Implications

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

The Act will give eligible employed parents an additional right to time away from work in respect of their child who is receiving or has received neonatal care. It requires Regulations to give employed parents a 'day one' right to a minimum of one week of leave away from work, subject to certain criteria being met. This means that an employee would be eligible regardless of their length of service with their current employer. Employed parents would also be entitled to a statutory pay at a prescribed rate subject to requirements including that the employee has worked for their employer continuously for at least 26 weeks by the end of the week before the child's admission into neonatal care. The introduction of a specific, statutory entitlement to Neonatal Care Leave and Pay will set a minimum standard for employees and employers. The intention of the policy is to provide certainty for employed parents and employers in relation to parents' right to time off from work following the admission of a child into neonatal care. It also gives parents dedicated and protected time to spend with their baby whilst they are in hospital or other care settings which will be defined in Regulations. The Neonatal Care Leave Policy is included in **Appendix 1**.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

The HR Manager welcomes and supports the legislation change, adding to our suite of Family Friendly policies and providing further support for employees.

9. Union Comments

Union comments were considered at LJCC.

10. Climate Change Implications

Not applicable.

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 new policy an equality impact assessment is included in **Appendix 2** to this report.

13. Background Papers

Nil.

REFERENCE

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NEONATAL CARE LEAVE

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REFERENCE

1.0 Introduction

The Neonatal Care (Leave and Pay) Act 2023 received Royal Assent on 24 May 2023 and comes into force in April 2025. The Council has introduced support for parents of babies who require neonatal care (for at least seven consecutive days) before the baby reaches 28 days of life. It is envisaged that this leave will allow parents to extend their time off with their baby at home when they are out of hospital instead of using their parental leave.

1.1 Purpose

The purpose of this policy is to inform employees of their right to request a period of neonatal care leave (NCL) when their baby requires neonatal care. This leave is in addition to existing parental leave entitlements namely: maternity, adoption, paternity, shared parental, parental and parental bereavement leave, collectively known as “family leave”.

1.2 Scope and Eligibility

The right to NCL is a ‘day one’ right, meaning that it will be available to employees no matter how long they had worked for the Council. It would apply to parents whose children spend at least one week in neonatal care.

The maximum duration of the leave, as well as how and when it must be taken, will be set out in regulations. However, the entitlement would be at least one week’s leave that would have to be taken within a minimum of 68 weeks starting from the date of the child’s birth.

The right to neonatal care pay (NCP) during periods of related leave, such as maternity, paternity and adoption leave, would be available to all employees with at least 26 weeks’ continuous service and whose earnings were above the lower earnings limit for national insurance contributions. Regulations would set out the level and duration of pay, but it would be able to be claimed for at least 12 weeks.

Parents will be able to take up to 12 weeks of paid leave and a minimum entitlement of one week, in addition to other leave entitlements such as maternity, paternity and shared parental leave.

Only employees with a minimum of 26 weeks’ service will be eligible for Neonatal Care Pay. Any time off utilising the Neonatal Leave Scheme will not count towards sickness absence or detrimentally impact probation.

In relation to NCL, the legislation sets out:

- an employee would be entitled to at least one week’s neonatal care leave
- that leave must be taken within a period of at least 68 weeks starting from the date of the child’s birth

- an employee is entitled to leave only if the neonatal care continued without interruption for a period of at least seven days beginning the day on which the care started

In relation to NCP, the legislation sets out:

- the person had a prescribed parental or other personal relationship with a child who was receiving, or had received, neonatal care that continued without interruption for a period of at least seven days
- the employee had been continuously working for their employer for at least 26 weeks by the end of the 'relevant week'
- the person's normal weekly earnings over an eight-week period ending with the relevant week were not less than the lower earnings limit (which is specified in section 5(1)a of the 1992 act)
- the person must give notice to the employer in order to receive NCL

The Chief Executive, in consultation with HR, exercise discretion on a case by case basis in exceptional circumstances.

1.3 Process

Employees who may need to take neonatal leave must inform their Manager at the earliest opportunity and the Manager must inform the HR and Payroll Team.

Employees should regularly update their Manager wherever possible and appropriate wellbeing support should be offered.

Once the period of Neonatal care ends, the employee must inform their Manager and HR in order for records to be updated and to confirm that ordinary maternity or paternity leave commences.

Payroll will make any necessary adjustments to pay.

REFERENCE

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Appendix 2

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	Title of the Lead Officer responsible for EIA	Chief Executive
Name of the policy or function to be assessed:		Neonatal Care Leave	
Title of the Officer undertaking the assessment:		HR Manager	
Is this a new or an existing policy or function?		New	
<p>1. What are the aims and objectives of the policy or function?</p> <p>To reflect legislative changes for the new Neonatal Care (Leave and Pay) Act 2023 which received Royal Assent on 24 May 2023 and will come into force in April 2025.</p> <p>The Policy aims to make clear to employees what they are entitled to should their newborn child require medical or palliative care for seven or more consecutive days before the child reaches 28 days of life.</p> <p>To enable parents to be away from work to deal with the immediate challenges of having a baby in neonatal care; to support the other parent and care for other children; to provide time to care for and bond with the child outside of a medical environment which will provide a sure foundation for the future.</p> <p>To provide a societal benefit associated with a more engaged, productive and healthy workforce, allowing parents to maintain a continued attachment to the labour market.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>To provide further wellbeing support to employees.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>Parents of newborns who require palliative or medical care.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Employees who are new parents.</p>			

Directorate:	Chief Executive's	Title of the Lead Officer responsible for EIA	Chief Executive
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>Quantitative data can be found in the Government's Impact Assessment found here: https://publications.parliament.uk/pa/bills/cbill/58-03/0014/NeonatalCareLeaveandPayIA_Final.pdf</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>In the UK, an estimated 100,000 babies are admitted to neonatal care each year following their birth. Many of these babies spend prolonged periods of time in neonatal care as a result of being born prematurely, with congenital conditions, complications at birth, or experiencing serious health conditions shortly after birth. During this time parents face significant practical considerations in order to spend time with their new baby (or babies). Currently, parents in these circumstances rely on their statutory leave entitlements which means a considerable proportion of their leave may be used while the baby is still hospital. The Government proposes a Neonatal Care Leave and Pay entitlement to replace the number of weeks their child spends in neonatal care (up to a maximum of 12) so parents can spend time caring for their child outside of a medical environment.</p>			
<p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>N/A</p>			
<p>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</p>			
<p><input type="checkbox"/> Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</p> <p>Yes – the Policy/legislation specifically targets parents of newborn babies.</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>No – but justified as legislation.</p>			

- Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?**

Yes – the legislation only applies to parents.

- Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?**

N/A

- What further evidence is needed to understand the impact on equality?**

None

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: The Policy is aimed at parents whose children spend a prolonged period in neonatal care so will benefit those employees falling into this group, who are more likely to be between 25 and 39 brackets based on demographics of new parents. However, there is no age-related criterion for this Policy and all employee parents of neonatal children (with a stay of seven or more days) would be able to access the new entitlement.

Disability: The Policy is designed to have a positive impact on all parents which find themselves in the position of tending to their child in neonatal care. The Policy is unlikely to create any barriers to equality in terms of an employee's disability. Furthermore, we do not expect employers employing individuals with disabilities will be unduly affected by the proposals.

Gender: Both fathers/partners, mothers and potentially parents in a surrogacy arrangement (this will be decided in the regulations) will benefit from having access to the entitlement, subject to meeting the other eligible criterion. In addition to this, mothers already have access to extensive leave (52 weeks of Statutory Maternity Leave) while fathers/partners only have two weeks of paternity leave so we anticipate take-up will be higher among fathers/partners.

Gender Reassignment: The proposed changes are unlikely to create any barriers to equality as a result, nor will they disproportionately negatively affect any group because of their sexual orientation or gender reassignment. Furthermore, the policy is consistent with existing parental rights whereby biological parents, partners (including same-sex partners), adopters and intended parents (in surrogacy arrangements) are eligible for the leave and pay.

Marriage and Civil Partnership: Not applicable.– Parents of newborns do not have to be in a marriage or civil partnership to qualify.

Pregnancy and Maternity:

The design of the Policy is to give parents an entitlement to replace the leave, where their child has spent time in neonatal care. As this will be provided in addition to existing leave, affected mothers will benefit from the entitlement. This also applies to any individual who would have the main responsibility for the child. The Policy directly supports pregnant women and new mothers. The policy also runs alongside Paternity leave.

Race:

It is important to assess how the Policy impacts different ethnic groups. Exploration into the proxy population group (parents with a child under 1) reveals that ethnic groups make up a larger share of parents with young children relative to their overall employee share. This suggests that the proposal will benefit ethnic minority groups. Furthermore, analysis conducted by Bliss, highlights that ethnic minority groups are more likely to benefit from the entitlement as, neonatal mortality rates in babies whose mothers are of white ethnicity have decreased between 2015-2017, whereas babies born to mothers of Asian/Asian British, Black/Black British ethnicity have increased between 2015-2017.

Religion and Belief: Not applicable

Sexual Orientation: Not applicable

Care Experience: Not applicable

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: 

Report of the Portfolio Holder for Resources and Personnel Policy

Probation Policy

1. Purpose of Report

To amend and update the Probation Policy for all employees.

2. Recommendation

The Committee is asked to RECOMMEND to Cabinet that the Policy be approved.

3. Detail

The Probation Policy was last reviewed in 2018, and requires updating. Since the introduction of Apprentices under the Government's Apprenticeship Legislation, the policy has required some clarification on the management of Apprentices probation periods. Previously, Apprentices were not included under the Council's Probation Policy, resulting in some potential confusion on appropriate management when performance was not satisfactory or when additional support is required. The proposed changes to the policy make clear this process. In addition, the policy has been reviewed and key points have been clarified, such as probation periods for employees moving from fixed term contracts to permanent, and the process/timescales for Probation Hearings have been clarified in line with other Council procedures where dismissal is a potential outcome.

The policy is provided at **Appendix 1** with a change table included at **Appendix 2**.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

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

7. Legal Implications

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

There are no specific legal implications arising out of this report.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

The HR Manager welcomes and supports clarification of the policy ensuring that Managers have clear guidance on the management of Apprentices under the Council's Probation Policy.

9. Union Comments

Trade Union comments were considered at LJCC.

10. Climate Change Implications

Not applicable.

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

An equality impact assessment is included in **Appendix 3** to this report.

13. Background Papers

Nil.



PROBATION POLICY

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REFERENCE

1.0 Introduction

All new employee appointments, including apprentices to the Council are required to serve a probation period in order to establish their suitability for the post.

Information on the probation period will be discussed at the interview and confirmed in their contract of employment.

Employees have a contractual responsibility to achieve a satisfactory level of performance by undertaking all appropriate training opportunities offered to them and following reasonable management instructions.

Employees who transfer within local government service will also be required to serve a probation period. However, employees will remain entitled to have their previous service recognised for annual leave, sickness, maternity, adoption, redundancy, etc., purposes.

2.0 Manager's Responsibilities

Managers are responsible for setting realistic and achievable standards and making sure employees understand what is required. Standards should be capable of being measured in terms of quality, quantity, time and cost. Any shortfall in performance should be pointed out to the employee concerned promptly, and consideration given as to whether this is due to inadequate instruction, training, supervision or some other failing.

Managers are required to:

- Ensure that new recruits are clear about the job role and duties required.
- Ensure that new recruits are clear about what their job description covers.
- Ensure the employee undertakes the appropriate corporate training activities required of the post.
- Prepare an individual six-month training and development programme where necessary to minimise the risk of unsatisfactory performance by the new employee.
- Discuss and explain with the employee on their commencement:

- *the standards of work required* – the employee should be left in no doubt what it is that is expected of them in terms of work required and the importance of meeting deadlines.
- *the conditions of the probation period* – that it is normally for a period of six months; however, the length could potentially be shortened (i.e. early termination) or lengthened, dependent upon the review process and notice periods.
- *the consequences of failure to meet the necessary standards* – i.e. termination of the contract or redeployment to another suitable available role.

In the cases of Apprentices, their Apprenticeship should be completed, however, where problems arise they should be managed within the Probation framework.

Note: special attention should be given to ensuring standards are understood by employees whose first language may not be English and by young people with little experience of working life or apprentices starting a new career.

- Undertake reviews and assessments with the new employee covering all areas detailed on the Probationer's Assessment Form – on a monthly basis and if appropriate:
 - clearly identify the need for improvement in particular areas;
 - explain to the employee the improvement that is required, the support that will be given and when and how performance will be reviewed;
- Hold formal monthly review meetings with the employee on the Probationer's assessment form.
- Completed copies of both the Probationer's Assessment Form should be sent to Human Resources (HR) every month.
- Consult with and seek the support of HR to ensure that they are made aware of any ongoing issues. If employees are failing to meet the necessary requirements, HR must be informed at the earliest opportunity.

3.0 Employee's Responsibilities

A probation period enables the new employee to assess the suitability of the role in line with their aspirations and requirements. It also provides them with the opportunity to develop and grow into their role, learn new skills and contribute positively to service delivery. The probation period is intended to be a positive experience for new employees and sets the tone for future performance management, for positive on-going relationships and assists in improving the overall standards and morale of the workforce. It also embeds the principles of feedback on

performance, learning and development, team work and two-way communication as part of the employee's working life at Broxtowe Borough Council.

At the end of a successful probation period the employee will be confirmed on the Council's permanent establishment.

4.0 Probation for Internal Job Changes

Where an employee applies for and gains, either an alternative position or promotion within the organisation, the same principles apply and a probation period will be attached to their new post. This also applies to employees who have been redeployed or whose role responsibilities have changed as a result of a restructure/reorganisation.

Probation will not apply to those who move from temporary to permanent roles, where the role is the same. No probation will be required where the pay grade changes but the job role and duties remain the same.

Any employee undertaking a trial period as part of a redeployment process will have the length of the trial deducted from their six-month probation if successfully redeployed.

Internally promoted employees who are unsuccessful in their probation period are at risk of dismissal or redeployment and will not be able to revert back to their previous role before the promotion, unless on a Secondment or Development Opportunity. Should their previous role remain vacant, consideration may be given to returning to the role, on a case by case basis by the Manager or Head of Service/Director.

5.0 Considerations for Managers

Any assessment criteria that a manager uses during a probation period must be non-discriminatory and should be applied irrespective of racial group, sex, marital status, disability, sexual orientation or religion or belief, and must be relevant to the requirements of the job. Managers should be aware of the dangers of stereotyping and making assumptions based on inadequate knowledge.

When reviewing an employee during their probation period, managers must consider whether, if there are concerns about the employee's performance, this relates to negligence or lack of ability. Negligence usually involves a measure of personal blame arising, for example, from lack of motivation or inattention.

Lack of ability on the other hand is due to lack of skill, experience or knowledge, and may point to poor recruitment procedures or inadequate training. The manager must then make a decision as to the most appropriate form of support for the employee and communicate this to them, giving them the opportunity to improve.

The Probationer's Assessment Form asks managers to confirm at each monthly review whether there are any issues or concerns which may affect successful completion of the probation period. Any concerns should be discussed with HR at the earliest opportunity to ensure that adequate support can be provided prior to any

formal decision being made with regard to confirming, extending or recommending termination of a probationer's employment.

6.0 Attendance Issues During the Probation Period

Managers have a responsibility during an employee's probation period, to monitor the attendance of the employee and any absences which may occur, i.e. sickness absence. Whilst all sickness absences will be recorded in accordance with the Council's Attendance Management procedure and return to work interviews undertaken by the manager with the employee, the impact on the service must be considered and if appropriate, concern raised with the individual, giving direction and encouragement to improve.

If an employee has a long period of sickness during their probation, an extension may be granted for a similar amount of time. Very poor attendance may result in dismissal under the Probation Policy. Sickness during the probation period will be included in any rolling year sickness calculations.

7.0 Dealing with Unsatisfactory Performance

In all cases the cause of unsatisfactory performance should be investigated with the employee. The following guidelines will help to identify the cause and assist in ensuring that appropriate action is taken:

- ask the employee for an explanation and check the reason given if possible;
- if the reason is lack of necessary skills then ensure the employee is provided with the relevant training and the time to reach the required standard within the probation period;
- issue an agreed improvement plan if appropriate and discuss this with the employee to encourage them to reach the required standard;
- if, despite encouragement and assistance, the required standard cannot be reached, then the manager must carefully consider whether the employee has reached the required standard expected of them in order to be transferred to the permanent establishment of the Council.
- where it is found that an employee does not have a necessary qualification required for the post, despite stating they held the qualification, disciplinary action may be necessary

An employee should not proceed to a probation hearing unless the employee has been notified of the concerns and a chance to improve have been given, with reasonable support provided.

8.0 Extending the Probation Period

Managers have the option to extend an employee's standard probation period up to a maximum of a further six months (12 months in total). However, any decision to do this should be taken after careful consideration and with discussions and advice from HR of all the reasons for the potential extension and whether sufficient guidance and support have already been given to the employee.

9.0 Action in Serious Cases

Where an employee commits a single error and the actual or potential consequences of that error are, or could be extremely serious, warnings and the opportunity to improve may not then be appropriate. In these circumstances it is appropriate to review the matter under the Council's Disciplinary Policy.

Where a probationer is dismissed for a reason related to a disciplinary matter they will be given a right of appeal to the relevant Chief Officer.

10.0 Termination of Employment under the Probation Period

If an employee is unable to achieve a satisfactory level of performance even after being given an opportunity to improve and with training assistance if required, the availability of suitable alternative work should be considered. If such work is not available, the situation should be carefully explained to the employee before informing them that their employment may be terminated and that a probation hearing will be arranged in due course.

The employee must be formally invited to a probation hearing with the relevant Head of Service and be given the opportunity to be accompanied by a trade union representative or work colleague. The employee will be given at least seven working days' notice, in writing, of the date of the hearing together with a probation report and corresponding appendices produced by the relevant manager.

The manager's probation report should detail the areas of concern regarding the probationer's performance and/or absence levels, any relevant support or training offered etc.

The employee will be asked to submit any relevant evidence or information, not less than two working days before the date of the hearing. The probation hearing will follow the same format as that of a disciplinary hearing.

It should be made clear that the decision may be taken not to confirm the individual on to the Council's establishment and the employment terminated.

In these circumstances, managers must ensure that their processes have been reasonable, fair and that the employee has been communicated with throughout the probation period and been given every opportunity in which to perform to the required standard.

The relevant Head of Service will be responsible for terminating an employee's contract under this policy. The decision will be confirmed in writing to the employee.

The employee should be offered a right of appeal against the termination to the relevant Chief Officer.

11.0 Temporary/Fixed Term Employees

Any employee who is appointed in either a temporary or fixed term capacity to the Council must still be given the appropriate training and support by the relevant manager to ensure that their work is of the required standard throughout the period of their contract. The manager must review and monitor the employee in the same way as an employee who is undertaking a probation period. HR will write to employees confirming that their probation period is complete.

Where a temporary/fixed term employee gains an alternative permanent position, a probation period will then be attached to that post. If an employee is moving from a temporary/fixed term contract to a permanent contract in the same role then a probation period will not be required, providing they have already completed a probation period in their temporary role.

12.0 Support from Human Resources

HR will monitor managers' responsibilities during an employee's probation period. HR are able to provide comprehensive advice, support and guidance at all stages. HR will also write to employees who have successfully completed their probation period, transferring them to the Council's establishment.

13.0 Trade Union Involvement

During the probation period, both informal and formal meetings will occur between a manager and the probationer to ensure that the requirements of the training programme are being met. Union involvement would not normally be expected to be required at these times. However, where a manager has serious concerns about the employee's ability, skills or knowledge and they believe it may be appropriate for a probation period to be either extended or not confirmed, the employee should be given the opportunity to have either a union representative or a work colleague present at any further review meetings.

Appendix 2

Policy Section	Suggested Change	Reason for Change
1.0 Introduction	Include Apprentices under Probation	Previously not included
2.0 Manager’s Responsibilities	Include Apprentices starting a new career	Previously not included
3.0 Employee’s Responsibilities	New section	Trade Unions requested a new paragraph on positive aspects of probation
4.0 Probation for internal job changes	Delete probation periods for those who have already been employed in the role for a temporary or fixed term capacity	To avoid duplication of probation periods
	Delete probation periods for grade change	Not necessary to hold additional probation period for increase of grade
	Delete section “Where an established employee is promoted, redeployed or re-designated to a new position under a restructure and issues of performance arise during the probation period, it may then be appropriate to consider the matter in accordance with either the Council’s Capability Policy or Disciplinary Procedure.”	Probation policy should be followed
	Delete Apprentice Training in “Internally promoted employees who are unsuccessful in their probation period are at risk of dismissal or redeployment and will not be able to revert back to their previous role before the promotion, unless on a Secondment or Development Opportunity or Apprentice training.”	Apprentices should be covered under Probation Policy

	Insert clause – where an employee’s previous post remains vacant, consideration may be given to returning to the role, on a case by case basis, at the discretion of the Line Manager/Head of Service	Trade Union request.
Policy Section	Suggested Change	Reason for Change
6.0 Attendance Issues During The Probation Period	Add “If an employee has a long period of sickness during their probation, an extension may be granted for a similar amount of time. Very poor attendance may result in dismissal under the Probation Policy. Sickness during the probation period will be included in any rolling year sickness calculations.”	Clarifies the Council’s position on long term absences during probation periods and the process to be used.
7.0 Dealing with Unsatisfactory Performance	Add new bullet point stating: “An employee should not proceed to a probation hearing unless the employee has been notified of the concerns and a chance to improve have been given, with reasonable support provided.”	Good practice
10.0 Termination of Employment under the Probation Period	Delete ‘at the end of the probation period’ when it comes to potential dismissal.	It may be appropriate to dismiss prior to the end of the probation period if performance is unsatisfactory.
	Clarify ‘Probation Hearing’ rather than meeting	Makes clear that it is a formal hearing rather than a meeting
	Clarify seven working days’ notice for a Probation Hearing along with outlining the process of the hearing, paperwork and format.	In line with other Council formal processes where dismissal is an option

11.0 Temporary/Fixed Term Employees	Clarifies when an employee is made permanent having worked in the same role in a temporary capacity	Clarifies that a second probationary period is not necessary in order to avoid duplication of work.
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REFERENCE

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Appendix 3

Equality Impact Assessment

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

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

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

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

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

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

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

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

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	Title of the Lead Officer responsible for EIA	Chief Executive
Name of the policy or function to be assessed:		Probation Policy	
Title of the Officer undertaking the assessment:		HR 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>To update the Council's existing Probation Policy to include management of Apprentices under probation. The policy has also been updated to clarify a number of other areas such as the Probation Hearing process and timescales, in line with other Council processes where dismissal is a potential outcome.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>To provide clarification and good practice in relation to the management of probations across the entire workforce.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>All employees and managers.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>All employees and managers.</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>records are kept through monthly probation sheets. GMT receives regular reports on Probationers. These reports will highlight any issues which relate to the equality strands if relevant.</p>			

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

Anecdotal feedback from Managers when managing Apprentices where performance has not been satisfactory.

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?**

No – the policy covers all employees

- Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?**

Yes – the policy covers all employees

- Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?**

No – the policy covers all employees. Should any employee probationer have a disability or a personal attribute which may require them to receive additional assistance, this will be highlighted and addressed through monthly probation interviews.

- Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?**

Yes – the policy now covers all employees rather than excluding Apprentices.

- What further evidence is needed to understand the impact on equality?**

None

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 – the policy covers all employees. Many Apprentices are younger i.e. school leaver age, however, as the Apprenticeship Levy now has no restriction on the age of Apprentices, they can be any age.

Disability: None – the policy covers all employees. See above comment under the section on barriers

Gender: None – the policy covers all employees regardless of gender.

Gender Reassignment: None

Marriage and Civil Partnership: None

Pregnancy and Maternity: None

Race: None. Any additional support required by virtue of a person who may have English as a second language will be identified as part of the probation process

Religion and Belief: None

Sexual Orientation: None

Care Experience: None. Again should a person with care assistance require additional support in the workplace this will be identified as part of the probation process

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 Resources and Personnel Policy

Review of Business Plan Progress and Financial Performance – September 2024 (Quarter 2)

1. Purpose of Report

To report progress against outcome targets linked to Corporate Plan priorities and objectives and to provide an update as to the latest financial performance as measured against the budget. This is in accordance with all of the Council's Corporate Priorities.

2. Recommendation

Cabinet is asked to NOTE the progress made in achieving the Corporate Plan priorities and financial performance for the quarter ended 30 September 2024.

3. Detail

The Corporate Plan 2024-2028 was approved by Council on 10 July 2024. Business Plans are primarily linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety. In addition, the support service areas of Resources, Revenues, Benefits and Customer Services and ICT and Business Transformation are also considered. Business Plans for 2024/25 were approved by Council on 6 March 2024.

As part of the Council's performance management framework and to meet the commitment to closely align financial and performance management, the Business Plans for the priority areas are considered alongside detailed revenue budget estimates, capital programme and other financial information.

Members and senior management receive regular reports during the year which review progress against their respective Business Plans, including a detailed annual report where performance management and financial outturns are considered together following the year-end.

This quarterly report is intended to provide Members with an overview of progress made towards Corporate Plan priorities and the latest data relating to Critical Success Indicators (CSI) and Key Performance Indicators (KPI), identified as a means by which outcomes relating to corporate priorities and objectives can be measured. This summary is detailed in **Appendix1A**. The report for Liberty Leisure Limited is also included at **Appendix1B**.

A summary of the financial position as at 30 September 2024 with regard to the employee budgets, controllable income headings and a summary of the capital expenditure position is included in **Appendix 2**.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

Any financial implications are considered in the report and appendices.

7. Legal Implications

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

There are no specific legal implications that arise from this report.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

Climate change implications are 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.

PERFORMANCE MANAGEMENT – BROXTOWE BOROUGH COUNCIL**1. Background - Corporate Plan**

The Corporate Plan for 2024-2028 was approved by Council on 10 July 2024. It sets out the Council's priorities to achieve its vision to make "A greener, safer, healthier Broxtowe where everyone prospers". Over the period, the Council will focus on the priorities of Housing, Business Growth, Environment, Health and Community Safety.

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

A series of Business Plans linked to the five corporate priority areas were approved by full Council on 6 March 2024. In addition, the Business Plans for the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were also approved.

The respective Business Plans detail the projects and activities undertaken in support of the Corporate Plan for each priority area. These cover a three-year period but are revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee / Cabinet. This includes a detailed annual report where performance management and financial outturns are considered together following the year-end as part of the Council's commitment to closely align financial and performance management.






3. Performance Management

As part of the Council's performance management framework, Committees / Cabinet and Members receive reports of progress against the Business Plans. This report provides the outturn data relating to Critical Success Indicators (CSI) for each area and a summary of the progress made to date on key tasks and priorities for improvement in 2024/25 (as extracted from the Pentana Risk performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).






The Council monitors its performance using the Pentana Risk performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

The key to the symbols used in the performance reports is as follows:

Action Status Key

Icon	Status	Description
	Completed	Action/task has been completed
	In Progress	Action/task is in progress and is currently expected to meet the due date
	Warning	Action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	Action/task has passed its due date
	Cancelled	Action/task has been cancelled or postponed






Performance Indicator Key

Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only






Performance Summary – Priority Areas

The tables below provide a summary of Business Progress for the Council's priority areas at quarter 2 2024/25 and a forecast of anticipated outcomes for the performance measures.

Summary of Key Tasks and Areas for Improvement for the Council's Priority Areas

	Completed 	In Progress 	Warning 	Overdue 	Cancelled 
Housing	-	9	-	-	-
Business Growth	-	8	-	-	-
Environment	1	9	-	-	-
Leisure and Health	1	4	-	-	-
Community Safety	1	12	-	-	-
TOTAL	3	42	-	-	-





Forecast Outcomes of Key Tasks and Areas for Improvement for the Council's Priority Areas

	Completed 	In Progress 	Warning 	Overdue 	Cancelled 
Housing	4	5	-	-	-
Business Growth	4	4	-	-	-
Environment	7	2	1	-	-
Leisure and Health	1	4	-	-	-
Community Safety	1	12	-	-	-
TOTAL	17	27	1	-	-

Summary of Progress of Performance Indicators for the Council's Priority Areas

The summary below shows the 2024/25 quarter 2 performance information and targets. Where data is only available on an annual basis the information has been excluded from the summary table to provide an accurate summary of progress at quarter 2.





The figures in brackets provide the number of Performance Indicators that are the number of Critical Success Indicators.

	Satisfactory 	Warning 	Alert 	Data Only 
Housing	4 (1)	- (-)	7 (2)	- (-)
Business Growth	4 (2)	1 (1)	3 (1)	- (-)
Environment	5 (-)	3 (2)	6 (-)	2 (-)
Leisure and Health	2 (-)	1 (1)	- (-)	3 (1)
Community Safety	2 (1)	1 (-)	3 (-)	7 (4)
TOTAL	17 (4)	6 (3)	19 (3)	12 (5)

Forecast of 2024/25 Progress of Performance Indicators for the Council's Priority Areas


The table below provides a forecast of anticipated outcomes for the Performance Measures, where data is collected quarterly, which are included in this report.



The figures in brackets provide the number of Performance Indicators that are the number of Critical Success Indicators.

	Satisfactory 	Warning 	Alert 	Data Only 
Housing	8 (3)	- (-)	3 (-)	3* (-)
Business Growth	4 (2)	3 (2)	1 (-)	- (-)
Environment	3 (-)	6 (1)	5 (1)	2 (-)
Leisure and Health	2 (-)	1 (-)	- (-)	3 (1)
Community Safety	5 (1)	1 (-)	- (-)	7 (4)
TOTAL	22 (6)	11 (3)	9 (1)	15 (5)

* Data is collected/calculated annually for the Performance Indicators with the position at quarter 2 2024/25 not known


Housing - Critical Success Indicators 2024/25


Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	BV66a Rent Collection: Rent collected as a proportion of the rent owed	Monthly	100.76%	100.20%	93.38%	99.00%	<p>There has been an increase in arrears of £200,427 when comparing the September 2023 figure of £364,358 and September 2024 of £564,785. This increase is high but not unexpected as in previous years we have seen an increase in arrears around this time of the year. For example, last year we saw a £132K increase in arrears from September 2023 to October 2023 (an increase of £147k was also seen in 2022) which were all related to 5 week months.</p> <p>The 2024/25 rent year has 53 weeks in it (49 weeks' payable rent). Last year at the end of September 2023 we had charged 13 weeks' payable rent, however during the same six months from April to the end of September 2024 we have charged 14 weeks rent due to how the weeks have fallen and the additional rent week this year. The total weekly debit is approximately £400K so having charged an additional weeks' rent in the quarter makes a big impact on the arrears figures. The amount of rent the Income Team are trying to collect has also increased not only due to the additional week being charged this year, but also the 7.7% rent increase which was implemented in April 2024 which is also likely to have impacted the rent arrears.</p> <p>Expected outturn at end of 2024/25 is 100%</p>



Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Green 	HSLocal_42 Homelessness cases successfully intervened or prevented rather than relieved/a main duty being accepted	Monthly	71.3%	82.70%	73.4%	70%	An average of 73.4% of cases for quarter 2 2024/25. This comprises of 69.0% in the month of July, 77.6% in the month of August and 73.6% in the month of September 2024. This is a decrease of 12.2% compared to quarter 2 2023/24. Due to the combined pressures of the introduction of a new housing system and the increased presentations of people that are homeless and without accommodation upon presentation (this includes the increase in the number of verified rough sleepers). These pressures have reduced the focus on prevention work and the service is only able to offer emergency appointments. Expected outturn at end of 2024/25 is 80%
Green 	HSTOP10_02 Gas Safety	Monthly	99.41%	99.85%	100%	100%	During quarter 2 2024/25 the service has continued to achieve 100% compliance. Expected outturn at end of 2024/25 is 100%



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Housing - Key Tasks and Areas for Improvement 2024/25


Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	HS2124_02.1 Implement Asset Management Strategy 2022 to 2025 (<i>Asset Management and Development</i>)	Plan to fully utilise assets held within the Housing Revenue Account	70%	Dec-2024	<ul style="list-style-type: none"> Implementation of stock condition survey programme now in place to inform ongoing planned maintenance works. Social Housing Decarbonisation Funded works are ongoing at Princes St/Wellington Rd, Eastwood. Modernisation programme continues with works being delivered against a planned programme provided for 2024/25 Re-procurement of major contracts are in progress with Procure Plus, our preferred framework provider.

Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	CP2326_01b Energy Efficiency Schemes (Housing Stock) <i>(Asset Management and Development)</i>	To ensure that service is value for money and benefits from improved technology	50%	Due Date is in line with the Council's net zero Target of 2027	EPC data for all Housing Stock is being collated by Nottingham Energy Assessors (circa 2,000 EPCs over 24 months). All homes that require an EPC have been contacted with over 1,600 completed. The remaining properties require further work to gain access for the survey. This data is being use to in develop a programme of improving all properties to EPC C by 2030. A bid is currently being developed for the Warm Homes: Social Housing fund wave 3 to carry out improvement measures to approx. 600 homes between 2025-26. Currently approx. 60% of the Council's housing stock achieve a C or higher EPC rating.



Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	HS1922_02 Implement 10 year housing new build delivery plan	Add to the social housing stock Produce affordable homes to rent	83%	Dec-2029	<p>85 properties have been acquired into the social housing stock since 2019.</p> <p>During quarter 2 2024/25, 17 properties were handed over to the Housing team on the Field Farm estate, Stapleford These are 6 x 2 bed and 7 x 3 bed houses, including 4 shared ownership properties (2 x 2 bed and 2 x 3 bed houses).</p> <p>Development work is continuing on the following sites:</p> <ul style="list-style-type: none"> • 9 dwellings on Felton Close, Gayrigg Court and Selside Court, Chilwell • 15 dwellings at the Inham Nook site, Chilwell • 5 homes at Farm Cottage (Fishpond), Bramcote • Planning consent has been granted for 4 dwellings on Chiltern Drive / Spring Close, Watnall <p>13 new Council homes and 4 Shared Ownership homes were handed over by Peveril Homes at Field Farm site, Stapleford during quarter 2.</p> <p>Ongoing negotiations with Peter James Homes for the construction of circa 51 new dwellings on land off Coventry Lane, Bramcote following committee approval in 2021.</p>
In Progress 	HS2225_05 Implement new processes and procedures for recharges	To increase income to the HRA	5%	Mar-2025	<p>A Change Delivery Manager has been recruited to assist with reviewing the processes and procedures, including recharges.</p> <p>Once the new Schedule of Rates have been added onto Capita Open Housing, this will allow more accurate costing and recharging of jobs. This is expected to be implemented in November 2024 due date extended from December 2024 in line with the implementation date.</p>




Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	HS2427_01 Implement Housing Strategy 2024-27	To achieve actions to help support the corporate plan priorities, for all housing services including our landlord services	40%	Mar-2028	This is an Ongoing Action as per the Housing Business Plan 2024/27. Strong relationships with partners and service providers are delivering effective support to Rough Sleepers and this work will continue. The 2025-28 Housing Strategy will be presented to Cabinet in January 2025. Due date revised in line with development of the refreshed Housing Strategy 2025-28.
In Progress 	HS2427_02 Implement Housing Improvement Board Performance Improvement Plan	To improve the services of the Housing Repairs and Capital Works team	33%	Mar-2025	The Board meets regularly to discuss the actions required. This includes reviewing outcomes of the Housing Ombudsman’s regular Spotlight on Knowledge and Information, and exploring improvements to processes and procedures to ensure compliancy with their Complaint Handling Code. A Housing and Asset Management Steering Group has been created to progress actions. The expected outturn at the end of 2024/25 – 100% completion of milestones due in 2024/25.




Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	COMS2427_01 Review the resource allocated to Environmental Health, Private Sector and Licensing Service	<p>Review the resource allocated to Private Sector Housing priorities including</p> <ul style="list-style-type: none"> • HIMO licensing • Empty homes • Privately rented property standards • Damp and mould enforcement <p>To ensure adequate resource is available to deliver private sector housing functions, in particular for damp and mould enforcement</p>	55%	Mar-2025	<p>A review of the resource has been undertaken. Approval for additional staff members was given by Cabinet in December 2023, and the posts were evaluated in February 2024.</p> <ul style="list-style-type: none"> • Private Sector Housing Officer • Senior Environmental Health Officer (Environmental Protection) • Apprentice Environmental Health Officer <p>A Private Sector Housing Officer has been appointed, but is currently providing some cover for a DFG Officer vacancy. The vacant post is pending recruitment.</p> <p>An appointment is underway for a trainee Environmental Health Officer.</p> <p>Recruitment for the post of Senior Environmental Health Officer (Environmental Protection) is being undertaken. Due date revised from December 2024 due to delays with recruitment.</p>
In Progress 	COMS2427_02 To consider whether an additional licensing scheme for private rented dwellings would be appropriate	To determine whether the evidence exists to meet the criteria for the implementation of an additional property licensing scheme	15%	Sept-2025	<p>Discussions on the scope of an additional licensing scheme have begun. A private sector housing stock condition exercise has been procured to assist in this process. The ongoing work on the Housing Strategy is relevant to any consideration of a need for additional licensing. New requirements to regulate social housing providers is also being reviewed. The Renters Reform legislation is also likely to address one of the key benefits of an additional licensing scheme – identifying such properties that may require intervention. Due date extended from March 2025 to enable inclusion of additional legislative requirements, regulations and the Housing Strategy.</p>

Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	COMS2427_03 Produce a policy on HIMO licensing	To provide a framework to support the existing procedures for HIMO Licensing	55%	Mar-2025	Currently reviewing all HIMO licences and processes to support development of a policy on HIMO licensing to ensure it is relevant. Currently the approach to enforcing HMO licensing requirements is covered by the Corporate Enforcement Policy and the Housing Civil Penalty Policy. Due date extended from September 2024 due to new legislation being introduced.





Housing – Key Performance Indicators 2024/25

Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	HSLocal_29 Electrical compliancy	Monthly	80.00%	89.10%	92.90%	98%	<p>The team continues to work on obtaining overdue EICR's and have been focusing on the 27 oldest ones, requesting support from the Tenancy and Independent Living teams to gain access. The in-house Electricians are working on the upcoming properties. These are being booked well in advance of the due date to help with potential no accesses or going over the deadline date.</p> <p>HouseMark benchmarking for England in Quarter 2 is:</p> <ul style="list-style-type: none"> • Upper quartile = 99.75% • Median = 98.76% • Third quartile = 95.67% <p>Expected outturn at the end of 2024/25 is 100%</p>
Green 	HSLocal_33 Legionella compliancy	Monthly	100.00%	100.00%	100%	100%	<p>With our robust system, we have achieved our monthly target.</p> <p>Expected outturn at the end of 2024/25 is 100%</p>



Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	HSLocal_40 Numbers of homeless households housed outside of the Borough in temporary accommodation	Monthly	118	26	17	0	<p>During quarter 2, the Housing Options Team placed 32 households outside of the Borough, of those 17 were out of area for 7 days or more.</p> <p>Of those placed out of Borough:</p> <ul style="list-style-type: none"> • 29 were placed as no other accommodation was available • 2 were placed by our Out of Hours service over a weekend • 1 was due to domestic violence and required accommodation away from the city boundaries <p>For all the cases there was no other suitable temporary accommodation available at the time of placing. As soon as space does become available in our own Temporary Accommodation or in refuge, we will work toward moving people out of B & B as soon as possible.</p> <p>Expected outturn at end of 2024/25 is 50, based on the current trajectory</p>
Green 	HSLocal_BM05 Reactive appointments made and kept	Quarterly	96.2%	97.7%	97.9%	98.0%	<p>During quarter 2 2024/25, 3,484 appointments were made, of these 3,412 were kept. The reasons for 72 appointments not kept are as follows:</p> <ul style="list-style-type: none"> • Sickness – 38 • Pulled off to attend an emergency – 34 <p>Expected outturn at 2024/25 is 98%</p>
Green 	HSLocal_03a Void Rent Loss	Quarterly	-	£239,384	£115,257	£350,000 £192,500 (Q2)	<p>During quarter 2 2024/25, the void rent loss was based on 4,775 total void days.</p> <p>The rent loss figure is £21,813 less than quarter 2 2023/24. The cumulative figure is 9,091 total days.</p> <p>Expected out-turn at the end of 2024/25 – £230,000 based on the current trajectory.</p>


Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	HSTOP10_03a Average Relet Time - Independent Living	Quarterly	170	45	49	40	In comparison to quarter 2 2023/24 we have made a significant reduction in average relet time in both General Needs and Independent Living. In Independent Living, there was an 18% reduction in the average relet time. Expected out-turn at the end of 2024/25 – 40 days based on the current trajectory.
Red 	HSTOP10_03b Average Relet Time - General Needs	Quarterly	88	63	34	20	In comparison to quarter 2 2023/24 we have made a significant reduction in average relet time in both General Needs and Independent Living. In General Needs properties, there was a 58% reduction in the average relet time. Expected out-turn at the end of 2024/25 – 30 days based on the current trajectory.
Red 	HSLocal_11 Number of cases closed in the last 3 months where a property has been returned to occupation	Quarterly	26	34	8	24	The target is close to 24 cases in 2024/25. The most complex cases are being targeted to reach conclusion which can mean it is a longer process to return the properties to use.


