



Monday, 4 March 2024

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 12 March 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)  
S A Bagshaw  
R E Bofinger  
C Carr

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

## A G E N D A

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

(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 - 22)

Cabinet is asked to confirm as a correct record the minutes of the meeting held on 6 February 2024.

4. SCRUTINY REVIEWS (Pages 23 - 26)

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

5. OVERVIEW AND SCRUTINY CONSIDERATION OF CALL-IN: OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME (Pages 27 - 86)

To consider the recommendation of the Overview and Scrutiny Committee following an extraordinary meeting held on 28 February 2024.

6. COMPLAINTS POLICY (Pages 87 - 198)

To consider a new Complaints Policy following the publication of a Joint Complaint Handling Code by the Local Government and Social Care Ombudsman (LGSCO) and Housing Ombudsman (HO) following consideration by the Policy Overview Working Group on 11 January 2024.

7. RESOURCES AND PERSONNEL POLICY

7.1 REVIEW OF THE CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE QUARTER 3 (Pages 199 - 262)

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.

7.2 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTER (Pages 263 - 270)

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

8. COMMUNITY SAFETY

8.1 SANCTUARY POLICY (Pages 271 - 306)

To seek approval for a revised Sanctuary Policy.



8.2     UPDATED SERIOUS VIOLENCE AND VIOLENCE  
AGAINST WOMEN AND GIRLS STRATEGY     (Pages 307 - 348)

To seek approval for the updated Serious Violence and Violence Against Women and Girls Strategy.

9.     ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

9.1     COSSALL NEIGHBOURHOOD PLAN     (Pages 349 - 360)

To seek the resolution of Cabinet to 'make' (adopt) the Cossall Neighbourhood Plan, following a successful referendum result on 15 February 2024.

9.2     LOCAL DEVELOPMENT SCHEME     (Pages 361 - 370)

To seek approval of an updated Local Development Scheme (LDS). The LDS sets out the timetable for preparing development plan documents which includes the Greater Nottingham Strategic Plan.

10.     ECONOMIC DEVELOPMENT AND ASSET  
MANAGEMENT, RESOURCES AND PERSONNEL POLICY  
AND LEISURE AND HEALTH

10.1     BRAMCOTE LEISURE CENTRE RAAC AND BUILDING  
CONDITION REPAIR     (Pages 371 - 428)

To seek Cabinet approval to undertake urgent repairs to the Leisure Centre at a cost of £218,900, to ensure building safety which will enable the Centre to remain operational for a further 3-5 years to facilitate the delivery of the new Leisure Centre.

10.2     STOCK CONDITION SURVEY FOR 2024/25     (Pages 429 - 432)

To seek Cabinet approval for an additional budget of £100,000 to implement a stock condition survey programme to understand the condition of Council owned residential stock and inform the delivery of the modernisations programme.

11.     ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT  
AND ENVIRONMENT AND CLIMATE CHANGE

11.1 BIO DIVERSITY NET GAIN (Pages 433 - 436)

To provide Members with an update on the implementation of the requirement to secure 10% Biodiversity Net Gain for planning proposals that came into force 12 February 2024.

12. ENVIRONMENT AND CLIMATE CHANGE

12.1 REPLACEMENT OPTIONS FOR BRINSLEY HEADSTOCKS (Pages 437 - 448)

To seek approval to conduct a public consultation on the replacement options for the Brinsley Headstocks.

12.2 CLIMATE CHANGE AND GREEN FUTURES REVIEW (Pages 449 - 622)

To seek approval for the reviewed and updated Climate Change and Green Futures Strategy and supporting Carbon Management Action Plan 2023-2027.

12.3 GREEN INFRASTRUCTURE STRATEGY UPDATE (Pages 623 - 736)

To update Members on the mid-term progress of the Green Infrastructure Strategy.

13. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT AND RESOURCES AND PERSONNEL POLICY

13.1 INCREASE IN PLANNING PRE-APPLICATION FEES (Pages 737 - 746)

To update Members on recent increases in statutory planning and related application fees and to consider a broadly proportionate increase in locally-set pre-application fees.

13.2 ALLOCATION OF UKSPF COMMUNITIES GRANT FUNDS 2024/25 (Pages 747 - 752)

To recommend to Cabinet the allocation of UKSPF-funded Communities Grants for delivery of fifteen individually nominated projects from April 2024 to March 2025, to a total value of £279,815. The report further recommends an addendum to the UKSPF Year 3 funding programme agreed by Cabinet in February 2024 to raise the total size of the fund to £279,815 and insert a further action to ensure Beeston Film Festival is supported through a separate part of the plan.

14. CABINET WORK PROGRAMME (Pages 753 - 754)

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.

15. 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, and 3 of Schedule 12A of the Act.**

16. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT AND RESOURCES AND PERSONNEL POLICY

16.1 ALLOCATION OF UKSPF COMMUNITIES GRANT FUNDS 2024/25 APPENDIX (Pages 755 - 768)

17. ECONOMIC DEVELOPMENT AND ASSET MANAGMENT AND HOUSING

17.1 OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME APPENDIX (Pages 769 - 770)

18. RESOURCES AND PERSONNEL POLICY

18.1 ENVIRONMENTAL HEALTH RESTRUCTURE REPORT (Pages 771 - 780)

19. LEADER OF THE COUNCIL

19.1 SAFEGUARDING 50 JOBS IN THE BOROUGH (Pages 781 - 786)

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## 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.**

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#### **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.

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**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.

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## **Declarations and Participation in Meetings**

### **1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)**

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

#### **Action to be taken**

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

### **2. OTHER REGISTERABLE INTERESTS (ORIs)**

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

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

### 3. NON-REGISTRABLE INTERESTS (NRIs)

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

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

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

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

#### **BIAS and PREDETERMINATION**

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

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

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

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



## **BIAS**

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

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

No

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

No

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:

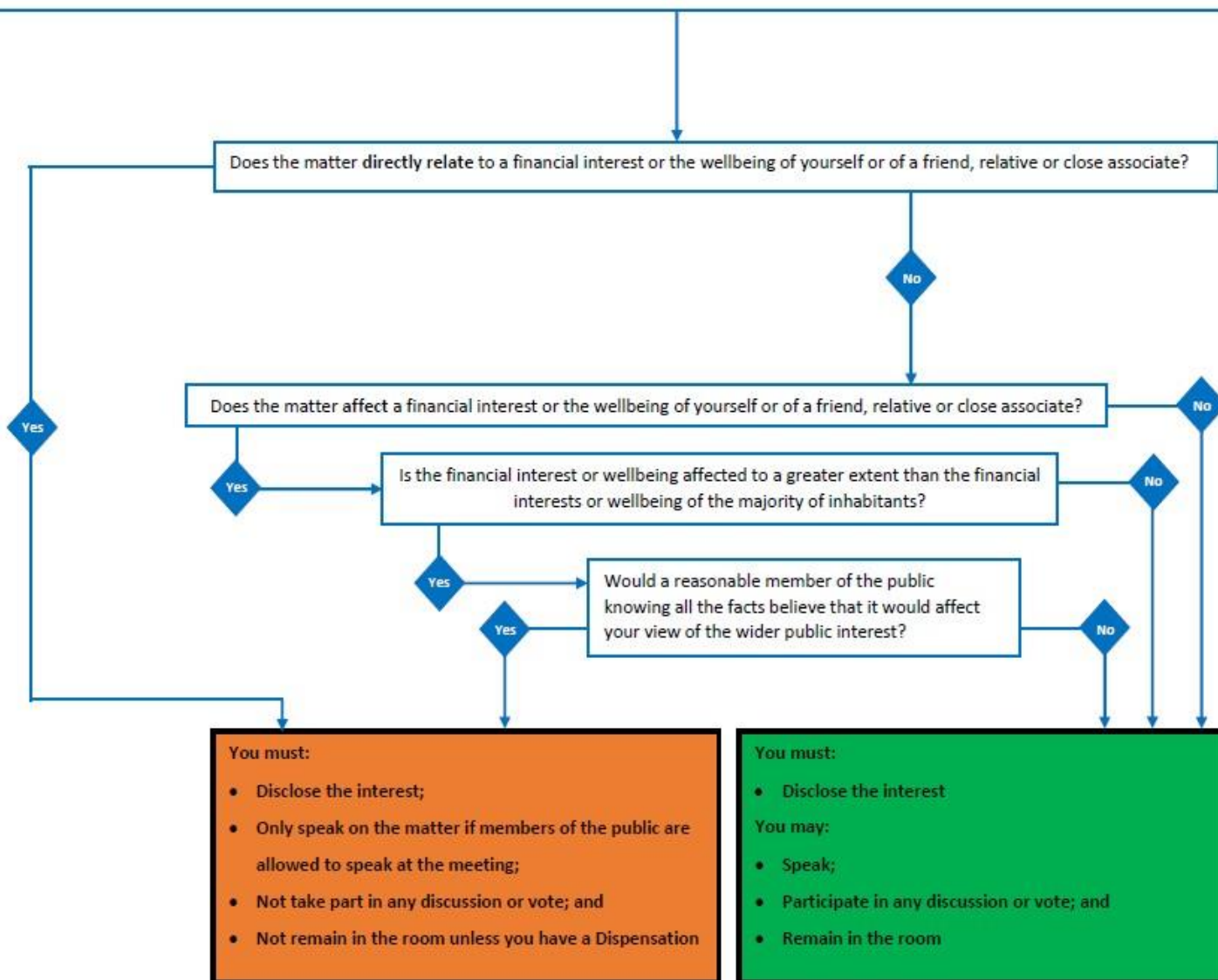
- Disclose the interest;
- Only speak on the matter if members of the public are allowed to speak at the meeting;
- Not take part in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

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, 6 FEBRUARY 2024**

Present: Councillor M Radulovic MBE, Chair

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

117 APOLOGIES

An apology for absence was received from Councillor S A Bagshaw.

118 DECLARATIONS OF INTEREST

Councillor J W McGrath declared a non-registerable interest in items 14.1 and 15.1 as a member of his family is employed by Liberty Leisure Ltd, minute numbers 130.1 and 131.1 refer.

M Radulovic MBE declared an other registerable interest in item 5.2 as he is a trustee of the Eastwood People's Initiative and the 'Young Individual Boxing Competitor' was known to him, minute number 121.1 refers.

119 MINUTES

The minutes of the meeting held on 9 January were confirmed as a correct record.

120 SCRUTINY REVIEWS

The work programme for Scrutiny Reviews was noted.

120.1 BUDGET PROPOSALS AND ASSOCIATED STRATEGIES

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

**RECOMMENDED** to Council that:

1. The Housing Revenue Account budget as submitted be approved (appendix 2).
2. The General Fund revenue budgets as submitted be approved (appendix 3).

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

#### Reason

The proposals were in accordance with the relevant legislation, Council policy and procedures, and the Council's statutory and fiduciary powers.

## 121 RESOURCES AND PERSONNEL POLICY

### 121.1 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS

Cabinet considered requests for grant aid in accordance with the provisions of the Grant Aid Policy.

**RESOLVED** that the grant aid requests be approved accordingly:

<b>Eastwood People's Initiative</b>	<b>£2,500</b>
<b>5<sup>th</sup> Stapleford Scout Group</b>	<b>£4,500</b>
<b>2<sup>nd</sup> Beeston Sea Scouts</b>	<b>£2,150</b>
<b>Age Concern Eastwood</b>	<b>£9,000</b>
<b>2<sup>nd</sup> Kimberley Scout Group</b>	<b>£7,000</b>
<b>Stapleford Community Association</b>	<b>£3,000</b>
<b>Broxtowe Women's Project</b>	<b>£8,000</b>
<b>Phoenix Community Association</b>	<b>£7,500</b>
<b>D H Lawrence Music Festival</b>	<b>£2,500</b>
<b>Young Individual Boxing Competitor</b>	<b>£1,000</b>

(Having declared an other-registerable interest in the item, Councillor M Radulovic MBE left the meeting without discussion or voting thereon in their specific items of interest.)

### Reason

Consideration for not awarding the grant may have a negative impact for the users and individuals relying on the service. 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 accordance with legislation and the Council's Grant Aid Policy would ensure the Council's compliance with its legal duties.

## 121.2 PAY POLICY STATEMENT- 2024/25

Cabinet noted the Pay Policy for 2024/25 prior to its submission to full Council. The pay policy statement for 2024/25 set out the Council's policies relating to the remuneration of its senior officers, the remuneration of its lowest paid employees. Each Local Authority had a statutory obligation to publish an annual Pay Policy Statement.

## 121.3 RESIDENTS' NEWSLETTER

Members considered options in relation to a Residents' Newsletter following a review in the previous year. The first option considered was to continue with the current arrangement of producing the digital newsletter but reducing the number of printed copies. The second option considered was the adoption a digital approach, encouraging residents to sign up to the weekly email bulletins to get up to date news, rather than producing a newsletter.

**RESOLVED that Option 2, as included in the report, be approved.**

### Reason

Option 2 utilises the financial and Officer resource of producing a newsletter into a wider range of targeted engagement activities.

### Options considered and rejected:

#### Option 1:

Continue with existing arrangement to produce a resident's newsletter which is promoted online. Reduce distribute of printed copies to 2,000 based on take up during 2023/24.

## 122 RESOURCES AND PERSONNEL POLICY AND ENVIRONMENT AND ASSET MANAGEMENT

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

Cabinet considered a report to allocate the Year 3 programme which was the subject of consultation at the Members Advisory Panel and had been guided by the Borough's Investment Plan and signed off by the Department for Levelling Up, Housing and Communities in December 2022. The report provided Cabinet with information to

enable alignment of the work with corporate priorities and contemporary economic forces.

**RESOLVED that the funding profile for the Year 3 UKSPF allocations as described in section 3 and detailed in appendix 2 of the report, be approved.**

Reason

The parameters for decision and change were based on the Borough's approved Investment Plan and the limited flexibilities granted to the Council in managing the programme.

123 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

123.1 CHETWYND: THE TOTON AND CHILWELL NEIGHBOURHOOD PLAN

Members considered the Chetwynd: The Toton and Chilwell Neighbourhood Development Plan which had been prepared by the Chetwynd: The Toton and Chilwell Neighbourhood Forum over the past six years since the official designation of the Chetwynd: The Toton and Chilwell Neighbourhood Forum in 9 March 2017.

The Independent Examiner's Report was received by Broxtowe Borough Council on 17 January 2024. The Independent Examiner stated that within her report that, from her examination of Chetwynd: The Toton and Chilwell Neighbourhood Plan and its supporting documentation, including the representations made and the discussion at the Public Hearing, she has concluded that, subject to the policy modifications set out in her report, the Plan met the basic conditions.

It was stated that the Plan could only have been supported with good connectivity links, a carbon negative outlook and the provision of homes for life.

Cabinet thanked the Steering Group which was made up of volunteers from the local community, in addition to the Council Officers for all the work that had gone into the production of the Plan.

**RESOLVED that:**

1. **The Chetwynd: The Toton and Chilwell Neighbourhood Plan should be modified as proposed by the Independent Examiner.**
2. **Once modified as proposed by the Independent Examiner, it is considered the Neighbourhood Plan will meet the Basic Conditions and other legislative requirements.**
3. **The Chetwynd: The Toton and Chilwell Neighbourhood Plan should proceed to a referendum, with the extent of the area eligible to vote to be based upon the Chetwynd: The Toton and Chilwell Neighbourhood Area as shown within appendix 1 to the report.**

Reason

This would allow for the Plan to be modified as recommended by the Independent Examiner and to proceed to referendum based upon the current Neighbourhood Plan Area. It also confirmed that the Council is of the view that, once modified as per the Independent Examiner's recommendations, the Chetwynd: The Toton and Chilwell Neighbourhood Plan would meet the Basic Conditions and other relevant legislative requirements.



124 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT, ENVIRONMENT AND CLIMATE CHANGE, RESOURCES AND PERSONNEL POLICY

124.1 ROCK FACE STABILISATION WORKS AT THE QUARRY

The Chilwell quarry was created by the former Chilwell brick works and is within the ownership of Broxtowe Borough Council. The Council purchased the land from a company in liquidation (David Charles Homes (Nottingham) Limited), in 1979. Following reports of a mudslide due to recent severe rainfall, Broxtowe Borough Council instructed Emcus Geotechnical Engineers to undertake an initial inspection and report back on their findings. This visit took place on 24 October 2023 and included Broxtowe Borough Council Officers.

The report advised that there had been a mudslide. It further advised that due to persistent bad weather further collapse from the top of vertical face of the quarry could occur resulting in further loss of land. The Geotechnical Engineer advised on weekly monitoring due to the instability of the quarry and to install Legato bricks to the bottom of the quarry adjacent to the fencing of the houses at Leamington Road.

**RESOLVED that that the procurement and subsequent appointment of a civil engineering firm and employer's agents to complete the scheme of works to undertake rock face stabilisation works at Chilwell Quarry be approved. The scheme at a cost of up to £1,000,000 will be added to the Capital Programme in 2023/24 and funded by prudential borrowing.**

Reason

To avoid any legal claims, it is imperative this work is carried out to avoid any legal claims made against the Council as land owner, the procurement considerations have been outlined within the financial implications section of the report.

125 ECONOMIC DEVELOPMENT AND HOUSING

125.1 OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME

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

Following a tendering exercise in 2021 a main Contractor was appointed but the scheme was then placed on hold by Cabinet. Members were informed that planning consent will expire on 3 June 2024 so we are requesting that the scheme restarts.

The Contractor who won the original tender had recently confirmed his willingness to carry out the work at a price slightly adjusted for inflation.

**RESOLVED that the production of six dwellings at the Farm Cottage site, as detailed in the report, be approved.**

Reason

This was an opportunity to provide homes which would accommodate different people on the Council's waiting list.

126 CABINET WORK PROGRAMME

**RESOLVED that the Work Programme be approved.**

127 EXCLUSION OF PUBLIC AND PRESS

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

128 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT, ENVIRONMENT AND CLIMATE CHANGE, RESOURCES AND PERSONNEL POLICY

128.1 ROCK FACE STABILISATION WORKS AT THE QUARRY APPENDIX 1, 2 AND 3

Cabinet noted the confidential information contained in the appendix to the report considered earlier in the agenda.

129 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT AND HOUSING

129.1 OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME APPENDIX 2

Cabinet noted the confidential information contained in the appendix to the report considered earlier in the agenda.

130 RESOURCES AND PERSONNEL POLICY ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT LEISURE AND HEALTH

130.1 BRAMCOTE LEISURE CENTRE-PLANNING APPROVAL AND RIBA 4

**RESOLVED that:**

- 1. The identified supplier is commissioned to develop a detailed design for the new Bramcote Leisure Centre (RIBA 4) and, on behalf of the Council, submits planning application for the development of the new Leisure Centre.**
- 2. A capital budget of £800,000 to fund the RIBA 4 design, planning fees, associated survey costs and project management be approved and added to the Capital Programme 2023/24 to funded from General Fund capital receipts.**
- 3. A Bramcote Leisure Centre Board is established to oversee the design and development of the new Leisure Centre, to be chaired by the Deputy**

**Chief Executive and comprising cross-party Members and key Officers, although any decisions on funding would remain with the Cabinet.**

Reason

The recommendation will assist in achieving the corporate priority of Health – supporting people to live well.

(Having declared anon-registerable interest in the item, Councillor J W McGrath left the meeting before voting thereon.)

131 **RESOURCES AND PERSONNEL POLICY**

131.1 **EMPLOYEE MATTERS**

**RESOLVED that the Council meets the estimated Employee Matters costs as detailed within the report, with the total cost being funded directly from General Fund Reserve balances.**

Reason

This will allow for legislative and policy requirements to be met.

(Having declared anon-registerable interest in the item, Councillor J W McGrath left the meeting before voting thereon.)

131.2 **TO IDENTIFY THE CHANGES PROPOSED TO THE ECONOMIC DEVELOPMENT & REGENERATION TEAM IN LIGHT OF THE TEAM'S GROWTH TO DELIVER MAJOR CAPITAL AND REVENUE PROGRAMMES.**

**RESOLVED that:**

- 1. The revised structure for the Economic Development and Regeneration Team as illustrated in the organogram, appendix 1 of the report, be approved.**
- 2. The creation of the Town Centres & Contracts Manager post be approved.**
- 3. The change of title of the Section Manager from Economic Development and Regeneration Manager to Economic Development, Regeneration and UKSPF Programme Manager be approved.**

Reason

This will assist with all of the Council's policies.

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## Report of the Monitoring Officer

### SCRUTINY REVIEWS

1. Purpose of Report

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

2. Recommendation

**Cabinet is asked to NOTE the report.**

3. Detail

A call in was received for the report on the Opportunity to Develop Five New Homes and One Refurbished Home. The decision from 6 February 2024 Cabinet meeting was reviewed by the Overview and Scrutiny Committee on 28 February 2024 with the decision to refer the item back to the 12 March 2024 Cabinet.

The Overview and Scrutiny Committee met on 22 February 2024 and welcomed a scrutiny topic from Councillor R Bullock. Members of the Committee decided that the process could be reviewed within the policy at Local Joint Consultative Committee. Following the meeting, a successful training session was held on Scrutiny and understanding the role of the Committee. Eleven Members attended the session. Future training opportunities will be arranged after May 2024 to assist Members in their role.

The Equality, Diversity and Inclusion at the Council Working Group met again on 1 March 2024. The Working Group is Chaired by Councillor S Dannheimer. The scrutiny topic would be long term as the topic covered a wide area of the Council. The group attended the D.H Lawrence Museum and Kimberley Depot to assess how the buildings could be accommodated to meets the requirements of the Equality Act 2010 and where reasonable adjustments had been met. The Head of Asset Management was in attendance to support the group along with Heads of Service at Kimberley Depot and D.H Lawrence Museum.

Cabinet will receive updates at each future meeting as to the progress of the Overview and Scrutiny Committee's work programme as contained in the attached **APPENDIX** and is asked to give consideration to the future programme and decision-making with knowledge of the forthcoming scrutiny agenda. It also enables Cabinet to suggest topics for future scrutiny.

4. Key Decision

This is not a key decision.

5. Financial Implications

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

There are no direct financial implications arising from this report.

6. Legal Implications

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

There are no legal implications arising from the report.

7. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No comments

8. Union Comments

The Union comments were as follows:

No comments

9. Climate Change Implications

There were no comments received.

10. Data Protection Compliance Implications

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

11. Equality Impact Assessment

Not required.

12. Background Papers

Nil

## APPENDIX

## 3.1 Topics under review:

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

## 2. Topics Reserved for future consideration:

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

**3. Topics to be Reviewed after Six Months:**

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



## Report of the Monitoring Officer

### OVERVIEW AND SCRUTINY COMMITTEE – CONSIDERATION OF CALL-IN: OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME

#### 1. Purpose of Report

To consider the recommendation of the Overview and Scrutiny Committee following an extraordinary meeting held on 28 February 2024.

#### 2. Recommendation

**Cabinet is asked to CONSIDER the comments from the Overview and Scrutiny Committee and RESOLVE accordingly.**

#### 3. Detail

At its meeting on 6 February 2024, Cabinet considered a report named 'Opportunity to Develop Five New Homes and One Refurbished Home' which sought approval to construct five new homes on land adjacent to 51 Ilkeston Road, Bramcote NG9 3JP, as specified by Planning consent 21/00038/REG3, and to refurbish Farm Cottage at the site to bring it back into use for Social Rent as one home. Cabinet resolved that the production of six dwellings at the Farm Cottage site, as detailed in the report, be approved.

Following the decision, a Call-In request was received from Councillors A Kingdon, D K Watts, S J Carr, B C Carr and H Land. The reasons for the Call-In were given as follows:

"We consider the decision should be called in as it is not in accordance with the Council's decision-making principles and not in the public interest. In relation to the above we consider that the following principles of decision-making have been breached:

- Open and transparent – this decision was taken without any consultation with local residents
- Take into account all relevant considerations and ignore irrelevant considerations – the decision fails to take into account the views of local residents. Further, Members were not aware of the surveyor's report received on the day of the Cabinet meeting
- Undertake consultation as required or as may be appropriate – it is appropriate to consult residents who will be adversely affected by this decision. Residents had been told a year before that this decision had been scrapped and had not been told that it was even being reviewed.

- Obtain and consider professional advice as may be required or appropriate – the decision was taken without regard to the Surveyor's report.
- Ensure best value – the decision was scrapped previously as not being value for money. The costs have since increased, something that was not made clear to the Members of the Cabinet."

The Overview and Scrutiny Committee held an extraordinary meeting on 28 February 2024 to consider the Call-In request and took evidence from the Councillors who requested the Call-In, The Portfolio Holders for Resources & Personnel Policy and Housing. Further information was given by the Head of Economic Development & Asset Management.

On hearing the evidence and opinions presented, the Committee concluded that when the report was considered by Cabinet, the late submission of the Surveyor's report did not allow for Members to be fully informed when reaching a decision on the item. It was stated that the potential cost of repair of Fishpond Cottage may not be viable when considering the details of the Surveyor's report. Furthermore, the uncertainty regarding the potential grant from Homes England did not allow for Cabinet to be fully apprised of the financial outlay for the proposals leading to a lack of clarity in the report.

Further suggestions from the Committee included that there was extensive consultation during the original planning process, the scheme represented value for money as the payback period was 33-years rather than the industry standard of 40-years, flooding concerns were not based on local evidence and that the Cottage would fall into further disrepair should no action be taken.

### Recommendation

On being put to the meeting, the Overview and Scrutiny Committee resolved to refer the decision back to Cabinet for reconsideration, setting out the nature of the Committee's concerns, for re-consideration within 10 working days, taking into account the concerns of the Overview and Scrutiny Committee, before making a final decision.

**APPENDIX 1** contains the report submitted to Cabinet on 6 February 2024, with the addition of the Surveyor's report referenced at the Overview and Scrutiny Committee.

**APPENDIX 2** is a confidential appendix containing further commercially sensitive financial information originally submitted to Cabinet on 6 February 2024.

#### 4. Key Decision

This is a key decision.

5. Updates from Scrutiny

Updates from the Overview and Scrutiny Committee are contained within the report.

6. Financial Implications

The comments from the Head of Finance Services are contained within the report submitted to Cabinet on 6 February 2024.

7. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services are contained within the report submitted to Cabinet on 6 February 2024.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

The climate change implications are contained within the report submitted to Cabinet on 6 February 2024.

11. Data Protection Compliance Implications

**APPENDIX 2** to this report contains OFFICIAL(SENSITIVE) information as detailed in Section 12A of the Local Government Act 1972. It is therefore included in the private section of this agenda. There are no Data Protection issues in relation to this report.

12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.

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## APPENDIX 1

**Report of the Portfolio Holders for Housing and Resources and Personnel Policy****OPPORTUNITY TO DEVELOP FIVE NEW HOMES AND ONE REFURBISHED HOME****1. Purpose of Report**

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

**2. Recommendation**

**Cabinet is asked to RESOLVE that the production of six dwellings at the Farm Cottage site, as detailed in the report, be approved.**

**3. Detail**

The Council obtained Planning consent 21/00038/REG3 in June 2021 to develop five dwellings on the land either side of Farm Cottage, Ilkeston Road NG9 3JP. The scheme comprises three houses and one block of two apartments. All to be traditionally built of brick, under tiled roofs. An LABC 12-year warranty against major construction defects will come with these homes.

Following a tendering exercise in 2021 a main Contractor was appointed but the scheme was then placed on hold by Cabinet. The Planning consent will expire on 03 June 2024 so we are requesting that the scheme restarts. The Contractor who won the original tender has recently confirmed his willingness to carry out the work at a price slightly adjusted for inflation.

A detached four-bedroomed six-person house built to accessible standard is planned next to a pair of three-bedroomed five-person houses. On the other side of the existing cottage there will be a two-storey detached building containing two one-bedroomed two-person apartments.

If approved, the houses would be managed by the Council and accounted for in the Housing Revenue Account (HRA). The homes would be let on secure tenancies at Social Rent levels. The designs feature air-source heat pumps and meet Nationally Described Space Standards (NDSS) in line with the Council's policy for new-build homes.

Located between the sites of the proposed flats and houses is Farm Cottage. This long-term empty building needs prompt attention. A full structural survey has been commissioned with the results of the survey informing the options for

future use. It is proposed to refurbish the cottage to the best insulation standards possible for this type of building.

This work should include an air source heat pump and Photo-Voltaic roof panels. The Council will aim to achieve EPC Level C in the cottage. The refurbishment process could inform the approach to de-carbonising the many properties of similar age and construction that are in the Council's housing stock.

**ANNEX 1** contains a map of the area and aerial photograph of the site. **APPENDIX 2** is a confidential appendix containing further commercially sensitive financial information.

4. Key Decision

This is a key decision.

5. Financial Implications

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

There is currently budgetary provision for the proposed scheme. If Members were minded to approve the revised proposal, the extra cost would be recognised in the Capital Programme in 2024/25.

6. Legal Implications

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

When making decisions in relation to the management or procurement of assets, the Council must act in accordance with its statutory duties and responsibilities. Under Section 120 of Local Government Act 1972, the Council is obliged to ensure that the management of its assets are for the benefit of the Borough. Section 17 of the Housing Act 1985 provides the principal power to (a) acquire land as a site for the erection of houses, (b) acquire houses, or buildings which may be made suitable as houses, together with any land occupied with the houses or buildings, (c) acquire land proposed to be used for the purpose of providing facilities in connection with housing accommodation, and (d) acquire land in order to carry out on it works for the purpose of, or connected with, the alteration, enlarging, repair or improvement of an adjoining house. Pursuant to Section 9 of the Housing Act 1985 the Council may provide housing accommodation by acquiring houses. Section 24 of the Housing Act 1985 Act provides that the Council acting as a housing authority may make such reasonable charges as they may determine for the tenancy or occupation of their houses.

Legal services will provide advice and assistance at each stage of the conveyancing process.

7. Human Resources Implications

Not applicable.

8. Union Comments

Not applicable.

9. Climate Change Implications

These are considered within the report.

10. Data Protection Compliance Implications

The appendix to this report contains OFFICIAL(SENSITIVE) information as detailed in Section 12A of the Local Government Act 1972. It is therefore included in the private section of this agenda. There are no Data Protection issues in relation to this report.

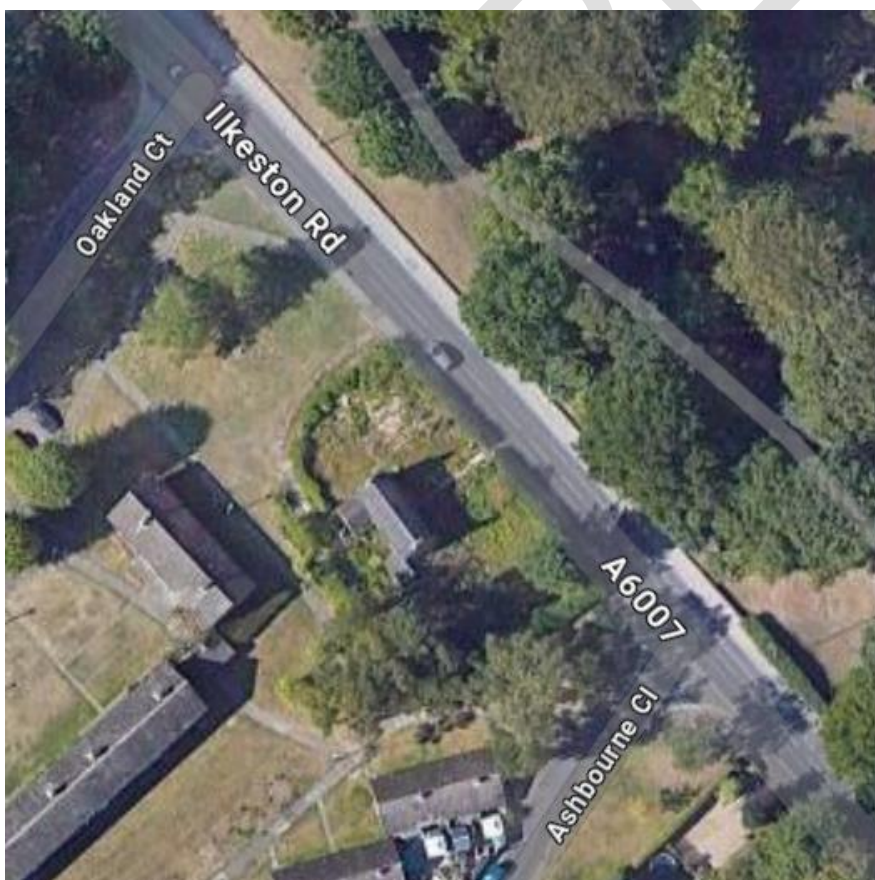
11. Equality Impact Assessment

N/A.

12. Background papers

Nil.

ANNEX 1





**Building survey report**

**51 Ilkeston Road,  
Bramcote, Nottingham,  
NG9 3JP**

Prepared for: Broxtowe Borough Council  
Prepared by: [REDACTED] BSc (Hons) MSc MRICS  
[REDACTED] BA (Hons) MSc  
Date: 05 February 2024  
Reference: ST24.003

STAT BC, 7 The Ropewalk, Nottingham, NG1 5DU  
T 0333 047 9396 [info@statbc.co.uk](mailto:info@statbc.co.uk)

Regulated by RICS

## Recommendation

From our perspective as building surveyors, we would strongly advise you to give careful consideration to the issues raised in this report to ensure that you are fully appraised before making any decisions in relation to this building. In addition, we recommend that certain further investigations (see below) be commissioned and reviewed.

### In summary:

During the course of our survey, we noted various issues to which we draw your attention in detail within this report. We set out the key issues as follows:

- 1) The main roof covering and the kitchen roof covering are generally in poor condition commensurate with the age of the property. The tiled roof surfaces are soiled and stained with detritus and moss growth, and numerous slate tiles are slipped, cracked, and part missing, allowing daylight into the internal roof space. The mortar bedding to the slate ridge tiles is also heavily degraded and cracked, and the mortar pointing and flaunching to the masonry constructed chimney stacks is generally part missing and degraded. In addition, moisture meter readings were taken at several locations to both the main roof and kitchen roof timbers, which all indicated a wet, saturated and 'at risk' roof structure. Considering the age and condition of the roof coverings, full replacement works are likely to become necessary in the immediate to short term.
- 2) To the rear elevation, significant structural cracking was noted to the brickwork spanning the full height of the elevation, indicative of potential subsidence to the rear of the property. In addition, further instances of stepped cracking were noted to the front and rear elevations, above and beneath the ground floor window openings. As such, and further to the necessary brickwork repair and repointing works, it is recommended that all noted defects are monitored moving forward, and if deemed necessary, further investigations be undertaken by a Structural Engineer.
- 3) To the left hand side gable end, stepped cracking and distorted brickwork was noted at high level, giving concern over the presence of roof spread. Roof spread is caused by the downward pressure of the roof covering, resulting in the downwards movement of the rafters and subsequent outwards movement of the brickwork. As such, it would be prudent to commission a structural engineers survey to ascertain the condition and stability of the roof structure, with any recommended remedial works being undertaken in the short term. This may include the installation of additional beams and struts within the roof structure to provide further support and stability.
- 4) Whilst on site, elevated damp meter readings were recorded to the timber floor boards, surrounding plastered walls and ceilings, and roof timbers. Given the property has remained unoccupied for a number of years, a lack of heating and ventilation has provided favourable conditions for damp and mould growth, which is generally evident throughout all internal areas of the property. As such, given the extent of disrepair apparent throughout the property, it is anticipated that a full scheme of repair and refurbishment works are required internally, subsequent to the external roof and elevation repair works. In addition, it is recommended that intrusive investigations are undertaken into the sub-floor void to understand the true extent of dampness and the overall condition of the structural floor joists, with any resulting repairs being carried out immediately thereafter.
- 5) At the time of our inspection, no electrical supply was provided to the property, therefore, we cannot confirm its operational condition. In addition, numerous socket face plates at ground and first floor level appeared dated, and, therefore, we have concerns with regards to the age of the wiring systems within the property. Whilst there currently appears to be adequate provisions in each room for sockets, your intentions for the property may warrant additional sockets and an increased electrical supply and given our concerns regarding the age of the wiring systems, re-wiring works may be required. To this end, it is recommended that the wiring and electrical systems are inspected, tested, and certified by a qualified electrician to understand their age and suitability for the property moving forward. In addition, the boiler and wet radiator system have

been stripped out from the property, therefore, replacement of these installations are required in the immediate term to provide an appropriate source of heating and hot water to the property.

- 6) The external areas and perimeter boundaries to the property are generally in poor condition, with a general lack of maintenance noted throughout. The garden areas are heavily overgrown with vegetation and unwanted weed growth, the timber decking is weathered and decayed, and the patio and concrete paved footpaths are soiled, uneven, and contain unwanted vegetation to the joints. In addition, the perimeter boundary wire mesh fencing is damaged and leaning in numerous locations and the boundary hedgerows and tree growth is generally overgrown and unkept. Accordingly, a package of external repair works are required, including the cutting back and tidying of the landscaped areas, to improve the overall appearance of the site.

#### Cost recoverability summary

The following risk-categorised table sets out a brief overview of the nature and severity of these issues, together with the suggested remedial work required and associated cost implications.

The risk levels – including examples of typical problems found under each classification and an indication of the potential impact on your investment - are categorised as follows:

<b>High</b>	Urgent attention required e.g. Health and safety issue. High cost that may impact on your investment.
<b>Medium</b>	Possibly serious cost implication if not remedied e.g. significant disrepair to external fabric. Further clarification required – tests, review of documentation, etc, costs implications requiring budget planning.
<b>Low</b>	Not of immediate concern, however, may impact on future use and costs of maintaining the building. Category may change if nothing is done to remedy the issue.

We estimate that the total cost of works that would and would not be recoverable within the timeframe of this report to be:

Risk summary	Recoverable costs (£)			
	Year 1	Years 2-5	Years 6-10	Risk totals
<b>High risk</b>	0	0	0	0
<b>Medium risk</b>	0	0	0	0
<b>Low risk</b>	0	0	0	0
<b>Totals (£)</b>				<b>0</b>

Risk summary	Non-recoverable costs (£)			
	Year 1	Years 2-5	Years 6-10	Risk totals
<b>High risk</b>	25,395	0	0	25,395
<b>Medium risk</b>	19,671	0	36,432	56,103
<b>Low risk</b>	53,896	28,918	0	82,814
<b>Totals (£)</b>				<b>164,000</b>

<b>Overall total (£)</b>	<b>164,000</b>
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- NB. The risk-categorised Cost Schedules & Qualifications (Appendix A) provide a breakdown of these repair items.
- NB. Costs are budgets and include professional fees but exclude VAT.
- NB. Cyclical redecoration (unless deemed urgent in nature) have not been included unless stated otherwise.

### EPC rating

Checks have been made against the Domestic EPC database which have confirmed that no valid EPC exists.

Building/area	EPC rating	EPC expiry date	Predicted MEES compliance
51 Ilkeston Road	N/A	N/A	FAIL (High Risk)

Government regulations require all rental properties to have an EPC rating of E or higher before being let to tenants. As such, in the absence of a valid EPC, it would be prudent to commission a new draft EPC and accompanying improvement matrix to confirm compliance, and to determine the extent of future energy efficiency upgrades required in respect of future MEES changes.

### Phase 1 environmental audit

We have not been instructed to appoint an Environmental Consultant to prepare a Phase 1 Audit of the site.

## Further investigations

### Investigations recommended prior to any repair and refurbishment works

- 1) Commission an asbestos management survey to ascertain the presence, condition, and required remedial/removal works and associated costs of any asbestos containing materials (ACMs) at the premises.
- 2) Undertake intrusive investigations to the ground floor suspended timber floor structure, including extent of rotten floor joists and floor boards.
- 3) Appoint a structural engineer to undertake an appraisal of the suspected roof spread to the main roof structure, including gaining an understanding of the extent and associated costs of any remedial works which are required.
- 4) In the absence of a valid EPC, it would be prudent to commission a new draft EPC and accompanying improvement matrix to confirm compliance, and to determine the extent of future energy efficiency upgrades required in respect of future MEES changes.
- 5) Testing of the mechanical and electrical installations to understand the extent of, and associated costs of any remedial works which are required.

### Further investigations recommended

We recommend that the following further inspections and reports be commissioned, and the conclusions reviewed prior to restoration of the property:

- 1) Monitor the cracking noted to front, left hand side, and rear elevation brickwork following repointing and repair works.
- 2) Dependant on the outcome of the recommended monitoring works, commission further specialist investigations into the suspected historic subsidence to the rear left hand side corner of the property.

- 3) It may be considered advantageous to commission a CCTV drainage survey to confirm the layout, condition, and future maintenance requirements of the underground drainage infrastructure.

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### Appendix A Building survey cost schedules and costing notes

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#### Annexes

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#### Annex 1 Background to prejudicial materials

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#### Annex 2 Background to statutory issues

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#### Annex 3 Standard and survey limitations

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## 1. Introduction

- 1.1.1. Instructions were received from Fraser Neesham on 19 December 2023 to inspect and report on the condition of 51 Ilkeston Road, Bramcote, Nottingham, NG9 3JP and to provide commentary, as appropriate, on potential issues in the future such as obsolescence or likely future maintenance, requirements and costs.

Date of survey: 09 January 2024

Weather conditions: Dry with clear skies

Survey undertaken by:



- 1.1.2. The scope of service was confirmed on 18 December 2023 as were STAT Building Consultancy Limited's terms and conditions of appointment and also our 'Standard limitations' and 'Survey limitations' (both of which are annexed to this report) that apply to this instruction.
- 1.1.3. In addition to the published limitations, we were restricted during our inspection in the following respects:
- Our inspection was undertaken from ground floor level only using safe vantage points. No high level access lifts were utilised, albeit the roof coverings and high level areas were inspected via the use of an unmanned aerial vehicle.
  - Due to the type of construction of the roof structure the visual inspection of certain exposed timber roof members was achievable, albeit movement within the loft area was restricted, therefore, limiting our inspection.
  - We did not lift any drain covers or undertake any form of visual inspection of the below ground drainage runs.
  - No live power supply was available at the property, therefore, our inspection of the internal areas was limited and restricted to what could be seen via natural daylight through window openings and battery powered torches.
  - Our inspection of the kitchen area was restricted due to the collapsed ceilings and vandalised kitchen units, limiting access to certain areas.
- 1.1.4. We have not been instructed to commission a specialist consultant report on the services installations. Therefore, the comments regarding M&E installations in this report are limited to the visual findings of a building surveyor with no specialist M&E expertise.
- 1.1.5. We have not been instructed to inspect and prepare an Environmental Report.
- 1.1.6. For identification and orientation purposes, the front elevation of the property is deemed to be Northwest facing and incorporates the main entrance which fronts Ilkeston Road.
- 1.1.7. We understand that the freehold property is currently under the ownership of Broxtowe Borough Council and the purpose of the survey is to assess the structural condition of the premises and provide budget costs for the repair and refurbishment works required to return the property back to a fully repaired, watertight, and lettable condition. We also understand that no change of use or significant layout alterations are proposed.

## 2. The property



View of the front elevation.



View of the rear elevation.

### 2.1. General description

- 2.1.1. 51 Ilkeston Road, Bramcote Nottingham, NG9 3JP 'the property' comprises a two storey detached, two bedroom residential cottage. At first floor level, two double bedrooms are provided along with one bathroom and a central landing area. Accommodation at ground floor level includes separated living and dining room areas, an entrance hallway with an understairs cupboard, a large kitchen area, and a separate storage/pantry, all of which form part of the original layout and configuration of the property.
- 2.1.2. The property benefits from surrounding garden areas, which are generally overgrown with shrubbery and vegetation growth. In addition, a concrete paved patio area is provided to the North of the site and a small area of timber decking is provided to the rear of the property. Concrete paved footpaths are also provided throughout the site, and the site is enclosed with a combination of perimeter hedgerows, trees, and wire mesh fencing. A small masonry constructed single storey storage structure is also provided to the rear of the property, which adjoins the main structure, and is provided with a flat roof weathered with a mineral felt roof covering.
- 2.1.3. The property is located on Ilkeston Road, within fair proximity to the M1 motorway. It has close and easy access to Beeston town centre's shopping facilities, including Beeston train station. Most of the surrounding area comprises of residential property, with Bramcote Hills Park within walking distance.
- 2.1.4. We estimate the properties original construction date as being circa 1860s.
- 2.1.5. The property is not a Listed Building and is not located in a Conservation Area.
- 2.1.6. We estimate from our own measurements that the gross internal area is 128 m<sup>2</sup> (1,377 sq. ft).



## **2.2. Structure**

### Foundations and structure

- 2.2.1. It was not practical to open up the foundations for inspection and no information is readily available. We cannot, therefore, comment on their design, type or adequacy. However, whilst the foundations are concealed from view, our inspection revealed significant cracking to the superstructure to the rear elevation brickwork, spanning the full height of the elevation from ground to eaves level. The cracking is indicative of potential subsidence to the rear of the property, that would indicate failure of the foundations through the form of ground movement. To this end, it is recommended that all noted defects are monitored moving forward, and if deemed necessary, further investigations be undertaken by a Structural Engineer.
- 2.2.2. The ground floor construction to the building comprises suspended timber floor construction with assumed strip or trench fill concrete foundations (intrusive inspection would be required to confirm this). Moisture meter readings were taken at several locations to the suspended timber floor which all indicated a wet, saturated and 'at risk' floor structure. As such, it may be prudent to commission a timber survey to ascertain the condition and structural adequacy of the timber floor boards and provide information on whether any remedial works are required.
- 2.2.3. The first floor appears to be traditional timber floor joists, provided with a cementitious screed, which we expect are built directly into the masonry inner leaf. The allowable live load of the floor structures is unknown, however, our visual inspection revealed no evidence of gross overloading or significant defects in the form of deflections or cracking that would indicate any structural problem with the floors.
- 2.2.4. The superstructure comprises of solid brick wall construction. We expect the construction to be load bearing solid brickwork laid in traditional Flemish bond formation, with assumed no insulation. As mentioned above, significant structural cracking was noted to the rear elevation spanning the full height of the elevation, and additional areas of stepped cracking were noted to the front and rear elevations, above the ground floor window openings. As such, and further to the repair and repointing works, it is recommended that all noted defects are monitored moving forward, and if deemed necessary, further investigations be undertaken by a Structural Engineer.
- 2.2.5. In addition to the above, further stepped cracking and distorted brickwork was noted to the high level gable end to the left hand side elevation, indicative of roof spread. Roof spread is caused by the downward pressure of the roof covering, resulting in the downwards movement of the rafters and subsequent outwards movement of the brickwork. Therefore, it would be prudent to commission a structural engineers survey to ascertain the condition and stability of the roof structure, with any recommendations for remedial works being undertaken in the short term. This may include the installation of additional beams and struts within the roof structure, to provide stability and strength.



View of the cracking to the rear elevation external brickwork at low level.



View of the cracking to the rear elevation external brickwork at high level.



View of stepped cracking above the front elevation ground floor window.



View of the cracked and distorted brickwork to the high level gable end.

## 2.3. External elements

### Roof structure and coverings

- 2.3.1. The main roof benefits from a traditional cut timber pitched roof, consisting of a ridge board, common rafters, and timber purlins. A breathable sarking felt membrane was noted to be absent at the time of inspection, which revealed multiple areas of daylight appearing through the natural slate roof covering. Whilst no water ingress was noted, moisture meter readings were taken at several locations which all indicated a wet, saturated and 'at risk' roof structure.
- 2.3.2. The main roof which serves all first floor areas of the property is weathered externally with natural slate tiles. Capped angled slate ridge tiles are also provided, and lead flashings are provided to both chimney stack junctions.
- 2.3.3. The roof to the rear kitchen is also formed of a traditional cut timber pitched roof design and is weathered externally with natural slate roof and ridge tiles which appeared in poor condition. The slate roof tiles are cracked, slipped, and missing in numerous locations, no lead flashings are present to the abutment where the roof meets the rear elevation of the main structure, and moisture readings were taken at several locations to the timber which all indicated a wet, saturated, and 'at risk,' roof structure. In addition, the cement mortar installed to the abutment of the rear elevation is heavily cracked, degraded, and part missing and the plasterboard ceiling soffit to the kitchen has collapsed, which we presume is a direct result of water ingress.



View of the slate roof covering to the main building.



View of cracked and part missing mortar to the flashing abutment.



View of degraded and part missing mortar pointing to the chimney stack.



View of numerous cracked, slipped, and part missing roof tiles to the kitchen roof.

- 2.3.4. Overall, and despite no evidence of recent internal rainwater ingress being noted, the main roof covering is in poor condition commensurate with its age. Generally, the tiled surfaces are soiled and stained with detritus and moss growth and numerous slate tiles are slipped, cracked, and part missing, allowing daylight into the internal roof space. The mortar bed to the slate ridge tiles is heavily degraded and cracked and isolated ridge tiles appear loose. In addition, the mortar pointing to the masonry constructed chimney stacks is generally part missing and degraded and the flaunching to the crown is cracked and subject to heavy moss growth.
- 2.3.5. In the immediate to short term, and in the interest of mitigating future more costly repairs and overcoming any health & safety concerns, we would recommend that a package of targeted roof repair works be completed to include localised replacement of slipped and part missing roof tiles and renewal of mortar bedding, flaunching, and pointing to chimney stacks. Considering the age and condition of the roof covering as a whole, including the 'at risk' structural roof members, full roof covering replacement works are likely to become necessary in the medium to long term, albeit it is likely to be more cost effective to complete such works as part of a single works package in the immediate term.
- 2.3.6. To the kitchen roof, given the extent of disrepair noted both externally and internally, full roof replacement works are recommended, which should include the replacement of any decayed and damaged structural roof members, the installation of new lead flashings, and the replacement of the slate roof covering in its entirety, in the immediate term.





View of cracked and heavily soiled mortar flaunching to the chimney stack.



Further view of slipped and part missing slate roof tiles to the main building.

- 2.3.7. Within the main roof void, the insulation is installed between the first floor ceiling joists. Generally, and from our limited inspection, the roof void insulation was in poor condition and poorly installed. Numerous areas were part missing, torn, and unevenly distributed throughout the roof. You may, therefore, find it beneficial to renew the insulation as part of the recommended roof works package. The roof was well ventilated via externally mounted roof vents, positioned uniformly. Notwithstanding, widespread dampness and high moisture readings were visually evident throughout the roof structure which we suspect is entering through the deteriorated roof covering.



View of the roof void.



View of the roof vents.



View of damaged insulation.



View of moisture meter reading indicating a saturated 'wet' condition.

- 2.3.8. The flat roof to the outbuilding is weathered with a mineral felt roof covering, laid on a suspected timber deck and supported by timber joists. The felt covering is soiled with heavy moss and vegetation growth, and the felt is blistering and bubbling in isolated locations, indicating moisture/air pockets trapped between the felt and the roof deck. In addition, standing water is present to the gutter runs, which are generally soiled and blocked with debris and

vegetation. Unfortunately, no internal access was available into the outbuilding and, therefore, we cannot comment on the presence of any internal water ingress. Notwithstanding, we anticipate the roof covering to be nearing the end of its economic life and, therefore, consideration should be given to full replacement in the medium term.



View of mineral felt roof covering to the outbuilding.

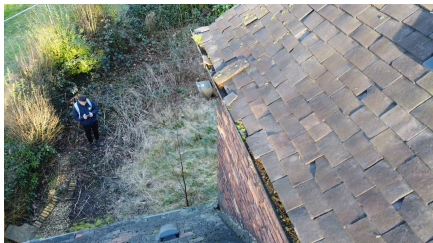


View of blistering to the mineral felt roof covering.

#### Rainwater disposal

- 2.3.9. Rainwater goods are primarily formed of PVCu gutters and downpipes which have been overpainted black, however, the painted finish is peeling in numerous areas and evidence of previous painted coverings are apparent. Notwithstanding, the gutter to the rear elevation roof pitch of the main building is formed of cast iron. Downpipes fall to below ground drainage services, which we assume are fed to local authority drainage, although this should be confirmed by your solicitor.

2.3.10.



View of the cast iron gutter runs to the rear elevation.



View of the PVCu rainwater goods to the front elevation.

- 2.3.11. Generally, the rainwater goods are in fair condition, however, we noted a build-up of detritus, vegetation, and leaves to the gutters runs. In addition, the cast iron gutter to the rear elevation roof pitch is corroded in numerous areas, isolated metal fixing brackets are part missing and detached from the elevation brickwork, and the painted finish to all rainwater goods is delaminated, part missing, and faded. To the kitchen roof, the right hand side downpipe is detached from the gutter run and the guttering is bowed centrally.
- 2.3.12. To the outbuilding, the flat roof is laid to fall towards the drainage runs which are incorporated into the perimeter of the flat roof, connected to elevation mounted PVCu downpipes. The drainage runs are generally soiled and blocked with debris and vegetation and standing water is present throughout.





View of the disconnected downpipe to the kitchen roof.



View of corroded and part missing cast iron gutter.

- 2.3.13. With a view to achieving economies of scale and taking advantage of high level access equipment, it is recommended that the rainwater goods are overhauled, redecorated, and cleared during the roof covering replacement works noted above. Consideration may be given to replacement of the cast iron gutters, which are heavily corroded and damaged. External drainage gulleys should also be cleared in the immediate term and on a cyclical basis thereafter.

#### Walls/elevations

- 2.3.14. The external elevations are formed of traditionally constructed load bearing solid wall construction. Although no intrusive inspection has been undertaken, it is assumed that the solid brick walls to the structure are absent from any internal insulation and therefore, any insulation at all. We also assume that the outbuilding to the rear of the property is constructed of solid brick construction, which is provided with areas of pebble dash rendering to the rear and right hand side elevations. The presence of a chemical damp proof course is installed at low level throughout the perimeter elevations of the property which is visible to the low level brickwork.

2.3.15.



View of elevation brickwork.



View of chemical damp proof course to the low level masonry brickwork.

- 2.3.16. The loadbearing masonry walls to the house and outbuilding are generally in a poor to fair condition commensurate with their age. Surfaces were noted to be soiled and stained throughout with moss, vegetation, and ivy growth present in numerous locations. In addition, the brickwork is cracked, spalled, and otherwise damaged and the mortar pointing is part missing and degraded in several locations. Areas of stepped cracking is also present to the front elevation, and additional cracking is present to the rear elevation, spanning the full height of the brickwork, as mentioned within section 2.2 above. Furthermore, the rendered coatings to the outbuilding elevations are cracked, impact damaged, and part missing.



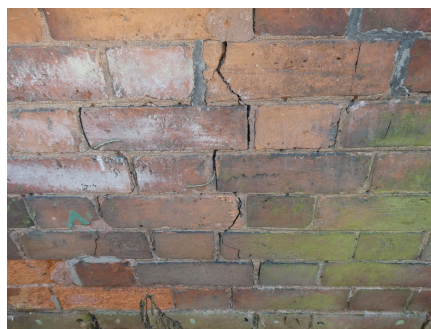
View of the cracked and part missing pebbledash rendered coating.



View of spalled and cracked brickwork and degraded mortar pointing.



View of stepped cracking to front elevation between the dining room and bedroom window.



View of the stepped cracking below the living room window.

- 2.3.17. In addition to the above, we also noted the presence of widespread damp staining to the right hand side elevation which corresponds with the internal location of the chimney breasts to the dining room area. We suspect the damp staining is likely to be caused by water ingress via the roof level open chimney pots. Given the property has stood vacant for a prolonged period of time, with the open fires not being in use, this is also likely to have contributed to the dampness and, therefore, it is recommended that the damp staining be monitored moving forward, and if necessary, internal air vents be installed at first floor level to promote ventilation of the chimney breasts.



View of damp staining to the right hand side elevation brickwork.



Further view of damp staining to the right hand side elevation brickwork at high level.



- 2.3.18. In the short term, we would recommend that a package of targeted brickwork repairs be completed to include localised replacement of spalled and damaged bricks, renewal of degraded mortar pointing, and restorative cleaning works to remove all surface soiling, staining, and vegetation.

Windows and doors

- 2.3.19. The fenestration throughout the property comprises double glazed timber framed casement windows, however, the timber windows to the ground floor are currently boarded up with metal security sheeting, given the unoccupied nature of the property. Notwithstanding, where visible, the windows are in a fair to good condition commensurate with their age, albeit the timber frames and glazing are generally soiled, marked, and stained. As such, surfaces should be cleaned in the short term to restore their appearance, and the windows would benefit from general overhauling works in the medium term, including easing and adjusting the moving parts, isolated timber repairs, renewal of mastic sealant, and redecoration works.



View of the front elevation windows.

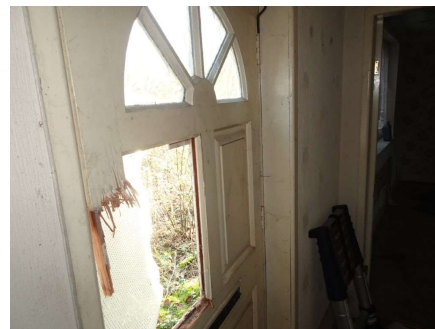


View of typical timber window installation.

- 2.3.20. The main entrance door comprises a painted single leaf timber doorset, which is heavily weathered, decayed, and impact damaged, and has subsequently been boarded over with metal sheeting. To the rear kitchen, an additional timber door is provided, however, again this is heavily damaged, weathered, and part missing, and a metal security door has been installed to the external brickwork. It is, therefore, recommended that as part of the short term refurbishment works both doorsets are replaced.



View of the metal security door installed to the brickwork in front of the kitchen door.



View of the damaged and part missing front entrance door.

- 2.3.21. To the outbuilding, 2 no. timber doors are provided to the left hand side elevation. These are generally in fair condition, albeit surfaces are soiled and marked, and isolated decay and



damage was noted at low level. Therefore, it is anticipated that isolated repair and redecoration works will be required in the medium term, alongside overhauling of the ironmongery.



View of typical metal sheeting installed to the face of the ground floor windows.



View of the timber door to the outbuilding.

## **2.4. Internal elements**

### Internal finishes

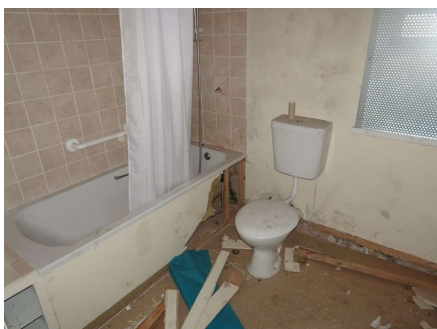
- 2.4.1. The property is arranged over two storeys (ground and first). The first floor consists of two double bedrooms, a landing area, and a bathroom. At ground floor level, separate living room, dining room, kitchen, and pantry areas are provided, including an entrance hallway with an understairs cupboard.



Living room at ground floor level.



Dining room at ground floor level.



Bathroom accommodation.



Kitchen accommodation.