Business Growth – Critical Success Indicators 2024/25



Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	TCLocal_01a Percentage of town centre units occupied: Beeston	Quarterly	92.00% (Apr23)	92.00% (Mar24)	90.00%	95%	There has been a rise in vacant units, Wilkos the most notable unit and two restaurants have become vacant. Some ex-commercial units near Sainsburys are nearing completion (becoming residential). Most vacant units have been vacant for a long period of time. Some vacant units are in the renovation stage on the high street.
Green 	TCLocal_01b Percentage of town centre units occupied: Kimberley	Quarterly	90.00% (Apr23)	92.00% (Mar24)	94.00%	90% (revised)	The changes in occupancy here are minimal with only one unit changed from the previous inspection. With a total of 62 recorded units we have four unoccupied spaces. One of which is under renovation and will by the start of the new year provide a clearer image to its future plans, and the other being the Queens Head Pub opposite Toll Bar Square.
Amber 	TCLocal_01c Percentage of town centre units occupied: Eastwood	Quarterly	89.00% (Apr23)	86.00% (Mar24)	86.00%	90% (revised)	We have reason to believe a new inhabitant on the site of the old Cooperative will be trading in the next few months, and potentially another firm in the now empty Hays/Thomas Cook building. We are aware of prospective occupants at other locations but sadly there is still a few long term vacant units which depresses the vacancy percentage.
Green 	TCLocal_01d Percentage of town centre units occupied: Stapleford	Quarterly	92.00% (Apr23)	91.00% (Mar24)	93.00%	90% (revised)	There are some long term properties that will be empty for the foreseeable future. The Town Centre Recovery Fund is coming to an end but some shops are now available in a much improved condition and hopefully the investment work from the Stapleford Town Deal scheme may assist in occupancy moving forward.



Business Growth – Key Tasks and Areas for Improvement 2024/25

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	BG2023_05 Bring forward the Greater Nottinghamshire Strategic Plan [Core Strategy]	Successfully steer the Core Strategy through its examination process receiving a report recommending adoption from the appointed Planning Inspector	50%	Dec-2025	The 'Issues and Options' ('Growth Options') consultation took place in July 2020 and February 2021. A 'Preferred Approach' consultation took place in January-February 2023 and a further consultation focussing on logistics development took place in September-November 2023. and a further consultation focussing on logistics development took place in September-November 2023. Cabinet resolved on 1 October 2024 that the Draft Greater Nottingham Strategic Plan, and supporting documents, in relation to Broxtowe Borough be published to allow a period of public representations.
In Progress 	BG2124_01 New Broxtowe Economic Growth and Regeneration Strategy to 2025 and review of the current Economic Development and Growth Strategy	A new framework for economic development within the Borough aligned the Mayoral Combined Authority and other plans for local and regional growth. Including specific plans for Stapleford, Eastwood and Kimberley	90%	Oct-2024	Strategy nearly completed. Revisions to some parts are required due to the demise of the East Midlands Development Company and the introduction of East Midlands Combined Authority. The Strategy will be going through a finalisation process of editing and formatting into a report including graphics. Report presented to Cabinet in due course.





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	BG2225_01 Deliver Stapleford Town Fund	Develop and deliver the 6 projects identified for Stapleford Town Deal.	35%	Mar-2025	The Borough is the accountable body for £21.1 million which must be defrayed by 2025/26. Work continues on the Stapleford Towns Fund projects. The grant funding scheme is as previously reported but the remaining grants will be re-allocated via the UKSPF applicants from the town. The Enterprise Hub (Pencil Works) is at RIBA 3 and procurement and planning are being dual tracked. The Library Learning Facility work on phase 2 is complete. The smaller simplified cycle works are in feasibility/review for the cycle network. The tendering process of a main contractor for the Community Pavilion and Young Peoples Centre is complete and a contractor GEDA has been appointed and has started.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	BG2326_02 Deliver Kimberley Levelling Up Fund	Develop and deliver the three projects identified for the Kimberley Town Deal	25%	Mar-2025	<p>The Borough is the accountable body for £16 Million which must be defrayed by 2025</p> <p>Work on the ramp at Bennerley Viaduct has been all but completed – some settlement being addressed. Phase 2 (visitors’ centre) tenders came back and Marlow have been appointed.</p> <p>Cycle route design has been procured and Sustrans are working on this - Nottinghamshire County Council appear to be preventing start on improving 2.5km of the route.</p> <p>Town Centre Regeneration is on track, with two rounds of business grants completed and the Hub granted planning consent. Equipment for the light show is out to procurement. The unit’s / sports project has seen a PAR has been agreed.</p> <p>An agreement in principle with the landowner at the projected new site for units would mean the build project could proceed relatively quickly, once appropriate governmental and planning consent is received.</p> <p>To date around £2 Million of the funding has been spent with a further £1.5 Million committed.</p>



Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	BG2326_05 Creation of a new Markets and Retail Events Programme for the Borough	Delivery of events based model for markets and retail events	25%	Nov-2024	The Stapleford Market, has been restarted after land ownership issues with Nottinghamshire County Council were resolved. A food fair was held in the town. Two further Food Fairs are scheduled to be held in Autumn / Winter 2024. Beeston Market continues to run well and some enquiries from new traders coming through. An employment and skills fair was organised in Eastwood in June attendance was mixed but valuable experience was gained for an Eastwood Food Fair later in the year. The Town Centre Initiatives Manager has commenced in post. UKSPF budget will be used to create further momentum for the towns who are undoubtedly feeling the effects of tight macro fiscal conditions. Due date extended from July 2024.
In Progress 	EMDC2225_01 Support the work programme of the East Midlands Development Corporation	New plans could create 84,000 jobs and add billions in value to the regional economy. The (re)development of three main growth clusters the size of three Olympic Parks, including infrastructure with transformational opportunities for local residents and place making outputs Working in partnership with the Councils of Nottinghamshire Leicestershire, Rushcliffe and NW Leicestershire. Ongoing work.	75%	Mar-2024	The Government announced that the Investment Zones scheme was not going ahead in the Autumn 2022 statement, so no further work will be taking place on this venture. The DevCo programme is mainly being supported by the Planning Manager with support provided by the Economic Development team. The Council will support the work programme of the East Midlands Combined Authority.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	BG2326_06 Deliver the UK Shared Prosperity Fund Programme (UKSPF)	Deliver all strands of the UKSPF programme	55%	Jul-2025	The Team have made a confident start across all three areas and were rewarded for progress in year two by a full allocation of year three funding in July 2024. All 16 community projects have started and the business grants programme will be fully allocated by end of October. Several marquee projects including refurbishing Durban House for Raleigh, the Start in South Nottinghamshire Portal and Skills Quest are now active and delivering. A promotional document is now in print.
In Progress  Page 127	JBG1518_06 Assist in the preparation of Neighbourhood Plans	Approve Neighbourhood Plan Area designations for all parish areas where they are wanted and progress to 'adoption' of the Plans	70%	Target dates will vary depending on the details of each emerging Plan.	The Nuthall and Awsworth Neighbourhood Plans were 'made' (adopted) in previous years. The Cossall Neighbourhood Plan was adopted on 12 March 2024, following a successful referendum result on 15 February 2024. The Chetwynd: The Toton and Chilwell Neighbourhood Plan was adopted on 15 May 2024 following a successful referendum on 2 May 2024. Work on other Neighbourhood Plans is at various stages and is dependent on work carried out by Town and Parish Councils and Neighbourhood Forums.



Business Growth – Key Performance Indicators 2024/25





Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	BV204 % of appeals allowed against authority decision to refuse planning permission (Delegated or Committee Decisions with Officer Recommendations)	Quarterly	55.56%	100%	100%	10%	2021/22 - 6 of 14 appeals allowed 2022/23 - 15 of 27 appeals allowed 2023/24 - 9 of 25 appeals allowed 2024/25 (Quarters 1 and 2) = 3 out of 5 appeals allowed. In quarter 2 2024/25, two out of two appeals were allowed which were applications refused under delegated powers or by Committee with Officer Recommendation.
Red 	NI 157a Processing of planning applications: Major applications determined within 13 weeks	Monthly	80.77%	90.65%	57.10%	92.00%	Out of the seven applications received in quarter 2 two were determined within the time period of 13 weeks, but three were over the 13 weeks. The Council proportionally only receives a few major applications therefore if a few are not determined within the 13-week timeframe the percentage difference can be stark.
Amber 	NI 157b Processing of planning applications: Minor applications determined within 8 weeks	Monthly	92.47%	90.03%	92.00%	94.00%	There were 25 minor applications received in quarter 2 of which 2 were determined were not determined within the 8 weeks.
Amber 	NI 157c Processing of planning applications: Other applications determined within 8 weeks.	Monthly	96.93%	98.39%	96.25%	98.00%	Of the 80 other applications received in quarter 2 three were determined in over 8 weeks.





Environment Critical Success Indicators 2024/25

Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Amber 	NI 192 Percentage of household waste sent for reuse, recycling and composting	Quarterly	37.55%	35.93%	38.74%	40%	Data is estimated. There have been increases in Garden Waste (0.6%), Green-lidded bin collections (3%) and Kerbside glass collections (1%).
Amber 	PSData_09 % of Parks achieving Broxtowe Parks Standard	Annually	98.00%	96.00%	96%	99%	The Council has significantly invested in its parks over recent years, including changing management regimes to increase biodiversity. Park Survey for 2024/25 was undertaken from 8 July 2024 to 30 August 2024. The results have been analysed and were reported to Cabinet on 5 November 2024.







Environment – Key Tasks and Areas for Improvement 2024/25






Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed  Page 129	COMS2223_05.2 Produce DEFRA Annual Air Quality Status Report 2023	Council has a fit for purpose Air Quality Status Report	100%	Jun-2024	The 2024 Air Quality Report was submitted to DEFRA on 30 June 2024 and is awaiting approval. The report was approved by Cabinet on 23 July 2024 and DEFRA approved and DEFRA approved the report in September 2024.
In Progress 	ENV1922_01.1 Implementation of the Clean and Green Initiative	Implement a range of initiatives aimed at making Broxtowe a Cleaner and Greener place for residents and visitors to the Borough.	95%	Mar-2025	In quarter 2 2024/25 the Environment Team have helped to deliver or facilitate 191 events/litter picks across the Borough. The team have engaged with 693 people. The team have exceeded this year's target.




Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	ENV1821_03 Improve Play Areas and Parks & Open Spaces	Ensure sites are Health & Safety and DDA Compliant	97%	Mar-2025	As part of the ongoing Pride in Parks programme in 2024/25, the following works have been undertaken: <ul style="list-style-type: none"> • Queen Elizabeth Park, Stapleford – Addition of an accessible group swing. In 2024/25 a low level toddler unit has been installed. • Coronation Park, Eastwood – Path surfacing improvements have been completed. • Bramcote Hills Park, Bramcote - FFC funding was secured and works to the site, including the installation of accessible and inclusive play equipment was completed in July 2024. <p>There will also be improvements to surfacing and infrastructure at:</p> <ul style="list-style-type: none"> • King George Park, Bramcote • Colliers Wood, Newthorpe • Heathcote Avenue, Bramcote
In Progress 	ENV2023_03 Identify areas of new Green Space for public use	Increase the total area of publically accessible green space in Broxtowe	95%	Mar-2025	The former Biffa Landfill site in Bramcote is still in the process of being adopted and is currently with Legal Services of the various parties. Due date extended from December 2024 due to ongoing discussions.
In Progress 	ENV2023_05 Implement actions deriving from the Governments 'Our Waste, Our Resource: A Strategy for England'	Increase in the Council's recycling rate and increased awareness of climate change and waste and recycling issues.	50%	Mar-2025	The Environment Act was mandated in November 2021. An interim high level strategy was produced as a holding document. This will be revised in early 2025. Simpler Recycling to commence April 2026 and weekly food waste collections will commence October 2027.
In Progress 	ENV2124_01 Implement the actions identified within the Council's new Waste Strategy 2021-2025	Increase in the Council's recycling rate, reduced amount of residual waste and improved awareness of waste minimisation.	75%	Mar-2025	The Environment Act was mandated in November 2021. An interim high level strategy was produced as a holding document. This will be revised in early 2025. Simpler Recycling to commence April 2026 and weekly food waste collections will commence October 2027.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	ENV2124_02 Implement the strategic actions of Recycling Strand within the Climate Change and Green Futures programme	Increase in the Council's recycling rate and improved awareness of how to reduce waste	80%	Mar-2025	A revised Climate Change and Green Futures Strategy was adopted by the Council in July 2024. New actions for Recycling and Resources have been captured within the strategies and Carbon Management Action Plan.
In Progress 	ENV2124_03 Wildflower sowing and meadow management	New wildflower areas created and grass managed as wildflower meadows	95%	Mar-2025	Schemes for 2024/25 are currently taking place, and include two planting schemes at Brinsley Headstocks and Crow Hill, Bramcote Hills Park that include native flower planting.
In Progress 	ENV2427_01 Implement the actions from the Tree Management Strategy 2023-2027	Work with partners, land owners and other agencies to plant 2,000 trees per year.	25%	Mar-2027	2024/25 planting schemes are confirmed across the Borough with trees currently awaiting delivery. Planting to be undertaken in the winter. Work on key actions of the strategy is in progress. Key sites include Jubilee Park Eastwood, Bramcote Hills Park, Toton Fields, Leyton Crescent and Pit Lane. The Council is on track to plant 3,000 trees in 2024/25. This includes the 300 free tree giveaway to residents.
In Progress 	TR2124_01 Implement the strategic actions of the Transport and Fuel Strand of the Climate Change and Green Futures programme	Reduce the Council's emissions from the fleet and make a positive contribution to the Council's target of being net carbon zero by 2027	75%	Mar-2027	Nine electric vehicles now form part of Broxtowe's fleet with the Council taking delivery of its first electric transit type van. The vehicle is used by the Playground Inspector and is highly visible within the community. In April 2024, the fleet transitioned to using HVO, this will significantly reduce the amount of diesel used within the fleet and subsequently reduce the Council's overall CO2 emissions.


Environment – Key Performance Indicators 2024/25

Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	WMData_13 Number of Missed Bins reported by Residents (New)	Quarterly	12,853	14,506	8,349	12,949 6,490 (Q2)	This performance indicator captures data to assess how effective service delivery is year on year. Target is to achieve a 2% reduction every year. Quarter 1 – 4,738 Quarter 2 – 3,611 The Environment team have been tasked with undertaking further research on missed bins. To provide context the teams have collected nearly 5.450m bins and containers which equates to 0.27% bins that have been missed. The missed bin figure reported does not include none genuine missed bins (530).
Page 132 Data Only 	WMData_03b Number of garden waste subscriptions	Quarterly	22,068	22,803	22,408	22,100	Target exceeded. However, the number of subscribers to the garden waste service for 2024/25 is 1% lower compared to the same period last year. (Difference of 272 householders)
Green 	WMData_03c Income generated by Garden Waste Subscriptions	Quarterly	£873K	£925K	£1,026K	£1,029K £515K (Q2)	Target exceeded for quarter 2 2024/25. It is likely that the annual target will also be exceeded.
Green 	WMData_06a Income generated through Trade Waste	Quarterly	£704K	£670K	£480K	£633K £158K (Q2)	Target exceeded for quarter 2 2024/25. Number of trade waste businesses has declined from 680 in quarter 1 to 674 in quarter 2 2024/25.
Red 	WMData_08 External income generated through Environmental Services	Quarterly	£204K	£209K	£33.7K	£190K £47.5K (Q2)	Below target at quarter 2 2024/25. Income relates to the external income generated by the functions of the services within the Environment Services. Invoicing for the County Council grass cutting and highway maintenance to still take place.
Green 	NI 195a Cleanliness of the streets and open spaces within the Borough (levels of litter)	3 x per Year	96%	96%	99%	97%	Hot spot areas have now been identified and increased cleansing has been taking place reducing the level of litter.


Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Amber 	NI 195b Levels of detritus on the public highway	3 x per Year	95%	87%	95%	96%	Resources and vehicle availability have impacted on survey results, which has led to higher levels of detritus being deposited in channels. Hot spot areas have now been identified and increased cleansing has been taking place.
Data Only 	SSData_01 Reduce the number of fly tipping incidents	Quarterly	546	700	507	475 238 (Q2)	There has been an 37% increase in the number of fly tipping incidents, compared to the same period last year. Whilst Street Cleansing teams have been encouraged to report all incidents, the tonnage collected remains at a low level. Fly tipping generally consists of single items of furniture or several black bags. WISE (Environmental Enforcement) are due to start work in the Borough November/December 2024.
Green 	SSData_10 Number of Clean and Green events undertaken	Quarterly	58	65	191	60	Target exceeded. All individual litter picks are now being recorded. 693 people were engaged during these events and litter picks.
Red  Page 133	BV82a(ii) Tonnes of Household Waste Recycled <i>(This is all waste and recycling material collected from households. It excludes trade waste and material collected from the household waste and recycling sites)</i>	Quarterly	7,862.01	7,343.16	3,732.08	8,020.00 4,010.00 (Q2)	Data has been estimated. Target not achieved. However, there has been a 3.2% increase in recycling compared to the same period last year. There have been increases in garden waste (0.6%), green-lidded recycling bin collections (3%) and kerbside glass collections (1%).
Green 	BV82b(ii) Tonnes of household waste composted	Quarterly	6,934.02	7,053.38	4,567.19	8,080.00 4,500.00 (Q2)	Data has been estimated. Target is on track.





Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	BV84a Household waste collected per head (Kgs) <i>(This is all waste and recycling material collected from households. It excludes trade waste and material collected from the household waste and recycling sites)</i>	Quarterly	349.99	349.62	186.71	347.00 173.50 (Q2)	Data has been estimated. Target not achieved. Black bin weights have increased by 2%. Part of this increase may be as a result of 400 less garden waste subscribers utilising their black bins for garden waste disposal.
Red 	NI 191 Residual household waste per household (Kgs) <i>(This includes all waste collected from black lidded bins, clinical and bulky waste)</i>	Quarterly	496.37	498.77	253.29	471.58 235.79 (Q2)	Target not achieved. There has been a +2% increase in the amount of residual waste collected compared to the previous year.
Red 	WMDData_11 Residual (black lidded bin) Waste per household (Kg) <i>(This is waste collected from the black-lidded bin only)</i>	Quarterly	462.36	460.27	235.50	448.02 224.01 (Q2)	Target not achieved. Black bin weights have increased by 2%.

Health – Critical Success Indicators 2024/25






Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Data Only 	ComS_091 No. of Dementia Friends trained	Quarterly	63	33 (not including online)	0	90	<p>The Alzheimer's online training package is unable to provide figures for individual organisations. The Broxtowe Action Network for Dementia (BAND) group is now established and will work towards increasing the number of dementia friends / dementia friendly communities.</p> <p>Broxtowe held its first Dementia Event on 20 September 2024 which explored how to support people living with dementia and their carers. 62 people attended the event from people living with Dementia, carers and professional partners.</p> <p>Communities Officer attended a training session by the Alzheimer's Society on how to deliver "Virtual" on line sessions 30 October 2024 with the aspiration of increasing requests for DF sessions through the virtual offer.</p> <p>Dementia Ambassador Role / DF sessions mentioned at Dementia Action – Nottingham & Nottinghamshire meeting 23 October 2024. Attended East Midlands Dementia event on 4 November 2024 and discussed with Alzheimer's Society regional Dementia Friends Engagement Officer on 14 November 2024.</p>

Health – Key Tasks and Areas for Improvement 2024/25






Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	COMS2223_05.2 Produce DEFRA Annual Air Quality Status Report 2023	Council has a fit for purpose Air Quality Status Report	100%	Jun-2024	The 2024 Air Quality Report was submitted to DEFRA on 30 June 2024 and is awaiting approval. The report was approved by Cabinet on 23 July 2024 and DEFRA approved and DEFRA approved the report in September 2024.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	BBC2022b Work with Liberty Leisure Limited to develop and implement a Leisure Facility Strategy	Develop a financial model for identified new facilities To have a strategy that details maintaining the provision of three leisure facilities with a costed timetable to replace two of the existing facilities	60%	Ongoing	See notes for Support Services – Finance Services
In Progress 	CCCSS2326_E01 Develop and deliver the Culture and Events Strategy 2023-26	Increase the number of local people accessing a cultural service	60%	Mar-2026	Actions in progress or completed for Culture and Events Strategy 16 out of 26 – further progression will be made in the next quarter as the Events Programme will be considered at Cabinet for 2025/26.
In Progress 	CCCS2326_H01 Deliver Museum Strategy and Forward Plan	Increase the number of local people accessing the Museum	50%	Mar-2026	Figures for the second quarter 2024/25 8,213. This shows a big increase due to the D.H. Lawrence Festival and also includes figures from attendees accessing our Museum through pop up events like the summer Play Days.
In Progress 	BHWP Produce and deliver the Broxtowe Health and Wellbeing Plan 2023-2026	Working with partners to deliver services to improve the health and wellbeing of residents in the Borough. The plan combines work focussed on supporting: - <ul style="list-style-type: none"> • Armed Forces • Children and Young People • Dementia • Health • Mental Health • Older People • Child Poverty • Tobacco Control • Access to Food • Learning Disabilities 	30% (Q1) 32% (Q2)	Dec-2026	The Health and Wellbeing Plan is a 3-year dynamic multi-agency plan which relies on external partners for updates on progress and it is therefore problematic to accurately assess progress. Progress is measured as towards completing the three-year plan however following the year 1 review additional actions have been added which has reduced the overall completion percentage.








Health – Key Performance Indicators 2024/25







Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Data Only 	ComS_041 Food Complaints/Service Requests	Quarterly	182	146	40	140	A few had delayed responses due to the lack of contact information available on the notification requiring contact by letter.
Data Only 	ComS_042 Infectious Disease notifications investigated	Quarterly	32	43	13	30	Carried out in accordance with a risk rated inspection programme and statutory guidance.
Amber 	ComS_050 Food Complaints - % responded to within timescales	Quarterly	97.00%	100.00%	98%	100%	A few had delayed responses due to the lack of contact information available on the notification requiring contact by letter.
Green 	ComS_051 Infectious Disease notifications responded to within timescales	Quarterly	100.00%	93.00%	100%	100%	Carried out in accordance with a risk rated inspection programme and statutory guidance.
Green 	ComS_055 AIR QUALITY: Inspection of authorised / permitted processes	Quarterly	100.00%	100.00%	100%	100%	Carried out in accordance with a risk rated inspection programme and statutory guidance.

Community Safety – Critical Success Indicators 2024/25




Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Data Only 	ComS_012 Number of ASB cases received by Environmental Health	Quarterly	438	412	137	400	Quarter 1 2024/25 = 114 Quarter 2 2023/24 = 115 Quarter 3 2023/24 = 86 Quarter 4 2023/24 = 93
Data Only 	ComS_013 No of ASB cases received by Housing (gen Housing)	Quarterly	92	134	37	100	Quarter 1 2024/25 = 24 Quarter 2 2023/24 = 36 Quarter 3 2023/24 = 24 Quarter 4 2023/24 = 35
Data Only 	ComS_014 Number of ASB cases received by Community Services	Quarterly	60	103	32	60	Quarter 1 2024/25 = 28 Quarter 2 2023/24 = 24 Quarter 3 2023/24 = 11 Quarter 4 2023/24 = 34
Green 	ComS_011 Reduction in reported ASB cases in Broxtowe (Nottinghamshire Police Strategic Analytical Unit)	When available	2,139	1,975	509 (Q1)	1,900 (Q2)	Reduction in 2023/24 was due in some part to the successful delivery of Transform Trainings, POTASSIUM Project in Beeston reducing the Beeston ASB level back down to usual levels.
Data Only 	ComS_024 High risk domestic abuse cases re-referred to the Multi Agency Risk Assessment Conference [expressed as a % of the total number of referrals]	Quarterly	37%	24%	37%	25%	Quarter 1 2024/25 = 32% Quarter 2 2023/24 = 30% Quarter 3 2023/24 = 17% Quarter 4 2023/24 = 23% The increase in figure may be due to the number of referrals to MARAC increasing so they are only able to accept the highest risk cases which will be the repeats






Community Safety – Key Tasks and Areas for Improvement 2024/25

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	BCRP Produce and deliver a Broxtowe Crime Reduction Plan 2023-2026	Reduction in all crime types and improvements in community confidence	26% (Q2) 27% (Q1)	Nov-2026	The Broxtowe Crime Reduction Plan is a 3-year dynamic multi-agency plan which relies on external partners for updates on progress and it is therefore problematic to accurately assess progress. Progress is measured as towards completing the three-year plan however following the year 1 review additional actions have been added which has reduced the overall completion percentage.
In Progress 	COMS2224_02a Deliver the Safer Streets 5 Action Plan for Beeston Oct 2023 – Apr 2025	Reduction in Crime, ASB, Shop Theft, Cycle Theft, all and improvements in feeling safe and community confidence	95%	Apr-2025	The installation and commissioning of the final phase (2 x Help Points) has been delayed until autumn 2024.
In Progress 	COMS2224_08a Develop and deliver a multi-agency partnership White Ribbon Action Plan 2024 – 2027	Raise awareness of and reduce Domestic Abuse and male violence against women	50%	Dec-2027	White Ribbon Accreditation has been renewed. An action plan is being delivered in line with targets from White Ribbon UK. Series of events coming up in November 2024 to mark White Ribbon - 16 Days of Action.
In Progress 	COMS2224_09 Deliver Sanctuary Scheme	Provide security for survivors of Domestic abuse to enable them to continue to live in their own homes	25%	2024-2027	Sanctuary Scheme is operating as normal, albeit with an unusually high case load this year. At October 2024 there were 36 referrals received, 28 accepted, eight declined. Two additional cases of repairs to old sanctuary works were received.
Completed 	COMS2427_06 Review and update Communities ASB reporting procedures and documentation to align with Nottinghamshire (New)	Deliver an efficient and effective service for residents	100%	Dec-2024	
In Progress 	COMS2427_08 Deliver Violence Duty (New)	Ensure compliance with the duty	10%	2024-2027	Broxtowe is currently compliant with the duty
In Progress 	COMS2427_09 Deliver PREVENT Duty (New)	Ensure compliance with the duty	8%	2024-2027	Broxtowe is currently compliant with the duty






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	COMS2427_10 Review and update the Adult Safeguarding Policy (New)	Deliver an efficient and effective service for residents	0%	Mar-2026	This work will commence in 2026
In Progress 	COMS2427_11 Review and update the Child Safeguarding Policy (New)	Deliver an efficient and effective service for residents	0%	Mar-2026	This work will commence in 2026
In Progress 	COMS2427_12 Review and update the Hate Crime Policy (New)	Deliver an efficient and effective service for residents	0%	Dec-2027	This work will commence in 2027
In Progress 	COMS2427_13 Review and update the Hate Crime Strategy (New)	Deliver an efficient and effective service for residents	33%	Dec-2027	This work will commence in 2027
In Progress 	COMS2427_14 Review and update the Serious Organised Crime Strategy (New)	Deliver an efficient and effective service for residents	0%	Dec-2027	This work will commence in 2027
In Progress 	COMS2427_15 Maintain strong partnership to deliver action plans (New)	Deliver an efficient and effective service for residents	8%	2024-2027	This action is over a 3yr period


Community Safety – Key Performance Indicators 2024/25





Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Amber 	ComS_012d(i) ASB cases Environmental Health closed in 3 months	Monthly	74.7%	78.64%	81.02%	82%	137 cases received. 111 cases closed in <3 months in quarter 1 2024/25. Closure is based on complexity of open cases.
Red 	ComS_013d(i) ASB cases Housing closed in 3 months	Monthly	57.1%	69.40%	70.27%	85%	37 cases received. 26 cases closed in <3 months in quarter 1 2024/25. Closure is based on complexity of open cases.
Green 	Coms_014d(i) ASB Cases Community Services closed in 3 months	Monthly	68.3%	102.91%	75.00%	70%	32 cases received. 24 cases closed in <3 months in quarter 1 2024/25. Closure is based on complexity of open cases.


Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	Coms_048 Food Inspections: High Risk	Quarterly	100.0%	100.00%	74.00%	100%	Two B's carried forward. Nine C's overdue in total since April 2024. There 43 inspections of unrated premises in the last 6 months. A prosecution into an unlicensed boarding establishment. Completed a national project on funeral directors. Overdue high risk will be prioritised in quarter 3. Expected performance at year end 100%
Red 	Coms_049 Food Inspections: Low Risk	Quarterly	100.0%	100.00%	34.00%	100%	Work has started on interventions at the significant number of category e's due this year to ensure they will be completed by year end. Expected performance at year end 100%
Data Only 	ComS_012 Number of ASB cases received by Environmental Health	Monthly	438	412	137	400	Quarter 1 2024/25 = 114 Quarter 2 2023/24 = 115 Quarter 3 2023/24 = 86 Quarter 4 2023/24 = 93
Data Only 	ComS_013 No of ASB cases received by Housing (General Housing)	Monthly	92	134	37	100	Quarter 1 = 24 Quarter 2 2023/24= 36 Quarter 3 2023/24= 24 Quarter 4 2023/24= 35
Data Only 	ComS_014 Number of ASB cases received by Community Services	Monthly	60	103	32	60	Quarter 1 = 28 Quarter 2 2023/24= 24 Quarter 3 2023/24= 11 Quarter 3 2023/24= 34



Support Services – Key Tasks and Areas for Improvement 2024/25






	Completed 	In Progress 	Warning 	Overdue 	Cancelled 
Finance Services	1	7	-	-	-
Legal Services	-	2	-	-	-
Democratic Services	2	1	-	-	-
Asset Management and Property Services	-	5	-	-	-
Health and Safety	-	2	-	-	-
Human Resources	-	8	-	-	-
Payroll and Job Evaluation	-	-	-	-	-
Communications, Cultural and Civic Services	-	1	-	-	-
ICT and Corporate Services	1	4	-	-	-
Revenues, Benefits and Customer Services	-	4	-	-	-
TOTAL	4	34	-	-	-






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	FP2023_02 Review the Icon Income Distribution System (Finance) System*	ICON ownership needs to be established. Technical Issues require resolving.	75%	Sept-2024	System administration allocated to Finance Services and training provided. System technical issues have been investigated in conjunction with the ICT Services and the software supplier should be resolved with an upgrade. New contract to be awarded via framework commenced in September 2024.






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	FP2326_02 Review and enhance the Council's contract management framework across the Council (Finance)	Review of the corporate contract management framework to include performance management arrangements and reporting.	60%	Mar-2025	Updated Contract Procedure Rules now adopted following approved at full Council on 12 July 2023. The review of the Contract Management Framework was completed in May 2024. The potential for a cross-authority working group is currently being explored.
Completed 	FP2326_03 Review and update the Council's Risk Management Strategy (Finance)	Present an updated Risk Management Strategy to Governance, Audit and Standards Committee for approval and adoption.	100%	Sep-2024	The Risk Management Strategy has been reviewed by the Strategic Risk Management Group and GMT. This was approved by the Governance, Audit and Standards Committee in July 2024.
In Progress 	FP2427_01 Review and update the Housing Revenue Account 30-Year Business Plan and to develop a medium-term financial strategy (MTFS) for the HRA (Finance) (New)	Internal review of the HRA 30-Year Business Plan last updated in 2023/24. Development of a new MTFS for the HRA to bridge the gap between the annual budget and long-term business plan.	10%	Jun-2025	Early progress made on the annual review of the Housing Revenue Account (HRA) 30-Year Business Plan, which will include the development of a new Medium Term Finance Strategy for the HRA. These will be presented to Cabinet for approval as part of the budget setting process. Due date updated from December 2024 to June 2025.
In Progress 	BBC2022a Review the existing Management Agreement between Broxtowe Borough Council and Liberty Leisure Limited (Council)	To have an updated agreement that accurately details the roles and responsibilities of Broxtowe Borough Council and Liberty Leisure Ltd (LLL) in the provision of leisure in Broxtowe	50%	Feb-2025	Work on specific priorities as follows: <ul style="list-style-type: none"> • Ongoing review of service level agreements with Council services • Developed a Reserve Policy, which has been approved by the Liberty Leisure Limited (LLL) Board • Repairs and renewals governance agreed at meetings with Head of Asset Management every six months. There have been issues with RAAC concrete and asbestos, in addition to the usual issues associated with a 60-year-old leisure centre. Overall the management agreement requires a review to reflect the areas that LLL are no longer operating e.g. Kimberley Leisure Centre, Cultural Services and Events.







Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	BBC2022c Replacement Gym Equipment (Council)	Provide a scope of the equipment required, digital capabilities, meet with suppliers, site visits, support with scoping the details of a procurement. Redesign available gym space and work with the contractor to ensure installation is to specification and on time	25%	Aug-2025	<p>The implementation of this action has been delayed as the timing of the new equipment needs to coincide with facility developments. Whilst a provisional estimate of £521k has been included on the Reserve List of the Council's Capital Programme 2024/25, the final estimate will likely change due to price inflation, supply and the timescale for implementing the Leisure Facility Strategy.</p> <p>The equipment upgrades will need to be delivered alongside the Hickings Lane Pavilion. LLL is currently reviewing the costs and timeline required to give the maximum value for money.</p> <p>Equipment delivered in 2025 will require consultation, procurement and lead times.</p>






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	BBC2022b Work with Liberty Leisure Limited to develop and implement a Leisure Facility Strategy (Council)	Develop a financial model for identified new facilities To have a strategy that details maintaining the provision of three leisure facilities with a costed timetable to replace two of the existing facilities	60%	Ongoing	<p>Kimberley Leisure Centre is no longer operated by LLL. Exercise Referral are now delivered from and in partnership with the Greasley Sports and Community Centre.</p> <p>Bramcote Leisure Centre is performing well considering the age of the facility however, it does suffer from ongoing maintenance issues. A proposed new Leisure Centre is moving forward well with a pre-planning submission currently taking place. The project continues to aim for a RIBA stage 4 completion by April 2025.</p> <p>The Chilwell Olympia is a joint use facility with the Academy which has been identified for a proposed new school building. Whilst no further details available, the Academy continues to work well with LLL and has indicated that they are keen to continue this partnership in the future.</p> <p>Hickings Lane is progressing with the build on site. LLL involved as an operator and attend regular meetings to help shape the offer. Project is progressing with procurement for key areas e.g. café and early years.</p> <p>When current new builds are completed, further discussions regarding the options in the north of the Borough can be explored.</p>
In Progress 	LA1821_02 Progressing the completion of First Registration of Council owned land (Legal Services)	Achieve 100% registration of unregistered Council land	83%	Mar-2025	All applications / deed packets have been submitted to H M Land Registry. As a result of this there are outstanding tasks to be completed to ensure all deed packets are registered. Responses from H M Land Registry are awaited.





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	DEM1518_01.1 Community Governance Review – (Phase 2) (Legal Services)	Revision of parish boundaries so that existing anomalies are removed wherever possible	85%	Nov-2024	A General Election was called on 4 July 2024. The consultation on the final recommendations was therefore delayed and was held on 15 July 2024 to 6 October 2024. Review now expected to be completed in December 2024 in line with legislation..
In Progress 	DEM2427_01 Roll Out Phase 3 of the Committee Management System (Democratic Services) (New)	Introduce paper light Committee meetings by using e-Agendas	5%	Apr- 2025	Members to be asked to trial a paper light method of Committee meetings. A Member Working Group has been convened to provide insight with the indicator. Due date extended from October 2024 to support the Member Working Group.
Completed 	DEM2427_03 Complaint Handling Annual Self-Assessment Form (Democratic Services) (New)	The Complaint Handling Annual Self-Assessment form be completed and published by April 2024 as recommended by the Joint Complaint Code. From April 2025 to update the annual self-assessment as required by the Joint Complaint Code.	100%	Apr-2024	An Annual Self-Assessment Form for complaints requires completing annually as part of the Housing Ombudsman Complaint Handling Code. This Self-Assessment was completed and published by the Council on 12 March 2024 and came into effect on 1 April 2024. From April 2025 to update the annual self-assessment as required by the Joint Complaint Code.
In Progress 	CP2023_01 Implement the replacement Asset Management Plan for 2022 to 2025 (Asset Mgt & Property Services)	Seek to restore income from commercial assets post COVID-19 and maximise efficiency for non-commercial assets	90%	Mar-2025	Efficiency of non-commercial assets are being delivered through retrofit programme funded through Social Housing Decarbonisation Fund. We are reviewing the energy use of existing commercial assets to achieve efficiencies in energy use.
In Progress 	CP2124_01 Introduce effective management and ICT systems in the Estates Team (Asset Mgt & Property Services)	Readily available information on a day to day basis to enable efficient estate management	90%	Mar-2025 (subject to business case)	Commercial Property Management Internal Audit highlighted need for better management systems. Conducted market review of best programmes on offer and identified Civica PM as meeting needs. Report presented to Cabinet on 23 July 2024 seeking approval for the system.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	CP2225_01 Maximise commercial revenue from Beeston Square (Asset Mgt & Property Services)	Ensure the development income exceeds borrowing costs and provides a revenue income stream for the Council	80%	Dec-2024	The Argos block is currently vacant but in extended talks for sale. Possible leaseback of three units of this block which will increase revenue. Agreement has been reached with occupier of former Wilkos building, occupation expected December 2024.
In Progress 	CP2326_01a Energy Efficiency Schemes (Asset Mgt & Property Services)	To achieve Carbon Neutral on all Commercial premises and to be EPC level C or above	10%	Mar-2027	Atkins Realis have provided decarbonisation studies for three of Council's principal assets (Council Offices, Crematorium and Kimberley Depot). Unfortunately, we were unsuccessful in our bid to Phase 5 Public Sector Low Carbon Skills Fund, and due to building eligibility requirements, the Council are unable to apply for The Public Sector Decarbonisation Scheme. A report on the findings of the decarbonisation studies will be submitted to cabinet in December 2024.
Progress 	H&S2427_01 Develop a management system to manage Asbestos and Fire Registers for the Council (New) (Health & Safety)	Have a workable system which has relevant, up to date data that is clearly accessible for employees and other agencies to view	2%	Mar-2025	The current position is being established, following this an improvement model to capture the data and monitor progress will be devised.
In Progress 	H&S2427_02 Devise a Health and Safety management framework and process to review procedures and compliance - to include site visits, regular reviews, assessments and feedback (New) (Health & Safety)	Ensure compliance with Health and Safety legislation and guidance. Have a workable system that is easy to understand to enable Officers to evaluate the risks and address them to react appropriately.	2%	June-2024	A compliance / assurance framework is being developed.
In Progress 	HR2225_06 Review, streamline and simplify the application and recruitment process (HR)	Increase numbers of applications for jobs at Broxtowe	80%	Sept-2024	The updated online process went live in January 2023. Other parts of the process are being reviewed. Exploring options with ICT further to ICT Business Account Managers meeting in July 2024.





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	HR2225_07 Implement a rolling schedule of HR policy reviews (HR)	Ensure the HR policy suite is up to date and fit for purpose The aim is to reduce the number of policies and consolidate relevant policies to make the process more efficient and less bureaucratic	75%	Sept-2024	Good practice and legislative updates all implemented into new polices. <ul style="list-style-type: none"> • Compassionate Leave • Foster Care • Leave Scheme • Menopause Policy • Neonatal Care • Probation Policy
In Progress 	HR2326_01 Review the People Strategy 2020-24 (HR)	Review the People Strategy and incorporate it into the Organisational Development Strategy	75%	Apr-2025	Report to be presented to Policy Overview in December 2024.
In Progress 	HR2326_02 Review the Grievance Policy (HR) HR2427_01.1 Review the Grievance Policy (HR)	Review and refresh the Grievance Policy with Trade Unions	75%	Sept-2024	External Legal advice is currently being considered and awaiting Committee cycle.
Completed 	HR2326_04 Employee Induction Policy and Guidance (HR)	Review and Refresh the policy to ensure fit for purpose in post-Pandemic	100%	Sept-2024	Managers Training rolling programme has commenced, incorporating Bereavement support, Attendance Management and other HR policies. Updated Booklet being rewritten at present. Wellbeing Passport has been introduced in August 2024 for Manager support and training has been delivered.
In Progress 	HR2326_06 Update the Single Status Conditions of Service (HR)	Review and ensure Green Book / Red Book terms are reviewed for all employees	75%	Mar-2025	Good practice and legislative updates all implemented into new polices. <ul style="list-style-type: none"> • Compassionate Leave • Foster Care • Leave Scheme • Menopause Policy • Neonatal Care • Probation Policy Due date extended from December 2024 in line with updating the Council's Family Friendly Policies.




Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	HR2326_07 Complete an annual review of equality and diversity activity (HR)	To promote equality and diversity internally and through service delivery by ensuring a review of annual activity and production of a policy framework; and annual action plan	X%	Nov-2024	
In Progress 	HR2427_01.2 Family Friendly Policies (New)	Amalgamate all Family Friendly Policies (Maternity/Paternity etc.)	85%	Mar-2025	Foster Care and Neonatal Leave to be introduced in November 2024, and Family Friendly Policies can be amalgamated in quarter 4 2024/25. Due date extended from December 2024 due to inclusion of policies introduced in November 2024.
In Progress 	HR2427_01.3 Compassionate Leave Policy (New)	Review existing policy in order to support employees	75%	Dec-2024	Compassionate Leave Policy to be reviewed at LJCC in November and Cabinet in December 2024. Due date extended from August 2024 in line with Committee meeting dates.
In Progress 	HR2427_01.4 Carers In Employment (New)	Review foster parent support arrangement or employees with Disabled children or dependents	75%	Dec-2024	Foster Care Policy to be reviewed at LJCC in November and Cabinet in December 2024. Due date extended from October 2024 in line with Committee meeting dates.
In Progress 	HR2427_01.5 Armed Forces Covenant (New)	Achieve Gold Award Status	20%	Dec-2025	HR meeting with regional representative prior to Christmas 2024 to discuss work required in 2025 in order to achieve Gold Status. Due date extended from June 2025 due to the late meeting date.
In Progress 	CCCS2326_01 Deliver Communication and Engagement Strategy 2023-26	Increase reach of Council's communications to encourage behaviour change and improve the Council's reputation	70%	Mar-2025	Good progress is being made with positive progress on the 'You Said, We Did' campaign helping to improve perceptions of the Council as well as a new Consultation Hub and further work now a vacant post has been filled.







Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	IT2326_01 Digital Strategy Implementation: Implementation of the technology and processes required to provide digital services our customers choose as their preferred channel (ICT)	To enable organisational transformation, creating customer focused online service delivery and gaining maximum business efficiency. <ul style="list-style-type: none"> • Implementation of Licensing forms • Investigate mobile technology solution for Environmental Health • Continue delivery of the appropriate technology to support agile working 	50%	Mar-2025	<ul style="list-style-type: none"> • Implementation of Licensing forms programed in to the BBSI for this year. • Requirements gathering for Licensing forms • Investigate mobile technology solution for Environmental Health
In Progress 	IT2326_02 ICT Security Compliance: PCI-DSS & Government Connect - Maintain compliance with latest Security standards and support annual assessments (ICT)	<ul style="list-style-type: none"> • Compliance with latest Government and Payment Card Industry security standards. • Ensure organisation is aware of Cyber Security threat vector and employees and Members are trained accordingly. • Renew Cyber Essentials Accreditation 	40%	Mar-2025	The Council is PCI-DSS compliant – the expiry date is 28 Feb 2025. Renewal of Cyber Essentials Accreditation in progress.
In Progress 	IT2326_03 SAN and ESXI Servers: Refresh SAN storage and ESXI server infrastructure (ICT)	Replacement and enhancement of current equipment to support future business growth and reliable delivery of Council services	5%	Dec-2025	The tender process for the SAN has been completed. Winning bidder awarded via Framework Project to commence on 4 November 2024.
Completed 	IT2326_04 New Ways of Working/Mobile/Agile Working: The Council will continue work to ensure agile working approaches continue to be fit for purpose(ICT)	<ul style="list-style-type: none"> • Review NWOV implementation at Kimberley Depot 	100%	Mar-2024	All Users at Kimberley Depot are using Agile Working equipment.
In Progress 	IT2326_05 Telephony: The Council will continue to leverage and look to enhance the benefits of Microsoft Teams (ICT)	Enhance the current features of the system to introduce voice and contact centre capability for the Council	49%	Mar-2025	Microsoft Teams is being used throughout the Council. Further enhancements will be introduced when Microsoft 365 is fully integrated.








Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	RBCS1620_01 Manage the introduction of Universal Credit (UC) (Benefits)	Transfer of working age HB claims will be administered by the DWP	90%	Mar-2025	National Migration of the Working Age claimants on to UC has commenced. This will reduce the number of existing Housing Benefit Claimants. However, UC will have no impact on Supported Accommodation, which will remain with the Council to administer. The DWP have notified the Council of their intention to include Housing Benefit within Pension Credit but have not provided a time line of when this will be.
In Progress 	RBCS1620_06 Implement the updated Customer Services Strategy with focus on the updated reception area (Customer Services)	Devise appropriate ways to handle visitors to the new reception in the council offices	90%	Dec-2024	Work is almost complete on the new reception area. The Council is awaiting the delivery of the new reception desk, which they anticipate will be installed during November 2024. Due date extended from September 2024 in line with project delivery.
Progress  Page 151	RBCS2023_01 Business Rates Review (Revenues)	To review the relevant Rateable Value of Businesses. Working with Newark and Sherwood Analyse Local to review the Rateable Values. Analyse Local will charge a 10% of any Rateable Value that they identify as an increase. Any amounts payable will be linked to an increase in the Business rates collectable. Analyse Local will also provide software that will allow greater analysis of the Business Rates data at a cost of £2k per annum	90%	Sep-2026	The Council has agreed to extend the project for a further 2 years. Due date revised in line with the project timeline.
In Progress 	RBCS2225_02 Email Connect (Customer Services)	To implement the Information@work email connect module, providing automatic referencing of emails received.	30%	Mar-2025	Further evaluation is taking place in respect to the additional functionality provided by the system. This aspect will not be available until the changes are applied to the Information@Work system.








Support Services – Performance Indicators 2024/25








	Satisfactory 	Warning 	Alert 	Data Only 
Finance Services	1 (-)	- (-)	3 (1)	- (-)
Legal Services *	3 (-)	1 (-)	- (-)	- (-)
Democratic Services	4 (-)	- (-)	1 (-)	1 (-)
Asset Management and Property Services	3 (-)	- (-)	2 (-)	- (-)
Health and Safety	- (-)	- (-)	- (-)	- (-)
Human Resources	3 (-)	- (-)	- (-)	- (-)
Payroll and Job Evaluation	1 (-)	- (-)	3 (3)	- (-)
ICT and Corporate Services	5 (2)	- (-)	1 (-)	- (-)
Revenues, Benefits and Customer Services	5 (3)	- (-)	2 (1)	- (-)
TOTAL	25 (5)	1 (-)	12 (5)	1 (-)









Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	BV 8 Percentage of undisputed invoices paid within 30 days of receipt (Finance)	Monthly	98.1%	96.9%	87%	99.0%	Data calculation methodology has been updated and figures revised from April 2024 to provide a more accurate figure. There continues to be challenges with services not always following established procedures and managers not approving invoices in a timely manner. This has promoted action including presenting to SMT on processes and responsibilities; creating an 'invoice team' using one inbox; training new employees on paying bills; reviewing resources; and encouraging services to go electronic rather than printing invoices. Further actions being considered to include delegation to services for raising Purchase Orders, engaging with suppliers to provide relevant details on invoices e.g. PO number/contact name; and reviewing the use of the intelligent scanning system.
Red  Page 153	FPLocal_02 Sundry debtors collected in years as a proportion of the annual debit (Finance)	Monthly	85.4%	85.8%	71.5%	90%	This key performance indicator is significantly influenced by the timing of invoices being raised and the statutory time frame for payments to be made. For example, annual leasehold service charge bills were only recently raised in September 2024 and, as such, these bills will not become overdue until October in Q3. Similarly, a number of invoices, such as trade waste, industrial unit rents and lifeline subscriptions, are typically paid by monthly instalments and will remaining outstanding until January 2025. The performance is therefore expected to be closer to the target at the end of the year.
Red 	FPLocal_09 Percentage of invoices paid within 20 days (Finance)	Monthly	96.2%	94.0%	73.3%	98.0%	Data calculation methodology has been updated and revised from April 2024 to providing a more accurate figure. Officers are reminded to enter and authorise payment of invoices promptly. The use of Intelligent Scanning has enhanced the efficiency of the payment processes and increased the speed in which creditors are paid.


Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Green 	FPLocal_11 Procurement compliant contracts as identified in the Contracts Register (Finance)	Quarterly	98%	96%	97%	95%	Compliance by spend value is 97%. This is calculated using contract dated on the contract register. All Heads of Service are contacted to confirm details on the Contract Register with regular contact to discuss budgets and future requirements for procurement input and support.
Green 	LSLocal_001 Full registration of unregistered deed packets with Land Registry (Legal Services)	Quarterly	198	201	task nearing completion 610 of 613 registered	192 (deed packets to register)	The Land Registry's target is to register all government owned land is December 2025. The target to register all unregistered deed packets has been achieved. As a result of going through all the deed packets there are three outstanding tasks which are currently being worked on and are anticipated to be completed by the end of December 2024.
Green 	LSLocal_002 First draft of Section 106 Agreement completed within 10 working days from receipt of full instruction (Legal Services)	Quarterly	80%	80%	90%	90%	This Performance Indicator is being reviewed during the 2026/29 business planning cycle.
Green 	LSLocal_003 First draft of contract completed within 10 working days from receipt of full instruction (Legal Services)	Quarterly	80%	80%	90%	90%	The contract process is being reviewed and will also incorporate the new procurement legislation that will commence in February 2025.
Green 	LSLocal_004 First draft of commercial lease completed within 10 working days from receipt of full instruction (Legal Services)	Quarterly	80%	80%	90%	90%	This Performance Indicator is being reviewed during the 2026/29 business planning cycle.
Data Only 	GSLocal_002 Percentage of Members attending training opportunities as a percentage of the whole (Democratic Services)	Quarterly	68%	100%	27%	100%	Members attend training to support them with their attendance meetings to ensure they have the knowledge to make informed decisions. A Member training programme has been created. Courses are delivered on MS Teams are being recorded to allow Members to view in their own time. Members can, in addition access learning through Broxtowe Learning Zone and external training has been offered to Members provided by East Midlands Councils, LGA, and Centre for Governance and Scrutiny.

Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Green 	GSLocal_006 Publish Cabinet Minutes within 3 working days of the meeting (Democratic Services)	Quarterly	100%	100%	100%	100%	
Green 	GSLocal_007 The number of Call-Ins following Cabinet decisions responded to in full within legislative timescale (Democratic Services)	Quarterly	0	2	0	0	2022/23 - No Call-ins were made during 2022/23. 2023/24 - Two Call-ins were made during 2023/24 and were resolved within legislative timescales In quarter 2 2024/25 there were 0 Call-ins.
Green 	LALocal_04 The percentage of Stage 1 complaints acknowledged within the specified time (Democratic Services)	Quarterly	100%	100%	100%	100%	Officers are provided with the necessary tools to ensure complaints are handled effectively and a high level of performance is being achieved. Specific training has been provided to all Managers and Heads of Service regarding the handling of complaints under the new Complaints Policy. Furthermore, all staff are required to complete a Broxtowe Learning Zone complaint course to ensure compliance with the Complaint Policy.
Green 	LALocal_04a The percentage of Stage 2 complaints acknowledged within the specified time (Democratic Services)	Quarterly	100%	100%	100%	100%	The Complaints Team are provided with the necessary tools to ensure complaints are handled effectively and a high level of performance is being achieved.
Amber 	DEM_02 The percentage of Stage 2 complaints responded to fully within 20 working days (Democratic Services)	Quarterly	79%	93%	95%	100%	One of the 22 complaints responded to at Stage 2 required an extension of time under the complaints procedure. Complainants were notified of this within a timely manner.
Green 	CPLocal_01 % Industrial units vacant for more than 3 months (Asset Mgt & Property Services)	Quarterly	6%	4.65%	2.33%	5%	Unit 2 Station Road – currently going through legals, expected to complete within the next month. Total industrial units – 43
Green 	CPLocal_02 Percentage of tenants of industrial units with rent arrears (Asset Mgt & Property Services)	Quarterly	7%	2.32%	2.32%	5%	One tenant has not received a number of invoices due to a change of address, this is being resolved and a payment plan agreed. Total industrial units – 43

Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Red 	CPLocal_05 % Beeston Square Shops vacant for more than 3 months (Asset Mgt & Property Services)	Quarterly	22%	20%	20%	0%	Phase II one unit (unit 4) remains vacant since construction completion April 2021. We are engaging with a possible tenant for lease. Argos block is vacant and to be sold as a block. Education centre unit is vacant but to be sold as part of the Argos block. Unit 10-15 (Wilko) empty, however, currently with legals finalising lease for occupation in Dec 24 Total units – 20
Red 	CPLocal_08a Percentage Occupancy of Business Hub Units - Beeston (Asset Mgt & Property Services)	Quarterly	90%	58%	67%	85%	Four units currently vacant. Still receiving enquiries and interest in the units. Total units – 12
Green 	CPLocal_08b Percentage Occupancy of Business Hub Units - Stapleford (Asset Mgt & Property Services)	Quarterly	100%	89%	89%	85%	One room currently vacant. There is interest in this room. Total units – 9
Red 	CSI BV12 Working Days Lost Due to Sickness Absence per FTE (Rolling Annual Figure) (Payroll & Job Evaluation)	Quarterly	9.59	8.86	8.17	7.50	The figure for each month in quarter 2 2024/25: <ul style="list-style-type: none"> • July = 8.26 • August = 8.15 • September = 8.17
Red 	BV16a Percentage of Employees with a Disability (Human Resources)	Quarterly	7.74%	7.99%	8.04%	9.00%	Not all employees declare a disability. Additionally, some employees may gain a diagnosis during their employment.
Green 	BV17a Ethnic Minority representation in the workforce – employees (Human Resources)	Quarterly	8.69%	10.06%	10.95%	10.00%	Target achieved.
Green 	HRLocal_06 Percentage of annual employee turnover (Payroll & Job Evaluation)	Quarterly	11.37%	15.53%	6.25%	12%	Turnover for 2024/25 is currently projected to be 12.36%

Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Green 	HRLocal_07 Percentage of employees qualified to NVQ Level 2 and above (Human Resources)	Quarterly	87%	88%	88%	88%	Learning & Development Team have identified free training for those without Level 2 qualifications however interest remains low. Officers continue to work with the Depot to promote opportunities. ILM Courses have been provided for more employees than ever, however, many may already have a minimum Level 2 qualification.
Red 	CSI HRLocal_17 Working Days lost (per FTE) for short term absence (Payroll & Job Evaluation)	Quarterly	3.89	3.25	2.68	2.5	The figure for each month in quarter 2 2024/25: <ul style="list-style-type: none"> • July = 2.98 • August = 3.37 • September = 2.68 Short term sickness continues to show some improvement.
Red  Page 155	CSI HRLocal_18 Working Days lost (per FTE) due to longer term absence (Payroll & Job Evaluation)	Quarterly	5.71	5.61	5.49	5.00	In quarter 2 2024/25 long term sickness has slight improvement reducing from 6.11 days per FTE in quarter 1. The figure for each month in quarter 2 2024/25: <ul style="list-style-type: none"> • July = 5.28 • August = 4.78 • September = 5.49
Green 	CSI ITLocal_01 System Availability (ICT)	Quarterly	99.20%	99.9%	99.47%	99.5%	
Green 	ITLocal_02 Service Desk Satisfaction (ICT)	Quarterly	Not yet available	Not yet available	100%	98%	The upgraded Service Desk software went live in June 2024. Customer feedback has been collected from July 2024.
Red 	ITLocal_04 Percentage of Capital Projects in the annual BBSi Programme completed in the current year (ICT)	Quarterly	87.8%	71.8%	25.7%	50% (Q2)	Employee resource issues prevented completion to target in 2021/22, 2022/23 and 2023/24. Recruitment for vacancy is ongoing to look to resolve resourcing issue and ensure future programme completion is achieved. Additional third party contractor resources have also been commissioned to assist in project delivery in 2024/25.
Green 	CSI ITLocal_05 Virus Protection / Cyber Security (ICT)	Quarterly	100%	100%	100%	100%	

Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Green 	GSLocal_001 Subject Access Requests responded to within one month (ICT and Corporate Services)	Quarterly	100%	100%	100%	100%	Regularly monitored to ensure Subject Access requests are responded to within deadlines and meet the Data Protection requirements.
Green 	LALocal_12 The percentage of Freedom of Information requests dealt with within 20 working days (ICT and Corporate Services)	Quarterly	96.9%	100%	100%	85%	ICO guidance suggests a target of 85% of requests being sent a response within the appropriate timescales is acceptable. Target set in Business Plan matched to the ICO suggested target. 2023/24 = 1,304 of 1,304 Requests in time
Green 	CSI BV9 % of Council Tax collected in year (Revenues)	Quarterly	97.42%	97.63%	56.42%	55.0% (Q2)	Collection rates continue to be above profiled target.
Green 	CSI BV10 % of Non-domestic Rates Collected in the year (Revenues)	Quarterly	98.77%	97.64%	58.77%	55% (Q2)	Collection rates continue to be above profiled target.
Green 	BV78a Average time (days) to process new Benefit claims (Benefits)	Quarterly	7.9	7.2	6.5	9.0	The Benefits Team continue to perform within the upper quartile.
Green 	BV78b Average time (days) to process Benefit change of circumstances	Quarterly	4.6	4.4	3.3	4.0	The Target provided is challenging and achieving the current performance would still place the Council as one of the highest performing Council's in the Country.
Red 	BV79b(ii) Housing Benefit Overpayments (HBO) recovered as a percentage of the total amount of HBO outstanding (Benefits)	Quarterly	26.40%	23.61%	7.45%	10.60%	With the national migration of working age cases to UC it is accepted that overpayment recovery will become more challenging as the options for recovery will be reduced. The Council has raised this with the Department for Works and Pensions who accept the impact that will be placed on Council's but without providing an alternative solution.
Red 	CSI CSLocal_14 Number of online payments transactions to the Council (Customer Services)	Quarterly	59,179	60,473	12,479 29,301 (YTD)	71,000 37,000 (Q2)	Many payments are made towards the end of the financial year with the Garden Waste subscriptions. The target is specifically about online transactions but will give consideration to amending this indicator in future years to be both Automated Telephone Payments (ATP) and Online payments.

Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Target	Notes
Green 	CSI FRLocal_15 Percentage of DHP contribution compared to DWP grant (Benefits)	Quarterly	118%	104%	34.5%	100%	The Council had been provided additional funding through the Household Support Fund to assist the Council with its DHP spend. It is expected that the full allocation will be distributed before the end of the year.

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PERFORMANCE MANAGEMENT – LIBERTY LEISURE LIMITED1. Background - Corporate Plan

The Broxtowe Borough Council Corporate Plan for 2024-2028 was approved by Council on 10 July 2024. It has been developed setting out the Council's priorities to achieve its vision to make "A greener, safer, healthier Broxtowe where everyone prospers." Over the next few years, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Council's Local Authority Trading Company, Liberty Leisure Limited, is guided by the Service Agreement and its company strategies. These documents align the work of Liberty Leisure Limited with other local, regional and national plans to ensure the company's work contributes to wider objectives. These include the Council's Corporate Plan that prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned to ensure the ambitions set out in the Council's Corporate Plan are realistic and achievable.

2. Business Plans

The Liberty Leisure Limited Business Plan is reviewed annually. The Business Plan 2024-2027 was approved by the Liberty Leisure Limited Board in January 2024. The Liberty Leisure Limited Business Plan 2024-2027 was noted at Full Council on 6 March 2024.

The Liberty Leisure Limited Business Plan links to the Council's corporate priority of Health that was approved by Council on 6 March 2024. The Council's priority for Health is to 'Healthy and supported Communities'. Its objectives are to:

- Promote active and healthy lifestyles in every area of Broxtowe (He1)
- Develop plans to renew our leisure facilities in Broxtowe (He2)
- Support people to live well with dementia and support those who are lonely or have mental health issues Broxtowe (He3)

The Liberty Leisure Limited Business Plan details the projects and activities undertaken in support of the Corporate Plan 2024-2028 for each the Council's Health priority areas.






3. Performance Management

This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2024/25 (as extracted from the Pentana performance management system). It also provides the latest data relating to Key Performance Indicators (KPIs).






The Council and Liberty Leisure Limited monitor performance using the Pentana Risk performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

The key to the symbols used in the performance reports is as follows:






Action Status Key




Icon	Status	Description
	Completed	Action/task has been completed
	In Progress	Action/task is in progress and is currently expected to meet the due date
	Warning	Action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	Action/task has passed its due date
	Cancelled	Action/task has been cancelled or postponed

Performance Indicator Key


Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only


Liberty Leisure Limited- Performance Indicators 2024/25


Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Q2 Target	Notes
Data Only 	LLData_G05 Management Fee from the Council to Liberty Leisure Limited	Annually	£ 700,000	£ 519,000	-	-	The company manage its finances through a monthly cash flow review. The management fee is requested when the company's balance falls below £250k.
Green 	LLLocal_G02 TOTAL Attendance - Liberty Leisure Limited (ALL)	Monthly	948,068 (incl. KLC)	927,716 (incl. KLC)	367,817 (Q1+Q2)	350,000 (Q1+Q2)	Achieved attendance target. Actual Total Attendance 2023/24 = 927,716 which included Kimberley Leisure Centre (KLC)
Green  Page 163	LLLocal_G04 Operating Expenditure - Liberty Leisure Limited (Including central charges)	Monthly	-£3,886K	-£3,907K	- £ 1,184K	- £ 2,961K	The company is managing its expenditures through the implementation of further efficiency measures. With a view of general increasing costs including the annual pay award. Particular savings on staffing due to restructure. The latest budget revision forecasts a £41,147 improvement on the original budget for 2024/25 Particular savings on staffing due to removal of Managing Director post. Quarter 1 - £614K Quarter 2 - £686K
Green 	LLLocal_G05 TOTAL Income (excluding Management Fee) - Liberty Leisure Limited	Monthly	£3,071K	£3,356K	£ 1,330K	£ 1,238K	Includes expenditure for redundancy in April 2024. Income is slowly increasing month on month through growing memberships and exercise referral sales, whilst the company navigates the loss of Kimberley Leisure Centre. Forecasted increase of £64K income by the end of year. Quarter 1 - £639K Quarter 2 - £ 691K
Red 	LLLocal_G06 DD Total Number of Annual Direct Debits collected	Monthly	81,571	83,767	31,128	32,975	Below target for number of collected Direct Debits, however, due to increased yield per member, we have achieved revised income target. Targets will be reviewed for the next financial year.






Status	Code / Indicator	Frequency	2022/23 Achieved	2023/24 Achieved	2024/25 Q2 Value	2024/25 Q2 Target	Notes
Green 	LLLocal_G07 Subsidy per Visit - all service areas	Annually	£ 0.74 (incl KLC)	£ 0.56 (incl KLC)	-	£ 0.99	Management fee received by Liberty Leisure Limited divided by attendances. Subsidy includes Kimberley Leisure Centre up to 2023/24.
Green 	LLLocal_G12 Total number of members (Fitness and Swim School)	Monthly	7,727	6,166	5,881	5,650	Targets are taken from the annual sales forecasting. The target for 2024/25 has lowered due to the effect of Kimberley Gym and Swim stopping at the end of March 2024. Quarter 1 Achieved 5,624
Green 	LLLocal_G13 Percentage of Direct Debits collected	Quarterly	96.79%	96.42%	98%	98.40%	Number of direct debits successfully collected has increased from the previous year and is on track to achieve the 2024/25 target. This may be explained by the increase in exercise referral and swim school memberships.





Liberty Leisure Limited – Actions 2024/25


Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	LL2326_G01a Grow fitness memberships	To continue to recover income lost during the lockdowns by increasing direct debit collections from fitness and gym school membership	85%(Q1) 69% (Q2)	Mar-2026	Transferred a number of Kimberley Gym & Swim members across to Bramcote Leisure Centre. Membership levels across Bramcote and Chilwell are on target. Currently 73 members up at the end of quarter 2 2024/25 compared to end of year target. Targets are on track across both sites, planned targeted marketing to help increase memberships A review of year 2 and 3 programme has been undertaken. Additional milestones for the last year added. The progress reports is calculated for the full year's programme and was previously reported at a higher value.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	LL2326_G01b Grow Swim School memberships	Complete a review with the aim of increasing the total number of people learning to swim and to improve the efficiencies in delivering the Swim School programme	88%(Q1) 37% (Q2)	Mar-2026	Transferred a number of Kimberley Gym & Swim members across to Bramcote Leisure Centre. Membership levels at Bramcote are on target. Currently 158 members above target at the end of quarter 2 2024/25 for end of year. This is an ongoing project to ensure we increase and maintain membership levels. A review of year 2 and 3 programme has been undertaken. Additional milestones for the last year added. The progress reports is calculated for the full year's programme and was previously reported at a higher value.

Status	Code and Action	Action Description	Progress	Due Date	Comments
<p>In Progress</p> 	<p>LL2225_G01 Support Broxtowe Borough Council in the development of the Leisure Facilities Strategy</p>	<p>Liberty Leisure Limited provide operational expertise to the council to ensure that any new facilities have an achievable business plan, that design and layout will meet customer expectation and enable efficiencies to be achieved</p>	<p>10%</p>	<p>Ongoing</p>	<p>The company have provided facility mix and financial related data to the council's leisure consultant with regard to a new build leisure centre at the Bramcote site. Work on the Leisure Facilities Strategy is ongoing.</p> <p>Below is a summary for each site: Kimberley Leisure Centre – this is no longer operated by LLL, with the centre closing for business on 01/04/2024. The Company is now delivering Exercise Referral from the Greasley Sports and Community Centre, in partnership with that site. Bramcote Leisure Centre – this is performing well considering the age of the facility, however, due to the facility being circa 60 years old, it does suffer from ongoing maintenance issues. New Bramcote Leisure Centre – this is currently moving forward well with a pre-planning submission currently taking place. The project continues to aim for a RIBA stage 4 completion by April 2025. Chilwell – As Members will be aware, this is a joint use facility, with the Academy being identified for a proposed new school building. Currently there are no further details available, however, the Academy continue to work well with LLL and have indicated that they are keen to continue this partnership in the future.</p>

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	LL2225_G01 Support Broxtowe Borough Council in the development of the Leisure Facilities Strategy	Liberty Leisure Limited provide operational expertise to the council to ensure that any new facilities have an achievable business plan, that design and layout will meet customer expectation and enable efficiencies to be achieved	See above	See above	Hickings Lane – the Council is progressing with the build on site. LLL are involved from an operators' perspective and attend regular meetings, in order it can help shape the offer of activities hirers. Currently the project is progressing with the procurement for key areas e.g. café and early years. When current new builds are completed (New Bramcote and Hickings Lane) it is hoped further discussions regarding the options in the north of the borough, can be explored.
In Progress 	LL2427_G02 Investigate the possibility of adopting the 'Agency Agreement' model for the operating leisure services	Review the possibility of minimising the operators VAT liability	0%	Mar-2027	Further discussions required with Head of Finance to review feasibility
In Progress 	LL2427_G03 Review the support services and charges provided by Broxtowe Borough Council	Rationalise the support services provided to the company by BBC so that there are improved financial and operational efficiencies	15%	Mar-2027	Ongoing reviews with Heads of Service to review charges for 2024/25 and to review process moving forwards.
In Progress 	LL2427_G04 Alternative leisure provision in the north of the Borough	New leisure provision in the north of the Borough	56%	Mar-2027	Partnership with Greasley Sports and Community Centre has been set up, with weekly classes held on site by the Get Active team. Cabinet approved a Bursary Scheme in September 2024. The scheme includes £4k for Boccia and Nordic Walking, which is being coordinated by our Active Lifestyles Manager.
In Progress 	LL2427_G05 Develop a business case to support Liberty Leisure Limited operating the new Hickings Lane Pavilion	Liberty Leisure Limited to operate a financially sustainable facility at Hickings Lane from 2025/26	22%	Oct-2025	Ongoing discussion with procurement to find a provider for café and early years' provision. The LLL Board has approved in principle that LLL will operate the facility providing assurances are given by the Council. Due date extended from August 2024 in line with the construction of the new Pavilion.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	LL2427_G06 Expand Exercise Referral opportunities	Increase the number of people on the exercise referral programme	28%	Mar-2026	Exercise Referral memberships are exceeding target. Ongoing partnership with the PCN who are actively sending SMS messages to promote LLL services. The PCN has supported LLL to get more people into Greasley Sport and Community Centre.
In Progress 	LL2427_G07 Grow swimming incomes	Increase the operational income from Liberty Leisure Ltd Swim School, NCC School Swimming and the public swimming programme at Bramcote Leisure Centre	51%	Mar-2025	<ul style="list-style-type: none"> • Changed public swimming timetable based on feedback from customers to increase attendance. • Improved the customer experience by implementing online timetables for swimming as well as online joining for foundation, parent and child and parent and baby classes. • Promotion of swimming lessons and gym memberships at Play Days in summer 2024.
In Progress 	LL2427_G08 Implement price changes	Increase the overall operational income to mitigate against expenditure increases and a reduction in the management fee received from Broxtowe Borough Council	75%	Mar-2027	Price changes implemented for 2024/25. Currently reviewing price changes for 2025/26.
In Progress 	LL2427_G09 Implement updated digital sales and bookings processes	Improve the ease of bookings to support the increase sales and attendances at the Liberty Leisure operated sites	88%	Mar-2025	<ul style="list-style-type: none"> • Completed a customer survey to identify pain points for customer experience. Removed waiting lists • Implemented a Chat Bot (BOB AI) to encourage online joining and respond to queries, also reducing admin time. • Added online timetables to the website that pull through via an Application Programming Interface (API) • Amended the website for swimming lessons and online joining which has streamlined the customer journey and ability to join swim lessons online. 74 online swim school joiners by end of quarter 2.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	LL2427_G10 Rationalise and renew the existing gym equipment estate across Liberty Leisure Limited operated facilities	Relocate and refresh the gym equipment between the two existing leisure sites and create a new gym at the Hickings Lane site. Support the continued growth of the fitness membership to support the delivery of annual financial efficiencies	33%	Aug-2025	The implementation of this action has been delayed currently, as the timing of the new equipment needs to coincide with the facility developments. Whilst a provisional estimate of £521k has been included on the Reserve List of the Council's Capital Programme 2024/25 for this action, the final estimate will change due to circumstances relating to price inflation and supply. The equipment upgrades will need to be delivered alongside the Hickings Lane Pavilion and LLL are currently reviewing the costs and timeline required to give the maximum value for money. Equipment delivered in August 2025 will require consultation, procurement and lead times. Due date extended from March 2025 to align with anticipated facility developments

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Appendix 2

FINANCIAL PERFORMANCE TO SEPTEMBER 2024 Q2

1. Introduction

A summary update on financial performance in respect of employee expenses (including salaries and agency costs), income (including fees and charges) and the capital programme as at 30 September 2024 is provided below.

2. Employee Position

The summary position for the employee budgets as at 30 September 2024 is shown below. The actuals paid to date do not include the 2024/25 pay award as this was not agreed until October. The original budgets assumed 4% pay inflation. The budget figures shown exclude the vacancy rate target set when the original budget was approved. The 2024/25 vacancy saving target for the General Fund is £600k and the underspend will need to meet this target.

Department	Budget Salary* £'000	Budget Agency £'000	Budget Total £'000	Budget Sep-24 £'000	Actual Salary* £'000	Actual Agency £'000	Actual Total £'000	Budget Var. £'000
Chief Executive	3,760	20	3,780	1,890	1,677	74	1,751	(139)
Deputy Chief Executive	3,794	305	4,100	2,050	1,561	165	1,726	(324)
Monitoring Officer	681	50	731	365	250	113	363	(2)
Executive Director	7,303	729	8,031	4,016	2,991	369	3,360	(656)
GF Total	15,538	1,104	16,642	8,321	6,479	721	7,199	(1,122)
HRA Total	5,511	80	5,591	2,796	2,296	61	2,358	(438)
Grand Total	21,049	1,184	22,233	11,117	8,775	782	9,557	(1,560)

Note: * 'Salary' budgets and actuals includes 'overtime'.

The table shows that the current budget variation on salaries and agency costs as at 30 September 2024 is an underspend of £1.560m. This position needs to be adjusted for the General Fund and HRA and is considered further below.

The underspend has increased from that previously reported due to £534k being added to the salaries budget for various new posts agreed by Cabinet for 2024/25. It should be noted that not all of these new posts had been filled during April to September so the underspend levels may start to reduce over the remainder of the year as appointments are made.

a. General Fund

The underspend on General Fund budgets is shown as £1.122m. This figure should be notionally adjusted to make allowance for the budgeted 4% pay award that has not yet been agreed and paid. This reduces the variance by £187k on the General Fund. The estimated overtime and agency still to be paid in arrears would further reduce the saving by £43k in total. There has also been £163k pro-rata budget added for new posts agreed in 2024/25, which may not have been fully utilised during the year to date.

The adjusted position for the General Fund is an underspend of £729k. This compares favourably with the annual vacancy rate of £600k, which pro-rata to 30 September 2024 is a target of £300k.

b. Housing Revenue Account (HRA)

The current underspend on HRA budgets is £438k. Again, this figure should be notionally adjusted to allow for the budgeted 4% pay award that has not yet been agreed and paid. This reduces the variance by £61k for the HRA. The estimated overtime and agency still to be paid in arrears would further reduce the saving by £2k in total. There has also been £68k pro-rata budget added for new posts agreed in 2024/25, which may not have been fully utilised during the year to date.

The adjusted position for the HRA is an underspend of £307k.

c. Pay Awards – Further Pay Inflation Pressure

The original salary budget for 2024/25 was calculated with an assumption of a 4% uplift for the pay award.

On 22 October 2024, the Employers' 2024/25 pay offer of a £1,290 permanent uplift on all NJC pay points from 2 to 43 (equivalent to Broxtowe local Grade 2 (SCP 12) through to Grade 15 (SCP 74) was finally agreed by the Unions. This translated to an increase of 5.7% for employees on the lowest point to 2.5% for those on the highest. Back pay is planned to be processed in the December payroll and this will be fully reflected in the Q3 report.

The agreed pay award will have an impact on the Council's budgets. A re-working of the budget model used for the 2024/25 base budget shows that the overall impact on the budget for the full year will be around £40k. This is far less than in previous years, with the potential impact having been almost fully negated by the earlier decision to assume a 4% pay award for 2024/25 pay budgets.

3. Income Budgets

The position to 30 September 2024 in respect of the most significant variable income budgets is as follows:

Income	Annual Budget £'000	Ledger Income to 30/09/24 £'000	Latest Projection £'000	Projected Variance to Budget £'000
Planning Fees	(628)	(183)	(400)	228
Pre-Planning and History Fees	(40)	(8)	(15)	25
Industrial Units Rents	(221)	(164)	(166)	55
Craft Centre Complex Rents	(34)	(25)	(34)	-
Garden Waste Income	(1,029)	(1,026)	(1,029)	-
Trade Refuse Income	(643)	(480)	(628)	15
Recycling Credits - Glass	(237)	(51)	(115)	122
Sale of Glass	(45)	(62)	(100)	(55)
Sale of Wheeled Bins	(25)	(26)	(25)	-
Special Collections Income	(58)	(40)	(58)	-
Parking Income (Pay and Display)	(466)	(240)	(435)	31
Off-Street PCN Income	(24)	(0)	(24)	-
Cemeteries	(235)	(104)	(235)	-
Beeston Parks	(50)	(24)	(45)	5
Stapleford Parks	(17)	(9)	(14)	3
Eastwood Parks	(15)	(12)	(17)	(2)
Miscellaneous Legal Charges	(15)	(19)	(15)	-
Land Charges Income	(40)	(25)	(41)	(1)
Licensing Income	(133)	(47)	(133)	-
Interest on Investments	(530)	(0)	(650)	(120)
Beeston Square Rent	(836)	(550)	(836)	-
General Properties Rents	(54)	(18)	(54)	-
Total	(5,375)	(3,113)	(5,069)	303

The current projection is for net **reduced** income of £303k.

Notes

The current status is in respect of income billed rather than collected income. The majority of the current projections above are pro-rata based upon activity to 30 September 2024 and/or re-profiled projections based upon 2023/24 outturn.

- i) Income from Planning Fees is projected to be significantly lower in 2024/25 and similar to 2023/24. There was a number of large schemes that took place in 2022/23 that resulted in an over-achievement of income in that year.
- ii) Final outturn for industrial unit rents will be adjusted as tenants are billed in advance e.g. any accruals, receipts in advance or provision for credit liabilities. There are three units vacant at the moment which are all expected to be occupied by March 2025. Rent abatements for the six units at High Hazel Court have been agreed by GMT until the roof repairs can be resolved.
- iii) The increase in Garden Waste income from earlier years is due to an uplift in subscriptions and remain robust. Trade refuse income risks being lower than budgeted due to loss of number of customers. Glass income has risen due to an increase in the price per tonne of glass from January 2024 (from £29 per tonne to £85 per tonne) but the price may be reducing again to £35 per tonne so forecasts may need to be reviewed. Recycling credits income for glass is lower and set to fall so will need to be revisited. Income from wheeled bins and special collections remains steady.
- iv) Average monthly income from Car Parking charges has increased since January 2024 following the cessation of the one-hour free parking. As at Q2 the income is £205k so may fall short of the target budget of £450k. The number of exemption permits issued has not changed. Income may also be received through the purchase of resident's permits. There has been additional income of £19k received from Network Rail for using car park during construction works.
- v) Penalty Charge Notice (PCN) income from off-street car parking is received from Nottinghamshire County Council at the end of each financial year.
- vi) Cemeteries income is based on current levels.
- vii) Due to weather conditions, the forecast for parks income is based on combination of last year's outturn and income received to date.
- viii) Legal Services are allowed to charge when instructed on certain matters with the level of income being dependent on the number of instructions received.
- ix) As migration of the local Land Charges service, the expected income for 2024/25 should be achieved.
- x) Licencing income is in line with expectations.
- xi) Investment income is above budget estimates due to positive cash flows, higher interest rates and in receiving capital grant monies upfront. Actual interest from long-term investments is generally transferred out of the interest holding account at the end of the financial year. The overall benefit will be shared with HRA to be calculated at year-end.

- xii) Beeston Square Rent is made up of both Phase 1 and Phase 2 rents. The outturn for 2024/25 includes receipts in advance. The rent projection for Phase 1 for the year is £499k, which takes into account five vacant units including Wilko. The Phase 2 rents are anticipated at £393k. There is also an estimated £50k reduction for the bad debt provision.
- xiii) General property rents are splitting out of properties into their own separate cost centres for clarity. Some of the tenants are charged on an annual basis and bills will be sent at a later date.
4. Capital Programme

Capital expenditure as at 30 September 2024 is summarised as follows:

	Approved Budget 2024/25 £'000	Actual Spend to 30/09/24 £'000	Proportion of Budget Spent
General Fund (GF)	8,614	1,613	19%
GF – Stapleford Towns Fund	14,755	602	4%
GF – Kimberley Means Business	7,314	803	11%
GF – UK Shared Prosperity Fund	997	-	0%
Housing Revenue Account (HRA)	11,578	3,873	34%
Housing Delivery Plan (HRA)	20,967	6,661	32%
TOTAL	64,225	13,553	21%
Add: Reserve List	4,136		
Total Capital Programme	68,361		

The General Fund (GF) figures above include the Stapleford Towns Fund, Kimberley Means Business (Levelling Up Fund) and the UK Shared Prosperity Fund schemes. Elements of these schemes, and the Housing Delivery Programme, are likely to require revisions to the budget profile in 2024/25 to better reflect the latest delivery programme.

The table includes all capital schemes brought forward from 2023/24, approved by Cabinet on 23 July 2024, in addition to any other budget changes made up to 30 September 2024 (the capital budget variations agreed by Cabinet on 5 November have also been incorporated into the figures for completeness). No account has been taken of any invoices received but not yet paid or work that has taken place but where no invoices have, as yet, been received.