- 2.4.2. Overall, the internal areas throughout the property remain in a poor condition, with numerous areas of disrepair noted throughout the property. In addition, given the property has remained unoccupied for a number of years, a lack of heating and ventilation has provided favourable conditions for damp and mould growth, which is generally evident throughout all internal areas of the property.
- 2.4.3. Ceilings throughout the property comprise a combination of painted plaster, woodchip, and Artex ceiling finishes, albeit a decorative covering is provided to the ceilings within the living room and pantry areas. In addition, decorated faux timber beams are installed to the ceilings within the ground floor living and dining room areas. Generally, the ceilings remain in a poor condition, particularly to the kitchen area where the ceiling has collapsed from presumed heavy water ingress. Ceilings to the first floor area are generally uneven, bowed, and cracked, and large amounts of mould growth and damp staining is evident throughout. In addition, where evident, the decorative coverings are part missing and damaged, and the ceilings are impact damaged and part missing in isolated areas. Given the condition of the ceilings, and the potential for asbestos containing materials to be present within the Artex, it is recommend that an Asbestos survey is undertaken in the immediate term, subsequent to which, all ceilings should be replaced throughout the property.



View of the mould growth and bowed ceiling to the first floor bedroom..



View of cracking to the first floor bedroom ceiling..



View of the collapsed kitchen ceiling.



View of delaminated decorative ceiling covering to the landing area.

- 2.4.4. The internal walls throughout the property comprise of load bearing brickwork, all of which are finished with painted plastered walls, which in many instances, has been covered with decorative wall coverings. The decorative coverings and plasterwork are in poor condition. High levels of moisture and mould growth are evident in numerous locations, the plasterwork is cracked, uneven, and crumbling in several areas, and the decorative wall coverings are peeling, bubbled, and part missing throughout. It is anticipated that following the removal of the decorative wall coverings, all of the plasterwork will require renewal to provide a consistent and uniform finish, in preparation for redecoration works.



View of moisture meter reading indicating a saturated 'wet' condition.



View of peeling and bubbled decorative wallpaper covering.



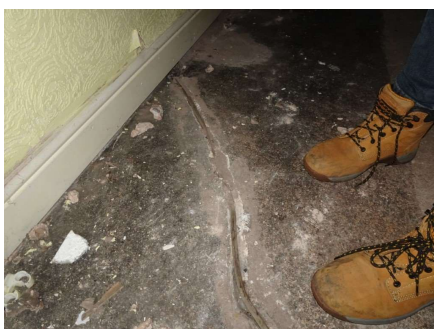
View of cracked, crumbling, and damaged plasterwork to the first floor bedroom.



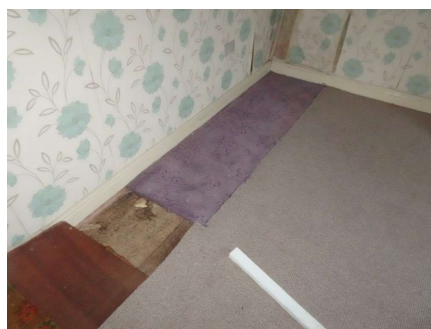
View of the damaged plasterwork to the kitchen area.



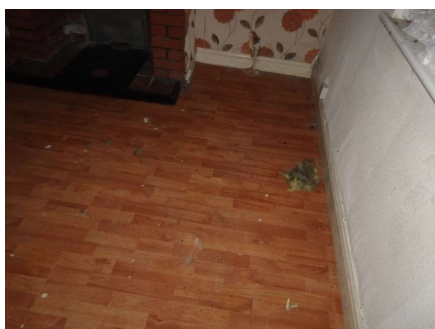
- 2.4.5. Floor coverings at first floor level comprise carpet floor coverings to the bedrooms, landing and staircase areas, and a laminate floor to the family bathroom. At ground floor level, carpet floor coverings are provided to the living room, wood effect laminate flooring is provided to the dining room, entrance hallway, and pantry, and ceramic floor tiles are provided to the kitchen. Generally, the floor coverings provided throughout the property are in poor condition. The carpet floor coverings are heavily soiled, stained, trafficked, and worn, and the laminate flooring is heavily scratched, marked, and soiled. In addition, the ceramic tiled floor covering to the kitchen are generally soiled, marked, and scratched, albeit a large majority of the flooring was concealed from view due to the debris from the collapsed ceiling. In addition, the concrete screed installed to the first floor area is also cracked and spalled in isolated locations. Where the carpet is part missing, the exposed timber floor boards are present and when tested with a damp meter, the suspended timber floor boards were showing elevated 'at risk' meter readings in isolated locations. Given the high moisture content within the property and the elevated readings, once the floor coverings are removed, additional timber repair/replacement works may be required to the floor boards, subject to the condition and evidence of decay.



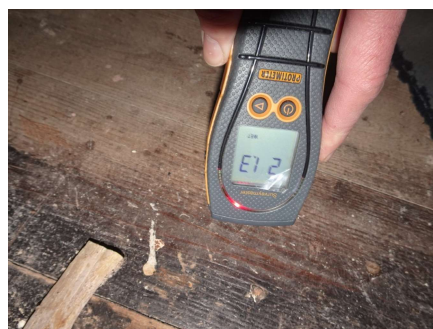
View of cracked floor screed to the first floor bedroom.



View of carpet floor coverings to the first floor bedroom.



View of the laminate floor covering to the dining room.



View of moisture meter reading to the ground floor, floor boards indicating a saturated 'wet' condition.

- 2.4.6. The internal doors throughout the property comprise of solid hardwood with a combination of painted and varnished finishes, with glazing vision panels provided to the living room and dining area. All doors are in a fair and serviceable condition, however, mould growth was present to the door surfaces and the door finishes are generally soiled, scratched, and marked. Furthermore, the ironmongery is scratched and corroded in isolated locations, and, therefore, we anticipate the doors and associated ironmongery requiring overhauling in the medium to long term.



View of the first floor bedroom door.



View of the first floor bathroom door.



View ground floor dining room door.



View if the ground floor living room door.

- 2.4.7. At this stage, and specifically with regards to fire safety, we have not costed to undertake any improvements such as installing fire doors, as we understand there is no change of use proposed. Notwithstanding, and should the occupancy of the property change, then fire doors may then become necessary, and we would recommend a fire risk assessment is undertaken in this instance.

#### Kitchen

- 2.4.8. The kitchen, which is accessed off the dining room area, is in a poor state of disrepair. As mentioned above, the plasterboard ceiling is collapsed, numerous kitchen units are damaged, and a large majority of appliances (cooker, sink, fridge etc.) are missing. As such, full kitchen refurbishment works are required in the immediate term.



View of the kitchen.



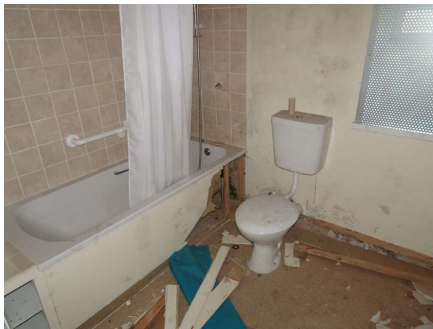
Further view of the kitchen.

### Outbuilding

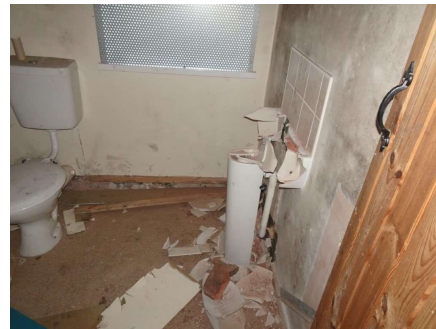
- 2.4.9. No access was provided to the internal areas of the outbuildings and, therefore, we cannot comment on the internal condition of these areas.

### WCs and other welfare facilities

- 2.4.10. At first floor level, a bathroom is accessible from the landing and incorporates a bath with fitted side panels, a ceramic WC, and a ceramic wash hand basin. The perimeter walls are a combination of ceramic wall tiles and plastered walls. The bathroom is in poor condition. The wash hand basin has been vandalised and is heavily damaged, the WC pan is soiled, scratched, and marked, and the side panel to bath is cracked and part missing. In addition, surfaces are generally soiled and stained throughout and mould growth is present to surfaces. As such, full bathroom refurbishment works, inclusive of new fixtures, fittings, and sanitaryware, are required in the immediate term.



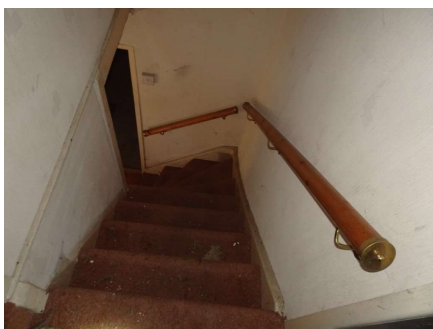
View of the family bathroom.



View of damaged wash hand basin.

### Stairs

- 2.4.11. The staircase provides access from ground to first floor level and is of traditional timber construction. The stairs are covered with a carpet finish throughout and have a varnished timber handrail mounted to the right-hand side wall.
- 2.4.12. We did not identify any adverse defects or undulations to the timber structure.



View of the timber staircase and handrail.



Further view of the timber staircase.

### Garage

- 2.4.13. The property does not benefit from a garage.

## **2.5. Engineering services**

### Heating

- 2.5.1. No heating provisions are currently provided to the property, and the wet radiator system and associated boiler installation, have been stripped out and removed from the property. As such, we cannot comment on the heating system condition or operation. As part of the refurbishment package, works should be commissioned to reinstate the wet radiator system and boiler, to provide a sufficient source of heat to the property.
- 2.5.2. The dining room area incorporates a large open fireplace built within the original chimney breast. To the living room, an electric fire is installed in place of the original fireplace, however, we cannot confirm its operational condition. At first floor level, there are an additional two separate fireplaces to each bedroom, however, these have been boarded over.



View of the electric fire to the living room.



View of the redundant fireplace to the dining room.

### Cooling/air-conditioning

- 2.5.3. There are no mechanical cooling or air conditioning installations within the property.

### Ventilation

- 2.5.4. Ventilation is installed within the WC. The mechanical extract was generally soiled and marked and non-operational at the time of inspection.

### Controls

- 2.5.5. No controls are currently installed at the property.

### Domestic hot and cold water

- 2.5.6. The property is served by a mains cold water feed. The stop tap is located to the rear of the kitchen area, beneath the kitchen worktop.





View of extraction fan to the first floor bathroom.



Views of mains water stop tap.

- 2.5.7. No hot water is currently provided to the property.

#### Drainage

- 2.5.8. We assume the foul and surface drainage is connected to the local authority drainage systems, which should be confirmed with your solicitor. We did not see any visual defects or leaks during our inspection.

#### Gas supply and infrastructure

- 2.5.9. The incoming gas meter is located externally within the gas meter cupboard to the right hand side external brickwork wall of the main structure.
- 2.5.10. No gas appliances or installations are currently provided to the property and no Gas Safe certificate has been provided to confirm the condition of the gas supply. As such, relevant testing works should be undertaken in the immediate term.

#### Electrical supply and infrastructure

- 2.5.11. The mains incoming electrical meter is located to the right hand side brickwork wall of the main structure.
- 2.5.12. The distribution board is located within the kitchen and appears to have been last tested in 2015. No annual test certification was provided for electrical installations, and you should undertake testing prior to letting the property.



View of the incoming electricity supply and meter.



View of the incoming gas supply.



#### Small power and power to plant

- 2.5.13. Electrical sockets are provided throughout the property in the form of recessed and surface mounted double and single sockets. All small power installations appear in fair visual condition, however, no electrical supply is currently provided to the property, therefore, we cannot confirm the operational condition of the electrical systems.
- 2.5.14. Whilst there currently appears to be adequate provision in each room for sockets, your intentions for the property may warrant additional sockets and an increased electrical supply, meaning potential re-wiring works may be required. To this end, it is recommended that the wiring systems are inspection by a qualified electrician to understand their age and suitability for meeting your plans for the property.



View of dated socket face plate to the first floor areas.



View of dated socket face plate to the ground floor areas.

#### Lighting and emergency lighting

- 2.5.15. The internal light fittings generally consist of hanging pendants (first floor bedrooms, landing area and living room), ceiling mounted bulkheads (WC), and ceiling mounted fluorescent lighting tubes (dining room area), all of which were operated by standard switches. No light fittings are currently provided to the kitchen, due to the collapsed ceilings. We cannot confirm the operational condition of the lighting, due to there being no electrical supply present at the property.
- 2.5.16. There is no emergency lighting within the property.



View of hanging pendant light to the living room.



View of hanging pendant light to the bedroom.



View of ceiling mounted bulkhead in the bathroom.



View of fluorescent lighting to the dining room.

#### Security and access control

- 2.5.17. No security alarm is provided to the property. Wall mounted external security floodlights are fitted to the right hand side and rear elevations to the outbuilding, albeit there is no power supply to the building and therefore cannot comment on its operational condition.

#### Lifts

- 2.5.18. There are no lifts or stair lifts within the property.

### **2.6. Fire protection**

- 2.6.1. See Annex 2 for commentary on the legislative background to fire precautions.
- 2.6.2. During our inspection we also reviewed the physical condition of the various fire precautions and comment as follows:

#### Compartmentation and protection of structure

- 2.6.3. No fire compartmentation is provided to the property.

#### Engineering fire protection

- 2.6.4. A surface mounted battery powered smoke alarm is provided to the first floor landing, however, this was none operational at the time of inspection. There was no smoke alarm to the ground floor. The alarm was not tested at the time of inspection, and it is recommended that appropriate testing works, including the installation of an additional fitting at ground floor level, be commissioned in the immediate term to ensure fire safety. Notwithstanding, consideration should be given to their replacement with mains powered equivalents in order to improve their reliability.
- 2.6.5. There is no smoke/heat detection within the kitchen. We would recommend this is installed as best practice. All systems should be checked by a competent engineer or electrician.

## **2.7.     Accessibility**

2.7.1.   Whilst we have not been instructed to carry out a full Access Audit of this property, during the course of our Building Survey inspection general accessibility issues are considered, albeit to a limited extent. The following comments present a broad view of the building's overall accessibility and must not be viewed as exhaustive.

- There is no level access into the property;
- There is no lift within the property;
- There are no accessible WCs within the property;
- There are no colour contrasting nosings to the stairs; and,
- The entrance pathway approaching the property may encroach into the minimum width requirements for wheelchair users (1200mm).

### 3. Sustainability

3.1.1. Unless specifically instructed we have not carried out detailed sustainability studies/audits. Therefore, the comments in this section are neither detailed nor exhaustive and set out only a broad overview of the principal sustainability issues relating to the built environment.

#### 3.2. Environmental assessments

3.2.1. We have not been provided with any environmental assessment for the property.

#### 3.3. Energy performance

3.3.1. Checks have been made against the Domestic EPC database which have confirmed that no valid EPC exists.

Building/area	EPC rating	EPC expiry date	Predicted MEES compliance
51 Ilkeston Road	N/A	N/A	FAIL (High Risk)

3.3.2. Government regulations require all rental properties to have an EPC rating of E or higher before being let to tenants. As such, in the absence of a valid EPC, it would be prudent to commission a new draft EPC and accompanying improvement matrix to confirm compliance, and to determine the extent of future energy efficiency upgrades required in respect of future MEES changes.

#### 3.4. Water use

3.4.1. We did not note any water harvesting systems or leak detection systems whilst on site.

#### 3.5. Property adaptability

3.5.1. The property is generally restricted to any layout alterations. Should you intend to carry out any structural alterations, we strongly recommend you seek advice from a structural engineer and building regulations approval may also be required.

#### 3.6. Transport

3.6.1. The property is located within fair proximity to the M1 motorway. It has close and easy access to Beeston town centre's shopping facilities, including Beeston train station which is in close proximity to Nottingham City centre.

#### 3.7. Biodiversity

3.7.1. There is grassed landscaping present to surrounding areas of the property, as well as shrubbery and trees to the perimeter boundaries.

## 4. Local environment issues

### 4.1. Site issues

#### External areas and boundaries

- 4.1.1. The property benefits from surrounding garden areas, which are generally overgrown with shrubbery and vegetation. In addition, a concrete paved patio area is provided to the North of the site and timber decking is provided to the rear of the property. Concrete paved footpaths are also provided to the front, left, and rear of the property, and the site is enclosed with perimeter hedgerows, trees, and wire mesh fencing.



View of the concrete paving slab to the North of the site.



View of the concrete paved footpath.

- 4.1.2. The concrete paved patio and perimeter footpaths are generally in poor condition. Surfaces are uneven, isolated paving slabs are cracked and damaged, and unwanted debris and vegetation is present to the joints. As such, it is recommended that all concrete paved patio and footpath areas are lifted and relaid in the short term. In addition, to the rear of the property, a small area of built up timber decking is provided, which is subject to heavy moss growth and is generally weathered and decayed. Subject to your plans for the property, the timber decking should either be removed or renewed in the short to medium term.
- 4.1.3. The site is enclosed with a combination of wire mesh fencing and perimeter hedge growth. The wire mesh fencing is in poor condition, with numerous sections missing and damage and corrosion noted throughout.



View of the rear timber decking.



View of general overgrown garden areas.

- 4.1.4. A timber entrance gate is provided to the entrance pathway accessed from Ilkeston Road which is in fair condition. Notwithstanding, it was noted that the timber gate was decayed and part missing and the fixing brackets are loose and corroded. It is likely to be more cost effective to replace the timber gate than undertake ongoing repairs.





View of the wire mesh fencing.



View of the hedgerows to the site boundary.

#### Site levels

- 4.1.5. The levels of the site are generally flat, albeit, where the landscaping is overgrown, gradients are present.

#### Vermin

- 4.1.6. We did not note any vermin during our inspection.

#### Invasive weeds

- 4.1.7. We did not note the presence of Japanese Knotweed or Giant Hogweed at the property during our inspection.

#### Vandalism/security

- 4.1.8. We noted that external doors and windows were boarded with metal flat plates to the frames and locks. Additionally, a steel security door was fitted to the rear kitchen entrance door.
- 4.1.9. The kitchen and WC fittings were noted to be in severe state of disrepair, including damage to kitchen worktops and fittings, and to the wash hand basin in the WC. Although, it is unclear if the damage is from historic vandalism.

#### Overhead/underground power cables

- 4.1.10. No overhead power cables were noted during the course of our inspection; however, we are unable to verify the presence or otherwise of any underground cables.

#### Radon

- 4.1.11. According to the UK Radon website, there is a low risk of radon on site. The map shows that the site is situated within a reduced band of radon potential (maximum less than 1%). If you consider this to be a concern, we recommend instructing an independent specialist.

#### Mining, etc.

- 4.1.12. We have taken a cursory review of The Coal Authority website and the property is located within a coalfield, albeit this covers a large area of Nottingham.

#### Flood risk and ground water level

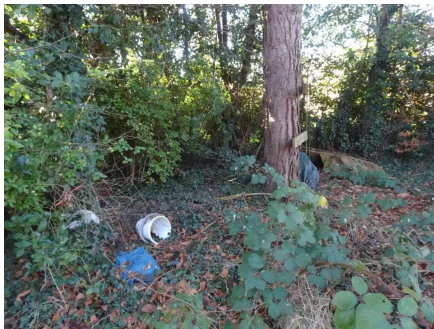
- 4.1.13. Whilst we have not undertaken an environmental assessment of the site, we have reviewed the Environmental Agency website, which indicated that the site is not located within a flood plain.

Protected species

- 4.1.14. We have not carried out a specific investigation to determine the presence or otherwise of protected species.

Trees

- 4.1.15. There are numerous large trees within the rear garden of the property, however, we do not anticipate that these will have any adverse effect to the property providing they are left in-situ and maintained on a cyclical basis.



View of tree growth to the rear boundary.



View of overgrown perimeter boundary hedgerows.

**4.2. Surrounding land**Surrounding land use

- 4.2.1. The neighbouring properties comprise of residential dwellings.

Rivers

- 4.2.2. There are no rivers or lakes in close proximity, however there is a pond within walking distance.

Noise and vibration

- 4.2.3. We did not note any excess noise or vibration.

Smells

- 4.2.4. We did not note any bad odours during our inspection.

## 5. Prejudicial materials

- 5.1.1. Unless stated otherwise we have not undertaken any opening up works to investigate the presence of potentially prejudicial materials and therefore our findings are based on a visual inspection only.

### Asbestos

- 5.1.2. We identified the presence of Artex ceiling coverings to the first floor areas and within the ground floor dining room. These have the potential to be Asbestos Containing Materials (ACMs), therefore, prior to any repair and refurbishment works, it is recommended that an asbestos survey is commissioned.



## 6. Statutory issues

- 6.1.1. In Annex 2 we provide a summary of the statutory issues we have considered. We make comment below only if we consider that an issue should be brought to your attention.
- 6.1.2. On the basis of no change of use being planned for the premises, we make no further comment in this regard.



## 7. Recoverability of costs

### 7.1. Basis of determining recoverability of costs

- 7.1.1. The property is currently under the ownership of Broxtowe Borough Council and, therefore, we have assumed all costs will be non-recoverable.



## Appendix A

### Building survey cost schedules and costing notes



<b>Summary of costs</b>			
51 Ilkeston Road, Bramcote, Nottingham, NG9 3JP			

Repairs schedule summary		Overall costs (£)	Recoverable costs (£)				Non-recoverable costs (£)			
Item	Description		Year 1	Years 2-5	Years 6-10	Totals	Year 1	Years 2-5	Years 6-10	Totals
1	51 Ilkeston Road	164,311	0	0	0	0	98,962	28,918	36,432	164,311
Totals (£)		164,311	0	0	0	0	98,962	28,918	36,432	164,311

Risk summary		Overall costs (£)	Recoverable costs (£)				Non-recoverable costs (£)			
			Year 1	Years 2-5	Years 6-10	Risk totals	Year 1	Years 2-5	Years 6-10	Risk totals
High risk		25,395	0	0	0	0	25,395	0	0	25,395
Medium risk		56,103	0	0	0	0	19,671	0	36,432	56,103
Low risk		82,814	0	0	0	0	53,896	28,918	0	82,814
Totals (£)		164,311	0				164,311			

Note: All costs include professional fees but exclude VAT

<b>Repairs schedule</b>		<b>Lease summary</b>	
51 Ilkeston Road		Lease commencement:	N A
51 Ilkeston Road, Bramcote, Nottingham, NG9 3JP		Lease termination:	N A
		Break date:	N A
		Repairing liability:	N A
Area		Schedule of condition:	N A
ft. <sup>2</sup> : 811		License for alterations:	N A
m. <sup>2</sup> : 134.00			

Item	Description	Impact on investment	Recoverable costs (£)			Non-recoverable costs (£)		
			Year 1	Years 2-5	Years 6-10	Year 1	Years 2-5	Years 6-10

<b>High risk</b>								
	<u>Structure</u>							
1	Commission a structural survey on the potential roof spread of the main roof to ascertain the remedial works required.	Potential structural Issue.				2,750.00		
	<u>Roof and rainwater goods</u>							
2	Allowance to renew the existing pitched slate roof to the rear kitchen (including replacement of decayed timberwork, new permeable membrane, insulation, lead flashings, and slate tiles).	Urgent repairs to prevent deterioration.				11,000.00		
3	Repoint heavily degraded and part missing mortar pointing to the brickwork chimney stacks, replace any spalled and damaged bricks, and renew flaunching.	Health and safety issue.				3,300.00		
	<u>Engineering services</u>							
4	in the absence of any records, test and certify the electrical installations. (allowance for repairs and potential re-wiring included).	Statutory compliance.				3,850.00		
	<u>Statutory compliance</u>							
5	Service, overhaul and certify the gas appliances and supply throughout.	Statutory compliance.				330.00		
6	Commission/obtain an up-to-date Asbestos Management Survey.	Statutory compliance.				632.50		
7	Allow to remove existing and install fire alarm and smoke detectors.	Statutory compliance.				220.00		
Professional fees @ 15%			0.00	0.00	0.00	3,312.38	0.00	0.00
High risk sub totals			0.00	0.00	0.00	25,394.88	0.00	0.00
High risk totals				0.00			25,394.88	

<b>Medium risk</b>								
	<u>Structure</u>							
8	Undertake isolated repointing and repair works to the brickwork where stepped cracking is evident to the elevations, and monitor for future movement.	Potential structural Issue.				1,155.00		
	<u>Roof and rainwater goods</u>							
9	Replace any cracked, loose and missing slate roof tiles and re-bed loose ridge tiles.	Maintenance/programmable repairs.				3,850.00		
10	In lieu of ongoing repair works, renew the existing pitched slate roof to the main structure (including replacement of decayed timberwork, new permeable membrane, lead flashings, and slate tiles).	Maintenance/programmable repairs.						31,680.00
11	Clear out and remove all debris and moss from the gutters, re-secure brackets and downpipes where loose and detached, and replace damaged sections of guttering. Redecorate cast iron downpipes on completion.	Maintenance/programmable repairs.				880.00		
	<u>Elevations (including windows and doors)</u>							
12	Supply and install new timber doors to the front elevation entrance and rear kitchen.	Maintenance/programmable repairs.				3,190.00		
	<u>Internal areas</u>							

Item	Description	Impact on investment	Recoverable costs (£)			Non-recoverable costs (£)		
			Year 1	Years 2-5	Years 6-10	Year 1	Years 2-5	Years 6-10
13	Renew the heavily damp affected and sagging ceiling soffits throughout.	Capital cost improvement works.				4,950.00		
	Engineering services							
14	Supply and install new wet radiator system throughout, including all associated plumbing and pipework.	Capital cost improvement works.				3,080.00		
Professional fees @ 15%			0.00	0.00	0.00	2,565.75	0.00	4,752.00
Medium risk sub totals			0.00	0.00	0.00	19,670.75	0.00	36,432.00
Medium risk totals				0.00			56,102.75	
Low risk								
	Roof and rainwater goods							
15	Clean down all roof coverings to remove all moss, lichen, and debris (including the outbuilding flat roof).	Maintenance/programmable repairs.				297.00		
16	Replace and renew the cracked and part missing verge mortar pointing to the gable ends.	Maintenance/programmable repairs.				554.40		
17	Renew the felt roof covering to the outbuilding flat roof.	Maintenance/programmable repairs.					3,850.00	
	Elevations (including windows and doors)							
18	Undertake restorative cleaning works across the elevations to the brickwork and windows throughout, to remove all soiling, staining, and vegetation/ivy growth.	Maintenance/programmable repairs.					1,188.00	
19	Chop out and replace heavily cracked and spalled bricks.	Maintenance/programmable repairs.					7,018.00	
20	Rake out and repoint areas of cracked, degraded, and part missing mortar pointing throughout the elevation brickwork.	Maintenance/programmable repairs.					4,950.00	
21	Treat and redecorate the timber window sills and hatch doors.	Maintenance/programmable repairs.					1,936.00	
22	Overhaul and redecorate the timber window installations, including the removal of the metal security plates, undertaking isolated timber repairs, and renewal of mastic sealant.	Maintenance/programmable repairs.					3,168.00	
23	Replace cracked and degraded pebble dashed render to the outbuilding.	Maintenance/programmable repairs.					1,386.00	
	Internal areas							
24	Allowance to strip back the existing wall coverings/lining papered walls and repair and re-plaster the internal walls throughout the property.	Capital cost improvement works.				9,680.00		
25	Undertake isolated repairs to the concrete floor where cracked and damaged to the first floor area.	Maintenance/programmable repairs.				396.00		
26	Supply and install new carpet and laminate floor coverings throughout.	Maintenance/programmable repairs.				2,257.20		
27	Remove existing and supply and install new bathroom suite, including bath, wash hand basin, WC, and tiled wall and floor coverings.	Significant capital cost.				7,700.00		
28	Remove existing and supply and install new kitchen, including floor and wall mounted cupboard units, worktops, sink, appliances, floor coverings etc.	Significant capital cost.				22,000.00		
29	Allowance to service and overhaul the existing electric fireplace.	Maintenance/programmable repairs.				110.00		

Item	Description	Impact on investment	Recoverable costs (£)			Non-recoverable costs (£)		
			Year 1	Years 2-5	Years 6-10	Year 1	Years 2-5	Years 6-10
30	Overhaul and repair internal timber entrance doors and ironmongery, including adjusting and re-hanging where necessary.	Capital cost improvement works.				423.50		
31	Allowance to replace isolated missing and damaged timber skirtings.	Maintenance/programmable repairs.				343.20		
	External areas							
32	Cut back the overgrown shrubbery and vegetation growth throughout the garden and to the perimeter landscaping, and remove all debris and rubbish.	Maintenance/programmable repairs.				495.00		
33	Clean down the concrete paved footpaths and patio areas.	Maintenance/programmable repairs.				321.75		
34	Relay sunken and uneven concrete paved patio areas and footpaths, remove unwanted vegetation and debris to the joints, and renew.	Maintenance/programmable repairs.					1,650.00	
35	Replace the timber decking to the rear of the property.	Maintenance/programmable repairs.				770.00		
36	Undertake isolated repairs and replacement works to the wire mesh fencing to the rear perimeter boundary.	Maintenance/programmable repairs.				660.00		
37	Replace the heavily weathered and decayed timber entrance gate and posts.	Maintenance/programmable repairs.				297.00		
	Engineering services							
38	Replace isolated light fittings to the internal areas.	Maintenance/programmable repairs.				154.00		
39	Replace the wall mounted external floodlight.	M&E lifecycle replacement.				407.00		
Professional fees @ 15%			0.00	0.00	0.00	7,029.91	3,771.90	0.00
Low risk sub totals			0.00	0.00	0.00	53,895.96	28,917.90	0.00
Low risk totals				0.00			82,813.86	
Sub totals for all items			0.00	0.00	0.00	98,961.58	28,917.90	36,432.00
Totals for all items				0.00			164,311.48	

## Costing qualifications

- Our apportionment of costs as either “recoverable” or “non-recoverable” relates to the current condition of the element in question and our understanding of tenants’ obligations. Importantly, we have not made any judgement as to the possible non-recoverability of costs due to the proximity of expenditure to the end of tenants’ lease terms.
- The figures include allowances for preliminaries, main contractor’s overhead costs and profit.
- These items are over and above cyclical decoration and maintenance and the tables do not represent a Planned Maintenance Programme. We have not included decoration costs unless the work is obviously overdue and causing detriment to the property.
- The figures have been calculated using current industry-average data. The work has not been tendered.
- The figures have been derived from a purely visual inspection and not detailed measurement and must, therefore, be viewed as estimates.
- The figures are exclusive of VAT, financing charges and statutory fees.
- The figures assume that all works within the defined time periods are undertaken individually rather than in a single contract, except for works in a single period which all require scaffolding, in which cases the scaffolding cost is only included once.
- The figures do not make any allowance for consequential works relating to improvements under Part L2B of the Building Regulations.
- The costed repair schedules do not allow for the removal of any tenant’s/former tenant’s alterations, unless stated otherwise.

## Risk-categorisation

These risk-categorised tables set out a brief overview of the nature and severity of the issues, together with the suggested remedial work required and associated cost implications.

The risk levels – including examples of typical problems found under each classification and an indication of the potential impact on your investment - are categorised as follows:

<b>High</b>	Urgent attention required – e.g. Health and safety issue. High cost that may impact on your investment.
<b>Medium</b>	Possibly serious cost implication if not remedied – e.g. significant disrepair to external fabric. Further clarification required – tests, review of documentation, etc., costs implications requiring budget planning.
<b>Low</b>	Not of immediate concern, however, may impact on future use and costs of maintaining the building. Category may change if nothing is done to remedy the issue.

## Terminology

Where the following expressions are used, they generally mean:

- Short term - next 12 months
- Medium term - between 2-5 years
- Long term - between 6-10 years





## Annex 1

### Background to prejudicial materials

#### Alkali silica reaction

This concrete defect, sometimes referred to colloquially as concrete cancer, affects a small proportion of concrete as a consequence of a chemical reaction between water and certain aggregates.

#### Asbestos

Guidance on asbestos can be found at [www.hse.gov.uk/asbestos](http://www.hse.gov.uk/asbestos)

#### Brick slips

Brick slips are thin faces of brickwork used to conceal structural members in order to give a visually uniform appearance. They are typically bonded to the structural substrate and can suffer from loss of adhesion or from lateral forces caused by thermal movement.

#### Calcium silicate brickwork

Whilst calcium silicate bricks (sometimes known as sand lime bricks) are inherently a stable material, they should be constructed with a suitable allowance for their future thermal movement. However, occasionally they are constructed in a similar way to clay brickwork, which can lead to cracking of larger brickwork bays.

#### Calcium chloride additives to concrete

Used to accelerate initial setting of the concrete.

#### Composite panels

Composite panels are typically either used externally as roof or elevation cladding or internally, typically by the food industry, to create highly insulated working or storage environments. Composite panels are formed from an internal core, bonded to outer faces. That bond creates the structural integrity.

A number of fire events in which composite panes were considered a contributing factor had led the UK insurance industry to review their position in relation to composite panels. The specification, design of installation and other contributing factors are relevant in assessing the associated risk.

A variety of core materials have been used to create composite panels, which can have a varying impact on fire risk. In broad terms, expanded polystyrene and expanded polyurethane (PUR) are considered to represent a risk. However, some (but not all) polyisocyanurate (PIR) cored panels are certified by the Loss Prevention Council (LPC) as being suitably fire resistant for either internal or external applications.

The only way to be certain of the specification of a composite panel is to review the specification or by testing of the core material.

It is also possible that early composite panels incorporate CFC or HCFC gasses, used as blowing agents to introduce the insulant.

#### High alumina cement (HAC)

HAC based concrete is almost exclusively found in pre-cast concrete elements. There is potential for a reduction in strength over time as a consequence of a process known as conversion. This can be more significant where the concrete element is exposed to moisture.

#### Hollow clay pot and concrete beam composite floors

This form of construction allowed for lighter weight structures and is inherently stable if well-constructed. However, it is possible that the concrete beams (which were cast on site between the hollow clay pots which created a formwork) can suffer from poor compaction and voiding.

These problems, whilst unlikely to have structural significance, can expose steel reinforcement bars to low concrete cover levels which itself can reduce the fire integrity of the structure.

Often it is difficult to identify such lack of concrete cover, particularly if the clay pots were spaced using clay tiles, which remain in-situ and conceal the underside of the poured concrete.

#### Lead

Typically used for pipework and paintwork. It should be noted, however, that the use of lead roofing and waterproofing details is not considered prejudicial.

#### Loose mineral fibres

Loose mineral fibres can represent a health risk when the fibres measure below a certain threshold width, because of the effect on the lungs.

#### Mosaic tiles

Mosaic tiles are used as a decorative finish but can be affected by a loss of adhesion or thermal movement within the building.

#### Mundic blocks

Mundic blocks were used principally in the south west of England and can lead to deterioration of concrete over time, if used as aggregates in concrete.

#### Nickel sulphide inclusions

Nickel sulphide inclusions are impurities in toughened glass that can, over time and when exposed to increased environmental temperatures, cause spontaneous cracking of the glazing panels.

In order to reduce the risk of such cracking, toughened glass is usually heat-soaked, to recreate that environmental risk.

#### Polychlorinated biphenyl (PCBs)

PCBs were historically used (amongst other applications) as coolants in electrical equipment. It is highly toxic and classified as a persistent organic pollutant.

#### R22

A HCFC refrigerant gas, currently being phased out of use. From 1 January 2015 it will no longer be legal to "use" R22 in the maintenance and repair of air conditioning equipment. This means that certain repairs will not be possible and effectively mean the equipment has to be converted to use another gas or replaced. A landlord or tenant with a repairing obligation may be liable for system replacement if such a failure occurs.

#### Sea dredged aggregate

Such aggregates were occasionally used and increased the risk of salts affecting steel elements within concrete.

#### Thin stone panels

There are circumstances where stone panels (and particularly marble) are thin enough to allow thermal movement significant enough to cause curling of the stone.

#### Woodwool slabs used as permanent formwork

When used as permanent formwork for concrete structures, woodwool slabs do represent a potential risk. It is possible for: excessive and concealed voiding to be present in the concrete and for reinforcement to be exposed as a consequence; cement fines to leach into the woodwool before the concrete sets (reducing strength), compromising the inherent fire integrity of the structure.

## Annex 2

### Background to statutory issues



## England and Wales

### Approved Document L2B

In contrast to the remainder of the Building Regulations, Approved Document L2B adopts a different approach in order to encourage thermal and energy efficiency of existing building stock as well as of new construction.

Non-domestic buildings with a useable area of over 1,000m<sup>2</sup> which are materially altered, extended, provided with new “fixed building services” or where there is an increase to the installed capacity of any fixed building services will fall within the new requirements.

Part L2B may require consequential works to be completed, which are expected to relate to retrospective improvements in the thermal or energy performance of existing elements or systems. For example, replacement of single glazed windows with more efficient double glazed units or improvements to heating controls could be required in order to obtain Building Regulations Approval.

### Building Act 1984

Because the building is not new, it is unlikely that it will comply with current Building Regulations. Whilst the Building Regulations are generally not retrospective (but see below) any material alterations carried out to the building will need to comply with the Regulations current at the time of the alterations.

### Construction (Design and Management) Regulations 2015 (CDM)

Under the terms of the CDM Regulations certain construction operations attract the requirement for the preparation of a Health and Safety File. Amongst other things this document records details of the works completed in order to assist safe and appropriate repair in the future. The Client (as defined by the CDM Regulations) is required to retain the Health and Safety File and to allow appropriate access to it.

### Control of Asbestos Regulations 2012

Under the terms of these Regulations a Dutyholder is required to manage asbestos in non-domestic premises. Typically, this encompasses a positive obligation to assess the likelihood of asbestos containing materials (ACMs) being present at the premises. This can be achieved either by reference to bone fide statements confirming that ACMs were not incorporated into the construction of the building, or by commissioning an asbestos survey. The results of that survey would then be interpreted, acted upon and recorded in an Asbestos Management Plan.

### Energy Efficiency (Private Rented Sector) (England and Wales) Regulations 2015

These regulations – also known as the Minimum Energy Efficiency Standards (MEES) – set out (subject to a number of exceptions) that:

From 1 April 2018 it will be unlawful to grant a new lease for a privately rented building with an EPC rating of less than an ‘E’.

From 1 April 2023 this will be extended to all privately rented property, including properties rented under existing leases.

Landlords failing to comply with this legislation are open to prosecution by the local authority, who will enforce the provisions under Trading Standards.

### Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 (as amended)

Vendors are required to prepare and make available an Energy Performance Certificate (EPC) for the property prior to the sale.

#### EU Regulations concerning the use of Ozone-depleting substances

Under EU Regulation (EC) No. 1005/2009 the maintenance and servicing of air-conditioning systems containing an HCFC gas that involves breaking into the refrigerant circuits is now prohibited. R22 is the most commonly used HCFC gas. Refurbishment (involving replacing the R22 with another refrigerant) could be considered although one of the most common R22 refrigerant replacements - R422D – is (amongst a number of other gases) itself now subject to the EU F-Gas Regulations 2014. These regulations introduce controls on the use of refrigerants with a 'Global Warming Potential' (GWP) of over 2500 the equivalent amount of CO<sub>2</sub>. These controls will culminate in 2030 in a ban on the use of reclaimed refrigerant in existing systems which will mean that systems containing such gases will no longer be capable of being fully and properly maintained. This is of particular concern as there are now increased leak detection requirements for refrigerants with a high GWP.

Composite cladding panels installed prior to 2004 may incorporate CFC or HCFC gasses. Consequently, these panels might be subject to regulatory control if removed or during any demolition phase.

#### Equality Act 2010

Under the terms of the Equality Act 2010, employers or service providers are required to take reasonable steps to avoid discrimination. Typically, this encompasses the preparation of an Access Audit specific to the requirements and nature of the service provider and/or employer, and the implementation of the recommendations.

#### Health and Safety Legislation

A variety of statutory instruments and supporting legislation govern the health and safety of people in the context of the built environment.

#### Planning (Listed Buildings and Conservation Areas) Act 1990

Legislation covering the recognition, protection and management of Listed Buildings and buildings in Conservation Areas.

#### Regulatory Reform (Fire Safety) Order 2005

Under the terms of the Regulatory Reform (Fire Safety) Order 2005 a Responsible Person is required to assess the fire risk and to take reasonable precautions. Typically this encompasses the preparation of a Fire Risk Assessment and the implementation of the recommendations contained therein.

#### Rights of Light Act 1959

This Act sets out the procedure for registering a 'Light Obstruction Notice' (LON). LONs serve to prevent a building acquiring a right to light where the necessary time period for acquisition by prescription (i.e. 20 years) has not yet accrued.



## Annex 3

### Standard and survey limitations



## **Standard Limitations**

Any appointment of Stat Building Consultancy Limited is subject to Standard Limitations as detailed below. Where our Appointment relates to Building Surveys, Dilapidations, Reinstatement Cost Assessments, and Party Walls additional service specific limitations will apply.

### **Inspection Limitations**

#### **Weather Conditions**

Our inspection may be impeded by the prevailing weather conditions.

#### **Concealed and Hidden Elements and Areas**

In all buildings there are inaccessible, concealed or unexposed elements. In occupied properties, access to some areas that would normally be inspected may be restricted or denied.

Where safe and practicable to do so, an inspection of voids above suspended ceilings, beneath raised floors and other similar areas will be carried out from a small number of sample points. However, very often, inspections are severely limited by factors including lack of light, obstructions, void depths and the occupancy of the building.

We will not lift all manhole covers, only, where possible, a representative sample, and, where necessary, we will recommend a CCTV examination.

We will not lift fitted floor coverings, floorboards or move appliances or heavy furniture. Where inspections are restricted as described above our findings can only be based on the evidence available to us, therefore, we will not be able to comment conclusively upon the true condition, construction and detailing of hidden, unexposed or inaccessible elements.

Where a specialist inspection of the engineering services has specifically been instructed, access panels may be removed or opened but only where it is safe to do so and where no disruption to the operation of the building will be caused.

#### **Vertical Access Restrictions**

We will use a surveyor's ladder where practical and safe to do so although our comments will be predominantly based upon findings from a pavement or floor-level inspection or other available safe vantage points. We will arrange for the hire of mechanical access equipment where we are advised prior to our inspection that it is required to inspect high level elements.

#### **Destructive Tests and Opening up Works**

We will not carry out any destructive tests, expose any part of a property, or carry out any opening up works which will require specialist tools or which may damage existing fixtures and finishes.

### **Specialist Consultants & Contractors Limitations**

Where specialist consultants or contractors are engaged on your behalf we will not be responsible for their performance. We may make reference to their findings in our report, but this should not be thought of as a substitute for reading their report in its entirety, nor can we take responsibility for their conclusions.

### **Budget Cost Limitations**

Costs will be:

- Given at current prices, no adjustments will be made for inflation;
- Quoted as budget estimates only and are not to be thought of as a substitute for obtaining competitive quotations from reputable contractors;
- Exclusive of VAT, professional fees, acquisition costs and statutory fees; and,
- Based only on the design information available at the time for the purpose of preparing the cost estimate.

We will not:

- Investigate whether the costs for carrying out all the works immediately will be greater than carrying them out individually, as and when required;
- Include the cost of investigative works to establish the cause effects, unless specifically highlighted;
- Allow for any loss and/or damage to works as a direct result of a bomb blast or other act of terrorism, malicious damage, fire, flood, Force Majeure event or other Act of God;
- Include the costs incurred in out of hours working of security staff;
- Include costs relating to epidemics, pandemics and the like including measures required to operate safely in accordance with industry guidelines; and,
- Allow for increased prices or programme delays as a result of the withdrawal of the UK from the European Union (Brexit).

## Survey Limitations

Listed below are the limitations specifically applying to surveys; they must be read in conjunction with our Standard Limitations.

### Building Services

Where a specialist building services survey has not been instructed, the information that we will provide will be of a general and basic level only; we do not undertake to assess the efficiency of any installation nor its compliance with regulations. We will, however, advise you where we consider a need for specialist advice exists.

Where a specialist building services survey has been instructed this will be undertaken using a specialist sub-consultant. The inspection will be visual in nature with no testing or dismantling of plant and equipment. The appraisal will not include any design checks or any assessment of energy performance or efficiency.

### Contamination

We will comment on any obvious contamination issues, but we will not undertake any tests or investigation of current or previous uses of the site or adjoining land. We will advise you where we consider a need for specialist advice exists.

### Rights of Way/Support/Light

Where necessary we will comment upon any apparent rights of way, support or light which might be visible or suspected. Our comments on such rights and easements will be very much in outline only and are not subject to any detailed investigations.

### Disabled Access

We will provide basic comment upon the general accessibility of the building within our report but such comments will be of a cursory nature only, limited to pronounced problems with key access provisions. Our comments should in no way be considered a substitute for a full Access Audit.

### Deleterious Materials

We will not test for the presence of deleterious materials but will advise you where we consider such tests to be necessary. Where we make comment on the presence (or suspected presence) and effect of deleterious materials, our advice will be confined to the following:

Admixtures and aggregates in concrete; Asbestos; Brick Slips; Calcium Silicate Brickwork; High Alumina Cement; Lead; Urea Formaldehyde Foam; Woodwool cement slabs (as permanent shuttering).

Note: Many factors including location, use, design and quantity determine whether a material is deleterious or not and, therefore, the inclusion of a material in the above list does not, of itself, imply that it is deleterious.

Further, our report does not constitute an asbestos register or management plan under any duty to manage asbestos within the scope of our survey.

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## Report of the Monitoring Officer

### COMPLAINTS POLICY

#### 1. Purpose of Report

To consider a new Complaints Policy following the publication of a Joint Complaint Handling Code by the Local Government and Social Care Ombudsman (LGSCO) and Housing Ombudsman (HO) following consideration by the Policy Overview Working Group on 11 January 2024.

#### 2. Recommendation

**The Policy Overview Working Group RECOMMENDED to Cabinet that:**

- 1. The Complaints Policy be approved**
- 2. The Portfolio Holder for Resources and Personnel be appointed to have lead responsibility for complaints to support a positive complaint handling culture.**
- 3. The Annual Complaints Performance and Service Improvement Report be reported to Governance, Audit and Standards in addition to Cabinet for wider Member engagement.**
- 4. Further investigation be given to resourcing the implementation and continued use of the new Policy.**

**That Cabinet RECOMMENDS to full Council that the consequential amendments to the Constitution be approved subject to consideration by the Governance, Audit and Standards Committee.**

#### 3. Detail

The LGSCO, in association with the HO, issued a Joint Complaint Handling Code. The aim of the Code is to introduce consistency in the way that both bodies deal with complaints. The LGSCO and HO consulted with local authorities on its initial version of the Joint Code with a closing date of 23 November 2023. On consideration of the responses, the LGSCO informed authorities that it would not participate further in the Joint Code until 2027, while the HO stated that it would still require implementation in 2024.

The proposed Code, which is included at **APPENDIX 1**, contains the elements of the initial Code but has been amended to suit this Council's policy format.

Much of the Code is currently contained within the process used at this Council. However, the new Code will allow for complaints to be considered 12 months after an event has taken place rather than the six-months allowed in the current guidance as agreed by the Governance, Audit and Standards Committee and previously recommended by the HO.

The Policy Overview Working Group gave consideration to the oversight and responsibility for Complaints. Currently, the Governance, Audit and Standards

Committee under their terms of reference receive and scrutinise the Annual Complaints Report, and it was suggested that in order for wider Member engagement this continues to happen, in addition to submission of the report to Cabinet as recommended in the Joint Code guidance. Further consideration was given to an appropriate Portfolio Holder overseeing the role and processes of complaints at the Council. As the Complaints Service currently sits under the Portfolio Holder for Resources and Personnel Policy, the Working Group considered that this Portfolio Holder be best placed to receive and challenge updates on the complaints process.

There will be a requirement to publish a self-assessment form (included at **APPENDIX 2**) annually, as from April 2024. The form will be published on the website and used as evidence of compliance by the HO. Following councils' nationwide initial publication of the self-assessment form in 2024 the Ombudsmen will not look to hold authorities to account until 2025 for their performance against the form. The Council is currently fully compliant with the majority of areas in the draft self-assessment form. There are areas that require work, for example training, changes to the current Policy, such as increasing the length of time that complaints can be allowed (from six to 12-months, or removing the ability to have 'partially upheld' complaints (the Joint Code states complaint findings must either be 'upheld' or 'not upheld'). The Council will be compliant after governance issues for the Code have been decided upon.

Non-compliance with the Code could result in the Ombudsman taking further action against councils. The HO has a duty to monitor compliance with the Code and the power to issue Complaint Handling Failure Orders. The LGSCO has the power to issue public reports about the actions of individual organisations.

Training programmes will be provided for Officers who respond to Stage 1 complaints around the requirements of the new Code in addition adding a course to the employee induction programme to train all employees across the Council in order to provide a full understanding of the revised process that they would need to follow to action complaints. It anticipated that all key complaint handlers will be trained by 1 April 2024.

In particular, to understand the new requirement that residents do not specifically have to use the word 'complaint' for it to be treated as such, but if dissatisfaction with a service is expressed, this should be logged as a 'complaint'. A Broxtowe Learning Zone course will also be devised to ensure all employees have the necessary understanding of the new Code.

It will be important to embed within the Council an understanding that a culture of continued learning from complaints is central to the Council's business. This will be achieved through improving services from knowledge gained through the handling of complaints. Services will review their own complaints and determine any learning that is required.

It is planned that consultation will take place on the new Code with the Disability Forum and the Equalities Working Group to ensure that the Council is complying with its duties under the Equalities Act 2010. An Equality Impact Assessment is

included at **APPENDIX 4**. Public consultation was recommended by the Ombudsmen and this took place over the Council's social media platforms, although no responses were received. However, further public engagement will take place in addition to consultation with Council employees.

The standard approach for submitting policies to Members is to include a change table but this is a refresh of the current Policy the Complaints Handling Guidance that is currently used is included at **APPENDIX 3**.

Attached as **APPENDIX 5** is the Complaints Annual Report that is currently reviewed by the Governance, Audit and Standards Committee.

A change table is attached at **APPENDIX 6**.

4. Financial Implications

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

The cost of the new Complaints Policy will be contained within existing budgets. It is not anticipated that the adoption will have any resource implications at this stage.

5. Legal Implications

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

The Ombudsman has the power to issue “advice and guidance about good administrative practice” to organisations under section 23(12A) of the Local Government Act 1974. Therefore, the Code will be considered statutory guidance. It is statutory already for members of the Housing Ombudsman scheme, therefore the Code will be statutory for all local Councils. The Complaints policy has incorporated the recommendations of the Housing Ombudsman to adopt the Code which will ensure a consistent approach when dealing with complaints and to support this duty. The Code will apply to any complaint made about a local council where there isn't already a statutory process in place for dealing with complaints.

6. Human Resources Implications

The comments from the Human Resources Manager were as follow:

No comments required.

7. Union Comments

The Union comments were as follows:

No comments required.

8. Climate Change Implications

Not Applicable.

9. Data Protection Compliance Implications

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

10. Equality Impact Assessment

An Equality Impact Assessment is attached as **APPENDIX 3**.

11. Background Papers

Nil.





# Complaints Policy

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## **1.0 Scope**

The Complaints Policy sets out the approach that Broxtowe Borough Council takes to investigate and respond to official complaints.

The Policy applies to all complainants that have registered an official complaint with the Council.

For the purpose of the Policy, official complaints relate to both stage 1 and stage 2 complaints.

## **2.0 Purpose**

The document describes how Broxtowe Borough Council will monitor, investigate and response to official complaints.

The Housing Ombudsman recommends that the Council adopt its Complaint Handling Code to ensure a consistent approach to dealing with complaints and learning from the outcome of complaints.

## **3.0 Aims and Objectives**

The aims and objectives of the Policy are:

- To ensure consistent reporting, investigating and responding to all official complaints received by the Council.
- To provide guidance on how to appropriately action complaints.

## **4.0 Regulatory Code and Legal Framework**

- Housing Ombudsman remedies guidance.
- Housing Ombudsman Complaint Handling Code.
- Local Government Ombudsman Guidance on remedies.
- Complaints Compensation Policy.

## 5.0 Policy Outline

### Introduction

An effective complaints process enables the Council to learn from the issues that arise for residents and to take steps to improve the services it provides. Complaint handling performs an important strategic role for an organisation, providing vital intelligence on its performance, culture and reputation.

Some Council's see complaints as a form of negative feedback. However, there are many benefits to be gained from having an effective and efficient complaints process. These can be:

- Complaints allow an issue to be resolved before it becomes worse. Those issues not resolved quickly can take significant resource and time to remedy.
- Involvement in complaint resolution develops staff ownership, decision-making and engagement.
- Complaints provide senior staff with essential insight into day-to-day operations allowing them to assess effectiveness and drive a positive complaint handling culture.
- Good complaint handling promotes a positive Council and resident relationship.

### The complaints process

#### 1. Definition of a complaint

1.1 Effective complaint handling enables residents to be heard and understood. The starting point for this is a shared understanding of what constitutes a complaint.

1.2 A complaint must be defined as:

*'an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council, its own staff, or those acting on its behalf, affecting a resident or group of residents.'*

1.3 A resident does not have to use the word 'complaint' for it to be treated as such. Whenever a resident expresses dissatisfaction The Council must give them the choice to make complaint. A complaint that is submitted via a third party or representative must be handled in line with the Council's complaints policy.

1.4 The Council must recognise the difference between a **service request** and a **complaint**. This must be set out in their complaints policy. A service request is a request from a resident to the Council requiring action to be taken to put something right. Service requests are not complaints, but must be recorded, monitored and reviewed regularly.

1.5 A complaint must be raised when the resident expresses dissatisfaction with the response to their service request, even if the handling of the service request remains ongoing. The Council must not stop their efforts to address the service request if the resident complains.

- 1.6 An expression of dissatisfaction with services made through a survey is not defined as a complaint, though wherever possible, the person completing the survey should be made aware of how they can pursue a complaint if they wish to. Where The Council ask for wider feedback about their services, they also must provide details of how residents can complain.

## **2. Exclusions**

- 2.1 The Council must accept a complaint unless there is a valid reason not to do so. If the Council decide not to accept a complaint they must be able to evidence their reasoning. Each complaint must be considered on its own merits.
- 2.2 A complaints policy must set out the circumstances in which a matter will not be considered as a complaint or escalated, and these circumstances must be fair and reasonable to residents. Acceptable exclusions include:
- The issue giving rise to the complaint occurred over twelve months ago.
  - Legal proceedings have started. This is defined as details of the claim, such as the Claim Form and Particulars of Claim, having been filed at court.
  - Matters that have previously been considered under the complaints policy.
- 2.3 The Council must accept complaints referred to them within 12 months of the issue occurring or the resident becoming aware of the issue, unless they are excluded on other grounds. The Council must consider whether to apply discretion to accept complaints made outside this time limit where there are good reasons to do so.
- 2.4 The Council decides not to accept a complaint, an explanation must be provided to the resident setting out the reasons why the matter is not suitable for the complaints process and the right to take that decision to the Ombudsman. If the Ombudsman does not agree that the exclusion has been fairly applied, the Ombudsman may tell the Council to take on the complaint.
- 2.5 The Council must not take a blanket approach to excluding complaints; they must consider the individual circumstances of each complaint.

## **3. Accessibility and awareness**

- 3.1 The Council must make it easy for residents to complain by providing different channels through which they can make a complaint. The Council must consider their duties under the Equality Act 2010 and anticipate the needs and reasonable adjustments of residents who may need to access the complaints process.
- 3.2 Residents must be able to raise their complaints in any way and with any member of staff. All staff must be aware of the complaints process and be able to pass details of the complaint to the appropriate person within the Council.
- 3.3 High volumes of complaints must not be seen as a negative, as they can be indicative of a well-publicised and accessible complaints process. Low complaint volumes are potentially a sign that residents are unable to complain.
- 3.4 The Council must make their Complaint Policy available in a clear and accessible format for all residents. This will detail the two stage process, what will happen at

each stage, and the timeframes for responding. The policy must also be published on the Council's website.

- 3.5 The policy must explain how the Council will publicise details of the complaints policy, including information about the Ombudsman and this Policy
- 3.6 The Council must give residents the opportunity to have a representative deal with their complaint on their behalf, and to be represented or accompanied at any meeting with the Council.
- 3.7 The Council must provide residents with information on their right to access the Ombudsman Service and how the individual can engage with the Ombudsman about their complaint.

#### **4. Complaint handling staff**

- 4.1 The Council must have a person or team assigned to take responsibility for complaint handling, including liaison with the Ombudsman and ensuring complaints are reported to the governing body (or equivalent). This Policy will refer to that person or team as the 'complaints officer'. This role may be in addition to other duties.
- 4.2 The complaints officer must have access to staff at all levels to facilitate the prompt resolution of complaints. They must also have the authority and autonomy to act to resolve disputes promptly and fairly.
- 4.3 The Council are expected to prioritise complaint handling and a culture of learning from complaints. All relevant staff must be suitably trained in the importance of complaint handling. It is important that complaints are seen as a core service and must be resourced to handle complaints effectively.

#### **5. The complaint handling process**

- 5.1 The Council must have a single policy in place for dealing with complaints. Residents must not be treated differently if they complain.
- 5.2 The early and local resolution of issues between the Council and residents is key to effective complaint handling. It is not appropriate to have extra named stages (such as 'stage 0' or 'informal complaint') as this causes unnecessary confusion.
- 5.3 A process with more than two stages is not acceptable under any circumstances as this will make the complaint process unduly long and delay access to the Ombudsman.
- 5.4 Where the Council's complaint response is handled by a third party (e.g. a contractor or independent adjudicator) at any stage, it must form part of the two stage complaints process set out in this Policy. Residents must not be expected to go through two complaints processes.
- 5.5 The Council are responsible for ensuring that any third parties handle complaints in line with the Policy.

- 5.6 When a complaint is logged at Stage 1 or escalated to Stage 2, the Council must set out their understanding of the complaint and the outcomes the resident is seeking. The Policy will refer to this as “the complaint definition”. If any aspect of the complaint is unclear, the resident must be asked for clarification.
- 5.7 When a complaint is acknowledged at either stage, the Council must be clear which aspects of the complaint they are, and are not, responsible for and clarify any areas where this is not clear.
- 5.8 At each stage of the complaints process, complaint handlers must:
- a) deal with complaints on their merits, act independently, and have an open mind;
  - b) give the resident a fair chance to set out their position;
  - c) take measures to address any actual or perceived conflict of interest; and
  - d) consider all relevant information and evidence carefully.
- 5.9 Where a response to a complaint will fall outside the timescales set out in this Policy the Council must agree with the resident suitable intervals for keeping them informed about their complaint.
- 5.10 The Council must make reasonable adjustments for residents where appropriate under the Equality Act 2010. The Council must keep a record of any reasonable adjustments agreed, as well as a record of any disabilities a resident has disclosed. Any agreed reasonable adjustments must be kept under active review.
- 5.11 The Council must not refuse to escalate a complaint through all stages of the complaints procedure unless it has valid reasons to do so. The Council must clearly set out these reasons, and they must comply with the provisions set out in section 2 of this Policy.
- 5.12 A full record must be kept of the complaint, and the outcomes at each stage. This must include the original complaint and the date received, all correspondence with the resident, correspondence with other parties, and any relevant supporting documentation such as reports or surveys.
- 5.13 The Council must have processes in place to ensure that a complaint can be remedied at any stage of its complaints process. The Council must ensure that appropriate remedies can be provided at any stage of the complaints process without the need for escalation.
- 5.14 The Council must have policies and procedures in place for managing unacceptable behaviour from residents and/or their representatives. The Council must be able to evidence reasons for putting any restrictions in place and must keep restrictions under regular review.
- 5.15 Any restrictions placed on contact due to unacceptable behaviour must be proportionate and demonstrate regard for the provisions of the Equality Act 2010.