The Reserve List includes schemes totalling £4.136m for which the approval to proceed will be granted once a source of funding has been identified.

The most significant schemes with regards to spend to 30 September 2024 are as follows:

Scheme	Approved Budget 2024/25 £'000	Actual Spend to 30/09/24 £'000	Comments
GENERAL FUND			
Disabled Facilities Grants	1,545	464	Ongoing with further grants committed.
Replacement Vehicles and Plant	954	-	Orders raised for vehicles in replacement programme.
Pride in Parks	290	214	In progress. Bramcote Hills Park refurbishment completed. Other projects specified and with contractors for pricing and start dates.
Chilwell Quarry Stabilisation Works	1,000	252	Works in progress.
Stapleford Cemetery Extension	150	-	In progress.
Refurbishment of Brinsley Headstocks	220	-	Project currently on track for delivery in October 2025.
Crematorium - Cremator Replacement/Associated Works	900	-	In progress. Costs being shared with Erewash BC.
New Bramcote Leisure Centre – RIBA Stage 4	800	260	Scheme underway.
Bramcote Leisure Centre Building Conditions Repair	207	-	Works in progress.
Durban House Refurbishment	150	143	Works nearing completion.
Beeston Square Phase 2 (including Unit 4 Fitting Out Works at £150k)	502	-	Fitting out works still to commence. Some outstanding snagging items and other works required in respect of waste disposal.
ICT Replacement and Development Programme	152	8	In progress.
ICT Technical Infrastructure Architecture	441	29	In progress.
ICT E-facilities Initiatives	125	83	In progress.

Scheme	Approved Budget 2024/25 £'000	Actual Spend to 30/09/24 £'000	Comments
ICT VoIP Telephony	50	-	Scoping of solutions to determine appropriate platform to deliver improved customer journey whilst demonstrating best value.
NWOW – Main Reception	129	14	Nearing completion.
STAPLEFORD TOWNS FUND			
STF – Community Pavilion	5,891	234	In progress. Planning conditions caused early delays. Demolition now completed and construction started. Expect substantial spend in Q3.
STF – Town Centre Traffic Management	514	37	Delivery dependent on partners' responsiveness. Some issues with timescales and budgets being resolved. Derby Road car park contract signed with works starting October 2024.
STF – Cycle Network and Infrastructure	3,138	16	Some issues have prevented progress. A reserve scheme has been brought forward to include further off road and a Wheels Park at Pasture Road Recreation Ground. Design could occur in Q3 with planning and then construction by March. Budget may need updating to reflect delivery profile.
STF – Town Centre Enterprise Management	1,933	122	Land adoption issues led to a building redesign which caused delays to planning application submission. Estimated costings are close to the budget which may need updating to reflect delivery profile.
STF – Skills and Education Facility Improvements	2,953	192	Project now completed with handover being finalised. Accounts awaited.

Scheme	Approved Budget 2024/25 £'000	Actual Spend to 30/09/24 £'000	Comments
KIMBERLEY MEANS BUSINESS			
Kimberley Means Business	7,314	See below	Schemes in progress, with budget allocated across project strands. The spending of budget in time remains a risk. Budgets to be updated to better reflect delivery profile.
KMB – Bennerley Viaduct Project		314	Significant spend will go out when viaduct is completed. A further £1.2m outgoing will start with the Visitor Centre.
KMB – Cycle Routes		6	Permission for Low Wood Road nearly secured. Re-profiled project with funds distributed to other projects has lessened the risk but there is still a high burden of risk with this project
KMB – Industrial Units		67	Heads of Terms agreed and planning submitted. A second satellite project is in preparation with terms to be agreed in Q3.
KMB – New ports Facility		14	On course and progressing well. Full budget to be defrayed by Summer 2025.
KMB – Business Grants		88	Round 3 of business grants nearly complete plus £45k from a Cadent Relief grant to the Town Council. Project is nearing completion.
KMB - Kimberley Laser Light Show		134	All purchases of illuminations and associated special effects should be completed in Q3.
KMB – Kimberley Hub		180	Contractor selected for demolition works. QS work undertaken for new Hub build on the site of the existing Parish Rooms. Contract with a developer to be signed shortly.
UKSPF			
UK Shared Prosperity Fund – Capital Schemes	997	-	Schemes in progress. Capital budget to be updated to reflect grant allocation/delivery profile.

Scheme	Approved Budget 2024/25 £'000	Actual Spend to 30/09/24 £'000	Comments
HOUSING REVENUE ACCOUNT			
Heating Replacement and Energy Efficiency Works	2,337	398	In progress.
Housing Modernisation Programme	2,030	996	Work is underway. No concerns in Q2
Social Housing Decarbonisation	1,900	595	In progress, with no concerns in Q2.
Retrofit Works - Scalby Close, Eastwood	581	-	Roofing contractors to mobilise, with work to start September and completed by December.
Electrical Periodic Improvement Works	480	95	In progress
Aids and Adaptations – Disabled Persons	436	236	On target and catching up on backlog. Some underspends due to decisions and timing.
External Decoration, Pre-Paint Repairs, Soffit/Fascia Renewal	602	73	In progress and no concerns.
Fire Safety Assessment and Remedial Works	547	135	Currently seeking fire remedial contractor via Procure Plus
Window and Door Replacement	519	220	In progress – budget virement to mitigate budget risk to be approved by Cabinet
External Works – Paths, Paving and Hard Standings	210	80	List of sites issued to contractor for start on site in August.
Structural Remedial Repairs	266	203	On target. Budget may be re-profiled to exclude damp
Major Relets	240	-	In progress
Asbestos Surveys and Remedial Works	302	96	In progress. Currently managing supplier to fast track surveys.
Speech Call Units and Lifeline services	120	-	Project progressing well, on target to complete by March.
HOUSING DELIVERY PLAN			
Acquisition of Properties	2,455	448	In progress. Further opportunities expected to progress to completion

Scheme	Approved Budget 2024/25 £'000	Actual Spend to 30/09/24 £'000	Comments
Property Acquisition - Church Hill, Kimberley	773	601	Acquisition completed. Remaining budget for any refurbishment costs if needed.
Property Acquisition - Hall Drive Chilwell	3,241	261	In progress
Property Acquisition – Truman Street, Kimberley	701	614	Acquisition completed. Remaining budget for any refurbishment costs if needed.
Property Acquisition – Nottingham Road, Eastwood	1,704	1	In progress
New Build Housing Feasibility Costs	300	79	In progress
New Build – Farm Cottage	1,403	404	Scheme underway
New Build – Chilwell and Watnall Garage Sites (including Inham Nook)	3,449	1,790	Schemes underway
New Build – Felton Close, Selside Court and Gayrigg Court	2,200	-	Schemes underway
New Build – Chilton Drive and Spring Close	700	-	Scheme has planning permission. Homes England funding requested.
New Build – Land at Crematorium	1,073	-	Negotiations are ongoing over the sale of land and the subsequent land purchase and building agreement for the 51 new homes.
New Build – Field Farm	2,475	2,433	Contract finalised and signed. First completions in July 2024.

* includes all approved changes up to 30 September 2024, the capital budgets brought forward from 2023/24 (approved by Cabinet on 23 July 2024) and the capital budget variations agreed by Cabinet on 5 November 2024 for completeness. Subsequent budget changes will be reflected in the Q3 report.

Report of the Portfolio Holder for Resources and Personnel Policy

Quarterly Complaint Report

1. Purpose of Report

To provide Members with a summary of complaints made against the Council.

2. Recommendation

Cabinet is asked to NOTE the report.

3. Detail

This report outlines the performance of the Council in dealing with complaints, including: at stage one those managed by the service areas, at Stage 2, those managed by the Complaints and Compliments Officer and at Stage 3 passed to the Local Government Ombudsman (LGO) or Housing Ombudsman (HO).

- **Appendix 1** provides a summary of the Council's internal complaints statistics.
- **Appendix 2** provides a summary of the complaints investigated by the Council formally under Stage 2 of the Council's formal complaint procedure.
- **Appendix 3** provides a summary of the complaints determined by the Ombudsman.

Overall, of the 115 Stage 1 complaints received, 19 were investigated under the Stage 2 complaints procedure and four were investigated by the LGO or HO. Under the Stage 2 complaints procedure, nine complaints were not upheld, 10 complaints were upheld. Further details can be found in **Appendix 2**. The Ombudsman investigated four complaints made against the Council in quarter 2, of which two were upheld and two were not upheld. Further details can be found in **Appendix 3**.

This report was considered by the Governance, Audit and Standards Committee on 25 November 2024.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

The cost of compensation is charged either directly to the service or recognised in a central corporate budget. There are no additional financial implications associated with this report. Any significant additional budgets required, above virement limits, would require approval by Cabinet.

7. Legal Implications

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

It is important to note that the Council's approach to handling complaints is within the parameters of the following key pieces of legislation: Part III of the Local Government Act 1974 and Chapter 6 of the Localism Act 2011 (for Housing Services complaints) and Section 40 of the Social Housing (Regulation) Act 2023 (that introduced the Complaint Handling Code).

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

Not applicable.

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

Not applicable.

13. Background Papers

Nil.

Appendix 1

Summary of Complaints and Compliments - Quarter 2
1 July 2024 – 30 September 2024

Complaints received

	Total	Chief Executive	Deputy Chief Executive	Executive Director	Monitoring Officer	Liberty Leisure Ltd
Number of Stage One complaints	115	78	13	23	1	0
Number of complaints concluded under Stage Two	19	19	0	0	0	0
Number of complaints determined by the Ombudsman	4	2	1	0	1	0

The Council has registered a total of 115 stage one complaints in the second quarter. There has been 19 complaints concluded under stage two of the complaint procedure and four complaints has been determined by the Ombudsman. A further breakdown of departmental complaints by section is shown below.

Breakdown of complaints and compliments by department and section**Chief Executive's Department**

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Development Control	7	4	0	0
Housing and Income	7	1	0	36
Housing Repairs	24	5	0	19
Housing Operations	26	6	0	34
Housing Strategy	14	3	0	3
Total	78	19	0	92

Deputy Chief Executive's Department

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Capital Works	7	0	0	0
Revenues	6	0	1	0
Total	13	0	1	0

Executive Director's Department

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Administration	3	0	0	0
Environment	8	0	0	8
Waste and Recycling	12	0	0	1
Total	23	0	0	9

Monitoring Officer's Department

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Complaints	0	0	0	1
Elections	1	0	0	0
Legal	0	0	0	1
Total	1	0	0	2

Liberty Leisure Ltd

Service Area	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Bramcote Leisure Centre	0	0	0	0
Chilwell Leisure Centre	0	0	0	0
Total	0	0	0	0

The Business Development Manager of Liberty Leisure Ltd has confirmed that no formal complaints have been received and that only service requests and minor service issues have been identified that did not require escalation to a complaint.

STAGE 1 - FORMAL COMPLAINTS TO THE SERVICE DEPARTMENT**Time taken to acknowledge receipt of Stage One Complaints:**

	Total	Chief Executive	Deputy Chief Executive	Executive Director	Monitoring Officer	Liberty Leisure Ltd
Time taken to acknowledge complaints – 1 to 5 days	115	78	13	23	1	0
Time taken to acknowledge complaints - more than 5 days	0	0	0	0	0	0

Time taken to respond to Stage One Complaints:

	Total	Chief Executives	Deputy Chief Executive	Executive Director	Monitoring Officer	Liberty Leisure Ltd
Less than 10 working days	110	73	13	23	1	0
Over 10 working days	5	5	0	0	0	0

The following tables highlight the service areas that failed to respond to complaints within the target time in the second quarter, and the number of complaints where the target date was extended.

It should be noted that there has been a reduction in complaints being concluded outside of 10 working days. 96% of Housing Repair complaints were dealt with within the 10 working day deadline in the second quarter.

Five complaints fell outside of the 10 working day due to Officer leave. All complainants received the appropriate notification to inform them that the initial deadline could not be met.

The Complaints Team continues to monitor the performance of the Housing Repair complaints to ensure that they continue to be dealt with in line with the complaints procedure.

Where issues have been identified, such as Housing Repairs, the Complaints Team works with the Head of Service to implement improvements in areas that are required. This is further reviewed by the Housing Improvement Board (HIB). The role of the HIB is to ensure that the Housing stock and practises are fit for purpose. The Complaints Team reports to the HIB on its findings regarding complaints and the learning outcomes that have been and require implementation.

The Council's General Management Team further receive quarterly reports on complaint performance. All actions and recommendations provided by the General Management Team are implement to the various Teams to improve practises and procedures.

A Tenant Complaint Panel has also been established to assist with the Council improving complaint response satisfaction.

Directorate / Section	Chief Executive	
	Number responded to outside of 10 working days	Number of complaints where an was extension sort
Housing Repairs	5	5
TOTAL	5	5

Appendix 2

Stage 2 - Formal Complaints

19 formal complaints have been responded to in the first quarter; all of which were acknowledged within the 5 working day timescale, and 95% were responded to within the 20 working day timescale. The complainant was notified that the initial 20 working day deadline could not be met. An extension was required to a stage 2 complaint due to conflicting information and records on the Housing Repairs system.

Reasons for the delays include:

- Further information being required from the complainant.
- Further information being required from the department complained about.
- Complexity of the complaint including in-depth research required.
- Resource issues.

Time taken to respond to stage two complaints:

	Total	Chief Executives	Deputy Chief Executive	Executive Director	Monitoring Officer	Liberty Leisure Ltd
Less than 20 working days	18	18	0	0	0	0
Over 20 working days	1	1	0	0	0	0

1. Complaint against Housing Repairs

Response – 20 working days

Complaint upheldComplaint

The complainant contacted the Council and complained that there had been a lack of action to repair a roof leak at a block flats.

Council's response

It was noted that there had been unreasonable delays in the Capital Works and Housing Repairs Teams undertaking and completing the necessary works and keeping the complainant updated on their completion.

These delays occurred due to the Council not progressing the works or monitoring their completion to ensure that they were undertaken in a timely manner. Furthermore, works that were identified as part of the complaint were not undertaken.

During the stage 2 complaint process, the Council had since procured a contractor to repair the flat roof. As part of the complaint, the Council had agreed to prioritise the complainant's block and repair this first as it is the most affected by the leaking flat roof. The Council would continue to monitor the progress of the repair by undertaking weekly site visits to the block.

The Council would further ensure that the complainant was communicated to in a timely manner should there be any developments or updates. The Head of Housing and the Modernisation Manager had agreed to be the complainant's points of contact for these updates.

Furthermore, the complainant was offered and accepted £2,000 compensation.

Head of Service Comments

The Council recognises the inconvenience caused by agreeing to undertake the works and then delaying them. The Housing Repairs and Capital Works Team had been reminded of their responsibility in booking and completing works in a timely manner.

Complaint Team Recommendations/actions

- The responsibility to appropriately communicate with tenants/complainants.
- To accurately log necessary works in a reasonable period and to prioritise repairs where necessary.
- To monitor all works to ensure that they completed in a reasonable timeframe whether being completed by the Council or referred to our Contractors.
- To keep the tenant/complainant updated of any issue that would delay the completion of the works.
- To action and monitor complaints, within agreed timeframes until they are satisfactorily concluded.

2. Complaint against Housing Operations

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that there had been a lack of action to provide them housing within the borough as part for their homelessness application.

Council's response

It was concluded that as the complainant had not been living within the Borough for a minimum period of 6 months, the Council were unable to evidence a local connection. As the complainant did not have a local connection to the area, the Council were unable to consider their request for homelessness duty.

Furthermore, the Council were unable to progress the application as the necessary information was not received to demonstrate the complainant's local connection.

As the complainant had been living in the Nottingham City area for the past three years, their location connection was with Nottingham City. The complainant had been informed of this.

Head of Service Comments

The Council is required to follow process defined by the Allocations Policy. This ensures fair treatment of all tenants.

3. Complaint against Housing Repairs

Response – 30 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that there had been a lack of action to repair a garden that had been reallocated to them.

Council's response

It was found that delays had occurred due to the Council delaying the inputting of the works on to the Housing Repairs system and incorrectly passing the works to an incorrect contractor to complete repairs.

This was further exacerbated by the Housing Repairs Team not following up on the completion of these repairs despite them being registered as part of the complainant's stage 1 complaint. The Housing Repairs Team acknowledged that the repairs were not entered on the system for an extended period of time or monitored to ensure their completion. Furthermore, the full requirements of the inspection that took place at the complainant's property were not correctly undertaken. This resulted in a further delay in the Housing Repairs Team undertaking the necessary works.

A full inspection of the complainant's property was subsequently undertaken to identify the full extent of the work needed to be complete the issues raised.

The complainant was offered and accepted £1,750 compensation.

Head of Service Comments

The Council recognises the inconvenience caused by agreeing to undertake the works and then delaying them. The Housing Repairs had been reminded of their responsibility in booking and completing works in a timely manner.

Complaint Team Recommendations/actions

- The responsibility to appropriately communicate with tenants/complainants.
- To accurately log necessary works in a reasonable period and to prioritise repairs where necessary.
- To monitor all works to ensure that they completed in a reasonable timeframe whether being completed by the Council or referred to our Contractors.

- To keep the tenant/complainant updated of any issue that would delay the completion of the works.
- To action and monitor complaints, within agreed timeframes until they are satisfactorily concluded.
- Increase checks, by an appropriate manager, on actions identified as part of the complaints process to ensure that these are completed in a timely manner.
- The Housing Department have undertaken a self-assessment against the Housing Ombudsman's Record Keeping Guidance. The Council has implement actions to ensure that records are regularly monitored and updated.

4. Complaint against Planning

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Planning Department did not make reasonable adjustment to assist them when requesting information.

Council's response

The Council had provided the complainant with detailed explanations, as requested, as part of the complainant's neuro divergence. The correspondence was polite and factual and adjustments were made when the complainant notified the Council of their neuro divergence.

Head of Service Comments

The Planning Department had correctly supported the complainant during their correspondence.

5. Complaint against Housing Operations

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that the Housing Allocations Team did not correctly register the death of their brother or issued a Notice to Quit correctly.

Council's response

It was found that the Housing Department had requested to that complainant contact a different Housing Team to inform them of their brother's passing. The Housing Department should not have requested this action from the complainant and should have been more proactive in registering the passing of the complainant's brother and requesting that the appropriate departments contact the complainant directly should they require any further information.

As this was not undertaken, this resulted in the complainant having to contact a different Housing Team to register the bereavement.

Furthermore, the Council did not provide the correct advice regarding the complainant's brothers passing by requesting that they notify individual Housing Departments of the bereavement.

Furthermore, it was found that the Housing Allocations Team did not issue the Notice to Quit correctly for the complainant's deceased brother which resulted in their rent account accruing arrears.

The complainant was offered and accepted £250 compensation.

Head of Service Comments

The Council recognises the distress caused by requesting the complainant to contact the Council multiple different times to register their brother's death. The Housing Team have been reminded of their responsibility to register bereavements efficiently and sympathetically.

Complaint Team Recommendations/actions

- Refer or advise bereaved individuals to the "Tell us Once" offered by the Government to register deaths.
- Provide a more proactive approach to registering bereavements. Where all details cannot be taken in the first instance, arrange for telephone calls to be made from the appropriate departments to minimise the bereaved having to make this contact.
- Issue Notice to Quits in a timely manner when a death is reported.

6. Complaint against Housing Operations

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that there had been a lack of action to provide them housing within the borough.

Council's response

The Housing Allocations Team had correctly assessed the complainant's current housing band in accordance with the information that they had supplied and in line with the Council's Allocations Policy.

The complainant had not provided the necessary information for the Council to consider their requests for a higher banding and to demonstrate that they were eligible to enter the Independent Living scheme.

Head of Service Comments

The Council is required to follow process defined by the Allocations Policy. This ensures fair treatment of all tenants.

7. Complaint against Planning

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that they had not been notified of an amendment to a planning application.

Council's response

It was concluded that the Planning Team had correctly notified the neighbouring properties of the development and its subsequent amended plans with the correct time frames.

The Officers had determined that the amended planning application did not require a full resubmitted application as the amendment was not a large departure from the original application.

Statutory timeframes for the consultation for the original application had been provided correctly. Furthermore, when receiving the amended application, the Planning Team provided an additional consultation for the neighbouring properties. The Council is only required to consult on the first occasion. Amended plans do not have a statutory requirement for the Council to re-consult. However, the Council undertook this process.

As no objections were received during either consultation periods, the Council deemed the application to be acceptable.

Head of Service Comments

The Planning Department had correctly assessed the planning application.

8. Complaint against Housing Operations

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that there had been a lack of action to provide them housing within the borough as part for their homelessness application.

Council's response

The Council were unable to progress the complainant's application as the necessary information was not received to allow further consideration toward their application.

Head of Service Comments

The Council is required to follow process defined by the Allocations Policy. This ensures fair treatment of all tenants.

9. Complaint against Housing Strategy

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that they had been requested to remove their CCTV cameras from their property.

Council's response

The Council is obligated to investigate complaints of Anti-Social Behaviour by tenants and leaseholders when they are received. In this case, as complaints about the complainant's conduct and the installation of CCTV had been received from the local residents and Nottinghamshire Police, the Council was obligated to investigate these issues.

The Council, having noted the breaches of the complainant's Leasehold Agreement by installing CCTV cameras without permission, were obligated to contact the complainant to ensure that the appropriate action was undertaken to remove these.

Head of Service Comments

The Council correctly investigated the issues raised by local residents and were obligated to request that the complainant remove the CCTV as this was a breach of their Leasehold Agreement.

10. Complaint against Housing Repairs

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that the damp proofing previously undertaken by the Council had been ineffective.

Council's response

The Council had undertaken inspections to the complainant's property in a timely manner to review the effectiveness of the damp proof works. However, there was a delay in completing the works to the door may have potentially exacerbated the damp issue.

Despite the recommendation provided by the Council's contractor, Baggaley and Jenkins, to ensure that the front door is water tight, the Council had failed to undertake this work. While the Housing Repairs Team attempted to remedy the issue but access could not be

made to the property, there were no records to suggest that this was followed up or a return visit was arranged.

This has caused a 9-month delay in the door being repaired.

The complainant was offered and accepted £1,974 compensation.

Head of Service Comments

The Council recognises the inconvenience caused by agreeing to undertake the works and then delaying them. The Housing Repairs had been reminded of their responsibility in booking and completing works in a timely manner.

Complaint Team Recommendations/actions

- The responsibility to effectively communicate with tenants/complainants, especially where delays are anticipated or have occurred.
- To accurately log necessary works in a reasonable period and to prioritise repairs where necessary.
- To monitor all works to ensure that they completed in a reasonable timeframe whether being completed by the Council or referred to our Contractors.
- To keep the tenant/complainant updated of any issue that would delay the completion of the works.

11. Complaint against Housing Operations

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Housing Operations Team had not provided adequate car parking provision at a block of flats or are enforcing the car park.

Council's response

The Council was not obligated to provide car parking at this site and the car parking currently provided was not enforceable.

To assist with this situation, the Council would erect additional signage indicating that the car park was for residents only as a deterrent for non-residents parking on the site. Furthermore, the Council would install new bays and a disabled parking bay to assist with the provision currently offered.

Head of Service Comments

The Council correctly manages the parking provision provided at the site.

12. Complaint against Housing Income

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Housing Operations Team had not investigated an issue of noise nuisance correctly.

Council's response

The Council had actively investigated the complainant's complaints of Anti-Social Behaviour when they had raised them.

On the occasions that the complainant had raised the complaints of Anti-Social Behaviour, the Independent Living Team had determined that the noise they were experiencing did not count as a nuisance and the case were subsequently closed.

Head of Service Comments

The Council correctly investigated the issue of noise nuisance. As no evidence had been provided to substantiate the complaint, the case was correctly closed.

13. Complaint against Housing Repairs

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that the Housing Repairs Team had failed to repair a leak at a neighbouring property which had caused damage to their property.

Council's response

It was found that there had been delays in the Council inspecting, and procuring, the necessary works from a contractor to repair the leak at the neighbour's property and also repairing the damage caused at complainant's property.

These delays occurred due to the Council not attending an inspection despite it being correctly scheduled. This resulted in the Council delaying the works necessary to repair the leak at the neighbouring property and repairing the damage caused by the leak.

Furthermore, the Housing Repairs Team delayed procuring a contractor to repair the bathroom leak at the neighbour's property. Part of the planned works were also to repair the damage caused to complainant's property by the leak, and as a consequence these were also delayed.

This delay occurred due the Housing Repairs Team not approving the quote for the works in a timely manner. This further delayed the repairs to the properties.

The complainant was offered and accepted £1,000 compensation.

Head of Service Comments

The Council recognises the inconvenience caused by agreeing to undertake the works and then delaying them. The Housing Repairs had been reminded of their responsibility in booking and completing works in a timely manner.

Complaint Team Recommendations/actions

- The responsibility to effectively communicate with complainants, especially where delays are anticipated or have occurred.
- To accurately log necessary works in a reasonable period and to prioritise repairs where necessary.
- To monitor all works to ensure that they are completed in a reasonable timeframe, whether being completed by the Council, or referred to Contractors.
- Additional training has been provided to the Housing Department regarding record keeping, complaint handling and monitoring the outcome of complaints. The Housing Repairs Team are required to actively monitor any repairs scheduled as part of complaints to ensure their completion following this training
- The Housing Department has undertaken a self-assessment against the Housing Ombudsman's Record Keeping Guidance. The Council has implemented actions to ensure that records are regularly monitored and updated.
- The Housing Repairs Team has since updated its process for logging repairs. This includes, giving Housing Repairs Inspectors allocated times for logging works to ensure that these are done promptly.

14. Complaint against Housing Strategy

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that the Housing Strategy Team had delayed in the acquisition of their property which caused them to lose money on their house sale. Furthermore, the Council Tax were inappropriately chasing the complainant for unpaid Council Tax.

Council's response

It was found that the Council incorrectly managed the complainant's expectations regarding the purchase of their property.

While the Home Ownership Team followed the correct process to undertake the potential purchase of your property, they had incorrectly informed the complainant that the Council were to purchase the property.

The Council recognised that Home Ownership Team may have influenced any decisions made regarding the sale of the property privately.

The Council Tax Team had acted appropriately when contacting the complainant or instructing solicitors to pursue the debt relating to their outstanding Council Tax.

Head of Service Comments

The Council recognises the inconvenience caused by agreeing to purchase the property prematurely. The Housing Strategy Team did not have the authority to undertake this and they have been reminded of their responsibilities and to correctly manage expectations.

Complaint Team Recommendations/actions

- The Home Ownership Team will review and amend any correspondence sent to potential vendors regarding the timescales of the acquisition process to highlight the likely timeframes the process takes.
- The Home Ownership Team have been reminded of their responsibility to manage an individual's expectations correctly.
- The Home Ownership Team have been reminded that they should not give their opinion on a likely outcome, as this can cause confusion and upset.

15. Complaint against Housing Operations

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that the Housing Operations Team had allowed them to bid on a property that they were not eligible for.

Council's response

It was found that the Council had allowed the complainant to bid on a property that they were not eligible for due to an administrative error.

While the Council had correctly advertised the property with the correct requirements, the administrative error allowed the complainant to bid on the property on multiple occasions.

The Council recognised that this has caused the complainant frustration and that their expectations were not correctly managed. The Housing Allocations Team have since rectified this issue and the complainant is now only shown properties on the Homechoice system that they are eligible for.

Head of Service Comments

The Council recognises the inconvenience caused by the administrative error. This has been identified and rectified.

16. Complaint against Housing Strategy

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that the Housing Strategy and Repairs Team had agreed to undertake works to their garage but failed to action them.

Council's response

It was found that the Council has not correctly managed the complainant's expectations by not clarifying that only minor works would be undertaken to maintain the garage and that no major works would be completed before the results of a stock condition survey had been received.

While the stock condition survey was being undertaken, the Council was unable to undertake any major works to the garages as this may result in their demolition. The Council was required to effectively use resources and undertaking works to the garages that would be demolished would not be appropriate.

In this instance, the complainant's garage requires major works but is still in a usable condition. Therefore, the major works identified would not be undertaken.

Head of Service Comments

The Housing Strategy Team have been reminded of their responsibilities and to correctly manage expectations.

17. Complaint against Planning

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Planning Teams online notification system was not working correctly, the site notices for a planning application were not correctly advertised and incorrect information was being used in the Planning Committee reports for HMOs.

Council's response

It was found that the Council had acted appropriately when displaying the site notice and notifying the statutory consultees adjacent to the site.

Furthermore, the Planning Team had correctly applied the Houses in Multiple Occupation Supplementary Planning Document to the Planning Committee report. The Planning Committee report had included the percentage of Houses in Multiple Occupation as required.

The Council recognises that the website was not clear in the functionality of the notification system, in that it does not clearly explain that a notification would only be sent when an application had changed status and not when a document has been uploaded.

The Planning Team were currently exploring the option to update the wording with the supplier in order to make this clear.

Head of Service Comments

The Planning Department had correctly displayed the site notice in line with statutory guidance and were correctly using the HMO information as stipulated by the Multiple Occupation Supplementary Planning Document.

18. Complaint against Housing Repairs

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Housing Repairs Team had not repaired a roof tile at a neighbouring property which was causing their property to become damp.

Council's response

It was found that the Council has actively investigated the roof and the damp at the complainant's property.

The Council had attended the property on multiple occasions to inspect the damp and mould.

It had been identified that the damp and mould at the property was not being caused by the missing roof tile and this may be linked to the guttering. It was noted during a visit to the property that the complainant's guttering had vegetation within it and this might be the source of the damp and mould. As a private home owner, the clearance of the guttering would be their responsibility.

Head of Service Comments

The Housing Repairs Team had correctly investigated and notified the complainant of the necessary works to rectify the damp at their property. As a private homeowner, it remains their responsibility to maintain their property.

19. Complaint against Housing Operations

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that the Housing Operations Team did not correctly support them during a period of potential homelessness.

Council's response

It was found that the Housing Options Team did not respond to the complainant's correspondence in a timely manner.

While the Housing Options Team had correctly assessed the complainant's banding and Homelessness application, by not responding to their correspondence in a timely manner, the Council recognised that this had caused confusion and distress.

Furthermore, the Housing Options Team did not contact the complainant despite a specific action to do so as detailed in their stage 1 complaint response. The Housing Options Team had since contacted the complainant as part of the stage 2 complaint.

The Housing Options Team would continue to assist the complainant during their homelessness application and the prevention duty will be acted upon while that duty exists.

The Council encouraged the complainant to continue to bid on properties, inside and outside of their preferred area, and to explore the options provided by private rented and other social housing providers.

The complainant was subsequently housed with a social housing provider.

Head of Service Comments

The Council recognises the inconvenience caused not responding to the complainant's correspondence and that this caused distress that during their period of potential homelessness.

Complaint Team Recommendations/actions

- The Housing Options Team have been reminded of their responsibility to return correspondence in a timely manner.
- The Housing Options Team have been reminded of their responsibility to undertake actions identified during the complaint process.
- Managers have been reminded of the importance of ensuring that employees undertake actions identified during the complaint process, and that they should be monitoring this.

STAGE 3 – COMPLAINTS TO THE LOCAL GOVERNMENT OMBUDSMAN/HOUSING OMBUDSMAN

Stage 3 - Ombudsman Complaint

1. Complaint against Revenues (this was investigated by the LGO directly without following the Council's Complaint Policy)

Complaint Upheld.

Complaint

The concern raised was that the Council had adequately dealt with the complainant's vulnerabilities when dealing with their Council Tax account.

Ombudsman's conclusion

The Housing Ombudsman determined that the Council had not adequately considered the complainant's vulnerabilities when issuing Council Tax reminders and summons. The complainant had notified the Council Tax of the need for assistance and information was provided to the complainant of what support could be offered. However, the LGO determined that the information was not sufficient to assist the complainant with their vulnerabilities to manage their Council Tax account.

The LGO ordered the Council to issue £250 compensation. The Complainant has yet to accept this offer despite several reminders being issued by the Council and the LGO.

2. Complaint against Housing Operations (complaint concluded in 2023/24)

Complaint Upheld.

Complaint

The concern raised was that the Council had adequately dealt with the complainant's homelessness application.

Ombudsman's conclusion

The LGO determined that the Council had not adequately considered the complainant's homelessness application. The LGO determined that the Council failed to use its discretion when assessing the complainant's homelessness. Furthermore, the LGO stated that the Council had failed to evidence its decision making and its communication with the complainant about her housing banding.

The LGO ordered the Council to issue £3,000 compensation and this was undertaken.

As part of the complaint, the Council had provided case law to the LGO to support its position. However, the LGO did not believe this to be relevant.

3. Complaint against Planning (complaint concluded in 2023/24)

Complaint not Upheld.

Complaint

The concern raised was that the Council had adequately dealt with the complainant's complaint regarding a Planning Enforcement issue.

Ombudsman's conclusion

The LGO determined that they would not investigate the complaint about how the Council dealt with breaches of planning control. This is because they were unlikely to find fault with the Council's handling of the issue.

4. Complaint against Legal Services (this was investigated by the LGO directly without following the Council's Complaint Policy)

Complaint not Upheld.

Complaint

The concern raised was that the Council had adequately dealt with the complainant's complaint regarding a member standards issue.

Ombudsman's conclusion

The LGO determined that they would not investigate the complaint about how the Council dealt with its member standards issue. This is because they were unlikely to find fault with the Council's handling of the issue.

The LGO does not provide an appeal against the Monitoring Officer's decisions.

Report of the Portfolio Holder for Resources and Personnel Policy

People Strategy

1. Purpose of Report

For Members to consider the draft People Strategy for adoption and approve accordingly.

2. Recommendation

The Working Group RECOMMENDS to Cabinet to RESOLVE that the People Strategy 2025 – 2029 at Appendix 1 be approved.

3. Detail

The Working Group has previously considered and agreed the themes of the new People Strategy. Following this more consultation with employees has taken place – both Managers and front line employees, including manual workers, and with Trades Union officials. The Working Group considered a further draft of the people Strategy and recommended it to Cabinet for approval. Key Decision

Not applicable.

4. Updates from Scrutiny

Not applicable.

5. Financial Implications

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

Any specific budget matters are considered within the appendices to this report. There are no additional financial implications to consider at this stage with costs being contained within existing budgets. Any significant budget implications going forward would require approval by Cabinet.

6. Legal Implications

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

7. Human Resources Implications

These are included within the report.

8. Union Comments

The Union has been consulted and are supportive of the draft strategy.

9. Climate Change Implications

The climate change implications are contained within the report.

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

As this is a change to policy / a new policy an equality impact assessment is included in **Appendix 2** to this report.

12. Background Papers

Nil.

People Strategy 2025-2029

Introduction

Overview

The People Strategy sets out Broxtowe Borough Council's approach to selecting, supporting and developing its employees; identifying its future workforce and skills needs; developing its approach to leadership in employee equality and diversity and supporting the wellbeing of the workforce. to ensure we continue to deliver excellent, value for money services to the Borough. The People Strategy focuses on four themes that identifies key areas of the organisation which align with the Corporate Plan and vision, including our 'GREAT' values:

- **Going the extra mile** - a strong, caring focus on the needs of all communities
- **Ready for change** - innovation and readiness for change
- **Employees** - valuing employees and enabling the active involvement of everyone
- **Always improving** - continuous improvement and delivering value for money
- **Transparent** - integrity and professional competence

Consultation

Heads of Service, Trade Unions, Senior Officers and Front-line employees have been consulted and results of the annual employee survey have been considered.

The majority of feedback received indicated the following:

- Greater transparency of decision-making
- More communication at section level
- Better support to employee carers
- Review of long service rewards
- Improve bereavement support
- Greater visibility of senior managers – e.g. more roadshows
- More training and development opportunities
- The strategies should be condensed into one central strategy
- The strategy should be jargon-free and in an easy-to-read format
- Increased use of more modern passive communication technology methods (TVs/Monitors on walls etc.) and smartphone/tablet systems to shorten lines of communication between employees/managers/support employees and add value through capability
- Focus groups for neurodiversity and addressing retention issues
- Reviewing recruitment methods – e.g. CVs rather than application forms
- Consider a 'notice board' of training opportunities
- Identifying grievance patterns and areas of concern and addressing the causes, including organisational culture

- Open two-way communication between Managers and front-line employees to encourage employees to feel consulted and engaged

Achievements

Since the previous strategies, the Council has achieved a number of significant goals which will shape the People Strategy going forward:

Mindful Employer Charter

The Council renewed its commitment to the Mindful Employer Charter following a 10-year review, it is in place until May 2025.

Disability Confident Leader

The Council successfully gained 'Leader' status under the DWP's Disability Confident Scheme, following external review in 2022, for a period of three years.

Armed Forces Covenant Employer Recognition Scheme

In 2023, the Council attained Silver Award status under the Armed Forces Covenant Employer Recognition scheme, as a result of introducing additional support to employees serving in the Reserve Forces.

E-Learning

A total of 5,186 courses were completed in 2022/23 and 5,281 were completed in 2023/24 Financial Year with 10 new courses being introduced.

Apprenticeships

As of September 2024, the Council has 17 apprenticeships, with a further four in the pipeline. A total of 42 apprenticeship courses have been undertaken since the inception of the Apprenticeship Levy in 2018.

Work Experience

Since 2022/23 Financial Year, 28 work experience placements have been provided by the Council, including a four-month placement working in partnership with a disability support agency.

Employee Benefits

The Council continues to provide a comprehensive employee benefits scheme, offering access to Tax-free bicycles to work, discounts at supermarkets and high street/online retailers. The Council also added an Ultra-Low Emissions Lease Car Scheme including electric vehicles.

Employee Assistance Programme

Care First continued to provide the Council's employees with free counselling, and this was made available 24/7/365, including telephone support and face to face sessions.

Hardship Fund

In response to the cost of living-, a Hardship Fund was created in 2022 to support employees with grants and zero interest loans assisting 40 employees.

Mental Health First Aiders

The Mental Health Employees Champions became qualified Mental Health First Aiders in 2022 to support employees in each department and signpost to the appropriate support when and where needed.

Wellbeing Passport

A new wellbeing initiative was launched in 2024, formalising support arrangements for employees requiring reasonable adjustments in the workplace due to disabilities or neurodiverse conditions.

Coaching and Mentoring

Since March 2022, the Council's HR Manager has delivered coaching and mentoring programmes to Senior Managers and aspiring Managers, focusing on career development. Six Heads of Service and four Senior Managers have received coaching and mentoring so far.

Institute of Leadership of Management (ILM)

The Council has provided ILM Level 3, Level 5 and Level 7 training to employees in the subjects of Leadership and Management, and Coaching and Mentoring. A total of 43 employees have gained ILM qualifications since 2022.

Awards

The Council won a Diversity and Inclusion Award at the Derbyshire and Nottinghamshire Apprenticeship Awards in 2023, along with being nominated for Large Employer of the Year. In 2024, Broxtowe won the Social Justice Employer of the Year award at the National Apprenticeship and Skills Awards.

The Strategy

The Council has identified four key themes that underpin the purpose and goals of the People Strategy:

- Training and Development
- Equality and Diversity
- Wellbeing
- Organisational Development

Each of these areas focus on practical support from the Council to ensure that our people are at the heart of what the Council's Corporate Plan is aiming to achieve and will effectively promote a 'GREAT' culture.

Training and development

- Identify and deliver training and development opportunities for all
- Improve leadership/management quality
- Improve management and employee communication skills
- Improve customer service skills at all levels
- Improve management of Change and Transformation
- Further develop the excellence of our Apprenticeships programme.

We will achieve this by:

- Developing a rolling two-year learning and development action plan for the workforce to address personal and organisational skills needs
- Fully utilising Apprenticeship Levy funds and pursuing excellence in recruiting, retaining and developing apprentices to grow our own workforce of outstanding talent
- Providing management training in key areas including guidance handbooks for new Managers
- Developing and delivering a curriculum of management training programmes for all Managers, including new ones.
- Providing coaching and mentoring programmes for leaders
- Provide regular customer service training for all employees
- Delivering 'tool-box' sessions for front-line services such as the Depot including feedback talks by front line employees to managers
- Developing communication and change management skills.

Our progress will be monitored by:

- Number of training and development opportunities delivered
- Number of internal promotions
- Number of performance appraisals undertaken
- Number of coaching and mentoring hours delivered
- Number of apprenticeship opportunities offered
- Number of apprenticeships gaining permanent employment
- Feedback received from training and 'tool-box' talks
- Improvements in employee perception scores in annual employee surveys.

Equality and Diversity:

- Increase the number of employees from black and minority ethnic backgrounds to reflect the population of 15.52%
- Build on achieving excellence in becoming a disability confident leader
- Pursue equality in relation to pay reporting and workforce progression
- Further reduce the gender pay gap
- Improve understanding of diverse perspectives, and the quality of equality impact assessments.

We will achieve this by:

- Exploring partnership opportunities with ethnic minority jobsites
- Identifying job vacancies where people from black and minority ethnic backgrounds may be underrepresented and advertise accordingly
- Reduce the gender pay gap by continually reviewing and updating our equal pay systems as jobs change
- Report pay broken down in pay bands to increase transparency in respect of ethnicity characteristics and progression of people from minority ethnic groups.
- Reviewing and maintaining our Disability Confident Leader status with peer validation
- Providing training courses to increase awareness of equality and diversity in the workplace
- Provide new training for employees who conduct equality and diversity equality impact assessments.

Our progress will be monitored by:

- Number of applications received from black and minority ethnic backgrounds
- Number of shortlisted applicants from black and minority ethnic backgrounds
- Number of appointments from black and minority ethnic backgrounds

- Percentage of the workforce represented by black and minority ethnic backgrounds
- Progression of employees from minority ethnic communities
- Gender pay gap information
- Ethnic pay gap information
- Number of equality impact assessments undertaken
- Number of equality and diversity training courses delivered (including e-learning).

Wellbeing

- Support employees' mental health, resilience and wellbeing
- Continue to improve our management of work related stress and anxiety
- Review support for employees going through bereavement
- Increase our understanding of how to support and manage employees with neurodiverse conditions
- Consider measures to support employees to achieve good physical health, for example active lifestyles, smoking cessation, weight management
- Ensure our workforce are trauma informed
- Support employees who have caring responsibilities or who are foster parents.

We will achieve this by:

- Continuing to provide an Employee Assistance Programme to employees
- Delivering training courses to Managers and employees on stress in the workplace
- Provide occupational health services
- Providing annual flu jabs free of charge
- Rolling out the Wellbeing Passport initiative
- Offering annual well-person checks
- Undertaking health surveillance checks for safety-critical roles
- Providing regular training on neurodiversity in the workplace
- Providing comprehensive bereavement support including compassionate leave and career breaks
- Bereavement training for Managers to improve support for employees and customers experiencing bereavement
- Identify and address areas of high turnover and difficulties in recruiting speciality skills exploring management focus groups for neurodiversity
- Providing stress risk assessments for employees
- Exploring partnership initiatives with L Leisure and the Communities Team on Lifestyle support
- Delivering trauma training for employees including Managers
- Review policies and implement changes to policies to improve support for carers and foster parents.

Our progress will be monitored by:

- Number of employees absent with mental health, including stress or bereavement
- Number of occupational health referrals
- Number of health surveillance checks undertaken
- Number of training courses delivered on mental health, stress, bereavement, trauma, and neurodiversity
- Number of career breaks
- Number of stress risk assessments undertaken
- Number of employees utilising cycle to work salary sacrifice scheme
- Number of employees utilising L Leisure memberships
- Number of Wellbeing Passports completed
- Employee satisfaction with wellbeing support.

Organisational Development

- Improve retention and career progression especially in skill shortage areas
- Review the appraisal system
- Review rewards for long service
- Consider introducing “career grades” to enable longer term career progression
- Develop more succession planning approaches
- Improve the productivity of our workforce
- Continually review organisational design to ensure the Council responds quickly to changing resident needs, and changing legislation.

We will achieve this by:

- Utilising market supplements to retain key employees and skills
- Identifying skills gaps within departments and providing training to address skill gaps
- Reviewing the recruitment methods used and their effectiveness, including search mechanisms
- Identifying vacant roles that can utilise career grades to attract and retain talent
- Explore opportunities with Learning Pool to improve the Appraisal System
- Increasing long service awards with personalised letters
- GMT recognising long service leavers
- Identifying issues underpinning grievance submissions and disciplinary action, reporting quarterly to GMT and committees as appropriate
- Ensure our Productivity Plan includes a strong people development element.

Our progress will be monitored by:

- Reducing employee turnover to 10% or below
- Number of annual appraisals undertaken
- Number of internal promotions
- Number of applications per vacancy
- Number of employees retained through market supplements or career grades
- Career progression opportunities for Apprentices
- Customer satisfaction levels
- Employee satisfaction levels.

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Appendix 2

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	Title of the Lead Officer responsible for EIA	Chief Executive
Name of the policy or function to be assessed:		People Strategy 2025-2029	
Title of the Officer undertaking the assessment:		Chief Executive	
Is this a new or an existing policy or function?		A new Strategy	
<p>1. What are the aims and objectives of the policy or function?</p> <p>The Strategy sets out how the Council will approach the training and development of its workforce, supporting the wellbeing of the workforce; ensuring the equality and diversity of the workforce and the development of the organisation through its employees.</p> <p>Each of these objectives has a set of actions outlining how the Council will achieve our objectives and a set of measurements to enable the Council to monitor progress in achieving outcomes.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>A highly trained, happy , productive and diverse workforce</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>Employees themselves Residents through high levels of service delivery</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Residents and Employees</p>			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>Data is collected in the form of an annual workforce profile which is reported to councillors, which we also publish. These documents contain a range of objective</p>			

Directorate:	Chief Executive's	Title of the Lead Officer responsible for EIA	Chief Executive
measures including data relating to ethnicity, disability, retention, turnover, satisfaction, pay, promotion, development, absence, disciplinary, recruitment data, etc.			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>The Council conducts an annual workforce survey which contains data relating to a wide range of subjective measures including satisfaction with the Council as an employer, knowledge of the Council's corporate goals, training and development opportunities, satisfaction with support, etc.</p>			
<p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>This is covered in a separate section of the Strategy</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>The Strategy seeks to address the need for Broxtowe Borough Council employees to represent the diversity of the people they serve in terms of protected characteristics.</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>In order to address under representation in the workforce, measures are proposed to target specific minority groups.</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>The Council recognises the importance of supporting employees with neurodiverse conditions and equipping employees to service people with neurodiverse conditions. In addition, Broxtowe Council aims to improve its awareness of and response to the impact of trauma both on employees and its residents.</p>			

Broxtowe Council recognises its employees may have a range of disabilities, and is committed to supporting such employees to undertake their roles and progress in the organisation

The Council recognises that differing methods of training are required – online, face to face, interactive, and the Council varies the location of training to ensure it is provided wherever it is best for employees to access it.

□ Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?

Diversity contributes to amplifying the perspectives available to decision makers, improving the quality of decision making

Ensuring the diversity of the workforce matches the diversity of the community ensures the Council remains in step with the perspectives and needs of local communities and ensuring the Council retains the confidence of local communities.

□ What further evidence is needed to understand the impact on equality?

Proposals to advance the transparency of data reporting in relation to ethnicity and pay and ethnicity and progression are included in the Strategy

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: continue to monitor trends in age of employees to ensure that the Council employs people of all working ages, and is not overly dependent on, for example, older workers.

Disability: continue to pursue excellence in the employment of disabled employees, in pursuance of our disability leader status.

Gender: Pursue gender pay equality and maintain gender balance in the workforce.

Gender Reassignment: continue to ensure a welcoming environment for Trans people or those undergoing gender reassignment.

Marriage and Civil Partnership: continue to ensure a welcoming environment for single, married people and those in civil partnerships. Ensure flexible employment practices for employees, especially those who have caring responsibilities.

Pregnancy and Maternity: ensure safety in the workplace for pregnant employees, and pursue family friendly policies which support Paternity as well as Maternity.

Race: Work to ensure the workforce reflects the diversity of the population we serve and that people from minority ethnic communities progress within the organisation, are not discriminated against directly or indirectly and are paid fairly and equally.

Religion and Belief: Provide a welcoming environment for people with diverse religious beliefs and freedom to express and practice their beliefs without imposing them on others.

Sexual Orientation: Ensure the Council celebrates and values its LGBTQ employees, and does not discriminate directly or indirectly against them.

Care Experience: Ensure the Council has a positive attitude to people with care experience, ensuring work experience, recruitment policies which support people with care experience, apprenticeships which are suitable for people with care experience, and support for employees with care experience, and provide support to employees who are foster parents.

Chief Executive: Authorised the EIA

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: Chief Executive

Report of the Portfolio Holder for Resources and Personnel Policy

Council Tax Base 2025/26

1. Purpose of Report

To approve the Council Tax Base for the year 2025/26.

2. Recommendation

Cabinet 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 2025/26 as follows:

1. **For the whole of its area 35,568.23**
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 the Council's Area</u>	<u>Area Council Tax Base</u>
Awsworth	607.40
Brinsley	773.41
Cossall	246.43
Eastwood	3,088.63
Greasley	3,756.84
Kimberley	1,898.97
Nuthall	2,258.62
Stapleford	4,274.82
Strelley	175.30
Trowell	842.43
<u>Special Expenses Area</u>	
Beeston Area	17,645.38
Total	35,568.23

3. Detail

The 2025/26 Council Tax Base has now been calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012. The calculated Council Tax Base for the Borough for the full year commencing 1 April 2025, assuming a collection rate of 98.5%, is 35,568.23. Separate calculations have been made for the parishes and special expenses areas. Further details are given in the **Appendix**.

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 as it is 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 proposed Council Tax Base has been prudently estimated in terms of growth and reliefs and discounts. It is broadly in line with the assumptions made in the Medium Term Financial Strategy and Business Strategy approved by Cabinet on 5 November 2024, which assumed an increase in the Council Tax Base of 1%.

7. Legal Implications

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

The calculation of the tax base is a legal requirement and an essential part of the tax setting process. As stated in paragraph 3 the tax base calculations for a particular financial year must comply with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 and be determined by no later than 31st January in the preceding financial year. These regulations have been made under the Local Government Finance Act 1992, as amended (LGFA 1992). The Local Government Finance Act 2012 (LGFA 2012) includes several amendments to the LGFA 1992 that affect the calculation of the Council Tax base. These amendments require the Council to operate a Council Tax Support Scheme (as a replacement of Council Tax benefit) and gave powers to determine further discounts and set premiums.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

Not applicable.

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

Further Information

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 in the year, exemptions, discounts, disabled reliefs and premiums, and estimated collection rates.

Under the Local Council Tax Support Scheme (LCTSS), the Council Tax Base is affected by whether persons living in a dwelling within an 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 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 year commencing 1 April 2025, assuming a 98.5% collection rate, is 35,568.23. 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 2024/25 with the proposed figures for 2025/26 so that Members can see the growth between years. There has been some movement too between areas with recent changes to parish boundaries

Part of Council's area	Council Tax Base Actual 2024/25	Council Tax Base Proposed 2025/26	Change
Awsorth	596.93	607.40	1.76%
Brinsley	752.36	773.41	2.80%
Cossall	242.81	246.43	1.49%
Eastwood	3,092.46	3,088.63	-0.12%
Greasley	3,753.90	3,756.84	0.08%
Kimberley	1,898.21	1,898.97	0.04%
Nuthall	2,255.75	2,258.62	0.13%
Stapleford	4,240.31	4,274.82	0.81%
Strelley	174.41	175.30	0.51%
Trowell	838.10	842.43	0.52%
Beeston Special Expenses Area	17,379.01	17,645.38	1.53%
TOTAL	35,224.25	35,568.23	0.98%

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 below.

Band	No of Dwellings	% of Total	Chargeable Dwellings	Equivalent Discounts at 25%	Empty Homes Premium 100%	Empty Homes Premium 200%	Empty Homes Premium 300%	Equivalent No of Dwellings	Ratio to Band D	Chargeable Band D Equivalent Properties	CTS Reduction on average Band D	LCTSS Adjustment Band D Equivalent	No of Dwellings Relevant to Band D
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(6b)	(7)	(8)	(9)	(10)	(11)	(12)
A DPR	0	0	38	12.89	0	0	0	34.78	0.56	19.32	5.94	3.30	16.02
A	16830	32.37%	16390.5	8453.70	30	36	27	14370.08	0.67	9580.05	3036.46	2024.31	7555.74
B	13570	26.10%	13282	4605.03	20	14	3	12167.74	0.78	9463.80	876.60	681.80	8782.00
C	11177	21.49%	11023	3257.19	10	6	6	10230.70	0.89	9093.96	364.27	323.80	8770.16
D	6215	11.95%	6123	1461.21	6	8	3	5774.70	1.00	5774.70	113.20	113.20	5661.50
E	2836	5.45%	2797	505.36	2	0	0	2672.66	1.22	3266.58	44.32	54.17	3212.42
F	827	1.59%	807	161.7	1	2	0	769.58	1.44	1111.61	9.83	14.20	1097.41
G	512	0.98%	505	108.2	3	0	6	486.95	1.67	811.58	1.12	1.87	809.72
H	33	0.06%	24	18.96	0	0	0	19.26	2.00	38.52	0.00	0.00	38.52
Totals	52000	100.00%	50989.5	18584.24	72	66	45	46526.44		39160.12	4451.74	3216.64	35943.49

CALCULATION OF COUNCIL TAX BASE 2025/26

Council Tax including estimated collection rate of 98.5%	35,404.33
Add: Band D equivalents for class O dwellings	163.90
Council Tax Base for Broxtowe Borough Council	<u>35,568.23</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, 6a and 6b.
3. Column 9 equals column 7 multiplied by column 8.
4. Column 12 equals column 9 less column 11.

Report of the Portfolio Holder for Resources and Personnel Policy

Council Tax Levy

1. Purpose of Report

Cabinet to approve the proposed changes to the levy that can be applied in Council Tax.

2. Recommendation

Cabinet is asked to RESOLVE that:

- 1. The adoption of an empty property levy at 100% for dwellings that have been vacant for more than one year from 1st April 2025, be approved.**
- 2. A property levy for those classified as Second Homes at 100% from 1 April 2026, be approved**

3. Detail

In February 2020, Members approved the increase in Council Tax Empty Property Levy. The increase in the Empty Property Levy resulted in the following additional charges being applied to Council Tax Accounts in which the property had been empty for a number of years. These were to:

- Adopt an empty property levy at 100% for dwellings that have been vacant for more than two years from 1 April 2020.
- Adopt an empty property levy at 200% for dwellings that have been vacant for a period of five or more years from 1 April 2020.
- Adopt an empty property levy of 300% for dwellings that have been vacant for ten or more years from 1 April 2021.

The Government announced the Levelling Up and Regeneration Bill. Section 75 addresses Long Term Empty Properties by amending the initial period at which point councils can place the 100% levy from two years down to one year. It is being proposed to implement this change from 1 April 2025. **Appendix 1** provides an analysis of the potential impact of the amendment. However, it must be noted that this aspect fluctuates so should only be used for illustrative purposes.

The bill provides councils with new powers to charge an additional 100% levy to properties in their Borough that are second homes. The increased charge on Second Properties requires the Council to determine this change a minimum of one year before the beginning of the financial year to which it relates. In addition, the change has to commence from the beginning of a financial year, meaning the earliest possible implementation would be 1 April 2026.

Whilst the changes will generate additional revenue, the primary focus is to bring empty homes back into use.

4. Key Decision

Is this report a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 as it is 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:

A detailed breakdown of the increase in charges as a result of potential changes is provided in the appendix to this report. If both changes are implemented the Council would be able to generate a potential additional Council Tax charge of £373,000 from April 2025 and an additional amount of £488,000 from April 2026, estimated based on the current position, of which this Council would be able to keep around £77,000.

7. Legal Implications

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

The Levelling Up and Regeneration Act 2023 (the Act) amends the Local Government Finance Act 1992 as follows:

Section 79 of the Act amends Section 11b of The Local Government Finance Act 1992 so that for financial years beginning on or after 1 April 2024 dwellings unoccupied and substantially unfurnished for a continuous period of at least one year, instead of two years, are subject to the council tax premium

Section 80 of the 2023 Act inserts a new Section 11(C) of The Local Government Finance Act 1992 giving the Council power, by determination, to charge a premium of 100% where there is no resident of a dwelling, and the dwelling is substantially furnished. In respect of both in exercising its functions under both section 11B and 11C the Council must have regard to any guidance issued by the Secretary of State

8. Human Resources Implications

Not applicable

9. Climate Change Implications

Not applicable

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

As this is a change to policy an equality impact assessment is included in **Appendix 2** to this report.

12. Background Papers

Nil

Appendix 1

1. Estimated Council Tax increase amending the long-term empty property period from two years to one year

The net calculation has been adjusted to 70% of the total potential increase in charge. This adjustment has been made to accommodate potential changes in use and new legislation that allows greater flexibility to those making reasonable attempts to sell the property.

Empty properties over 1 year and under 2 years – Non-parish area

Property Band	Number of dwellings	Current Council Tax Total 2024/25 (£)	Gross Potential Increase in Council Tax Charge (£)	Net Potential Increase in Council Tax Charge - 70% of Gross (£)	Broxtowe Share at 9% (£)
A	102	160,131	160,131	112,092	10,088
B	58	106,842	106,842	74,789	6,731
C	68	142,469	142,469	99,728	8,976
D	23	54,884	54,884	38,419	3,458
E	17	47,160	47,160	33,012	2,971
F	2	6,848	6,848	4,794	431
G	4	14,514	14,514	10,160	914
H	-	-	-	-	-
	Total	532,880	532,880	372,994	33,571

Potential Council Tax increase from amending the second property to include 100% levy

The net calculation has been adjusted to 90% of the total potential increase in charge. This adjustment has been made to accommodate potential changes in use.

Second properties as at 17 October 2024 – Non-parish area

Property Band	Number of dwellings	Current Council Tax Total 2024/25 (£)	Gross Potential Increase in Council Tax Charge (£)	Net Potential Increase in Council Tax Charge - 90% of Gross (£)	Broxtowe Share at 9% (£)
A	79	113,903	113,903	102,513	9,226
B	93	153,796	153,796	138,417	12,457
C	80	152,020	152,020	136,818	12,314
D	18	39,874	39,874	35,886	3,230
E	13	36,378	36,378	32,740	2,947
F	5	17,439	17,439	15,695	1,413
G	6	23,802	23,802	21,422	1,928
H	1	4,847	4,847	4,362	393
	Total	542,059	542,059	487,853	43,907

Appendix 2

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:	Deputy Chief Executive	Title of the Lead Officer responsible for EIA	Council Tax Exemptions and Levy
Name of the policy or function to be assessed:		Council Tax Exemptions and Levy	
Title of the Officer undertaking the assessment:		Head of Revenues, Benefits and Customer Services	
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>The aim of the function is to promote empty properties being brought back in to use and deliver on reducing the housing shortage.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>A reduction in the number of properties that remain empty for long periods of time.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>With an increase in the number of properties available for occupation all areas of the community will benefit.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Residents of the Borough Home owners with properties in the borough that have been empty for more than 1 year. Second home owners in the borough.</p>			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p>			

Directorate:	Deputy Chief Executive	Title of the Lead Officer responsible for EIA	Council Tax Exemptions and Levy
<p>The data held within Council Tax only identifies the name of the liable person for Council Tax and whether the property is empty, and for how long, or if it is deemed a second property.</p> <p>The data identifies 274 properties that have been empty for more than one year but under the current two year period in which a Levy is applied.</p> <p>The data also identifies 295 properties in the borough that are classed as second properties.</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>The data provides the liable person for Council Tax.</p>			
<p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>N/A</p>			
<p>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</p>			
<p><input type="checkbox"/> Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</p> <p>No</p>			
<p><input type="checkbox"/> Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</p> <p>Yes</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>N/A</p>			

What further evidence is needed to understand the impact on equality?

N/A

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: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

Disability: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

Gender: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

Gender Reassignment: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

Marriage and Civil Partnership: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

Pregnancy and Maternity: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

Race: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

Religion and Belief: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

Sexual Orientation: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

Care Experience: The Council will retain discretion to remove any appropriate levy depending on the liable person circumstances

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: P Sudlow

Report of the Portfolio Holder for Resources and Personnel Policy

Local Council Tax Support Scheme 2025/26

1. Purpose of Report

To seek approval for arrangements to operate in 2025/26 in respect of the Local Council Tax Support Scheme (LCTSS).

2. Recommendation

Cabinet is asked to RECOMMEND to Council that the current Local Council Tax Support Scheme remains in place for 2025/26.

3. Detail

Members will recall that council tax benefit ceased at the end of 2012/13 and was replaced by a LCTSS defined by each local authority. The Broxtowe scheme was first 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 local authorities have not adopted this approach and most have passed on some of the reduction in funding to LCTSS recipients. The Council had benefitted from the overall bill for LCTSS falling in early years as the numbers of claimants requiring support reduced. Since 2017/18, the level of LCTSS has risen slightly each year, with a significant increase in 2020/21 as a result of the pandemic. The current year 2023/24 includes additional support that was provided as part of the Cost of Living support offered. This scheme provided an amount up to £85 for each council tax support claim.

Should members wish to make any alterations to the scheme then any changes would have to go through a formal consultation process. This would require planning of an alternate scheme and consultation with residents of the Borough before the deadline of March 2025.

The LCTSS does not provide a direct cost to the Council with the scheme incorporated within the Council Tax Base calculation.

4. Key Decision

This report a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 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:

There are no direct financial implications arising from the proposals in respect of LCTSS. The revenue budget for 2025/26 will be set on the basis of existing estimates of take-up and collection.

7. Legal Implications

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

There are no direct legal implications arising from this report.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

Not applicable.

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

Not applicable.

13. Background Papers

Nil.

Appendix

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 local authorities 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. The methodology at Broxtowe of continuing with a scheme, almost identical to Council Tax Benefit, has ensured a greater understanding for residents of the Borough, whilst also seeing an improvement in relation to collection.

The estimated charge for the LCTSS in 2024/25 is £7,749,687. The table below shows the comparison between the years:

Year	LCTSS charge (£)
2023/24	7,739,723
2022/23	7,278,206
2021/22	7,304,375
2020/21	7,889,034
2019/20	6,858,435
2018/19	6,786,378
2017/18	6,676,016
2016/17	6,661,822

Proposals for 2025/26 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.

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Report of the Portfolio Holder for Resources and Personnel Policy

Housing Benefit - War Disregard

1. Purpose of Report

To seek approval for the continuation of the War Pension Disregard in respect of Housing Benefit claims in 2025/26.

2. Recommendation

Cabinet is asked to RESOLVE that the continuation of the current Local Scheme Disregarding War Pensions for Housing Benefit Applications in 2025/26, be approved.

3. Detail

The Housing Benefit and Council Tax Benefit (War Pensions Disregards) regulations 2007 allow for Local Authorities to develop a local scheme that can disregard War Pension income from the calculation of Housing Benefit.

Since the introduction of Housing Benefit, the Council has always disregarded this income when calculating a claim for Housing Benefit. The Department for Works and Pensions has recently requested that each local authority has their local scheme approved each year.

The local scheme is discretionary and, as a result, the Council is expected to meet the cost. However, under the Housing Benefit subsidy arrangements, the government reimburses the Council 75% of the expenditure where a local scheme is implemented.

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 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 table below shows the amounts awarded and the cost to the Council in recent years. The latest 2024/25 figures are not available until the end of the financial year.

Year	Amount Awarded	Total Cost to Broxtowe (25% of amount awarded)
2023/24	£9,687	£2,422
2022/23	£15,664	£3,916
2021/22	£14,828	£3,707
2020/21	£15,411	£3,853
2019/20	£17,789	£4,447

7. Legal Implications

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

The Regulations providing for this are the Housing Benefit Regulations 2006 paragraph 40(2) and schedule 5, and Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 paragraph 33(9). Sections 134 and 139 of the Social Security Administration Act 1992 provide the Council with the discretion to modify the Housing Benefit scheme by disregarding a further amount, or all, of specified war disablement pensions and payments.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

Not applicable.

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

Not applicable.

13. Background Papers

Nil.

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Report of the Portfolio Holder for Resources and Personnel Policy

Grant Aid Requests from Parish/Town Councils

1. Purpose of Report

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

2. Recommendation

Cabinet is asked to CONSIDER the requests and RESOLVE accordingly.

3. Detail

Two related requests for grant aid assistance from Eastwood Town Council have been received:

- A request for up to £1,722 representing 50% of the cost of security, first aid and traffic management for its Remembrance Sunday Event.
- A request from of up to £993 representing 50% of the cost of restoration of the 'Cadets Cross' memorial.

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

4. Key Decision

This report is not a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

If Members wished to support these requests, the awards could be made from the £20,000 provision for grants to parish councils included in the 2024/25 revenue budget, of which £11,649 currently remains available.

7. Legal Implications

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

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

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

There are no climate change implications in relation to this 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 1

Eastwood Town Council

Eastwood Town Council has submitted two related grant aid requests, as follows:

- Up to £1,722 representing 50% of the cost of security, first aid and traffic management for its Remembrance Sunday Event.
- Up to £993 representing 50% of the cost of restoration of the 'Cadets Cross' memorial in time for the Remembrance Sunday Event.

The Eastwood Remembrance Sunday Parade took place on Sunday 10 November 2024. Planning for the commemorations commenced in January 2024, with an emphasis on organisation of the event to allow members of the community the opportunity to remember with dignity those who lost their lives in the wars.

Arrangements were made for a large parade to take place through the town following the Church Service. Eastwood Collieries Male Voice Choir performed at the Cenotaph on Plumtre Way until the arrival of the parade. A civic reception followed at the Eastwood Town Council Chamber.

Following the police withdrawing traffic control by way of a rolling roadblock, updated regulations require a full road closure for such events. With the police unable to offer any level of service, Parish/Town Councils have little alternative but to employ specialised contractors for the event in order to manage a safe event.

Related to the preparations for the 2024 Parade was the restoration of the Eastwood Ambulance Training Corps memorial (the 'Cadets Cross') which was completed in August 2024. In addition to works to the memorial itself, a new handrail was installed.

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

- Events such as the Remembrance Service Parade complement the services provided by Broxtowe Borough Council and have historically been provided by this and other parish/town councils throughout the borough.
- The provision of events such as Remembrance Service Parades contributes towards community cohesion, helps to combat social exclusion and loneliness and assists with the development of Town Centres.

Financial Information

The closing balance of Eastwood Town Council funds as at 31 March 2024 was £59,191 (2023: £93,901), represented entirely by cash and short term investments. The Eastwood Town Council annual precept for 2024/25 is £121,293 (2023/24: £117,285), an effective uplift of 2.0%.

Appendix 2

Protocol for Consideration of Grant Aid to Parish and Town Councils

The key provisions of the Protocol for the Consideration of Grant Aid requests from Parish and Town Councils are:

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

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

Appendix 3

Grant Aid Awards to Parish and Town Councils

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

Date	Council	Amount	Purpose
15/08/19	Brinsley Parish Council	£2,070	Summer play day
10/10/19	Awsorth Parish Council	£1,250	Kitchen Refurbishment – Pavilion
10/10/19	Brinsley Parish Council	£2,300	Tree planting – commemoration
10/10/19	Nuthall Parish Council	£1,855	Remembrance parade
10/10/19	Stapleford Town Council	£2,010	Remembrance event
10/10/19	Trowell Parish Council	£3,500	Car park refurbishment
13/02/20	Brinsley Parish Council	£1,000	Festive lighting display
13/02/20	Brinsley Parish Council	£1,225	VE Day celebrations 2020
07/01/21	Kimberley Town Council	£1,200	New defibrillator
30/03/21	Kimberley Town Council	£1,200	New defibrillator
07/10/21	Nuthall Parish Council	£1,905	Remembrance parade
09/12/21	Awsorth Parish Council	£7,000	Play area improvements (Capital)
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
06/01/22	Kimberley Town Council	£1,200	Remembrance Sunday Event
19/07/22	Awsorth Parish Council	£500	Platinum Jubilee Celebrations
19/07/22	Nuthall Parish Council	£2,590	New defibrillators
19/07/22	Kimberley Town Council	£6,300	Christmas lights switch-on 2021
04/10/22	Nuthall Parish Council	£2,330	Remembrance Parade
04/10/22	Nuthall Parish Council	£2,100	Cemetery Maintenance
04/10/22	Stapleford Town Council	£2,194	Remembrance Event
01/11/22	Stapleford Town Council	£6,450	Contribution to refurbishment
01/11/22	Kimberley Town Council	£1,958	Remembrance Event
25/07/23	Eastwood Town Council	£820	Summer Activities for Young People
25/07/23	Awsorth Parish Council	£5,000	Various Capital Projects
03/10/23	Eastwood Town Council	£2,250	War Memorial Maintenance
03/10/23	Kimberley Town Council	£2,059	Remembrance Event
03/10/23	Nuthall Parish Council	£2,290	Remembrance Event
05/12/23	Stapleford Town Council	£2,405	Remembrance Event
01/10/24	Kimberley Town Council	£1,996	Remembrance Event
01/10/24	Kimberley Town Council	£1,500	Christmas Market
01/10/24	Nuthall Parish Council	£2,350	Remembrance Event
01/10/24	Stapleford Town Council	£2,505	Remembrance Event

Report of the Portfolio Holder for Resources and Personnel Policy

Grants to Voluntary and Community Organisations, Charitable Bodies and Individuals Involved in Sports, the Arts and Disability Matters 2024/25

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 requests and RESOLVE accordingly, including a potential additional budget allocation from General Fund Reserves in 2024/25.

3. Detail

Details of the grant applications received are included in the **Appendix** for consideration. The amount available for distribution in 2024/25 is as follows:

	<u>£</u>
Revenue Grant Aid Budget	168,800
Add: Additional budget (approved 1 October 2024)	30,750
Less: Grant Awards to Date	(152,950)
BALANCE AVAILABLE FOR DISTRIBUTION	<u>46,600</u>
Less: Estimated requirements for: Rent Awards and Related Commitments	(39,800)
Less: Total Grants requested in this report	(11,529)
FORECAST YEAR END DEFICIT	<u>(4,729)</u>

4. Key Decision

This report is not a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

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 established grant aid budget shown in the table above. Members are reminded that they will need to suitably constrain grant awards in 2024/25 if the budget is not to be exceeded. The additional sums requested in this report, when compared to the previous year, would amount to £4,529 if all applications are fully supported.

There is only limited budgetary provision remaining in 2024/25. The total 'cash' grant requested in this report would over-commit the grant aid budget and potentially restrict the amount available to apply elsewhere. If Members were minded to approve the requests in full, an additional one-off revenue development of £5,000 would be needed to be funded directly from General Fund balances in 2024/25. This would also include a £200 grant recently made to a local sportsperson under delegated authority.

7. Legal Implications

The comments from the Monitoring Officer / 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

There are no climate change implications identified in relation to this 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 not a change to policy an equality impact assessment is not required.

13. Background Papers

Nil

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Appendix

Applications

The following grant applications have been received for consideration in 2024/25:

		<u>Grant Award 2023/24 £</u>	<u>Grant Request 2024/25 £</u>
Dig-In Community Allotment	1	-	4,529
Toton Coronation Hall Community Association	2	7,000	7,000*
		Total	<u>11,529</u>

* The application from Toton Coronation Hall Community Association is covered by an existing provision for rent awards and therefore has no direct impact on current budgetary provision.

1. DIG-IN COMMUNITY ALLOTMENT

The Dig-In Community Allotment scheme ('Dig-In') was established in 2004 and is based at the Albany Allotments on Pasture Road, Stapleford. Dig-In provides a facility for local groups and residents to grow fruit and vegetables and explore biodiversity and horticulture through running a sustainable community allotment, organising workshops, volunteer gardening sessions, organic food growing, environmental and food education and local community outreach and involvement.

The group aims to improve the mental and physical wellbeing of the local community. The group also acts as a community hub for outdoor events and workshops which are intended to bring the local community together with a shared purpose of combating social isolation and developing people's skills, knowledge and self-confidence. Training is offered on an informal and occasional basis and is "on the job" during normal gardening sessions.

Dig-In is free and open to all (the project asks for donations at its events). Community groups and families use the site as a resource. The group welcomes people of all abilities and has several volunteers who have learning, physical disabilities or mental health issues. Dig-In also facilitates an important local resource, event and workshop venue in an otherwise deprived and disadvantaged part of the Borough.

Dig-In believes itself to be part of a network which has helped some of its volunteers gain employment by helping to develop transferable skills: social confidence, verbal communication, team work, resilience and patience.

Financial Information

For the year ended 28 February 2024, income totalling £14,379 (2023: £12,861) was derived from grants and donations. Expenditure of £12,033 (2023: £10,092) related to wages (£9,150), activities and events, materials and other operating costs. Stapleford Town Council supports the project by donating three allotment plots for community use and as such no rental is charged. Cash and bank balances at 28 February 2024 amounted to £15,709 (2023: £13,363). The group states that as at 30 September 2024, the bank balance for the group was £6,919.

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

2023/24	No application
2022/23	£913
2021/22	£655
2020/21	£700

Grant Request

For 2024/25 the Dig-In Community Allotment has requested an increased grant of £4,529.

Of this, £1,190 is requested as support for day-to-day running costs such as insurance, utilities, software licences and replacement ICT equipment. This is in line with similar grants awarded in previous financial years (see table above).

A further £3,339 has also been requested to allow Dig-In to continue to engage the services of a specialist Sessional Worker over the autumn and winter of 2024/25 to allow the group to continue to run without disruption and without the need to cancel sessions. Such is especially important to volunteers with mental health conditions and to help prevent social isolation and to avoid a negative impact on the main growing season in 2025. Dig-In is planning on applying to The National Lottery Community Fund with a new project idea but does not expect to have this funding in place until March 2025.

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

- The services provided by the Dig-In Community Allotment benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of Dig-In Community Allotment target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough.

- Conservation and Environmental groups such as the Dig-In Community Allotment are a specific category of organisation welcomed to apply for Grant Aid.

2. TOTON CORONATION HALL COMMUNITY ASSOCIATION

The Toton Coronation Hall Community Association ('TCHCA') is responsible for the management and operation of the Coronation Hall on Portland Road in Toton which opened in 1953 and is owned by this Council.

TCHCA tries to offer the Hall to as many different people and activities as possible, whilst also being mindful of the people who live in close proximity to the Hall (for instance, the group has turned down enquiries from people who wanted to have unsuitable events / events finishing late in the night).

The Hall offers 'Zumba', 'Fitsteps', karate, sequence dancing, ballroom and Latin American dancing and tuition. TCHCA also welcomes children's parties, presentation evenings, family gatherings and similar.

Financial Information

TCHCA has provided its annual accounts for the year ended 31 July 2024 for scrutiny. Annual income amounted to £18,943 (2023: £16,622), comprising almost entirely of rental income for the hall and Grant Aid (£7,000) from this Council. Expenditure of £24,638 (2023: £12,958) included rent (£7,000), utilities (£12,933), heating repairs (£1,898) and insurance (£831). Cash and bank balances as at 27 September 2024 were £10,861. TCHCA has indicated that reserves are earmarked towards upkeep and general repairs.

Grant Aid Request

For 2024/25, Toton Coronation Hall Community Association has requested a grant of £7,000 to cover the market rental of the Coronation Hall. This grant award would be for a period of one year, with the potential award being matched by allowances within the premises income budget. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by TCHCA benefit Broxtowe residents and are complementary to the services provided by the Council.
- TCHCA and the groups which operate from Coronation Hall 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 TCHCA are a specific category of organisation welcomed to apply for Grant Aid.

The Council has previously supported TCHCA with grant aid towards its premises rental with the grants awarded in the past four years being as follows:

2023/24	£7,000
2022/23	£7,000
2021/22	£7,000
2020/21	£7,000

Report of the Portfolio Holders for Environment and Climate Change, and Resources and Personnel Policy.

Garden Waste Subscription Fees 2025/26

1. Purpose of Report

To seek approval for the 2025/26 garden waste subscription fees.

2. Recommendation

Cabinet is asked to RESOLVE that:

- 1. The subscription fee for the first garden bin be increased by £2.**
- 2. The subscription fee for additional garden bins be increased by £1.**
- 3. From 1 October 2025, the subscription fee for the first garden bin be reduced to £26 and any other additional bins are discounted by 50%.**
- 4. The method of communication regarding the new garden waste season changed from a direct letter to a leaflet for each household, be approved.**

3. Detail

The collection of garden waste is a non-statutory recycling service. The aim of the garden waste subscription fee is to assist the Authority in the delivery of this service to those residents who choose to subscribe.

On 23 October 2023, the Department for Food, Environment & Rural Affairs (DEFRA) provided an update on the anticipated waste reforms stemming from the 'Our Waste Our Resources: A Strategy for England', published in December 2018. In the update, DEFRA confirmed that local authorities could continue to charge for garden waste collections.

An income target of £1,029,000 was set for the 2024/25 garden waste subscription period. As of 1 November 2024, 22,417 properties have subscribed to the current season generating an income of £1,028,000.

Compared to the previous year, the number of subscribers in 2024/25 has decreased by 2%.

Outlined in the **Appendix** are options relating to the proposed fees for the 2024/25 garden waste collection service and a change in the way that residents are notified about the garden waste season.

4. Key Decision

This report a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 as it effects 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:

It is vital that the price increases are supported and revenue income maximised in order to meet the Council's anticipated budget gap in 2025/26. Ongoing marketing continues to drive forward the service with the aim of increasing the volume of subscriptions. The proposed increases in the price for the first bin and for any additional bins would generate useful additional income. The Business Strategy approved by Cabinet on 5 November 2024 included an additional £47,000 in Garden Waste income from an expected fee increase from similar volumes of service users in 2025/26. The fees and charges agreed by Members will be built into the budget setting process for 2025/26.

7. Legal Implications

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

The Council is the waste collection authority for the Borough with a duty to collect specified forms of waste. Section 45(3) of the Environmental Protection Act 1990 states "no fee shall be made for the collection of household waste except in cases prescribed in regulations made by the Secretary of State". Section 4 of Schedule 1 of the Controlled Waste (England and Wales) Regulations 2012 states that fees may be made for the collection of household garden waste. Additionally, Section 45(3) (b) of the Environmental Protection Act 1990 requires that collection authorities make a reasonable fee for the collection of household garden waste.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

The garden waste collection scheme encourages appropriate diversion of waste away from the black-lidded bin, thus helping to mitigate against additional carbon emissions.

11. Data Protection Compliance Implications

Not applicable.

12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.

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Appendix

Fees for 2025/26Comparison of fees

Table 1 below shows the current fees for the kerbside garden waste collection service for all district councils within Nottinghamshire.

Local Authority	First bin price (2024/25)	Additional bin price (2024/25)	Cost per collection	Service Provision
Broxtowe Borough Council	£43	£25	£1.95	Fortnightly March to November, monthly December through to February. Discount is offered to those signing up from 1 October (£25 for the first bin and then £12.50 for the second bin).
Ashfield District Council	£35	£20	£1.75	Fortnightly March to December.
Bassetlaw District Council	£38	£38	£2.11	Fortnightly March to November.
Gedling Borough Council	£40	£20	£2.00	Fortnightly April to March – no service January and February. Currently have a waiting list for the service.
Mansfield District Council	£37	£20	£1.95	Fortnightly March to November, one in December and no collections in January and February.
Newark and Sherwood District Council	£37	£37	£1.76	Fortnightly March to November, monthly December through to February.
Rushcliffe Borough Council	£45	£30	£2.05	Fortnightly but no collections over the Christmas and New Year period.

Table 1: Current garden waste subscription fees across Nottinghamshire

The current fee of £43 for the first bin is slightly above the average price of £39 across all the Nottinghamshire districts. There are differences in the subscription fees for additional bins. The Authority's current fee for an additional bin is £25, which is below average (£27) across the Nottinghamshire districts.

As of 1 October 2024, 2,374 subscribers across the Borough have paid for the use of additional bins.

Comparative pricing for garden waste subscription fees has also been undertaken outside of the Nottinghamshire boundary but in areas still local to the Borough (Table 2). This was to evaluate the competitiveness of the Council's current garden waste fees. The findings show that the Council's subscription fee for the first bin, is lower than districts outside of, but local to Nottinghamshire.