## 6. Complaints stages

### Stage 1

- 6.1 The Council must have processes in place to consider which complaints can be responded to as early as possible, and which require further investigation. The Council must consider factors such as the complexity of the complaint and whether the resident is vulnerable or at risk. Most stage 1 complaints can be resolved promptly, and an explanation, apology or resolution provided to the resident.
- 6.2 Complaints must be acknowledged, defined and logged at stage 1 of the complaints procedure **within five working days of the complaint being received**.
- 6.3 The Council must issue a full response to stage 1 complaints **within 10 working days** of the complaint being acknowledged.
- 6.4 The Council must decide whether an extension to this time scale is needed when considering the complexity of the complaint and then inform the resident of the expected timescale for response. Any extension must be no more than 10 working days without good reason, and the reason(s) must be clearly explained to the resident.
- 6.5 When an organisation informs a resident about an extension to these timescales, they must be provided with the contact details of the Ombudsman.
- 6.6 A complaint response must be provided to the resident when the answer to the complaint is known, not when the outstanding actions required to address the issue are completed. Outstanding actions must still be tracked and actioned promptly with appropriate updates provided to the resident.
- 6.7 The Council must address all points raised in the complaint definition and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.
- 6.8 Where residents raise additional complaints during the investigation, these must be incorporated into the stage 1 response if they are related and the stage 1 response has not been issued. Where the stage 1 response has been issued, the new issues are unrelated to the issues already being investigated or it would unreasonably delay the response, the new issues must be logged as a new complaint.
- 6.9 The Council must confirm the following in writing to the resident at the completion of stage 1 in clear, plain language:
  - a) the complaint stage;
  - b) the complaint definition;
  - c) the decision on the complaint;
  - d) the reasons for any decisions made;
  - e) the details of any remedy offered to put things right;
  - f) details of any outstanding actions; and
  - g) details of how to escalate the matter to stage 2 if the individual is not satisfied with the response.

## Stage 2

- 6.10 If all or part of the complaint is not resolved to the resident's satisfaction at stage 1, it must be progressed to stage 2 of the Council's procedure. Stage 2 is the Council's final response.
- 6.11 Requests for stage 2 must be acknowledged, defined and logged at stage 2 of the complaints procedure within **five working days of the escalation request being received**.
- 6.12 Residents must not be required to explain their reasons for requesting a stage 2 consideration. The Council are expected to make reasonable efforts to understand why a resident remains unhappy as part of its stage 2 response.
- 6.13 The person considering the complaint at stage 2 must not be the same person that considered the complaint at stage 1.
- 6.14 The Council must issue a final response to the stage 2 **within 20 working days** of the complaint being acknowledged.
- 6.15 The Council must decide whether an extension to this timescale is needed when considering the complexity of the complaint and then inform the resident of the expected timescale for response. Any extension must be no more than 20 working days without good reason, and the reason(s) must be clearly explained to the resident.
- 6.16 When an organisation informs a resident about an extension to these timescales, they must be provided with the contact details of the Ombudsman.
- 6.17 A complaint response must be provided to the resident when the answer to the complaint is known, not when the outstanding actions required to address the issue are completed. Outstanding actions must still be tracked and actioned promptly with appropriate updates provided to the resident.
- 6.18 The Council must address all points raised in the complaint definition and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.
- 6.19 The Council must confirm the following in writing to the resident at the completion of stage 2 in clear, plain language:
  - a) the complaint stage;
  - b) the complaint definition;
  - c) the decision on the complaint;
  - d) the reasons for any decisions made;
  - e) the details of any remedy offered to put things right;
  - f) details of any outstanding actions; and
  - g) details of how to escalate the matter to the Ombudsman Service if the individual remains dissatisfied.
- 6.20 Stage 2 is the Council's final response and must involve all suitable staff members needed to issue such a response.

## **7. Putting things right**

- 7.1 Where something has gone wrong the Council must acknowledge this and set out the actions it has already taken, or intends to take, to put things right. These can include:
- Apologising;
  - Acknowledging where things have gone wrong;
  - Providing an explanation, assistance or reasons;
  - Taking action if there has been delay;
  - Reconsidering or changing a decision;
  - Amending a record or adding a correction or addendum;
  - Providing a financial remedy;
  - Changing policies, procedures or practices.
- 7.2 Any remedy offered must reflect the impact on the resident as a result of any fault identified.
- 7.3 The remedy offer must clearly set out what will happen and by when, in agreement with the resident where appropriate. Any remedy proposed must be followed through to completion.
- 7.4 The Council must take account of the guidance issued by the Ombudsman when deciding on appropriate remedies.

## **8. Self-assessment, reporting and compliance**

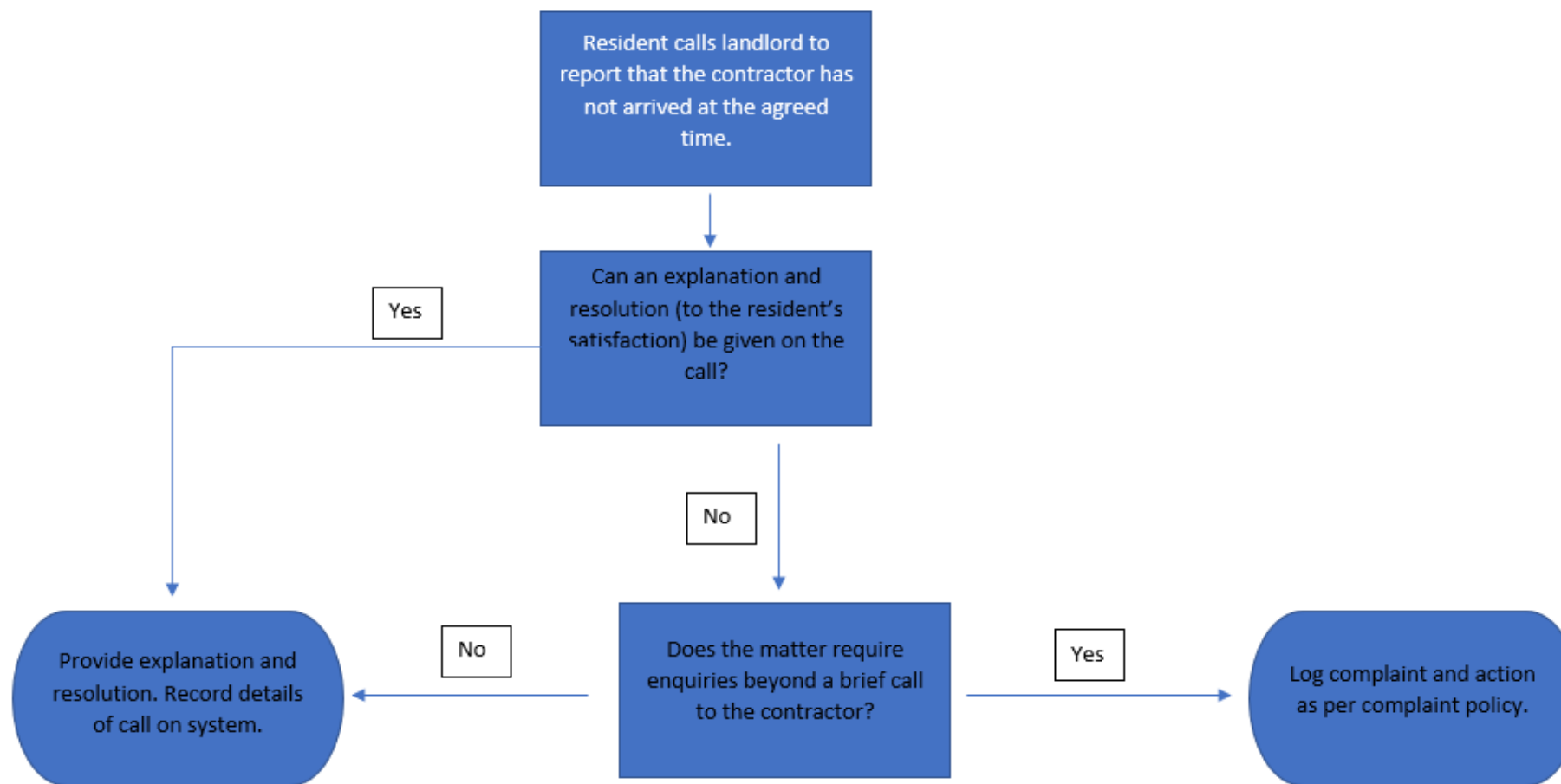
- 8.1 The Council must produce an annual complaints performance and service improvement report for scrutiny and challenge, which must include:
- a) the annual self-assessment against this Code to ensure their complaint handling policy remains in line with its requirements.
  - b) a qualitative and quantitative analysis of the Council's complaint handling performance. This must also include a summary of the types of complaints the Council has refused to accept;
  - c) any findings of non-compliance with this Policy by the Ombudsman;
  - d) the service improvements made as a result of the learning from complaints;
  - e) any annual report about the Council's performance from the Ombudsman; and
  - f) any other relevant reports or publications produced by the Ombudsman in relation to the work of the Council.
- 8.2 The annual complaints performance and service improvement report must be reported to the Council's governing body (or equivalent) and published on the on the section of its website relating to complaints. The governing body's response to the report must be published alongside this.
- 8.3 The Council must also carry out a self-assessment following a significant restructure, merger and/or change in procedures.
- 8.4 The Council may be asked to review and update the self-assessment following an Ombudsman investigation.

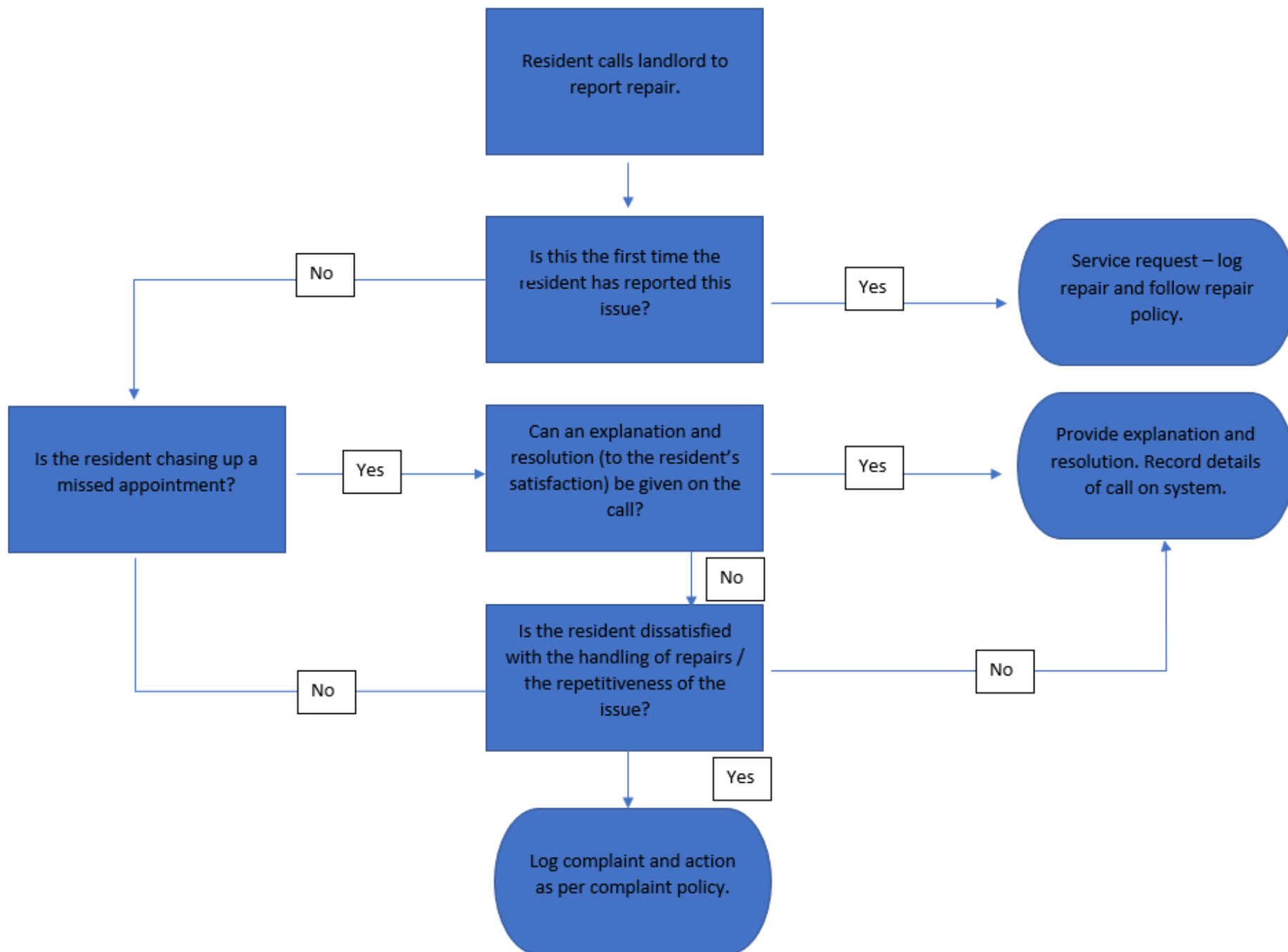
- 8.5 If a Council is unable to comply with the Policy due to exceptional circumstances, such as a cyber-incident, they must inform the Ombudsman, provide information to residents who may be affected, and publish this on their website. The Council must provide a timescale for returning to compliance with the Policy.

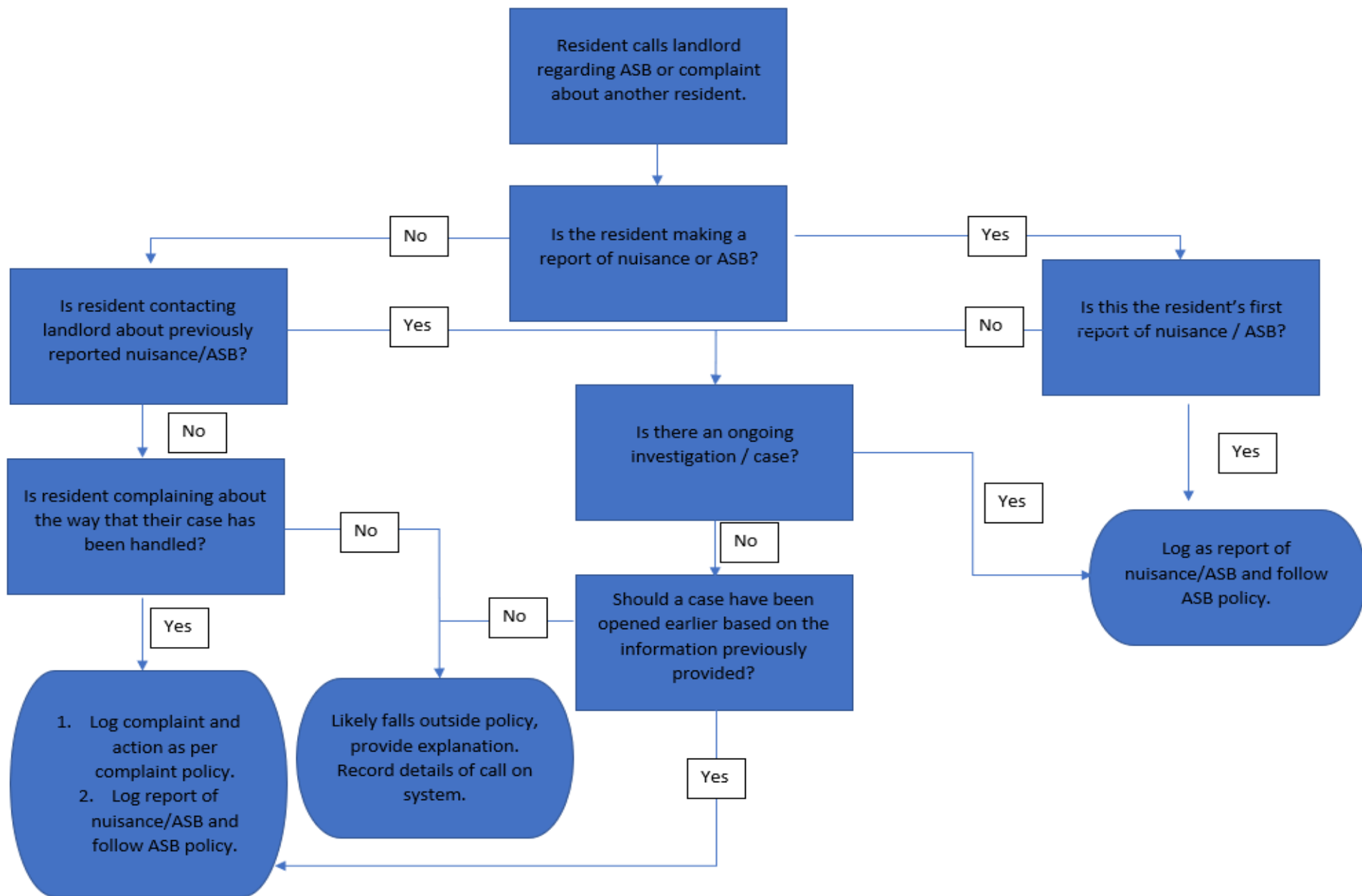
## **9. Scrutiny & oversight: continuous learning and improvement**

- 9.1 The Council must look beyond the circumstances of the individual complaint and consider whether service improvements can be made as a result of any learning from the complaint.
- 9.2 A positive complaint handling culture is integral to the effectiveness with which The Council resolve disputes. The Council must use complaints as a source of intelligence to identify issues and introduce positive changes in service delivery.
- 9.3 Accountability and transparency are also integral to a positive complaint handling culture. The Council must report back on wider learning and improvements from complaints to stakeholders, such as residents' panels, staff and relevant committees.
- 9.4 The Council must appoint a suitably senior lead person as accountable for their complaint handling. This person must assess any themes or trends to identify potential systemic issues, serious risks, or policies and procedures that require revision.
- 9.5 In addition to this, a member of the governing body (or equivalent) must be appointed to have lead responsibility for complaints to support a positive complaint handling culture. This person is referred to as the Member Responsible for Complaints ('the MRC').
- 9.6 The MRC will be responsible for ensuring the governing body receives regular information on complaints that provides insight on the Council's complaint handling performance. This person must have access to suitable information and staff to perform this role and report on their findings.
- 9.7 As a minimum, the MRC and the governing body (or equivalent) must receive:
- a) regular updates on the volume, categories and outcomes of complaints, alongside complaint handling performance;
  - b) regular reviews of issues and trends arising from complaint handling;
  - c) regular updates on the outcomes of the Ombudsman's investigations and progress made in complying with orders related to severe maladministration findings; and
  - d) the annual complaints performance and service improvement report.
- 9.8 The Council must have a standard objective in relation to complaint handling for all relevant employees or third parties that reflects the need to:
- a) have a collaborative and co-operative approach towards resolving complaints, working with colleagues across teams and departments;
  - b) take collective responsibility for any shortfalls identified through complaints, rather than blaming others; and
  - c) act within the professional standards for engaging with complaints as set by any relevant professional body.

## Service request or complaint – flow charts and case studies







### **Case study A – Resident calls to report contractor has not arrived at the agreed time**

Ms B calls the Council to report that the contractor that was due to attend her property that morning has not arrived. Ms B is not happy as she had taken the morning off work for the appointment. The call handler checks the system but is unable to explain to Ms B why the contractor did not arrive. The call handler asks Ms B if they can try and contact the contractor and call her back within the next hour. Ms B agrees. The call handler speaks to the contractor who explains they were held up at another job that took longer than expected. The call handler calls Ms B, explains the situation, and apologises. The call handler offers Ms B another appointment at a time that suits Ms B, and Ms B is satisfied with the explanation and resolution.

*This is an example of a 'there and then' situation where the resident may be dissatisfied with the service provided on that morning, but the Council is able to quickly resolve the issue to the resident's satisfaction with minimal further enquiries. Whilst this does not need logging as a complaint, the Council should keep a record of the call and should consider if there is any learning (i.e. should the Council have been informed the contractor was delayed so it could alert Ms B and any other affected residents)*

### **Alternative scenario**

Ms B calls her Council to report that the contractor that was due to attend her property that morning has not arrived. Ms B is not happy as she had taken the morning off work for the appointment. The call handler checks the system but cannot see an appointment for Ms B that day. Ms B is adamant she had an appointment that morning and explains she received a text message from the Council with the date and timeframe. The call handler is unable to explain to Ms B why there was no appointment on the system and offers its apologies. The call handler also arranges another appointment and advises Ms B that it has opened a complaint on her behalf.

*Whilst the Council can offer Ms B another appointment, it is unable to adequately explain why Ms B was told a contractor would attend that morning when there is no appointment on its systems. The Council will need to investigate why this has happened, which could involve interrogating the system and speaking with other departments. Whilst Ms B may have been satisfied with a further appointment, a positive complaints handling culture would explore why this has happened to try to put it right for the resident and to learn from any mistakes.*



## **Case study B – Resident calls to report a repair**

Mr D calls the Council to report a leak from one of his radiators. Mr D says the radiator has been leaking for a few months, but it has recently got worse. Although it has been leaking for a few months, this is the first time Mr D has contacted the Council about it.

*This is a service request and should be handled in accordance with the Council's repairs policy.*

### **Alternative scenario A**

Mr D calls the Council regarding a leak from one of his radiators. Mr D says the radiator has been leaking for a few months and has recently got worse. Mr D tells the call handler that he has reported the leak several times and he was told each time that someone would come out to inspect the radiator, but he has never had an appointment, and no one has been out so far. He explains that his carpet underneath the radiator is starting to smell damp because of the leak. The call handler can see that Mr D has reported the issue several times but is unable to explain why it was never followed up. The call handler arranges an appointment for Mr D and opens a complaint case for Mr D.

*Whilst this is a service request, it is also clear from the information that this repair has been reported several times before and the Council has not acted on the report, which is potentially a breach of its repairs policy. Although Mr D has not specifically said he wants to make a complaint, there has been a failure in the Council's service that should be investigated and put right. The Council should also explore any learning opportunities.*

### **Alternative scenario B**

Mr D calls the Council regarding a leak from one of his radiators. Mr D says the radiator has been leaking for a few months and has recently got worse. Mr D tells the call handler that he has reported the leak several times and each time someone comes out they tell him they will do a temporary repair but that he needs a new radiator. Mr D tells the call handler he has been repeatedly told that the contractor will raise a job for a new radiator to be fitted but he has never heard anything. Mr D says he feels like he is going round in circles and that he thinks the Council is trying to save money by not fitting a new radiator. The call handler checks the repair notes and can see that previous contractors have recommended a new radiator is fitted.

The call handler raises a job for a new radiator and opens a complaint case for Mr D. *Although the resident has not asked to make a complaint, it is clear from the conversation that he is dissatisfied with the level of service he has received from the Council. It is also clear that something is not working as it should do within the Council's process, which should be investigated as part of the complaint.*

### **Case Study C – Resident calls to report noise nuisance/ASB**

Mr A calls the Council to report that his neighbour has been playing music at an excessive volume late into the night, which has stopped him and his family from being able to sleep. Mr A says this has been affecting his work and his children's school. He tells the Council that he has tried speaking to his neighbour about it, but the neighbour was aggressive and abusive to him. Mr A would like the Council to do something about the noise.

*This is a report of noise nuisance/ASB. The Council should explain the ASB procedure to Mr A and clearly outline what the next steps are. The Council should follow its ASB policy in responding to this allegation.*

Two months later Mr A calls the Council again. He explains that the loud music has continued, and the neighbour has escalated to being abusive and aggressive whenever they see each other. Mr A tells the Council that this is impacting on his mental health, and he is worried that it could escalate further. Mr A tells the Council that he has reported some instances to the police, and he has filled in the diary sheets as the Council has asked. The Council confirms it will add this new information to Mr A's case file. The Council contacts Mr A and provides an update on the ASB case, confirming it has spoken with the neighbour and is engaging with the police in relation to Mr A's reports. Mr A agrees to continue reporting issues as per the Council's request.

*Although the neighbour's behaviour is escalating, the Council continues to work with Mr A and to investigate the allegations in accordance with its policy. It is providing updates to Mr A and is working with other local agencies (i.e. the police) to resolve the matter.*

### **Alternative scenario**

Two months after his initial report, Mr A calls his Council. He explains that the loud music has continued, and the neighbour has escalated to being abusive and aggressive whenever they see each other. Mr A tells his Council that he has reported some instances to the police, and he has filled in the diary sheets as the Council has asked but he has not heard anything from the Council since his initial report. Mr A tells the Council that he has done everything asked of him, but the Council has not done anything and has left him and his family to live in fear of his neighbour. Mr A tells his Council that this is impacting on his mental health, and he is worried that it could escalate further.

*The Council has not responded to Mr A's initial report of ASB, therefore as well as following up on the reports of ASB as per the ASB policy, the Council should also open a complaint case to look at its handling of Mr A's reports of ASB.*

## **Appendix A – Self-Assessment**

This self-assessment must be completed and must be shared with the organisation's governing body (or equivalent) annually as part of the complaints performance and service improvement report.

Evidence must be included to demonstrate compliance in practice as part of the other elements of the annual complaints performance and service improvement report with additional commentary as necessary. For example, this could include records of quality assurance checks on complaint responses, exclusions and feedback from relevant staff. If the failure to meet a requirement only relates to one service area or department this must be made clear in the commentary section.

When completing the self-assessment, organisations should not focus on the number of complaints received. Recording a high number of complaints may be an indication that the organisation welcomes complaints and that individuals are able to access the complaints process easily. Organisations should focus on timescales for responding to complaints and complaint outcomes.

Members of the Housing Ombudsman must submit a copy of their self-assessment as part of their annual complaints performance and service improvement report, following the guidance for submissions. The submissions will be used to assess the organisation's compliance with the Code in line with the Housing Ombudsman's duty to monitor against this.

The Local Government and Social Care Ombudsman may consider the complaints performance and service improvement report as part of an investigation or its own annual review of complaints.

## APPENDIX 2

**Appendix A: Self-assessment form**

This self-assessment form should be completed by the complaints officer and it must be reviewed and approved by the landlord's governing body at least annually.

Once approved, landlords must publish the self-assessment as part of the annual complaints performance and service improvement report on their website. The governing body's response to the report must be published alongside this.

Landlords are required to complete the self-assessment in full and support all statements with evidence, with additional commentary as necessary.

We recognise that there may be a small number of circumstances where landlords are unable to meet the requirements, for example, if they do not have a website. In these circumstances, we expect landlords to deliver the intentions of the Code in an alternative way, for example by publishing information in a public area so that it is easily accessible.

## Section 1: Definition of a complaint

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
1.2	A complaint must be defined as: <i>‘an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the landlord, its own staff, or those acting on its behalf, affecting a resident or group of residents.’</i>			
1.3	A resident does not have to use the word ‘complaint’ for it to be treated as such. Whenever a resident expresses dissatisfaction landlords must give them the choice to make complaint. A complaint that is submitted via a third party or representative must be handled in line with the landlord’s complaints policy.			
1.4	Landlords must recognise the difference between a service request and a complaint. This must be set out in their complaints policy. A service request is a request from a resident to the landlord requiring action to be taken to put something right. Service requests are not complaints, but must be recorded, monitored and reviewed regularly.			

1.5	A complaint must be raised when the resident expresses dissatisfaction with the response to their service request, even if the handling of the service request remains ongoing. Landlords must not stop their efforts to address the service request if the resident complains.			
1.6	An expression of dissatisfaction with services made through a survey is not defined as a complaint, though wherever possible, the person completing the survey should be made aware of how they can pursue a complaint if they wish to. Where landlords ask for wider feedback about their services, they also must provide details of how residents can complain.			

## Section 2: Exclusions

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
2.1	Landlords must accept a complaint unless there is a valid reason not to do so. If landlords decide not to accept a complaint they must be able to evidence their reasoning. Each complaint must be considered on its own merits			
2.2	<p>A complaints policy must set out the circumstances in which a matter will not be considered as a complaint or escalated, and these circumstances must be fair and reasonable to residents. Acceptable exclusions include:</p> <ul style="list-style-type: none"><li>• The issue giving rise to the complaint occurred over twelve months ago.</li><li>• Legal proceedings have started. This is defined as details of the claim, such as the Claim Form and Particulars of Claim, having been filed at court.</li><li>• Matters that have previously been considered under the complaints policy.</li></ul>			

2.3	Landlords must accept complaints referred to them within 12 months of the issue occurring or the resident becoming aware of the issue, unless they are excluded on other grounds. Landlords must consider whether to apply discretion to accept complaints made outside this time limit where there are good reasons to do so.			
2.4	If a landlord decides not to accept a complaint, an explanation must be provided to the resident setting out the reasons why the matter is not suitable for the complaints process and the right to take that decision to the Ombudsman. If the Ombudsman does not agree that the exclusion has been fairly applied, the Ombudsman may tell the landlord to take on the complaint.			
2.5	Landlords must not take a blanket approach to excluding complaints; they must consider the individual circumstances of each complaint.			



## Section 3: Accessibility and Awareness

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
3.1	Landlords must make it easy for residents to complain by providing different channels through which they can make a complaint. Landlords must consider their duties under the Equality Act 2010 and anticipate the needs and reasonable adjustments of residents who may need to access the complaints process.			
3.2	Residents must be able to raise their complaints in any way and with any member of staff. All staff must be aware of the complaints process and be able to pass details of the complaint to the appropriate person within the landlord.			
3.3	High volumes of complaints must not be seen as a negative, as they can be indicative of a well-publicised and accessible complaints process. Low complaint volumes are potentially a sign that residents are unable to complain.			
3.4	Landlords must make their complaint policy available in a clear and accessible format for all residents. This			

	will detail the two stage process, what will happen at each stage, and the timeframes for responding. The policy must also be published on the landlord's website.			
3.5	The policy must explain how the landlord will publicise details of the complaints policy, including information about the Ombudsman and this Code.			
3.6	Landlords must give residents the opportunity to have a representative deal with their complaint on their behalf, and to be represented or accompanied at any meeting with the landlord.			
3.7	Landlords must provide residents with information on their right to access the Ombudsman service and how the individual can engage with the Ombudsman about their complaint.			

## Section 4: Complaint Handling Staff

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
4.1	Landlords must have a person or team assigned to take responsibility for complaint handling, including liaison with the Ombudsman and ensuring complaints are reported to the governing body (or equivalent). This Code will refer to that person or team as the 'complaints officer'. This role may be in addition to other duties.			
4.2	The complaints officer must have access to staff at all levels to facilitate the prompt resolution of complaints. They must also have the authority and autonomy to act to resolve disputes promptly and fairly.			
4.3	Landlords are expected to prioritise complaint handling and a culture of learning from complaints. All relevant staff must be suitably trained in the importance of complaint handling. It is important that complaints are seen as a core service and must be resourced to handle complaints effectively			

## Section 5: The Complaint Handling Process

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
5.1	Landlords must have a single policy in place for dealing with complaints covered by this Code. Residents must not be treated differently if they complain.			
5.2	The early and local resolution of issues between landlords and residents is key to effective complaint handling. It is not appropriate to have extra named stages (such as 'stage 0' or 'informal complaint') as this causes unnecessary confusion.			
5.3	A process with more than two stages is not acceptable under any circumstances as this will make the complaint process unduly long and delay access to the Ombudsman.			
5.4	Where a landlord's complaint response is handled by a third party (e.g. a contractor or independent adjudicator) at any stage, it must form part of the two stage complaints process set out in this Code. Residents must not be expected to go through two complaints processes.			

5.5	Landlords are responsible for ensuring that any third parties handle complaints in line with the Code.			
5.6	When a complaint is logged at Stage 1 or escalated to Stage 2, landlords must set out their understanding of the complaint and the outcomes the resident is seeking. The Code will refer to this as “the complaint definition”. If any aspect of the complaint is unclear, the resident must be asked for clarification.			
5.7	When a complaint is acknowledged at either stage, landlords must be clear which aspects of the complaint they are, and are not, responsible for and clarify any areas where this is not clear.			
5.8	At each stage of the complaints process, complaint handlers must: <ul style="list-style-type: none"> <li>a. deal with complaints on their merits, act independently, and have an open mind;</li> <li>b. give the resident a fair chance to set out their position;</li> <li>c. take measures to address any actual or perceived conflict of interest; and</li> <li>d. consider all relevant information and evidence carefully.</li> </ul>			

5.9	Where a response to a complaint will fall outside the timescales set out in this Code, the landlord must agree with the resident suitable intervals for keeping them informed about their complaint.			
5.10	Landlords must make reasonable adjustments for residents where appropriate under the Equality Act 2010. Landlords must keep a record of any reasonable adjustments agreed, as well as a record of any disabilities a resident has disclosed. Any agreed reasonable adjustments must be kept under active review.			
5.11	Landlords must not refuse to escalate a complaint through all stages of the complaints procedure unless it has valid reasons to do so. Landlords must clearly set out these reasons, and they must comply with the provisions set out in section 2 of this Code.			
5.12	A full record must be kept of the complaint, and the outcomes at each stage. This must include the original complaint and the date received, all correspondence with the resident, correspondence with other parties, and any relevant supporting documentation such as reports or surveys.			

5.13	Landlords must have processes in place to ensure a complaint can be remedied at any stage of its complaints process. Landlords must ensure appropriate remedies can be provided at any stage of the complaints process without the need for escalation.			
5.14	Landlords must have policies and procedures in place for managing unacceptable behaviour from residents and/or their representatives. Landlords must be able to evidence reasons for putting any restrictions in place and must keep restrictions under regular review.			
5.15	Any restrictions placed on contact due to unacceptable behaviour must be proportionate and demonstrate regard for the provisions of the Equality Act 2010.			

## Section 6: Complaints Stages

### Stage 1

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.1	Landlords must have processes in place to consider which complaints can be responded to as early as possible, and which require further investigation. Landlords must consider factors such as the complexity of the complaint and whether the resident is vulnerable or at risk. Most stage 1 complaints can be resolved promptly, and an explanation, apology or resolution provided to the resident.			
6.2	Complaints must be acknowledged, defined and logged at stage 1 of the complaints procedure <b><u>within five working days of the complaint being received.</u></b>			
6.3	Landlords must issue a full response to stage 1 complaints <b><u>within 10 working days</u></b> of the complaint being acknowledged.			
6.4	Landlords must decide whether an extension to this timescale is needed when considering the complexity of the complaint and then inform the resident			



	of the expected timescale for response. Any extension must be no more than 10 working days without good reason, and the reason(s) must be clearly explained to the resident.			
6.5	When an organisation informs a resident about an extension to these timescales, they must be provided with the contact details of the Ombudsman.			
6.6	A complaint response must be provided to the resident when the answer to the complaint is known, not when the outstanding actions required to address the issue are completed. Outstanding actions must still be tracked and actioned promptly with appropriate updates provided to the resident.			
6.7	Landlords must address all points raised in the complaint definition and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.			
6.8	Where residents raise additional complaints during the investigation, these must be incorporated into the stage 1 response if they are related and the stage 1 response has not been issued. Where the stage 1 response has been issued, the new issues are unrelated to the issues already being			

	investigated or it would unreasonably delay the response, the new issues must be logged as a new complaint.			
6.9	Landlords must confirm the following in writing to the resident at the completion of stage 1 in clear, plain language: <ul style="list-style-type: none"> <li>a. the complaint stage;</li> <li>b. the complaint definition;</li> <li>c. the decision on the complaint;</li> <li>d. the reasons for any decisions made;</li> <li>e. the details of any remedy offered to put things right;</li> <li>f. details of any outstanding actions; and</li> <li>g. details of how to escalate the matter to stage 2 if the individual is not satisfied with the response.</li> </ul>			

Stage 2

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.10	If all or part of the complaint is not resolved to the resident's satisfaction at stage 1, it must be progressed to stage 2 of the landlord's procedure. Stage 2 is the landlord's final response.			
6.11	Requests for stage 2 must be acknowledged, defined and logged at stage 2 of the complaints procedure			

	within five working days of the escalation request being received.			
6.12	Residents must not be required to explain their reasons for requesting a stage 2 consideration. Landlords are expected to make reasonable efforts to understand why a resident remains unhappy as part of its stage 2 response.			
6.13	The person considering the complaint at stage 2 must not be the same person that considered the complaint at stage 1.			
6.14	Landlords must issue a final response to the stage 2 <b><u>within 20 working days</u></b> of the complaint being acknowledged.			
6.15	Landlords must decide whether an extension to this timescale is needed when considering the complexity of the complaint and then inform the resident of the expected timescale for response. Any extension must be no more than 20 working days without good reason, and the reason(s) must be clearly explained to the resident.			
6.16	When an organisation informs a resident about an extension to these timescales, they must be provided with the contact details of the Ombudsman.			
6.17	A complaint response must be provided to the resident when the answer to the complaint is known, not when the outstanding actions required to address			

	the issue are completed. Outstanding actions must still be tracked and actioned promptly with appropriate updates provided to the resident.			
6.18	Landlords must address all points raised in the complaint definition and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.			
6.19	Landlords must confirm the following in writing to the resident at the completion of stage 2 in clear, plain language: <ul style="list-style-type: none"> <li>a. the complaint stage;</li> <li>b. the complaint definition;</li> <li>c. the decision on the complaint;</li> <li>d. the reasons for any decisions made;</li> <li>e. the details of any remedy offered to put things right;</li> <li>f. details of any outstanding actions; and</li> <li>g. details of how to escalate the matter to the Ombudsman Service if the individual remains dissatisfied.</li> </ul>			
6.20	Stage 2 is the landlord's final response and must involve all suitable staff members needed to issue such a response.			

## Section 7: Putting things right

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
7.1	<p>Where something has gone wrong a landlord must acknowledge this and set out the actions it has already taken, or intends to take, to put things right. These can include:</p> <ul style="list-style-type: none"> <li>• Apologising;</li> <li>• Acknowledging where things have gone wrong;</li> <li>• Providing an explanation, assistance or reasons;</li> <li>• Taking action if there has been delay;</li> <li>• Reconsidering or changing a decision;</li> <li>• Amending a record or adding a correction or addendum;</li> <li>• Providing a financial remedy;</li> <li>• Changing policies, procedures or practices.</li> </ul>			
7.2	Any remedy offered must reflect the impact on the resident as a result of any fault identified.			
7.3	The remedy offer must clearly set out what will happen and by when, in agreement with the resident where appropriate. Any remedy proposed must be followed through to completion.			

7.4	Landlords must take account of the guidance issued by the Ombudsman when deciding on appropriate remedies.			
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## Section 8: Putting things right

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
8.1	<p>Landlords must produce an annual complaints performance and service improvement report for scrutiny and challenge, which must include:</p> <ul style="list-style-type: none"> <li>a. the annual self-assessment against this Code to ensure their complaint handling policy remains in line with its requirements.</li> <li>b. a qualitative and quantitative analysis of the landlord's complaint handling performance. This must also include a summary of the types of complaints the landlord has refused to accept;</li> <li>c. any findings of non-compliance with this Code by the Ombudsman;</li> <li>d. the service improvements made as a result of the learning from complaints;</li> <li>e. any annual report about the landlord's performance from the Ombudsman; and</li> <li>f. any other relevant reports or publications produced by the Ombudsman in relation to the work of the landlord.</li> </ul>			

8.2	The annual complaints performance and service improvement report must be reported to the landlord's governing body (or equivalent) and published on the on the section of its website relating to complaints. The governing body's response to the report must be published alongside this.			
8.3	Landlords must also carry out a self-assessment following a significant restructure, merger and/or change in procedures.			
8.4	Landlords may be asked to review and update the self-assessment following an Ombudsman investigation.			
8.5	If a landlord is unable to comply with the Code due to exceptional circumstances, such as a cyber incident, they must inform the Ombudsman, provide information to residents who may be affected, and publish this on their website Landlords must provide a timescale for returning to compliance with the Code.			



## Section 9: Scrutiny &amp; oversight: continuous learning and improvement

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
9.1	Landlords must look beyond the circumstances of the individual complaint and consider whether service improvements can be made as a result of any learning from the complaint.			
9.2	A positive complaint handling culture is integral to the effectiveness with which landlords resolve disputes. Landlords must use complaints as a source of intelligence to identify issues and introduce positive changes in service delivery.			
9.3	Accountability and transparency are also integral to a positive complaint handling culture. Landlords must report back on wider learning and improvements from complaints to stakeholders, such as residents' panels, staff and relevant committees.			
9.4	Landlords must appoint a suitably senior lead person as accountable for their complaint handling. This person must assess any themes or trends to identify potential systemic issues, serious risks, or policies and procedures that require revision.			

9.5	In addition to this a member of the governing body (or equivalent) must be appointed to have lead responsibility for complaints to support a positive complaint handling culture. This person is referred to as the Member Responsible for Complaints ('the MRC').			
9.6	The MRC will be responsible for ensuring the governing body receives regular information on complaints that provides insight on the landlord's complaint handling performance. This person must have access to suitable information and staff to perform this role and report on their findings.			
9.7	As a minimum, the MRC and the governing body (or equivalent) must receive: <ul style="list-style-type: none"> <li>a. regular updates on the volume, categories and outcomes of complaints, alongside complaint handling performance;</li> <li>b. regular reviews of issues and trends arising from complaint handling;</li> <li>c. regular updates on the outcomes of the Ombudsman's investigations and progress made in complying with orders related to severe maladministration findings; and</li> <li>d. annual complaints performance and service improvement report.</li> </ul>			

9.8	Landlords must have a standard objective in relation to complaint handling for all relevant employees or third parties that reflects the need to: a. have a collaborative and co-operative approach towards resolving complaints, working with colleagues across teams and departments; b. take collective responsibility for any shortfalls identified through complaints, rather than blaming others; and c. act within the professional standards for engaging with complaints as set by any relevant professional body.			
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**APPENDIX 3****Complaints procedure**

1. When a complaint is made to the Council it shall be acknowledged and logged at stage one of the complaints procedure.
2. The Council will confirm their understanding of the complaint and the outcomes being sought with the resident. Clarification will be sought if the complaint is not clear.
3. If the complaint is not resolved to the resident's satisfaction it shall be progressed to the next stage in accordance with the Council's procedure.
4. The Council's complaints procedure comprises of two stages. This ensures that a resident has the opportunity to challenge any decision by correcting errors or sharing concerns via an appeal process.
5. In the final decision the Council's policy shall include the right to refer the complaint to the appropriate Ombudsman Service. This should be through a designated person within eight weeks of the final decision or directly by the resident after eight weeks.
6. A full record shall be kept of the complaint, any review and the outcomes at each stage. This should include the original complaint and the date received; all correspondence with the resident, correspondence with other parties and any reports or surveys prepared.

**Timeframe for responses**

1. The Councils timescales for response are:
  - Logging and acknowledgement of complaint – five working days.
  - Stage one decision – 10 working days from receipt of complaint – if this is not possible, an explanation and a date by when the stage one response will be received will be issued. This will not exceed a further 10 days without good reason.
  - Stage two response – 20 working days from request to escalate – if this is not possible an explanation and a date when the stage two response will be received. This will not exceed a further 10 working days without good reason.

**Communication with residents**

1. When communicating with residents, the Council will use plain language that is appropriate to the resident.

2. The Council will address all points raised in the complaint and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.
3. At the completion of each stage of the complaints process the Council will write to the resident advising them of the following:
  - the complaint stage
  - the outcome of the complaint
  - the reasons for any decisions made
  - the details of any remedy offered to put things right
  - details of any outstanding actions
  - details of how to escalate the matter if dissatisfied.
4. As part of the complaint policy the resident shall be given a fair opportunity to:
  - set out their position
  - comment on any adverse findings before a final decision is made.
5. Communication with the resident will not generally identify individual members of staff or contractors as their actions are undertaken on behalf of the Council.
6. The Council should adhere to any arrangements agreed with residents in terms of frequency and method of communication.
7. The Council will keep residents regularly updated and informed even where there is no new information to provide.

## **Exclusions**

The Council will not be able to investigate your complaint if one or all of the following criteria are met:

- The issue giving rise to the complaint occurred over six months ago. However, this will be review on a case by case basis to determine if the complaint should be investigated.
- Legal proceedings have started. This is defined as details of the claim, such as the Claim Form and Particulars of Claim, having been filed at court.
- The Complaint has previously been considered under the complaints policy. (This will not exclude persistent issues, i.e. repeated missed bins and specific housing repairs issues that have returned from being investigated).

## APPENDIX 4

**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:	Monitoring Officer	Lead officer responsible for EIA	Head of Democratic Services
Name of the policy or function to be assessed:		Complaints Policy	
Names of the officers undertaking the assessment:		Head of Democratic Services	
Is this a new or an existing policy or function?		New policy	
<b>1. What are the aims and objectives of the policy or function?</b>  The policy describes how Broxtowe Borough Council will address complaint handling.			
<b>2. What outcomes do you want to achieve from the policy or function?</b>  The policy provides a framework for how complaint handling will be managed.			
<b>3. Who is intended to benefit from the policy or function?</b>  <ul style="list-style-type: none"> <li>• Individuals that make official complaints to the Council.</li> <li>• Employees involved in determining complaint handling.</li> </ul>			
<b>4. Who are the main stakeholders in relation to the policy or function?</b>  Residents, Employee of the Council, Members, Housing Ombudsman and Local Government and Social Care Ombudsman.			
<b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b>			



Personal data is held for complainants on the Council's complaint database system, which records contact details, records of correspondence, complaint details, age, disability and gender.

Using this information, the Council has an understanding of who is making complaints in and out of the Broxtowe area.

**6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?**

Personal data is held for complainants on the Council's complaint database system, which records contact details, records of correspondence, complaint details, age, disability and gender.

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

Public consultation was held via the Council's social media. Additional consultation is to take place internally, with staff members. Further consultation is due to take place with the Council's Disability Forum with additional consultation with the public, employees and members.

**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 is intended to provide consistency regarding complaint handling.

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

Yes.

- ☐ 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?**

No. The policy relates to individual complaints and are concluded on a case by case basis.

☐ **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:** It is not anticipated that the Council will need to take any further action in order to enable access for this group.

**Disability:** It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified by consulting with the Disability Forum and the Council's Equalities Working Group.

**Gender:** It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

**Gender Reassignment:** It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

**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 not anticipated that the Council will need to take any further action in order to enable access for this group.

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: Head of Democratic Services**

**COMPLAINTS REPORT 2022/23**1. Purpose of Report

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

2. Recommendation

**The Committee 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 two, managed by the Complaints and Compliments Officer and at stage three 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 two of the Council's formal complaint procedure.
- Appendix 3 provides a summary of the complaints determined by the Ombudsman.

Of the 302 stage one complaints received overall, 72 were investigated under the stage 2 complaints procedure and 13 were investigated by the LGO. Under the stage 2 complaints procedure, 44 complaints (61%) were not upheld and 28 complaints (39%) were upheld. Further details can be found in appendix 2. The Ombudsman investigated 13 complaints made against the Council. 9 complaints were recorded as not upheld, resulting in no further action being required by the Council and 4 complaints were upheld. Further details can be found in appendix 3.

4. Financial Implications

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.

5. Legal Implications

Whilst there are no direct legal implications arising from this report, 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).

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No comments.

7. Union Comments

The Union comments were as follows:

No comments.

8. Climate Change Implications

N/A

9. Data Protection Compliance Implications

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

10. Equality Impact Assessment

N/A

11. Background Papers

Nil

## APPENDIX 1

**Complaints received**

The table below shows the figures for the overall complaints received in 2022/23 and the previous 2021/22 figures are shown in brackets for comparison.

	<b>Total</b>	<b>Chief Execs</b>	<b>Deputy Chief Execs</b>	<b>Executive Director</b>	<b>Monitoring Officer</b>	<b>Liberty Leisure Ltd</b>
Number of Stage 1 complaints	<b>302</b> (244)	226	43	31	2	-
No. of complaints investigated under Stage 2	<b>72</b> (41)	54	10	6	2	-
No. of complaints determined by the Ombudsman	<b>13</b> (10)	9	1	3	-	-

The Council has registered a total of 302 stage 1 complaints in the year 1 April 2022 to 31 March 2023, compared to 244 in the year 2021/22. The number of complaints concluded under stage 2 of the complaints procedure is 72, compared to 41 in 2021/22, and 13 complaints, compared to 10 in 2021/23 have been determined by the Local Government Ombudsman and the Housing Ombudsman Service.

**Time taken to acknowledge receipt of stage one complaints (5 working day target)**

	Total	Chief Execs	Deputy Chief Execs	Executive Director	Monitoring Officer	Liberty Leisure Ltd
Number of complaints acknowledged within 5 working days	302	226	43	31	2	-
Number of complaints acknowledged over 5 working days	0	0	0	0	0	-

302 stage 1 complaints (100%) were acknowledged within the 5-day deadline.

The Council has seen an improvement in the time taken to acknowledge complaints, through continued use of electronic facilities in order to keep complainants updated as to the progress of their complaint.

**Time taken to respond to stage 1 Complaints (10 working day target)**

	Total	Chief Execs	Deputy Chief Execs	Executive Director	Monitoring Officer	Liberty Leisure Ltd
Less than 10 working days	213	139	42	30	2	-
Over 10 working days	89	87	1	1	0	-

213 stage 1 complaints (71%) were responded to in 10 working days. 89 (29%) took longer than 10 working days to provide a response. In these cases, the Heads of Service are asked to write to complainants to advise that a response will take longer and to provide the complainant with an estimated timescale for completion.

Reasons for delays could include:

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

There has been a significant rise in damp and mould complaints being received following increased media coverage. The Housing Repairs Team report that this increase in complaints has had a significant impact on the service being able to respond to complaints within the 10 working days.

Furthermore, it has been reported that this problem has further been increased due to the current staffing and re-structure of the Housing Department. This has resulted in a backlog of complaints within the Housing Repairs Team.

The current backlog of complaints, their acknowledgement and extension, is currently being addressed. Due to the lack of resources within the Housing Repairs Team, the priority has been given to the inspection and repair of the issues raised in the complaint over providing the formal stage 1 complaint response.

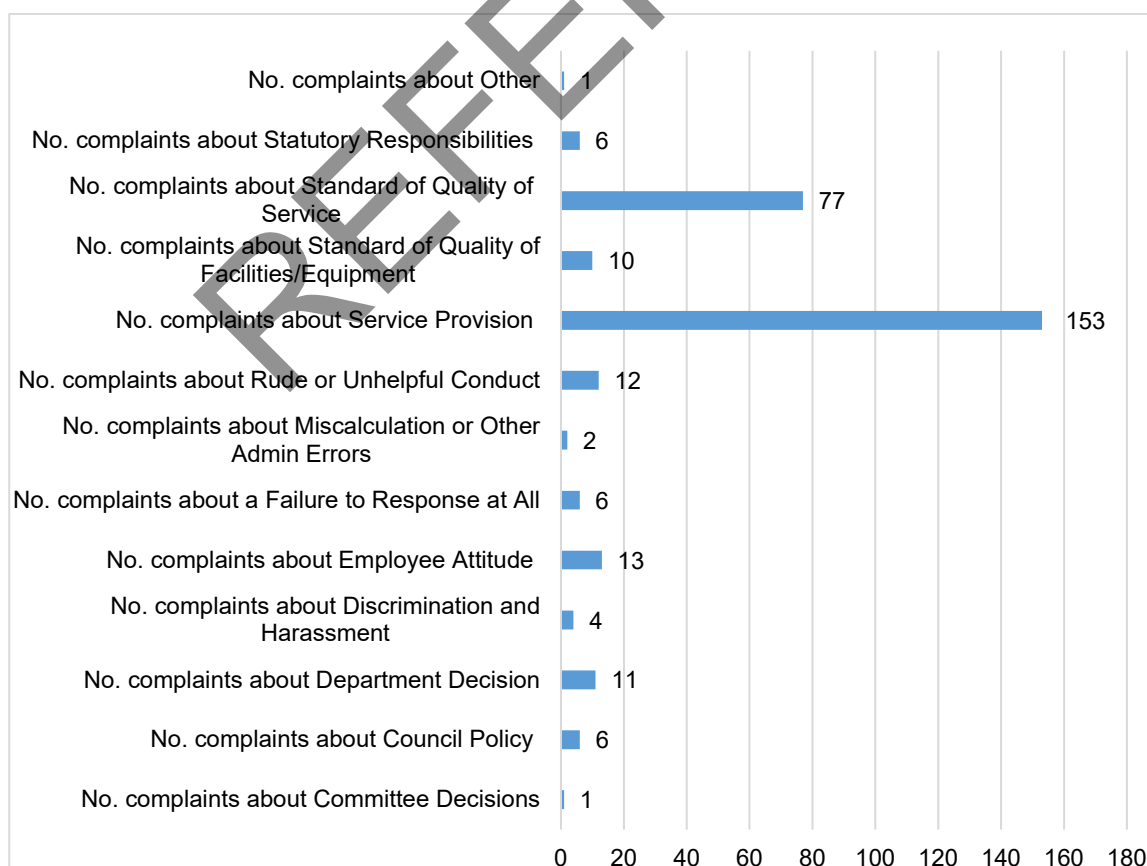
A new team took over the handling of Housing Repair complaints in May 2023. It is anticipated that this will improve the responsiveness of the stage 1 complaints. This new team's priority will be engaging and responding to individuals and their complaints.

The Housing Repairs Team has been reminded by the Complaints Team of the need to contact complainants where the initial deadlines cannot be met. Furthermore, the Housing Repairs Team is provided a reminder to respond to the complainant with the full response or an extension by the Complaints Team when the 10 working day deadline is triggered.

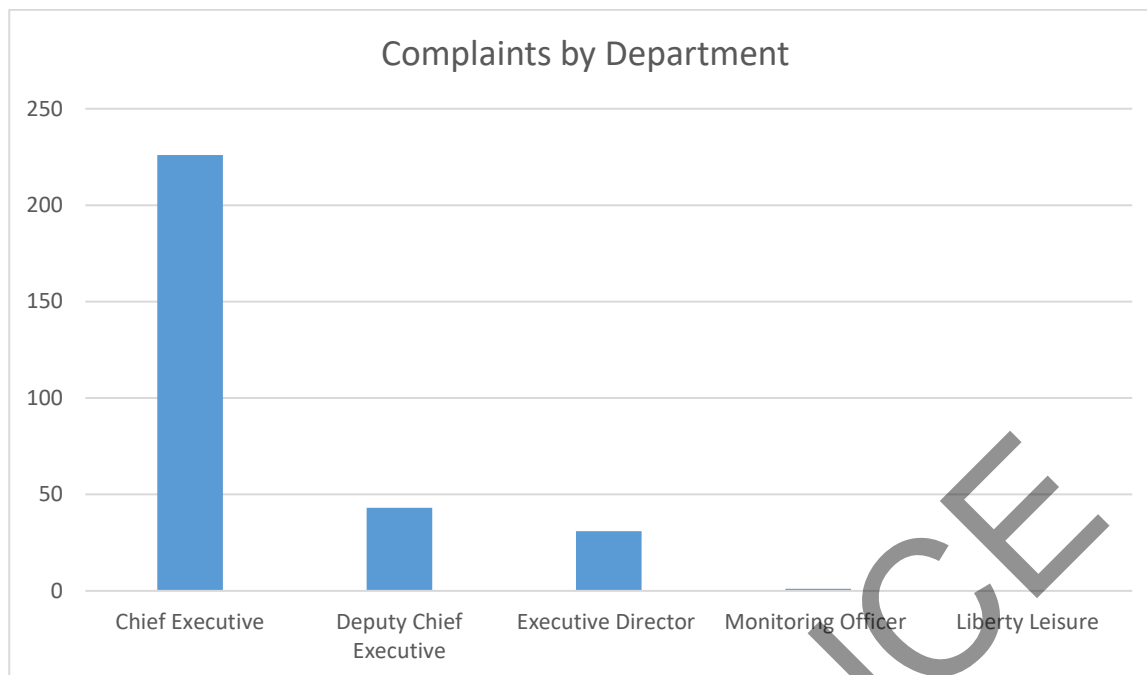
It should be noted that the current responsiveness for stage 1 complaints within the Housing Repairs Team have improved for 2023/24 with the additional resources and monitoring undertaking by the Complaints Team. Further information will be provided to a future Committee.

The Complaints Team pro-actively monitor the Housing Repairs Team stage 1 complaint responsiveness in order to these deadlines to be met.

### **What the complaints were about**





**Complaints by Department****Number of stage 2 complaints**

	Total	Chief Execs	Deputy Chief Execs	Executive Director	Monitoring Officer	Liberty Leisure
Number of Stage 2 complaints	<b>72</b> (41)	50	14	7	1	-

**Time taken to acknowledge to stage 2 complaints (5 working day target)**

	Total	Chief Execs	Deputy Chief Execs	Executive Director	Monitoring Officer	Liberty Leisure
Acknowledged within 5 working days	<b>72</b>	50	14	7	1	-

**Time taken to respond to stage 2 complaints (20 working day target)**

	Total
Responded in 20 working days	<b>57</b>
Responded in more than 20 working days	<b>15</b>

72 complaints were investigated and responded to under stage 2 of the formal complaint procedure. 100% were acknowledged within five working days and 57 (79%) were responded to within the 20 working day timescale. All the complainants who received their responses after 20 working days were informed that there would be a delay and were informed of the reason.

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.

(This list is not exhaustive)

### **Equalities Monitoring**

Of the 302 stage 1 complaints recorded, 302 were completed with some the monitoring data partially supplied.