Local Authority	First bin price (2024/25)	Additional bin price (2024/25)	Cost per Collection	Service Provision
Amber Valley Borough Council - Derbyshire	£45	£23	£2.25	Collections run fortnightly from February through to November. Residents also need to pay a one off fee of £28 to purchase the bin and have it delivered.
Derbyshire Dales District Council - Derbyshire	£56	£56	£2.43	Fortnightly throughout the year.
Erewash Borough Council – Derbyshire	£37	£18.50	£1.95	Collections run from February through to November.
Charnwood Borough Council - Leicestershire	£50	£50	£2.17	Fortnightly throughout the year (Except Christmas and New Year). £50 via direct debit. £55 other payment methods.
Harborough District Council - Leicestershire	£62	£61	£2.95	Collections run fortnightly April to November and then the following March. (Nine Months).
Boston Borough Council - Lincolnshire	£50	£30	£2.50	
South Holland District Council - Lincolnshire	£57	£33	£2.38	

Table 2: Current garden waste subscription fees for districts outside of Nottinghamshire but local to the Council.

Payment mechanisms

Residents can currently subscribe to the service in two ways:

- Online
- By telephone (both via customer services and Automated Telephone Payment (ATP))

Approximately 76% of Broxtowe subscribers use the online payment system. Online subscription is by far the cheapest and easiest payment method.

The breakdown for payments received are as follows:

Method	Amount	Percentage
Self-Service - Online	£779,802	76.7%
Self-Service – Automatic Telephone Payment	£134,461	13%
CRM	£99,332	9.8%
Cash/Cheque	£5,000	0.5%

Table 3: Breakdown of payment avenues for garden waste subscriptions (This breakdown is for payments received up until the 11 August 2024).

Proposal to change current methodology for informing residents about the garden waste service.

Currently, individual letters are sent to all householders and incur a cost of £30,000, primarily due to the necessity of including Automatic Telephone Payments (ATP) numbers. These ATP payments currently represent 13% of all garden waste payments. Transitioning to a generic leaflet drop would eliminate the need for ATP and payments could be directed between Customer Services and Online. This shift is projected to save £15,000 and reduce the demand for officer time by 12 hours.

Additionally, another benefit for this approach is that the operational teams in Environment would handle the delivery of the leaflets, following the same model as the bin collection calendars. This method not only streamlines delivery but also allows team members to receive some additional income.

Discussions with the Head of Revenues, Benefits and Customer Services confirm that the customer services team have capacity to manage the anticipated increase in calls resulting from the change, as additional cover can be secured for a two-month period without incurring additional costs to the Council. Whilst additional phone calls may arise, it is anticipated that this trend will transition across to online payments over time.

Proposed subscription fees

In order to align the proposed fee structures for garden waste with current economic realities, the Council must consider adjustments that reflect increases in employee, material and fuel costs. These adjustments will ensure that the Council can continue to maintain appropriate services to residents, whilst maintaining the financial sustainability of its operations.

It is proposed that a £2 increase on the first bin and a £1 increase on any additional bin be considered as a minimum.

First bin

Fee options for 2025/26 are shown in tables 4 and 5 below. Current subscriber numbers have been used to assist in the forecast of the financial projections.

£43 (current price)	£45 (+£2)	£50 (+£5)
£963,931	£1,008,765	£1,120,850
Potential additional income against current subscription price.	£44,834	£112,085
Cost per Collection (23 collections per season)	£1.96	£2.17

Table 4: First garden bin subscription fee options

Additional bin prices

Number of additional bins	Number of subscribers	£25 (current price)	£26 (+£1)	£27 (+ £2)	£30 (+ £5)
1	2,085	£52,125	£54,210	£56,295	£62,550
2	211	£5,275	£5,486	£5,697	£6,330
3	52	£1,300	£1,352	£1,404	£1,560
4	11	£275	£286	£297	£330
5	9	£225	£234	£243	£270
6	1	£25	£26	£27	£30
7	2	£50	£52	£54	£60
8	0	£0	£0	£0	£0
9	3	£75	£78	£81	£90
Potential additional income		£59,350	£61,724	£64,098	£71,220

Table 5: Additional garden bin subscription fee options

Autumn/Winter discount

From 1 October, subscription fees for garden waste are reduced to encourage residents that haven't already done so, to sign up to the service. At this time, there are approximately ten collections remaining until the end of the season.

Currently, subscribers signing up from the 1 October pay £25 on the first bin and any additional bins ordered are half price. There have been an additional 70 subscribers to the garden waste service since the 1 October 2024. For the season 2024/25, it is proposed to increase the autumn discount price by **£1** to **£26**, but further additional bins would continue to be half price.

Risks

The challenge for the 2025/26 season will be to maintain the existing customer base. Increasing the price may increase the risk that customers do not subscribe to the service. However, this needs to be balanced against the increase in the cost of providing the service.

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Report of the Portfolio Holder- Economic Development and Asset Management

Economic Development and Regeneration Plan

1. Purpose of Report

To seek approval of the Council's Economic Development and Regeneration Strategy for 2022-2028.

2. Recommendation

The Policy Overview Working Group RECOMMENDS to Cabinet to RESOLVE that the Economic Development and Regeneration Strategy 2022–2028 be approved.

3. Detail

The last Economic Development Strategy expired in 2019.

An Economic Development Framework Document was approved by Cabinet in July 2022. This document fell between a full blown strategy and a statement of intent.

The Economic Development and Regeneration Strategy 2022–2028 is a direct replacement for the Framework. It is dated 2022 to allow the capture of key detail presented in the Framework whilst also developing a detailed action plan for 2024–2028. Originally a five-year cycle was planned but it has now been co-aligned with the EM Mayor's term which runs to May 2028.

Contained in **Appendix 1** is the Overview and background to the Strategy, while the Draft Strategy itself is included at **Appendix 2**.

One major change to the Draft Strategy will be the annexation of the action plan into a separate new document: Rolling Annual Action Plan. **Appendix 3** is the current year's Action Plan. This way the work will interlock with the Council's own Business Plan Cycle and allow for alignment with evolving policies such as the EMCCA's Local Growth Strategy.

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.

The proposals contained within the strategy are significant and impact on our communities living and working in the area and our businesses based in an area comprising two or more Wards or electoral divisions in the Council's area.

5. Updates from Scrutiny

The draft Strategy went to Policy Overview Working Group on 7 November 2024. Any further updates from this meeting have been included.

6. Financial Implications

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

The current programme of economic development and regeneration activity is funded through a combination of the Levelling Up Fund (Kimberley Means Business); Stapleford Town Deal funding; the UK Shared Prosperity Fund; and the core revenue and capital budgets for Economic Development.

There are no additional financial implications for the Council to consider at this stage. Any significant budget implications in delivering the strategy going forward, over and above virement limits, would require approval by Cabinet.

7. Legal Implications

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

The Economic Development and Regeneration Strategy is not a statutory document and instead sets out a vision for future growth within the Borough.

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 will be included in the appendix to this report for the Cabinet agenda.

13. Background Papers

Nil.

Appendix 1**Economic Development and Regeneration Strategy****Overview and Background**

The last Economic Development Strategy expired in 2019. An Economic Development Framework Document was approved by Cabinet in July 2022. This document was developed as a holding document as at this time a new Economic Development Team were working on Levelling Up Funding bids and were successfully bidding for Kimberley Levelling Up Funding and Stapleford Town Deal. Broxtowe Borough Council were also allocated funding under the UK Shared Prosperity Fund, which the team also administer.

The Economic Development and Regeneration Strategy 2022–2028 is a direct replacement for the Framework. It is dated 2022 to allow the capture of key detail presented in the Framework whilst also developing a detailed action plan for 2024–2028.

The data outlined within the strategy is based on the current work within the department driven by the funding outlined above along with economic data and local needs outlined in the recently published Broxtowe Skills Quest, presented and approved at a Cabinet meeting in February 2024.

Economic Development Officers also used data and recommendations from all Council Policy and other local, regional and national policy that will influence Economic Growth and Regeneration in Broxtowe.

The Strategy focussed on our 10-point plan for Economic Growth and Regeneration in Broxtowe.

These are:

1. Respond to the changing needs in the Borough caused by economic shocks and emerging needs.
2. Deliver place-making and sustainable town centres.
3. Attract new employers and support local employment sites.
4. Develop sustainable and active green travel around the Borough.
5. Support business retention and growth in the Borough.
6. Provide support for entrepreneurship and start-up businesses.
7. Ensure there is employment and skills support available for all who need it.
8. Deliver and support community-led regeneration.
9. Improve digital literacy and digital connectivity
10. Support major opportunities for growth in Broxtowe.

The Strategy consists of the following sections

- **Section 1 Introduction**

An introduction from the Leader of the Council.

- **Section 2 Executive Summary**

A detailed background to the strategy including describing the financial support received to stimulate Economic Growth, support our local communities and Improve the Public Realm in Broxtowe.

- **Section 3 Background of Broxtowe**

This section provides maps of our 4 town centres and key data building on the Kimberley Eastwood Beeston and Stapleford (KEBS)+ approach adopted in the framework

- **Section 4 Major Projects and Recent Events**

This section gives an insight into our current and planned major projects. These projects include Kimberley Levelling Up Fund programme, Stapleford Towns Deal and UK Shared Prosperity Fund.

- **Section 5 SWOT Analysis of Broxtowe**

A key piece of work to inform the strategy which considered the Strengths, Weaknesses, Opportunities and Threats of Broxtowe.

Broxtowe has many strengths which is evident in the:

- Strong sense of culture of independent business
- Good visitor and tourism assets
- Broxtowe's central location and transport links to major sites in the East Midlands
- Broxtowe's retail parks such as Giltbrook and Chilwell and business parks which attract large and small employers to the area
- Links to key developments within EMCCA's remit

As part of the SWOT analysis the following challenges have been identified: These include:

- Public transport challenges
- Challenges facing the business community including town centre business and high streets.
- Levels of education attainment and graduate retention
- Persistent areas of significant deprivation in the borough where we have significant numbers of people who are economically inactive and where other poverty indicators continue to pose a challenge (fuel poverty, child poverty and food poverty).

The SWOT identified opportunities for Broxtowe including the significant amount of short term funding to support major projects. This has allowed us to support a range of community development projects that provide services for Broxtowe residents. The opportunities for the Borough include:

- Continued regeneration of Toton and Chetwynd
- East Midlands Freeport and proximity to East Midlands Airport and Gateway Industrial Cluster
- East Midlands Hydrogen developments including work to upskill residents through the Institute of Technology based at Derby University.
- New developments at Bennerley Viaduct and Stapleford Business Hub – The Pencil Works to encourage business growth and inward investment into Broxtowe.
- The opportunity to influence Skills, Regeneration and economic development strategy through the East Midlands Mayoral Combined Authority, ensuring that the needs of Broxtowe residents are commissioned.

The SWOT identified threats to Broxtowe which included:

- Affordable, sustainable transport,
- Retention of local talent and ensuring that we upskill local residents to access jobs of the future within the travel to work area.
- Cost of living affecting local residents and businesses

- **Section 6 Alignment of Strategies**

This highlights Broxtowe's strategic fit with local, regional and national policy. This includes all strategy that impact on residents and businesses in Broxtowe including Health, Wellbeing, Economic Development, Skills and Employment. A new sub section will be added to update this with the Local Growth Plans of EMCCA

- **Section 7 10-point plan**

This section includes the narrative for each of the 10-point plan for Growth in Broxtowe.

The Economic Development and Regeneration Team continue to horizon scan to inform the work and are responsive to continue to work across departments and with all external partners to ensure the needs of Broxtowe residents and businesses are met.



Broxtowe
Borough
COUNCIL

Economic Development and Regeneration Strategy



Foreword

from the Leader

A key priority for the Council is to encourage and support a strong and vibrant local economy that is resilient to changing economic circumstances. Economic Development and Regeneration initiatives are pivotal methods by which to ensure a strong local economy.

External funding from Government totalling over £40 million has been successfully secured by the Council. This includes Kimberley Means Business, Stapleford Town Deal and a UK Shared Prosperity Fund allocation. This has provided unprecedented opportunities for development and regeneration in areas of Broxtowe. The initiatives and projects being implemented are intended to provide sustainable and resilient economic changes in the Borough and to act as catalysts for future growth in years to come. However, it is also important to identify opportunities and investment to follow these projects when they have been completed.

This Economic Development and Regeneration Strategy provides an overview of the changes that have taken place in Broxtowe over recent years. It also provides strategic direction for future activity that will support the local economy to thrive sustainably and improve the prosperity and wellbeing of Broxtowe, without compromising our environment, for generations to come.



*Councillor Milan Radulovic
Leader of Broxtowe Borough Council
Portfolio Holder for Economic Development and Regeneration*

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1 Introduction

There have been significant developments in Economic Development and Regeneration in Broxtowe in the last few years. The purpose of this document is to review the short and long-term changes in Broxtowe in order to provide strategy and direction for future activity that is evidence-based and appropriate for Broxtowe.

The Council has successfully secured £21.1 million for Stapleford from the Government's Town Fund, which involves six major projects that will support the regeneration of Stapleford and are due to complete in March 2026. This has included a £1 million Town Centre Recovery Fund to regenerate the High Street.

In August 2022, the Economic Development Section submitted bids to the Government's Levelling Up Fund for Eastwood and Kimberley. The Kimberley bid, 'Kimberley Means Business', was announced as successful in January 2023. As such, £16.5 million has been secured that will fund three ambitious projects to level-up Kimberley.

In addition to this, the Economic Development Section are managing the UK Shared Prosperity Fund (SPF), of which Broxtowe Borough Council has been awarded £2.58 million. The SPF succeeds EU structural funds and will be used to support local projects, businesses and communities in a variety of different ways.

This influx of funding is an exciting and new opportunity for Broxtowe. The attention of the team has had to shift towards project management to meet the ambitious demands of these large external funds. Prior to 2020, the Council did not have any of these large scale projects to manage, and so the demands on the team were very different. There are a range of 'business as usual' priorities independent from these funds that the team used to focus on solely and that continue to require focus to support the development and growth of the Borough. The demands on the team have grown significantly and resources have been under significant strain to meet these demands. Equally, once these projects have ended, there will be changes to the priorities of Economic Development in Broxtowe with a significant focus being on making the most of the new assets whilst also working towards further funding and development opportunities to secure investment for the Borough.

This Strategy outlines the key priorities for Economic Development and Regeneration in Broxtowe and reflects the changing priorities for the Borough. The 10-point plan has been devised to capture the essence of the development and regeneration work that will be undertaken. This is an exciting time for Broxtowe with an unprecedented availability of opportunities, and the Economic Development Section will be striving to ensure these opportunities are capitalised to the greatest extent possible.

2 Executive Summary

The **Economic Development and Regeneration Strategy** sets out the priorities for the next five years. It outlines key development within the Borough and the ambitions of the Council for addressing challenges and maximising opportunities. This document will draw on key aspects from local strategies and national policies to ensure that the Strategy is informed and successful.

The Strategy is based around a 10-point framework that identifies the ambitions and objectives that the Council's regeneration and development work will centre around.

The 10-Point Plan: Summary

1. Respond to the changing needs in the Borough caused by economic shocks and emerging trends.
2. Deliver place-making and sustainable town centres.
3. Attract new employers and support local employment sites.
4. Develop sustainable and active green travel around the Borough.
5. Support business retention and growth in the Borough.
6. Provide support for entrepreneurship and start-up businesses.
7. Ensure there is employment and skills support available for all who need it.
8. Deliver and support community-led regeneration.
9. Improve digital literacy and digital connectivity.
10. Support major opportunities for growth in Broxtowe.

The 10-point plan will be explored in more depth in [Section 7](#).

3 Background of Broxtowe

Location

Broxtowe Borough is one of 7 boroughs and districts within the county of Nottinghamshire and sits below Nottinghamshire County Council, these are:

- Broxtowe
- Gedling
- Rushcliffe
- Newark and Sherwood
- Ashfield
- Mansfield
- Bassetlaw

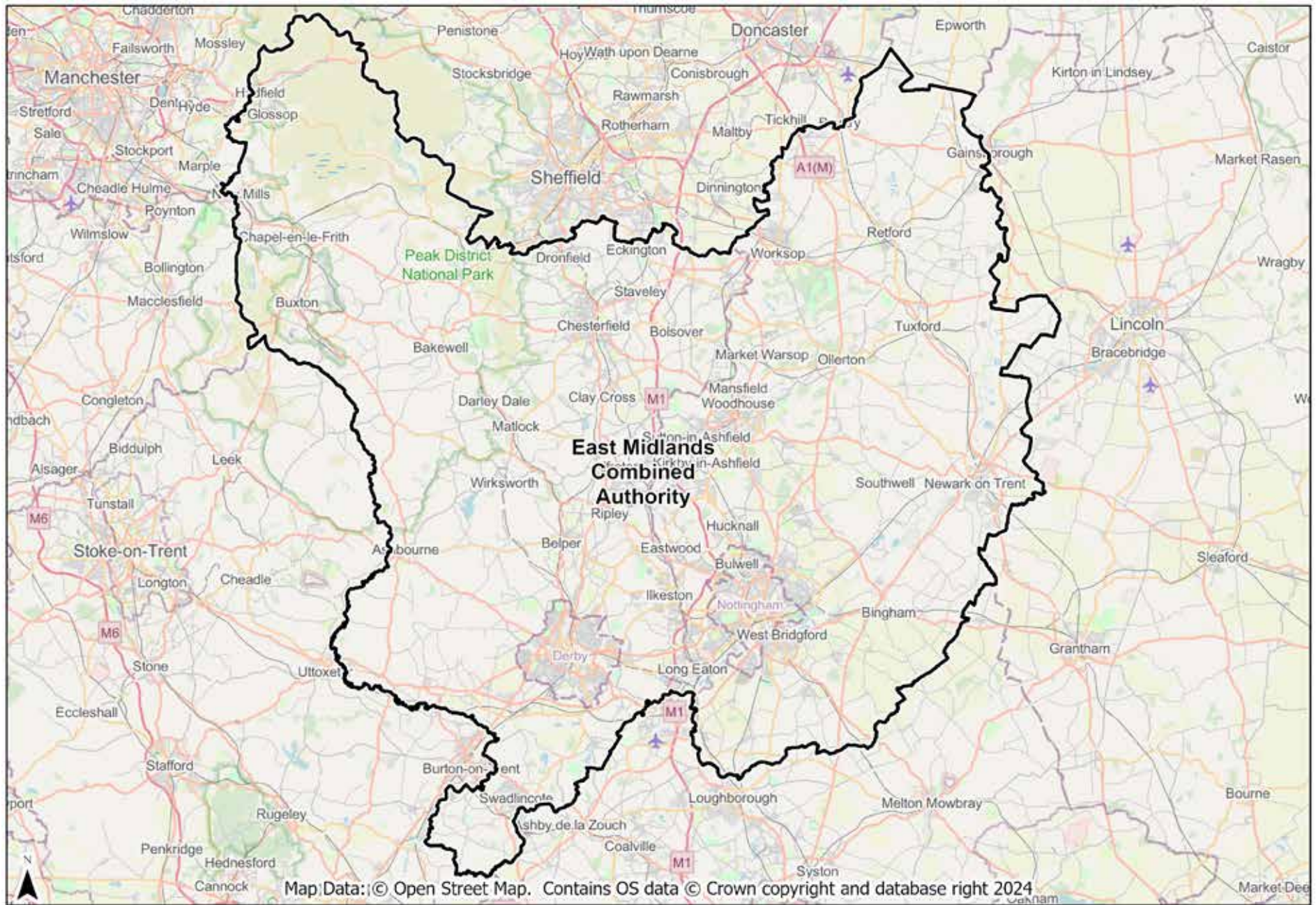
The unitary authority Nottingham City is also a significant part of the economic geography, especially in Broxtowe's context

Spatially Broxtowe sits between Nottingham City to the East and the Derbyshire districts of Erewash and Amber Valley to the West, with Nottinghamshire districts Ashfield and Rushcliffe to the North and South. Broxtowe has the East Midlands Airport to the south housing the only inland Freoport. Broxtowe is on the M1 corridor providing extensive links into the area.

From March 2024 Broxtowe will be one of 17 constituent areas within the new EM Combined County Authority, EMCCA. The Mayor is elected for a 4 year term and the first Mayor elected is Claire Ward. QA Local Growth Plan will guide the decisions of EMCCA. This Strategy has been aligned to the Mayoral cycle and the Regional and National growth plans and strategies.

This Strategy sits alongside a companion document called Broxtowe Skills Quest. This provides a comprehensive analysis of the economic vitality of the Borough and particularly focuses on the skills the local economy needs to carry on growing.

Broxtowe is centrally located East Midlands County Combined Authority (EMCCA) area due to it bordering both Nottinghamshire and Derbyshire (see [Section 6](#) for more information about the EMCCA).



Town Centres

There are 4 town centres in Broxtowe:

1. Kimberley
2. Eastwood
3. Beeston
4. Stapleford

K.E.B.S.+

The 'KEBS+' (Kimberley, Eastwood, Beeston and Stapleford) approach encompasses the spatial objectives of the Strategy, and outlines the importance of providing support to the town centres as economic, social and cultural hubs. The towns are centres of hospitality, retail and housing and are important focal points within Broxtowe.



MGIE located between Eastwood and MG - Home to Caunton Engineering

The overarching aim of the KEBS+ approach is to keep our four towns vibrant, prosperous and adaptable. Modern high streets and town centres are facing new challenges and they require the right tools and support to adjust.

The '+' section indicates that spatial objectives must also reflect the challenges and opportunities in smaller areas and economic hinterlands of Broxtowe towns. These are Attenborough, Awsworth, Bramcote, Brinsley, Chilwell, Cossall, Greasley, Nuthall, Strelley, Trowell, Toton and Watnall.

Important ‘+’ Communities

Attenborough

Attenborough village sits on the A6005, between Chilwell and Long Eaton, with Toton and the A52 to the north west and the main railway line to the south east. There is a small station. It is best known for its Nature Reserve, flooded former gravel pits owned by Nottinghamshire Wildlife Trust. The main economic activity is focused beside the A6005 and the Eldon Road Industrial Estate. It is home to a number of construction, building services, electrical and engineering companies, including McCann’s and Peter James Homes as well as Sheetfabs.

Awsorth

Awsorth is a village to the south of Kimberley. The former Friargate line, including Bennerley Viaduct, runs through the north of the village, and the A6096, Shilo Way, provides a link between the A610, to the north, and Ilkeston and Trowell, to the south. It is 2 miles (3km) from the M1. Businesses are found on former railway workings at Gin Close Way and Awsorth Lane. A small number of units house transport businesses (e.g. van hire, car and motorhomes sales or repairs), and builders’ merchants Buildbase. Whitehead Concrete are also prominent.

Bramcote

Bramcote sits between the towns of Stapleford to the east and Beeston to the west, with the A52, Derby Road, running through the village. The main focus of the Bramcote area is on small-scale retail, but there is the Balloon Wood Industrial estate on Coventry Lane, with around half a dozen Transport/Logistics and construction/roofing businesses. The Borough’s main leisure centre is based there.

Brinsley and Greasley

Brinsley lies to the north of the Borough, the site of a former colliery. Church Lane is the site of some retail outlets. There are some pleasant pubs and eateries. To the north, of the parish are the remains of Beauvale Priory, founded in 1343, and one of only nine Carthusian monastic houses built in England.

Chilwell

Chilwell is part of the built up area between Beeston and Toton. The Chilwell Retail Park, on the partial site of the former army depot, is home to around a dozen major national retail outlets, including Marks and Spencer and Halfords, and a Village Hotel is also on the site. Other retail outlets are to be found on the High Road, that are largely local shops and restaurants. There are a number of SMEs based in the Chetwynd Buisness Park, the Chilwell Meadows Business Park and in small industrial units in the area around Holly Lane, Factory Lane and Foundry Close. These are typically in automotive repairs, electronics, small engineering solutions, finance and

office design, and include some long-established concerns. Whilst not as significant as in decades past the Chilwell Barracks is also a driver of economic activity. Nottinghamshire FA is also to be found here. Bartons PLC is an events venue on the site of the former Barton's Bus Depot on the High Road.

Cossall

Cossall is a village to the south of Awsworth, on the edge of Ilkeston, to the west. It is close to Ilkeston railway station, and the Cossall Industrial Estate. This houses around two dozen SMEs working in a variety of areas including auto services; commercial printers; building, glazing, plumbing, electrical flooring and construction; logistics and couriers; engineering; furnishings; graphic design; gardening; medical equipment; shop supplies; scrap merchants; and textiles.

Giltbrook

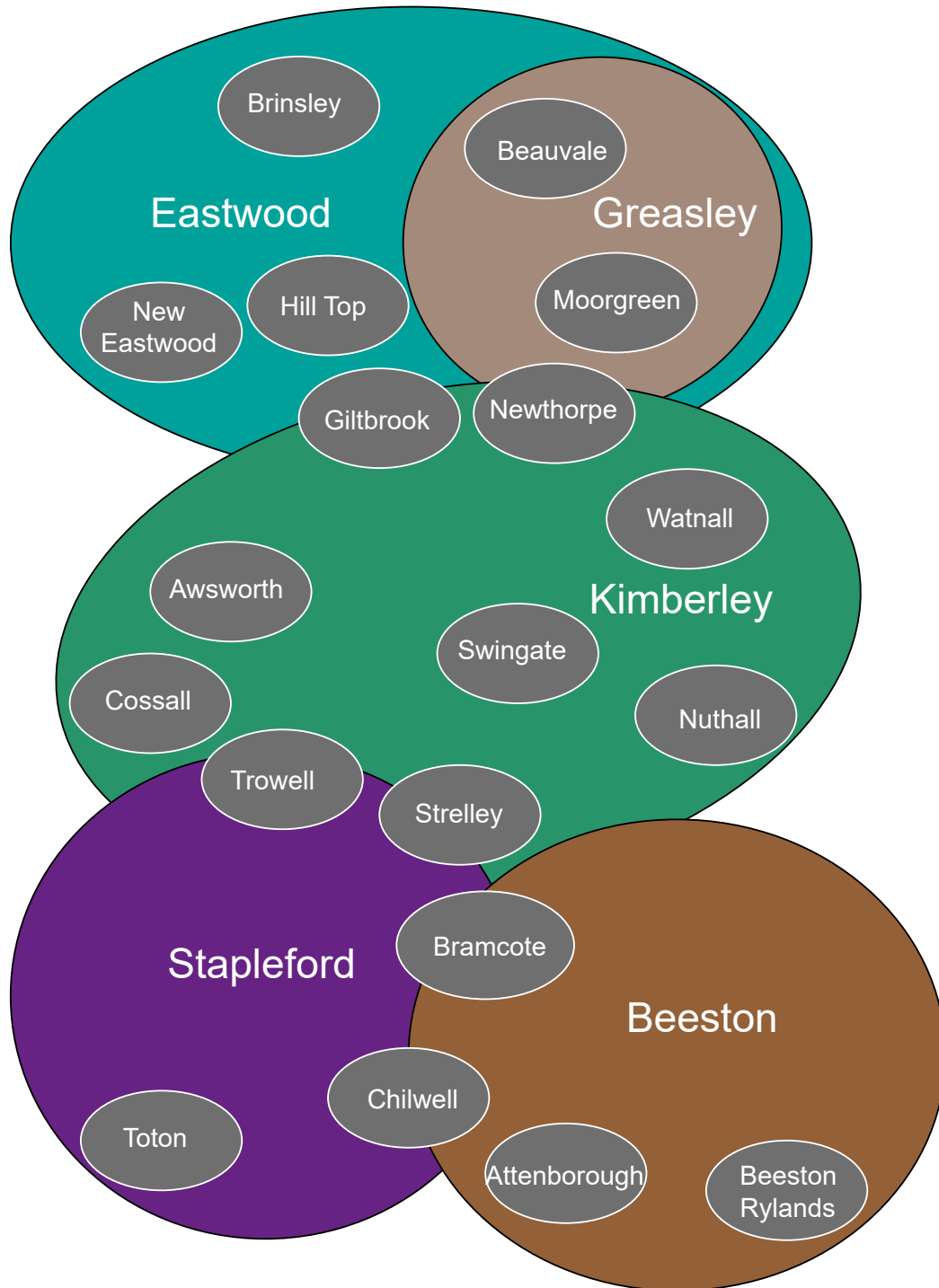
The main feature of Giltbrook, which lies just off the A610 and along the Nottingham Road into Eastwood, is the retail park housing IKEA and over a dozen national retail outlets. The adjacent Giltbrook Industrial Estate also houses a number of outlets for the general public (e.g. Eden tyres, Pickfords, Screwfix,) but it is also the location of established businesses supplying air ventilation systems, music equipment, railway seating, shop signs, telecommunications and a hair and beauty wholesaler.

Moorgreen and Newthorpe

To the north of Giltbrook lies Newthorpe, which is all part of the built up area to the east of Eastwood. Moorgreen is a settlement to the north of Newthorpe with a small number of shops and a pub, and its main business community is found at the Moorgreen Industrial Park, with some of the businesses there having Newthorpe addresses. Over 50 businesses are located at this park including Caunton Engineering. Other businesses here are a mixture of small-scale engineering and construction, printing, wholesalers for retail producers, IT companies and engineers. Newthorpe has a printing business who also let space to engineering and haulage companies.

Nuthall

Basil Russell Park and playing fields is in the centre of Nuthall, with the village bounded by Watnall to the west and the M1 passing along its eastern edge. This, and the proximity of the A610 means it has excellent communication with both the city and national links. As well as a number of long-standing retail outlets (e.g. The Battery Shop) there are a small number of businesses connected to the construction industry. Separated from the rest of the village by the M1, industrial units in Collier's Way and Millennium Way provide a variety of opportunities.



Strelley

Strelley is a former opencast mining village bounded on western end by the M1, and the east by Bilborough Road, which provides the main link to both the city and motorway. The Nottingham Belfry Hotel sits to the north and the main economic hub is to be found at the Business Centre at Strelley Hall. A number of creative and digital businesses are to be found here, alongside function rooms, a café and specialist shops.

Toton

To the south of Stapleford, and separated from it by the A52, lies Toton. At its western extremity lies Toton railway sidings, the key economic site. The Nottingham tram service terminates in Toton with a major Park & Ride. It lies close to junction 25 of the M1. Bardills Garden Centre is a popular and established local business. Chetwynd Barracks lies at the boundary of Toton and Chilwell. Stepnell Construction can be found at the Chetwynd Business Park. With the correct balance between infrastructure and development the area could be a major beacon for economic growth in the future and is reflected in the Borough's planning policies.

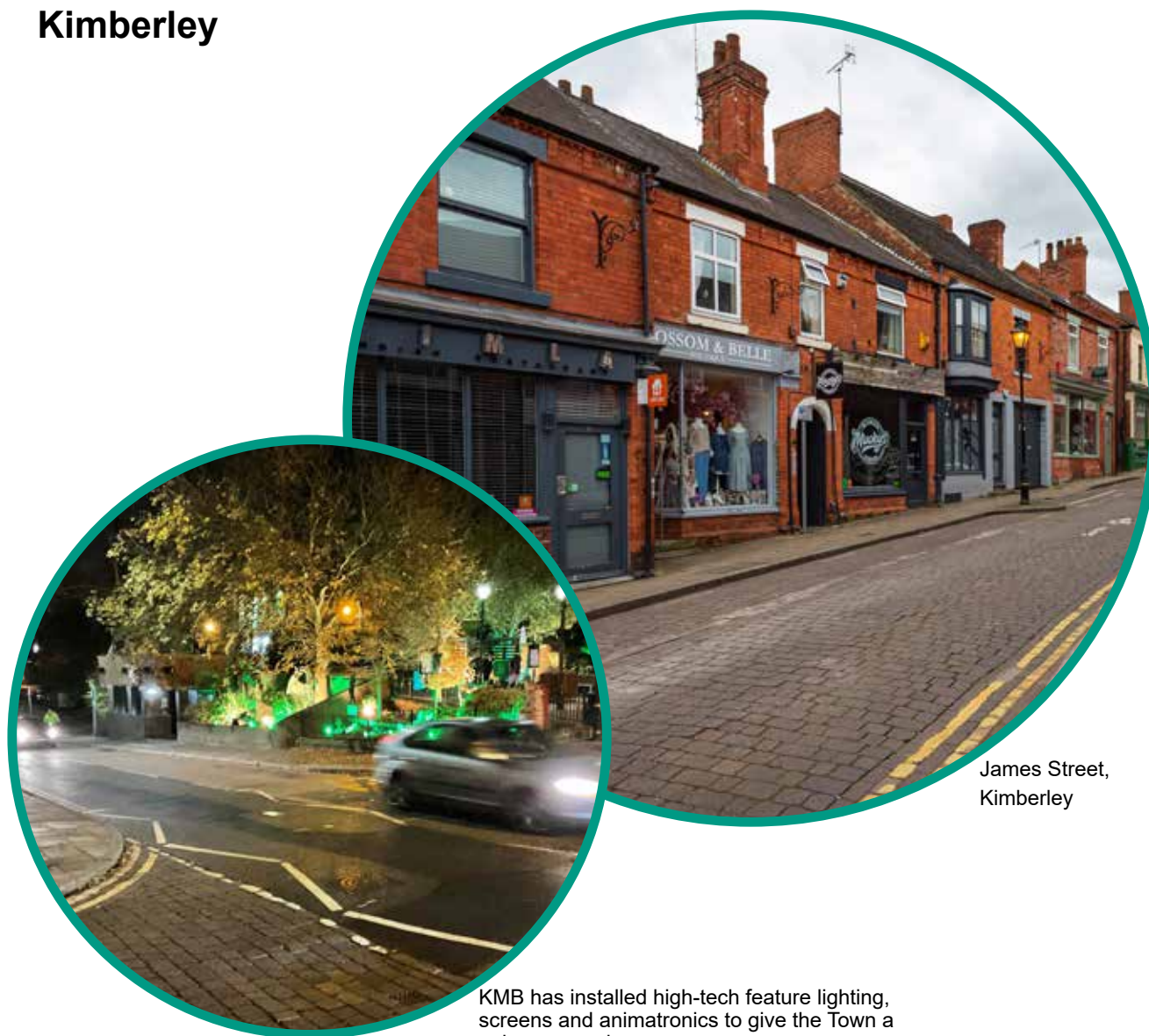
Trowell

Trowell is a small community that is bisected by the M1. Cossall and Ilkeston are its north and west; Stapleford lies to its south. Trowell Park Industrial Estate houses around a dozen employers, focused on transport, logistics and salvage. Trowell Garden Centre is a focus for retail activity in the village. The Village Hall has a historic connection with the Festival of Britain.

Watnall

Watnall lies to the north of Kimberley, with Nuthall as an adjunct to the south. It is home to a number of employers in the area, including Hovis bakery, Aero Fabrications Ltd and the Fernwood Group, comprising Fernwood Transport and coal storage. A number of small industrial units have been built in Watnall in recent years, with a variety of businesses – often transport-based – attracted to this site, close to the M1.

Kimberley

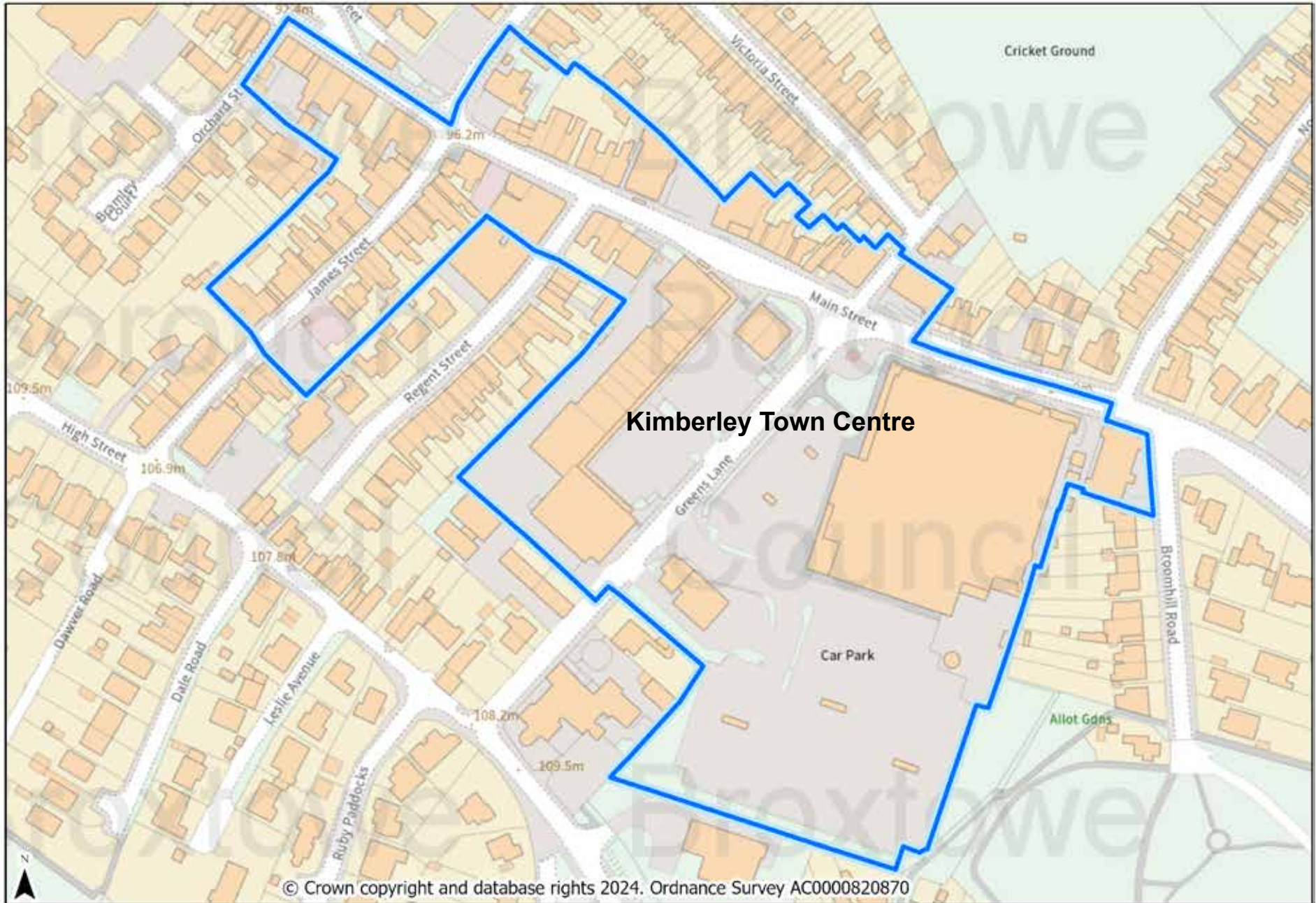


James Street,
Kimberley

KMB has installed high-tech feature lighting, screens and animatronics to give the Town a unique appeal

Kimberley is a small town with a resilient social and community enterprise centre. It lies close to Nottingham City, Eastwood, the Derbyshire boroughs of Erewash and Amber Valley, and is a short distance from Giltbrook Shopping Park, with its long-term resident IKEA. The town centre has some thriving independent and chain businesses with great occupancy rates.

In early 2023, Broxtowe Borough Council's bid for £16.5 million was successful. The funding has already started to be spent on several projects. This provides a unique opportunity to address some persistent problems, regenerate the town and encourage economic growth, and future-proof Kimberley against the modern challenges that town centres face. More information about the 'Kimberley Means Business' Levelling Up projects, such as completing the restoration of Bennerley Viaduct, can be found in [Section 4](#).



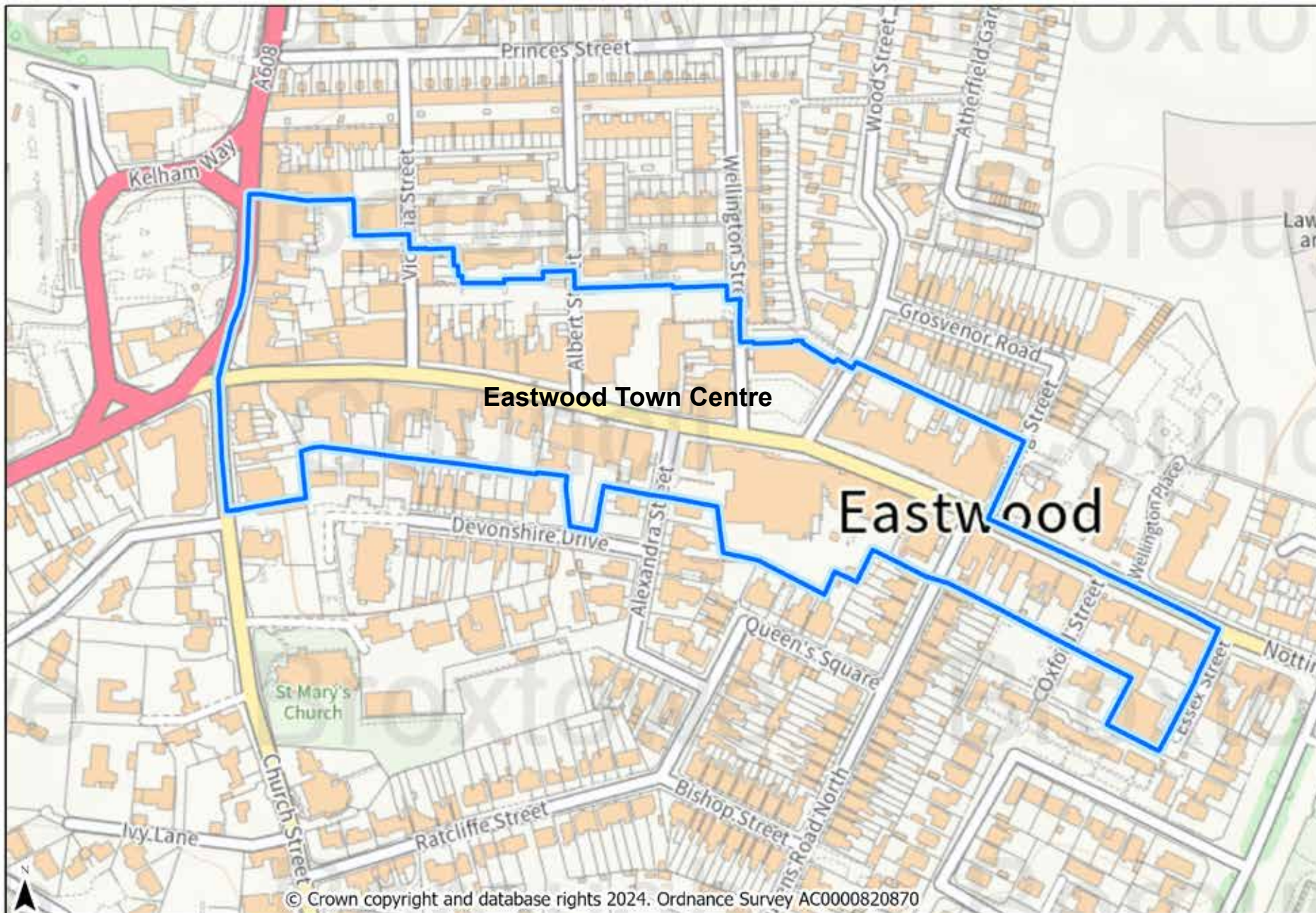
Eastwood



Nottingham Road,
Eastwood

Craft
Workshops,
Eastwood

Eastwood is the northernmost town in Broxtowe with a rich history and strong community spirit. It is located in close proximity to the Derbyshire border, and has good links to high quality rural areas. It is a former coal-mining town, and is now home to a range of independent and chain retail shops on the high street with key employers within its boundaries, including Amazon, Caunton Engineering, Evri and Raleigh. Eastwood is also the birthplace of famous British author D.H. Lawrence and is home to the D.H. Lawrence Birthplace Museum, along with other local attractions including Beauvale Priory.



Beeston

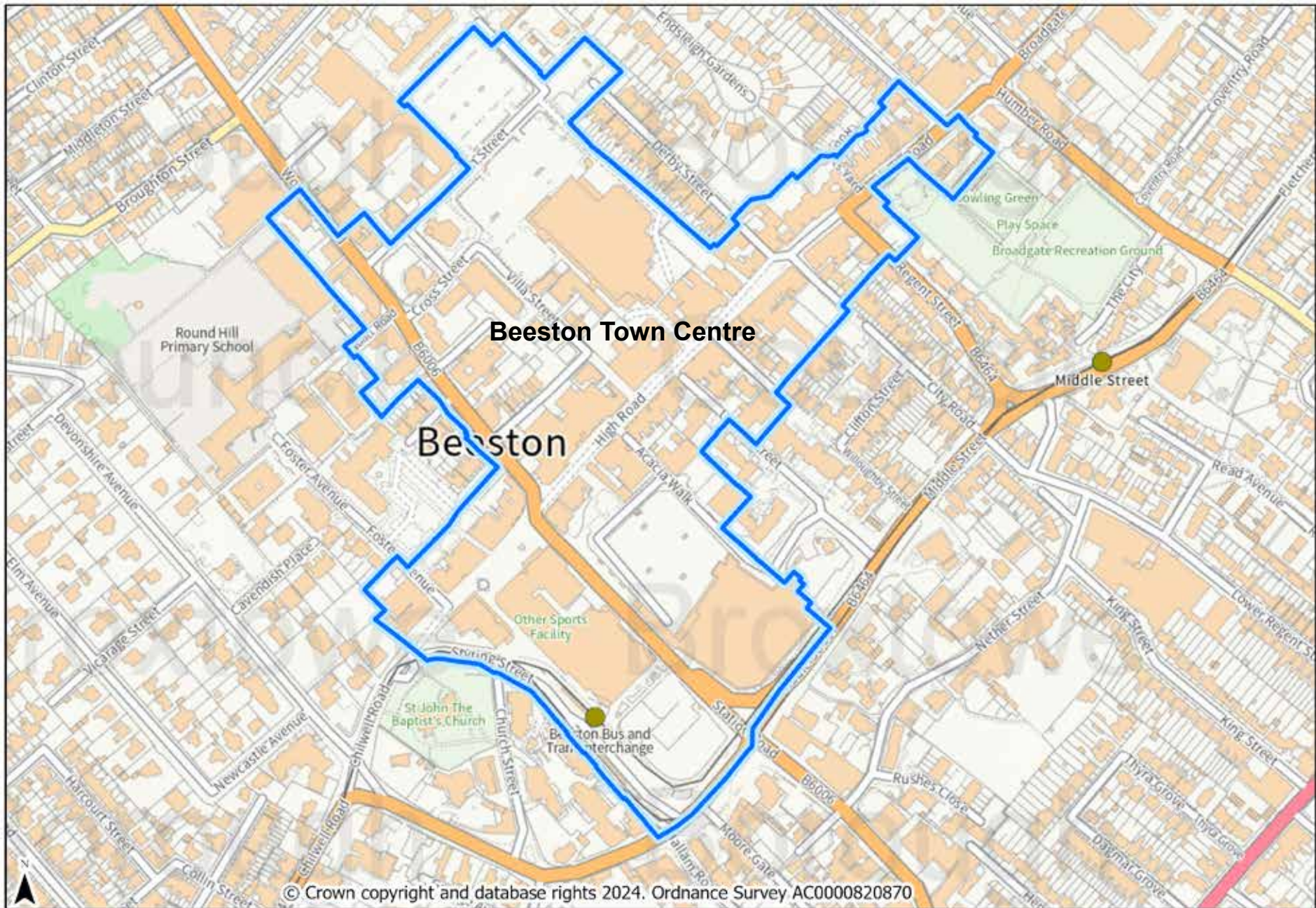


High Road, Beeston

Beeston Interchange

Beeston is a thriving mid-size town on the edge of Nottingham City with an expanding central retail district, growing night-time economy and hospitality culture. It is the largest town in Broxtowe. There is a significant student population due to Beeston's close proximity to the University of Nottingham. Beeston has good transport links into Nottingham City and onwards to our major towns and into Derbyshire. It has excellent public transport including the Bus and Tram Interchange and a railway link with regular trains to London and other major cities. Beeston also benefits from its close location to key employment sites, such as Boots head office, an Enterprise Zone, and the Queens Medical Centre.

Beeston has an active Civic Society that work closely with the Council to maintain the heritage and promote the history of Beeston and Broxtowe Borough.



Stapleford



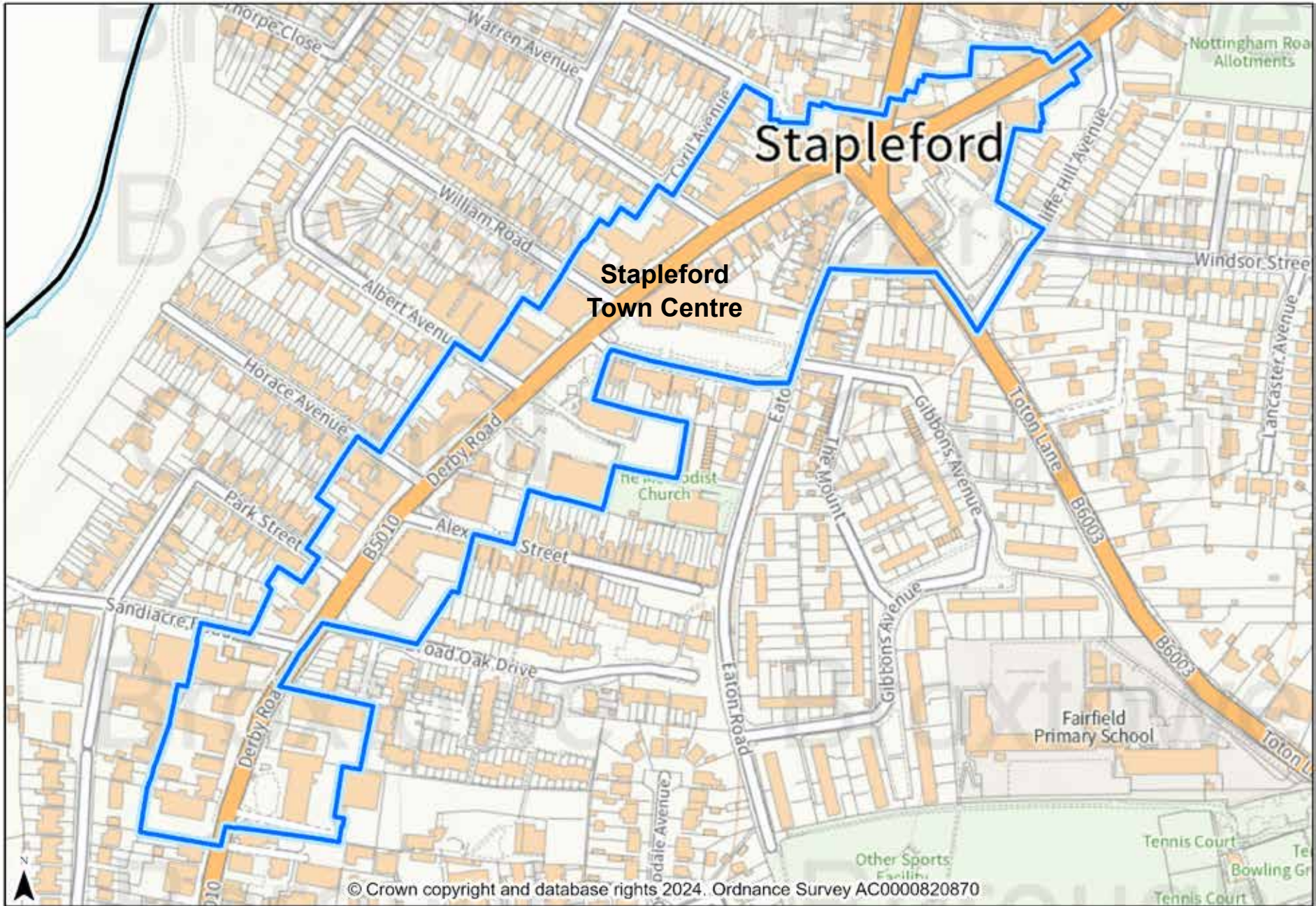
Derby Road,
Stapleford



Walter Park
Memorial Square,
Stapleford

Stapleford lies to the west of Beeston and Nottingham City, and is situated mid-way between Derby and Nottingham in the Erewash Valley. The High Street lies along the main road through Stapleford and is predominantly retail-based, with a mix of independent and chain stores. There is also a good choice of hospitality venues, including pubs, cafés and restaurants. There is good access to green spaces in Stapleford, such as Hickings Lane Recreation Ground and Queen Elizabeth Park, and the River Erewash runs along the west side of the town through the green belt. There is a strong sense of community spirit in Stapleford.

In 2021, the Council secured £21.1 million from the Towns Fund and developed 6 large projects to regenerate Stapleford. More information about the Stapleford Town Deal can be found in [Section 4](#).



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Chilwell



High Road,
Chilwell

Attenborough
Nature Reserve Visitor Centre

Chilwell High Road offers a pleasant range of unique and independent shops, cafés, restaurants and pubs with the tram tracks running through the middle, making it easily accessible and convenient for locals and visitors. Further along the A6005 is Chilwell Retail Park is a key retail area in the Borough and is home to a range of retail outlets including Next, Sports Direct and Halfords. Alongside the Park is the large and successful independent Village Hotel. It is situated next to Attenborough Nature Reserve, a man-made Nature Reserve that is now a key green space for residents and tourists.

Giltbrook Shopping Park



IKEA, Giltbrook Shopping Park

Giltbrook Shopping Park

Giltbrook Shopping Park is a large and busy retail park between Kimberley and Eastwood, that is home to large stores including IKEA, Decathlon, Next, TK Maxx and many others. It also includes a pleasant range of eateries. It is easily accessible, situated just off the A610 and the M1.

Connectivity

Broxtowe has great transport links to Nottingham, London, Birmingham, Sheffield, Manchester, Leeds, and the south. All of its 4 settlements are 10 minutes or less from the M1 motorway. Beeston Station provides access to Nottingham and Derby and the wider rail network in just minutes and in less than 3 hours with East Midlands Mainline taking freight, commuters, and holiday makers across the channel.



With access to the M1, A50 and A42 Broxtowe is a Borough with rapid access to some of the country's most strategic logistics routes such as the A1, M69, M18, and the train service gives access to the above major cities.

Panatoni Park on the A610. A strategic corridor of growth for Broxtowe



The East Midlands Airport is very close and the freight ports on the coasts are easily reached by road or rail, as seen in the map.

Broxtowe Skills Quest

Further background and key statistics about Broxtowe can be found in the 'Broxtowe Skills Quest', a comprehensive audit of skills levels and need in the Borough. This includes information relating to:

- Population
- Health
- Economic Inactivity
- Education
- Social Mobility
- Further and Higher Education Provision
- Jobs
- Future jobs and growing industries
- Earning
- Impact of cost of living
- Unemployment
- Apprenticeships and traineeships
- Employment and skills landscape prior to April 2023
- Business landscape and needs
- People and skills priorities

Skills Quest and future updates of it provide the analysis to inform strategic decisions and ensure delivery is effectively targeted.

The Broxtowe Skills Quest can be found on our website - <https://www.broxtowe.gov.uk/for-you/investing-in-our-area/economic-development-and-regeneration>

4 Major Projects

Project	Investment	Start Date	End Date
Hickings Lane, Stapleford (Steven Gerrard Academy) Football Foundation	£1.41m	September 2024	October 2025
Stapleford Town Deal	£21.1m	2021	March 2026
Levelling Up Fund – Kimberley	£16.5m	January 2023	March 2025 (estimated)
UK Shared Prosperity Fund	£2.58m	December 2022	March 2025
Beeston Square Redevelopment inc. Beeston Business Hub	£50m (long-term plan)	2019	Ongoing
Stapleford Business Hubs	£175,000 (inc. £92,135 from D2N2 Local Growth Fund)	2020	2022
Mushroom Farm Court	£115,000 from D2N2 Local Growth Fund	2020	2021

Stapleford Town Deal



Demolition of old Community Pavilion

In 2021, Broxtowe Borough Council successfully secured £21.1 million for Stapleford from the UK Government's Towns Fund. Following this, work commenced on developing Business Plans for each of the projects which were submitted to the Government for review, and in 2022, the Council received confirmation of approval for the projects.

The Stapleford Town Deal comprises of 6 projects:

1. Town Centre Recovery Grant Scheme
2. Community Pavilion
3. The Pencil Works
4. Library Learning Facility
5. Active Travel Network and Associated Infrastructures
6. Street Improvement Scheme

The grant scheme received early approval and is now nearly complete, with £1 million allocated to support businesses in the town centre in Stapleford. This has been a highly successful scheme and has helped many businesses in Stapleford to transform their services and future-proof themselves against the challenges of the modern high street. The Library Learning Centre finished in the Summer of 2024. The remaining 4 projects are in the delivery stage and are due to complete in 2026.

This is a resource intensive and demanding programme of work that requires a great deal of project and stakeholder management to deliver successfully, adhering to deadline and budgetary constraints.

More information about the Stapleford Town Deal can be found on our website - <https://www.broxtowe.gov.uk/for-business/town-centres/stapleford/stapleford-towns-fund/>



Stapleford Cycle Hub and training track



Rowell's before and after

Funded by Government 'Kimberley Means Business'



Toll Bar Square,
Kimberley

The Council successfully won a bid for £16.5 million for Kimberley from the UK Government's Levelling Up Fund in January 2023. The bid was produced by Broxtowe Borough Council in collaboration and consultation with Kimberley Town Council and local groups and residents.

This investment will fund a range of interventions that come under 3 main projects that will 'level up' the area:

1. Town Centre Regeneration Project
2. New Industrial Units and Sports Facilities
3. Cycle Path Network and Bennerley Viaduct Eastern Ramp

The Town Centre Project involves the construction of a new Business and Community Hub in place of the current Kimberley Parish Hall, which will offer modern space for community activities and co-working and office space for start-up and small businesses. It also involves a series of business grants business to regenerate the town centre, improved public realm and a lighting and VR events project to encourage visitor footfall.

New sports facilities for cricket and football will help to strengthen local clubs and reinforce the Town's historic sporting identity.

The Council successfully applied to the Government to change the location of the industrial units and badly needed start up space will be available on the edge of Kimberley. A new active travel route will be developed that links Kimberley to Giltbrook, Eastwood, Phoenix Park Tram Stop and Bennerley Viaduct. This will reduce reliance on cars and support low-cost methods of transport. This project will also fund the construction of an Eastern Ramp at Bennerley Viaduct, a Grade 2* listed railway viaduct of great historical and cultural significant and an important tourist attraction. Working to improve the Eastern end of the viaduct's Eastern access and build a new £1.4



Bennerley Viaduct

Million Visitor Centre, Cafe, Car Park and and Cycle Facility will increase the visitor draw of the whole area. As a cycling and walking route with access to public transport and the A610 and M1 there is a real opportunity to create and harvest tourism potential.

The £16.5m must be spent by March 2026, so there is a relatively short timescale in which to complete this ambitious programme of works.

UK Shared Prosperity Fund

The Shared Prosperity Fund (SPF) is a £2.6 billion fund that is part of the Government's Levelling Up agenda. It allocates funding to local authorities through a funding formula, rather than a competitive national bidding process. Broxtowe Borough Council was allocated £2.58 million and required to submit an Investment Plan in 2022, which was approved in December 2022. One of the first such National Allocations for Economic Development since the Urban Programme in the 1990's. The SPF programme must be completed by March 2025. When future allocations will in all likelihood come via the EMCCA.

There are three strands of funding within the SPF:

- Community and Place
- People and Skills
- Supporting Local Business

A range of projects and programmes across the Borough have been identified to support with the SPF across the 3 strands. SPF offers the opportunity of a substantial economic development budget to improve prosperity for local residents, businesses and community groups alike, where the Council would otherwise be lacking funding to support. For example, a Communities and Place grant scheme is taking place in Year 3 of SPF offering grants to community groups in need. Beyond the initial lifespan of SPF and the transition into the Combined Mayoral Authority, the Council will be looking to continue drawing down funding for similar projects based upon a strong evidence-base of effective working.



SPF Food Bank Project

Beeston Square Redevelopment – Phase Two

In May 2021, phase two of the Beeston Square Redevelopment was launched with the official opening of the Arc Cinema complex. There are four food and drink outlets located below the cinema, which includes Beeston Social, a popular modern bar and restaurant, and Rassams Creamery, a dessert parlour. This multi-purpose complex has transformed the town centre and has been a major step forward in improving the visitor and night-time economy in Beeston. It also supports business growth and employment opportunities in Beeston and encourages local residents to stay local for leisure purposes. The Tram and bus interchange gives the Arc and its restaurants offers a wide catchment area for those seeking a friendly evening entertainment environment.



Beeston Square

This development is part of the long-term £50 million plan to boost the town centre in Beeston, which has also included the introduction of the NET tram into and through Beeston and the redesign of the bus and tram terminal. Beeston is not immune from the recent restructures and difficulties being experienced and some long term occupants have been lost. Modern units like that occupied by Wilko's are in demand but spaces occupied by banks such as Lloyds Bank, Barclays and NatWest, and so the long-term plan for Beeston is more important than ever.



Beeston Interchange

Business Hubs – Beeston and Stapleford

The Beeston Business Hub opened in 2018, offering shared office space for start-ups and small businesses in Beeston Square in the town centre. The offices are fully serviced with an outdoor terrace, and are a two-minute walk from the tram and bus stop. The offices have been relatively successful and have helped re-inforce the confidence of private sector investors to bring additional small business space into Beeston such as the Quad. The next phase at Beeston Business Centre will add value to the visitor economy.



The Quad,
Beeston

The Stapleford Business Hub opened in May 2022, making affordable space for nine businesses. Broxtowe Borough Council, supported by funding from the D2N2 Local Growth Fund, redeveloped and refurbished the old Police Station which had been vacant for several years. Similar to the Beeston Business Hub, the Stapleford Hub is aimed at supporting start-up and small businesses to grow and increase availability of small office space in the town centres. The Stapleford Business Hub was supported with £92,135 of funding from the D2N2 Local Growth Fund. The success of the Police Station has also led the Town's Deal partnership to prioritise investment in the Pencil Works which will provide additional offices for SMEs as well as craft workshops, retails and a makers space



Stapleford
Business Hub

Mushroom Farm Court



Mushroom Farm Court, Eastwood

Two new light industrial units at Council-owned Mushroom Farm Court in Eastwood were completed in 2021. They are similar to the existing seven units already on site and improve the offer in Buxton for SMEs looking for space to grow and expand. These units were quickly occupied, fully tenanted prior to completion, and have been very successful. They informed the plan to include industrial units in the Kimberley Levelling Up project. This project was supported with £115,000 of funding from the D2N2 Local Growth Fund.

5 SWOT Analysis of Broxtowe

Strengths

- Broxtowe is in a central location in the UK, and on the borders of both Nottinghamshire and Derbyshire benefiting from connections, services and attractions from both Counties.
- Good transport connections make Broxtowe easily accessible – the M1, A1, M69, M18, A52, M42, A50 and East Midlands Airport are all nearby and there is good railway, bus and tram links. This includes the Toton – Hucknall tram line that passes through Nottingham City Centre, Beeston and Chilwell, and terminates at the Toton Park and Ride. There is a train station in Beeston via a short distance from the town centre and Toton Sidings is one of the largest rail depots in the country.
- Two large retail centres – Giltbrook Shopping Park and Chilwell Retail Park – contribute significantly to a strong retail sector in Broxtowe and bring in footfall and economic prosperity to the Borough.
- Just over the border and adjacent to Beeston is the University of Nottingham, whose students contribute significantly to Beeston’s prosperity and also provide opportunities for local businesses and organisations to capitalise on graduate talent. The University is also a large recruiter, providing job opportunities for local residents.
- Nottingham Enterprise Zone is located at the edge of Beeston and encapsulates the Boots site and MediCity, an incubator hub for life science companies. This brings prosperity, jobs and skills into the Borough.



Beeston Train Station

- Broxtowe has good visitor and tourism assets, such as Beauvale Priory, the Erewash Valley Trail, Attenborough Nature Reserve, Beeston Marina, DH Lawrence Birthplace and novel settings and a range of parks and green spaces.
- There is a strong culture of independent business in Broxtowe and in small pockets within Stapleford, with all four of the towns displaying a good range of independent retailers and hospitality venues that is a draw for residents and visitors.
- There is a good range of large employers and employment sites spread out across the Borough that offer jobs for residents. For example, Caunton Engineering in Eastwood, the retail parks in Giltbrook and Chilwell and Beeston Business Park.
- There is a strong food manufacturing industry in the area. There are Hovis and Warburtons bakeries located in Broxtowe and a large food manufacturing facility in Eastwood (Food Innovations Baking Group). A significant cluster of smaller food manufacturers and supply chain operations has emerged.

Weaknesses

- Public transport provision within the Borough is patchy, making it hard to travel within Broxtowe without a car.
- There are some areas with poor cycling and non-motorised user infrastructure in Broxtowe, which makes it hard to cycle or walk around the Borough efficiently and safely and increases reliance on cars.
- The high streets are facing challenges from unprecedented economic changes and changes to spending habits, following a national trend of declining town centres.
- There are persistent areas of significant deprivation in the Borough, e.g. Eastwood St Mary's.
- The majority of workers living in Broxtowe commute out of the Borough to work, reducing their economic contribution to the area.
- There is low job density in Broxtowe, meaning it can be challenging to find jobs for non commuters.
- The general levels of education and qualification attainment are low, which reduces earning capacity for residents and may affect inward investment.
- There are inequalities between the north and the south of the Borough that need to be addressed. For example, public transport connections in Beeston are far better than in the north of Broxtowe.
- There are significant health inequalities, particularly in the north of Broxtowe. Better health facilities and infrastructure are needed, and leisure opportunities are limited and also need improving to boost health and community outcomes.
- Graduate retention is low in Broxtowe, despite the large numbers of students in Nottingham and surrounding areas.

- Antisocial behaviour is an issue in the Borough, particularly in the north of Broxtowe. Across the borough, violent and sexual offences constitute the highest number of offences, followed by shoplifting.

Opportunities

- There has been an influx of time limited external funding into Broxtowe for regenerative/development projects (Stapleford Town Fund, Kimberley Means Business and the UK Shared Prosperity Fund). This has allowed for a range of projects to take place to support growth and improvements that would not have otherwise been possible.
- Capitalising on the on the assets developed and momentum created will be important. Toton and Chetwynd as a Hub for significant regeneration work, to create jobs, housing and transport links. Investment in significant transport infrastructure is both an ask and an opportunity.
- There is a wealth of green tourism opportunities in Broxtowe, such as the Erewash Valley Trail, Bennerley Viaduct and Attenborough Nature Reserve, that draw in visitors and could be developed further.
- The close proximity to East Midlands Airport offers an enhanced international connections to residents, visitors and businesses as well as local jobs. Investment in the DH Lawrence visitor appeal in Eastwood through UKSPF and signage can be built upon.

- The East Midlands Freeport, once operational, will drive development and regeneration by bringing investment, sustainable jobs, improved infrastructure and a range of other opportunities into the region. Broxtowe will benefit from being a very close neighbour to the Freeport, which will be based across three sites – East Midlands Airport and Gateway Industrial Cluster (EMAGIC), East Midlands Intermodal Park (EMIP), and Ratcliffe-on-Soar. DB Schenker has one of the largest rail freight hubs in the country at Toton sidings which could provide a growth stimulus if more freight moves from road to rail.



DB Schenker,
Toton

- East Midlands Hydrogen is a new initiative that plans to develop the largest inland hydrogen cluster. Broxtowe is conveniently located to benefit from the job opportunities, training facilities and investment that this project will bring to the region.
- The West Burton power station site has been selected as the site for a new STEP fusion energy programme, aiming to produce safe, sustainable and low-carbon energy. This programme will generate thousands of skilled jobs, training opportunities and investment into the region. The programme is committed to implementing apprenticeship training centres in Nottinghamshire to create skilled workers to run the programme.
- The close proximity of the University of Nottingham and Nottingham Trent University in the city centre offer a wealth of graduates that can benefit businesses and other local organisations.
- Apprenticeship opportunities in Broxtowe can be improved to raise the skills level of the population and support business growth.
- The leisure and night-time economy is growing and can be developed further to attract footfall and visitor spend to the town centres.
- The creation and development of the East Midlands Mayoral Combined County Authority is imminent which should bring a range of regenerative and development opportunities. These could include opportunities to improve health services, regeneration and development projects, tourism, education and skills provision.
- There are good cultural attractions in Broxtowe that could be built upon to develop cultural tourism. For example, Beeston is a vibrant cultural hub, with events such as the Beeston Film Festival, that could be grown further.
- The mining heritage of Broxtowe can be embraced and promoted further to improve the cultural offer for residents and businesses and especially the significance of it to DH Lawrence's Country of My Heart, an asset unique to Broxtowe.
- Hickings Lane Recreation Ground in Stapleford is soon going to be home to a new Community Pavilion, and is also receiving support from the Football Foundation and the Steven Gerrard Football Academy will be based here. These developments will bring a range of sports, leisure and community opportunities.
- Graduate and postgraduate retention could be improved and businesses, residents and community groups in Broxtowe could benefit further from skilled individuals remaining in the area. Graduates bring a range of expertise and knowledge to the local economy.
- There are vibrant migrant communities in Broxtowe that enhance the diversity and cultural make-up of the Borough.

Threats

- The prosperity and diversity of high streets and town centres are at risk from rising energy costs, reduced footfall and reduced spending; there is a national trend of declining town centres.
- The cost of living crisis is placing additional pressures on businesses and residents, affecting disposable income and increasing the number of households experiencing financial difficulties.
- There is a lack of affordable and sustainable transport to some business parks and other centres making commuting difficult and maintaining reliance on cars. Electric vehicle charging infrastructure is lacking across Broxtowe, which may limit visitor tourism and restrict residents from swapping to electric vehicles.
- In certain areas there is a lack of active travel infrastructure, limiting walking and cycling for leisure and commuting purposes. This can have consequences on health, tourism, disposable income and the environment.
- There is a lack of space for new businesses to develop and grow, including co-working, office and industrial space, industrial starter units, in particular are vitally important to the business creation journey and their scarcity could limit economic growth and job creation.
- Broxtowe has experienced several large employers leaving the area or going into administration, such as Wilko and Tomlinsons, which affects employment rates and wealth generation. It is likely that there will be further closures in the future. Fareva have also documented a withdrawal from the Boots site.
- Traditional business models are becoming less successful and there is a lack of readiness among existing businesses, threatening their long-term sustainability.
- There are challenges with attracting sufficient footfall into the town centres, including additional costs of travel and shopping, which threatens the prosperity of the high streets.
- Global factors and market disrupter's are relevant even tot he local economy of Broxtowe. The rise of AI and digital technologies could have impacts on traditional forms of employment and the distribution of jobs.
- Climate change and its costs including carbonisation investment as well as mitigating the impacts of events such as flooding have implications for businesses.

6 Alignment to Local Strategies

Combined Mayoral Authority



The East Midlands Devolution Deal was agreed in April 2023 and Nottingham, Nottinghamshire, Derby and Derbyshire will form the first Mayoral Combined County Authority (MCCA). As Broxtowe Borough Council sits under Nottinghamshire County Council, it will be part of the new combined authority. This historic deal, as part of the Levelling Up and Regeneration Bill, empowers local leaders to level up the two counties and unleash their economic potential.

The deal ensures that over 2.2 million people across the East Midlands will have a directly elected mayor to provide dynamic leadership and to make the decisions which matter for their sub-regions, on transport, skills, and housing, with a new long-term investment fund totalling £1.14 billion over 30 years. This deal also includes over £17 million funding to support brownfield development, and further investment of £18 million in this spending round period to support local housing and Net Zero priorities.

Other than transport, local authority functions are remaining as they are to ensure that joined-up, integrated approaches are taken to ensure local people can access opportunities across the whole area.



Nottingham Canal Walking Trail, Cossall

On the 2nd May 2024, Claire Ward was elected as the first Mayor of the East Midlands. The Mayor's term of office will run for four years, with the next election being held in 2028. Further announcements relating to projects, developments and funding are expected shortly as the new Mayor begins her post. The development of a Local Growth Plan with an Inclusive Growth Commission, together with links to the new National Industrial Strategy are discussed below.

National Industrial Strategy

The Government has recently launched a consultation on a National Industrial Strategy which aims to:

- Rebuild Britain;
- Support good jobs;
- Unlock investment; and
- Improve living standards

Whilst this strategy comes ahead of the published strategy it is clear that this will be a major tranche of policy driving economic growth. Regional Mayors and the Local Growth Plans will be expected to identify sectors with resonance to their region's. It is quite likely that some of the Government's national priorities will be reflected locally. These are :

- Advanced Manufacturing;
- Clean energy Industries;
- Creative Industries;
- Defence;
- Digital Technologies;
- Financial Services;
- Life Sciences;
- Professional Business Services

EMCCA have already identified that the tourism and visitor economy will be one of the sectors that the area needs to grow. Policies in the strategy will concentrate on supply chains, technology transfer, R&D, regulatory reform, skills and productivity, talent and net zero. Many of these attributes are also required to strengthen the Broxtowe Local Economy and a key feature of future action plans will be the further integration with these important policies.

The East Midlands Combined County Authority (EMCCA) has recently launched its Digital Investment Prospectus which highlights the key investment opportunities in the East Midlands and provides direction for future growth and development. EMCCA has begun to set out its priorities for the region and as well as looking to support some large areas through Investment Zones it has quickly established that there are other ways to promote growth than through "trickle down" of wealth emanating from major business and infrastructure investment. Instead EMCCA is exploring What does inclusive growth mean for the region? What will communities feel is different in ten years' time from a successful inclusive growth strategy

More information about the work of the EMCCA can be found on their website - <https://www.investeastmidlands.com/emcca>

Broxtowe Borough Council – Corporate Plan



Business Growth is one six corporate priorities. Within Business Growth there is a strong spatial and area focus with the following identified priorities:

- Attract regeneration resources to implement development plans for Eastwood.
- Implement Towns Fund and Government Funding plans for Stapleford and Kimberley.
- Continue to support growth and business prosperity in key development sites across the Borough, including investment in Beeston, Toton and A610.
- Develop a good partnership with the East Midlands County Combined Authority to attract investment resources to Broxtowe.
- Help increase the employment rate by supporting employment initiatives and the growth of apprenticeships.
- Support for people to gain the skills they require, including the use of UK Shared Prosperity Funding (UKSPF) and partnership initiatives.
- Help for businesses to grow, flourish and invest in Broxtowe.

The **Economic Development & Regeneration Strategy** primarily supports the 'Business Growth' priority of the Corporate Plan. The main aim of Business Growth in the Corporate Plan is to invest in Broxtowe's towns and people, by developing and implementing area regeneration and supporting business employment and skills. The 10-Point plan of the Strategy complements this aim as it focusses on:

- Responding to the changing needs in the Borough caused by economic shocks and emerging trends (Point 1).
- Delivering place-making and sustainable town centres. (Point 2).
- Attracting new employers and supporting local employment sites (Point 3).
- Supporting business and retention and growth in the Borough (Point 5).
- Supporting entrepreneurship and start-up businesses (Point 6).
- Ensuring there is employment and skills support available for all who need it (Point 7).
- Delivering and supporting community-led regeneration (Point 8).
- Supporting major opportunities for growth in Broxtowe (Point 10).

The Strategy also aligns to the 'Environment' priority of the Corporate Plan, which aims to bring down carbon emissions and improve air quality. Point 4 of the 10-Point Plan aims to develop sustainable and active green travel around Broxtowe through encouraging the uptake of sustainable transports methods, such as public transport, cycling and walking.

<https://www.broxtowe.gov.uk/media/enobj4b/corporate-plan-2024-2029.pdf>

Broxtowe Borough Council – Skills Quest



The Broxtowe Skills Quest has been produced by Economic Development to inform people and skills activity in Broxtowe by providing knowledge about current and planned activity and levels of education, skills and future needs for residents and businesses.

The 10-Point Plan has been developed in coordination with the Skills Quest to complement one another. The Action Plan for this Strategy and the Skills Quest have been aligned to ensure that both are achieved and duplication is avoided.

The Skills Quest can be found on our website - <https://www.broxtowe.gov.uk/for-you/investing-in-our-area/economic-development-and-regeneration>

Broxtowe Borough Council – Cost of Living Working Group



The Cost of Living Working Group collectively work together to help Broxtowe residents and Council employees manage the cost of living crisis by coordinating and reviewing services and support available, as well as delivering services for staff and residents directly.

The **Economic Development & Regeneration Strategy** aligns to the work of the Cost of Living Group as it aims to encourage economic growth and prosperity in Broxtowe through supporting and encouraging existing and new businesses to flourish in the area, which brings jobs and opportunities. The Strategy also aims to support start-up, small and micro businesses which will improve wealth and job opportunities, as well as ensuring there is employability support available for everyone to bring them closer to the labour market.

Broxtowe Borough Partnership



The Broxtowe Borough Partnership is the Local Strategic Partnership for Broxtowe. This Partnership brings together people from public, private, voluntary and community organisations who work collectively to improve quality of life in Broxtowe. The aims of the Partnership are to:

- Improve quality of life for everyone.
- Reduce local inequalities and create a more inclusive Borough.
- Improve service delivery and efficiency to better meet local demand.

The **Economic Development & Regeneration Strategy** aligns to the work of the Partnership as it aims to improve quality of life in Broxtowe through a variety of targeted and broad interventions addressing the needs of residents and businesses. The Strategy will guide the development of interventions and projects that provide support for local impacts of economic shocks and changes caused by wider circumstances, e.g. the pandemic, wars, and the cost of living crisis. The Strategy will also guide business support that will encourage new and existing businesses in Broxtowe to flourish, bringing employment and economic growth. The Strategy also stipulates that employability support will be available for all, to support those facing barriers to employment to move towards the labour market.

Broxtowe Employment and Skills Partnership



The Broxtowe Employment and Skills Partnership brings together a range of stakeholders from the public, private, voluntary and community sectors to improve the employment and skills/training provision in Broxtowe, improving partnership working, knowledge sharing and opportunities for residents and businesses. As the partnership matures consideration is being given to widening the remit to cover South Nottinghamshire, linking our work to that of neighbouring Boroughs and Districts.

The **Economic Development & Regeneration Strategy** aligns to the Employment and Skills Partnership as Point 7 of the Strategy specifically refers to ensuring there is employability support available for all, which complements the aims of the Partnership. Additionally, part of the work of the Partnership is employer engagement and there is a large focus in the Strategy on supporting businesses of all sizes to flourish in Broxtowe, which can encourage greater opportunities for employment and skills training for residents.

Broxtowe Borough Council – Cultural Strategy 2023-2026



The Cultural Strategy sets out how the Council can enrich cultural life in Broxtowe for the whole community. The Culture Strategy aims to:

- Increase volunteering opportunities through cultural activity.
- Develop partnerships that help realise the benefits of culture on health and wellbeing, as well as skills and training.
- Create new commercial opportunities.
- Increase number of new businesses which have cultural links.

The **Economic Development & Regeneration Strategy** aligns to the Cultural Strategy as it aims to deliver place-making in the Borough to improve footfall and encourage the visitor economy and drive tourism. It also aims to delivery community-led regeneration which can include cultural projects and activities.

Nottinghamshire County Council – The Nottinghamshire Plan 2021-2031



The Nottinghamshire Plan sets out the County Council's commitments and vision for Nottinghamshire over this 10-year period.

The **Economic Development & Regeneration Strategy** aligns to the Plan's Objectives in several ways:

Objective: Growing our economy and improving living standards.

- Responding to changing needs caused by economic shocks and developments (Point 1).
- Shaping public spaces and developing sustainable town centres (Point 2).
- Attracting new employers and supporting existing employment sites (Point 3).
- Supporting business retention and growth (Point 5).
- Supporting entrepreneurship and start-up businesses (Point 6).
- Delivering community-led regeneration (Point 8).
- Supporting growth opportunities (Point 10).

Objective: Reducing the County’s impact on the environment.

- Developing sustainable, active travel (Point 4).

Objective: Helping everyone access the best of Nottinghamshire.

- Place-making, pedestrian improvement and expansion of markets to drive tourism and the visitor economy (Point 2).
- Encourage greater uptake of sustainable methods of transport, e.g. public transport, cycling and walking (Point 4).

The Nottinghamshire Plan can be found on Nottinghamshire County Council’s website - <https://plan.nottinghamshire.gov.uk/background/introduction/>

Nottinghamshire County Council – Inward Investment Framework



The Inward Investment Frameworks sets out a vision for future inward investment in Nottinghamshire and is closely aligned to The Nottinghamshire Plan. It revolves around the themes of people, business, visitor economy, infrastructure, digital connectivity and place.

The **Economic Development & Regeneration Strategy** aligns to the Framework’s Objectives of:

Objective: Growth – Develop our local business growth offer in context of changing markets.

- Responding to changing needs caused by economic shocks and developments (Point 1).
- Helping town centre businesses and services adapt to changing consumer demands and patterns (Point 2).
- Attracting new employers and supporting local employment sites (Point 3).
- Supporting business retention and growth (Point 5).
- Supporting entrepreneurship and start-up businesses (Point 6).
- Improving digital literacy and digital connectivity (Point 9).