#### Gender

Male – 120  
Female – 182

#### Age groups

<17 – 0	45–59 – 69
18–24 – 16	60–64 – 22
25–29 – 33	65+ – 51
30–44 – 87	Not stated – 24

#### Ethnic Groups

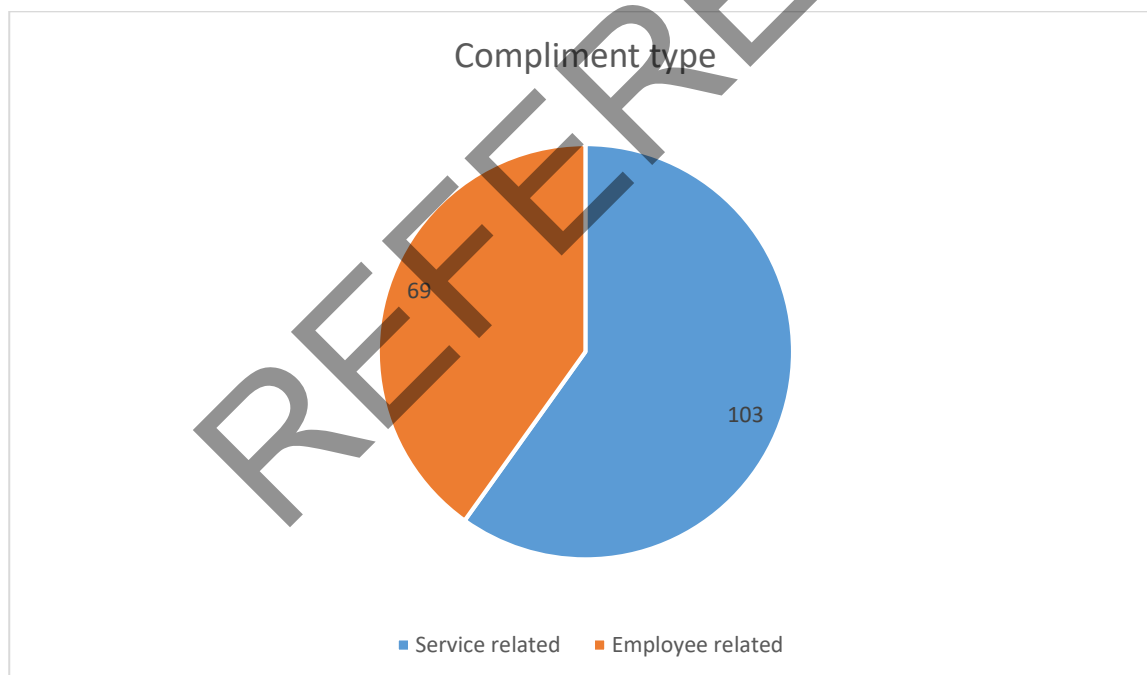
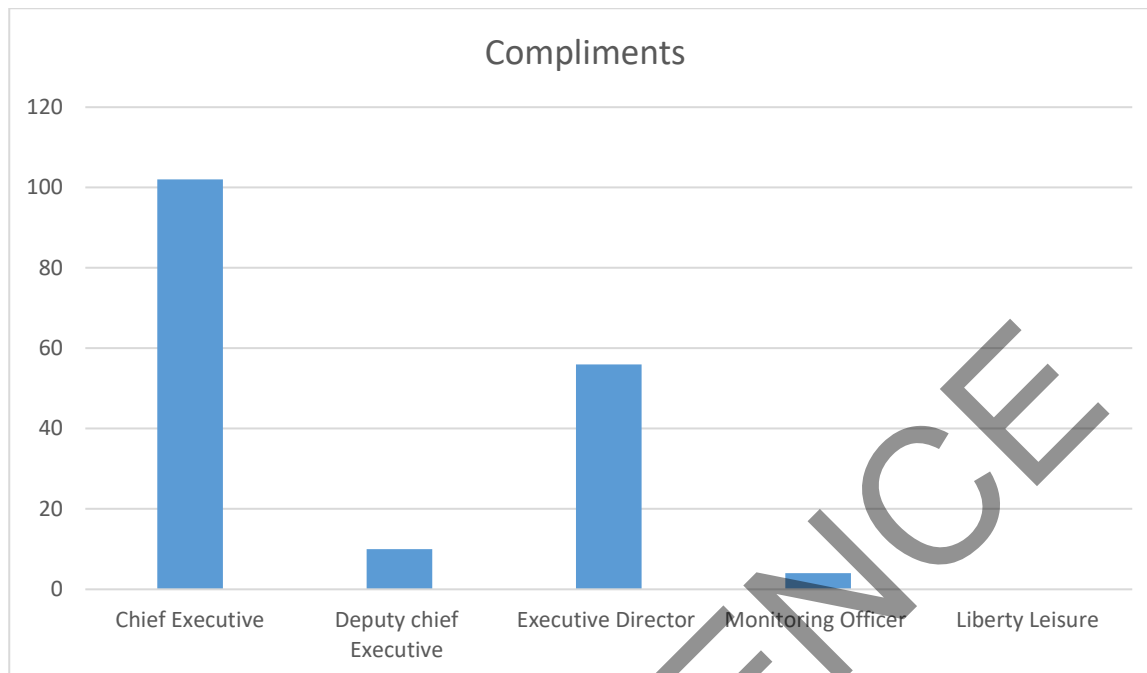
African - 1  
British – 237  
Caribbean - 2  
Chinese - 1  
Gypsy or Irish Traveller - 1  
Indian – 2  
Irish – 2  
Other - 45  
Not stated – 7  
Pakistani - 4

#### Long term health problem that limits daily activity?

Yes – 104  
No – 151  
Not stated - 47

### Compliments

There have been a total of 172 compliments registered in the period, 103 of which were in relation to specific employees and 69 were related to the service received.



Compliments are valuable, welcomed, and important in enabling the Council to understand that the services provided meet customers' satisfaction, provide positive feedback to employees, influence the organisational and service development and inform the Council's quality assurance.

**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	43	11	4	5
Environmental Health	8	4	-	4
Housing and Income	15	8	-	38
Housing Operations	38	10	2	48
Housing Repairs	122	21	3	7
<b>Total</b>	<b>226</b>	<b>54</b>	<b>9</b>	<b>102</b>

**Deputy Chief Executive's Department**

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Capital Works	5	2	-	2
Customer Services	2	-	-	4
Finance Services	1	1	-	1
Revenues	35	7	1	3
<b>Total</b>	<b>43</b>	<b>10</b>	<b>1</b>	<b>10</b>

**Executive Director's Department**

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Waste and Recycling	26	1	1	33
Communications	1	-	-	3
Administrative Services	-	-	-	4
Bereavement Services	-	-	-	2
Freedom of Information	1	1	1	-
Parks and Environment	1	3	1	14
Data Protection	1	1	-	-
Health and Safety	1	-	-	-
<b>Total</b>	<b>31</b>	<b>6</b>	<b>3</b>	<b>56</b>

**Monitoring Officer's Department**

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Complaints	1	1	-	-
Democratic Services	-	-	-	4
Legal Services	1	1	-	-
<b>Total</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>4</b>

**Liberty Leisure Ltd**

<b>Service Area</b>	<b>Stage 1 Complaints</b>	<b>Stage 2 Complaints</b>	<b>Ombudsman Complaints</b>	<b>Compliments</b>
Kimberley Leisure Centre	-	-	-	-
Bramcote Leisure Centre	-	-	-	-
Chilwell Leisure Centre	-	-	-	-
<b>Total</b>	-	-	-	-

The Managing Director of Liberty Leisure has confirmed that no formal complaints have been received. After discussion between the Complaints Team and the Director of Liberty Leisure, the Director of Liberty Leisure will raise at their next management meeting whether the complaints process is being correctly followed and will report to the Complaints Team as necessary.

Reassurance was provided by the Director of Liberty Leisure that only service requests and minor service issues have been identified that did not require escalation to a complaint.

**Financial Settlements**

	<b>Total</b>	<b>Chief Execs</b>	<b>Deputy Chief Execs</b>	<b>Executive Director</b>	<b>Monitoring Officer</b>	<b>Liberty Leisure</b>
Stage 1	1	£980	-	-	-	-
Stage 2	6	£1,810	-	-	-	-
Ombudsman	1	£300	-	-	-	-
<b>TOTAL</b>	<b>8</b>	<b>£3,090</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## APPENDIX 2

**Stage 2 – Formal Complaints**

The complaints provided below have been summarised in order to prevent identification of individuals.

**1. Complaint against Housing Operations**

Response – 20 working days  
**Complaint not upheld**

**Complaint**

The complaint raised was that the Council had not allowed the complainant to be entered on to the Council's housing register.

**Council's response**

During the investigation, it was found that the complainant did not have a local connection to Broxtowe Borough and therefore was ineligible to be considered for a Council property. The local connection is a criterion that is required for an individual to be eligible for a Council Property. It was concluded that the Housing Team had correctly applied the Allocations Policy to the complainant.

**Head of Service Comments**

The Housing Team correctly followed the Council's Allocations Policy. Consistent use of the policy ensures that the housing register is fairly administered.

**2. Complaint against Capital Works**

Response – 25 working days  
**Complaint not upheld**

**Complaint**

The complaint raised was that the Council had commenced building works at the Council property next door to the complainant's. The Complainant stated that the building works are invading their privacy and a mess is being left in their garden.

**Council's response**

During the investigation, it was found that the complainant, as a leaseholder, had a legal requirement to allow the Council access to their property to allow for building works. The Council, as such erected scaffolding at the neighbouring property which slightly overhung the complainants garden.

As part of the leaseholder contract, the complainant was required to allow the Council access to their property and air space to allow of works to be completed. Furthermore, the Council contractors were regularly cleaning the complainant's property.

It was concluded that the Council had acted appropriately when undertaking the necessary works.

Head of Service Comments

The Capital Works Team attempt to work with leaseholders where possible. Furthermore, the Capital Works Team work within the confines of the contracts of both leaseholders and Council tenants.

**3. Complaint against Housing Income**

Response – 20 working days  
**Complaint not upheld**

Complaint

The complaint stated that the Council had not correctly actioned the removal of the complainant's name from a Council tenancy and that they were being chased for the outstanding arrears on the tenancy.

Council's response

During the investigation, it was found that the complainant, was a joint tenant of a Council property.

The Council contacted the complainant to pursue the arrears that had accrued. As a joint tenant, the complainant remains responsible for any arrears accrued during their time as a tenant.

After the arrears were pursued, the tenant requested that their name be removed from the tenancy as they were no longer living at the property. There was no record of the complainant requesting that their name be removed from the tenancy before the arrears were chased.

It was concluded that the Council has acted appropriately when chasing the arrears.

Head of Service Comments

The tenant was contacted regarding arrears in line with agreed procedures and policy. As the tenant had not requested that their name was removed from the tenancy, it was appropriate for contact to be made.

**4. Complaint against Planning**

Response – 30 working days  
**Complaint not upheld**

Complaint

The complaint stated that the Council had acted inappropriately when issuing an enforcement notice regarding overgrown trees/hedges.

Council's response

During the investigation, it was found that the complainant had been issued with an enforcement notice for overgrown trees/hedges. The Council, due to the complainant's personal circumstances, had allowed for extended time periods to comply with the notice.

When the works were not undertaken, the complainant was contacted and asked if they would allow the Council to undertake the works on their behalf.

The complainant agreed to this and the Council's Planning Committee further agreed to undertake the works at no cost to the complainant.

It was concluded that the Council had appropriately undertaken and communicated with the complainant regarding these works.

#### Head of Service Comments

The Planning Team attempted to assist the complainant with the works required to maintain the hedges. The complainant's needs were thoroughly considered thought this process.

### **5. Complaint against Planning**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The complaint stated that the Council had not appropriately dealt with a neighbouring planning application.

#### Council's response

During the investigation, it was found that the Planning department had considered the planning application in line with the necessary legislation and internal policies. Furthermore, the complainant's specific objections were considered and referenced by the Planning Department before the decision to approve the application was considered.

It was concluded that the Council had acted appropriately when determining the planning application.

#### Head of Service Comments

The Planning Department consider all objections and application in line with national legislation.

### **6. Complaint against Council Tax**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The complaint stated that the Council had inappropriately removed the complainant's single person discount from their Council Tax account.

#### Council's response

During the investigation, it was found that the Council Tax Team received information from a neighbouring Council in 2013 to indicate that the complainant was no longer a single occupier. Revised bills were sent from 2013 to the date of the complaint to highlight that the single person discount had been removed.



The complainant was able to demonstrate that they were eligible from 2013 for the single person discount and the Council Tax Team issued a rebate for the overspend.

It was concluded that the Council Tax Team had correctly administered the complainant's Council Tax and issued the subsequent bills correctly. It was responsibility of the complainant to check the accuracy of the bills issued.

#### Head of Service Comments

The Council Tax Team act upon information from neighbouring authorities where appropriate. Any change to an individual's Council Tax account is highlighted in a timely manner.

### **7. Complaint against Housing Operations**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The complaint raised was that the Council had not appropriately considered their request to move to a higher banding on the housing register. Additionally, the complainant complained that they were unable to bid on three bedroom properties.

#### Council's response

During the investigation, it was found that the information provided by the complaint was correctly assessed by the Housing Operations Team. The complainant was a band 2 (high priority) to move property but the information supplied as part of their banding review was not sufficient enough to move to band 1.

Furthermore, it was found that the complainant was bidding on three bedroom properties.

It was concluded that the Housing Operations had correctly administered the complainant's housing application.

#### Head of Service Comments

The Allocations Policy was correctly applied. The recent amendments to the policy, approved at Cabinet in November, will help to provide clarity to applicants regarding the banding awarded.

### **8. Complaint against Environment**

Response – 15 working days  
**Complaint not upheld**

#### Complaint

The complaint raised was that the Council had incorrectly terminated their use of an allotment.

Council's response

During the investigation, it was found that the allotment had transferred management from the Council to an allotment association in 2018. The allotment association terminated the complainant's contract based on the complainant's behaviour toward other members.

The complainant was informed to appeal against the decision with the allotment association or the Council could look to provide another allotment on site managed by the Council.

It was concluded that the decision to terminate the allotment contract was not the responsibility of the Council.

Head of Service Comments

The Environment Team attempted to assist the complainant in directing their complaint to the correct authority.

**9. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

Complaint

The complaint raised was that there were delays in Council undertaking repairs to a front door that had gaps in it.

Council's response

During the investigation, it was found that there had been delays in the Council undertaking works to the front door.

Furthermore, during the course of the investigation, it was found that while damp issues had been reported, there had been significant delays in the Housing Repairs Team issuing works to repair these.

The complainant was offered £300 compensation and the necessary works were undertaken.

Head of Service Comments

The Housing Repairs Team were reminded of the necessity to investigate repair issues in a timely manner. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

**10. Complaint against Housing Operations**

Response – 20 working days  
**Complaint upheld**

Complaint

The complaint raised was that the complainant had received poor service when contacting the Council using the "tell us once" service.

Council's response

During the investigation, it was found that the complainant had contacted the Council to report the death of their mother. However, following an internal error, a letter was issued to the complainant's deceased mother.

An apology was offered and the additional safeguards were put in place to ensure that the issue did not arise again.

Head of Service Comments

Following the complaint, further checks and audit measures were introduced to ensure that a similar issue would not occur again. This complaint was also upheld at stage 1.

**11. Complaint against Council Tax**

Response – 20 working days  
**Complaint not upheld**

Complaint

The complaint stated that the Council had not adequately managed the complainant's Council Tax account. Specifically, the complainant did not believe they owed the amount of arrears the Council Tax Team were chasing.

Council's response

During the investigation, it was found that the Council Tax Team had calculated the arrears owed correctly. The evidence provided by the complainant highlighted that the arrears owed and calculated by the Council Tax Team was correct.

As the complainant did not pay the exact amount of Council Tax each month, the Council Tax Team offered additional support to consolidate the debt and new payments into a manageable sum.

It was concluded that the Council Tax Team had correctly administered the complainant's Council Tax Account.

Head of Service Comments

The Council Tax Team are obligated to contact individuals whom are in arrears.

**12. Complaint against Planning**

Response – 30 working days  
**Complaint not upheld**

Complaint

The complaint raised was that the Council had not taken into account the construction of a dwelling at a neighbouring plot. The complaint stated that the new dwelling would block their solar panels.

Council's response

During the investigation, it was found that the Planning Team had taken into account the complainant's objections. These objections were detailed in the Case Officer's report.

It was found that the position of the proposed dwelling would not affect the complainant's solar panels.

It was concluded that the Planning Department had correctly assessed the neighbouring planning application.

Head of Service Comments

The Planning Department consider all objections and application in line with national legislation.

**13. Complaint against Governance**

Response – 20 working days  
**Complaint not upheld**

Complaint

The complaint raised was that the Council had not correctly applied the Council's Dealing with Unreasonable Complainant Behaviour Policy against them.

Council's response

During the investigation, it was found that due to the complainant's behaviour and the nature of their correspondence with the Council that their contact should be limited.

The complainant did not agree that the Policy should be applied to them. An example of the form was sent to the complainant upon their request and they subsequently complained that a blank form was used as consideration when the Policy was applied against them.

The form used to consider the application was not blank and provided the Council's General Management Team with the necessary details to make a decision.

It was concluded that the Policy had been correctly applied.

Head of Service Comments

The Complaints Team attempted to work with the complainant to modify their behaviour before the Policy was applied. The form was correctly completed and approved by the Council's General Management Team.

**14. Complaint against Housing Income**

Response – 20 working days  
**Complaint not upheld**

**Complaint**

The complaint raised was that the Council was charging a service charge for their Independent Living accommodation.

**Council's response**

During the investigation, it was found that all Independent Living properties are charged a service charge for a contribution toward property maintenance.

The complaint was given the opportunity to move property to another general needs property when theirs was re-designated. However, this offer was refused. Therefore, it was concluded that the service charge had been correctly applied.

**Head of Service Comments**

The level of rent and service charge can change between occupants. The charges were clearly explained to the tenant when they signed for the property, which they did not dispute.

**15. Complaint against Private Sector Housing**

Response – 30 working days  
**Complaint not upheld**

**Complaint**

The complaint raised was that the Council did not adequately investigate their private rented landlord and the condition of the property.

**Council's response**

During the investigation, it was found that the complainant had contacted the Council to state that their property was in a state of disrepair and that their private landlord was not undertaking the necessary repairs.

The Private Sector Housing Team, following the registration of these concerns made regular contact with the landlord to ensure that the repairs were undertaken. The Private Sector Housing Team had provided regular reminders to the landlord to complete the work.

It was concluded that the Private Sector Housing Team had correctly investigated the landlord and the disrepair within the property.

**Head of Service Comments**

The Private Sector Housing treat all complaints of housing disrepair seriously. Furthermore, regular contact was established with the landlord to ensure the correct support was given to the complainant.

**16. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

**Complaint**

The complaint raised was that the Council had not adequately undertaken repairs to the complainant's garage.

**Council's response**

During the investigation, it was found that there were delays in the Council undertaking an assessment to the garage to determine the repairs needed. It was found that the roof was damaged beyond economical repair which was causing a leak.

As the roof was damaged beyond economical repair, the complainant was offered three options. These were, continue to rent the garage knowing it would not be repaired, terminate the tenancy or swap garage to another within the local area. The complainant was also offered £75 compensation.

The complainant did not accept the offers provided.

**Head of Service Comments**

The Housing Repairs Team was reminded of the necessity to investigate repair issues in a timely manner. However, the appropriate remedies had been given to the complainant.

**17. Complaint against Independent Living**

Response – 20 working days  
**Complaint not upheld**

**Complaint**

The complaint raised was that the Council was incorrectly administering their tenancy. The complainant was unhappy that they lived in an Independent Living property and the Council was undertaking the services relating to Independent Living. Particularly, visiting the property to ensure that the life line service worked as intended.

**Council's response**

During the investigation, it was found that the Council had explained to the tenant the services undertaken as part of the Independent Living service during their tenancy sign up. The complainant signed the tenancy agreement and moved into the property.

As part of this service, the Council are required to visit the property to ensure that life line pull cord is working. The Council undertake these checks quarterly and an appointment is made beforehand.

It was concluded that the Council was correctly undertaking the service relating to its Independent Living property.

Head of Service Comments

The Independent Living team attempted to assist the complainant with the issue they had with their tenancy, prior to the complaint being made. However, the tenant remained dissatisfied with the service.

**18. Complaint against Independent Living**

Response – 20 working days  
**Complaint not upheld**

Complaint

The complaint raised was that the Council was incorrectly administering their tenancy. The complainant stated that they did not want to receive the service relating to Independent Living and that the Housing Officers had been rude.

Council's response

During the investigation, it was found that the complainant had moved into an independent living property in 2018. As of 2022 the property was re-designated as general needs and all services relating to Independent Living were ceased. The complainant was notified of this re-designation accordingly before it happened.

Furthermore, all correspondence with the complainant was polite and factual.

It was concluded that the Housing Team had correctly administered the complainant's tenancy and there was no evidence of inappropriate behaviour.

Head of Service Comments

The Independent Living team attempted to assist the complainant with the issue they had with their tenancy, prior to the complaint being made. However, the tenant remained dissatisfied with the service.

**19. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

Complaint

The complaint raised was that there had been significant delays in the Council undertaking works to rectify an issue of damp within the complainant's property.

Council's response

During the investigation, it was found that while the Council had logged the damp works required, there had been significant delays in the repairs being undertaken.

The Council provided an apology and offered £450 compensation. The Housing Repairs Team were reminded of the need to undertake repairs in a timely manner. The Housing Repairs Team were further reminded of the need to effectively communicate with tenants to inform them of any delays.

Head of Service Comments

The Housing Repairs Team were reminded of the necessity to investigate repair issues in a timely manner. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

**20. Complaint against Planning**

Response – 20 working days  
**Complaint not upheld**

Complaint

The complaint raised was that the Council's Planning Enforcement Officer entered their property, an MOT garage, without permission and did not follow health and safety rules. Furthermore, the complainant believed that the Council should not be pursuing the enforcement case.

Council's response

During the investigation, it was found that the Planning Enforcement Officer visited the property and met with the owner's colleagues. The owner's colleagues gave the Planning Enforcement Officer permission to enter the property to undertake the necessary measurements. The Planning Enforcement Officer did not enter the garage itself but took measurements from the outside. Furthermore, Planning Legislation states that the Planning Enforcement Officers do not need permission to enter properties for enforcement purposes.

The Planning Team was undertaking this enforcement case as the owner of the garage had constructed the garage roof higher than the specified plans and was refusing to submit a new planning application to regularise the application. The initial application was approved by the Planning Inspectorate following an appeal of the owner. However, as the owner had constructed the garage outside of the plans approved by the Planning Inspectorate the Planning Team was required to open an enforcement case.

The owner of the garage was notified of the need to submit a new application on several occasions.

It was concluded that the Planning Team had appropriately opened an enforcement case against the complainant.

Head of Service Comments

The Planning Enforcement Team are required to undertake investigations into developments that are not in line with the approved plans. These investigations are carried out in line with national legislation.



**21. Complaint against Housing Income**

Response – 20 working days  
**Complaint not upheld**

**Complaint**

The complaint raised was that the Council was excessively chasing the complainant to pay their rent arrears.

**Council's response**

During the investigation, it was found that the complainant was being contacted when they had accrued arrears and only when they had accrued arrears. The correspondence between the complainant and the Housing Income Officer was polite and factual.

It was explained that the Council is required to contact the complainant when they had accrued arrears.

It was concluded that the Council had acted appropriately when contacting the complainant regarding their arrears.

**Head of Service Comments**

The Housing Team are required to contact tenants whom have arrears on their account. Agreed processes were correctly followed.

**22. Complaint against Council Tax**

Response – 20 working days  
**Complaint not upheld**

**Complaint**

The complaint stated that Council Tax records were not kept correctly as their account was solely in their name when it should have been a joint account. Furthermore, the complainant believed that another adult living at the property should not affect their Council Tax Discount.

**Council's response**

During the investigation, it was found that the complainant jointly owned the complainant and their son, who also lived at the property. The complainant had not notified the Council of the joint ownership of the property when the purchase was completed. The records were updated to reflect the ownership.

As a taxable individual also lived at the property, the correct discounts had been applied to their account.

It was concluded that the Council had correctly administered the complainant's Council Tax account.

Head of Service Comments

The Council Tax Team act upon information provided individuals when a change of circumstance occurs. Once receiving the appropriate information, the complainant's Council Tax account was correctly updated.

**23. Complaint against Planning**

Response – 30 working days  
**Complaint upheld**

Complaint

The complaint raised was that there had been delays in their planning application being considered.

Council's response

During the investigation, it was found that there had been delays in the application due to Nottinghamshire Wildlife Trust requesting amendments to the complainant's application and due to the planning application backlog caused by the COVID-19 pandemic.

An apology was offered to the complainant for any distress caused by the delay.

Head of Service Comments

Delays had occurred in the application being processed due to the COVID-19 pandemic causing a backlog in applications.

**24. Complaint against Planning Enforcement**

Response – 20 working days  
**Complaint not upheld**

Complaint

The complaint raised was that the Planning Enforcement Team had not taken the appropriate action to enforce and individual dismantling cars at their property and disposing of hazardous waste down a drain.

Council's response

During the investigation, it was found that the Planning Enforcement Team had conducted several visits and written several letters to the individual regarding the dismantling of cars at their property. The issue of hazardous waste being emptied into a drain was reported to Severn Trent to investigate as the appropriate authority.

However, there was not enough evidence for the Council to take action upon.

It was concluded that the Planning Enforcement Team had appropriately investigated the enforcement issue.

Head of Service Comments

The Planning Enforcement Team investigate and enforce against issue were sufficient evidence has been obtained. As no evidence could be obtained in relation to this complaint no action could be taken.

**25. Complaint against Environmental Health**

Response – 20 working days  
**Complaint not upheld**

Complaint

The complaint raised was that the Environmental Health Team had not taken the appropriate action to investigate an issue of noise nuisance.

Council's response

During the investigation, it was found that the Environmental Health Officer had installed monitoring equipment in the complainant's property. It was noted that there was a low frequency noise that was registered. However, as the noise was a low frequency the source could not be identified.

The complainant was notified this and the Environmental Health Officer undertook several visits in an attempt to locate the noise. As the noise could not be located, no further action could be undertaken.

It was concluded that the Environmental Health had correctly assessed the noise nuisance.

Head of Service Comments

The Environmental Health Team investigate and enforce against issues were sufficient evidence has been obtained. As no evidence could be obtained in relation to this complaint, no action could be taken.

**26. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

Complaint

The complaint raised was that the Housing Repairs Team had not undertaken repairs to their garage.

Council's response

During the investigation, it was found that the complainant's garage door had become damaged and was difficult to use. The Housing Repairs Team inspected the garage door but there was a delay in the repair being undertaken. During this period the complainant had ceased paying rent toward the garage.

Due to the delay in the repair being undertaken, the Council offered the complainant a credit payment toward the garage arrears of £196.08.

It was concluded that the Housing Repairs Team had not provided an appropriate level of service.

#### Head of Service Comments

The Housing Repairs Team were reminded of the necessity to investigate repair issues in a timely manner. However, the appropriate remedy had been given to the complainant.

### **27. Complaint against Data Protection**

Response – 20 working days  
**Complaint upheld**

#### Complaint

The complaint raised was that the Council had not released a copy of the form used to determine their Dealing with Unreasonable Complainant Behaviour policy when requested as part of a Subject Access Request.

#### Council's response

During the investigation, it was found that the form was originally refused as it was not considered to be the complainant's data and therefore was not required to be released. However, upon further inspection of the GDPR guidance it was determined that it was the complainant's data and required release.

An apology was offered and the data was released.

#### Head of Service Comments

The Data Protection Team updated its processes to factor in guidance provided by the Information Commissioner's Office

### **28. Complaint against Planning**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The complaint raised was that the Council had not adequately notified them of a major development at neighbouring site.

#### Council's response

During the investigation, it was found that the Planning Team had undertaken all the statutory responsibilities to notify the complainant of the development. This included, site notices being erected and letter being issued to the complainant. All the Council's records indicated that these actions had been performed correctly.

It was concluded that the Planning Team had appropriately notified the complainant of the development.

Head of Service Comments

The Planning Team are required to undertake notification of neighbours in line with national legislation. The Planning Team keep audit records to ensure that this is done correctly.

**29. Complaint against Planning Enforcement**

Response – 20 working days  
**Complaint not upheld**

Complaint

The complaint raised was that the Council had not adequately dealt with an issue of planning enforcement at a neighbouring property.

Council's response

During the investigation, it was found that the issue of planning enforcement at the neighbouring had been investigated by the Planning Inspectorate and the development was deemed acceptable. Therefore, there was no further action that the Council could undertake.

It was concluded that the Planning Enforcement Team had appropriately investigated the enforcement issue.

Head of Service Comments

The Planning Enforcement Team investigate and enforce against issue were sufficient evidence has been obtained. As no evidence could be obtained in relation to this complaint no action could be taken.

**30. Complaint against Freedom of Information**

Response – 20 working days  
**Complaint not upheld**

Complaint

The complaint raised was that the Council had withheld data requested under the Freedom of Information Act.

Council's response

During the investigation, it was found that the complainant had requested information relating to individuals and their Council Tax accounts. As this information was personal information of the individuals it was withheld due to GDPR.

It was concluded that the Freedom of Information Team had correctly withheld the information.

Head of Service Comments

The Freedom of Information Team is required to ensure that GDPR are complied with. All data released is review to ensure that it is correct to do so.

**31. Complaint against Housing Operations**

Response – 20 working days  
**Complaint not upheld**

**Complaint**

The complaint raised was that the Council had not adequately considered their request for a council housing banding review.

**Council's response**

During the investigation, it was found that while the complainant had submitted information to support their banding review, the information submitted was not by medical professionals and therefore was not sufficient for the Council to consider.

It was concluded that the Housing Operations Team had correctly assessed the banding review.

**Head of Service Comments**

Policies and procedures were correctly followed, however, the team was reminded to ensure that applicants were aware that not all letters received from medical professionals will be sufficient for banding to be increased.

**32. Complaint against Council Tax**

Response – 20 working days  
**Complaint not upheld**

**Complaint**

This complaint relates to complaint number 11 summarised above. The complainant contacted the Local Government Ombudsman whom requested that the Council re-investigate the stage 2 complaint as they were unable to find an issue of fault within their initial investigation. They believe the complainant may have been confused by the correspondence sent by the Council.

**Council's response**

The outcome of the stage 2 complaint did not alter following investigation.

**Head of Service Comments**

No further comments can be provided.

**33. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

**Complaint**

The complaint raised was that the Council had not undertaken repairs to rectify a damp issue.

Council's response

During the investigation, it was found that while the Council had visited the property and scheduled the necessary works, an issue with the Council's repairs system booked these works in twice. Upon deleting the duplicate entry, both entries were deleted by the system.

An apology was offered and the works were re-booked.

Head of Service Comments

The Housing Repairs Team were reminded of the necessity to investigate repair issues in a timely manner. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

**34. Complaint against Housing Income**

Response – 30 working days  
**Complaint not upheld**

Complaint

The Council was not correctly applying the assisted living service charge to their independent living property as the complainant's garden maintenance had been missed.

Council's response

During the investigation, it was found that the complainant, as an independent living tenant, should have been receiving regular garden maintenance. However, due to an administrative error, the property had been missed off the maintenance list. The garden was maintained when the complainant contacted the Council to enquire when the service would be undertaken.

The service charge in which the complainant raised a complaint covers garden maintenance, scheme cleaning and the use of the life line service. This charge is applied to all independent living properties irrespective of whether the property does not receive a certain service.

An apology was provided and the Council updated its procedures to ensure that all properties that require garden maintenance are included on the list.

Head of Service Comments

The Council is required to apply a charge to all Independent Living tenants to ensure that the tenancy was administered in a fair and consistent manner.

**35. Complaint against Housing Income**

Response – 30 working days  
**Complaint not upheld**

Complaint

The Council was not correctly managing the parking spaces at a block of flats.

Council's response

During the investigation, it was found that the car park did not require the use of a parking permit. The vehicles parked there operate on a first come first served basis. However, the Council wrote to all residents to remind them that the car park was for residents only and visitors were not to park there.

Head of Service Comments

The Council do not monitor or enforce the car park attached to flat complexes. However, residents are reminded that these car parks are for residents only.

**36. Complaint against Planning**

Response – 20 working days  
**Complaint upheld**

Complaint

There had been significant delays in the Council dealing with a planning application and that the complainant had not been treated fairly by the Planning team.

Council's response

During the investigation, it was found that there had been delays in the planning application being processed. The delays occurred due to the complainant's agent making multiple revisions to the application. The Council complied with the time extension requests of the agent resulting in a delay in the application being determined.

Furthermore, there was no evidence of the complainant being treated unfairly. However, there were delays in communication being issued from the case officer to the complainant.

Head of Service Comments

The Planning Team endeavours to assist applicants with their applications. On this occasion, communication could have been improved in order to assist the applicant with the delays requested by their agent.

**37. Complaint against Housing Operations**

Response – 20 working days  
**Complaint not upheld**

Complaint

The temporary accommodation provided to the complainant as part of homelessness service was not suitable.

Council's response

During the investigation, it was found that the complainant contacted the Council due to being homeless. The Council initially placed the complainant into a hotel as a Council



temporary accommodation unit was not available. Upon one becoming available the complainant was moved in to a Council unit.

The temporary accommodation unit was cleaned before the complainant moved and the unit was capable of housing their family.

There was no evidence to suggest that the temporary accommodation unit was not fit for purpose.

#### Head of Service Comments

The Council ensure that its temporary accommodation units are fit for purpose in order to assist with individuals whom present themselves as homeless.

### **38. Complaint against Revenues, Benefits and Customers Services**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The Council had incorrectly administered the complainant's benefit account.

#### Council's response

During the investigation, it was found that the complainant's benefit entitlement had changed. The Council had re-assessed the complainant's benefit entitlement based on the change which resulted in a reduction of the entitlement.

The Council were required to re-assess the complainant's benefits based on the new information received.

#### Head of Service Comments

The Council are required to acted upon changes in circumstance when they are presented.

### **39. Complaint against Planning**

Response – 20 working days  
**Complaint upheld**

#### Complaint

The Council had not taken into account the complainant's objections in relation to a neighbouring planning application and had not provided the complainant with information requested about the planning application.

#### Council's response

During the investigation, it was found that the complainant's objections were received by the Council. However, due to an administrative error, these objections were not included in the case officers report and therefore were not considered.

Upon being alerted to the complainant's objections not being included, the Council with permission of the applicant, re-submitted the application and it was re-assessed with all objections being considered.

The complainant had further requested officer comments on the application from the planning department on several occasions. However, these had not been provided.

The comments were provided once the Democratic Services Team, whom were responsible for Freedom of Information Requests at that time, became involved and released the requested information.

An apology was provided and the Planning Team were reminded of the need to comply with request for information in a timely manner and to correctly record information.

#### Head of Service Comments

It is recognised that the error occurred had caused distress to the complainant. The Planning Team has been reminded of the importance to correctly record information.

### **40. Complaint against Housing Operations**

Response – 20 working days  
**Complaint upheld**

#### Complaint

Non-residents were using a car park within a block of flats.

#### Council's response

During the investigation, it was found that the car park the complainant was referencing did not have signs up to state that the car park was for residents only. The Council's records indicated that signs had been displayed at some point. However, these were no longer displayed.

The Council provided an apology and new signs were erected.

#### Head of Service Comments

The signs to car park should have been displayed correctly. As this was not the case, new signs have been erected.

### **41. Complaint against Insurance Services/Housing Operations**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The Council had not adequately dealt with an issue of invasive ivy growing on the complainant's property.

#### Council's response

During the investigation, it was found that the complainant was a private resident living next to a Council property. The complainant's property had extensive ivy growth which the complainant stated that originated from the Council property and had now caused damage to their windows.

The complainant claimed for the damage to the window through the Council's insurance Team. It was found that as the ivy was extensive, it was the complainant's responsibility to cut back any plants within their boundary. Furthermore, after additional investigation, it was determined that the ivy had originated from the complainant's property.

#### Head of Service Comments

The Council attempted to assist the complainant with the insurance claim and ivy issue. Ultimately, it is the responsibility of the complainant to maintain foliage on their boundary.

### **42. Complaint against Housing Income**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The Council was chasing the complainant's parents to pay their rent arrears and the officer chasing the arrears was rude.

#### Council's response

During the investigation, it was found that the complainant's parents had fallen into significant rent arrears. As no consistent payments had been made toward the rent the Council were obligated to contact the complainant's parents to obtain payment toward the rent.

There was no evidence of the Income Team being rude to the complainant or their parents.

#### Head of Service Comments

The Council is obligated to contact individual's when they fall into rent arrears.

### **43. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

#### Complaint

There had been significant delays in the Council repairing a faulty boiler and that the complainant's carbon monoxide detectors were faulty.

#### Council's response

During the investigation, it was found that the following the completion of external wall insulation in July at the complainant's property, the boiler was tested to ensure it was not blocked following the works. The contractor's carbon monoxide detector indicated that there

was fault with the boiler and it was switched off and capped, leaving the complainant without hot water. The carbon monoxide detectors installed by the Council did not sound during these works or before. While an issue had been detected, the levels of the carbon monoxide were not life threatening.

The boiler issue was passed to a contractor to attempt to repair the boiler on the same day. However, one of the numbers provided by the Council to the contractor was provided incorrectly. Over several days the contractor attempted to contact the complainant to book the repair. After these attempts the contractor did not make any more attempts to book the works in.

The Council requested an updated from the contractor in August as to the repair. The contractor alerted the Council to the contact issue and a repair was scheduled for September. The repair was undertaken but it was determined that the boiler could not be repaired and needed to be replaced.

A new boiler was installed in October. It was found that the Council should have been more proactive to ensure that the regular communication through different channels was issued to the complainant to ensure that the necessary works were booked in.

An apology was offered along with £350 compensation. Furthermore, the carbon monoxide detectors were to be inspected to ensure their effectiveness.

The appropriate teams were reminded of their responsibility to ensure that works are undertaken in a timely manner.

#### Head of Service Comments

The Housing Repairs Team was reminded of the necessity to investigate repair issues in a timely manner. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

#### 44. Complaint against Housing Income

Response – 20 working days  
**Complaint not upheld**

#### Complaint

An independent living complex was not being regularly cleaned and that a tenant was putting soiled bedding within the communal washing machines.

#### Council's response

During the investigation, it was found that the complex was cleaned on regular basis and was at an acceptable standard. The complex was regularly inspected by several senior officers to ensure that its cleanliness was maintained.

The Council had written to all residents to remind them not to put soiled bedding within the washing machines.

Head of Service Comments

The Council regularly inspect the cleanliness of its schemes.

**45. Complaint against Housing Income/Housing Repairs**

Response – 30 working days  
**Complaint not upheld**

Complaint

The property they had signed up for was not at an acceptable standard. This was due to the kitchen counter tops being at a low height due to a partial adaptation that was undertaken for the previous tenant.

The complainant did not believe they should pay their rent toward the property because of this.

Council's response

During the investigation, it was found that the property was cleaned by an external contractor during the void process and was subsequently inspected by the Housing Repairs Team. It was determined that the property was in a fit and habitable state.

The complainant visited the property before signing the tenancy and did not raise any issues.

Once the tenancy commenced the complainant stated they were unable to reside in the property due to the counter tops and subsequently stopped paying their rent. The complainant had not moved into the property.

The Council replaced the kitchen counter tops in a timely manner.

The Income Team were obligated to chase the rent arrears accrued by the complainant.

The complainant subsequently terminated the tenancy without moving into the property.

Head of Service Comments

There was no evidence to suggest that the property was in an inhabitable state.

**46. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

Complaint

The Council had not adequately dealt with a damp issue within the property.

Council's response

During the investigation, it was found that the complainant contacted the Council to report an issue with damp and mould at their property in May 2022. An inspection was undertaken the following week. It was noted that there was an issue with the complainant ventilating

their property which was causing excessive condensation. The complainant was advised to ventilate the property to assist with damp issues.

The Council booked additional works to ensure that there were no initial issues with the property. This included checking for grounded plaster. This work was undertaken in August 2022. There were no structural issues with the property that was causing any damp issues.

An apology was offered and £310 was offered as a gesture of goodwill to the complainant.

#### Head of Service Comments

The Housing Repairs Team were reminded of the necessity to investigate repair issues in a timely manner. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

### **47. Complaint against Complaints**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The Council was restricting the complaint from Council services by placing them on the Dealing with Unreasonable Complainant Behaviour Policy.

#### Council's response

During the investigation, it was found that the complainant had been subject to the Dealing Unreasonable Complainant Behaviour Policy for several years. This Policy was applied to the complainant due to the excess and unacceptable behaviour they had demonstrated toward the Council. While the complainant was subject to this Policy, all services could still be accessed through their designated single point of contact.

#### Head of Service Comments

The Council only apply the Dealing with unreasonable Complainant Behaviour Policy when absolutely necessary. The complainant is aware of the adjustments required to have the Policy rescinded.

### **48. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

#### Complaint

The Council had not adequately dealt with a damp issue within the property.

#### Council's response

During the investigation, it was found that the complainant contacted the Council to report an issue with damp and mould at their property in June 2022. The works were passed to an external damp specialist contractor to complete. However, due to the increased need for

these works there is backlog which has resulted in the complainant's works not being completed.

An apology and £150 compensation was offered. The contractor was reminded of the need to attend the property and Housing Teams was reminded of the necessity to effectively communicate with residents.

#### Head of Service Comments

The Housing Repairs Team were reminded of the necessity to investigate repair issues in a timely manner. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

### **49. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

#### Complaint

The Council had not adequately dealt with a damp issue within the property.

#### Council's response

During the investigation, it was found that the complainant contacted the Council in April 2022 to report that leak from the flat above there's had caused damp issues within their property. The works were booked for June 2022 and completed in July 2022.

An apology for the delay and £200 compensation was offered.

#### Head of Service Comments

The Housing Repairs Team were reminded of the necessity to investigate repair issues in a timely manner. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

### **50. Complaint against Environment**

Response – 30 working days  
**Complaint not upheld**

#### Complaint

The Council had not adequately cut back a large hedge that resulted in significant gap appearing in the hedge. The complainant wished the Council to install a fence within this section.

#### Council's response

During the investigation, it was found that the complainant contacted the Council in order for an overgrown hedge to be cut back.

Upon cutting the hedge back, a section was revealed that was not part of the hedge but was several different overgrown hedges growing into one section. This section of hedge could not successfully cut back due to the competing foliage. While a gap had appeared, the boundary was still clearly defined and the property was secure.

The Council is only responsible for marking the boundary, the hedge with the gap, served the purpose of establishing a boundary. The complainant was able to install a fence but this would require permission from the Council.

#### Head of Service Comments

The Council had correctly undertaken works to assist with the overgrown hedges.

### **51. Complaint against Revenues, Benefits and Customer Services**

Response – 30 working days  
**Complaint not upheld**

#### Complaint

The Council had issued a summons to the complainant's employer for the non-payment of Council Tax. The complainant stated that the Council had not applied the student discount to the property.

#### Council's response

During the investigation, it was found that the complainant had contacted the Council in June 2021 to state that six students were moving into a property they manage. The information provided by the complainant only showed four students. The Council requested that student certificates be provided in order for the discount to be correctly applied. This was not provided by the complainant and as such a Council Tax bill was issued for two people residing at the property. The certificates were provided in April 2022 and the Council subsequently applied the discount and cleared the arrears.

Following the completion of the students courses, several individuals remained in the property. A new bill was issued for the residents as they were now eligible to pay Council Tax. A charge was applied from June 2022 and payment was not made toward this new bill. A reminder was issued and a subsequent summons when payments were not made.

#### Head of Service Comments

The Council has attempted to work the complainant and their employer with the management of the properties and the tenants. Ultimately, the Council are required to collect Council Tax charges from eligible individuals.

### **52. Complaint against Housing Income**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The Council's Income Team were threatening the complainant with eviction if they did not pay toward their rent arrears.



Council's response

During the investigation, it was found that the complainant had fallen into significant rent arrears and the Council were required to obtain a court order to assist with the rent collection. The complainant had stopped paying their rent despite the court order and they were advised that by not paying, they were at risk of the Council ending their tenancy.

Head of Service Comments

The Council is obligated to contact individual's when they fall into rent arrears.

**53. Complaint against Housing Operations**

Response – 20 working days  
**Complaint not upheld**

Complaint

The Council had not adequately dealt with and issue of Anti-Social Behaviour (ASB) and drug related activity within the area.

Council's response

During the investigation, it was found that the Council had opened an ASB when the complainant registered a noise issue with the block of flats. The Council monitored the issue but as no further noise related issues were registered, the Council closed the case.

The Council was made of potential drug related activity by the complainant. This was referred to the Police as the appropriate authority. The Police informed the Council that no evidence had been obtain in relation to drug activity.

Head of Service Comments

The Council appropriately monitored the ASB issues raised.

**54. Complaint against Waste Services**

Response – 20 working days  
**Complaint upheld**

Complaint

The Council had frequently missed the complainant's bin collection.

Council's response

It was concluded that the Council had repeatedly missed the complainant's bin collection, particular the garden waste bin. The collection was repeatedly missed due to construction traffic and works taking place at the new build estate where the complainant lived.

In recognition of the inconvenience caused by the repeated missed collection, the Council apologised and refunded the subscription to the garden waste service and put additional

checks and return checks in place to ensure that the bins are collected on the scheduled day. There have been no further reports of a collection being missed.

#### Head of Service Comments

The Waste Team were reminded of the necessity to attempt collections where feasible. The appropriate actions have been put in place to rectify the issue raised by the complainant.

### **55. Complaint against Environmental Health**

Response – 20 working days

**Complaint upheld**

#### Complaint

The Council had not adequately investigated an issue regarding noise nuisance.

#### Council's response

It was concluded that while the Environmental Health Team had taken steps to mitigate and investigate the noise nuisance, there had been a lack of communication with the complainant to provide updates on the status of the noise issue.

It was further found that while communication had not been to a satisfactory standard, the Council's Business Support Team had provided incorrect advice regarding the registration and investigation of noise nuisance complaints.

An apology was provided and the Environmental Health Team was reminded of its obligation to contact complainants in a timely manner. Furthermore, it was recommended that a fresher training session be provided to the Council's Business Support Team.

#### Head of Service Comments

The Environmental Health Team were reminded of the necessity to communicate with complainants in a timely manner.

### **56. Complaint against Housing Repairs**

Response – 20 working days

**Complaint upheld**

#### Complaint

The Council had locked away the complainant's utility meters which resulted in their utility bill being higher than expected.

#### Council's response

It was concluded that the Council had not locked away the complainant's utility meters. The lock to the meters are suited with the lock to the communal entrance. The complainant had access to the meters since the commencement of their tenancy and they were reminded that any discrepancy with their utility bills was the responsibility of their energy provider and themselves.

However, it was found that there had been delays in the Council confirming the suited locks with the complainant. This resulted in the complainant having to chase the Housing Repairs Team on multiple occasions for a response. An apology was provided for any inconvenience caused.

#### Head of Service Comments

The Housing Repairs Team were reminded of the necessity to communicate with tenants in a timely manner. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

### **57. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

#### Complaint

The complainant's property was in a state of disrepair on commencement of their tenancy.

#### Council's response

It was concluded that the Council had cleaned the property before commencement of the complainant taking up residence. However, during the cleaning process several repair issues were found and attended to. Following the additional repairs there was no record of an additional clean having taken place.

An apology was offered and the complainant was offered £150 compensation.

#### Head of Service Comments

The Housing Repairs Team were reminded of the necessity to book any additionally cleaning services where necessary following any works to a void property. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

### **58. Complaint against Revenues and Benefits**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

The Council uses Royal Mail for the delivery of Council Tax bills and benefit change notifications. The complainant believed this to be inappropriate for important documents and often delivery does not take place.

#### Council's response

It was concluded that the Council had correctly generated and posted the complainant's Council Tax and benefit letters. The responsibility for their delivery was with Royal Mail.

#### Head of Service Comments

The use of Royal Mail as a postage service is standard practice.

### **59. Complaint against Housing Operations**

Response – 20 working days  
**Complaint not upheld**

#### **Complaint**

The Council did not allow the complainant to keep and charge a mobility scooter at their property. Additionally, the Council did not correctly take into account their medical needs and have not changed their housing band accordingly.

#### **Council's response**

It was concluded that at the time of the complaint, the complainant resided in a ground floor flat. As part of the Council's Mobility Scooter Policy, the Council require mobility scooters to be kept out of communal areas and charged in a safe manner so not to cause a fire risk. In this case, it was not possible to satisfy these requirements and as such the permission to keep a mobility scooter at the property was refused.

Furthermore, the Council had taken into account the complainant's medical needs when the appropriate information was provided. This resulted in the complainant being awarded a band one and an offer of a new property that was more suitable.

#### **Head of Service Comments**

The Council are required to consider all medical information, when provided by a professional, to ensure that all tenancies are managed fairly. Furthermore, the Council correctly applied the conditions of the Mobility Scooter Policy.

### **60. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint upheld**

#### **Complaint**

The Council had not undertaken remedial works to the complainant's flat following a leak from the flat above.

#### **Council's response**

It was concluded that while inspections had taken place to the complainant's flat, follow up works had not been appropriately logged in order to repair the damage caused by the leak. This resulted in significant delays in the repairs being undertaken.

An apology and £200 compensation was offered to the complainant. Furthermore, the repairs were scheduled following the conclusion of the complaint.

#### **Head of Service Comments**

The Housing Repairs Team were reminded of the necessity to communicate with tenants in a timely manner and to book works in a timely manner. Furthermore, work had commenced

on reviewing the services as a whole to determine where significant improvements could be made.

### **61. Complaint against Planning Services**

Response – 20 working days  
**Complaint upheld**

#### **Complaint**

The Council had not correctly taken a planning application to the Council's Planning Committee despite a request from the complainant's local Councillor for it to be considered. This resulted in the application being determined using delegated powers. The complainant requested that planning approval be revoked for the application.

#### **Council's response**

It was concluded that the complainant's local Councillor had requested that a specific planning application be considered at a meeting of the Council's Planning Committee. It was found that the Head of Planning and Economic Development had correctly passed the request to the case officer to start the process of taking the application to the Planning Committee. However, the case officer had missed this request.

An apology was offered to the complainant. Furthermore, it was explained that planning permission cannot be revoked due to an administrative error. The permission could only be revoked if a material planning consideration had not been taken into account.

The case officer's report detailed the complainant's objections to the application thoroughly. These objections were not material planning considerations and the professional opinion of the Planning Team was that the application was acceptable.

The Planning Team are reviewing their practises regarding Councillor call-ins in order to formalise the process.

#### **Head of Service Comments**

It was regrettable that the application was not heard at the Planning Committee as had been requested. It was not the intention to cause the complainant any distress or to disenfranchise them. The Planning Team had correctly considered the complainant's objections and ultimately the application was acceptable for the area.

### **62. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint withdrawn**

#### **Complaint**

The complainant's property was in a state of disrepair on commencement of their tenancy.

Council's response

During the course of the investigation, the works required to the complainant's property were undertaken. As the outcome that the complainant desired had been achieved, they requested that the complaint be closed without further investigation.

Head of Service Comments

The Housing Repairs Team will continue to monitor and book any works that are required to the property.

**63. Complaint against Legal Services**

Response – 30 working days  
**Complaint upheld**

Complaint

The Council had delayed the complainant's Right to Buy application.

Council's response

It was concluded that while the Council had commenced the Right to Buy application appropriately, there were several months in which the Council and the complainant's solicitor did not communicate with each other despite the application still being processed.

The complainant's solicitor had provided the complainant with information to suggest that they had chased the Council during the months in which no communication was taking place. There is no record of these reminders having been received by the Council.

The Council during this time were awaiting additional information from the complainant's solicitor in order to complete the sale. This related to a signed duplicate of the complainant's lease. The information was hand delivered to the Council but not in duplicate. There was a period of delay in the Council attempting to locate the copy of the signed lease to determine if two copies were delivered.

The Council recognises that a more proactive approach could have been undertaken to ensure that the process was concluded in a timely manner.

An apology was offered and the complainant was provided with details on how to complain about the service provided by their solicitor should they wish.

Head of Service Comments

While the process had been undertaken correctly, it was recognised that a more proactive approach could have been undertaken in order to complete the sale in a timely manner and eliminate doubt that the Council had caused the delay.

**64. Complaint against Housing Repairs**

Response – 30 working days  
**Complaint upheld**

**Complaint**

The Council had delayed the repair of a leak at the complainant's property.

**Council's response**

It was found that the leak in which the complainant had reported was an outside tap. The complainant informed the Council of this through the out-of-hours' service over the Christmas period. The leak was classed as a non-emergency and was subsequently capped the following day.

During this time, the complainant had turned off the property's stop-cock resulting in them having no heating or water. There is no evidence to suggest that the Council provided this advice or similarly to turn the stop-cock back on.

Additionally, while the leak had been capped, there was no record of the full repair having been booked.

An apology was offered to the complainant if the advice regarding the stop-cock had not been correctly provided to them. The complainant was advised that the Housing Repairs team would contact them to provide a date for the full repair.

**Head of Service Comments**

The Housing Repairs Team were reminded of the necessity to communicate with tenants in a timely manner and to book works in a timely manner. Furthermore, work had commenced on reviewing the services as a whole to determine where significant improvements could be made.

**65. Complaint against Housing Repairs**

Response – 30 working days  
**Complaint upheld**

**Complaint**

The complainant's property was in a state of disrepair on commencement of their tenancy. This included damp issues caused by the failing of a damp proof course.

**Council's response**

It was found that while void works had taken place, there was no record or signs of damp related issues at the property.

As the Council attended the property to replace a kitchen cupboard it was found that the damp course behind the kitchen cupboards had failed and had caused a significant damp issue within the area.

As the works were extensive the complainant was offered a temporary decant or permanent move to a different property. The complainant chose to move to a new property.

Furthermore, the Council offered an apology and £300 compensation.

#### Head of Service Comments

The Council recognises the inconvenience caused by the damp issues not being correctly identified in the first instance. The appropriate action has been undertaken to remedy this.

### **66. Complaint against Housing Repairs**

Response – 20 working days

**Complaint - upheld**

#### Complaint

The Council had not adequately dealt with an issue of damp and mould at their property.

#### Council's response

It was found that damp inspections had taken place and it was identified that the guttering was damaged at the property causing water to pour on to the walls. The Council repaired the guttering on several occasions but this repair failed causing the leak to return. The Council has since repaired the leaking guttering without it further returning.

It was recognised that the work undertaken to repair the guttering was not satisfactory and caused an inconvenience to the complainant.

Furthermore, the Council offered an apology and £200 compensation.

#### Head of Service Comments

The Council recognised the inconvenience caused by the damp issues not being correctly identified in the first instance. The appropriate action has been undertaken to remedy this.

### **67. Complaint against Planning Service**

Response – 20 working days

**Complaint not upheld**

#### Complaint

The Council had approved an application for planning permission for gate that was built on the complainant's property without their permission.

#### Council's response

It was found that the applicant for the gate had submitted the appropriate plans and notices for the erection of the gate.

The notices show that the appropriate land owner was notified of the application to install the gate, in this case, the land owner was not the complainant. Furthermore, the Case Officer



had appropriately considered the complainant's objections and determined that the application was appropriate for the area.

Issues of land ownership are not a material planning consideration and the complainant was advised to seek independent legal advice.

#### Head of Service Comments

The Council had correctly assessed and determined the application.

### **68. Complaint against Capital Works/Housing Repairs**

Response – 20 working days  
**Complaint – upheld**

#### Complaint

The Council's contractor had damaged the complainant's flooring during works to the damp proof course. Additionally, there were outstanding works that required attention at the property.

#### Council's response

It was found that the floor had become dirtied and damaged during the works to the damp proof course by the external contractor undertaking the works on behalf of the Council.

Furthermore, the Council has not correctly managed the expectations of the complainant in relation to the repairs that were required at property by misinforming the complainant of what works were due to take place and due to the lack of communication relating to the outstanding works.

An apology and £300 compensation was offered. The offer of compensation was not accepted.

#### Head of Service Comments

The Council recognises the inconvenience caused by the damage to flooring. The Council offered an appropriate action to remedy this.

### **69. Complaint against Housing Repairs**

Response – 20 working days  
**Complaint not upheld**

#### Complaint

An Officer of the Housing Repairs department trapped the complainant's leg in a door while they attempted to leave the property.

#### Council's response

It was found that while the Housing Repairs Officer was at the property to discuss repair issues, the complainant became aggressive and the Officer left the property due to their conduct.

While the Officer was leaving the property the complainant placed their foot in the door prevent the Officer from closing the door.

The complainant contacted the Police regarding this issue. The Police in turn closed the investigation as no evidence could be provided by the complainant.

#### Head of Service Comments

The Council was unable to locate any information to suggest that the Officer had deliberately shut the door on the complainant's leg. Due to the aggressive nature of the complainant, the Officer left the property but the complainant attempted to prevent this from being undertaken in a safe manner.

### **70. Complaint against Environmental Health**

Response – 20 working days  
**Complaint – upheld**

#### Complaint

The Council had provided incorrect advice regarding turning a former Council flat into a House in Multiple Occupation (HMO) which had negatively affected the complainant.

#### Council's response

It was found that while the Environment Health Team had correctly informed the complainant of the works required to bring the property into a lettable standard, it was determined the property was not suitable to become a HMO and that the complainant should seek independent legal advice regarding the property.

The complainant disputed this conclusion and the Environmental Health maintained its position.

However, the case officer contacted the complainant to express a personal apology to the complainant should they feel that they had been misinformed. The complainant further contacted the Council to state that the apology they had been offered was an admission of wrongdoing.

As part of the stage 2 complaint, the position of the Council was clarified. An apology was offered for any confusion caused by the case officer and it was identified that this contact was not appropriate.

#### Head of Service Comments

The Environmental Health Team have been reminded of their responsibility to correctly and appropriately contact complaints to manage their expectations.

**71. Complaint against Capital Works**

Response – 30 working days

**Complaint –not upheld****Complaint**

The complainant had been discriminated against by the Council's Aids and Adaptations Team.

**Council's response**

It was found that the Aids and Adaptations team had correctly assessed the requests for adaptations made by the complainant. This being the installation of driveway at the complainant's property.

It was determined that the driveway was not possible to install due to a large tree at the property and the complainant's Occupational Therapist informing the Council that the driveway was not necessary.

There were no records to indicate that the complainant had been discriminated against.

**Head of Service Comments**

The Capital Works Team had correctly assess the needs of the complainant in line with the Council procedures and information submitted by a medical professional.

**72. Complaint against Housing Operations**

Response – 30 working days

**Complaint –not upheld****Complaint**

The complainant has been placed in the wrong housing band and their medical information was not correctly assessed when placing them in their current banding.

**Council's response**

It was found that the complainant had contacted the Council in order to increase their banding on the housing allocations list. The Housing Operations Team contacted the complainant to request any medical information that would allow for them to have their banding increase.

The complainant did not supply the requested information and therefore the Housing Operations Team were unable to increase the banding.

**Head of Service Comments**

The Housing Team correctly followed the Council's Allocations Policy. Consistent use of the Policy ensures that the housing register is fairly administered.

## APPENDIX 3

**Stage 3 - Ombudsman Complaints****1. Complaint against Freedom of Information (stage 2 no.30)**

**The complaint was not upheld.**

**Complaint**

That the Council had withheld data requested under the Freedom of Information Act.

**Ombudsman's conclusion**

The Local Government Ombudsman found that there was no fault in the Council withholding the information.

**2. Complaint against Council Tax (stage 2 no.11 and 32)**

**The complaint was not upheld.**

**Complaint**

That the Council had not adequately managed their Council Tax account. Specifically, the complainant did not believe they owed the amount of arrears the Council Tax Team were chasing.

**Ombudsman's conclusion**

The Local Government Ombudsman found that there was no fault in the Council's management of the Council Tax.

The Local Government Ombudsman requested that the Council re-investigate the stage 2 complaint as they were unable to find an issue of fault within their initial investigation. They believe the complainant may have been confused by the correspondence sent by the Council.

**3. Complaint against Planning (stage 2 no.5)**

**The complaint was not upheld.**

**Complaint**

That the Council had not adequately considered their objections into a neighbouring planning application.

Ombudsman's conclusion

The Local Government Ombudsman found that there was no fault in the Council decision making when approving the application. It was found that all the objections submitted were documented and considered before the application was deemed appropriate.

**4. Complaint against Housing Repairs (complaint concluded in 2021/22)**

**The complaint was upheld.**

Complaint

That the Council had not rectified an issue of damp within their property.

Ombudsman's conclusion

It was found during the stage 2 complaint process, that the property had been subject to a series of leaks for a number of years due to the failure to install and properly repair a fascia.

During the stage 2 complaint process the Council recognised that the leak had been persistent and that there had been significant delays in the repairs being undertaken. The Council offered the complainant £1,000 compensation in recognition of these delays.

The HO confirmed the fault found by the Council but found further fault in the way the compensation had been calculated. The HO further found fault that the initial stage 1 complaint was not dealt with in a timely manner.

The HO recommended an additional payment of £700 be made in recognition of this delay and inconvenience.

The Council has made the compensation payments to the complainant.

**5. Complaint against Housing Operations (stage 2 no.1)**

**The complaint was not upheld.**

Complaint

That the Council had not allowed them to be entered on to the Council register.

Ombudsman's conclusion

The Local Government Ombudsman found that there was no fault in the Council decision making to refused the complainant access to the housing register. The LGO noted that the complainant did not make the criteria as set out by the Allocations Policy and therefore it was appropriate to refuse the application.

**6. Complaint against Planning (complaint concluded in 2021/22)**

**The complaint was not upheld.**

**Complaint**

That the Council had not adequately considered their objections into a neighbouring planning application.

**Ombudsman's conclusion**

The Local Government Ombudsman found that there was no fault in the Council decision making when approving the application. It was found that all the objections submitted were documented and considered before the application was deemed appropriate.

**7. Complaint against Council Tax (stage 2 no.6)**

**The complaint was not upheld.**

**Complaint**

That the Council had inappropriately removed the complainant's single person discount from their Council Tax.

**Ombudsman's conclusion**

The Local Government Ombudsman found that there was no fault in the Council decision making when removing the single person discount. It was found that the Council had acted on information provided by another Council appropriately. It was noted that this change was highlighted to the complainant over several years and bills. It was the responsibility of the complainant to check the bills are accurate.

**8. Complaint against Housing Repairs (complaint concluded in 2021/22)**

**The complaint was not upheld.**

**Complaint**

That the Council did not adequately undertake repairs to a noisy boiler.

**Ombudsman's conclusion**

In summary, the complainant contacted the Council regarding the noise made by their boiler when it was used.

It was found that boiler was inspected on several occasions by several different officers. On each occasion the officer noted that the boiler was in full working order and that the noise was typical of a boiler.

The HO determined that the boiler was correctly working and that the Council had undertaken the appropriate action by inspecting the boiler when it was reported by the complainant.

**9. Complaint against Environment (stage 2 no.8)**

**The complaint was upheld.**

**Complaint**

In summary, the complainant, a member of an allotment association operating on a Council allotment contacted the Council to dispute the termination of their tenancy by the association.

It was found that the complainant was advised that the decision to terminate the tenancy was not undertaken by the Council but by the Allotment Association that had the necessary powers to do so.

The Council attempted to assist the complainant with the termination but ultimately determined that the behaviour of the complainant, the police and involvement and correspondence issued by the Allotment Association was sufficient. It was determined that the Council could not provide any more assistance in the matter. The complaint was subsequently offered use of an alternative plot on another allotment site.

**Ombudsman's conclusion**

The LGO determined that the Council had not appropriately dealt with the complainant complaint as a significant delay had occurred in the stage 1 complaint being issued. Furthermore, the LGO determined that the Council should have a management procedure in place to deal with issues in which individuals complain about allotment associations on Council owned allotment sites.

The LGO found fault in the Council's in handling of the complainant's stage 1 complaint. Additionally, fault was found in the Council's management of the Allotment Association. It was recommended that the Council review its management procedures of allotments and the Allotment Association, issue an apology and £100 compensation to the complainant.

The Council provided a written apology to the complainant and requested that their required bank details be provided in order to facilitate the payment. However, the complainant has not provided these bank details to date. This payment will remain available to the complainant should they wish to accept it and provide the necessary details.

As recommended, the Environment Team have now reviewed their procedures for the management of allotment sites.

**10. Complaint against Housing Operations (complaint concluded in 2021/22)**

**The complaint was upheld.**

**Complaint**

The concern raised was that the Council did not conduct the consultation in a relation to the demolition of two garage sites correctly. Additionally, the Council had not communicated effectively with the complainant.

Ombudsman's conclusion

The LGO determined that the Council had correctly assessed and consulted with residents regarding the demolition of the garage sites.

The LGO recognised that the complainant submitted lengthy correspondence to the Council, which were responded to fully and in a timely manner. However, an e-mail was not responded to by a former employee of the Council. As part of the stage 1 complaint, a response to this e-mail was provided.

The LGO was satisfied that the e-mail was responded to, albeit delayed, and that this was the appropriate action to take to remedy the issue. However, the LGO recorded this decision as a fault and subsequently upheld the complaint.

It should be noted that despite this information being provided to the LGO on three separate occasions, the initial decision did not include the fact that the Council had responded to the missed e-mail until challenged.

**11. Complaint against Waste Services (stage 2 no.54)**

**The complaint would not be investigated.**

Complaint

The Council had frequently missed the complainant's bin collection.

Ombudsman's conclusion

The LGO determined that the Council had correctly put in place the appropriate actions by refunding the garden waste subscription and putting additional checks in place. As the bins had not been reported as missed since the conclusion of the stage 2 complaint an additional investigation by the LGO would not provide a different outcome.

**12. Complaint against Building Control (complaint not raised with the Council)**

**The complaint would not be investigated.**

Complaint

The Council had failed to identify Building Control issues with a property before signing it off as compliant with the appropriate regulations.

Ombudsman's conclusion

The LGO determined that the Council was not responsible for the defects with the property and that the responsibility for any warranty on the property lay with the developer and the complainant.

It should be noted that this complaint was not considered at stage 1 or 2 of the Council's complaint procedure. It should be noted that this complaint has not followed the usual LGO process. In that the LGO did not contact the Council to request that the complaint be processed through the Council's complaint procedure.



The LGO determined the complaint without the Council's process being undertaken or consulted with. Furthermore, Building Control functions are undertaken by Erewash Borough Council (EBC) on behalf of the Council and therefore this complaint should have been registered against EBC and not the Council.

There is no evidence to suggest that EBC have been consulted or notified of this decision.

The Council has written the LGO to reconsider the allocation of this complaint to the responsible authority.

**13. Complaint against Planning Services (complaint conclude in 2021/22)**

**The complaint was not upheld.**

Complaint

The complaint raised was that the Council had not appropriately dealt with a neighbouring planning application.

Ombudsman's conclusion

The LGO determined that the Planning Department had considered the planning application in line with the necessary legislation and internal policies. Furthermore, the complainant's specific objections were considered and referenced by the Planning Department before the decision to approve the application was considered.

It was concluded that the Council had acted appropriately when determining the planning application.

## APPENDIX 6

Policy Section	Suggested Change	Reason for Change
1.3	An individual does not have to use the word 'complaint' for it to be treated as such. Whenever a resident expresses dissatisfaction landlords must give them the choice to make complaint. A complaint that is submitted via a third party or representative must be handled in line with this Policy.	Amended in response to feedback to give choice to residents.
1.4	The Council must recognise the difference between a <b>service request</b> and a <b>complaint</b> . This is set out in appendix A. A service request is a request from a resident to the landlord requiring action to be taken to put something right. Service requests are not complaints, but must be recorded, monitored and reviewed regularly.	Updated to two provisions (1.4 and 1.5) for clarity.  Updated to clarify that service requests are not necessarily a complaint.
1.5	A complaint must be raised when the resident expresses dissatisfaction with the response to their service request, even if the handling of the service request remains ongoing. Landlords must not stop their efforts to address the service request if the resident complains.	Updated to two provisions (1.4 and 1.5) for clarity.  Updated to clarify that service requests are not necessarily a complaint.
1.6	An expression of dissatisfaction with services made through a survey is not defined as a complaint, though wherever possible, the person completing the survey should be made aware of how they can pursue a complaint if they wish to. Where landlords ask for wider feedback about their services, they also must provide details of how residents can complain.	Amended in response to feedback to give choice to residents.

2.3	The Council must accept complaints referred to them within 12 months of the issue occurring or the individual becoming aware of the issue, unless they are excluded on other grounds. The Council must consider whether to apply discretion to accept complaints made outside this time limit where there are good reasons to do so. If it is decided not to accept a complaint, an explanation must be provided to the individual setting out the reasons why the matter is not suitable for the complaints process and the right to take that decision to the Ombudsman. If the Ombudsman does not agree that the exclusion has been fairly applied, the Ombudsman may tell the Council to take on the complaint.	New provision
2.5	The Council must not take a blanket approach to excluding complaints; they must consider the individual circumstances of each complaint.	New provision.
5.4	The complaint handler must:  a) deal with complaints on their merits, act independently, and have an open mind; b) give the resident a fair chance to set out their position; c) take measures to address any actual or perceived conflict of interest; and d) consider all relevant information and evidence carefully.	Amended for clarity.
5.5	When a complaint is logged at Stage 1 or escalated to Stage 2, the Council must set out their understanding of the complaint and the outcomes the resident is seeking. This is referred to as "the complaint definition". If any aspect of the complaint is unclear, the individual must be asked for clarification.	Amended to confirm that the complaint definition must be clarified at both stages of the complaint process.

5.6	When a complaint is acknowledged at either stage, the Council must be clear which aspects of the complaint they are, and are not, responsible for and clarify any areas where this is not clear.	Amended for clarity.
5.11	The Council must not refuse to escalate a complaint through all stages of the complaints procedure unless it has valid reasons to do so. The Council must clearly set out these reasons, and they must comply with the provisions set out in section 2 of this policy.	Amended in response to feedback.
6.3	The Council must issue a full response to stage 1 complaints within 10 working days of the complaint being acknowledged.	Amended in response to feedback. This confirms the 10 days is from the date the complaint is acknowledged.
6.4	The Council must decide whether an extension to this timescale is needed when considering the complexity of the complaint and then inform individuals of the expected timescale for response. Any extension must be no more than 10 working days without good reason, and the reason(s) must be clearly explained to the individual. The individual must be provided with the contact details of the Ombudsman regardless of where the extension has been agreed.	Amended in response to feedback and for clarity.
6.5	When the Council informs an individual about an extension to these timescales, they must be provided with the contact details of the relevant Ombudsman.	Amended in response to feedback. This sets out that residents must be provided with the contact details of the Ombudsman, regardless of whether extensions have been agreed.
6.9	Where individuals raise additional complaints during the investigation, these must be incorporated into the stage 1 response if they are related and the stage 1 response	Amended in response to feedback and for clarity.

	has not been issued. Where the stage 1 response has been issued, the new issues are unrelated to the issues already being investigated, or it would unreasonably delay the response, the new issues must be logged as a new complaint.	
6.12	If all or part of the complaint is not resolved to the individual's satisfaction at stage 1, it must be progressed to stage 2 of the Complaints Policy. Stage 2 is the Council's final response.	Amended in response to feedback.
6.13	Requests for stage 2 must be acknowledged, defined and logged at stage 2 of the complaints procedure within <b>five working days of the escalation request being received</b> .	Amended in response to feedback.  This now confirms that escalation requests must be acknowledged within five working days.
6.19	The Council must decide whether an extension to this timescale is needed when considering the complexity of the complaint and then inform individuals of the expected timescale for response. Any extension must be no more than 20 working days without good reason, and the reason(s) must be clearly explained to the individual.	Amended for clarity and consistency in approach between stage 1 and stage 2.
6.20	When an individual is informed about an extension to these timescales, they must be provided with the contact details of the Ombudsman.	Amended in response to feedback. This sets out that all residents must be provided with the contact details of the Ombudsman, regardless of whether extensions have been agreed.

## Report of the Portfolio Holder for Resources and Personnel Policy

### REVIEW OF CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE – DECEMBER 2023 QUARTER 3

#### 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.

#### 2. Recommendation

**Cabinet is asked to NOTE the progress made in achieving the Corporate Plan priorities and financial performance for the quarter ended 31 December 2023.**

#### 3. Detail

The Corporate Plan 2020-2024 was approved by Council on 4 March 2020. 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 2023/24 were approved by Cabinet on 7 February 2023.

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 **APPENDIX 1A**. The report for Liberty Leisure Limited is also included at **APPENDIX 1B**.

A summary of the financial position as at 31 December 2023 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 of 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 Head of Legal Services were as follows:

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

8. Human Resources Implications

There were no comments from the Human Resources Manager.

9. Union Comments

There were no Unison comments in relation to this report.

10. Climate Change Implications

Climate change implications 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

## APPENDIX 1A

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan for 2020-2024 was approved by Council on 4 March 2020. 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 1 March 2023. 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 2020-2024 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 2023/24 (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

**Housing - Critical Success Indicators 2023/24**




Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Green 	<b>BV66a</b> Rent Collection: Rent collected as a proportion of the rent owed	Monthly	100.91%	100.76%	98.23%	99.00%	<p>There has been an increase of £10,780 when you compare the arrears outstanding at the end of December 2022 and December 2023.</p> <p>The team continues to see an increase in case completions and whilst this is very positive the standard of work completed is equally important and the Income Managers have asked Income Collection Officer's to focus on high level cases. It is hoped that will result in a reductions of individual's accounts together with an overall arrears figure reduction over time.</p> <p>The Universal Credit managed migration continues to affect our residents but is happening at a manageable pace for our team.</p> <p>Our Financial Inclusion Officers saw an increase in complex referrals before Christmas, which involved Attendance Allowance applications and PIP applications that are time consuming to complete, we are currently advising non urgent cases to expect a 14 day delay before receiving contact.</p>
Green 	<b>HSLocal_42</b> Homelessness cases successfully intervened or prevented rather than relieved/a main duty being accepted	Monthly	84.6%	71.3%	80.5%	70%	An average of 80.5% of cases for quarter 3. This comprises of 81.2% in the month of October, 84.5% in the month of November and 75.8% in the month of December 2023, this is a 7.9% increase on quarter 3 2022/23.
Green 	<b>HSTOP10_02</b> Gas Safety	Monthly	99.84%	99.41%	100%	100%	During the last quarter a total of 844 gas servicing appointments were successfully carried out without the requirement of attending court to obtain warrant of entry.
Red 	<b>HSTOP10_01</b> Overall Satisfaction	Annually	85.80%	70.68%	-	89%	This PI is now annual as per the requirements of the Tenant Satisfaction Measures from the Regulator of Social Housing.




Data for the following Critical Success Indicators is calculated and reported annually and will be included in the 2023/24 Performance Outturn report.





**HSLocal\_39** Number of New Council houses built or acquired 2022/23 = 6. The target for 2023/24 is 23.

**NI 154** Net additional homes provided 2022/23 = 332. The target for 2023/24 is 430.


### Housing - Key Tasks and Areas for Improvement 2023/24




Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>HS2023_02</b> Implement Housing Strategy	Improve housing services	<b>75%</b>	Mar-2024	The strategy was approved in September 2020, and work is progressing on Year 3 of the strategy.
In Progress  Page 204	<b>HS2124_02.1</b> Implement Asset Management Strategy 2022 to 2025 ( <i>Asset Management</i> )	Plan to fully utilise assets held within the Housing Revenue Account	<b>40%</b>	Dec-2024	<ul style="list-style-type: none"> <li>• Implementation of service improvements within the Asset Management and Development team to deliver the asset management plan for Q4 24/25. A key part is appointing a consultant to provide NPV analysis of property performance</li> <li>• Social Housing Decarbonisation Fund funding bid successful to carry out works to Princes Street / Wellington Street.</li> <li>• Modernisation programme continues.</li> </ul>
In Progress 	<b>CP2326_01b</b> Energy Efficiency Schemes (Housing Stock)	To ensure that service is value for money and benefits from improved technology	<b>50%</b>	Due date in line with Council's net zero Target of 2027	EPC data for all Housing Stock is being collated by Nottingham Energy Assessors (circa 2000 EPCs over 24 months). This will inform energy efficiency measures to be undertaken. We are currently in receipt of Social Housing Decarbonisation Fund funding to commence EWI works at Princes St, Eastwood.




Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>HS1922_02</b> Implement 10 year housing new build delivery plan	Add to the social housing stock Produce affordable homes to rent	<b>83%</b>	Dec-2029	<p>33 properties have been acquired back into the social housing stock since 2019.</p> <p>Work has started on the redevelopment of the following garage sites:</p> <ul style="list-style-type: none"> <li>• Felton Close, Chilwell (4 dwellings)</li> <li>• Gayrigg Court (2)</li> <li>• Selside Court (3)</li> <li>• Inham Nook / Barn Croft, Chilwell</li> </ul> <p>The Field Farm development has commenced, with the proposed handover of May 2024 for the 22 Council properties and August 2024 for the 4 Shared Ownership properties. Work will begin shortly on Chilton Drive, Watnall to provide 2 new Council homes.</p> <p>Negotiations are taking place to purchase 5 flats on Church Street, Stapleford and 7 flats on Derby Road, Bramcote.</p>
In Progress 	<b>HS2225_02</b> Pilot solar panelled scooter stores at Independent Living Schemes	Support tenants to be independent Use of energy efficient technology	<b>75%</b>	Mar-2024	The solar powered mobility store is no longer manufactured. The Capital Works team are exploring other options which may be appropriate for the site previously chosen. <b>Due date extended from December 2023 so other options can be explored.</b>
In Progress 	<b>HS2225_05</b> Implement new processes and procedures for recharges	To increase income to the HRA	<b>5%</b>	Dec-2024	<p>Preliminary discussions undertaken to review scope or requirements.</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. <b>Due date extended from March 2024.</b></p>

Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>HS2225_07</b> Implement South Nottinghamshire Homelessness and Rough Sleeper Strategy Action Plan	To prevent homelessness and rough sleeping To offer support to those who experience homelessness	<b>25%</b>	Mar-2027	This is an Ongoing Action as per the Housing Business Plan 2023/26.
In Progress 	<b>HS2326_01</b> Home Release Scheme	To reduce waiting list, particularly for large homes	<b>66%</b>	Mar-2024	The Home Release Scheme was launched in April 2023. Work is being undertaken to identify those on the waiting list that the scheme could benefit. Marketing the scheme via leaflets, social media, events etc. is ongoing.
In Progress 	<b>HS2326_02</b> Review Mobile Cleaning Caretaking Service	To improve the condition of our estates	<b>90%</b>	Mar-2024	The Caretaking Service has been reviewed, and two new posts have been advertised. New tasks have been added into the role. A programme of communal area cleaning in blocks of flats is being developed, which will be undertaken by the Caretaking and Cleaning teams.
In Progress 	<b>HS2326_03</b> Review and retender Lifeline Services	To ensure that service is value for money and benefits from improves technology	<b>90%</b>	Mar-2024	A two-year extension to the original contract has been submitted via the Northern Housing Consortium.

### Housing – Key Performance Indicators 2023/24

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Green 	<b>HSLocal_11</b> Identify five Private Sector dwellings to implement a plan to return into occupation or demolish	Quarterly	25	26	9	24	Of the 34 new cases reported to us as empty properties since 1 April 2023 21 are still open.

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Red 	<b>HSLocal_29</b> Electrical compliancy	Monthly	73.2%	80.00%	83.9%	100%	The figures are improving with a 5.4% increase from quarter 2. During this quarter 295 properties were tested, leaving 575 outstanding. We are entering into the challenging situation of arranging access appointments for both contractors, with the number of pass-back properties, the Housing Repairs team are constantly knocking on doors, making phone calls, also delivering letters once again to tenants.
Red   Page 207	<b>HSLocal_40</b> Numbers of homeless households housed outside of the Borough in temporary accommodation	Monthly	94	118	7	0	During quarter 3 a total of 27 households were place in temporary accommodation outside the Borough. Of these 7 were for over 7 days.  Of the 27 placed, 3 households were at risk of Domestic Abuse and need to be placed outside the Borough while their circumstances were risk assessed. Six were a rough sleepers and placed out of hours. A further two were assessed as being in priority need with no other accommodation available at that time.  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 move somebody out of B & B as soon as possible.
Green 	<b>HSLocal_BM05</b> Reactive appointments made and kept	Quarterly	97.7%	96.2%	97.7%	98.0%	During quarter 3 2023/24, 3,486 appointments made for quarter 3. 3,405 were kept and 81 were not. 51 were due to emergency jobs taking priority, 19 appointments could not be rearranged for the same time and day to due Operative sickness and 11 appointments could not be carried out due to the weather.

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Green 	<b>HSLocal_03a</b> Void Rent Loss	Quarterly	-	-	£186,454	£350,000  £262,500 (Q3)	New Performance Indicator 2023/24.  The quarter 3 rent loss figure is a cumulative total of rent loss since April 2023, which is £186,454. There has been a total of 17,424 void days since April 2023.  From October - December 2023 the void rent loss was £49,384 with a total of 4,736 void days.
Red 	<b>HSTOP10_03a</b> Average Relet Time - Independent Living	Quarterly	127	170	49	40	In quarter 3 2023/24 there were 26 properties relet. On average, there was 49 days between the properties becoming void and being relet. The void property that took the longest to be relet was 113 days void; in comparison, the shortest void time was 10 days.  The average relet time increased during December 2023, however the average relet has been reducing during 2023/24.
Red 	<b>HSTOP10_03b</b> Average Relet Time - General Needs	Quarterly	83	88	50	20	In quarter 3, there were 33 properties relet. On average, there was 50 days between the properties becoming void and being relet. The void property that took the longest to be relet was 123 days void; in comparison, the shortest void time was 7 days. On average, it took 5 days between the properties being ready to let and the sign-up being completed.  The team has significantly decreased our average void time from quarter 2 2023/24.  In quarter 2 the average relet time for General needs was 85 days in quarter 3 this has reduced to 50 days. There has been a continuous reduction in the relet time which has been a result of improved communication facilitated by a comprehensive void tracker and weekly void meetings. Weekly progress updates have allowed teams to aim to schedule sign-ups for the day the property is due to be ready to let.





Data for the following Key Performance Indicators is calculated and reported annually and will be included in the 2023/24 Performance Outturn report.

**DSDData\_20** Number. of Residential Planning Commitments in 2022/23 = 1,717

**NI 155** Number of affordable homes delivered (gross) 2022/23 = 71. The target for 2023/24 is 85




**NI 159** Supply of ready to develop housing sites 2022/23 = 100%. The target for 2023/24 = 100%




### **Business Growth – Critical Success Indicators 2023/24**




Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Amber 	<b>TCLocal_01a</b> Percentage of town centre units occupied: Beeston	Quarterly	91.7%	92%	91%	95%	A few new units in the town centre, including another White Rose charity shop and Oriental Mart. Demolition has taken place on corner of Villa Street and new construction is now taking place, which will reduce vacancy rates. A few persistent long-term vacancies remaining on the high street. No significant changes to the town centre since last report.
Amber 	<b>TCLocal_01b</b> Percentage of town centre units occupied: Kimberley	Quarterly	91.8%	90%	92%	93%	No significant changes to the town centre. Botology on the high street has relocated to Langley Mill. There is a unit on Main Street that has been marked for demolition but this has still not occurred – has been like that for a long time. When it is demolished the vacancy rate will reduce further but no signs that this is going to occur.
Red 	<b>TCLocal_01c</b> Percentage of town centre units occupied: Eastwood	Quarterly	88.3%	89%	85%	93%	Long-term vacant units have remained the same. Vacancy rate increased slightly, HSBC has now closed.
Amber 	<b>TCLocal_01d</b> Percentage of town centre units occupied: Stapleford	Quarterly	86.3%	92%	92%	93%	Vacancy rates has remained steady and is close to target. Town Centre Recovery Fund now largely completed so no anticipated further changes arising from grants. No significant changes to retailers in the high street.








**Business Growth – Key Tasks and Areas for Improvement 2023/24**

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BG2023_05</b> 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	<b>50%</b>	Adoption is currently anticipated in approx. March 2026	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. Further evidence work is currently being undertaken, including transport modelling, and a consultation on the 'Publication Version' of the Strategic Plan is expected to take place in 2024.
In Progress 	<b>BG2023_07</b> Gypsy and Traveller site allocation	Reports to Portfolio Holder for Development and Asset Management for appropriate actions in 2022.	<b>15%</b>	Dec-2025	The latest (2021) Gypsy and Traveller Accommodation Assessment (GTAA), prepared as part of the review of the Core Strategy, indicates no need for provision for Gypsies and Travellers (or Travelling Showpeople) in Broxtowe for the period to 2038. The allocation, or a Supplementary Planning Document, may therefore no longer be necessary but this position will be kept under review.
In Progress 	<b>BG2124_01</b> 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 to the Mayoral Combined Authority and other plans for local and regional growth. Including specific plans for Stapleford, Eastwood and Kimberley. A new framework for economic development within the Borough aligned to the sub regional plans for growth and Levelling Up Including specific plans for Stapleford, Eastwood and Kimberley.	<b>80%</b>	June-2024	The new Economic Development Strategy is nearly ready, with the core 10-point framework revised in line with priorities and changing needs. Input from the Skills Quest Broxtowe report produced by the SPF Stakeholder Manager has provided significant support for the Strategy due to sharing of data. <b>Due date revised to June 2024 in line with the proposed Business Growth Business Plan 2024/27.</b>

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BG2225_01</b> Deliver Stapleford Town Deal	Develop and deliver the 6 projects identified for Stapleford Town Deal	<b>30%</b>	Mar-2026	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 was completed by December 2023 and it has been proposed for the remaining allocation is to be used for tackle the errant properties on the High Street, the proposal is to be taken to Cabinet for approval. The Enterprise Hub Building project is moving in to the next stage of design and a proposed name for the building is to be announced in the near future. The Library Learning Facility work on phase 2 of the works for the building façade are due to be completed Spring 2024. Feasibility works are under review for the cycle network. The tendering process of a main contractor for the Community Pavilion and Young Peoples Centre is nearing completion and next stage of evaluation of bids to take place.
In Progress 	<b>BG2326_02</b> Deliver Kimberley Levelling Up Fund Programme	Develop and deliver the three projects identified for the Kimberley Town Deal	<b>12%</b>	Mar-2025	The Borough is the accountable body for £16 Million which must be defrayed by 2025 All three projects have started. One project awaiting planning permission. Three are at design stage. Circa £550,000 has been largely spent with a further £350,000 committed in quarter 2.
In Progress 	<b>BG2326_05</b> (New) Create a new Markets and Retail Events Programme for the Borough	Delivery of events based model for markets and retail events	<b>20%</b>	Mar-2024	The Stapleford Market continues and the Beeston Market is working well. There has been a Stapleford Food Fair and Beeston Night Light events, which have both been very successful. The monthly craft fairs restart in March and take up for traders is good. The intention is to have more of these events in the future, moving towards and events led model, and an events programme will be taken to a future Cabinet meeting for approval.






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>EMDC2225_01</b> 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.	<b>75%</b>	Ongoing	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 Planning Manager with support provided by the Economic Development team. Engagement with the Development Corporation is currently paused whilst everybody better understands the implications of the decision to withdraw HS2.  In future the EMDevco Ltd could evolve to be a new style locally led Urban development Corporation under the Levelling Up and Regeneration Act or become a structure within the new East Midlands County Combined Authority
In Progress 	<b>BG2326_06</b> (New) Planning Policy Work Programme	Work Programme and priority list for Planning Policy work.	<b>30%</b>	Ongoing	Responding to current planning trends updating and informing Councillors on progress with key planning policy milestones. Adapting the work programme where necessary.
In Progress 	<b>JBG1518_06</b> 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	<b>60%</b>	Target dates will vary depending on the details of each emerging Plan.	The Nuthall and Awworth Neighbourhood Plans are 'adopted' ('made'). A referendum will be held on 15 February 2024 regarding the Cossall Neighbourhood Plan. A referendum is likely to be held later in 2024 regarding the Chetwynd: The Toton and Chilwell Neighbourhood Plan. Work on other Neighbourhood Plans is ongoing.

**Business Growth – Key Performance Indicators 2023/24**




Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q2* Value	2023/24 Target	Notes
Red 	<b>BV204</b> % of appeals allowed against authority decision to refuse planning permission (Delegated or Committee Decisions with Officer Recommendations)	Annually	42.86%	55.56%	40.00%	10.00%	2020/21 - 5 of 18 appeals allowed 2021/22 - 6 of 14 appeals allowed 2022/23 - 15 of 27 appeals allowed  Allowed appeals are lower than target as there was a low rate of upheld appeals for decisions that are contrary to officer recommendation.
Data Only 	<b>DSData_18</b> Appeals allowed against refusals % (Committee Overturns)	Annually	75.00%	80.00%	0.00%	10.00%	Target is 10%. Data collected annually. There were no decisions overturned in quarter 1 2023/24.
Red  Page 213	<b>NI 157a</b> Processing of planning applications: Major applications determined within 13 weeks	Monthly	90.32%	80.77%	76.92%	92.00%	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. In quarter 1 2023/24 six out seven major planning applications were determined within timescale. The other was delayed by a Section 106 agreement.
Amber 	<b>NI 157b</b> Processing of planning applications: Minor applications determined within 8 weeks	Monthly	93.89%	92.47%	88.57%	94.00%	There were three applications that were not determined within timescale as extensions of time were not agreed with the agents.
Green 	<b>NI 157c</b> Processing of planning applications: Other applications determined within 8 weeks.	Monthly	97.29%	96.93%	98.62%	98.00%	



\* The data for quarter 3 2023/24 will be available in due course – delayed due to system testing.





**Environment Critical Success Indicators 2023/24**

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Unknown 	<b>CCGF_001</b> Annual Reduction in Broxtowe Borough Council own operation emissions (tCO <sub>2</sub> e)	Annually	-23%	-1%	Reported annually	-11%	New performance indicator 2023/24 to be reported annually.
Unknown 	<b>CCGF_002</b> Cut carbon emissions by 50% by 2026/27 based on a 2018/19 baseline (tCO <sub>2</sub> e)	Annually	2,399tCO <sub>2</sub> e (revised)	2,378tCO <sub>2</sub> e	Reported annually	2,481tCO <sub>2</sub> e	New performance indicator 2023/24 to be reported annually. Baseline in 2018/19 = 3,704 tCO <sub>2</sub> e Data for 2021/22 has been updated to reflect accurate utility data reporting. The figure has been revised from 3,099 tCO <sub>2</sub> e. A reduction of 1% was achieved between 2021/22 and 2022/23. Since 2018/19 there has been a 36% reduction in the Council's own operation carbon emissions.
Unknown 	<b>CCGF_003</b> Green Rewards: Tonnes of carbon emissions avoided through Green Rewards (tCO <sub>2</sub> e)	Annually	26.9 tCO <sub>2</sub> e	122.1tCO <sub>2</sub> e	Reported annually	150 tCO <sub>2</sub> e	New performance indicator 2023/24 to be reported annually.
Red 	<b>NI 192</b> Percentage of household waste sent for reuse, recycling and composting	Quarterly	37.55%	36.83%	37.57%	43.00%	This is estimated as not all weight data has been received. The percentage recycled has decreased slightly from 38.9% in quarter 2 to an estimated 37.57%. This is due to a slight reduction in garden waste tonnage.
Amber 	<b>PSData_09</b> % of Parks achieving Broxtowe Parks Standard	Annually	98%	98%	96%	98.00%	The Council has significantly invested in its parks over recent years, including changing management regimes to increase biodiversity. In 2023/24 a review of the assessment was undertaken to ensure it takes into account a wider specification of sites. Scores in 2023/24 reflect the change in methodology.


**Environment – Key Tasks and Areas for Improvement 2023/24**

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>ENV1518_04</b> Implement Key Actions in Green Infrastructure Strategy	Develop, improve and promote Green and Blue infrastructure in the Borough incorporating strategic actions in Green futures programme	<b>95%</b>	Mar-2024	Work continues to deliver the actions. These have now been captured within the refreshed Climate Change and Green Futures Strategy (Theme 7: Natural Environment). A review of the key strategic actions is currently being undertaken on the Green Infrastructure Strategy and this has now been completed and will culminate in a report to Cabinet in the Spring of 2024.
In Progress 	<b>ENV1720_01.3</b> Apply a strategic approach to tree management and planting	Work with partners, land owners and other agencies to plant 2,000 trees per year. Work with volunteers as part of the Clean and Green initiative to achieve this outcome.	<b>95%</b>	Mar-2024	The 2023/24 tree planting schemes for the winter have now been completed. The 'free tree' event, launched at the beginning of November 2023 and focused on providing 800 native UK grown trees. This was again delivered through the Green Rewards Programme. In 2023, the Council adopted its first Tree Strategy for the management of the Council's own
In Progress 	<b>ENV1922_01.1</b> 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.	<b>80%</b>	Mar-2025	58 events took place in 2022/23, including: four green festival events, talks to schools and community groups, days of action and a large number of community litter picks. In quarter 3 54 events were undertaken, with over 1,600 residents engaged. The Green Festival in Coronation Park, Eastwood, attracted over 300 visitors.





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>ENV1821_03</b> Improve Play Areas and Parks and Open Spaces	Ensure sites are Health and Safety and DDA Compliant	<b>95%</b>	Mar-2024	<p>As part of the ongoing Pride in Parks program in 2023/24, there are a number of improvement works scheduled for:</p> <ul style="list-style-type: none"> <li>• Queen Elizabeth Park, Stapleford - completed</li> <li>• Sandgate Open Space, Bramcote - completed</li> <li>• Banks Roads Open Space, Toton - completed</li> <li>• Bramcote Hills Park, Bramcote - Currently awaiting confirmation of FFC funding</li> <li>• Coronation Park, Eastwood to be completed in quarter 4</li> <li>• Leyton Crescent, Beeston – will be completed in quarter 4</li> <li>• Long Lane Recreation Ground, Attenborough - completed</li> </ul> <p>These works include:</p> <ul style="list-style-type: none"> <li>• Refurbishment of equipment.</li> <li>• Addition of new equipment where possible.</li> <li>• Resurfacing improvements to increase accessibility and reduce maintenance.</li> </ul>
In Progress 	<b>ENV2023_03</b> Identify areas of new Green Space for public use	Increase the total area of publically accessible green space in Broxtowe	<b>95%</b>	Mar-2024	<p>The former Hassocks allotments site in Beeston has an area of open space that has been allocated under a section 106 agreement. This will be adopted. The agreement includes a play area and an area of Sustainable Drainage, which will be managed for wildlife.</p> <p>Phase 1, Field Farm, Stapleford has now been adopted. This has an area of Sustainable Drainage which will be managed for wildlife.</p> <p>The former Biffa Landfill site in Bramcote, is also in the process of being handed over for Council ownership.</p>







Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>ENV2023_05</b> 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.	<b>50%</b>	Mar-2025	The Environment Act was mandated in November 2021. An interim high level strategy was produced as a holding document. This is to be revised when full detail on the Act is released; this expected in 2024. Weekly food waste collections will commence October 2027.
In Progress 	<b>ENV2124_01</b> 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.	<b>75%</b>	Mar-2025	The Environment Act was mandated in November 2021. Once full details have been released (expected 2024) a full revised Waste Strategy for the Council will be produced. An interim high level strategy has been produced as a holding document. Weekly food waste collections will commence October 2027.
In Progress 	<b>ENV2124_02</b> 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	<b>75%</b>	Mar-2025	A revised Climate Change and Green Futures strategy was adopted by the Council in July 2023. 14 new actions for Recycling and Resources have been captured within the strategies, Carbon Management Action Plan.
In Progress 	<b>ENV2124_03</b> Wildflower sowing and meadow management	New wildflower areas created and grass managed as wildflower meadows	<b>85%</b>	Mar-2025	In 2022/23 native wildflower plugs have been planted at six sites with the help of volunteers at  Works that have been undertaken in 2023/24 include: <ul style="list-style-type: none"> <li>• Native bulb planting Bramcote Hills park - Complete</li> <li>• Native bulb and flower planting Archers Field Complete</li> <li>• Native bulb and flower plating as part of tree event Hetley Pearson Complete</li> <li>• Native flower planting - Colliers Wood by the Friends of Colliers Wood - Complete</li> <li>• Mixed Native bulb planting - Strelley as part of Green Rewards</li> </ul>








Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>TR2124_01</b> Implement the strategic actions of the Transport and Fuel Strand of the Climate Change and Green Futures programme	Reduce the Councils emissions from the fleet and make a positive contrition to the Councils target of being net carbon zero by 2027	<b>75%</b>	Mar-2027	<p>A revised Climate Change and Green Futures strategy was adopted by the Council in July 2023. 13 new actions covering the Transport and Travel theme have been captured within the strategies, Carbon Management Action Plan.</p> <p>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.</p> <p>A long term strategic plan to decarbonise the fleet is currently being developed. A transition to HVO was agreed by Cabinet in September 2023, this will significantly reduce the amount of diesel used within the fleet and subsequently reduce the Councils overall CO2 emissions by an estimated 26%.</p>


**Environment – Key Performance Indicators 2023/24**




Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Red 	<b>BV82a(ii)</b> 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	8,214.00	7,862.01	5,532.80	6,530.25 (Q3)	Currently behind target. This decrease in tonnage can be attributed in part to; lower glass tonnages, down 11% on the same period last year and the green lidded recycling bin, down 2% on the same period last year.
Red 	<b>BV82b(ii)</b> Tonnes of household waste composted	Quarterly	7,308.00	6,934.02	6,029.52	6,750.00 (Q3)	Slightly behind target. This could be attributed to a much wetter autumn/winter 2023/24.
Green 	<b>BV84a</b> Household waste collected per head, in kilos  <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	361.00	349.99	266.35	265.50 (Q3)	Estimated data indicates currently slightly behind target.
Red 	<b>NI 191</b> Residual household waste per household (Kgs)  <i>(This includes all waste collected from black lidded bins, clinical and bulky waste)</i>	Quarterly	507	496.37	370.40	360.89 (Q3)	Estimated data indicates currently behind target.

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Amber 	<b>NI 195a</b> Cleanliness of the streets and open spaces within the Borough (levels of litter)	3 x per Year	96%	96%	Not yet available	97%	The second survey result is still in the process of being verified. This will be reported along with the third survey in quarter 4 2023/24. Survey 1 2023/24 = 94% There have been vacancies within the sweeper team which has impacted on service delivery. Vacancies have now been recruited to and a full team has been in place since mid-November 2023.
Red 	<b>NI 195b</b> Levels of detritus on the public highway	3 x per Year	95%	95%	Not yet available	96%	The second survey result is still in the process of being verified. This will be reported along with the third survey in quarter 4 2023/24. Survey 1 2023/24 = 94% There have been vacancies within the sweeper team which has impacted on service delivery. Vacancies have now been recruited to and a full team has been in place since mid-November 2023.
Green 	<b>PSData_08</b> Number of trees planted	Annually	3,357	4,017	Reported Annually	3,500	Final number of trees planted across borough for 2022/23 was 4,017 trees. Tree planting for 2023/24 is currently taking place.
Data Only 	<b>SSData_01</b> Reduce the number of fly tipping incidents	Quarterly	249	546	438	500	The 2023/24 target was revised following mid-year review. Street Cleansing teams have been encouraged to report all incidents of fly tipping, which may have attributed to the increase in incidents. Any fly tipping that is being reported, is general low level (a small number of black bags). It does not consist of large van loads of waste material.
Green 	<b>SSData_10</b> Number of Clean and Green and environmental engagement events undertaken (including school visits)	Quarterly	20	58	54	60	The 2023/24 target was revised following mid-year review. Since April 2023 over 1,600 residents have been engaged in Clean and Green and environmental events.
Data Only 	<b>TRData_01</b> Electric vehicles	Annually	8	9	9	10	All new vehicle procurement will be in line with the strategic actions from the Climate Change Strategy.


Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Data Only 	<b>WMData_03b</b> Number of garden waste subscriptions	Quarterly	22,304	22,068	22,802	22,300	The 2023/24 target was revised following mid-year review. The target for 2023/24 has been exceeded.
Green 	<b>WMData_03c</b> Income generated by Garden Waste Subscriptions	Annually	£858,538	£872,960	£925,023	£925,000	The 2023/24 target was revised following mid-year review. Level of income has exceeded target.
Green 	<b>WMData_06a</b> Income generated through Trade Waste	Annually	£618,927	£703,574	£631,376	£633,000	Level of income is on track to achieve target.
Green 	<b>WMData_08</b> External income generated through Environmental Services	Annually	£209,000	£204,327	£192,168	£190,000 £142,500 (Q3)	This income relates to the external income generated by the functions of the services with the Environmental Services Department. Level of income has exceeded target.
Green 	<b>WMData_11</b> Residual (black lidded bin) Waste per household (kg)	Quarterly	489.00	462.36	341.66	342.75 (Q3)	Slightly behind target.





### Health – Critical Success Indicators 2023/24

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Amber 	<b>ComS_092</b> Personal wellbeing score for the Borough (out of 10)	Annually	7.3	7.7 (estimate Mid-year)	Annual Data not yet available	7.9	Data collected by Office for National Statistics. Due to the pandemic the data collection method changed therefore data at Local Authority level is not available for 2020/21. The 2021/22 data shows that there has been a sharp decline in wellbeing across the country as a result of the pandemic.






Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Green 	<b>ComS_090</b> Air Quality – number of NO2 diffusion tube samples with annual mean reading at or below 40 micrograms m-3	Annually	100%	100%	-	100%	The air quality results are an annual mean (average) so we cannot report this quarterly. We have also supplemented the monitoring with a real time indicative monitor. We are in the process of revoking our remaining Air Quality Management Area and are not expecting any exceedances.
Data Only 	<b>ComS_091</b> No. of Dementia Friends trained	Quarterly	10	63	23	23	Data for face to face training only BLZ online training figure unavailable as this links to the Alzheimer's Society training suite which does not record numbers trained by organisation
Data Only 	<b>LLLocal_G09</b> Percentage of Inactive Adults in Broxtowe	Annually	24.7 (Nov-2021)	22.6 (Nov-2022)	Data not yet available	20	25.3% at November 2019/20 24.7% at November 2020/21 22.6% at November 2021/22

### Health – Key Tasks and Areas for Improvement 2023/24






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>CCCSS2326_E01</b> Develop and deliver the Culture and Events Strategy 2023-26	Increase the number of local people accessing a cultural service	10%	Mar-2026	Progress has been made on one of the core tasks of producing a cultural map to better understand existing cultural activity in the Borough and where there may be gaps. This will then support the completion of other actions in the strategy. External funding which has been secured through the Arts Council to support a Broxtowe festival in June 2024.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>CCCS2326_H01</b> Deliver Museum Strategy and Forward Plan	Increase the number of local people accessing the Museum	<b>15%</b>	Mar-2026	Visitors at the end of quarter 3 remain on track at 3,697, compared to 3,212 for the whole of 2022/23. In addition, a further 7,685 people have been engaged through wider outreach activities. Based on current data, we anticipate that the subsidy per visit will be £21.44 by the end of 2023/24 and the subsidy per engagement will be £6.96. External funding has been applied for to support projects at the museum and an outcome is awaited. Eleven recommendations were agreed through an Overview and Scrutiny review, of which 8 are in progress or completed.
In Progress 	<b>COMS2124_08</b> Monitor and Update Mental Health Action Plan	Improvements in the Mental Health and wellbeing of people in the Borough.	<b>90%</b>	Mar-2024	The Mental Health Action Plan has been updated and merged into the Health and Wellbeing Action plan 2023/26 which was approved by Cabinet on 7 November 2023.
In Progress 	<b>COMS2225_01</b> Monitor and update Dementia Partnership Action Plan	Improved awareness of issues surrounding dementia and better access to support for those with dementia and their carers / families	<b>80%</b>	Dec-2023	This has now been superseded by the Health and Wellbeing Action Plan 2023/26 and all incomplete actions have been transferred to the new plan which was approved by Cabinet on 7 November 2023.
In Progress 	<b>COMS2225_02</b> Monitor and update Children and Young Persons Partnership Action Plan	Improvements in the Mental Health and wellbeing of people In the Borough	<b>85%</b>	Jan-2024	This has now been superseded by the Health and Wellbeing Action Plan 2023/26 and all incomplete actions have been transferred to the new plan which was approved by Cabinet on 7 November 2023.



**Health – Key Performance Indicators 2023/24**

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Value	2023/24 Target	Notes
Data Only 	<b>ComS_041</b> Food Complaints/Service Requests	Annually	377	238	-	-	These relate to service requests and are in addition to the proactive advice provided to new business operators.
Data Only 	<b>ComS_042</b> Infectious Disease notifications investigated	Annually	12	32	-	-	A wide range of different notifications of food borne illness investigated.
Amber 	<b>ComS_050</b> Food Complaints - % responded to within timescales	Annually	93%	97%	-	100%	Variety of service requests in respect of food premises and food purchased investigated as appropriate.
Green 	<b>ComS_051</b> Infectious Disease notifications responded to within timescales	Annually	100%	100%	-	100%	Variety of food and water borne illness investigated following formal notifications.
Green 	<b>ComS_055</b> AIR QUALITY: Inspection of authorised / permitted processes	Annually	86%	86%	-	100%	Inspections carried out in accordance with risk based programme.





**Community Safety – Critical Success Indicators 2023/24**








Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Data Only 	<b>ComS_012</b> Number of ASB cases received by Environmental Health	Quarterly	433	438	86	400	Quarter 3 2022/23 = 93 Quarter 4 2022/23 = 88 Quarter 1 2023/24 = 118 Quarter 2 2023/24 = 115 Year to date 2023/24 = 319
Data Only 	<b>ComS_013</b> No of ASB cases received by Housing (gen Housing)	Quarterly	84	92	24	125	Quarter 3 2022/23 = 18 Quarter 4 2022/23 = 14 Quarter 1 2023/24 = 29 Quarter 2 2023/24 = 36 Year to date 2023/24 = 99
Data Only 	<b>ComS_014</b> Number of ASB cases received by Community Services	Quarterly	46	60	11	40	Quarter 3 2022/23 = 4 Quarter 4 2022/23 = 46 Quarter 1 2023/24 = 34 Quarter 2 2023/24 = 24 Year to date 2023/24 = 69
Green 	<b>ComS_011</b> Reduction in reported ASB cases in Broxtowe (Nottinghamshire Police Strategic Analytical Unit)	When available	2,185	2,139	429	2,100	Quarter 3 2022/23 = 456 Quarter 4 2022/23 = 403 Quarter 1 2023/24 = 564 Quarter 2 2023/24 = 567 Year to date 2023/24 = 1,560
Data Only 	<b>ComS_024</b> High risk domestic abuse cases re-referred to the Multi Agency Risk Assessment Conference [expressed as a % of the total number of referrals]	Quarterly	18%	37%	17%	15%	Quarter 3 2022/23 = 27% Quarter 4 2022/23 = 35% Quarter 1 2023/24 = 31% Quarter 2 2022/23 = 30% 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.












Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Red 	<b>ComS_025</b> Domestic Crime reported in the Borough	When available	789	1,150	Annual data not yet available	800	Domestic crime is no longer recorded under the category of domestic crime. Following a Home Office Review incidents are now recorded under numerous other related categories. This should be available through the Police HUB as an annual figure.
Amber 	<b>ComS_033</b> Residents Surveyed who feel safe outside in the local area after dark (%)	Annually	58%	59%	Annual data not yet available	60%	Annual figures Nottinghamshire Police and Crime Commissioner (NPCC) Survey / Resident's Survey. This relates to residents across Nottinghamshire as published in the NPCC performance data.

### Community Safety – Key Tasks and Areas for Improvement 2023/24






Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>COMS2223_07</b> Update Tobacco Action Plan	Reduce smoking prevalence in the borough	100%	Nov-2023	This has now been superseded by the Health and Wellbeing Action Plan 2023/26 and all incomplete actions have been transferred to the new plan which was approved by Cabinet on 7 November 2023.
Completed 	<b>COMS2223_08</b> Update Dementia Action Plan (to follow on from <b>COMS2225_01</b> )	Improve support for dementia sufferers and carers in the borough	100%	Dec-2023	This has now been superseded by the Health and Wellbeing Action Plan 2023/26 and all incomplete actions have been transferred to the new plan which was approved by Cabinet on 7 November 2023.
Completed 	<b>COMS2223_09</b> Update Health Action Plan	Improve Health of residents in the borough	100%	Apr-2023	This has now been superseded by the Health and Wellbeing Action Plan 2023/26 and all incomplete actions have been transferred to the new plan which was approved by Cabinet on 7 November 2023.
Completed 	<b>COMS2224_01</b> Update Knife Crime Action Plan	Reduce levels of knife crime in the borough	100%	Mar-2024	This has now been superseded by the Broxtowe Crime Reduction Plan 2023/26 and all incomplete actions have been transferred to the new plan which was approved by Cabinet on 3 October 2023.





Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>COMS2224_02</b> Deliver the Safer Streets Actions Plan for Eastwood	Reduction in all crime types and improvements in community confidence	100%	Sep-2023	Completed.
Completed 	<b>COMS2224_08</b> Develop and deliver a multi-agency partnership White Ribbon Action Plan	Raise awareness of and reduce Domestic Abuse	100%	Dec-2023	The White Ribbon action plan has been updated and the application for reaccreditation has been completed.
In Progress 	<b>COMS2324_01</b> Produce and implement an annual Broxtowe Crime Reduction Action Plan	Reduction in all crime types and improvements in community confidence	90%	Mar-2024	This has now been superseded by the Broxtowe Crime Reduction Plan 2023/26 and all incomplete actions have been transferred to the new plan which was approved by Cabinet on 3 October 2023.
Completed 	<b>COMS2324_02</b> Review Sanctuary policy and Procedure	Deliver Sanctuary Scheme within resources and aligning with countywide recommendations where possible	100%	Mar-2024	Report to be submitted to Cabinet March in 2024.
In Progress 	<b>COMS2324_03</b> Review Serious Violence and Violence Against Women and Girls Strategy	Review Strategy aligning with Countywide Strategy and in consultation with Domestic Abuse Organisations	85%	Mar-2024	Cabinet work plan March 2024.
In Progress 	<b>COMS2324_04</b> Update Children and Young People Action Plan (to follow on from <b>COMS2225_02</b> )	Improve life chances of young people in the borough	85%	Jan-2024	This has now been superseded by the Health and Wellbeing Action Plan 2023/26 and all incomplete actions have been transferred to the new plan which was approved by Cabinet on 7 November 2023.
Completed 	<b>COMS2324_05</b> Review Vulnerable Persons Policy	Support vulnerable residents in the Borough	100%	Mar-2024	Completed.






**Community Safety – Key Performance Indicators 2023/24**




Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Amber 	<b>ComS_012d(i)</b> ASB cases Environmental Health closed in 3 months	Monthly	79.2%	74.7%	80.2%	82%	86 cases received. 69 cases closed in <3 months in quarter 3 2023/24.
Green 	<b>ComS_013d(i)</b> ASB cases Housing closed in 3 months	Monthly	86.9%	57.1%	112.5%	85%	24 cases received. 27 cases closed in <3 months in quarter 3 2023/24.
Green 	<b>Coms_014d(i)</b> ASB Cases Community Services closed in 3 months	Monthly	78.3%	68.3%	127.3%	80%	11 cases received. 14 cases closed in <3 months in quarter 3 2023/24.
Red 	<b>Coms_048</b> Food Inspections: High Risk	Quarterly	95%	100.0%	50%	100% (Q3)	There are 11 premises overdue from quarter 3 carried forward and a total of 26 overdue. These will be completed January - March 2024.
Red 	<b>Coms_049</b> Food Inspections: Low Risk	Quarterly	84.5%	100.0%	58%	100% (Q3)	18 x D rated and 1 x E rated carried forward from quarter 3. Total 25 low risk inspections overdue and carried forward to quarter 2. These will be completed January - March 2024.
Data Only 	<b>ComS_012</b> Number of ASB cases received by Environmental Health	Monthly	433	438	86	400	
Data Only 	<b>ComS_013</b> No of ASB cases received by Housing (gen Housing)	Monthly	84	92	24	125	
Data Only 	<b>ComS_014</b> Number of ASB cases received by Community Services	Monthly	46	60	11	50	
Red 	<b>ComS_032</b> Residents Surveyed who feel safe outside in the local area during the day (%)	When Available	89%	89%	Data not yet available	100%	Annual figures Nottinghamshire Police and Crime Commissioner (NPCC) Survey / Resident's Survey. This relates to residents across Nottinghamshire as published in the NPCC performance data.





**Support Services – Key Tasks and Areas for Improvement 2023/24**

	Completed 	In Progress 	Warning 	Overdue 	Cancelled 
<b>Finance Services</b>	2	4	-	1	-
<b>Administrative Services</b>	2	1	-	-	-
<b>Legal Services</b>	-	1	-	-	-
<b>Democratic Services</b>	2	1	-	-	-
<b>Asset Management and Property Services</b>	-	5	-	-	-
<b>Health and Safety</b>	-	-	-	-	-
<b>Human Resources</b>	3	6	-	-	-
<b>ICT and Business Transformation</b>	-	5	-	-	-
<b>Revenues, Benefits and Customer Services</b>	1	5	-	-	-
<b>TOTAL</b>	<b>15</b>	<b>28</b>	<b>-</b>	<b>1</b>	<b>-</b>






Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>FP2023_01</b> Review and update the Financial Regulations for approval by Members (Finance)	The Council's updated Financial Regulations to be adopted by the Council. Approval required at Full Council	<b>100%</b>	Sep-2023	The updated Financial Procedure Rules, including Contract Procedure Rules were considered by Governance, Audit and Standards Committee on 19 June 2023 and then approved at full Council on 12 July 2023. These have now been adopted.
Progress 	<b>FP2023_02</b> Review the Icon Income Distribution System (Finance) System*	ICON ownership needs to be established. Technical Issues require resolving.	<b>50%</b>	Mar-2024	System administration allocated to Finance Services and training provided. Ongoing technical issues with the system have been investigated in conjunction with the ICT/Business Transformation team and the software supplier. Costs associated with resolving these issues may be prohibitive with procurement imminent for awarding a new contract to commence in September 2024.
In Progress 	<b>FP2023_06</b> Further develop the existing Internal Audit collaboration with Erewash Borough Council (Finance)	Establishing a more formal arrangement and structure for delivery of resilient internal audit services at the two authorities. Further resilience, efficiency and opportunity for nominal income generation achieved through collaboration.	<b>85%</b>	Mar-2024	The Internal Audit collaboration with Erewash has worked well for many years with management oversight and operational support being provided. The future of the collaboration is currently under review, in conjunction with the respective Section 151 Officers.
Completed 	<b>FP2023_07.2</b> Produce draft statement of accounts in accordance with statutory deadlines (Finance)	Final draft accounts to be produced for external auditors to scrutinise by end of July 2022	<b>100%</b>	May-2023	Draft accounts completed and published by the statutory deadline of 31 May 2023 ready for audit scrutiny.







Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>FP2326_01</b> Review and update of the Council's procurement arrangements to ensure continued compliance and meeting business need (Finance)	- Review of the Contract Procedure Rules to incorporate procurement legislation which is due to be updated in 2023. - Review of Procurement and Commissioning Strategy.	<b>60%</b>	Jun-2024	Updated Contract Procedure Rules now adopted following approved at full Council on 12 July 2023. The review of the Procurement and Commissioning Strategy will follow but is delayed by resources issues. <b>Due date extended from December 2023.</b>
In Progress 	<b>FP2326_02</b> 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.	<b>40%</b>	Sep-2024	Updated Contract Procedure Rules now adopted following approved at full Council on 12 July 2023. The review of the Contract Management Framework will now follow. <b>Due date extended from March 2024.</b>
In Progress 	<b>FP2326_03</b> 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.	<b>20%</b>	Sep-2024	The Risk Management Strategy will be reviewed by the Strategic Risk Management Group and reported to the Governance, Audit and Standards Committee for approval in March 2024. <b>Due date extended from March 2024.</b>
In Progress 	<b>BBC2022a</b> 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 in the provision of leisure in Broxtowe	<b>20%</b>	Sep-2024	Work on specific priorities has been completed: <ul style="list-style-type: none"> <li>• Review payment schedules</li> <li>• Agree a reserve policy</li> <li>• Explore corporation tax liabilities</li> <li>• Repairs and renewals governance agreed at meetings with Head of Asset Management every six months.</li> </ul> The overall management agreement still requires review with this to be completed once different potential leisure facility developments have been completed. <b>Due date extended from March 2024.</b>
In Progress 	<b>LA1821_02</b> Progressing the completion of First Registration of Council owned land (Legal Services)	Achieve 100% registration of unregistered Council land	<b>60%</b>	Mar-2025	Applications continue to be submitted to H M Land Registry on a monthly basis. A further review has taken place of all the Deed packets together with a further analysis of the figures. As a result, this figure has increased to reflect the correct position and the efforts made to register the deed packets




Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>AS2225_01</b> Polling District Review (Administrative Services)	To carry out a full review of Polling Districts in light of the changes made through the Community Governance Review and the polling places and stations used for elections, to ensure that they are all still appropriate and accessible.	<b>100%</b>	Dec-2023	Review completed and changes to some polling districts and polling places approved by Council on 13 December 2023.
In Progress 	<b>DEM1518_01.1</b> Community Governance Review – (Phase 2) (Administrative Services)	Revision of parish boundaries so that existing anomalies are removed wherever possible	<b>20%</b>	Nov-2024	Initial meetings held with parish/town councils and Nottinghamshire County Council. Stage 1 Consultation began on 1 January 2024.
In Progress 	<b>DEM1518_02</b> Transfer of Land Charges function to Land Registry (Administrative Services)	Transfer of Land Charges function to Land Registry	<b>90%</b>	Apr-2024	It is expected that the service will transfer to HMLR on 25 April 2024. <b>Due date extended to reflect the date of transfer</b>





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>DEM1922_01</b> Roll Out Phase 2 of the Committee Management System (Democratic Services)	More efficient and effective production and distribution of Agendas, Minutes and improved website information	<b>90%</b>	Feb-2024	Training for Officers to enable them to use the new report framework is delayed due to technical issues that are being resolved. <b>Due date extended from December 2023 in line with new training dates.</b>
In Progress 	<b>CP2023_01</b> Implement the replacement Asset Management Plan for 2021 to 2026 (Asset Mgt and Development)	Seek to restore income from commercial assets post COVID and maximise efficiency for non-commercial assets	<b>90%</b>	Mar-2025	Commercial asset income has been restored where such income had been under rebate due to COVID. Efficiency of non-commercial assets are being delivered through retrofit programme funded through SHDF. EPC data is currently being collated for remaining properties where one hasn't been provided for.
In Progress  Page 233	<b>CP2124_01</b> Introduce effective management and ICT systems in the Estates Team (Asset Mgt and Development)	Readily available information on a day to day basis to enable efficient estate management	<b>50%</b>	Dec-2024	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. Data due diligence with ICT before cabinet approval can be sought in March 2024. If approved the software will be on ICT programme of delivery with data TBC. <b>Due date extended in line with business case preparation and installation.</b>
In Progress 	<b>CP2225_01</b> Maximise commercial revenue from Beeston Square (Asset Mgt and Development)	Ensure the development income exceeds borrowing costs and provides a revenue income stream for the Council	<b>80%</b>	Dec-2024	Extended lease with Pure Gym soon to be concluded pending resolving title issue. Unit 5 of Phase 2 let to Glass Orchid opened in September 2023. Old Argos block is currently vacant but in extended talks for sale and subsequent lease for use as a GP medical centre. Wilko entered administration on 10 August 2023, keys returned in January 2024 and lease to be terminated. Unit to be marketed by FHP have undertaken marketing for other Wilko sites that have become vacant. <b>Due date extended from December 2023 as negotiations are ongoing.</b>






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>CP2326_01a</b> Energy Efficiency Schemes (Asset Mgt Development)	To achieve Carbon Neutral on all Commercial premises and to be EPC level C or above	5%	Mar-2027	Faithful and Gould (now Atkins Realis) are providing feasibility on the Council's four principal assets. Submit Bids for various grants opportunities.
Completed 	<b>H&amp;S2326_01</b> Updating Emergency Plan (Health and Safety)	Review and refresh the Emergency Plan	100%	Apr-2023	Updated Emergency Planning uploaded to intranet in April 2023.
Completed 	<b>HR2225_02</b> 75% of Managers at Broxtowe to be offered neurodiversity training (HR)	Managers are more skilled at managing employees with neurodiverse conditions	100%	Dec-2023	All Managers offered training. 50% booked on 18th July and this was done online. Second session currently being booked for remaining 50% and will be face to face. The second session has held in 11 December 2023 by seven Officers.
In Progress 	<b>HR2225_07</b> 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	66%	June-2024	Two policies submitted to LJCC/Cabinet in June 2023. <ul style="list-style-type: none"> <li>Armed Forces Mobilisation Policy</li> <li>Leave Scheme</li> </ul> Three policies submitted to LJCC/Cabinet for November 2023: <ul style="list-style-type: none"> <li>Domestic Abuse Policy</li> <li>Leave Scheme Revisions</li> <li>Recruitment Policy</li> </ul> The February 2024 LJCC meeting has been cancelled. <b>Due date extended in line with next meeting date.</b>
In Progress 	<b>HR2326_01</b> Review the People Strategy 2020-24 (HR)	Review the People Strategy and incorporate it into the Organisational Development Strategy	50%	April-2025	People Strategy Review and drafted. First draft submitted. This will be incorporated into the new Workforce Strategy along with Organisational Development, Learning and Development, Wellbeing and Apprenticeships Strategy due to be completed in 2024/25. The Chief Executive and HR Manager are working on the Workforce Strategy.