Objective: Talent – Actualise potential, align skills to employers’ needs, avoid job displacement.

- Supporting our major employment sites (Point 5).

- Ensuring employment support is available to support residents to gain employment (Point 7).
- Improving digital literacy in Broxtowe for employment purposes (Point 9).

The Inward Investment Framework can be found on Nottinghamshire County Council's website - <https://www.nottinghamshire.gov.uk/business-community/inward-investment>

Nottinghamshire County Council – Visitor Economy Framework



The purpose of the Visitor Economy Framework is to outline what measures the County will take to support the tourism sector in Nottinghamshire to flourish and recover from the effects of the pandemic. The **Economic Development & Regeneration Strategy** aligns to this framework as it aims to:

- Respond to changing needs caused by economic shocks and developments (Point 1).
- Shape public spaces and develop sustainable town centres (Point 2).
- Support business retention and growth, which can include tourism businesses (Point 5).
- Support entrepreneurs and start-up businesses, which can include tourism businesses and ventures (Point 6).

The Visitor Economy Framework can be found on Nottinghamshire County Council's website - <https://www.nottinghamshire.gov.uk/business-community/visitor-economy-framework-for-nottinghamshire>

Nottinghamshire County Council – Nottinghamshire Joint Health and Wellbeing Strategy 2022- 2026



The Health and Wellbeing Board developed the Strategy to improve health and wellbeing in Nottinghamshire. The Board is made up of County Councillors, representatives from Adult Social Care, Children's Services and Public Health, Clinical Commissioning Groups and the local Healthwatch. Representatives from District Councils, the Police and Crime Commissioner and NHS England are also included. The four ambitions of the Strategy are:

- Give every child the best chance of maximising their potential.
- Create healthy and sustainable places.
- Everyone can access the right support to improve their health.
- Keep our communities safe and healthy.

The **Economic Development & Regeneration Strategy** aligns to the Health and Wellbeing Strategy as it aims to:

- Deliver sustainable town centres (Point 2).
- Develop sustainable and active green travel (Point 4).
- Ensure there is employment and skills support available for all (Point 7).
- Improve digital literacy and digital connectivity (Point 9).

The Health and Wellbeing Strategy can be found on Nottinghamshire County Council's website - <https://www.nottinghamshire.gov.uk/policy-library/38815/the-joint-health-and-wellbeing-strategy-for-2022-2026>

East Midlands Chamber – Manifesto for Business



East Midlands Chamber (EMC) is the largest chamber of commerce in the UK. In 2022, they launched their Manifesto for Business, which outlines their approach to business growth in the region and highlights issues that require attention to overcome. The manifesto identifies the main opportunities and challenges for businesses in the East Midlands and is a useful resource for understanding in greater depth the local, national and international contexts that influence day-to-day life for businesses.

The **Economic Development & Regeneration Strategy** aligns to the work of EMC as it aims to:

- Respond to changing needs in the Borough caused by economic shocks and unexpected economic developments (Point 1)
- Deliver place-making and sustainable town centres (Point 2)
- Attract new employers and support local business sites (Point 3)
- Support business retention and growth in the Borough (Point 5)
- Provide support for entrepreneurship and start-up businesses (Point 6)
- Support major opportunities for growth in Broxtowe (Point 10)

Broxtowe Local Plan and Neighbourhood Plans



Local Plans guide decisions on future developments and provide detailed development management policies and site allocations. They aim to provide a clear local framework for positive development, which includes town centres, increasing access to open spaces and protecting the historical and natural environments. They intend to provide a clear policy framework for neighbourhood plans.

More information about the Broxtowe Local Plan can be found on our website - <https://www.broxtowe.gov.uk/planningpolicy>

Neighbourhood Planning give communities direct power to shape the development and growth of their local area. It provides local people with tools to ensure that they get the right development for their communities that align with strategic needs and priorities of the wider locality.

More information about the Neighbourhood Plans in Broxtowe can be found on our website - <https://www.broxtowe.gov.uk/neighbourhoodplans>

The **Economic Development & Regeneration Strategy** aligns with these Local and Neighbourhood Plans by encouraging growth and development in the Borough in alignment with the strategic aims and priorities outlined in these policies. It does this by supporting business retention and growth, encouraging inward investment to areas of growth identified in the Local Plan and working with key external and internal stakeholders to promote major growth opportunities such as Enterprise and Investment Zones.



Beauvale Priory, Eastwood

7 The 10-Point Plan

1. Respond to the changing needs in the Borough caused by economic shocks and emerging trends.

Offer interventions throughout the Borough that will provide support for localised impacts of changing global, national and local economic circumstances. For example, the impact of the war in Ukraine, the ongoing impact of the Covid-19 pandemic, and changes to policies and procedures from Brexit. This action is advanced through promoting the interests of local businesses, disseminating information and always being alert to the impact of new economic growth trends and threats. It could include work to lobby and advance the cause of local businesses and seizing the opportunities to give local businesses the best chances to adapt and grow.

2. Deliver place-making and sustainable town centres.

Help town centre businesses and services adapt to changing consumer demands and patterns, alongside the need for digital transformation. Place-making, pedestrian improvements and the expansion of markets across the Borough are part of this aim to maintain and improve footfall, improve perceptions of Broxtowe, and drive tourism and the visitor economy.

3. Attract new employers and support local business sites.

Encourage more employers to move into Broxtowe and support employers by providing them with information and connections to new and emerging sites and locations.

4. Develop sustainable and active green travel around the Borough.

Work with residents, businesses and specialised organisations to encourage greater uptake of sustainable methods of transport, such as public transport, cycling, other forms of non-motorised users and walking.

5. Support business retention and growth in the Borough.

Provide support to our major business and retail parks to maintain their presence in Broxtowe and identify emerging issues. Identify fast-growing businesses and support their growth in the face of external markets forces and market disruptors.

6. Provide support for entrepreneurship and start-up businesses.

Start-ups, micro and small businesses are a major part of the economic make-up of Broxtowe, Support will be provided for them to flourish and contribute to economic growth in the Borough through financial profit and employment.

7. Ensure there is employment and skills support available for all who need it.

Continue engagement with, and support provision of, programmes supporting people into work who face barriers to employment and to improve employment retention. This should also include supporting people back into work after having significant periods of time away from employment. Continue to support and improve partnership working across the region, such as through the Broxtowe Employment and Skills Partnership.

8. Deliver and support community-led regeneration.

Focus on areas of deprivation in Broxtowe with a data-driven approach to support community-led programmes and initiatives. This should also include planning for future projects and supporting long-term projects, identifying grant and funding options, and supporting or delivering bid submissions.

9. Improve digital literacy and digital connectivity.

Ensure there is support for people in Broxtowe to improve their digital literacy for their employability, health, finance and general wellbeing, alongside working to improve digital connectivity across the Borough.

10. Support major opportunities for growth in Broxtowe.

Support short and long-term plans for key investment sites and major economic growth opportunities, such as the East Midlands Freeport, neighbouring areas and their sites, work of the EMCCA and Beeston Square Redevelopment.



Raleigh at
Durban House,
Eastwood

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

Telephone 0115 917 7777
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www.broxtowe.gov.uk

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Appendix 3**2024/25 Economic Development & Regeneration Strategy Annual Action Plan.**

The 2024/25 represents a transitional year with the balance of activities weighted towards the Regeneration Targets that the Council is contractually committed to deliver in return for Government Funding.

Economic Development Activity will focus around the completion of Year Three of the UK Shared Prosperity Programme which will generate multiple strands of activity in support of the 10 Point Plan. The Council has a defrayal target of £1.6 million of 2024/25 and the government has stated it will require underspends to be returned.

Key Economic Development milestone activity includes:

- Strengthening the town centres offer through UKSPF, markets, events development and local initiatives and recruitment of a specialist TC Initiatives Manager;
- Continuing to circulate and strengthen the e-bulletin service to all our, subscribing businesses;
- Strengthen the property information service for those seeking new business premises;
- Defray 100% of Business Grants
- Establishment of a Broxtowe Local Enterprise Agency

In Regeneration which accounts for around 80% of the activity within the Team, the key action is to maximise draw down of grant funding via accelerating spend on STD and KMB projects.

Key Regeneration milestones that need to be achieved during 2024/2025 are:

- Finalisation of the Project Adjustment Request and have signed development agreements and made planning applications for the replacement site/s for the Kimberley Means Business Industrial Units. (previously located at Digby Street);
- Completion of Bennerley Viaduct Ramp and commencement of works on visitor centre and car park;
- Installation of the KMB Town Centre developments and contract to build the new Parish Hub agreed;
- Work commenced on the NMU and cycle route to Low Wood Road
- Sports facility improvement works commenced.

- Commence build works on the Community Pavilion at Hickings Lane;
- Completion of the new Car Park on Derby Road;
- Planning attained for the Wheels Park at Pasture Road and any possible investment in further;
- Completion of Library Learning Facility Project
- Pencil Works to have attained planning permission and be in contract
- Detailed design for Walter Parker Square agreed.

The Corporate Plan performance targets will continue to be measured as shown:

BUSINESS GROWTH

Critical success measures	Baseline/future trajectory	Comments	Enablers
Town centre occupancy rates.	Aim to achieve these rates of occupancy in our town centres. Beeston 95% Eastwood 93% Stapleford 93% Kimberley 93%	We would aim to achieve the baselines quoted or above to ensure vacancy rates remain below the national average in all town centre areas.	Events and cultural activities in town centres. Stapleford Towns Fund, Kimberley Government Funding and UKSPF funded projects affecting town centres.
Employment rate (ratio of employed residents to all residents aged 16-64).	67.8% baseline. Aim to achieve an improving (i.e. consistently higher) employment rate throughout the plan period.	We would work to see a gradually increasing trend over the plan period from the baseline quoted.	Apprenticeship strategy. Delivery of Stapleford Towns fund projects. Delivery of Kimberley LUF projects. Delivery of UKSPF projects.
Business start-up rate (ratio of business births to active enterprises).	13% baseline. Aim to achieve a consistently improving rate from the baseline in each year of the plan.	We would work to support an increasing trend over the plan period from the baseline quoted.	Delivery of Stapleford Towns fund projects. Delivery of Kimberley Government Funded projects. Economic Development and Regeneration Strategy.

Report of the Portfolio Holder for Economic Development and Asset Management

Former Beamlight Factory Article 4 Direction

1. Purpose of Report

To consider the removal of certain permitted development rights for dwellings built at the Former Beamlight Factory.

2. Recommendation

Cabinet is asked to RESOLVE that the Broxtowe Borough Council (Former Beamlight Factory) Direction 2025 be made and notified.

3. Detail

The residential development of the Former Beamlight Factory was permitted in outline in May 2015 under reference 14/00335/OUT with details approved in June 2019 under reference 19/00176/REM and varied in October 2019 under reference 19/00520/MMA and February 2020 under reference 19/00726/MMA. Development is now almost complete except for approval and implementation of some elements of surface water drainage and boundary treatments.

The site previously contained a factory and is located adjacent to a former landfill site in an area of coal measures, so a ground investigation was carried out and recommended that gas membranes be installed under houses to eliminate the risk of carbon dioxide or methane build up in under floor or other voids. Whilst a planning condition required their installation, it does not apply to extensions built under the permitted development rights that apply to dwellings.

Whilst permitted development rights can be removed by a planning condition on the permission for the houses themselves, this is a significant step and not taken lightly, as it requires applications to be submitted in future for what is often quite small-scale development, which the Council must then deal with. Whilst this was not considered reasonable at the time, it has become clear since that it serves the public interest to remove the rights for development that would create new floor space in order to ensure that gas membranes are installed.

This would include development permitted by Classes A (enlargement, improvement or other alterations), D (porches) and E (outbuildings and similar) of Part 1 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended.

Because these classes include some development that creates no floor space – for example, the replacement of windows or doors – this is expressly excluded from the scope of the Direction, so that applications will not be required for this.

The draft Direction is attached at the **Appendix** and would be notified by press advert, site notices and in writing to owners and occupiers. Any representations made in response must be considered before the Direction is confirmed and will be the subject of a further report recommending whether to do so.

Only once confirmed will the Direction take effect from the day it specifies, in this case, 31 March 2025, allowing time for the further report to be considered.

It is important to note that, simply because permitted development rights would be removed, permission is unlikely to be refused. Instead, permission is likely to be granted subject to a condition requiring the installation of a gas membrane. In this regard, attention is drawn to the legal advice relating to compensation.

4. Key Decision

This is not a key decision, as it would not result in revenue or savings of £250,000 or more and would not have significant effects on two or more Wards or electoral divisions in the Council's area.

5. Updates from Scrutiny

The proposed Direction has not been through any prior scrutiny and so there are no recommendations or updates to report.

6. Financial Implications

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

It is anticipated that additional planning applications will result from the Direction. As no application is required to implement the affected permitted development rights, the Council has no comparative data on how often this happens and, so, how many additional applications might result.

Across the Borough, 391 householder applications are made in a typical year from 52,074 households, a rate of 0.75% per year. If the affected rights are used at four or five times that rate, then six extra householder applications per year might be expected from the 149 households affected by the Direction. This would result in nominal additional fee income for the Planning function.

7. Legal Implications

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

In order to comply with The Town and Country Planning (General Permitted Development) (England) Order 2015, once the decision is made to make the Direction, the Council must notify it by (a) press advert, (b) at least two site notices for at least six weeks and (c) in writing to each owner and occupier.

The notice must (a) describe the development and area it relates to and its effect, (b) state that the direction is made under article 4(1) of the Order, (c) name a place where a copy may be inspected, (d) specify a period of at least 21 days within which representations may be made; and (e) specify a date on which it will come into force at least seven days after the end of that period.

A copy of the Direction and notice, including a copy of a map, must be sent to the Secretary of State and County Council on the day the notice is published.

The Direction comes into force on the date specified only if confirmed by the local planning authority, having taken into account any representations received, at least 28 days having elapsed following the last notice being served or published or any longer period that the Secretary of State may specify.

As soon as practicable after a Direction has been confirmed, notice of such and the date it will come into force must be given by (a) press advert, (b) at least two site notices for at least six weeks and (c) in writing to each owner and occupier; and a copy of the direction as confirmed sent to the Secretary of State.

The Town and Country Planning (Compensation) (England) Regulations 2015 contains provisions for the payment of compensation where permitted development rights are removed and permission is subsequently refused, but the likelihood of this occurring is low and the loss of value likely only to equate to that of having to install a gas membrane, which is relatively small.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

there will be a small additional demand placed on the Development Management team to deal with the limited number of planning applications that will result. These are likely to be dealt with within current resources.

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 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 not a change to a policy or a new policy, an equality impact assessment is not required.

13. Background Papers

Copies of decision notices for outline permission reference 14/00335/OUT granted in May 2015, reserved matters reference 19/00176/REM approved in June 2019 and variations references 19/00520/MMA and 19/00726/MMA made in October 2019 and February 2020 are attached.

The details of each of the applications that led to these permissions, approvals and variations can be found on the Borough Council website as follows:

<https://publicaccess.broxtowe.gov.uk/online-applications/applicationDetails.do?keyVal=N6CG3XDRFLN00&activeTab=summary>

<https://publicaccess.broxtowe.gov.uk/online-applications/applicationDetails.do?keyVal=PO7MQMDRGJC00&activeTab=summary>

<https://publicaccess.broxtowe.gov.uk/online-applications/applicationDetails.do?keyVal=PW6L9EDR15600&activeTab=summary>

<https://publicaccess.broxtowe.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q0UZLIDR04P00>

THE BROXTOWE BOROUGH COUNCIL
(FORMER BEAMLIGHT FACTORY) DIRECTION 2024

Made under Article 4(1) of the Town and Country Planning
(General Permitted Development) (England) Order 2015

WHEREAS Broxtowe Borough Council being the appropriate local planning authority within the meaning of article 4(5) of the Town and Country Planning (General Permitted Development) Order 2015 ("the Order") are satisfied that it is expedient that development of the description set out in Schedule 1 below should not be carried out within the area of the land described in Schedule 2 shown edged red on the attached plan ("the Land") unless planning permission is granted on an application made under Part III of the Town and Country Planning Act 1990 (as amended).

NOW THEREFORE the said Council in pursuance of the power conferred on them by article 4(1) of the Order, hereby direct that the permission granted by article 3 of the said Order shall not apply to development on the said Land of the description set out in Schedule 1 below:

SCHEDULE 1

Development within the curtilage of a dwellinghouse being that comprised within Classes A, D and E of Part 1 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended, but excluding that which creates no floor space.

SCHEDULE 2

The land shown edged red on the attached Plan, being land entirely within the Parish of Greasley on the date this Direction was made, south-east of the rear of properties on Newmanleys Road and north-east of the A610 road, comprising all properties on Beamlight Road, Garland Drive, Butterfly Place, Hewer Close and Jenkin Close, defines the extent of the Direction.

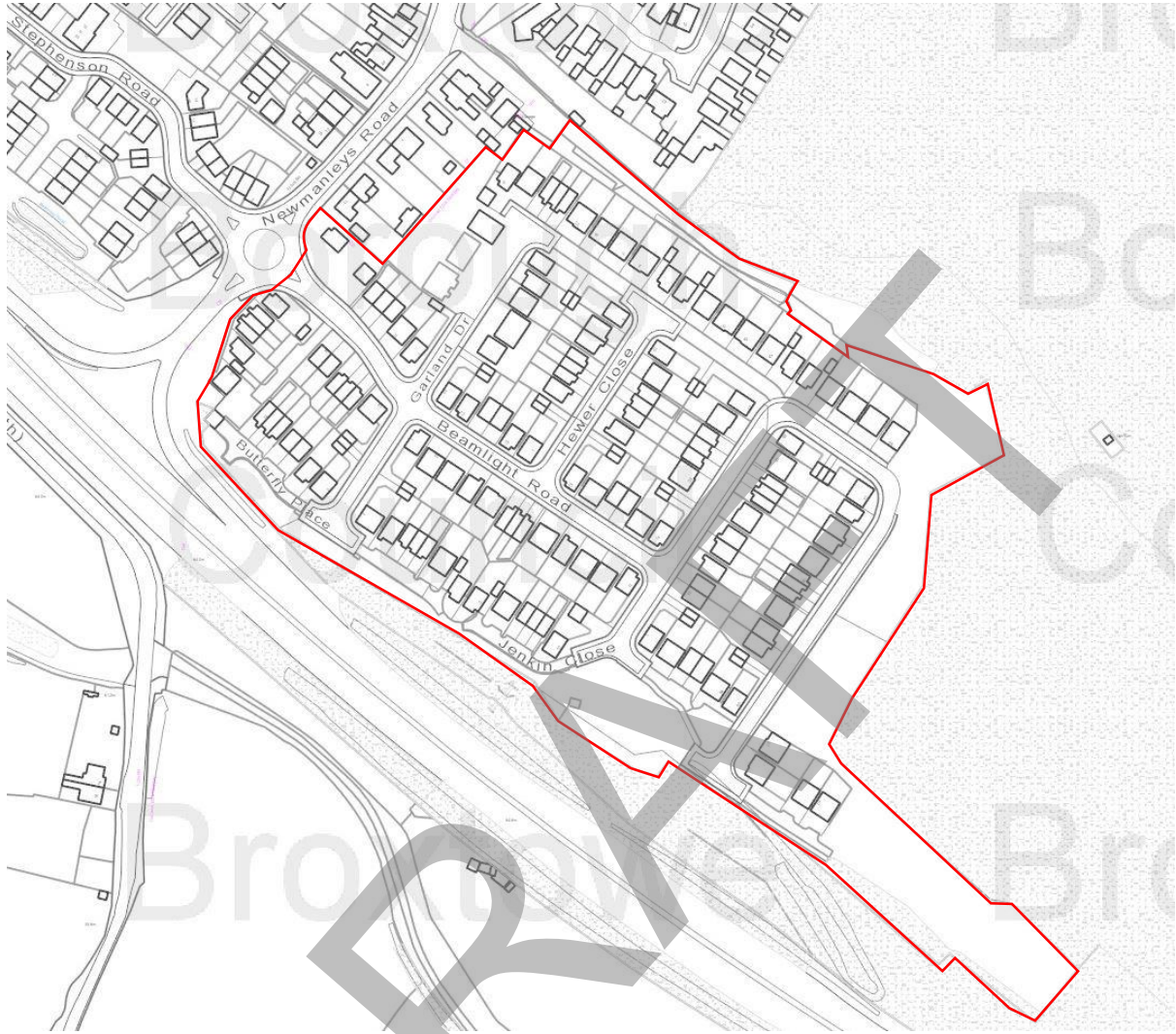
THIS ARTICLE 4 DIRECTION WILL COME INTO FORCE ON 31st MARCH 2025.

Made under the Common Seal of Broxtowe Borough Council this 5th day of February 2025

THE COMMON SEAL of)
BROXTOWE BOROUGH COUNCIL)
was hereunto affixed in the presence of:)

Authorised Signatory

Plan



Report of the Portfolio Holder for Community Safety

Proposed Surveillance Provision in Derby Road Car Park, Stapleford

1. Purpose of Report

To seek Cabinet approval for the provision of two Surveillance Camera Units in Derby Road Car Park, Stapleford (New Car Park).

2. Recommendation

Cabinet is asked to RESOLVE that the provision of two Surveillance Camera Units at the Derby Road Car Park, Stapleford be approved.

3. Detail

The current provision for car parking at Victoria Street, Stapleford is to be closed in order for a Business Hub to be constructed in January to February 2025. Currently there is no Surveillance Camera presence at this location.

A new car park is to be built on land acquired at Derby Road, Stapleford and will include two Surveillance Cameras. The purpose is for crime prevention, detection of crime, and public safety in the area.

The system is an expansion to the existing surveillance system network within other car parks. This new location has the ability to be monitored by the surveillance camera control room. In general, the surveillance cameras will be monitored/reviewed retrospectively after an event. The surveillance system will be maintained and operated in accordance with the Surveillance Camera Code of Practice and governing guidance on a continued basis, which will be regularly reviewed for appropriateness and proportionality. This also adheres to the Home Office's Surveillance Camera Code of Practice whereas the use of cameras is referred to as a valuable tool in the management of public safety and security, in the protection of people and property, in the prevention and investigation of crime, and in bringing crimes to justice. This will ensure that the Parking Safety Standards are met at this location.

The legal basis for processing personal data is under the UK GDPR Article 6(1)(e): Processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller.

After a three-week public consultation, advertising the proposal both onsite and through Broxtowe Borough Council media pages, with additional notifications

sent directly to the Town Council and local Police, no objections from the public or other organisations were received.

A Data Protection Impact Assessment has also been undertaken and the Information Commissioner's Office will be notified of the new provision after Cabinet consideration and approval.

4. Key Decision

This report is not a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

5. Updates from Scrutiny

Not applicable.

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 costs being contained within existing operational budgets. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

7. Legal Implications

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

The Council's use of CCTV must accord with the legislative requirements of the Human Rights Act 1998, the UK GDPR, the Data Protection Act 2018 and the Protection of Freedoms Act 2012. Section 17 of the Crime and Disorder Act 1998 imposes a statutory duty upon the Council to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); the misuse of drugs, alcohol and other substances in its area; and re-offending.

The Council must also ensure that it follows its own relevant policies and procedures as part of the implementation and recording of data.

8. Human Resources Implications

Not applicable.

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

12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.

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Report of the Portfolio Holder for Housing

Pets Policy

1. Purpose of Report

To seek Cabinet approval on the updated Pets Policy.

2. Recommendation

Policy Overview Working Group RECOMMENDS to Cabinet that the Pets Policy be approved.

3. Detail

The Council allows tenants and leaseholders to keep pets in their properties. For tenants, there are clauses in the tenancy agreement that set out the need for tenants to request permission to keep pets and also how the Council will manage the tenancy in this respect. The Policy, included at **Appendix 1**, provides a framework for the types of pets that are permissible by the Council and what additional measures or enquiries that tenants are required to undertake for the request to be approved.

The Policy also provides clarification on what measures the Council will take should a pet be kept without permission and what actions that the Council will take should pets become a nuisance and their continued ownership becomes an issue at the property or in the community. A change table is included at **Appendix 2**.

The key change to the Policy is regarding XL Bully dog. Following a review of other landlords' approaches to this matter, and a discussion at Policy Overview Working Group, it has been decided not to give permission for tenants or leaseholders to have XL Bully dogs. Tenants or leaseholders who were granted permission prior to the dog becoming a banded breed will not have this permission revoked.

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 as it is 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. Financial Implications

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

There are no additional financial implications for the Council at this stage with any costs being contained within existing budgets. The Council's approach to the ownership of XL Bully dogs may have a financial implication on the number of tenancy enforcement cases managed by the Housing department, for example if initial requests are not complied with this may result in and increase legal costs to obtain court orders. Legal costs are managed within budgets held by Legal Services and recharged to the Housing Revenue Account (HRA).

6. Legal Implications

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

The possible consequences of not allowing XL Bully dogs to those tenants/ leaseholders who have a valid Certificate of Exemption would "technically" put a tenant / leaseholder in breach of their tenancy agreement. Tenancy action could then be considered. However, possession could be difficult to obtain as the Court would have to be certain that the action taken by the Council was reasonable and proportionate in the circumstances. The Court may not find the Council's policy is reasonable if the tenant /leaseholder has a valid Certificate of Exemption. Due to the Certificate of Exemption being very recently implemented there is no current case law challenging this.

7. Human Resources Implications

Not applicable.

8. Union Comments

Not applicable.

9. Climate Change Implications

The climate change implications are contained within the report.

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

As this is a change to policy an equality impact assessment is included in **Appendix 3** to this report.

12. Background Papers

Nil.

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Pets Policy

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1.0 Scope

The Pets Policy sets out the approach that Broxtowe Borough Council takes when it receives a request from a tenant or leaseholder to keep a pet and how it manages pets within its properties.

The Policy only applies to Council properties.

For the purpose of the Policy, pets that are covered within the scope include;

- Cats
- Dogs
- Livestock
- Rodents
- Rabbits
- Reptiles
- Any other animal that is normally kept outside

Some pets do not require permission from the Council to keep. Below is a list of pets. The list is not exhaustive and the Council will provide guidance on a case by case basis to tenants. Whilst these pets do not require permission, if they are not kept in the correct conditions or they cause nuisance to other residents because of poor husbandry, the Policy will apply;

- Tanked goldfish or tropical fish
- Indoor birds such as Budgerigars
- Insects and Arachnids

Any animals, such as assistance dogs, that are kept to assist directly with a disability are excluded from this Policy.

2.0 Purpose

The Council recognises that pets can have a positive impact and effect on the health and wellbeing of tenants. The purpose of the Policy is to enable tenants and leaseholders to keep pets but to also ensure the effective management of pets in Council properties.

The Policy provides a framework for how requests will be processed and the steps that the tenant should take when requesting or processing a request for a pet.

3.0 Aims and Objectives

The aims and objectives of the Policy are:

- To provide guidance for tenants and staff about the process for requesting pets
- To provide guidance to residents about responsible pet ownership

- To provide a framework for a consistent and enforceable approach to pet ownership
- To provide a balance that ensures pet ownership does not infringe on the right of others to the peaceful enjoyment of their home
- To explain how the processes that the Council will take in enforcing improper pet ownership, including revoking permission.

4.0 Regulatory Code and Legal Framework

- Animal Welfare Act 2006
- Dangerous Dogs Act 1991
- Control of Dogs Order 1992
- Schedule of Dangerous Wild Animals 1976
- Clean Neighbourhoods and Environment Act 2005
- Dog Fouling of the Land Act 1996
- Anti Social Behaviour Crime and Policing Act 2014
- Housing Act 1985
- Housing Act 1996

5.0 Policy Outline

5.1 Requests for a Pet

The Council requires that tenants and leaseholders request permission to keep pets in writing wherever possible using the Request for a Pet Application Form. The Council will make reasonable adjustments for tenants and leaseholders who are unable to fulfil this request.

If a tenant or leaseholder needs to make alterations to the property or garden to accommodate their pet, for example, a spending pen, they must request permission in accordance with the Alterations and Improvement Policy.

5.2 Types of Tenancy and Pets

Secure tenants can request to keep a pet. The Council may withhold permission for Introductory Tenants where the keeping of a pet will require changes to be made to the home and this would require permission under the alterations and improvements Policy. Leaseholders must request permission in writing from the Leasehold Officer.

5.3 Considering the Request for a Pet

The Council will consider the type of property and animal when considering a request for a pet.

The following issues will be considered:

- Whether a property has a secure garden
- Whether the property is a flat, house or has communal areas that have to be accessed to access the property
- The number of animals being requested
- Whether pets are suitable to be kept in a domestic property
- Whether pets are being kept in accordance with a business
- Any given reasons, for example to support mental health or for companionship

Dogs

The Council will allow tenants and leaseholders to keep a dog in its properties. Tenants will be allowed to keep up to two dogs but must request permission before doing so. A request to keep additional dogs will be at the discretion of the Council and will be based on:

- the suitability of the property,
- the conduct of the tenant and tenancy with regard to current pet ownership

Enquiries will be made with the Neighbourhood Wardens Team as appropriate to understand the reasons and purpose that additional animals are being requested.

Any requests to keep a pet that is covered by the Dangerous Dogs Act 1991 (Dogo Argentino, Fila Brasileiro, Japanese Tosa or Pit Bull Terrier) will be prohibited.

Permission will not be granted for XL Bully dogs, even where the owner has an exemption certificate.

Part of the granting of any permission will be a requirement for tenants and leaseholders to take steps to microchip, vaccinate and undertake other relevant treatments as outlined by the Council.

Cats

The Council will allow tenants and leaseholders to keep a cat in its properties. Tenants will be allowed to keep up to two cats but must request permission before doing so. A request to keep additional cats will be at the discretion of the Council and will be based on:

- the suitability of the property,
- the conduct of the tenant and tenancy with regard to current pet ownership

Enquiries will be made with the Neighbourhood Wardens Team as appropriate to understand the reasons and purpose that the additional animals are being requested.

Part of the granting of any permission will be a requirement for tenants and leaseholders to take steps to microchip, neuter, vaccinate and undertake other relevant treatments as outlined by the Council.

Permission for small animals

If the tenant has their own private garden, permission will be granted to keep small pets in hutches such as rabbits or guinea pigs. The tenant should specify the number they are planning to keep and should request permission for additional animals. If the Council becomes concerned about the number of animals being kept, permission may be revoked.

Livestock or farm animals

Tenants and leaseholders will not be allowed to keep livestock. The only exception to this is chickens or geese, which will be considered based on the suitability of the property and garden. Cockerels are prohibited.

If an animal's habitat requires hutches, houses or runs, separate permission may be required and the Alterations and Improvements Policy should be referred to. For Leasehold properties, permission would depend on the terms of the lease.

Any pet permission that is granted will be given on the basis that the pet does not cause nuisance to neighbours.

Upon the death of a pet, permission will be required if the tenant or leaseholder wishes to keep another pet of the same type, or any other type, in the future.

5.4 Housing Applicants and Pets

When a prospective tenant applies for housing, the application requests details of the pets they wish to be rehoused with.

Housing Applicants will be informed if permission will be granted for their pet prior to the offer of tenancy. The request for permission must be made prior to tenancy commencement.

If the Council is not aware of the pet when the application is made but the pet is permissible in accordance with the Policy, then retrospective permission will be granted.

If the Council is not aware of the pet when the application is made and the pet is not permissible by the Council, then the measures outlined in Section 5.8 of this Policy should be referred to.

5.5 Pets and Businesses

Requests from tenants and leaseholders to breed animals will require separate permission and will be classed as the running of a business from the property. This will be covered by clauses within the Tenancy.

5.6 Pets Kept Without Permission

If the Council is made aware of pets being kept where prior permission has not been given the Council will investigate to see whether it would be an instance where permission would normally be granted. If so, the tenant or leaseholder may be granted retrospective permission.

If the request is not able to be granted, the Council will ask for the animal to be rehomed. Any assistance given in rehoming will be recharged to the tenant or leaseholder. The Council will give reasonable timescales for the rehoming of animals. If the Council's timescales are not met, the Council will consider using its powers in the tenancy agreement, lease or within the Anti-Social Behaviour legislation if the animals in question are causing nuisance and annoyance to neighbours.

5.7 Pets Left in Properties

If the Council encounters a circumstance where it believes that an animal has been left in a property and the tenant or leaseholder is no longer in occupation, it will involve the RSPCA and Neighbourhood Wardens Team as appropriate whilst making enquiries into the tenant's or leaseholder whereabouts.

The Council will rehome any animal in appropriate accommodation, such as boarding kennels, until the tenant returns or the pet is adopted by a new owner.

Should the tenant return following their animal having to be removed by the Council, the Council will consider withdrawing permission for them to keep the animal and consider whether further action in accordance with the terms of the tenancy agreement is appropriate. The cost of removal of animals and any boarding will be recharged to the tenant where possible.

5.8 Withdrawing Permission

In instances where a pet causes repeated nuisance and annoyance to residents and attempts by the Council to use the anti-social behaviour Policy and procedure to bring a positive improvement fail, the Council will consider legal action against the tenant or leaseholder as well as requesting removal of the pet.

The Council will give tenants and leaseholders 28 days' notice in writing of the need to rehome their pet and will provide the reasons why the Council has made its decision and will also give advice about how they may go about rehoming their pets.

If a pet attacks a person or another animal, the Council will consider immediate withdrawal of permission and other action possible under the terms of the tenancy agreement.

In the case of XL Bully dogs, if the tenant or leaseholder has been granted permission prior to the dog becoming a banned breed then this permission will not be revoked, solely on the basis that permission would now not be granted. The owner must supply the Council with a copy of the exemption certificate.

5.9 Council Owned Temporary Accommodation

The Council will not allow pets in Council Owned Temporary Accommodation. The Council will arrange for suitable hotel accommodation where pets are allowed, when this is possible. If suitable accommodation where pets are allowed is not possible to arrange, then advice and support will be offered. This includes arranging and paying for boarding of animals if required.

6.0 Related Policies, Procedures and Guidelines

This Policy should be read in conjunction with the:

- Alterations and Improvements Procedure
- Tenancy Agreement
- Anti-Social Behaviour Policy
- Anti-Social Behaviour Procedure
- People with Additional Support Needs Policy

7.0 Review

This Policy will be reviewed every three years unless there are significant changes in legislation.

8.0 Document History and Approval

Date	Version	Committee Name
5/3/19	1.0	Housing Committee
8/9/21	2.0	Housing Committee
3/12/24	3.0	Cabinet

Change Table

Policy Section	Suggested Change	Reason for Change
1.0 Scope	Add: and Arachnids	Arachnids added to list of pets that do not require permission
5.1 Request for a pet	Add: If a tenant or leaseholder needs to make alterations to the property or garden to accommodate their pet, for example, a spending pen, they must request permission in accordance with the Alterations and Improvement Policy.	
5.3 Considering the request for a pet	Add: Permission will not be granted for XL Bully dogs, even where the owner has an exemption certificate.	To reflect changes in legislation and Council’s approach
5.3 Considering the request for a pet	<p>Delete: Permission will be granted for requests to keep small animals that are housed in cages, bowls or tanks inside the home and do not need to go outside of the property.</p> <p>Add: Permission is not required for requests to keep small animals that are housed in cages, bowls or tanks inside the home and do not need to go outside of the property.</p>	To clarify that permission does not need to be requested and to align with section 1.0 Scope

Policy Section	Suggested Change	Reason for Change
5.3 Considering the request for a pet	<p>Delete: Tenants and leaseholders will not be allowed to keep animals of this kind at their properties. Farm birds such as Chickens or Geese will be considered based on the suitability of the property. Cockerels are prohibited.</p> <p>Add: Tenants and leaseholders will not be allowed to keep livestock. The only exception to this is chickens or geese, which will be considered based on the suitability of the property and garden. Cockerels are prohibited.</p>	For clarity, as chickens and geese can be considered as livestock
5.4 Housing Applicants and Pets	<p>Delete: The Council will ensure any offer of accommodation is suitable for the pet.</p> <p>Add: Housing Applicants will be informed if permission will be granted for their pet prior to the offer of tenancy.</p>	Current wording suggests that the Council may make alterations to housing stock to accommodate pets. This is not correct.
5.4 Housing Applicants and Pets	<p>Delete: There is no need for the tenant to request permission in this instance.</p> <p>Add: The request for permission must be made prior to tenancy commencement</p>	Requiring applicants to apply for permission ensures that accurate records are held, and both parties are clear on what has been agreed
5.8 Withdrawing permission	Add: In the case of XL Bully dogs, if the tenant or leaseholder has been granted permission prior to the dog becoming a banned breed then this permission will not be revoked, solely on the basis that	To confirm that permission will not be revoked for XL Bully dogs due to changes in legislation.

Policy Section	Suggested Change	Reason for Change
	permission would now not be granted. The owner must supply the Council with a copy of the exemption certificate.	

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Appendix 3

Equality Impact Assessment

Public bodies are required in 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 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.

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:	Housing	Lead officer responsible for EIA	Head of Housing
Name of the policy or function to be assessed:	Pets Policy		
Names of the officers undertaking the assessment:	Head of Housing		
Is this a new or an existing policy or function?	Updated policy outlining existing functions		
<p>1. What are the aims and objectives of the policy or function?</p> <ul style="list-style-type: none"> • How requests to keep a pet are made • The types of tenancy and how they are affect pet requests • How the Council considers request for a pet • How new housing applicants with pets are managed • Pets and the running of a business • How the Council will manage cases where pets are kept without first seeking permission • How the Council will manage instances where pets are left behind in properties • How permission to keep a pet can be withdrawn 			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>The purpose of the policy is to provide a framework for tenants and leaseholders wishing to keep a pet and how existing pets are managed</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>The policy will apply to all tenants and leaseholders</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <ul style="list-style-type: none"> • Tenants • Leaseholders • Housing employees 			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>Information held on the housing management system.</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>Information held on the housing management system.</p>			

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

No consultation has been completed. However, the Council holds information regarding pet ownership and records of permission granted.

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?**

Applicants must be over the age of 18 to hold a tenancy with the Council, so those younger than that are excluded from holding a tenancy but may be part of the household. This can be justified.

- **Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?**

Yes. Some groups, such as those that require assistance animals, could be advantaged

- **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?**

The policy should not contribute positively or negatively in this area.

- **What further evidence is needed to understand the impact on equality?**

Using existing performance monitoring frameworks, the Council will be able to establish whether there has been any negative or positive impact on tenants and leaseholders

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: It is acknowledged that young people with their first tenancies, may require more support and guidance in terms of responsible pet ownership. A referral to the Council's Tenancy Sustainment Service may be appropriate.

Disability: The Housing Act 1996 identifies ‘people with learning disabilities’ and ‘people with a mental, physical or sensory disability’ as categories where people could be classed as vulnerable. Disability will be taken into account when deciding whether permission is granted.

Gender: It is not anticipated that the Council will need to take any further action in order to enable access for this group.

Gender Reassignment: It is not anticipated that the Council will need to take any further action in order to enable access for this group.

Marriage and Civil Partnership: It is not anticipated that the Council will need to take any further action in order to enable access for this group.

Pregnancy and Maternity: It is not anticipated that the Council will need to take any further action in order to enable access for this group.

Race: It is not anticipated that the Council will need to take any further action in order to enable access for this group.

Religion and Belief: It is not anticipated that the Council will need to take any further action in order to enable access for this group.

Sexual Orientation: It is not anticipated that the Council will need to take any further action in order to enable access for this group.

Care Experience: It is acknowledged that young people with their first tenancies, including those leaving care, may require more support and guidance in terms of responsible pet ownership. A referral to the Council’s Tenancy Sustainment Service may be appropriate.

Head of Service:

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 of Head of Service:



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 *.

7 January 2025	<ul style="list-style-type: none"> • Grants to Voluntary and Community Organisations • Irrecoverable Arrears * • Litter Strategy • HMO Strategy • Residential Guidance Supplementary Document • Decarbonisation of Council Premises • House Building Delivery Plan Update • Food Waste and Simpler Recycling • Affordable Housing Contract • Garden Waste Subscription Fee • Farm Cottage • Options Appraisal for a Piece of Land • Events Programme 2025/26
4 February 2025	<ul style="list-style-type: none"> • Budget Proposals and Associated Strategies • Pay Policy • Housing Strategy • Vulnerable Persons Policy
11 March 2025	<ul style="list-style-type: none"> • Grants to Voluntary and Community Organisations • Climate Change Strategy • Tree Strategy • Commercial Strategy • Grievance Policy • Disciplinary Policy • Prevent Strategy

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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