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>HR2326_02</b> Review the Grievance Policy (HR)	Review and refresh the Grievance Policy with Trade Unions	<b>60%</b>	June-2024	Awaiting Trade Unions to suggest amendments. Agreed at LJCC in June 2023 to not proceed until TU's have provided draft changes. TU submitted draft to HR in December 2023. It was hoped to submit this to LJCC in February 2024 however the meeting has been cancelled. <b>Due Date extended in line the date for the next meeting.</b>
Completed 	<b>HR2326_03</b> Review the Attendance Management Policy (HR)	Review and Refresh the policy to ensure fit for purpose in post-Pandemic	<b>100%</b>	Nov-2023	Reviewed at Cabinet October 2023.
In Progress 	<b>HR2326_04</b> Employee Induction Policy and Guidance (HR)	Review and Refresh the policy to ensure fit for purpose in post-Pandemic	<b>60%</b>	Mar-2024	Research/consultation with Business Support and Managers/Heads of Service to shape the review/refresh is now complete. Policy being updated. Work is on hold in December 2023 and January 2024 due to HR resource required to support Kimberley Gym and Swim closure commitments. <b>Due date extended from December 2023.</b>
Completed 	<b>HR2326_05</b> Equal Opportunities Policy (HR)	Review and incorporate into Recruitment Policy	<b>100%</b>	Nov-2023	Reviewed in October 2023, amendments made to Recruitment Policy
In Progress 	<b>HR2326_06</b> Update the Single Status Conditions of Service (HR)	Review and ensure Green Book / Red Book terms are reviewed for all employees	<b>50%</b>	Mar-2024	The policies are updated in line with changing legislation and conditions of service as and when enacted.
In Progress 	<b>HR2326_07</b> 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	<b>0%</b>	Mar-2024	To be reviewed November 2023 LJCC cycle.



Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>IT2326_01</b> Digital Strategy Implementation: Implementation of the technology and processes required to provide digital services for our customers who choose this as their preferred channel (ICT)	To enable organisational transformation, creating customer focused online service delivery and gaining maximum business efficiency. Implementation of Planning Portal including consultation functionality. Implementation of the proprietary Document Management Solution for the Planning System to support flexible working. Continue delivery of the appropriate technology to support agile working	<b>90%</b>	Mar-2024	The work to implement the new document management, planning portal and the consultee access facilities for the IDOX system are nearing completion. <b>Go Live is anticipated in December 2023.</b>
In Progress  Page 236	<b>IT2326_02</b> ICT Security Compliance: PCI-DSS and Government Connect - Maintain compliance with latest Security standards and support annual assessments (ICT)	<ul style="list-style-type: none"> <li>• Compliance with latest Government and Payment Card Industry security standards.</li> <li>• Ensure organisation is aware of Cyber Security threat vector and employees and Members are trained accordingly.</li> <li>• Renew Cyber Essentials Accreditation</li> </ul>	<b>65%</b>	Mar-2024	ICT Service are actively engaged with the Cabinet Office in relation to the renewal of the Council PSN compliance. Penetration tests are booked annually with a third party and PCI scans are undertaken by ICT Services along with remediation of any issues identified.
In Progress 	<b>IT2326_03</b> 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	<b>10%</b>	Mar-2024	The project has been initiated in that initial research has begun and work to develop the tender document has started. Due to reduced resources within the ICT team it is likely that this project may be delayed as reported through the capital budget progress report.








Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>IT2326_04</b> 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"> <li>• Review from learning the pandemic and forced agility, identify lessons learned</li> <li>• Review access requirements in line with the Technical Infrastructure Architecture and ensure they remain fit for purpose to support agile working strategies</li> <li>• Improvements to chamber and meeting rooms to support hybrid meeting arrangements</li> <li>• Review of CAB solution</li> </ul>	<b>90%</b>	Mar-2024	The New Ways of Working continues to be implemented, current phase includes roll out to Kimberley Depot and the Crematorium. The project will continue into 2024/25.
In Progress  Page 237	<b>IT2326_05</b> 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	<b>55%</b>	Mar-2024	Microsoft Teams has now been implemented across the authority including at Liberty Leisure. The partnership broadband is now live within the CAB awaiting CAB migrating to their own telephony solution. The final element of the project to migrate from the CISCO contact centre to a new solution is currently underway, a project team is meeting and is currently completing a GAP analysis to ensure that the replacement solution will deliver the functionality required by the business, Customer Services and Housing.
In Progress 	<b>RBCS1620_01</b> Manage the introduction of Universal Credit (UC) (Benefits)	Transfer of working age HB claims will be administered by the DWP	<b>70%</b>	Mar-2025	The DWP have notified the Council that they will be increasing the roll out of Universal Credit and migrating some Housing Benefit cases during 2024/25. <b>Due date extended from March 2024 in line with the revised DWP timescale.</b>
In Progress 	<b>RBCS1620_06</b> 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.	<b>70%</b>	Apr-2024	Work on the redevelopment of the reception area is due to commence before the end of the financial Year 2023/24.









Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>RBCS2023_01</b> 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	<b>90%</b>	Sep-2024	A new contract has been created to extend the working arrangements for a further 2 years to September 2024.
Completed 	<b>RBCS2023_03</b> Reduce Telephone Abandonment (Customer Services)	Reduce the number of calls that are abandoned in the Contact Centre and in the Back Office. Identify aspects of unavoidable contact and develop strategies to reduce the number of calls received. Working with all relevant departments to ensure telephones are answered in a timely manner	<b>100%</b>	Mar-2024	The Customer Services Team have improved performance and this has been consistent for a number of months.
In Progress 	<b>RBCS2225_02</b> Email Connect (Customer Services)	To implement the Information@work email connect module, providing automatic referencing of emails received.	<b>30%</b>	Mar-2024	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 2023/24**








	Satisfactory 	Warning 	Alert 	Data Only 
Finance Services	2	1	2	-
Legal Services	1	-	-	-
Administrative Services	2	1	-	-
Democratic Services	3	1	-	2
Asset Management and Property Services	1	-	4	-
Health and Safety	-	-	-	-
Human Resources	1	2	-	-
Payroll and Job Evaluation	-	1	3 (3)	-
ICT and Business Transformation	3 (2)	-	1	-
Revenues, Benefits and Customer Services	5 (3)	-	2 (1)	2
<b>TOTAL</b>	<b>18 (5)</b>	<b>6 (-)</b>	<b>13 (4)</b>	<b>3 (-)</b>








Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Red 	<b>FPLocal_02</b> Sundry debtors collected in years as a proportion of the annual debit (Finance)	Monthly	86.7%	85.4%	84.7%	90%	Quarter 2 2023/24 data calculated at 80.9% calculated from latest report showing 887 debtor invoices raised, with 278 still outstanding after 90 days. Quarter 1 2023/24 data calculated at 71.78%
Red 	<b>FPLocal_03</b> Internal Audit: Percentage of planned audits completed in the year (Finance)	Annually	92%	68%	-	90%	Annual indicator. Progress with the Internal Audit Plan is monitored and regularly scrutinised by Governance, Audit and Standards Committee. No performance issues in quarter 1, quarter 2 and quarter 3 2023/24.









Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Amber 	<b>FPLocal_09</b> Percentage of invoices paid within 20 days (Finance)	Monthly	97.5%	96.2%	93.7%	98.0%	Officers are reminded to enter and authorise payment of invoices promptly. The expanded use of Intelligent Scanning is expected to enhance the efficiency of the payment process and increase the speed with which creditors are paid.
Green 	<b>FPLocal_11</b> Procurement compliant contracts as identified in the Contracts Register (Finance)	Quarterly	90%	98%	99%	95%	Compliance by annual value is 99.0%. This is calculated using contract with dates on the contract register using Classification 1 i.e. expired contracts which have designated as not compliant, unless rolling IT contracts or low value, and therefore below the Council's tendering threshold value.
Green 	<b>LSLocal_001</b> Full registration of unregistered deed packets with Land Registry (Legal Services)	Quarterly	-	198	50	16 (Q3)	New Performance Indicator 2022/23. In quarter 3 2023/24 a total of 50 deed packets for registration were submitted to Land Registry. During this period 25 registrations were completed by the Land Registry.
Green 	<b>LSLocal_002</b> First draft of Section 106 Agreement completed within 10 working days from receipt of full instruction (Legal Services)	Quarterly	-	80%	80%	80%	Target has been revised down from 90% in 2023/26 Business Plan due to staffing issues. Achieving the revised target.
Green 	<b>LSLocal_003</b> First draft of contract completed within 10 working days from receipt of full instruction (Legal Services)	Quarterly	-	80%	80%	80%	Target has been revised down from 90% in 2023/26 Business Plan due to staffing issues. Achieving the revised target.
Green 	<b>LSLocal_004</b> First draft of commercial lease completed within 10 working days from receipt of full instruction (Legal Services)	Quarterly	-	80%	90%	90%	Target has been revised down from 90% in 2023/26 Business Plan due to staffing issues. Achieving the revised target.
Amber 	<b>ES_S1.2</b> Number of Electors after the canvass (Administrative Services)	Annually	84,226	84,554	84,635	85,500	The annual canvass is currently being undertaken which will update the register and ensure that it is as accurate as it can be.









Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Green 	<b>GSLocal_001</b> Subject Access Requests responded to within one month (Administrative 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 	<b>LALocal_12</b> The percentage of Freedom of Information requests dealt with within 20 working days (Administrative Services)	Quarterly	96%	96.9%	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.
Data Only 	<b>GSLocal_002</b> Percentage of Members attending training opportunities as a percentage of the whole (Democratic Services)	Quarterly	54.5%	68%	23%	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. In addition, courses delivered on MS Teams are being recorded to allow Members to view in their own time.
Green 	<b>GSLocal_006</b> Publish Cabinet Minutes within 3 working days of the meeting (Democratic Services)	Quarterly	-	100%	100%	100%	
Data Only 	<b>GSLocal_007</b> The number of Call-Ins following Cabinet decisions responded to in full within legislative timescale (Democratic Services)	Quarterly	-	0	1	0	New Performance Indicator 2022/23. No call-ins were made in quarter 1 or quarter 2 2023/24. One call-in request was accepted in quarter 3 2023/24.
Green 	<b>LALocal_04</b> 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.
Green 	<b>LALocal_04a</b> The percentage of Stage 2 complaints acknowledged within the specified time (Democratic Services)	Quarterly	-	-	100%	100%	Officers are provided with the necessary tools to ensure complaints are handled effectively and a high level of performance is being achieved.
Amber 	<b>DEM_02</b> The percentage of Stage 2 complaints responded to fully within 20 working days (Democratic Services)	Quarterly	-	-	96%	100%	One of the 24 complaints responded to at Stage 2 required an extension of time under the complaints procedure. Complainants were notified of this within a timely manner.



Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Green 	<b>CPLocal_01</b> % Industrial units vacant for more than 3 months (Asset Mgt and Development)	Quarterly	1%	6%	2.38%	5%	Unit 8 High Hazels now let.
Red 	<b>CPLocal_02</b> Percentage of tenants of industrial units with rent arrears (Asset Mgt and Development)	Quarterly	11%	7%	7.14%	5%	Three industrial tenants are in arrears. They are being contacted and either payment plans agreed or commencing process to terminate leases.
Red 	<b>CPLocal_05</b> % Beeston Square Shops vacant for more than 3 months (Asset Mgt and Development)	Quarterly	19%	22%	25%	0%	Phase II one unit (unit 4) remains vacant since construction completion April 2021. We are engaging with a possible tenant for lease as a Tapas Bar which will promote the evening economy in the area.  Unit 10-15 (Wilko) empty and tenancy now terminated and keys returned. Currently being marketed by FHP.
Red 	<b>CPLocal_08a</b> Percentage Occupancy of Business Hub Units - Beeston (Asset Mgt and Development)	Quarterly	-	90%	78%	85%	5 units currently vacant. Large number of rooms left vacant by tenant leaving hub to move to Quadrant. Still receiving enquiries and interest in the units.
Red 	<b>CPLocal_08b</b> Percentage Occupancy of Business Hub Units - Stapleford (Asset Mgt and Development)	Quarterly	-	100%	78%	85%	2 rooms currently vacant. Interest in the rooms still at a good level.
Amber 	<b>CCCSLocal_04</b> Employees who are aware of the Council's vision and long term goals (Communications, Cultural and Civic Services)	Annually	78%	77%	77% (2023/24 Achieved)	77%	2023/24 Annual Survey completed the result is reported as the quarter 3 Value.
Green 	<b>CCCSLocal_05</b> Employees who feel informed (Communications, Cultural and Civic Services)	Annually	53%	62%	67% (2023/24 Achieved)	65%	2023/24 Annual Survey completed the result is reported as the quarter 3 Value.

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Red 	<b>CCCSLocal_06</b> Residents who feel the Council listens to them (Communications, Cultural and Civic Services)	Annually	50%*	27%* (27% disagreed or strongly disagreed)	22% (2023/24 Achieved)	22%* (32% disagreed or strongly disagreed)	2023/24 Annual Survey completed the result is reported as the quarter 3 Value. * In 2020/21 and 2021/22 the answer to this question was 'yes or no'. From 2022/23 the options were broadened to very satisfied, satisfied, neutral, dissatisfied and very dissatisfied. Therefore 68% were very satisfied, satisfied or neutral and 32% were dissatisfied or very dissatisfied.
Red 	<b>CCCSLocal_07</b> Residents who are satisfied or very satisfied with the services the Council provides (Communications, Cultural and Civic Services)	Annually	65%	65%	58% (2023/24 Achieved)	66%	2023/24 Annual Survey completed the result is reported as the quarter 3 Value. In the LGA Resident Satisfaction data from October 2023, the average is 56%.
Red 	<b>CCCSLocal_08</b> Residents who are satisfied or very satisfied with the Borough as a place to live (Communications, Cultural and Civic Services)	Annually	76%	76% (Actual)	71%	77%	2023/24 Annual Survey completed the result is reported as the quarter 3 Value. In the LGA Resident Satisfaction data from October 2023, the average is 75%.
Red 	<b>CSI BV12</b> Working Days Lost Due to Sickness Absence per FTE (Rolling Annual Figure) (Payroll and Job Evaluation)	Quarterly	11.77	9.59	8.43	7.50	Sickness has increased since quarter 2 2023/24 from 7.10 to 8.43.
Amber 	<b>BV16a</b> Percentage of Employees with a Disability (Human Resources)	Quarterly	7.04%	7.74%	8.15%	8.50%	Not all employees declare a disability. Additionally, some employees may gain a diagnosis during their employment – HR to review data collection method to ensure up to date information is provided by employees.
Green 	<b>BV17a</b> Ethnic Minority representation in the workforce – employees (Human Resources)	Quarterly	7.74%	8.69%	9.01%	9.00%	The Council is above target.
Amber 	<b>HRLocal_06</b> Percentage of annual employee turnover (Payroll and Job Evaluation)	Annually	15.81%	11.37%	12.27%	12%	Turnover for 2022/23 came in under the target of 12.00%. The projected turnover figure this year based on quarter 3 would be 16.36%.

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Green 	<b>HRLocal_07</b> Percentage of employees qualified to NVQ Level 2 and above (Human Resources)	Quarterly	87%	87%	87%	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.
Red 	<b>CSI HRLocal_17</b> Working Days lost (per FTE) for short term absence (Payroll and Job Evaluation)	Quarterly	3.89	3.89	2.97	2.5	Quarter 3 showed an increase of 0.08 FTE working days lost due to short term absence from quarter 2 which was 2.89.
Red 	<b>CSI HRLocal_18</b> Working Days lost (per FTE) due to longer term absence (Payroll and Job Evaluation)	Quarterly	7.88	5.71	5.47	5.00	Quarter 3 showed an increase of 1.26 FTE working days lost due to longer term absence from quarter 2 which was 4.21.
Green 	<b>CSI ITLocal_01</b> System Availability (ICT)	Quarterly	99.94%	99.20%	99.9%	99.5%	
Green 	<b>ITLocal_02</b> Service Desk Satisfaction (ICT)	Quarterly	97.59%	Not yet available	Not yet available	98%	Testing of the Service Desk software is ongoing due to limited resource and pending an upgrade. Customer feedback will be collected once service desk is reinstated.
Red 	<b>ITLocal_04</b> Percentage of Capital Projects in the annual BBSi Programme completed in the current year (ICT)	Quarterly	53.3%	87.8%	50.9%	75% (Q3)	Staffing resource issues prevented completion to target in 2021/22 and 2022/23. Recruitment for vacancy is ongoing to look to resolve resourcing issue and ensure future programme completion is achieved.
Green 	<b>CSI ITLocal_05</b> Virus Protection / Cyber Security (ICT)	Quarterly	100%	100%	100%	100%	
Green 	<b>CSI BV9</b> % of Council Tax collected in year (ICT) (Revenues)	Quarterly	96.97%	97.42%	83.35%	80.00% (Q3)	Collection rates continue to improve post-pandemic and work continues to maximise income generation.

Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Target	Notes
Green 	<b>CSI BV10</b> % of Non-domestic Rates Collected in the year (Revenues)	Quarterly	97.42%	98.77%	86.08%	80.00% (Q3)	Collection rates are continuing to improve and now exceed pre-pandemic levels.
Green 	<b>BV78a</b> Average time (days) to process new Benefit claims (Benefits)	Quarterly	8.8	6.3	7.2	9.0	The Benefits Team continue to perform within the upper quartile.
Green 	<b>BV78b</b> Average time (days) to process Benefit change of circumstances	Quarterly	4.5	4.6	3.6	4.0	The Benefits Team continue to perform well and this is reflected in the improvement in the processing days.
Red 	<b>BV79b(ii)</b> Housing Benefit Overpayments (HBO) recovered as a percentage of the total amount of HBO outstanding (Benefits)	Quarterly	26.49%	26.40%	7.50%	10.60%	With the rising cost of living, the team are giving greater consideration to the recovery of overpayments to ensure we do not put households in to hardship.
Data Only 	<b>CSDData_02</b> Calls Answered in the Contact Centre (Customer Services)	Annually	62,775	73,170	-	71,000	This is an annual target and data is provided at the end of the year.
Data Only 	<b>CSLocal_11</b> Switchboard calls answered (Customer Services)	Annually	-	-	15,209	56,000	Target is an annual figure.
Red 	<b>CSI CSLocal_14</b> Number of online payments transactions to the Council (Customer Services)	Annually	59,537	59,179	-	71,000	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 STP and Online payments. Information is provided annually.
Green 	<b>CSI FRLocal_15</b> Percentage of DHP contribution compared to DWP grant (Benefits)	Annually	100%	118%	128%	100%	The Council was provided an additional amount of funding through Nottinghamshire County Council's Household Support Fund in both 2022/23 and 2023/24 which allowed an increase in expenditure above the 100% DWP contribution.

Data for the following Critical Success Indicators is calculated and reported annually and will be included in the 2023/24 Performance Outturn report.

- CCCSLocal\_01** Online Transactions 2022/23 = 879,692
- CCCSLocal\_02** Online Transactions (Average Monthly figure) 2022/23 = 44,938, 2021/22 = 73,048  
(There was no election in 2022/23 so there was a reduced amount of Facebook advertising which resulted in a lower reach.)
- CCCSLocal\_03** Email Me Subscribers 2022/23 = 27,853
- CCCSLocal\_04** Employees who are aware of the Council's vision and long term goals 2022/23 = 77%
- CCCSLocal\_05** Employees who feel informed 2022/23 = 62%. The result for 2023/24 = 67%
- CCCSLocal\_06** Residents who feel the Council listens to them 2022/23 = 27%. The result for 2023/24 = 22%
- CCCSLocal\_07** Residents who are satisfied or very satisfied with the services the Council provides 2022/23 = 65%. The result for 2023/24 = 58%
- CCCSLocal\_08** Residents who are satisfied or very satisfied with the Borough as a place to live 2022/23 = 76%. The result for 2023/24 = 71%

## APPENDIX 1b

**PERFORMANCE MANAGEMENT – LIBERTY LEISURE LIMITED****1. Background - Corporate Plan**

The Broxtowe Borough Council Corporate Plan for 2020-2024 was approved by Council on 4 March 2020. 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 2023/24 was approved by the Liberty Leisure Limited Board in January 2023. The Liberty Leisure Limited Business Plan 2023/24 was noted at Full Council on 4 March 2023.

The Liberty Leisure Limited Business Plan links to the Council's corporate priority of Health that was approved by Council on 4 March 2020. The Council's priority for Health is to 'Support people to live well'. Its objectives are to:

- Promote active and healthy lifestyles in every area of Broxtowe (He1)
- Come up with 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 in Broxtowe (He3)

The Liberty Leisure Limited Business Plan details the projects and activities undertaken in support of the Corporate Plan 2020-2024 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 2023/24 (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 2022/23**






Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Q3 Target	Notes
Data Only 	<b>LLData_G05</b> Management Fee from the Council to Liberty Leisure Limited	Annually	£845K	£845K	£180K	£389.25K	The company manage its finances through a monthly cash flow review. The management fee is requested when the company's balance falls below £250k. The first request was made in quarter 3. The remainder is to be paid in quarter 4 2023/24.
Amber 	<b>LLLocal_G02</b> TOTAL Attendance - Liberty Leisure Limited (ALL)	Monthly	913,122	974,368	674,003	672,000	Attendance target is adjusted to reflect the reporting is now leisure centres and Get Active only. Attendance is on target thanks to good attendance in the gym, fitness classes, swimming and football pitches.
Green 	<b>LLLocal_G04</b> Operating Expenditure - Liberty Leisure Limited (Including central charges)	Monthly	- £ 3,466K	- £ 3,886K	- £ 2,612K	-£ 2,874k	Actual expenditure excludes outstanding items such as VAT; Council Service Charge and the latest Utilities. Outstanding expenditures and the overall company balances are monitored through monthly cash flow monitoring.
Green 	<b>LLLocal_G05</b> TOTAL Income (excluding Management Fee) - Liberty Leisure Limited	Monthly	£ 3,350K	£ 3,771K	£ 2,403K	£ 2,435K	Income is improving month on month following a number of cancellations at the start of April 2023 following price increases. However, there is a noticeable impact from the situation with Kimberley. Bramcote and Chilwell are continuing to perform to target.
Amber 	<b>LLLocal_G06</b> DD Total Number of Annual Direct Debits collected	Monthly	69,199	81,571	64,218	70,500	DD collections are below the 2023/24 target but above the figure achieved in 2022/23. Price rises in April resulted in a number of member cancellations, however the yield per member is increased and incomes gradually caught up until the changes at Kimberley resulted in a downturn in collection numbers.







Status	Code / Indicator	Frequency	2021/22 Achieved	2022/23 Achieved	2023/24 Q3 Value	2023/24 Q3 Target	Notes
Red 	<b>LLLocal_G07</b> Subsidy per Visit - all service areas	Annually	£ 0.497	£ 0.481	-	£ 0.99	Data will be reported at the end of the financial year.
Green 	<b>LLLocal_G12</b> Total number of members (Fitness and Swim School)	Monthly	7,149	7,214	7,277	8,100	Implementing initiatives to improve sales and retention such as increased contacts with new customers and online joining linked to specific promotions are supporting the growth in total members. The Kimberley situation has significantly reduced the number of swim school memberships and to a lesser extent the gym memberships. In total this is over 500 memberships.
Amber 	<b>LLLocal_G13</b> Percentage of Direct Debits collected	Annually	98.1%	96.79%	-%	98.40%	Data will be reported at the end of the financial year
Not known 	<b>LLLocal_G14</b> Subsidy per visit - Leisure Centres	Annually	-	-	-	£0.44	Data will be reported at the end of the financial year



### Liberty Leisure Limited – Actions 2023/24 – Current Business

Status	Code and Action	Action Description	Progress	Due Date	Comments
Complete 	<b>LL2023_G02</b> Implement a first aid training programme	Extend the training opportunities that the company is able to sell to external companies. Increase income through the additional sales	<b>100%</b>	May-2023	First aid courses are being delivered to LLL and Broxtowe staff. Additional staff are being identified to be trained in first aid teaching. Marketing plans are to be implemented to increase the sales of first aid places.

Status	Code and Action	Action Description	Progress	Due Date	Comments
Complete 	<b>LL2023_G08</b> Continue to implement the Exercise Referral Scheme	Contribute to the delivery of the Get Active strategy reducing inactivity levels in the Borough An initial estimate of 125 annual referral would provide additional £18,000 of income per year	<b>100%</b>	Aug-2023	LLL now employ 3 members of staff who work full time hours between them delivering the Exercise Referral programme. Over 370 people are current members on the Exercise Referral programme.
In Progress 	<b>LL2225_G01</b> 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	<b>10%</b>	Ongoing	The company have provided feedback on the proposed facility mix along with financial data for a proposed new building. Data is checked by the council's finance consultant for accuracy at the time of completion. The Managing Director is speaking to the Council and Councillors to help progress this.
In Progress 	<b>LL2225_K01</b> Operate alternative leisure provision from the existing Kimberley Leisure Centre site	Continue to provide fitness and swim facilities for community use during the day and evenings	<b>91%</b>	Mar-2025	Negotiations with regard to the continued operation from April 2024 – March 2025 has not been successful and appears the centre will close. Liberty Leisure Limited continues to work with the Council to look at alternative fitness provision for the north of the Borough.
In Progress 	<b>LL2225_S01</b> Review the existing Get Active Strategy to ensure relevance following the pandemic	Provide opportunities for inactive people and those experiencing health or social inequalities to be more active.	<b>62%</b>	April-2024	Consultation with stakeholders, staff changes and a focus on Exercise Referral have resulted in significant changes to the plan being required.
In Progress 	<b>LL2326_G01a</b> Grow fitness memberships	To continue to recover income lost during the lockdowns by increasing direct debit collections from fitness and gym school membership	<b>85%</b>	Mar-2026	Fitness memberships reduced when the price change was introduced. Memberships have recovered with memberships at the end of quarter 1 being more than at the end of 2022/23. Quarter 2 growth was strong, but quarter 3 has stalled the growth due to the time of year and Kimberley situation. <b>Due date reviewed during Business Planning Cycle 204/27.</b>

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>LL2326_G01b</b> 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	<b>88%</b>	Aug-2024	Swim memberships reduced when the price change was introduced. Memberships have been recovering during quarter 1 with memberships at the end of quarter 1 being more than at the end of 2022/23. Bramcote is growing but Kimberley has lost a lot of members due to impending closure.
Complete 	<b>LL2326_G02</b> Implement Price Changes	Increase the overall operational income to mitigate against expenditure increases resulting from the cost of living crisis	<b>100%</b>	Mar-2024	Price changes were introduced in April 2023.
In Progress 	<b>LL2326_G03</b> Implement Direct Debit Bureau	To increase the total income surplus created by the company's operations	<b>26%</b>	Mar-2026	Costs and processes have been identified to further inform the planning. Work is underway with Barclays Bank and the company's Leisure Management system providers to work through the completion of background processes. Working through different delivery options to determine the most efficient way to proceed.
In Progress 	<b>LL2326_G04</b> With external support review a range of potential operating efficiencies	To identify achievable operating efficiencies to be implemented	<b>52%</b>	Mar-2025	Implementation of a range of operating efficiencies is underway. Areas being reviewed and implemented includes, Staff deployment, changes to operating licenses, opening hours at Chilwell Olympia and the use of a new Swim School accreditation provider. LLL Board of Directors updated on progress at the meeting held in October 2023. <b>Due date reviewed during Business Planning Cycle 204/27.</b>

**Liberty Leisure Limited – Actions – For Broxtowe Borough Council**

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BBC2022a</b> Review the existing Management Agreement between Broxtowe Borough Council and Liberty Leisure Limited	To have an updated agreement that accurately details the roles and responsibilities of Broxtowe Borough Council and Liberty Leisure Limited in the provision of leisure in Broxtowe	<b>20%</b>	Sept-2024	<p>Work on specific priorities has been completed:</p> <ul style="list-style-type: none"> <li>• Review payment schedules</li> <li>• Agree a reserve policy</li> <li>• Explore corporation tax liabilities</li> <li>• Repairs and renewals governance agreed at meetings with Head of Asset Management every six months.</li> </ul> <p>The overall management agreement still requires review with this to be completed once different potential leisure facility developments have been completed. Due date extended from March 2024.</p>
In Progress 	<b>BBC2022c</b> Replacement Gym Equipment	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	<b>42%</b>	Mar-2025	<p>The implementation has been delayed until 2024/25. A range of options have been explored to provide the most efficient way to implement a change of gym equipment to account for the development at Hickings Lane and future changes within the existing leisure facility stock.</p> <p>Capital submission submitted 27 October 2023.</p>

## APPENDIX 2

## FINANCIAL PERFORMANCE TO DECEMBER 2023 (Q3)

1. Introduction

A summary update on the financial performance position in respect of employee expenses (including salaries and agency costs), income (including fees and charges) and the capital programme as at 31 December 2023 is provided below.

2. Employee Position

The summary table below provides the latest position to 31 December 2023. The actuals paid to date now include the 2023/24 pay award. The original budgets assumed 5% pay inflation in 2023/24. The budget figures shown below exclude the vacancy rate target set when the original budget was approved. The total vacancy saving for the General Fund is a target of £500k in 2023/24 and the total underspend will need to meet this target.

Department	Budget Salary* £'000	Budget Agency £'000	Budget Total £'000	Budget Dec-23 £'000	Actual Salary* £'000	Actual Agency £'000	Actual Total £'000	Budget Var. £'000
Chief Executive	3,409	8	3,417	<b>2,563</b>	2,454	119	<b>2,573</b>	10
Deputy Chief Executive	3,351	182	3,533	<b>2,650</b>	2,150	274	<b>2,424</b>	(226)
Monitoring Officer	619	36	655	<b>491</b>	363	56	<b>419</b>	(72)
Executive Director	6,651	605	7,256	<b>5,442</b>	4,358	608	<b>4,966</b>	(476)
<b>GF Total</b>	14,030	831	14,861	<b>11,145</b>	9,324	1,056	<b>10,381</b>	<b>(765)</b>
<b>HRA Total</b>	5,245	0	5,245	<b>3,934</b>	3,166	89	<b>3,255</b>	<b>(679)</b>
<b>Grand Total</b>	19,275	831	20,106	<b>15,079</b>	12,490	1,145	<b>13,636</b>	<b>(1,443)</b>

The table shows that the current budget variation on salaries and agency costs as at 31 December 2023 is an underspend of £1.443m. This position needs to be adjusted for the General Fund and HRA and is considered further below.

a. General Fund

The current underspend on General Fund budgets is shown as £765k. The estimated overtime and agency still to be paid in arrears would further reduce the saving by £40 in total.

The adjusted position for the General Fund is an underspend of £725k. This compares favourably with the annual vacancy rate of £500k, which pro-rata to 31 December 2023 is a target of £375k.

b. Housing Revenue Account (HRA)

The current underspend on HRA budgets is £679k. The estimated overtime and agency still to be paid in arrears further reduces the saving by £3k in total.

The adjusted position for the HRA is an underspend of £676k. Whilst the HRA salaries position is forecasting a large underspend for the whole year, the budget does include the full-year effect of the Housing Repairs restructures. As any new posts are filled over the coming months, the underspend for the year will gradually reduce.

c. Pay Awards – Further Pay Inflation Pressure

The original salary budget for 2023/24 was calculated with an assumption of a 5% uplift for the pay award.

On 1 November 2023, the Employers' 2023/24 pay offer of a £1,925 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 9.25% for employees on the lowest point to 3.88% for those on the highest. Back pay was processed in the December payroll and is now reflected (year-to-date) in this report.

3. Income Budgets

The position to 31 December 2023 (Q3) in respect of the most significant variable income budgets is as follows:

Income	Annual Budget £'000	Income to 31/12/23 £'000	Latest Projection £'000	Projected Variance to Budget £'000
Planning Fees	(550)	(227)	(450)	100
Pre-Planning and History Fees	(40)	(6)	(40)	-
Industrial Units Rents	(177)	(223)	(178)	(1)
Craft Centre Complex Rents	(34)	(38)	(32)	2
Garden Waste Income	(916)	(925)	(925)	(9)
Trade Refuse Income	(633)	(631)	(631)	2
Recycling Credits - Glass	(137)	(82)	(110)	27
Sale of Glass	(45)	(30)	(70)	(25)
Sale of Wheeled Bins	(25)	(35)	(37)	(12)

Income	Annual Budget £'000	Income to 31/12/23 £'000	Latest Projection £'000	Projected Variance to Budget £'000
Special Collections Income	(58)	(52)	(58)	-
Parking Income (Pay & Display)	(180)	(174)	(180)	-
Off-Street PCN Income	(24)	(1)	(24)	-
Cemeteries	(225)	(165)	(225)	-
Beeston Parks	(50)	(27)	(44)	6
Stapleford Parks	(16)	(12)	(16)	-
Eastwood Parks	(12)	(7)	(7)	5
Miscellaneous Legal Charges	(15)	(11)	(13)	2
Land Charges Income	(50)	(44)	(50)	-
Licensing Income	(131)	(105)	(131)	-
Interest on Investments	(365)	(0)	(875)	(510)
Beeston Square Rent	(720)	(749)	(800)	(80)
General Properties Rents	(54)	(28)	(45)	9
<b>Total</b>	<b>(4,457)</b>	<b>(3,572)</b>	<b>(4,941)</b>	<b>(484)</b>

The current projection is for net additional income of £484k.

Notes: The current status is in respect of income billed rather than collected income. The majority of the current annual projections above are pro-rata based upon activity to 31 December 2023 and/or re-profiled projections based upon 2022/23 outturn.

- i) The projected income from Planning Fees is forecast to be lower in 2023/24 due to a lower number of planning applications that are anticipated to happen this year. There were a number of large schemes that took place in 2022/23 that resulted in an over-achievement of income in that year.
- ii) Rent abatements for the six units at High Hazel Court have been agreed by GMT until the roof repairs can be resolved. This will result in a reduction in industrial unit rent income. The final outturn will also need to be adjusted as the tenants are billed in advance e.g. any accruals, receipts in advance and provision for doubtful bad debts.
- iii) The predicted increase in Garden Waste income is higher than expected due to a 4% uplift in subscriber numbers. Glass income is anticipated to increase in Q4 due to an increase in the price per tonne of glass from January 2024 (£29 per tonne to £85 per tonne). Recycling credits income for glass is lower because collected kerbside glass tonnages are lower than predicted for 2023/24.

- iv) Wheeled bin increased income is coming from the sale of glass bins and bins requires for new developments.
- v) Car park usage is expected to reduce in early 2024 as the one-hour free parking is no longer available and it may take three months to know the effect of the increased charges. It is anticipated that the number of exemption permits issued will increase. Income may also be received through the purchase of residents' permits.
- vi) Penalty Charge Notice (PCN) income from off-street car parking is received from Nottinghamshire County Council at the end of each financial year.
- vii) Forecasted Cemeteries income is based on current levels.
- viii) Parks income is currently on track, however, with the recent weather conditions football pitch playing fees maybe be reduced as teams have been unable to play.
- ix) Legal Services are allowed to charge when instructed on certain matters with the level of income being dependent on the number of instructions received.
- x) As migration of the local Land Charges service is now expected in April, the expected income for 2023/24 should be achieved.
- xi) Licencing income is in line with expectation.
- xii) Investment income will exceed budget projections due to positive cash flows, higher interest rates and in receiving significant 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.
- xiii) Beeston Square Rent is made up of both Phase 1 and Phase 2 rents. The outturn for 2023/24 includes receipts in advance. The rent projection for Phase 1 for the year is £492k, which takes into account five vacant units including Wilko and the six-month free-rent for Pure Gym due to re-gear lease. The Phase 2 rents are anticipated at £310k. There is also an estimated £100k reduction for the bad debt provision.
- xiv) General property rents have reduced due to splitting out of properties into their own separate cost centres for clarity and tenant vacated. 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 31 December 2023 is summarised as follows:

	Approved Budget 2023/24 £'000	Actual Spend to 31/12/23 £'000	Proportion of Budget Spent
General Fund (GF)	25,063	3,277	13%
Housing Revenue Account (HRA)	11,542	4,275	37%
Housing Delivery Plan (HRA)	19,490	2,125	11%
<b>Total Capital Programme</b>	<b>56,095</b>	<b>9,677</b>	<b>17%</b>

The General Fund (GF) figures includes schemes in respect of the Stapleford Towns Fund, Kimberley Means Business (Levelling Up Fund) and the UK Shared Prosperity Fund schemes. Elements of these schemes may require revisions to the budget profile to better reflect the latest delivery programme.

The table includes capital budgets brought forward from 2022/23, as approved, in addition to any other budget changes made up to 31 December 2023. 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 Capital Programme excludes schemes totalling £3.254m 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 31 December 2023 are:

Scheme	Approved Budget 2023/24* £'000	Actual Spend to 31/12/23 £'000	Comments
<b>GENERAL FUND</b>			
Disabled Facilities Grants	1,537	533	Ongoing, with further grants committed
Fleet Vehicles and Plant Replacement Programme	1,046	287	Orders raised for vehicles in replacement programme. Vehicle replacement lifecycles being reviewed.
Pride in Parks	275	93	In progress. Banks Road completed, Sandgate project nearing completion, QE Park commenced.

Scheme	Approved Budget 2023/24* £'000	Actual Spend to 31/12/23 £'000	Comments
ICT Replacement and Development Programme	156	27	Replacement programme in progress. Projects 90% complete with remaining 10% completed by the end of the financial year.
ICT Technical Infrastructure Architecture	411	-	Procurement has not yet started. Additional ICT resource is being recruited but it is likely that this project will not be completed until Q1 2024/25.
ICT E-facilities Initiatives	110	9	EDMS project completed. Final accounts awaited.
Beeston Square Phase 2	600	248	Scheme completed under budget. Approved release of final retention of cinema development costs. Lease for Glass Orchid completed and tenant in occupation. Some further works required in respect of waste disposal.
NWOW – Main Reception	140	-	Technical specification and drawings completed. Quotes received are being considered. Works expected to straddle financial years.
<b>REGENERATION SCHEMES</b>			
Stapleford Towns Fund – Stapleford Towns Recovery Fund	473	402	Grants scheme committed.
Stapleford Towns Fund – Skills and Education Facility Improvements	3,087	134	Internal works completed; external work within budget; due to complete in Spring 2024. Budget may need updating to better reflect delivery profile.
Stapleford Towns Fund – Town Centre Enterprise Management	2,083	55	Project has started. Delivery timeline pressures and risk of increased costs has been addressed but still a continued risk to the project.

Scheme	Approved Budget 2023/24* £'000	Actual Spend to 31/12/23 £'000	Comments
Stapleford Towns Fund – Community Pavilion	6,229	285	Procurement for contractor underway, enabling works required. Budget may need updating to better reflect delivery profile.
Stapleford Towns Fund – Town Centre Traffic Management	378	33	Design work at this stage. Issues to be resolved with key stakeholders.
Stapleford Towns Fund – Cycle Network and Infrastructure	2,487	24	Project needs to be de-scoped as costs are significantly over the budget allocation.
Kimberley Levelling Up Fund – Kimberley Means Business	4,634	570	Schemes launched and in progress. Budget updated to better reflect delivery profile in this year.
UK Shared Prosperity Fund – Capital Schemes	123	18	Schemes in progress but expected to complete on time and within budget. Budget updated to reflect delivery profile.
<b>HOUSING REVENUE ACCOUNT</b>			
Modernisation Programme (HRA)	2,120	1,251	Programmed works ongoing. Forecast to utilise the full budget following the issuing of further kitchen and bathroom replacements.
Social Housing Decarbonisation	2,000	1	Budget is total allocation with £1.1m BBC; £900k SHDF. Anticipated £200k spend in 2023/24 with unspent rolled forward.
Heating Replacement and Energy Efficiency Works	2,000	1,234	In progress with committed EWI works and electric heating. Budget may come under pressure due to winter breakdowns.
Aids and Adaptations – Disabled Persons	514	244	On target.

Scheme	Approved Budget 2023/24* £'000	Actual Spend to 31/12/23 £'000	Comments
Window and Door Replacement	618	322	Ongoing. Current forecast is to utilise the full budget. Contractor has capacity to deliver and a bulk order of window replacements has been ordered.
External Decoration, Pre-Paint Repairs, Soffit/Fascia Renewal	590	236	Likely budget underspend will be carried forward as further spend identified amongst the stock.
Electrical Periodic Improvement Works	1,414	539	On target. Any underspend will be carried forward to enable additional EICR tests and works to ensure compliance and remove peaks and troughs.
Fire Safety Assessment and Remedial Works	871	248	In progress.
Structural Remedial Repairs	237	43	Ongoing. Budgets set aside for concrete structure reports to be allocated.
Asbestos Surveys and Remedial Works	247	20	Ongoing. Any underspend to be carried forward as asbestos surveys gain momentum under new consultant. Expectation of increase in remedial works
<b>HOUSING DELIVERY PLAN</b>			
Acquisition of Properties	2,554	1,051	Six property purchased in year with further opportunities expected to progress to completion
Property Acquisition - Church Street Stapleford	649	-	New acquisition approved at Cabinet July 2023
Property Acquisition - Derby Road Bramcote	1,368	-	New acquisition approved at Cabinet October 2023
Property Acquisition - Church Hill Kimberley	773	-	New acquisition approved at Cabinet October 2023
Property Acquisition - Newmanleys Road Eastwood	1,030	968	Purchase completed of five new houses.
Property Acquisition - Hall Drive Beeston	3,160	-	New acquisition approved at Cabinet October 2023

Scheme	Approved Budget 2023/24* £'000	Actual Spend to 31/12/23 £'000	Comments
New Build Housing Feasibility Costs	667	20	In progress
New Build – Fishpond Cottage	1,100	3	Cabinet approved restart of scheme as planned. Contractor confirmed current tender price. Budget to be rolled forward to 2024/25 for April start on site.
New Build – Chilwell and Watnall Garage Sites (incl. Inham Nook)	2,161	18	Schemes all have planning permission. Homes England funding secured for the Chilwell sites. Start on site November 2023.
New Build – Felton Close New Build – Selside Court New Build – Gayrigg Court	2,200	-	Schemes have planning permission. Homes England funding secured for Chilwell sites. Start on site October 2023.
New Build – Chilton Drive New Build – Spring Close	600	-	Schemes have planning permission. Funding from Homes England has been requested. Start on site likely April 2024.
New Build – Land at Bramcote Crematorium	2,273	-	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	743	4	Scheme approved by Cabinet May 2022. Spend limited to date. Ongoing contract negotiations almost finalised.

\* Budgets includes all approved changes by Cabinet up to 31 December 2023. Subsequent budget changes will be reflected in the Q4 report.

Report of the Portfolio Holder for Resources and Personnel Policy

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

1. Purpose of Report

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

2. Recommendation

**Cabinet is asked to consider the grant aid requests and RESOLVE accordingly.**

3. Detail

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

	£
Revenue Grant Aid Budget	168,800
Less: Grant Awards to Date	164,900
<b>BALANCE AVAILABLE FOR DISTRIBUTION</b>	<b>3,900</b>

The total amount requested for 2023/24 in this report is £6,150, of which £2,000 constitutes 'cash' grants with the balance being rent awards to community group tenants of Council-owned properties which would be 'paid' via an internal transfer in the Council's financial systems. Should Members wish to support all grant applications within this report, there would be a nominal overspend on the Grant Aid budget for 2023/24.

4. Key Decision

This report does not relate to a key decision.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

Any grant awards will be met from the established grant aid budget shown in the table above. Members are reminded that they will need to suitably constrain grant awards in 2023/24 if the budget is not to be exceeded.

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

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

No climate change implications have been identified in relation to any of the grant applications contained within 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

Applications

The following grant applications have been received for consideration:

		<u>Previous</u> <u>Year Grant</u> <u>Award</u> £	<u>Current Year</u> <u>Grant</u> <u>Request</u> £
Age Concern Eastwood	1	9,000	2,000* <sup>1</sup>
Chilwell Community Association	2	3,150	3,150* <sup>2</sup>
Bramcote Cricket Club	3	1,000	1,000* <sup>2</sup>
	<b>Total</b>		<b>6,150</b>

Notes:

\*<sup>1</sup> Age Concern Eastwood already awarded grant aid of £9,000 in 2023/24.

\*<sup>2</sup> As detailed further in the report, these requests are for grants to cover the cost of rental for Council-owned premises and, as such, are non-cash grants, awarded via an internal transfer in the Council's financial systems.

## 1. AGE CONCERN EASTWOOD

Members will recall considering the regular grant request from Age Concern Eastwood at its meeting on 7 February 2024 when a grant of £9,000 was awarded towards its running costs, including the premises rental. The Council has since received another request from Age Concern Eastwood that Members may wish to support.

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

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



### Financial Information

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

### Grant Request

This ad-hoc request from Age Concern Eastwood is towards the cost of buying and installing a new commercial oven at the Edward Road premises.

The old 'domestic' cooker with an electric double oven with a gas hob has been regularly repaired following breakdowns and has now failed. Despite the challenges, the group's dedicated cook has continued to work well, sometimes under difficult circumstances. Although the group was keen on a similar electric oven and gas hob, it is now known that the existing cooker hood and extractor is obsolete and no longer compliant with current legislation.

The group are therefore considering a multi-functional commercial combination oven as recommended by a local supplier. The demonstration of its use was well received and is anticipated it will save time and energy. The unit with stand and fitments costs £6,800. The power supply needs updating at around £500 to ensure safe installation, meaning the total project costs are £7,300.

Age Concern Eastwood has received £1,500 from the local County Councillor from divisional funds. Eastwood Town Council has provided a grant of £500, with further donations from the local Borough Councillor and Dog and Parrot Community Fund. In total £3,000 has been secured for the project.

Age Concern Eastwood has requested a grant of up to £2,000 towards the cost of the scheme with the balance being match funded from its own resources.

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

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

In 2023/24, the Council has already awarded Age Concern Eastwood a grant of £9,000 towards its running costs, including the rental of its premises at £3,850.

The group has now requested an additional award of £2,000 for towards the purchase and installation of a new commercial cooker and hob.

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

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

## 2. CHILWELL COMMUNITY ASSOCIATION

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

The aim of the Association is to provide facilities at a reasonable cost to enable local community groups and individuals to use the premises for a variety of purposes including a holiday club for local children and occasional events. The main user of the facility is the Nottinghamshire County Council Library Service and this provides an important resource and meeting place for the community.

### Financial Information

For the financial year ended 31 March 2023, the Chilwell Community Association generated receipts of £14,869 (2022: £14,151) from grant aid and fees. Payments amounted to £15,412 (2021: £9,995) including rent, wages, property maintenance, utilities, insurance and other miscellaneous costs. Cash and bank balances as at 31 March 2023 had fallen slightly to £40,445 (2022: £40,988). These funds are earmarked towards the enhancement of facilities at the Community Centre, including the provision of additional facilities at the Centre, and to provide initial financial support to newly formed groups using the Centre in order for them to become established for long-term use.

### Grant Request

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

2022/23	£3,150
2021/22	£3,150
2020/21	£3,150
2019/20	£3,150

For 2023/24, the Association has requested a similar grant of £3,150 to cover the market rent of the Chilwell Community Centre. This grant award would be for a period of one year and have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget.

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

- The services provided by Chilwell Community Association benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of Chilwell Community Association target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough, as well as providing educational and co-curricular benefits to local children.
- Community Associations such as Chilwell Community Association are a specific category of organisation welcomed to apply for Grant Aid.

### 3. BRAMCOTE CRICKET CLUB

Bramcote Cricket Club was founded in 1858 and is based at Bramcote Hills Park on Ilkeston Road in Bramcote. Bramcote Cricket Club provides an opportunity to play and watch cricket. The club currently runs a number of league cricket teams and offers coaching for junior teams.

The Club is open to anyone interested in playing or coaching cricket and currently has around 75 members, the majority of whom live in Broxtowe. In addition, a further 100 juniors regularly attend the club to play and practice, as do other visiting clubs from around the Borough.

#### Financial Information

Bramcote Cricket Club provided its financial statements for the year ended 31 December 2023 for scrutiny. These show income totalling £11,864 (2022: £10,462) being mainly generated from subscriptions, match fees, bar sales, grants and other fundraising activities. Annual expenditure of £16,712 (2021: £15,967) included bar expenses, pavilion costs, pitch maintenance, pitch hire, rent, insurances and other running costs. The Council's rent charge and matching grant are not included within the above figures. Cash and bank balances as at 31 December 2023 are recorded as £10,836 (2021: £15,802).

Grant Request

The Council has supported Bramcote Cricket Club for many years with grants towards its premises costs (including rental) and the occasional capital grant towards facilities and equipment. The grants awarded in the past four years were as follows:

2022/23	£1,000
2021/22	£1,000
2020/21	£1,000
2019/20	£1,000

For 2023/24, Bramcote Cricket Club has requested a similar grant of £1,000 towards the total cost of its annual rent obligations. This award would be for a period of one year and be matched by allowances within the premises income budget, leaving the Council's overall budget unchanged. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by Bramcote Cricket Club benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of Bramcote Cricket Club target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough.

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## **Report of the Portfolio Holder for Community Safety**

### **SANCTUARY POLICY**

#### **1. Purpose of Report**

To seek approval for a revised Sanctuary Policy.

#### **2. Recommendation**

**Cabinet is asked to RESOLVE that the revised Sanctuary Policy be approved.**

#### **3. Detail**

The Sanctuary Scheme Policy sets out the approach that Broxtowe Borough Council takes when a referral for assistance from the Sanctuary Scheme is received. This has been updated following the change of responsibility for the management and delivery of the Sanctuary Scheme from Housing to Communities.

A wholesale countywide review of the operation of Sanctuary Schemes by the Domestic Abuse Accommodation Subgroup to align schemes countywide and prevent a postcode lottery has also been carried out and any changes to policy recommended have been included.

The Policy and the Sanctuary Scheme as a whole is designed to support survivors of domestic abuse to remain in their own homes if they do not wish to move and to do so in a safe and sustainable way through target hardening of the property.

The Policy provides a framework for how requests will be processed and the steps that the Council should take when processing a request. The Sanctuary Scheme applies to owner occupiers, Council tenants and tenanted properties, rented properties in the private sector and those that belong to registered providers.

For the purpose of the policy, any works that are done under the Sanctuary Scheme are;

- An addition or enhancement to what was in place at the property before the referral was made.
- Carried out using the Sanctuary procedure and following a referral for assistance from the scheme.
- Will have been assessed by a trained officer as being suitable and appropriate.

A copy of the Sanctuary Scheme Policy can be found at **APPENDIX 1**.  
A copy of the policy change table can be found at **APPENDIX 2**.  
The Sanctuary Referral Form can be found at **APPENDIX 3**.  
A copy of the Sanctuary Assessment Form can be found at **APPENDIX 4**.  
A copy of the policy equalities impact assessment can be found at **APPENDIX 5**.  
Domestic Abuse and Sanctuary Scheme data can be found at **APPENDIX 6**.

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

This policy has been through pre-scrutiny at the Policy Overview Working Group meeting of 8 February 2024.

6. Financial Implications

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

There are no financial implications for the Council with the cost of the Sanctuary Scheme being funded externally.

7. Legal Implications

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

The legal comments are contained within the report.

8. Human Resources Implications

There were no comments from the Human Resources Manager.

9. Union Comments

There were no union comments.

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 an equality impact assessment is included at  
**APPENDIX 5.**

13. Background Papers

Nil.



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APPENDIX 1



# Sanctuary Scheme Policy

2024

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## **1.0 Scope**

The Sanctuary Scheme Policy sets out the approach that Broxtowe Borough Council takes when a referral for assistance from the sanctuary scheme is received.

The policy and the Sanctuary Scheme as a whole is designed to assist survivors of domestic abuse stay in their homes.

The policy will apply to both Council tenants and tenanted properties but also properties in the private sector, those that belong to Registered Providers and owner occupiers.

For the purpose of the policy, any works that are done under the Sanctuary Scheme are;

- An addition or enhancement to what was in place at the property before the referral was made
- Carried out using the Sanctuary procedure and following a referral for assistance from the scheme
- Will have been assessed by an appropriate officer as being suitable and appropriate

## **2.0 Purpose**

The Council works with survivors of domestic abuse to enable them to stay in their homes if they do not wish to move and to do so in a safe and sustainable way.

The Policy provides a framework for how requests will be processed and the steps that the Council should take when processing a request under the Sanctuary Scheme.

## **3.0 Aims and Objectives**

The aims and objectives of the policy are

- To outline how referrals are received for assistance from the Sanctuary Scheme and how they are made.
- To outline what factors are considered by the Council upon receiving a referral
- To outline what works can take place under the scheme and what works cannot
- To outline how the Council responds to referrers and survivors
- To outline how works are assessed and carried out

- To outline how other landlords may be consulted or worked in partnership with where required.

## **4.0 Regulatory Code and Legal Framework**

The Housing Act 1985

The Housing Act 1996

Electrical Equipment (Safety) Regulations 1994

Health and Safety at Work Act 1974

The Housing Act 2004 (Housing, Health and Safety Rating System)

Domestic Abuse, Crime and Victims Act 2004

## **5.0 Policy Outline**

### **5.1 How referrals are made to or received by the Sanctuary Scheme**

The Council will accept a referral from any person or agency for assistance from the Sanctuary Scheme. However, referrals are normally received from one of the partner agencies for domestic abuse case work, such as Juno, Broxtowe Womens Project, Women's Aid or similar.

The Council will request where possible that its referral processes and procedures are completed by the referrer so it can best consider the request without further information being requested.

The requests will be processed by the Communities Team, coordinated by the Senior Communities Officer Violence and Domestic Abuse, to assess the referral and carry out a property evaluation to confirm what changes should be made to the property. These recommendations will then be sent to the Housing Repairs Team who will arrange works to be completed. Both Teams may be required to communicate with the referrer or the survivor as appropriate.

The Council will assess whether further Housing Options advice is necessary when a referral is received, particularly where the abuse and risk is extreme.

It may be necessary for further information to be requested from the referrer or the survivor to assist the Council with assessing the request.

The Council aims to communicate with the referrer and the survivor in a responsive, sensitive and timely manner throughout the process.

Council Officers, The Police and Contractors will make 3 attempts to contact the applicant to arrange for assessments to be made or works to be completed where these go unanswered and unreturned the application will be closed due to insufficient resources.

## **5.2 What factors will be considered by the Council when a referral is received**

The Council will consider the following when a referral is received

- The landlord and tenure of the property. It may be necessary to speak to other parties before completing works.
- The likely cost of the work and whether these are viable as opposed to other options
- Whether the works will draw further attention to the property
- Whether the works will change the structural nature and composition of the property
- Whether the works will leave the property potentially unsafe due to fire or other safety reasons
- Whether alternative solutions are preferable to those that are recommended or requested that reduce the risk equally
- Whether rehousing is more appropriate because of the risk level
- Whether temporary accommodation is more appropriate because of the risk level

## **5.3 What works will be routinely considered as part of the scheme and what works will not**

The Council will routinely enable the following works as part of the Sanctuary Scheme. These works are regardless of tenure.

- Changes to locks and replacement keys
- Improvements to door security and letterboxes
- Improvements to window furniture such as window locks and keys where possible
- Ring doorbell or lifelines
- Improvements to exterior lighting

- Improvements to fencing and gates
- Replacement doors

(this list is not exhaustive)

The following works will not be considered as part of the Sanctuary Scheme. Where works are not considered part of the scheme, alternative solutions will be discussed. (Section 5.5)

- Installation of safe rooms or panic rooms
- Installation of bars, boarding up of or blocking up of any window or exit
- Installation of CCTV
- Any other referral that is contrary to any building regulation, housing health and safety regulation or fire regulation

## **5.4 Communication and Liaison**

The Council will keep the referrer and the survivor updated with the outcomes of the referral and when works will take place or what other solutions are being or could be considered.

Where staff of both genders are available and trained the Council will consider the wishes of the survivor and respect any preferences where possible regarding the gender of the member of staff that manages their referral and who contacts or visits them.

If works are refused and the referrer or survivor are not happy with the decision that has been made, an appeal can be made to the Manager to review the decision.

Where 3 attempts to contact the applicant by officers or contractors to arrange appointments go unanswered or unreturned the referrer will be contacted to discuss none engagement and the case closed where appropriate.

## **5.5 Alternative Solutions**

The Communities Team can refer survivors to the Housing Options Team who will discuss alternative solutions if the Sanctuary works cannot go ahead with the referrer and survivor as appropriate.

Alternative solutions could include a homeless application, a referral to refuge accommodation, an offer of temporary accommodation or assistance in finding alternative permanent accommodation. The Housing Options Team will assist survivors by offering their advice and assistance to access the most appropriate option, depending on the survivor's circumstances.

## **5.6 Carrying out works under the Sanctuary Scheme**

Following a referral being received that meets the criteria, the Council will arrange a visit to discuss the referral and assess the property as required. The Council has officers trained to make these assessments and recommendations so there is no need for a further referral to be made.

The Council will either use its own workforce or use appropriate and approved contractors to carry out the works within its own properties or on properties that are within the private sector.

The Council will aim to process the works as quickly as possible due to the severity and sensitivity of the issue.

## **5.7 Works in non-Council owned properties**

The Sanctuary Scheme extends to works in properties that are owned and managed by the Council and the Housing Revenue Account as well as properties within the private sector, such as owner-occupied properties or within the private rented sector and also those that belong to and are managed by Registered Providers.

When there is another landlord involved, such as a private landlord or Registered Provider, the Council will advise that a request for works has been received and to seek clarity on whether there are any objections to the works from the landlord. The Council will discuss with the landlord any objections that they have or whether they wish to carry out works themselves.

The Council will make all reasonable provisions to ensure the confidentiality of the client is maintained by not disclosing the details of the referral.

## **6.0 Related Policies, Procedures and Guidelines**

This policy should be read in conjunction with the:

- Repairs Policy
- Repairs procedures
- Sanctuary Scheme Procedure
- South Nottinghamshire Homelessness Strategy
- Domestic Abuse, Crime and Victims Act 2004

## **7.0 Review**

This Policy will be reviewed every 3 years unless there are significant changes in legislation.



## 8.0 Document History and Approval

Date	Version	Committee Name
Sept 20	1.0	Housing Committee
March 2024	2.0	Cabinet

## APPENDIX 2

Policy Section	Suggested Change	Reason for Change
Title Page	Add BBC logo and policy year	Clarity
P3 1.0 para 3	Add "owner occupiers"	Clarity
P4 5.1 para 1	Add "Juno, Broxtowe Womens Project"	Clarity
P4 5.1 para 3	Change "Housing Options" to "Communities" and "Housing Options Manager" to "Senior Communities Officer Violence and Domestic Abuse"	Change of responsibility from Housing to Communities
P4 5.1 para 3	Insert "arrange the carrying out a property assessment to confirm what changes should be made to the property, property assessments for Housing properties are completed by the Repairs Team. These recommendations will then be sent to the Housing Repairs Team who will arrange works to be completed."	Clarity
P4 5.1	<b>Insert</b> "Council Officers, The Police and Contractors will make 3 attempts to contact the applicant to arrange for assessments to be made or works to be completed where these go unanswered and unreturned the application will be closed due to insufficient resources"	Management of resources
P5 5.3 bullet 4	Change "Alarm" to "Ring doorbell"	Change of technology
P6 5.3 bullet 3	Insert "Installation of CCTV"	CCTV is routinely requested however if requests were granted insufficient funds would be available for future referrals
P6 5.4 para 2	Insert "Where staff of both genders are available and trained"	Clarification

Policy Section	Suggested Change	Reason for Change
P6 5.4 para 3	Change “Housing Operations” to “Manager”	Change of responsibility from Housing to Communities
P6 5.4 last para	Add paragraph “Where 3 attempts to contact the applicant by officers or contractors to arrange appointments go unanswered or unreturned the referrer will be contacted to discuss none engagement and the case closed where appropriate”.	Enable efficient management of resources
P6 5.5 para 1	Add “ Communities Team can refer survivors to the”	Change of responsibility from Housing to Communities

**APPENDIX 3****SANCTUARY SCHEME REFERRAL FORM**

**Please complete the form as fully as possible and email to:**

**[Sanctuary.Scheme@broxtowe.gov.uk](mailto:Sanctuary.Scheme@broxtowe.gov.uk)**

**and**

**[spc@broxtowe.gov.uk](mailto:spc@broxtowe.gov.uk)**

**to prevent delays in processing the application**

**Eligibility Criteria**

- Survivors must live in the area they are applying the scheme through
- It is safe for the survivor to remain living in the property
- Survivor must have the right to occupy the property as either a sole owner or tenant
- The perpetrator must not be living in the property and has no legal right to enter i.e., not joint tenant or owner
- Survivors are already engaging and will continue to engage with domestic abuse specialist support services
- Survivors must not be actively seeking/bidding for other properties
- Any requests for works must be accompanied with relevant justification as to the reason for carrying out the work. (e.g. Request for a lock to first floor window because perpetrator is known to climb and access this way)
- Only works which prevent access to a property by a perpetrator or prevent homelessness will be considered, unless a specific risk is identified
- If the property is owned by a family member, registered provider or a private landlord then consent must be given in writing before the works can be carried out
- If the property is owned by Broxtowe Borough Council, then permission will be required from the Housing Department
- The occupier or their representative must be present at the property when the works are carried out
- Any dogs in the property must be secured before assessors or contractors will enter the property
- If any property conditions pose a health risk to any assessors or contractors, then this must be addressed prior to the work being carried out
- Applications for Alarm and CCTV systems will not be considered

- Applications for security measures which do not prevent direct access to the property such as fences and gates will not be considered unless minor repairs would add to the overall security

**NB.** Council Officers, The Police and Contractors will make 3 attempts to contact the applicant to arrange for assessments to be made or works to be completed where these go unanswered and unreturned the application will be closed.

- Mandatory sections for application to be processed

* Referrer Details	
Full name:	
Job title:	
Organisation name:	
Email:	
Contact telephone:	
Preferred method of contact:	
Date of referral:	

* Applicant Details		
Full name (including any aliases):		
Date of birth (including any aliases):		
Address where sanctuary installations are required:		
Contact telephone:		
Email:		
Is it safe to leave a message?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Support from Domestic Abuse Agencies (please list full engagement/support to date)		

<b>Gender</b>		
<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Prefer to self-describe:		
<b>Sexual orientation</b>		
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay Man	<input type="checkbox"/> Gay Woman/Lesbian
<input type="checkbox"/> Heterosexual/Straight	<input type="checkbox"/> Transgender	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Prefer to self-describe		
<b>Ethnicity</b>		
<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani		
<b>Asian or Asian British</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese		
<input type="checkbox"/> Other Asian background		
<input type="checkbox"/> Caribbean <input type="checkbox"/> African		
<b>Black, Black British, Caribbean, or African</b> <input type="checkbox"/> Other Black, Black British, or Caribbean background		
<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African		
<b>Mixed or multiple ethnic groups</b> <input type="checkbox"/> White and Asian		
<input type="checkbox"/> Other Mixed or multiple ethnic background		
<input type="checkbox"/> English, Welsh, Scottish, Northern Irish, or British <input type="checkbox"/> Irish		
<b>White</b> <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Roma		
<input type="checkbox"/> Other White background		
<b>Other ethnic group</b> <input type="checkbox"/> Arab <input type="checkbox"/> Other ethnic group		

<input type="checkbox"/> Prefer to self-describe:		<input type="checkbox"/> Prefer not to say	
Interpreter needed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please specify language:			
Is the applicant able to provide an interpreter (family member, friend who they trust and give permission to translate? If yes, please provide their name and contact details:			
<b>Disability</b>			
<input type="checkbox"/> Physical	<input type="checkbox"/> Learning disability	<input type="checkbox"/> Mental illness	<input type="checkbox"/> Mental impairment
<input type="checkbox"/> No disability	<input type="checkbox"/> Prefer not to say		
Please provide any information on adjustments that may need to be made to best support the applicant:			
<b>Additional support needs</b>			
No Recourse to Public Funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Pregnant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the applicant an ex-prisoner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>*Household Details</b>				
<b>Accommodation type</b>				
<input type="checkbox"/> Bungalow	<input type="checkbox"/> Flat	<input type="checkbox"/> Maisonette	<input type="checkbox"/> Semi-detached	<input type="checkbox"/> Terraced
<input type="checkbox"/> Other (please specify):				
<b>Tenure type</b>				
<input type="checkbox"/> Council housing	<input type="checkbox"/> Housing Association	<input type="checkbox"/> Privately rented	<input type="checkbox"/> Privately owned	
Other (please specify):				
Name(s) on tenancy or mortgage:				
Landlord or Owner of the property (name/address/contact details):				
<b>Additional property information</b>				
Are there any pets at the property? (assessments and installations may not be carried out where pets are not secured)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:	
Is the property dual use? E.g., licensed premises, business etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:	



Is the property isolated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Is the property subject to any listed building consent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:

*Other occupants living at the property			
Name	Gender	Date of birth	Relationship
Is anyone at the property pregnant?	<input type="checkbox"/> Yes		<input type="checkbox"/> No

*Applicant Safety	
Name of perpetrator:	
Date of Birth:	
Address and whereabouts of perpetrator (in prison, staying with friends or family):	
Brief description of recent domestic abuse incidents and risks (risk of arson, breaking and entering, police involvements)	
DASH risk assessment completed:	<input type="checkbox"/> Yes

(DASH form is required and should be submitted with the application)		
Please provide the RIC score:		
Applicant referred to MARAC	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide the date of the MARAC meeting:		
Police involvement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Risk of arson	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

Any other concerns regarding the risk from the perpetrator or those connected to the perpetrator (e.g. access to weapons, their occupation)

--

Has the applicant been referred to a specialist domestic abuse service or is currently supported by specialist domestic abuse service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details:		
Interim measures required for the applicant's safety (e.g. emergency lock changes/emergency accommodation while they wait for installation)		
Any concerns that the perpetrator may find out about the installation (e.g. from neighbours, relatives, children, social media etc.)		
Any concerns that the perpetrator may be let into the property (consider risks for housing in multiple occupation, blocks of flats etc. Does the perpetrator attend the property as part of ongoing child contact?)		
Civil order in place to restrict the perpetrator from the property	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please include the expiry date:

**\*Installation details**

Specific requests from the client / additional needs that may affect the installation (e.g. restricted mobility, property type)

Requests or concerns from the client regarding the assessment and installation of works (e.g. a man entering the property, would like someone present for support, requesting that the installer use a password)

**\*Information sharing and consent**

The information contained on this form will be passed to the following agencies:

- Nottinghamshire Police
- Relevant Local Authorities
- Nottinghamshire Fire and Rescue Service
- Security Installer
- Housing Provider/Landlord

You will be contacted by the sanctuary scheme coordinator who will visit you to assess your property type to identify what security devices are safe and appropriate to install. The coordinator will share the information with the security installer who will arrange an appointment for the installations.

The personal data that we collect will be stored securely by all agencies involved, and identifiable information will not be shared with anyone who is not involved in the scheme. Anonymised and collated data will be shared with the scheme's funders (for example, the number of people supported who are female, or the number of people supported who have a disability).

The scheme coordinator would like to contact you 3 to 6 months after the installation to gather feedback on how well the scheme is working. Again, this is voluntary and is not a requirement of having the scheme installed in your home.

You can withdraw your consent to any part of the scheme at any time by letting the professional who referred you know or by telling the scheme coordinator.

**I consent to have Sanctuary Scheme installed in my home**

☐ Yes ☐ No

**I consent for an agency involved in administering this scheme to contact my landlord (if applicable) for permission for Sanctuary Scheme installations to be carried out**

☐ Yes ☐ No

**I consent to have my information shared with the organisations involved in delivering the Sanctuary Scheme**

☐ Yes ☐ No

**I consent for the scheme coordinator to contact me 3 to 6 months after the Sanctuary Scheme is installed to gather feedback on the works**

☐ Yes ☐ No

**Signed.....**

## APPENDIX 4



**BROXTOWE BOROUGH COUNCIL  
SANCTUARY SCHEME  
PROPERTY ASSESSMENT FORM**

Referred by:	Date Assessment Received:
Security Survey carried out by:	Date:
<b><u>Sanctuary Scheme Security Survey</u></b>	
Property Address:	
Property Ownership:	
Name of Client:	
Contact Number:	
DASH Risk Indicator for this case & Marac Date:	
<p>With reference to my visit on and the survey carried out on the property, I am now able make the following recommendations. The recommendations are seen as appropriate in order to address the current level of risk at this site. The risk level has been based upon information from client and referrer, my observations, and statistical data where available.</p> <p>Any variation to the perceived level of security risk because of a change in working practices, personnel, equipment etc. may render this report ineffective and it is advised that contact is made with the sender at the earliest possible opportunity.</p> <p>The vast majority of crime is preventable and therefore good crime prevention will reduce your vulnerability to the effects of disruption by way of loss, damage or theft. Should you require any further advice or information please do not hesitate to contact me.</p>	

**Confirmation of informed consent:**

I have discussed security issues with the client and have fully explained the measures that will be installed in the home (full details overleaf);

**Signature of Crime Reduction Manager:**

I confirmed that I understand the security measures that will be installed in my home (as detailed overleaf) and that this is subject to the consent of the registered owner.

**Signature of Client:** Auth. Via telephone

**Date:**

<b>Preparation for survey</b>	
<b>Review of the environment</b>	
<b>Boundary/Perimeter</b>	
<b>Front Exit Door</b>	
<b>Rear Exit Door</b>	
<b>Security of ground floor windows</b>	
<b>Security of upper floors windows</b>	
<b>Alarm System</b>	

Internal Security	
Lighting	
Rear Yard, Back Gate & Fencing	
Outbuildings	
<u>Any other recommendations – please specify</u>	
<hr/>	
<u>Other comments</u>	
Fire Safety Equipment	



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## APPENDIX 5

**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 Executives	Title of the Lead Officer responsible for EIA	Chief Community Officer
Name of the policy or function to be assessed:		Sanctuary Scheme	
Title of the Officer undertaking the assessment:		Chief Communities Officer	
Is this a new or an existing policy or function?		Existing Policy	
<p><b>1. What are the aims and objectives of the policy or function?</b></p> <p>To enable victims of domestic abuse to stay in their homes where possible if they do not wish to move and to do so in a safe and sustainable way through the fitting of additional security measures.</p> <p>The Policy provides a framework for how requests will be processed and the steps that the Council should take when processing a request under the Sanctuary Scheme.</p>			
<p><b>2. What outcomes do you want to achieve from the policy or function?</b></p> <p>To enable survivors of domestic abuse to stay in their homes where possible if they do not wish to move and to do so in a safe and sustainable way through the fitting of additional security measures.</p>			
<p><b>3. Who is intended to benefit from the policy or function?</b></p> <p>Victims of domestic abuse who may otherwise become homeless where the offender is not reside in and has no legal right to reside in the property.</p>			
<p><b>4. Who are the main stakeholders in relation to the policy or function?</b></p> <p>Domestic abuse agencies, victims of domestic abuse, private landlords and social housing providers</p>			
<p><b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b></p> <p>From 2023 monitoring data is being collected and submitted to Nottinghamshire County Council annually for gender, age, ethnicity, sexual orientation and disability.</p>			

Directorate:	Chief Executives	Title of the Lead Officer responsible for EIA	Chief Community Officer
<p><b>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</b></p> <p>From 2024 recipients will be given the opportunity to feedback 3 – 6 months following installation however this won't be mandatory.</p>			

<p><b>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</b></p> <p>This is an existing policy with only minor amendments so stakeholder consultation has not been carried out.</p>
<p><b>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:</b></p> <p><input type="checkbox"/> <b>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?</b></p> <p>The policy excludes those who are victims of domestic abuse and at risk of becoming homeless where the offender has access to or a legal right to access the property – this is because the offender would still have access to the property despite any security measures.</p> <p><input type="checkbox"/> <b>Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</b></p> <p>Yes, victims are supported by domestic abuse agencies who make the referral on their behalf.</p> <p><input type="checkbox"/> <b>Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</b></p> <p>No, victims are supported by domestic abuse agencies who make the referral on their behalf.</p>

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

No.

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

Quantitative and qualitative data.

Quantitative data will be collected from 2023 and qualitative data will be requested from 2024 although response is not mandatory.

**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 scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property.

**Disability:**

None the scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property.

**Gender:**

None the scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property.

**Gender Reassignment:**

None the scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property.

**Marriage and Civil Partnership:**

None the scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property. The scheme recognises that domestic abuse can occur between any relationship within a property.

**Pregnancy and Maternity:**

None the scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property.

**Race:**

None the scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property.

**Religion and Belief:**

None the scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property.

**Sexual Orientation:**

None the scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property.

**Care Experience:**

None the scheme is open to all as long as they are a victim of domestic abuse, at risk of homelessness and the offender is not residing in and has no right to access the property.

**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:**



## APPENDIX 6

Domestic Abuse, MARAC and Sanctuary Data**Domestic Abuse**

<b>DOMESTIC CRIME</b>	
<b>Year</b>	<b>Number</b>
2018 - 2019	550
2019 – 2020	550
2020 – 2021	786
2022 - 2023	789
2023 - 2024	1,150

**MARAC**

<b>BROXTOWE REPEAT MARAC CASES</b>	
<b>Year</b>	<b>Number</b>
2019 – 2020	25
2020 – 2021	67
2021 – 2022	27
2022 - 2023	27
2023 - 2024	18

<b>BROXTOWE MARAC CASES</b>		
<b>Year</b>	<b>Month</b>	<b>Number</b>
2023	May	7
	June	10
	July	9
	August	10
	September	10
	October	8
	November	12
	December	16
2024	January	20
	February	15

**Sanctuary**

<b>SANCTUARY CASES</b>	
<b>Year</b>	<b>Number</b>
2019	25
2020	26
2021	29
2022	21
2023	15
2024	3



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## Report of the Portfolio Holder for Community Safety

### UPDATED SERIOUS VIOLENCE AND VIOLENCE AGAINST WOMEN AND GIRLS STRATEGY

#### 1. Purpose of Report

To seek approval for the updated Serious Violence and Violence Against Women and Girls Strategy.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that the updated Serious Violence and Violence Against Women and Girls Strategy, be approved.**

#### 3. Detail

Violence Against Women and Girls is an umbrella term used to describe a range of violent or abusive acts and behaviours against women including domestic abuse.

In response to a government consultation in 2019 on a multi-agency approach to preventing and tackling serious violence, there was an overall consensus for a legislative approach to a duty. As a result, the Serious Violence Duty ('the duty') was legislated for as part of the Police, Crime, Sentencing, and Courts Act 2022 ('the PCSC Act') and is a key part of the government's commitment to reduce and prevent serious violence.

The duty covers the requirements set out in chapter 1 of part 2 of the PCSC Act 2022 where it requires specified authorities, the Police, Local Authorities, Fire and Rescue Authorities, Youth Offending Teams, Clinical Commissioning Groups (CCGs) and Probation Services, to work together to formulate an evidence-based analysis of serious violence in a local area and then formulate and implement a strategy detailing how they will respond to those issues.

The local Strategy for Broxtowe was approved by Members in 2022 and sets out our commitment to increase awareness and reduce the prevalence of serious violence, domestic abuse and violence against women and girls.

Since that time Broxtowe have been a key partner in developing a strategy for Nottinghamshire and this updated document ensures cross county strategic alignment.

The updated Serious Violence and Violence Against Women and Girls Strategy can be found at **APPENDIX 1**. The change table can be found at **APPENDIX 2**. The Equalities Impact Assessment (EIA) can be found at **APPENDIX 3**.

The South Notts Community Safety Partnership Serious Violence Response Plan can be found at **APPENDIX 4**. The Nottinghamshire Violence Reduction Partnerships Serious Violence Strategy is not yet available.

4. Key Decision

This is not a key decision.

5. Updates from Scrutiny

This strategy required only minor amendments which have not changed the overall aims or the delivery of the strategy and has therefore not been reviewed by the Policy Overview Working Group.

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.

7. Legal Implications

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

Sections 5 and 6 of the Crime and Disorder Act 1998 require the Council and other responsible authorities to formulate and implement strategies to reduce crime and disorder in the area; Section 17 places a duty on the Council to do all it reasonably can to prevent crime and disorder in the area. By updating and further implementation of this strategy contributes towards the Council's duties in this regard.

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

There are no Data Protection issues within the report.

12. Equality Impact Assessment

An Equality Impact Assessment is included at **APPENDIX 3** of this report.

13. Background Papers

Nil.

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APPENDIX 1

**Strategy:**  
**Serious Violence and Violence Against  
Women and Girls**

Author:	Chief Communities Officer
Division:	Chief Execs
Date:	March 2024
Review Date:	March 2027

## Our Vision

“Our vision is for all residents of Broxtowe, especially children, young people and women, to live free of fear and violence. Working with our partners, we will raise awareness and work to prevent exploitation, serious violence and abuse in homes, public spaces and the community. We will promote zero tolerance of violence and abuse and survivors will be able to access the support services they need”

## Our Aim

This strategy sets out our commitment in response to the governments Domestic Abuse Act 2021, the Serious Violence Strategy 2018, and the Violence Against Women and Girls (VAWG) Strategy 2021 to reduce Violence and Domestic Abuse including violence against women and girls and to ensure victims and survivors are able to access quality support services.

## Objectives

1. Build on existing strong multi agency partnerships to deliver improved outcomes
2. Work in partnership to create safer streets and public spaces
3. Raise awareness of support available to improve reporting
4. Increase public confidence and feeling safe
5. Reduce the number of incidents through education and early intervention
6. Enable victims and survivors to access high quality support services
7. Promote positive outcomes for children and young people impacted by violence and exploitation.

## Statutory Definition of Serious Violence:

In the 2018 Serious Violence Strategy, the government defines serious violence as **“specific types of crime such as homicide, knife crime, and gun crime and areas of criminality where serious violence or its threat is inherent, such as in gangs and county lines drug dealing.**

## Serious Violence

Some serious violence offences have been increasing since 2014 – homicide, knife crime, gun crime – but these typically make up just 1% of crime recorded by the police.

A sizeable proportion of robbery offences (21%) involve the use – or the threat of use – of a knife and knife robberies account for 40% of all offences involving a knife or sharp instrument.

While serious violence offences make up only 1% of total crime, they are of course among the most harmful to society.

Analysis shows that there are many different types of serious violence, and hence that there are likely to be many different drivers however the majority of incidents are linked to Drugs, Profit, Alcohol and Gangs.

There is a large victim and offender overlap therefore children and young people impacted by serious violence should be supported through a trauma informed approach.

Nottinghamshire have a Violence Reduction Unit which is one of 20 nationwide that was established following a commitment made in the Government's Serious Violence Strategy 2018.

### **Serious Violence Duty**

Following public consultation in July 2019, the Government announced that it would bring forward legislation introducing a new serious violence duty ("the Duty") on a range of specified authorities. This will ensure relevant services work together to share information and allow them to target their interventions, where possible through existing partnership structures, to prevent and reduce serious violence within their local communities.

The Government also announced that it would amend the Crime and Disorder Act 1998 to ensure that serious violence is an explicit priority for Community Safety Partnerships and by making sure they have a strategy in place to explicitly tackle serious violence.

The Nottinghamshire Violence Reduction Unit (VRU) will be leading on the implementation of the Serious Violence Duty on behalf of the partnership to drive a unified Strategic Needs Assessment and Response Strategy toward the prevention of serious violence, including domestic abuse.

The Borough Council as a specified authority are responsible for the delivery of a range of vital services for people and businesses in the local area, including housing, alcohol licensing, leisure, community safety, planning and business support so has an essential role to play in partnership arrangements and we are well placed to complement the work of other agencies and contribute to the prevention and reduction of serious violence by:

- Conducting wider preventative work addressing general factors that contribute to risk and vulnerability e.g. poverty, housing, family challenges, environment
- Providing information on availability/pressures on local resources including housing, community support, etc., and



- Supporting early intervention initiatives which could be required in response to issues concerning child criminal exploitation, gang activity, sexual violence, domestic abuse.

### **The Statutory Definition of Domestic Abuse:**

The Domestic Abuse Act 2021 creates, for the first time, a cross-government statutory definition of domestic violence and abuse to ensure that domestic abuse is properly understood, considered unacceptable and actively challenged across statutory agencies and in public attitudes.

The Government definition of Domestic Violence and Abuse is:

'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional
- Violent or threatening behaviour
- Controlling or coercive behaviour
- Economic abuse

It does not matter whether the behaviour consists of a single incident or a course of conduct.

For the purposes of the Act A's behaviour may be behaviour towards B despite the fact that it consists of conduct directed at another person (e.g. B's child).

The Government definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

In September 2012, it was announced that the Government definition of domestic violence and abuse would be widened to include those aged 16-17 and wording changed to reflect coercive control.

Coercive behaviour is:

an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.'

Controlling behaviour is:

a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

## Domestic Violence Abuse

Domestic violence and abuse (DVA) is one of the most pervasive crimes in our society. The harm resulting from domestic violence and abuse can have a lasting impact on families and victims and preventative action to reduce the number of incidents remains a priority for both local agencies and Government departments.

In the 2022/2023 the Crime Survey (England and Wales) estimated that 2.1m over 16's (1.4m women and 751,000 men) experienced domestic abuse. There was no significant change in the prevalence of domestic abuse experienced than in the previous year with the police recording 889,918 domestic abuse-related crimes (excluding Devon and Cornwall) and 51,288 domestic abuse-related prosecutions, compared with 53,207 in the previous year.

DVA also significantly affects those children and young people who witness such incidents of violence and control. Their experience of DVA can lead to intergenerational cycles of vulnerability and perpetration as there is victim and offender overlap therefore children and young people impacted by serious violence should be supported through a trauma informed approach.

The impact of domestic violence and abuse can be devastating. In the worst instances, it results in serious injury or even death. There are long term implications for the health and wellbeing of victims, including poor physical and mental health conditions, isolation and often substance misuse.

Communicating online is a normal way of life for many young people and the UK's internet access is amongst the highest in Europe with teenagers' usage higher than that of adults. It is becoming more evident that there are numerous ways that technology can be used to abuse young people.

These include:

- Gifts of expensive smart phones which can be used in exchange for gang membership, sexual favours and abuse
- Cyber bullying
- Online grooming
- Digital stalking
- Naming of rape victims online
- Social location services whereby perpetrators can keep track of where victims are
- Use of social media to target vulnerable young people
- Sexting – the “exchange of sexual messages or images” and “creating, sharing and forwarding sexually suggestive nude or nearly nude images” through mobile phones and the internet’

## Types of Violence Against Women and Girls

**Female Genital Mutilation (FGM)** – involves complete or partial removal or alteration of external genitalia in young girls for none medical reasons

**Forced Marriage** – where one or both people do not (or cannot in cases of learning disability) consent to marriage.

**Honour Based Abuse** – committed to protect or defend the ‘honour’ of the family and/or community.

**Prostitution and Trafficking** – where threats, coercion or deception are used to force entry into prostitution and/or keep them there. Trafficking involves the recruitment, transportation and exploitation for the purposes of prostitution and domestic servitude. This can be over short distances locally as well as across international borders.

**Sexual Violence and Rape** – any sexual contact without consent and can include intimate partners.

**Sexual Exploitation** – situations where someone is threatened, coerced or receives something as a result of them performing, or others performing on them, sexual activities.

**Sexual Harassment** – unwanted online, verbal or physical conduct of a sexual nature.

**Stalking** – repeated harassment which can include spying on or following the victim, phone calls, texts, letters and damaging property.

**Non-fatal Strangulation and Suffocation** - non-consensual

**Image Based Sexual Abuse and Revenge Porn** – posting on images online

**Stealththing** - removal of condom without consent.

**Spiking** – as a means to enable sexual assault to occur.

### **Action by Broxtowe Borough Council**

The Communities Team provides a preventative and reactive response to violence. The preventative elements are delivered through the Violence and Knife Crime, the Broxtowe Crime Reduction and the White Ribbon Action Plans. The reactive elements are developed following data analysis which indicates a spike in violence in a location. A profile can be developed to assist the Police and Communities Team to problem solve the issue and react to the threat posed such as the activity in Stapleford following the murder of a young person. This method of working enables agencies to respond to emerging threats in the public realm.

Specialist agencies have been commissioned to provide high quality support services for victims of violence within domestic settings (Domestic Abuse) and to carry out preventative work including working with children and young people in schools and with men and boys through sports clubs, music venues and licenced premises.

The following actions will be taken by the Council in order to work towards achieving the aim of this strategy.

***Build on existing strong multi agency partnerships to deliver improved outcomes***

- Appoint the Head of Communities and Crime, the Communities and Crime Manager and the Senior Communities Officer Violence and Domestic Abuse as the Councils Points of Contact for issues relating to Serious Violence and Domestic Abuse.
- Continue to work in Partnership and work with all relevant partners, including Police, Neighbouring Councils, Commissioned Services, Education, Health, Voluntary Sector etc.
- Ensure appropriate secure multi agency information sharing systems are in place.
- Deliver existing partnership based action plans which contribute to improving safety for women and girls in the evenings including the Purple flag action plan
- Continue to be active members of the Strategic Violence Reduction Board which oversees strategic coordination serious violence prevention and reduction City and County wide.
- Continue as an active member of;
  - The Safer Notts Board
  - The South Notts Community Safety Partnership
  - Multi Agency Risk Assessment Meetings (MARAC)
  - The Domestic Abuse Partnership Board
  - The Domestic Abuse Steering Group
  - The White Ribbon Steering Group
  - The Serious Organised Crime Board
  - Organised Crime Gang Management Meetings
  - The Nottinghamshire Assurance, Learning and Implementation Group
  - The Child Sexual Exploitation Concerns Network
  - Neighbourhood Safeguarding and Disruption Meetings
  - County Criminal Exploitation Panel Meetings
  - The Violence and Criminal Exploitation Steering Group
  - The Nottinghamshire Violence Reduction Partnership
  - The Broxtowe Safeguarding Children's Workshops
  - The District Officers Safeguarding Group
  - The Anti Social Behaviour Group
  - The Sanctuary and Safe Accommodation Group
  - The Safeguarding Assurance and Development Group
  - CHANNEL Panel Meetings (PREVENT)

***Work in partnership to create safer streets and public spaces***

- Support and regularly review the provision of CCTV static and mobile cameras and monitoring arrangements, including implementing new cameras as agreed through the Safer Streets bid 4 and CCTV camera Broxtowe Borough Council most recent review.
- Systematically review the security of our parks and open spaces

***Raise awareness of support available to improve reporting***

- Provide awareness training for staff through Broxtowe Learning Zone and enhanced face to face training is available to front line officers.
- Provide training for elected members on relevant aspects of identifying and reporting Violence and Domestic Abuse.

***Increase public confidence and feeling safe***

- Undertake public consultation regarding the opinions of women and girls regarding their feelings of safety in Broxtowe and track movement over time.
- Ensure relevant mandatory training on safeguarding is given to taxi drivers as a condition of their licence.

***Reduce the number of incidents through education and early intervention***

- Ensure individuals identified as high risk perpetrators through the Knife Crime Cohort, CHANNEL Panel (PREVENT) Meetings, Neighbourhood Safeguarding and Disruption Meetings and the County Criminal Exploitation Panel Meetings are managed appropriately.
- Deliver the violence and knife crime action plan
- Make bids to augment available funds for safety initiatives which impact positively on women and girls, eg Safer Streets funding and bids to the Police and Crime Commissioner

***Enable victims and survivors to access high quality support services***

- Ensure access to safe accommodation is available for domestic abuse survivors
- Provide access to Sanctuary support to enable victims to stay in their own homes by improving security.
- Coordinate the Broxtowe White Ribbon Domestic Abuse Steering Group and deliver the White Ribbon Action Plan.
- Maintain White Ribbon Accreditation.
- Coordinate Domestic Homicide Reviews (DHRs) in the Borough and implement learning across all departments.

## Action by Elected Members

The following actions will be taken by Elected Members in order to work towards achieving the aim of this strategy.

- Act as 'Eyes and Ears' of local communities – councillors are well connected with their local communities and can listen to the concerns of local residents and share community intelligence with officers.
- As decision-makers, where necessary, councillors should understand their local violence and domestic abuse profile and give a high profile to policy interventions and make the issue a political priority for action
- Promote the importance of partnerships, multi-agency working and information sharing to solving the problem of Serious Violence, Domestic Abuse and Violence Against Women and Girls.
- As scrutineers, investigate the work that the council and its partners are doing and reduce its vulnerability to Serious Violence, Domestic Abuse and Violence Against Women and Girls, encouraging continuous improvement.

## Governance and Delivery

This strategy will be primarily delivered through the Violence and Knife Crime Action Plan and the White Ribbon Action Plan which addresses Domestic Abuse and Violence Against Women and Girls

Both Action Plans are Multi Agency and there is a multi-agency White Ribbon Steering Group in place to ensure that delivery meets the accreditation standards.

Action plans are monitored by members through Cabinet Reports, Pentana Reports and Members Matters Publications.

Overview and Scrutiny Committee also have a role in scrutinising areas of delivery.

## Equalities

This strategy recognises that women and girls are disproportionately affected by Domestic Abuse and Violence Against Women and Girls and that men, boys and non-binary people are also affected by issues which encompasses Domestic Abuse and Violence Against Women and Girls.

It is important to ensure that appropriate service responses are in place for support and that age, gender, culture, race, religion, disability, sexual orientation and mental health may be an additional barrier to reporting or seeking help.

**Indicators of Progress**

Progress will be monitored by members primarily through business plan progress reports and progress reports on the delivery of relevant action plans in Members Matters. In addition, the indicators below can also be used to monitor progress.

- Violence with Injury data
- Referrals to MARAC
- Repeat referrals to MARAC
- % repeat referrals to MARAC
- Referrals to the Sanctuary Scheme
- Applications to Housing for victims fleeing from Domestic Abuse
- Numbers of victims of Criminal Exploitation and County Lines referred to the Neighbourhood Safeguarding and Disruption meetings for management
- Numbers of victims of Criminal Exploitation and County Lines referred to the County Child Criminal Exploitation Panel for management
- Maintenance of the Councils White Ribbon Accreditation status
- Completion of the White Ribbon Action Plan
- Completion of the Violence Action Plan
- Completion of the Broxtowe Crime Reduction Action Plan
- Attendance at meetings

**Review**

This strategy shall be reviewed as changes to legislation and / or national policy require. The responsible officer shall be the Chief Communities Officer.

## **The Domestic Abuse Act 2021**

**The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. This 'landmark' Act will provide further protections to the millions of people who experience domestic abuse and strengthen measures to tackle perpetrators.**

**The Act will:**

1. Create a statutory definition of domestic abuse, emphasising that Domestic Abuse is not just physical violence, but can also be emotional, controlling or coercive, and economic.
2. Establish in law the office of Domestic Abuse Commissioner and set out the Commissioner's functions and powers.
3. Provide for a new DA Protection Notice and DA Protection Order.
4. Place a duty on Local Authorities in England to provide accommodation-based support to victims of DA and their children in refuges and other safe accommodation (each relevant Local Authority in England must assess or make arrangements for the assessment of, the need for accommodation-based support in its area; prepare and publish a strategy for the provision of such support in its area and monitor and evaluate the effectiveness of the strategy).
5. Prohibit perpetrators of abuse from cross-examining their victims in person in the civil and family courts in England and Wales.
6. Create a statutory presumption that victims of DA are eligible for special measures in the criminal, civil and family courts (inc. giving evidence from behind a screen). Victims of DA will not have to satisfy the fear/distress test.
7. Clarify the circumstances in which a court may make a barring order under Section 91(14) of the Children Act 1989 to prevent family proceedings that can further traumatise victims.
8. Extend the controlling or coercive behaviour offence to cover post-separation abuse.
9. Extend the offence of disclosing private sexual photographs and films with intent to cause distress (known as the 'revenge porn' offence) to cover threats to disclose such material.
10. Create a new offence of non-fatal strangulation or suffocation of another person.
11. Clarify by restating in statute law the general proposition that a person may not consent to the infliction of serious harm and, by extension, is unable to consent to their own death.
12. Extend the extraterritorial jurisdiction of the criminal courts in England and Wales, Scotland, and Northern Ireland to further violent and sexual offences (the Act extends the jurisdiction of the UK courts so that, where appropriate, UK nationals and residents who commit certain violent and sexual offences outside the UK may be brought to trial in the UK).
13. Provide for a statutory Domestic Abuse Perpetrator Strategy.
14. Enable DA offenders to be subject to polygraph testing as a condition of their licence following their release from custody (a 3-year pilot).
15. Place the guidance supporting the Domestic Violence Disclosure Scheme (Clare's Law) on a statutory footing.



16. Provide that all eligible homeless victims of DA automatically have 'priority need' for homelessness assistance.

17. Ensure that where a Local Authority, for reasons connected with DA, grants a new secure tenancy to a social tenant who had or has a secure lifetime or assured tenancy (other than an Assured Shorthold Tenancy) this must be a secure lifetime tenancy.

18. Prohibit GPs and other health professionals in general practice from charging a victim of DA for a letter to support an application for Legal Aid.

19. Provide for a statutory Code of Practice relating to the processing of DA data for immigration purposes.

**It is expected that most of the provisions in the Act will come into force during 2021/2022**

## Support Services

### Reporting

Incident	Police	101 (999 Emergency)
Crimestoppers		0800 555 111
Safeguarding	MASH	0300 50 80 90
Incident Concerning Council Employee		
	LADO	0115 977 3921
	HR Manager	3552

### Support

Juno Womens Aid	0808 800 0340
Broxtowe Women Project	01773 719 111
National Womens Aid	0808 200 0247
Equation Mens Helpline	0800 995 6999 / 0115 960 5556
Mens Advice Line	0808 801 0327
LGBTQ+ Gaylopp	0800 999 5428
Broxtowe Sanctuary Scheme	3492
IDVA Advocacy Service	01909 533 617
Victim Care (Domestic Abuse)	0808 168 9111
Childline	0900 1111
NSPCC Helpline	0808 800 5000
Midlands Womens Aid Refuge	0300 302 0033
Forced Marriage Unit	020 7008 0151
Nottinghamshire Sexual Violence Service	0115 941 0440
East Midlands Child Sexual Assault Service	0800 183 0023
Institutional Child Sexual Assault Survivors Service	0115 950 8713
Education	<a href="https://equation.org.uk/work-with-young-people/">https://equation.org.uk/work-with-young-people/</a>
Support for Professionals	<a href="https://equation.org.uk/professionals/">https://equation.org.uk/professionals/</a>
Training	<a href="https://equation.org.uk/training/">https://equation.org.uk/training/</a>
Resources	<a href="https://equation.org.uk/resources/">https://equation.org.uk/resources/</a>

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## APPENDIX 2

**Change Table Serious Violence  
Strategy**

Policy Section	Suggested Change	Reason for Change
Front page	Change dates to March 2024 and March 2027	New policy dates
Page 5 para 1	Updated data	Updating data
Page 5 para 2	Remove “a large”	Accuracy
Page 5 para 4 and 5	Remove paragraphs	Updating data
Page 6	Change “blackberry messenger” to “social media”	Updating technology
Page 6 para 1	Remove paragraph	Campaign completed
Page 6 first set of bullets points	Add “Non-fatal strangulation and suffocation, unacknowledged rape, Image based sexual abuse and revenge porn, stealthing and spiking”	Updated list
Page 6 last para	Remove “recent”	Accuracy
Page 7 bullet point 1	Change “Chief Communities Officer” to “Head of Communities and Crime” and add “Communities and Crime Manager”	Change of titles
Page 7 last bullet point	Change “Unit” to Partnership	Change of name

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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 Execs	Title of the Lead Officer responsible for EIA	Head of Communities and Crime
Name of the policy or function to be assessed:		Serious Violence and Violence against Women and Girls Strategy	
Title of the Officer undertaking the assessment:		Head of Communities and Crime	
Is this a new or an existing policy or function?		Existing	
<p><b>1. What are the aims and objectives of the policy or function?</b></p> <p>This strategy sets out our commitment in response to the governments Domestic Abuse Act 2021, the Serious Violence Strategy 2018, and the Violence Against Women and Girls (VAWG) Strategy 2021 to reduce Violence and Domestic Abuse including violence against women and girls and to ensure victims and survivors are able to access quality support services.</p> <p>The Objectives are;</p> <ol style="list-style-type: none"> <li>1. Build on existing strong multi agency partnerships to deliver improved outcomes</li> <li>2. Work in partnership to create safer streets and public spaces</li> <li>3. Raise awareness of support available to improve reporting</li> <li>4. Increase public confidence and feeling safe</li> <li>5. Reduce the number of incidents through education and early intervention</li> <li>6. Enable victims and survivors to access high quality support services</li> <li>7. Promote positive outcomes for children and young people impacted by violence and exploitation.</li> </ol> <p>This strategy recognises that women and girls are disproportionately affected by Domestic Abuse and Violence Against Women and Girls and that men, boys and non-binary people are also affected by issues which encompasses Domestic Abuse and Violence Against Women and Girls.</p> <p>It is important to ensure that appropriate service responses are in place for support and that age, gender, culture, race, religion, disability, sexual orientation and mental health may be an additional barrier to reporting or seeking help</p>			



**2. What outcomes do you want to achieve from the policy or function?**

Reduce the prevalence of serious violence in the borough including the prevalence of domestic abuse and violence against women and girls creating a place where people feel confident and safe. Create strong partnerships to raise awareness and provide access to early intervention and support for victims and those at risk of harm.

**3. Who is intended to benefit from the policy or function?**

Residents of Broxtowe, victims and those at risk from harm.

**4. Who are the main stakeholders in relation to the policy or function?**

Borough Council  
Police  
Domestic abuse organisations  
Violence Reduction Unit  
Victims and those at risk from harm  
Residents

**5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?**

Data relating to the number of incidents of violence with injury reported within the borough however this is not broken down to different equality strands  
Data relating to incidents of domestic abuse reported is recorded against specific crime type (violence with injury/violence without injury/stalking/harassment etc) however is not broken down to the different equality strands.

**6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?**

It is recognised that rape and other sexual offences, stalking, domestic abuse, 'honour-based' abuse (including female genital mutilation and forced marriage and 'honour' killings), 'revenge porn' and 'upskirting', disproportionately affect women and girls.  
It is also recognised that men, boys and non-binary people are also affected by issues which encompasses Domestic Abuse and Violence Against Women and Girls.  
It is widely understood that those with protective characteristics are more vulnerable to hate crime due to prejudice which may also involve serious violence and that they may be less likely to be able to protect themselves from harm.

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

Consultation on the content of the strategy took place with The Violence Reduction Partnership and with Broxtowe Womens Project

**8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:**

**□ Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?**

The strategy targets all those who have been or may be the victim of Serious Violence regardless of equality group.

Some specific functions such as reporting and support are already accounted for within the Hate Crime Strategy and Action Plan.

It particularly focuses on women and girls to satisfy the legal duty set out by government to support a multi-agency approach to preventing and tackling serious violence.

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

Yes the strategy will apply to all groups and communities however awareness raising is targeted at groups most at risk. Those with protective characteristics which may be a barrier to reporting and accessing services are considered at risk

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

The strategy applies equally across all groups and communities however it is recognised that some groups with protective characteristics may be more reluctant to report incidents. The Hate Crime Strategy and Action Plan delivers activity to break down barriers and increase reporting across all groups with protected characteristics.

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

Prevent serious violence between individuals and groups reducing violence to those with protected characteristics.

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

Statistical evidence on reported incidents broken down by equality strand however this data is not collected.

**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:**

Target boys for White Ribbon messaging through schools

Target girls through schools to raise awareness of reporting and support available

**Disability:**

Raise awareness of reporting and support available through targeted events and campaigns

**Gender:**

Target men for White Ribbon messages

Raise general awareness of reporting and support available through campaigns

**Gender Reassignment:**

Raise awareness of reporting and support available through targeted events and campaigns

**Marriage and Civil Partnership:**

Raise general awareness of reporting and support available through campaigns

**Pregnancy and Maternity:**

Raise general awareness of reporting and support available through campaigns

**Race:**

Raise awareness of reporting and support available through targeted events and campaigns

**Religion and Belief:**

Raise awareness of reporting and support available through targeted events and campaigns

**Sexual Orientation:**

Raise awareness of reporting and support available through targeted events and campaigns

**Care Experience:**

Raise general awareness of reporting and support available through campaigns

**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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## Serious Violence Duty - Local Response Plan

### South Notts Community Safety Partnership

## Serious Violence Response Planning

### Context

The Police, Crime, Sentencing and Courts (PCSC) Act 2022 provides new duties in respect to Serious Violence. The specific new Serious Violence Duty (SVD) requires specified authorities<sup>1</sup> to work together to prevent and reduce serious violence, including identifying the kinds of serious violence that occur in the area, the causes of that violence, and to prepare and implement a strategy for preventing and reducing serious violence in the area. The Statutory Instrument<sup>2</sup> confirmed that the Duty would commence on 31 January 2023.

The specified authorities are required to develop:

- a. An understanding of local issues: the partnership should work together to establish the local 'strategic needs assessment' of serious violence
- b. Preparation and implementation of a strategy: The strategy should set out how the proposed actions will enhance and complement existing local arrangements responding to serious violence. This may include consideration of joint funding or investment to support local early interventions and responses. Partnerships will also need to consult with any and all educational institutions, prisons and secure settings situated in the local area as part of this process.
- c. Review -The partnership should review the strategy on an annual basis. A review should specifically consider how the interventions and solutions have impacted on serious violence within their area

A Serious Violence Duty delivery plan detailing how the Duty funding will be implemented is also required to be submitted to the Home Office by January 2024.

### Response plan

It has been agreed by specified authorities that an overarching county-wide Response Strategy will be developed and published to meet the requirements of the SVD by January 2024.

The Strategy will be supported however by a set of clear response plans for implementation of the Strategy and respond to the local evidence based needs. This will require an agreed set of actions with mechanisms and resources in place to enable delivery of all the priorities identified.

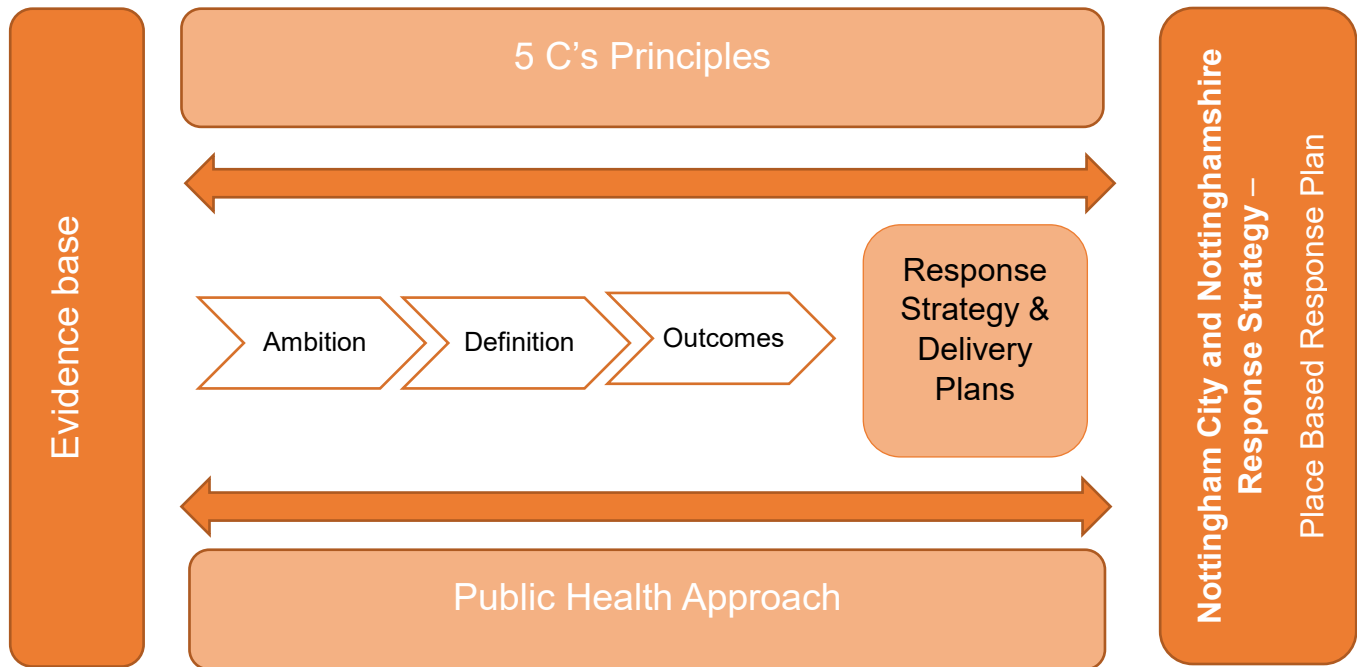
The place based Serious Violence/Community Safety Partnerships will take responsibility for the development and implementation of these response plans.

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<sup>1</sup> Police, Local Authorities, Youth Offending Teams, Probation, Fire and Rescue and Integrated Care Boards

<sup>2</sup> <https://www.legislation.gov.uk/ukxi/2022/1304/part/3/made>

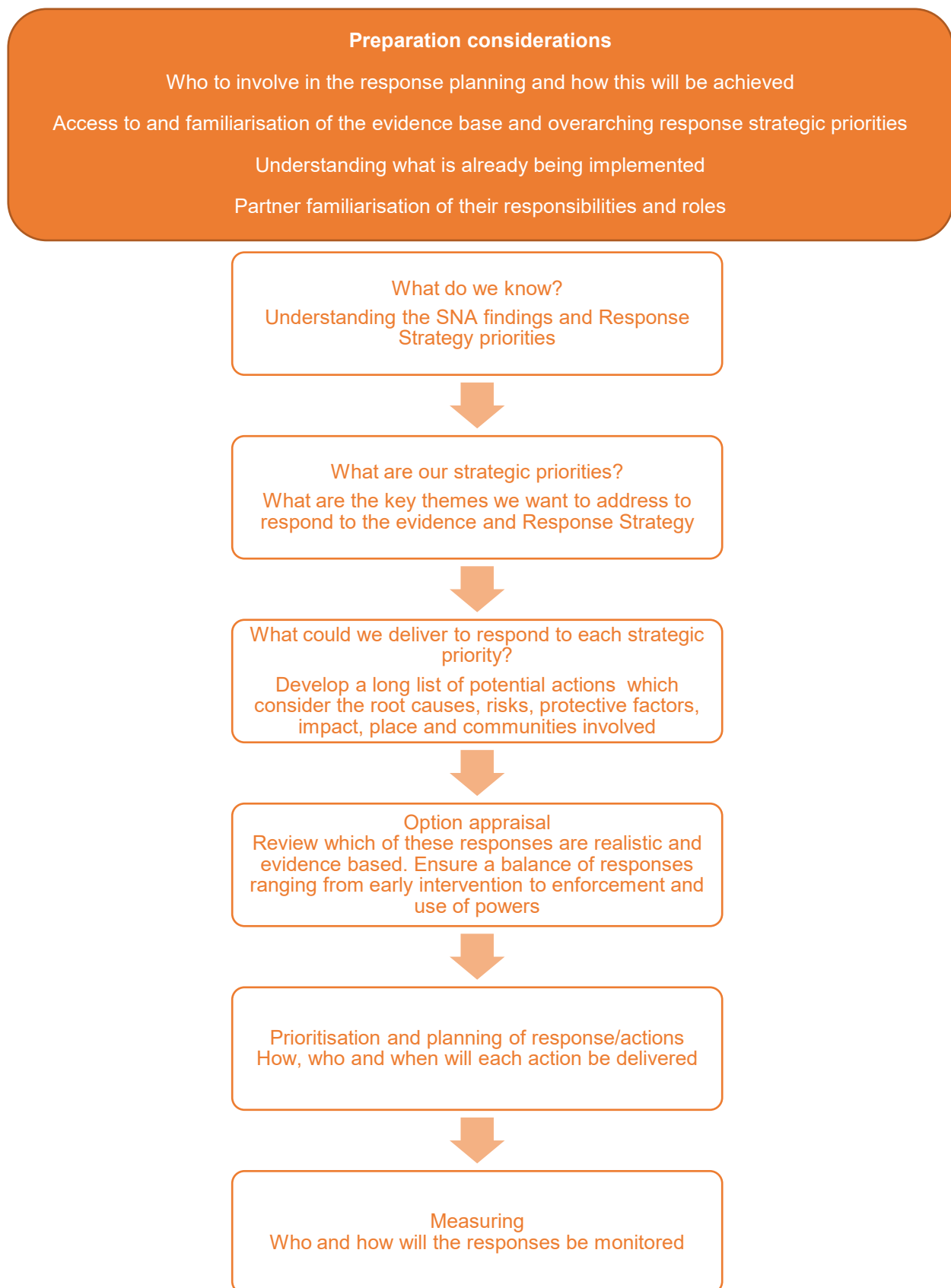
## Considerations for developing the response plan



The purpose of the Place Based/District response plans is to set out the priorities and actions for each district in supporting the implementation of the Response Strategy. They have been developed within the context of the evidence base (Strategic Needs Assessments) and support the agreed ambition/vision; definitions and overall outcomes of reduction of serious violence and improving population health.

The following provides a flow chart of considerations during the development of the Response Plan.





## Reducing Serious Violence Response Plan

### *South Notts Community Safety Partnership*

#### **Background**

On 9th April 2018, the government published its Serious Violence Strategy setting out an ambitious programme of work to respond to increases in knife crime, gun crime and homicide. This Response Plan aligns to the priorities and ambitions set out in Nottingham and Nottinghamshire's Violence Reduction Partnership's (NNVRP) Serious Violence Response Strategy, of which the South Nottinghamshire Community Partnership is an active partner.

The NNVRP brings together specialists from the PCC, public health, clinical commissioning, police, local authorities, community safety partnerships, criminal justice partnerships, education, and voluntary and community sector organisations with a shared goal to reduce serious violent crime and the underlying causes countywide. It provides strategic leadership and coordination of the countywide response to preventing and reducing serious violence.

The Serious Violence Response Strategy is underpinned by a multi-agency public health approach to understanding the drivers and impacts of serious violence, with a focus on early intervention and prevention, tackling the root causes of violence and preventing young people from becoming involved in crime in the first place.

The Serious Violence Duty commenced on 31 January 2023 as part of the Police Crime, Sentencing and Courts Act 2022. The duty was introduced in the context of an increase in violence over the last decade and a recognition of the impact it has on victims and their families. The Serious Violence Duty requires organisations to work together to share information, analyse the situation locally and come up with solutions, including the publication of local Response Plan, aligned to the Response Strategy, to prevent and reduce serious violence on a local basis.

The Plan outlines a commitment to investing in prevention and early intervention activities that deals with the causes, rather than the consequences, of crime and anti-social behaviour (ASB). The Plan will be subject to annual review to ensure it continues to be responsive to national policy, the local evidence base and emerging insight. Progress will be reported to the Safer Nottinghamshire Board on a quarterly basis.

#### **Our Vision:**

Our vision is for Nottingham and Nottinghamshire communities to feel safe from violence and the fear of violence.

#### **Our Mission:**

We will work with communities to prevent violence and reduce its harmful impacts through developing a detailed understanding of its causes and investment in evidence-based interventions that make a lasting difference.

#### **Our Focus:**

Our definition of Serious Violence recognises the complexity of violence, with a focus on all incidents (including domestic violence) that cause serious harm. It also focuses on other offending that drives violence, so currently includes organised criminality and child exploitation

### **Need**

- Reduction in Serious Violence through a Strategic Partnership Plan for South Notts using an analysis of Data.
- Reduction in serious violence related to alcohol consumption and the night time economy
- Reduction in serious violence linked to alcohol consumption in dwelling and domestic settings
- Reduction in domestic violence including strangulation/suffocation
- Reduction in dogs causing injury
- Reduction in weapon enabled crime
- Reduce vulnerabilities and increase support for vulnerable young people

Source: SNA and local profiles

### **Priorities**

- Data and Insight to improve decision making and sustainability.
- Domestic and Sexual Abuse/Assault (Financial Control, Reporting and Stalking).
- Vulnerability in YP (County Lines, Gangs, Supporting YP to make better decisions).
- Education and Behaviour Change (Education support).

### **Gaps – What don't we know/improve insight**

- Mental Health – Children Excluded from school and school off-rolling.
- Homelessness as a marker – YP people and sofa surfing, transition.
- Breakdown of sexual assault/rape – domestic and public space, historic – how does this affect the numbers?
- Consideration of Under 25's in the Local Area Profiles.

<b>Measures of success</b> <i>Insert the key performance measures:</i> <ul style="list-style-type: none"> <li>• A reduction in hospital admissions for assaults with a knife or sharp object</li> <li>• A reduction in knife enabled serious violence</li> <li>• A reduction in all non-domestic homicides</li> </ul>			
<b>Indicator</b>	<b>Baseline (Oct 23)</b>	<b>Update</b>	<b>Percentage change RAG the change</b>
<b>BROXTOWE</b> <i>A reduction in hospital admissions for assaults with a knife or sharp object</i>	TBC		
<b>GEDLING</b> <i>A reduction in hospital admissions for assaults with a knife or sharp object</i>	TBC		
<b>RUSHCLIFFE</b> <i>A reduction in hospital admissions for assaults with a knife or sharp object</i>	TBC		
<b>BROXTOWE</b> <i>A reduction in knife enabled serious violence</i>	17		
<b>GEDLING</b> <i>A reduction in knife enabled serious violence</i>	25		
<b>RUSHCLIFFE</b> <i>A reduction in knife enabled serious violence</i>	15		
<b>BROXTOWE</b> <i>A reduction in all non-domestic homicides</i>	0		
<b>GEDLING</b> <i>A reduction in all non-domestic homicides</i>	0		
<b>RUSHCLIFFE</b> <i>A reduction in all non-domestic homicides</i>	0		

Action		Lead	Timescale	Progress update	RAG
<b>Priority 1 Understanding data and insight to inform decision making and sustainability</b>					
1.0	In depth data analysis to target resources	VRP	2024/25	Requires updates from VRP	
1.1	Engage with communities to capture their views on violence	PCC NCC	2024/25	Requires updates from PCC/NCC	
1.2	Effective data collection and partnership working. Data storage and sharing system between agencies Police, Social Care, Youth Services and LAs for early intervention not just incident resolution.	Police Social Care NCC YOT NCC Youth Services LAs	2024/25	Requires updates from lead agencies	
1.3	Hotspot areas – Identification and focus for partnership.	VRP	2024/25	Hotspot areas identified in area profiles	
<b>Priority 2 Domestic abuse and sexual violence</b>					
2.0	Delivery of the countywide Domestic Abuse action plan	Nottinghamshire Domestic Abuse Board	2024/25	Requires updates from DAB	
2.1	Deliver a perpetrator programme	PCC	2024/25	Requires updates from PCC	
2.2	Deliver White Ribbon Action Plan and maintain accreditation	BBC BWP Equation	Reaccreditation application 2024 3 year action 2024/27	Reaccreditation application submission Feb 2024 action plan delivery started Jan 2024	

				2.3	
2.3	Gain DAHA accreditation	BBC GBC	Expected accreditation year 2024/25		
2.4	Expand Safe Spaces within suitable shop watch stores	RBC Equation	2024/25	Will require head office approval from each venue potentially 2 places in West Bridgford	
<b>Priority 3 Education and behaviour change</b>					
3.0	Working with excluded young people outside of mainstream schooling and their families to reduce weapon carrying including the promotion where appropriate of referrals of excluded young people to YJS MyFuture youth support programme.	NCC Education YJS	2024/25	Requires updates from YJS	
3.1	Expand Police Schools Liaison Officers role in schools to include prevention work and work in partnership to address behaviour of repeat and potential repeat offenders. Included in the annual YJS Strategic plan is a long-term aspiration for the YJS to work more closely with SEIOs to promote early intervention and successful diversion	Police Schools YJS	2024/25	Requires updates from lead agencies	
3.2	Work in schools around healthy relationships	Equation	2024/25	Requires updates from Equation	
3.3	Prevention work in Youth Centres – supported by discussions at the NCC Youth Support Group which discussed incoming PPNs.	Youth Service	2024/25	Requires updates from NCC	
3.4	Local authority to develop and implement an Improving School Attendance Strategy, with targeted support to schools in BGR with the highest rates of unauthorised absence.	NCC Family Service NCC Education	2024/25	Requires updates from NCC	

3.5	Effective staff training	All	2024/25	Requires updates from all	
3.6	Deliver OPERATION SCEPTRE weapon amnesties	Police	2024/25	Requires updates from Police	
3.7	Support for Schools to promote behaviour change. Prevention and reporting comms to parents and carers through schools. Prevention and reporting comms to students (secondary and primary) through PHSE and assemblies.	Schools BBC Police	2024/25	Visits into school annually	
3.8	Early intervention work with parents and families ensuring prevention work is implemented before issues escalate	NCC Family Services	2024/25	Requires updates from NCC	
3.9	Continue to deliver the Positive Future Peer Mentoring programme for young people at risk of offending.	Positive Futures	2024/25	Requires updates from YJS	
3.10	Promote appropriate referral and support of children and families to The Family Service for targeted early help support. The Family Service will continue to deliver relevant parenting intervention programmes such as NVR, and Managing risk taking teenage behaviour workshops.	All NCC Family Services	2024/25	Una Daniels – Early Help Strategy (City). Early Intervention and Prevention Workstream (Notts County Council – Family Hubs).	
3.11	Positive Future Community engagement projects in geographical areas of concern	Positive Futures	2024/25	Requires updates from YJS	
3.12	Promote appropriate referral and support of children to the YJS MyFuture youth support programme	YJS	2024/25	Requires updates from YJS	

3.13	Identify young people at risk of being NEET post 16 and refer to Futures NEET support programme, commissioned by NCC children's services.	All	2024/25	Requires updates from NCC	
3.14	Examples of good practice in Keyworth in some schools – ripple the learning, peer to peer learning through schools.	NCC Education	2024/25	Requires updates from NCC	
3.15	Schools – alter approach to behaviour policies and exclusion. Requires willingness from school and partners. YP need to feel connected.	NCC Education	2024/25	Requires updates from NCC	
3.16	Deliver interventions and support at transition age (Year 5/6), there is a disconnect between Primary and Secondary school.	NCC Education	2024/25	Requires updates from NCC	
<b>Priority 4 Vulnerability in young people</b>					
4.1	Promotion of support services available to young people, parents and carers	All	2024/	Requires updates from all	
4.2	Expansion or creation of support groups such as switch up	NHS	2024/25	Requires updates from NHS	
4.3	Delivery of training to teachers by the Tackling Emerging Threats to Children Team (TETC) and to all other statutory and relevant partners of the Nottinghamshire Safeguarding Children Partnership (NSCP) through the NSCP training programme	NCC	2024/25	Requires updates from NCC	
4.4	Neighbourhood Safeguarding and Disruption meetings (NSDs) in districts to manage young people at very high risk of CCE and violence	Police YJS CSC BBC GBC RBC	2024/25	NSD meetings monthly BBC in place since 2020	
4.5	CCEP meetings at county level to manage young people at very high risk of CCE and violence escalated from the NSDs	NCC BBC GBC RBC Police	2024/25	CCEP meetings monthly	



4.6	Deliver 4 x Night Angel Operations annually. Drug and weapon detection in the night time economy through drug swabs and hand held metal detectors	BBC	2024/25	4 to be delivered annually	
4.7	Deliver OPERATION POTASSIUM + in Beeston. Transform Trainings TLC programme to 16 young people identified as at very high risk of CCE and violence in Beeston	BBC	March 2024	Funding ends March 2024	
4.8	Deliver Operation Silverbirch in Arnold Town Centre, targeting youth related ASB and violence including the possession of weapons offences	Police GBC	2024/25	Requires updates from GBC	
4.9	Deliver Night Time Economy patrols in the Front Street area of Arnold, working with Police and GBC Licensing to increase licence compliance	Police GBC	2024/25	Requires updates from GBC	
4.10	Introduce 2 x help points in Beeston Town Centre giving direct emergency access to the Police control room	BBC	September 2024	To be commissioned 2024	
4.11	Distribute Personal Safety Alarms to those vulnerable to attack through events and reported incidents. Target young adults through the University of Nottingham student support team	BBC	October 2023 – October 2025	Distribution underway	
4.121	Distribute Personal Safety Alarms by Safer Street Wardens in the Netherfield area	GBC	2024/25	Requires updates from GBC	
4.13	Upgrade Beeston Town Centre, Montrose Court and Inham Nook Park CCTV systems	BBC	September 2024	To be commissioned 2024	
4.14	Implement the upgrade to Bingham Town Centre CCTV system	RBC Police Bingham Parish Council	September 2024	Up to 7 cameras in Bingham via SS5	
4.15	Upgrade lighting Arnot Hill Park	GBC	September 2024	Requires updates from GBC	
4.16	Aim to undertake an annual knife awareness event with targeted young individuals subject to funding.	RBC Positive Futures	2024/25	Stopped this year due to funding. Aim to restart in 2024	

				At local venue to Coincide with Op Sceptre. Est up to 70 individual students	
4.17	Continue to develop the Positive Futures and strengthen the serious violence message to the young.	RBC Positive Futures	2024/25	Provide info on events and training and workshops to PF as and when	
4.18	Deliver student safety initiatives Issue crime prevention and community safety resources	BBC RBC Police NU NTU	2024/25	Early Oct fresher's week	
4.19	The GREAT project delivery in primary schools	Equation	2024/25	Requires updates from Equation	
4.20	RBC working with Police X2 annual partnership NTE sessions, inc police engagement with young people at YPCs, taxi licence and Vehicle checks, drug wiping, Ask for Angela checks (ensure all members of pub watches have Ask for Angela policy in place, or similar)	RBC	2024/25	These are annual events in the summer and Christmas	
4.21	Non term time activities/initiatives at ASB hot spot locations	RBC Positive Futures Police Youth Leaders	2024/25	Referrals are from the police Requires updates from RBC	
4.22	Embed consistent screening and intervention following receipt of Public Protection Notices	YJS CSC	2024/25	Requires updates from YJS/CSC	

	Prioritise service for young victims of serious crime through Victim Care (consider YEF evidence which highlights experience of children as victims, especially among those who offend)	Victim Care	2024/25	Requires updates from Victim Care	
	YJS work with partners to effectively target outreach offer. Detached Youth Worker on streets – long term funded.	YJS	2024/25	Requires updates from YYS	

## Report of the Portfolio Holder for Economic Development and Asset Management

### COSSALL NEIGHBOURHOOD PLAN

#### 1. Purpose of Report

To seek the resolution of Cabinet to 'make' (adopt) the Cossall Neighbourhood Plan, following a successful referendum result on 15 February 2024.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that:**

- 1. Following a successful referendum on 15 February 2024, the Council 'makes' (adopts) the Cossall Neighbourhood Plan.**
- 2. Authority be given to issue a statement setting out this decision (the 'Decision Statement').**

#### 3. Detail

Following an Independent Examination into the Cossall Neighbourhood Plan, the Independent Examiner recommended that the Plan should proceed to referendum, subject to a number of recommended modifications. At its meeting of 5 December 2023, Cabinet resolved that the Cossall Neighbourhood Plan, once amended as proposed, would meet the basic conditions and other relevant legislative requirements and should proceed to referendum.

A Neighbourhood Plan referendum took place in relation to the Cossall Neighbourhood Plan on Thursday 15 February 2024, asking the question: 'Do you want Broxtowe Borough Council to use the Neighbourhood Plan for Cossall to help it decide planning applications in the neighbourhood area?'. The number of votes cast in favour of 'Yes' was 115 (93.5%) and those in favour of 'No' was 8 (6.5%). The turnout was 26.28%.

Section 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 (as amended) requires that the Council must 'make' the Neighbourhood Plan if more than half of those voting have voted in favour of the Plan.

Therefore, Broxtowe Borough Council is now required to formally 'make' (adopt) the Cossall Neighbourhood Plan. The Cossall Neighbourhood Plan would then form part of the 'development plan' for Cossall Parish, sitting alongside the Broxtowe Local Plan (Broxtowe Aligned Core Strategy and the Broxtowe Part 2 Local Plan). Decisions on planning applications within Cossall Parish will be made using both the Broxtowe Local Plan and the Cossall Neighbourhood Plan, and any other material considerations. The final version of the Cossall Neighbourhood Plan is available to view on the Council's website at the following

link: <https://www.broxtowe.gov.uk/media/eslfd3er/cossall-neighbourhood-plan-january-2024.pdf>.

In order to comply with Regulation 18A of the Neighbourhood Planning (General) Regulations 2012, as amended by the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016, the date prescribed for the purposes of section 38A(4)(b) of the Planning and Compulsory Purchase Act 2004 (as amended) is the date which is the last day of the period of 8 weeks beginning with the day immediately following that on which the last applicable referendum is held. Therefore, the Council is required to adopt the Cossall Neighbourhood Plan as soon as 'reasonably practicable' after the referendum was held and, in any event, by the end of the period of 8 weeks following the day after the referendum.

Were the Cossall Neighbourhood Plan to be 'called in' for consideration at the Overview and Scrutiny Committee, then a decision with the 8-week period would not be possible. The Chair of the Overview and Scrutiny Committee has been consulted and has agreed that the call-in procedure shall not apply to this decision.

#### 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

As detailed above.

#### 6. Financial Implications

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

The Council will be able to claim £20,000 from the Department for Levelling Up, Housing and Communities (DLUHC), during the next 'claims window', as it issued a decision statement detailing its intention to send the Neighbourhood Plan to referendum (as set out under Regulation 18 of the Neighbourhood Planning (General) Regulations 2012 (as amended)), and this referendum has now been held.

#### 7. Legal Implications

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

In order to comply with Regulation 18A of the Neighbourhood Planning (General)

Regulations 2012, as amended by the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016, the date prescribed for the purposes of section 38A(4)(b) of the Planning and Compulsory Purchase Act 2004 (as amended) is the date which is the last day of the period of 8 weeks beginning with the day immediately following that on which the last applicable referendum is held. Therefore, the Council is required to adopt the Cossall Neighbourhood Plan as soon as 'reasonably practicable' after the referendum was held and, in any event, by the end of the period of 8 weeks following the day after the referendum.

As set out within section 61E (8) of the Town and Country Planning Act 1990 Act (as amended), there are narrow circumstances where the Local Planning Authority is not required to 'make' (adopt) the Neighbourhood Plan. These are where it considers that the making of the Neighbourhood Plan would breach, or otherwise be incompatible with, any EU or human rights obligations. However, it is considered that these do not apply in the case of the Cossall Neighbourhood Plan.

7. Human Resources Implications

N/A

8. Union Comments

N/A

9. Climate Change Implications

The Cossall Neighbourhood Plan includes local planning policies to promote sustainable development, to protect and enhance blue and green infrastructure and to protect and enhance biodiversity.

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

An Equality Impact Assessment is attached in the **APPENDIX**

12. Background Papers

Background documents can be found on the Council's website page for the Cossall Neighbourhood Plan at the following link:

<https://www.broxtowe.gov.uk/cossallneighbourhoodplan>.

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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 Department	Title of the Lead Officer responsible for EIA	Head of Planning and Economic Development
Name of the policy or function to be assessed:		Cossall Neighbourhood Plan	
Title of the Officer undertaking the assessment:		Senior Planning Policy Officer	
Is this a new or an existing policy or function?		New local planning policies (within a Neighbourhood Plan) which will form part of the Development Plan, sitting alongside the Local Plan, if adopted by the Council. There has been extensive public consultation in relation to this document and it has been the subject of an Independent Examination. It has also been successful at a local referendum.	
1. What are the aims and objectives of the policy or function?			
<p>Neighbourhood Plans set out the (community's) vision for an area and planning policies for the use and development of land within the Neighbourhood Area (in this case, the Cossall Neighbourhood Area, which is as per the pre-April 2023 Parish boundary). As the Neighbourhood Plan has been successful at referendum, then if adopted, its policies will form a part of the Development Plan for this part of Broxtowe Borough, sitting alongside the Local Plan.</p> <p>The specific vision and objectives of the Cossall Neighbourhood Plan can be found on page 12 of the (Referendum Version of the) Cossall Neighbourhood Plan (<a href="https://www.broxtowe.gov.uk/media/eslfd3er/cossall-neighbourhood-plan-january-2024.pdf">https://www.broxtowe.gov.uk/media/eslfd3er/cossall-neighbourhood-plan-january-2024.pdf</a>).</p> <p>Further information in relation to Neighbourhood Plans can be found within Planning Practice Guidance at the following (gov.uk) website link: <a href="https://www.gov.uk/guidance/neighbourhood-planning--2">https://www.gov.uk/guidance/neighbourhood-planning--2</a>.</p>			

Directorate:	Chief Executive's Department	Title of the Lead Officer responsible for EIA	Head of Planning and Economic Development
<p><b>2. What outcomes do you want to achieve from the policy or function?</b></p> <p>Neighbourhood Plans should help to deliver the aspirations of the local community in terms of protecting and enhancing built development and the environment of their local area.</p> <p>The Neighbourhood Plan includes 12 policies. These are:</p> <ul style="list-style-type: none"> <li>• Policy 1 Sustainable Development</li> <li>• Policy 2 Protecting Landscape Character</li> <li>• Policy 3a Protecting and Enhancing Blue and Green Infrastructure</li> <li>• Policy 3b Protecting and Enhancing Biodiversity</li> <li>• Policy 4 Designation of Local Green Spaces</li> <li>• Policy 5 Protecting or Enhancing Heritage Assets</li> <li>• Policy 6 Ensuring High Quality Design</li> <li>• Policy 7 A Mix of Housing Types</li> <li>• Policy 8 Maintaining Local Employment</li> <li>• Policy 9 Enhancing the Provision of Community Facilities</li> <li>• Policy 10 Traffic Management</li> <li>• Policy 11 Car Parking on Church Lane</li> </ul> <p>Part of the Community Vision for the Cossall Neighbourhood Plan stresses that community facilities will be protected and enhanced to meet the needs of all sections of the community and that a strong sense of community spirit will ensure residents feel valued and cared for.</p> <p>Policy 7 (A Mix of Housing Types) should be beneficial in terms of ensuring that a mix of housing is available for different sections of the local community.</p>			
<p><b>3. Who is intended to benefit from the policy or function?</b></p> <p>The local community including residents and businesses, landowners and potential developers and a range of other stakeholders.</p>			
<p><b>4. Who are the main stakeholders in relation to the policy or function?</b></p> <p>Cossall Parish Council, including the Cossall Neighbourhood Plan Steering Group and its members, local residents and businesses, Broxtowe Borough Council, Nottinghamshire County Council, community organisations, neighbouring Parish Councils and other groups within the local community and a range of other organisations.</p>			

Directorate:	Chief Executive's Department	Title of the Lead Officer responsible for EIA	Head of Planning and Economic Development
<p><b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b></p> <p>Extensive research was undertaken throughout the development of the Neighbourhood Plan. Please refer to the Neighbourhood Plan (main text) and the Consultation Statement (these documents can be viewed on Broxtowe Borough Council's website at the following link: <a href="https://www.broxtowe.gov.uk/cossallneighbourhoodplan">https://www.broxtowe.gov.uk/cossallneighbourhoodplan</a>), and also the results of the consultation activities undertaken, which can be viewed on the website of Cossall Parish Council at the following link: <a href="https://www.cossallparishcouncil.co.uk/initiatives/neighbourhood-plan/cossall-neighbourhood-plan-consultation/">https://www.cossallparishcouncil.co.uk/initiatives/neighbourhood-plan/cossall-neighbourhood-plan-consultation/</a>.</p>			
<p><b>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</b></p> <p>Extensive research was undertaken throughout the development of the Neighbourhood Plan. Please refer to the Neighbourhood Plan (main text) and the Consultation Statement (these documents can be viewed on Broxtowe Borough Council's website at the following link: <a href="https://www.broxtowe.gov.uk/cossallneighbourhoodplan">https://www.broxtowe.gov.uk/cossallneighbourhoodplan</a>), and the results of the consultation activities undertaken, which can be viewed on the website of Cossall Parish Council at the following link: <a href="https://www.cossallparishcouncil.co.uk/initiatives/neighbourhood-plan/cossall-neighbourhood-plan-consultation/">https://www.cossallparishcouncil.co.uk/initiatives/neighbourhood-plan/cossall-neighbourhood-plan-consultation/</a>.</p>			
<p><b>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</b></p> <p>A number of community and business consultations were undertaken. These helped to develop the policies, aspirations and supporting text within the Neighbourhood Plan.</p> <p>Further information in relation to some of the consultations undertaken can be found within the Consultation Statement. (This document can be viewed on Broxtowe Borough Council's website at the following link: <a href="https://www.broxtowe.gov.uk/media/10608/consultation-statement.pdf">https://www.broxtowe.gov.uk/media/10608/consultation-statement.pdf</a>).</p>			
<p><b>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:</b></p>			

<ul style="list-style-type: none"> <li>• <b>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?</b></li> </ul> <p>The policies of the Neighbourhood Plan have the potential to benefit all members of the local community. No groups should be excluded.</p>
<ul style="list-style-type: none"> <li>• <b>Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</b></li> </ul> <p>Yes, the Neighbourhood Plan has been developed by the Parish Council and Neighbourhood Plan Steering Group and members of the local community for the benefit of all members of the local community.</p>
<ul style="list-style-type: none"> <li>• <b>Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</b></li> </ul> <p>This should not be the case.</p>
<ul style="list-style-type: none"> <li>• <b>Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</b></li> </ul> <p>Yes, as the development of the Neighbourhood Plan has been led by the Parish Council and Neighbourhood Plan Steering Group with the support and widespread involvement of the local community, it has already helped to promote and enhance community cohesion through this process.</p>
<ul style="list-style-type: none"> <li>• <b>What further evidence is needed to understand the impact on equality?</b></li> </ul> <p>It is not considered that any further evidence is needed.</p>

<b>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?</b>
<b>Age:</b> None Identified
<b>Disability:</b> None Identified
<b>Gender:</b> None Identified
<b>Gender Reassignment:</b> None Identified
<b>Marriage and Civil Partnership:</b> None Identified
<b>Pregnancy and Maternity:</b> None Identified

**Race:** None Identified

**Religion and Belief:** None Identified

**Sexual Orientation:** None Identified

**Care Experience:** None Identified

In relation to 'Human Rights', the Independent Examiner for the Cossall Neighbourhood Plan stated within her Report that: *'The CNP Basic Conditions Statement states, at paragraph 1.38, that the Neighbourhood Plan has had regard to, and is compatible with, the fundamental rights and freedoms guaranteed under the European Convention on Human Rights. I recognise that great care was exercised throughout the preparation and drafting of the CNP, to ensure that the views of the whole community were embraced and to avoid unintentional negative effects on particular groups. Broxtowe Borough Council has not stated that the Plan would breach Human Rights (within the meaning of the Human Rights Act 1998), and from my independent assessment, I see no reason to disagree.'*

**Chief Executive:**

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

**Signature:**



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## **Report of the Portfolio Holder for Economic Development and Asset Management**

### **LOCAL DEVELOPMENT SCHEME**

#### **1. Purpose of Report**

To seek approval of an updated Local Development Scheme (LDS). The LDS sets out the timetable for preparing development plan documents which includes the Greater Nottingham Strategic Plan.

#### **2. Recommendation**

**Cabinet is asked to RESOLVE that the updated Local Development Scheme be approved.**

#### **3. Detail**

The current LDS was approved in October 2019. The Secretary of State has requested that all authorities submit an updated timetable for producing an up-to-date Local Plan to the Department for Levelling Up, Housing and Communities. The authorities involved in the Greater Nottingham Strategic Plan have therefore all updated their LDS to reflect the timetable for producing the Greater Nottingham Strategic Plan. The LDS has also been updated to reflect other development plan documents including Neighbourhood Plans.

#### **4. Key Decision**

This report is a key decision as it effects an area comprising two or more Wards in the Council's area.

#### **5. Updates from Scrutiny**

Due to the timescales required to submit the updated LDS and as the changes primarily relate to updating timescales, the Policy Overview Working Group has not been consulted.

#### **6. Financial Implications**

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

There are no additional financial implications.

#### **7. Legal Implications**

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



There is a requirement to produce a Local Development Scheme under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

N/A

9. Union Comments

The comments from the Union were as follows:

N/A

10. Climate Change Implications

The Local Development Scheme states the intention of the Council to prepare further guidance regarding low carbon development.

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

There are no Equality Impact Assessment Issues.

13. Background Papers

N/A



Broxtowe  
Borough  
COUNCIL

# Local Development Scheme

With effect from 12 March 2024



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# 1. What is a Local Development Scheme?

A Local Development Scheme (LDS) is required under [section 15 of the Planning and Compulsory Purchase Act 2004](#) (as amended).

It is a public statement which specifies:

- Which development plan documents will be prepared;
- What subject matter they will cover;
- What geographical area they will relate to;
- Whether any of them will be prepared jointly with other authorities; and
- The timetables for their preparation and revision.

The previous LDS was adopted in October 2019. This LDS wholly replaces the previous version.

Whilst every effort is made to identify realistic key dates over the course of the LDS timeline, these dates may be subject to change should circumstances dictate. It should be noted that many of the key milestones are subject to external influence, for instance that of the Planning Inspectorate, and therefore scheduled adoptions will be partly dependent on work and decisions carried out beyond the control of the Borough Council.

## 2. Development Plan Documents

The Council adopted the [Aligned Core Strategy \(ACS\)](#) in September 2014.

The ACS is currently being reviewed and will result in the production of the Greater Nottingham Strategic Plan.

### Greater Nottingham Strategic Plan

**Subject matter:** A document forming part 1 of the Local Plan which sets out the spatial vision and objectives, and strategic policies which will form the planning framework for the area. Policies include those relating to climate change, housing and employment provision, the Green Belt, the role of town and local centres, design, the historic environment and infrastructure.

**Geographical area:** Broxtowe, Gedling, Nottingham City and Rushcliffe.

**Prepared jointly:** The Strategic Plan is being prepared jointly with Gedling, Nottingham City and Rushcliffe Councils. However, decisions relating to the plan are made separately by each Council.

#### Timetable:

Stage	Date
Pre-submission Regulation 19 Draft	June 2024
Submission of plan (Regulation 22)	December 2024
Examination in Public/ Hearings	January 2025
Receipt of Inspector's Report	December 2025
Estimated Adoption	March 2026

#### Arrangements for production:

Topic	Details
Organisational Lead	Head of Planning and Economic Development
Political Management	Cabinet and Full Council
Internal Resources	Planning policy team, with technical, legal and administrative support as required.
External Resources	Use of consultants for gathering evidence base information.
Community and Stakeholder Involvement	Informal and formal consultation as set out in the Statement of Community Involvement.
Monitoring and Review Mechanisms	Authority Monitoring Report (AMR) with formal review undertaken if necessary.

## Broxtowe Part 2 Local Plan

The Council adopted the [Part 2 Local Plan](#) in October 2019.

**Subject matter:** The allocation of sites for housing, employment, retail and other purposes. Also development management policies on a range of topics including the environment, housing, employment, transport, shopping, town centres, recreation and community facilities.

**Geographical area:** The whole of Broxtowe.

**Prepared jointly:** No.

**Timescales for review:** Due to changes to planning legislation, there will be a new system for producing Local Plans.

Following adoption of the Greater Nottingham Strategic Plan, any new plan will need to be produced under a new system.

Details regarding a timescale for production of a new plan, and the extent of the plan, will be provided once further clarification has been provided by the Government.

## Neighbourhood Plans

The Localism Act 2011 makes provisions for Neighbourhood Plans to be prepared. Neighbourhood Plans are community-led and must be initiated through a Parish/Town Council or creation of a Neighbourhood Forum. They must ultimately be adopted by the Borough Council as part of the development plan, provided that they reflect the strategic policies within the Borough Council's Local Plan.

### Adopted Neighbourhood Plans:

Neighbourhood Plan	Adoption Date
<a href="#">Awsorth Neighbourhood Plan</a>	21 July 2021
<a href="#">Nuthall Neighbourhood Plan</a>	20 December 2018

### Neighbourhood Plans subject to Independent Examination:

Neighbourhood Plan	Details
<a href="#">Cossall Neighbourhood Plan</a>	The Independent Examiner's Report was received by the Borough Council in November 2023. A referendum was held on 15th February 2024.
<a href="#">Chetwynd: The Toton and Chilwell Neighbourhood Plan</a>	The Independent Examiner's Report was received by the Borough Council in January 2024.

### Neighbourhood Plans being prepared:

A number of Neighbourhood Plans are being prepared and are at various stages of production:

- Bramcote Neighbourhood Plan
- Brinsley Neighbourhood Plan
- Eastwood Neighbourhood Plan
- Greasley Neighbourhood Plan
- Kimberley Neighbourhood Plan
- Stapleford Neighbourhood Plan

## Supplementary Planning Documents (SPDs)

In addition to the planning policy documents referred to above, the Council has prepared Supplementary Planning Documents which supplement and link to policies in the Aligned Core Strategy and the Part 2 Local Plan.

### Adopted SPDs

SPD	Adoption Date
<a href="#">Toton and Chetwynd Barracks Strategic Masterplan</a>	7 February 2023
<a href="#">Houses in Multiple Occupation (HMOs)</a>	19 July 2022

The [Beeston Town Centre Plan](#) was adopted in June 2008 but there have been significant changes within the Town Centre since adoption including the completion of the tram route and completion of the Beeston Square development.

The Council also intends to prepare further SPDs or guidance documents as follows:

- Biodiversity Net Gain
- Residential development
- Low carbon development
- Borough-wide Design Code

### 3. Community Involvement

The Council's latest [Statement of Community Involvement \(SCI\)](#) was adopted in October 2022. This sets out the processes of community involvement that the Council will use in the production of policy documents and the consideration of planning applications.

### 4. Local Development Scheme Monitoring and Review

[An Authority Monitoring Report \(AMR\)](#) is prepared each year to assess progress in implementing the LDS, and subsequently to determine whether aims and objectives are being achieved through the policies and proposals of the planning policy documents. In the event that there have been unavoidable slippages in the LDS timetable, and 'milestones' have not been achieved, the AMR will explain what the reasons are for the delay. It will also set out any amendments to the LDS and the timetable for implementation to reflect the delay.

The AMR also includes annual technical monitoring information to provide the context for assessing the success of the policies and proposals in the planning policy documents.

### 5. Further information

If you would like further information on any of the issues referred to in this LDS, please contact the planning policy team by:

**Email:** [policy@broxtowe.gov.uk](mailto:policy@broxtowe.gov.uk)

**Telephone:** 0115 917 7777

**Post:** Planning Policy, Broxtowe Borough Council, Foster Avenue, Beeston, Nottingham NG9 1AB.



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**Report of the Portfolio Holder for Economic Development and Asset Management, Resources and Personnel Policy, and Leisure and Heath.**

**BRAMCOTE LEISURE CENTRE RAAC AND BUILDING CONDITION REPAIR**

1. Purpose of report

To seek Cabinet approval to undertake urgent repairs to the Leisure Centre at a cost of £218,900, to ensure building safety which will enable the centre to remain operational for a further 3-5 years to facilitate the delivery of the new leisure centre.

2. Recommendation

**Cabinet is asked to RESOLVE that a capital budget of £206,900 and a one-off revenue budget of £12,000 to implement urgent repairs required to keep Bramcote Leisure Centre operational for up to five years be approved. The cost of the programme will be met from prudential borrowing and General Fund Reserve balances respectively in 2023/24.**

3. Detail

Bramcote Leisure Centre offers leisure services including a swimming pool to the public and is owned by the Council and run by LLP (Liberty Leisure Partnership). The Centre was built c.1960s with alterations and additions made in the 1970s and 1980s. A building condition survey had been carried out in March 2019 by Sanderson Weatherall and following concerns raised by LLP management regarding the current condition of the building, including the possibility of the use of RAAC in the construction of the premises, a further survey was commissioned. This survey was commissioned to determine if the building had deteriorated any further, the quality of the previous structural remedial works undertaken, the presence of RAAC in the construction and the overall structural integrity of the building.

Although initial thoughts from the Interim Capital Works Manager were that RAAC was not present in the construction of the building, a detailed specialist RAAC surveyor's report was instructed to provide assurance and this has identified RAAC in both the ceiling and wall construction of the centre.

The report further states that the current Leisure Centre is beyond its serviceable life without major refurbishment works which would require substantial financial contributions from the Council estimated at c.£4.5m. However, carrying out partial elements of the suggested refurbishment works will enable the Leisure Centre to remain operational for a further 3-5 years.

There has been recent success in securing a capital grant of £48,684 from the swimming pool fund for PV panels at Bramcote Leisure Centre which, although not now suitable for the current building given its condition will be utilised on the proposed replacement. The funding needs to be spent within three years and it is expected this is sufficient time to commence the redevelopment of the new leisure centre. This investment should bring in significant energy and carbon savings as a result of the use of PV panels.

The structural survey is attached as an **APPENDIX** to this report and advises that a number of urgent repairs are required to keep the centre operational for a further 3-5 years.

If the Council does not carry out these works, as recommended within the report, then the current operation of the centre would need careful consideration and current operations may need to be ceased over the course of six months due to risk of falling concrete and loss of building integrity.

Cabinet is asked to note that works may impact the operational running of the Leisure Centre with the possibility of pool closures and access to parts of the centre being restricted whilst works are undertaken. Whilst the scheme of works will be managed to limit the impact on the leisure centre users. Discussions have been had with LLP management who have advised of potential revenue losses of c.£20,000.

The estimated financial implications are outlined in the below table. In summary, the urgent works relating to RAAC and concrete repair amount to £49,500 and should be instructed immediately and works that need to be undertaken within 12 months are estimated at £169,400.

Description of Works	Phase 1 Costs (£)	Phase 2 Costs (£)
Removal of solid ceiling to the first floor dance studio to allow full visual inspection of RAAC	£5,000 - £7,000	
3D laser survey to confirm deflections in RAAC panels.	£2,000	
Inspection of RAAC Panels & flat roof inspection	£3,000	
Structural concrete column investigation and repair	£5,000 - £10,000	
Concrete repair throughout building	£15,000 - £20,000	
Remove all vegetation, clear gullies, gutters and down pipes, carry out survey works and implement running repairs to problematic areas and all roof openings as a minimum.		£60,000 - £80,000
Repair of mechanical and electrical systems.		£40,000 - £50,000
Glazing repair to curtain wall		£10,000 - £15,000
Strategy document and re-inspection programme 6 monthly price for 10 inspections over 5 years	£3,000	£9,000
<b>TOTAL EST COSTS</b>	<b>£45,000</b>	<b>£154,000</b>
Contingency cost of 10%	£4,500	£15,400

Description of Works	Phase 1 Costs (£)	Phase 2 Costs (£)
<b>Total</b>	<b>£49,500</b>	<b>£169,400</b>

4. Key Decision

This report is not a Key Decision

5. Updates from Scrutiny

Not Applicable

6. Financial Implications

The comments from the Head of Finance were as follows:

There is currently no budgetary provision in the General Fund budget for these repairs at Bramcote Leisure Centre. The costs total £218,900, as identified above, and consist of £206,900 of works considered to be of a capital nature. The remaining £12,000 for the strategy document and re-inspection programme (across two phases) is considered to be revenue.

If Members are minded to support the proposal, an additional budget of £218,900 for Bramcote Leisure Centre Building Condition Repairs will be added to the Capital Programme in 2023/24 to be funded from prudential borrowing. A one-off revenue development of £12,000 would also be required for the strategy document and re-inspection programme starting in 2023/24. This would be funded from the General Fund Reserve balances.

These budgets would be provided in the current financial year 2023/24 to enable an early start to works, with any unspent budget being requested for carry forward into 2024/25

7. Legal Implications

The comments from the Head of Legal were as follows:

The Council has a number of different repairing and maintenance liabilities as well as a general duty under occupier's liability legislation and Health and Safety legislation to keep the properties concerned in a safe condition. The repairs to be carried out will help ensure this. The proposals in this report relate to the maintenance of property held by the Council under various holding powers including The Local Government Act 1972 in relation to the discharge of the Council's various statutory functions under principally the Local Government Acts 1972, 2000 and 2003 and the Localism Act 2011.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:  
There are no Implications.

9. Union Comments

There are no implications.

10. Climate Change Implications

The Climate Change implications are contained within this report.

11. Data Protection Compliance Implications

This report does not contain OFFICIAL (SENSITIVE) information. There are no Data Protection issues in relation to this report.

12. Equality Impact Assessment

Not Applicable

13. Background Papers

Nil.

# STRUCTURAL APPRAISAL

## Bramcote Leisure Centre



**FOR:** Broxtowe Borough Council

**DATE:** 22<sup>nd</sup> December 2023

**REF:** HSP2023-C4554-C&S-SR-2029

Survey by	[REDACTED]
Survey date	21 <sup>st</sup> November and 1 <sup>st</sup> December 2023
Author	Matt Stratford
Approved	Howard Pratt
Revision	-
Status	FOR INFORMATION

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## 1.0 Brief

- 1.0.1 HSP Consulting Engineers Ltd were instructed by Broxtowe Borough Council to undertake a Structural Appraisal of Bramcote Leisure Centre. The weather during the survey was dry and sunny.
- 1.0.2 The survey has been undertaken to determine the general form of construction of the various buildings on the site, together with their overall structural condition including potential signs and causes of any structural movement and whether these are recent or historic.
- 1.0.3 The survey consists of a visual only external / internal site inspection of the buildings with some light intrusive investigations where necessary such as removing suspended ceilings tiles to inspect the floor/roof construction and structural condition.
- 1.0.4 Where possible discussions were undertaken during the survey with members of the maintenance staff in relation to approximate dates of the original buildings and any extensions or alterations and also to gain information with regards to their knowledge of any obvious damage to the structures through movement or water damage, etc. also any subjective evidence of repairs etc.
- 1.0.5 Photographic evidence has been taken as a record of the various external elevations, structural elements, and any obvious areas of past repaired or recent damage which may require repair and to aid the descriptions contained in the report.





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- 1.0.6 The survey was undertaken with reference to any Asbestos Survey reports. Intrusive investigations (i.e. within the ceiling voids, etc.) were only be carried out where the reports deemed it is safe to do so.
- 1.0.7 Recommendations are provided, where necessary, on the form of any remedial works required in order to stabilise the structure.
- 1.0.8 This is a Stage 1 non-intrusive survey undertaken in order to raise any areas of concern i.e. those areas exhibiting significant structural movement or those requiring further intrusive investigation as part of a Stage 2 survey and also to identify the form of the existing construction in order to determine the scope of any building repairs that may be necessary as part of any refurbishment.

## **2.0 Limitations of Report**

- 2.0.1 Whilst every effort has been taken to appraise the building fully, we have not been able to inspect those areas, which are covered, unexposed or inaccessible and cannot therefore confirm that any such areas are free from defects.
- 2.0.2 We have assumed that no materials deleterious towards concrete have been employed in the construction of the building.
- 2.0.3 We have not inspected the property for timber infestation, or fungal attack and cannot therefore confirm that the building is free from such defects.



- 
- 2.0.4 Where the report is based on information made available to HSP during the structural appraisal, HSP accepts no liability if the information used is found to be inaccurate or incomplete or if additional information exists or becomes available at a later date.
- 2.0.5 HSP disclaim any duty to automatically update the report for events taking place after the date on which the final report is delivered.
- 2.0.6 This report has been prepared solely for the use of Broxtowe Borough Council cannot be assigned to any other party without the express permission of HSP Consulting Engineers Ltd.
- 2.0.7 All parties to this report do not intend any of the terms of the Contracts (Rights of Third Party) Act 1999 to apply to this report.
- 2.0.8 Only those sections of the building noted in section 1.01 were inspected during our visit and as such the only these buildings are commented upon in this report.



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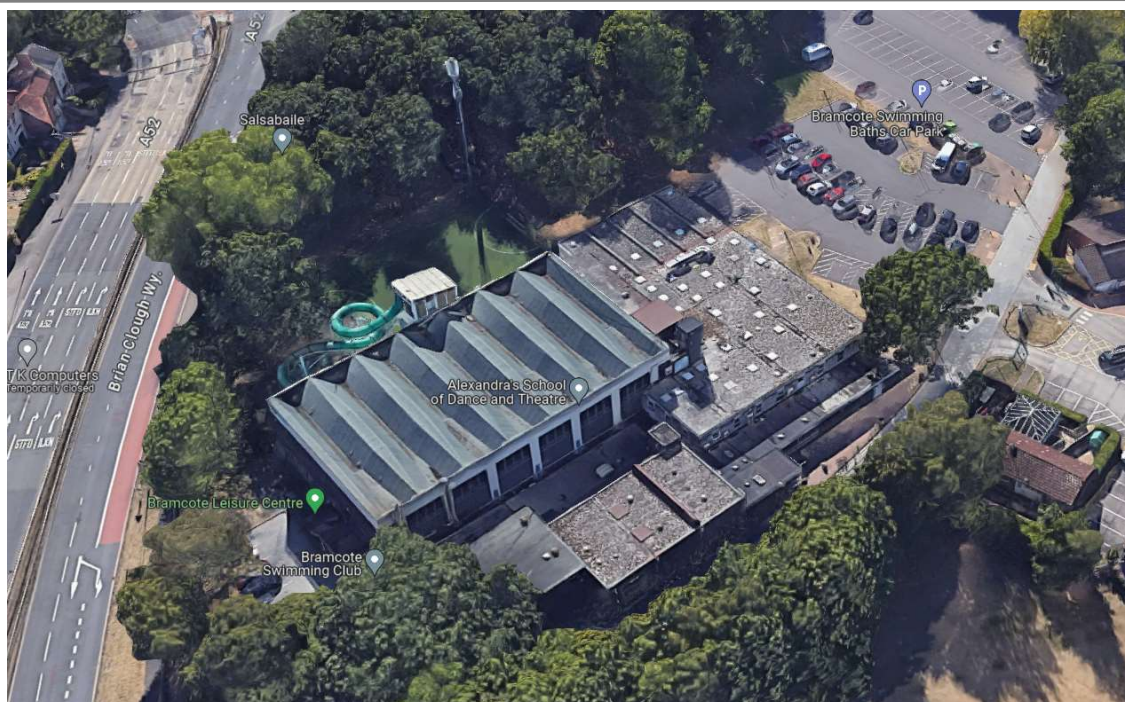
## 3.0 Observations

3.0.1 The descriptions are intended only as a guide as to the overall nature and extent to the existing construction. They are not intended to and do not extend the scope or brief of the appraisal beyond that as outlined in Sections 1 or 2. In areas free from asbestos, ceiling tiles were lifted to enable a visual inspection of the underside of the structure above. If we were in doubt as to the presence of any asbestos, the ceiling tiles were left undisturbed.

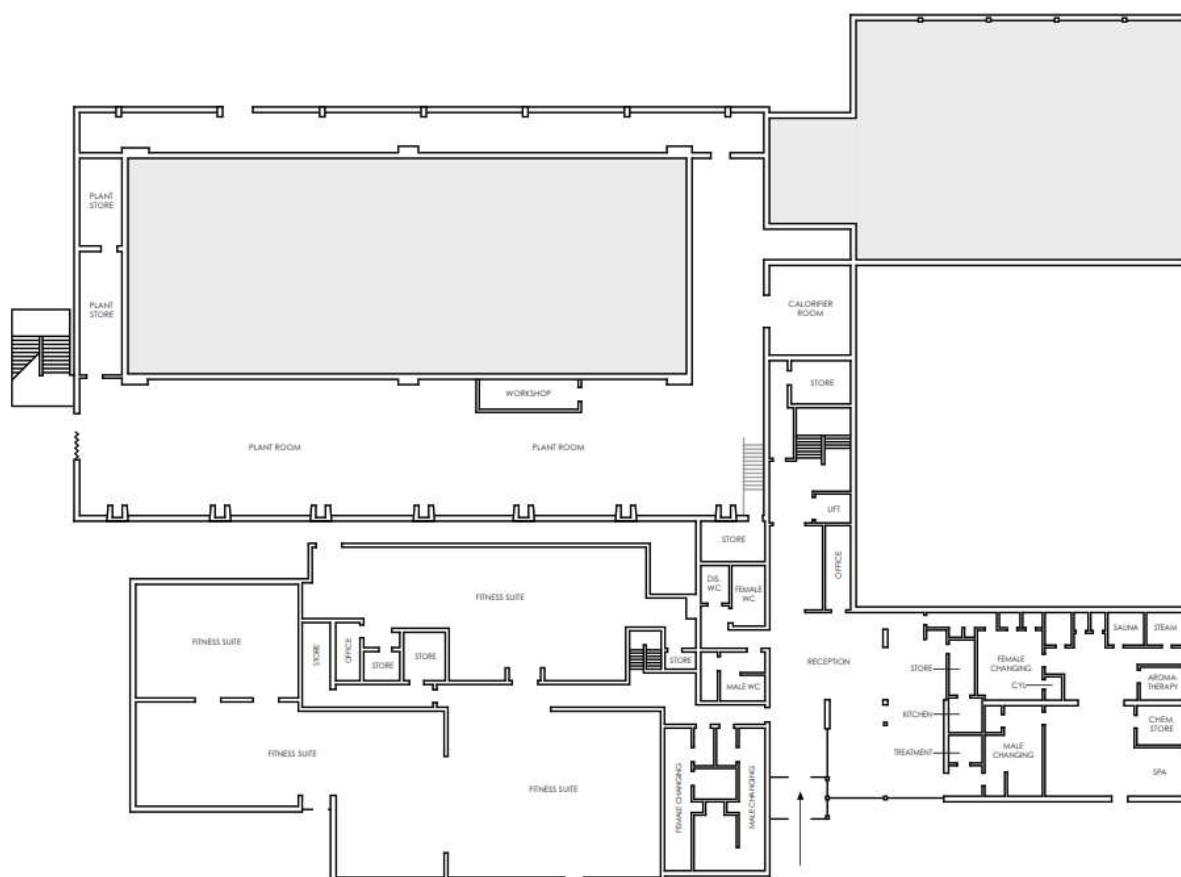
3.0.2 Bramcote Leisure Centre was built during the 1960's, initially containing a 33m long main swimming pool and a smaller teaching pool, with associated changing facilities. During the 1970s (estimated) the building was extended to the south of the main entrance with the addition of squash courts and more changing facilities. These were later converted with the addition of a new first floor in the squash courts, a gym area at ground floor, and large rooms for leisure activities on the first floor. In 1980 (estimated) the building was extended again with the addition of 2No further squash courts to the southeast corner of the building and joined to the end of the 1970's part of the leisure centre. In more recent years these 1980 squash courts were also converted into further gym space and fitness studios. The main entrance has also been subject to a small infill extension at some point in the history of the building.

The leisure centre is accessed off the A52 Brian Clough Way and has been built on a sloping site. The main car park is to the rear of the building.





**Figure 1:** Aerial view of Bramcote Leisure Centre.



**Figure 2:** Ground Floor Plan



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### 3.0.3 Building Reference: Original Building

**Approximate Year of Construction:** 1960s

**Form of Construction:** The original swimming baths were built as a reinforced concrete frame with flat slabs supported on a grillage of columns. The building varies in height from single storey to three storeys. Over the swimming pools, which clearly need to be column free, there are long spanning beams supporting the roofs. Over the 33m pool there is multi-pitched saw-tooth roof with the large beams or trusses hidden behind a sprayed applied coating precluding a visual inspection. Our expectation is this roof structure is a steel frame. Over the small teaching pool the soffit of the ceiling is flat and appears to be a concrete slab, again finished with a sprayed coating. Projecting above the roof externally over the teaching pool are covered roof beams equally spaced that are likely to be either concrete or steelwork. Elsewhere the roofs are predominantly flat and finished in bituminous felt, punctuated by roof lights.

The swimming pool tanks are reinforced concrete. Access is possible to the full perimeter of the 33m long pool tank.

The internal walls are typically solid masonry, but with some areas of non-loadbearing timber stud partitions.

The buildings are clad in a mixture of precast concrete cladding panels, brickwork and original curtain wall glazing with timber framework.



The foundation system is unknown. The ground floor is a ground bearing concrete slab or possibly part of a concrete raft.

**General Condition:** There is no evidence of any settlement or failure of the foundation system. The superstructure is free from any lateral instability problems or other significant signs of movement, overstressing of members, or overloading of the structure. The masonry elevations are in reasonable condition. There are numerous age-related defects with the fabric of the building that is leading to structural problems.

**Structural Defects:** The flat roof finishes are in very poor condition and are leaking. They have inadequate drainage falls and failing bituminous felt roof finishes. The water is penetrating deep into the structural fabric of the building which is causing unseen damage behind solid finishes. The defected roofs require urgent replacement.

The 33m swimming pool tank has numerous hairline cracks present. These appear to be longstanding and not new or progressive. These should be inspected on an annual basis to check they do not get worse. No further immediate action is deemed necessary from a structural perspective.

The concrete columns on the north elevation of the building have experienced significant corrosion near the base due to ingress of moisture and the damp environment. These columns have been repaired in recent years with a high strength mortar. However, this mortar is already starting to fail in places. We would recommend that the Specialist sub-contractor that undertook the repairs is re-engaged to ascertain



their professional opinion. As a minimum the columns where the repairs are coming loose will need to be remediated. The cause of the moisture ingress should also be investigated further and rectified.

There are numerous leaks and signs of corrosion to the underside of the suspended reinforced concrete ground floor slab around the main swimming pool. These leaks need to be properly repaired to prevent further costly structural damage. Where the reinforcement has caused the concrete to spall and fall away, these areas require a high strength mortar repair by a Specialist sub-contractor.

Similar deterioration is happening to the concrete roof of the smaller Teaching Pool. Ingress of water from the failing flat roof finishes is penetrating the concrete slab causing the steel reinforcing bars to corrode and locally spall the concrete, which is a risk to the general public using the pool. The sprayed coating appears to be holding some the failed concrete from falling away. The roof finishes require renewal and any signs of spalled concrete needs to be broken out and repaired.

Much of the original external timber framed curtain wall glazing is in poor condition and requires extensive repair or replacement.

**Expected Design Life:** In theory it would be possible to achieve a 10+ year design life on the original building. This will require full replacement of the flat roof finishes. It will also require repair of the failing concrete identified above and a full programme of ongoing structural maintenance/inspections to keep on top of the defects.







**Photo 1:** Northeast elevation. Main entrance. Brickwork in reasonable condition.



**Photo 2:** Northwest elevation. Brickwork in reasonable condition.





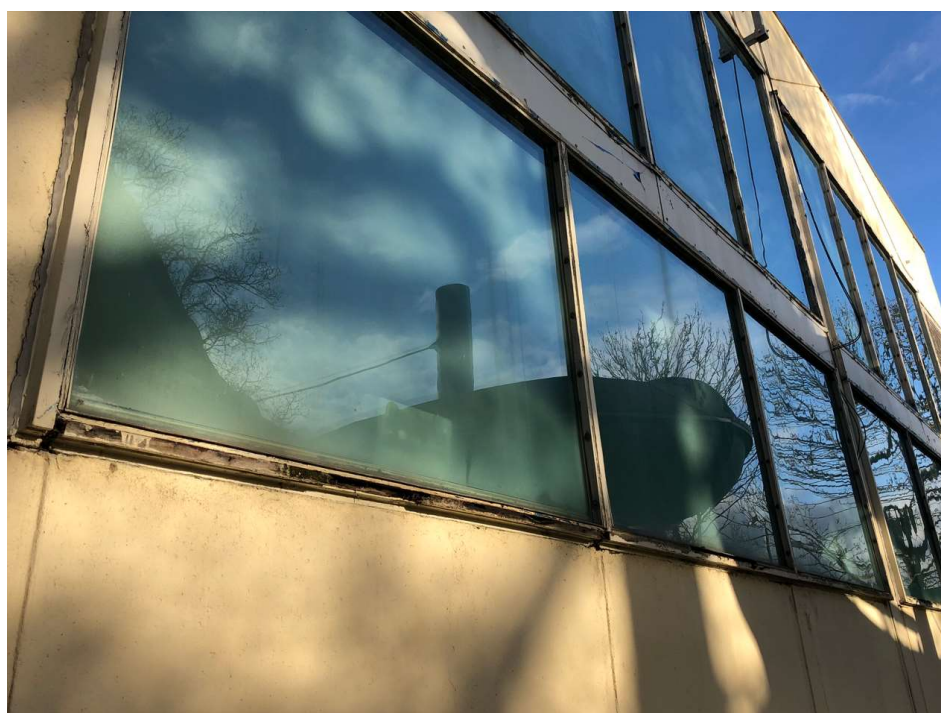
**Photo 3:** Southwest elevation, Teaching Pool. The timber framed windows are rotten and require replacement.



**Photo 4:** Close-up photo on the rotten frames.



**Photo 5:** Southwest elevation, Main Pool. The timber framed windows are rotten and require repair or replacement. The two storey frame to the right of the photo is the access to the water slide that is no longer in use.



**Photo 6:** Close-up photo on the rotten frames.







**Photo 7:** Redundant water slide. Supporting steelwork is in reasonable structural condition.



**Photo 8:** South corner. Stained brickwork, but the cause could not be determined. The swimming pool tank basement area is behind this wall.





**Photo 9:** South elevation. Concrete escape stairs from Main Pool.



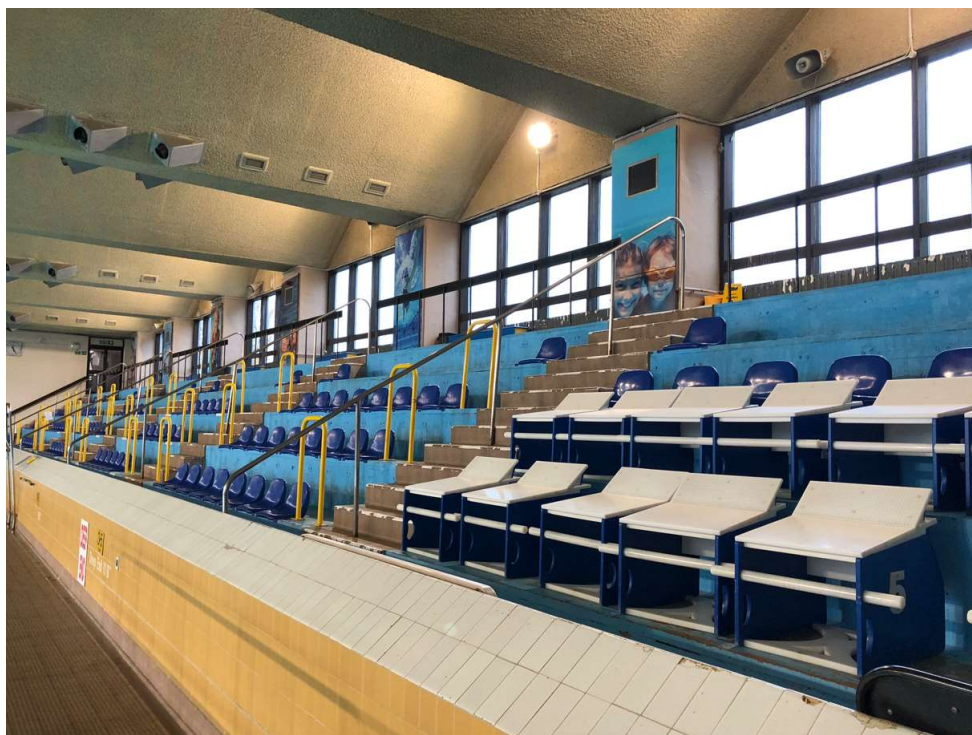
**Photo 10:** Southeast elevation of Main Pool at basement level.





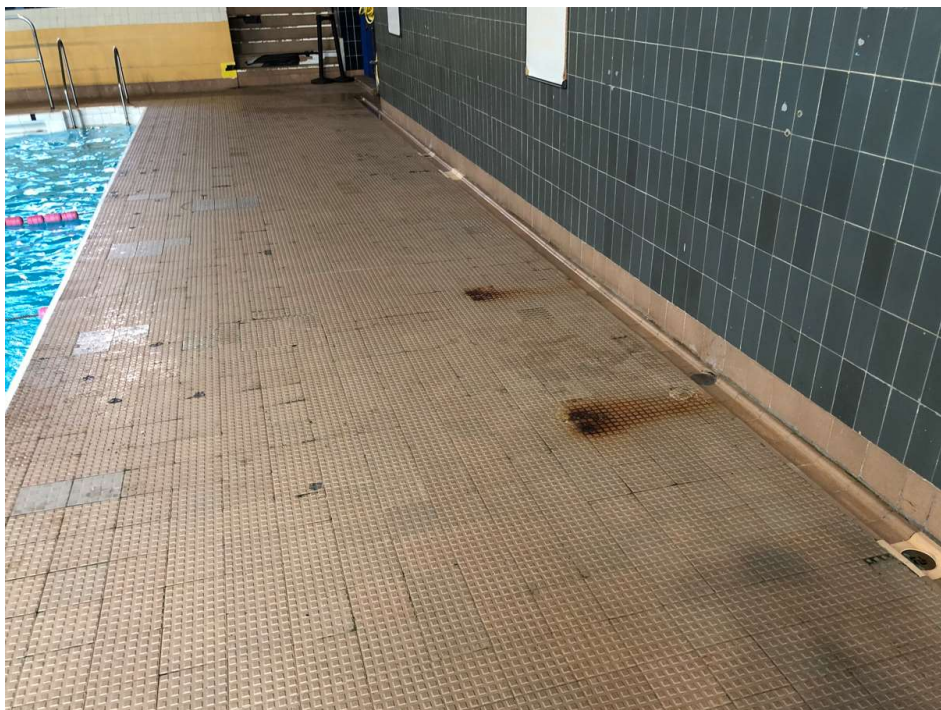


**Photo 11:** Internal view of Main Pool.

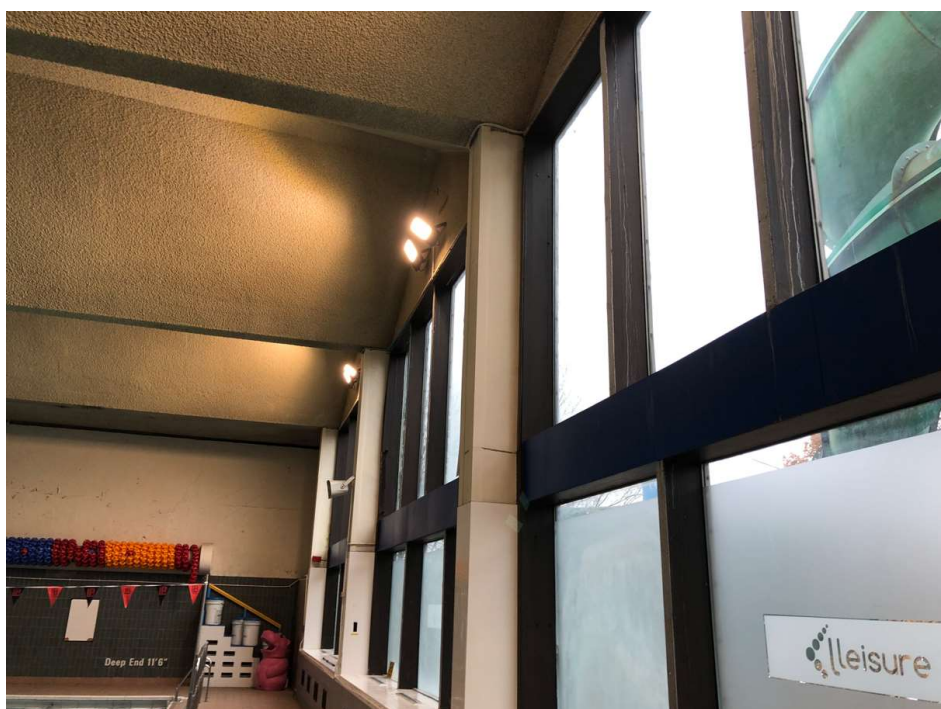


**Photo 12:** Spectator seating and multi-pitched roof structure above hidden behind boarding with a sprayed coating. Survey access not possible.





**Photo 13:** Walkway around the end of the Main Pool. Staining present where corrosion is occurring as the floor is no longer watertight due to equipment having been bolted to the floor. Corrosion mirrored to underside of this floor in the pool basement.



**Photo 14:** Columns and timber frame curtain walling on southwest elevation. These are the (repaired) columns that have corroded in the pool basement below.

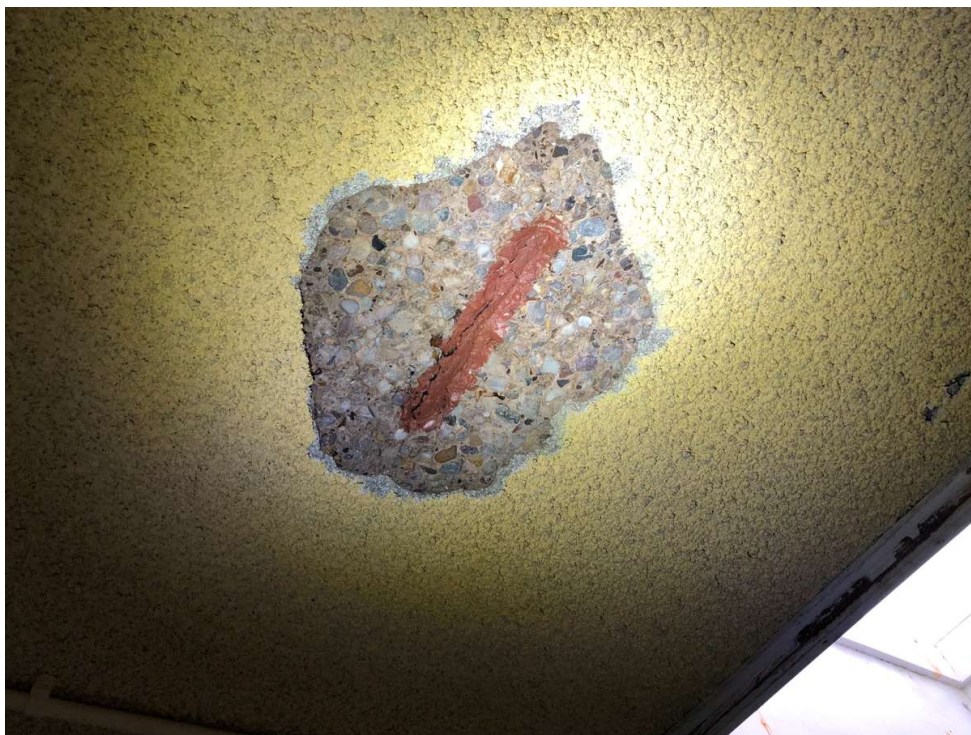


**Photo 15:** Internal view of Teaching Pool.

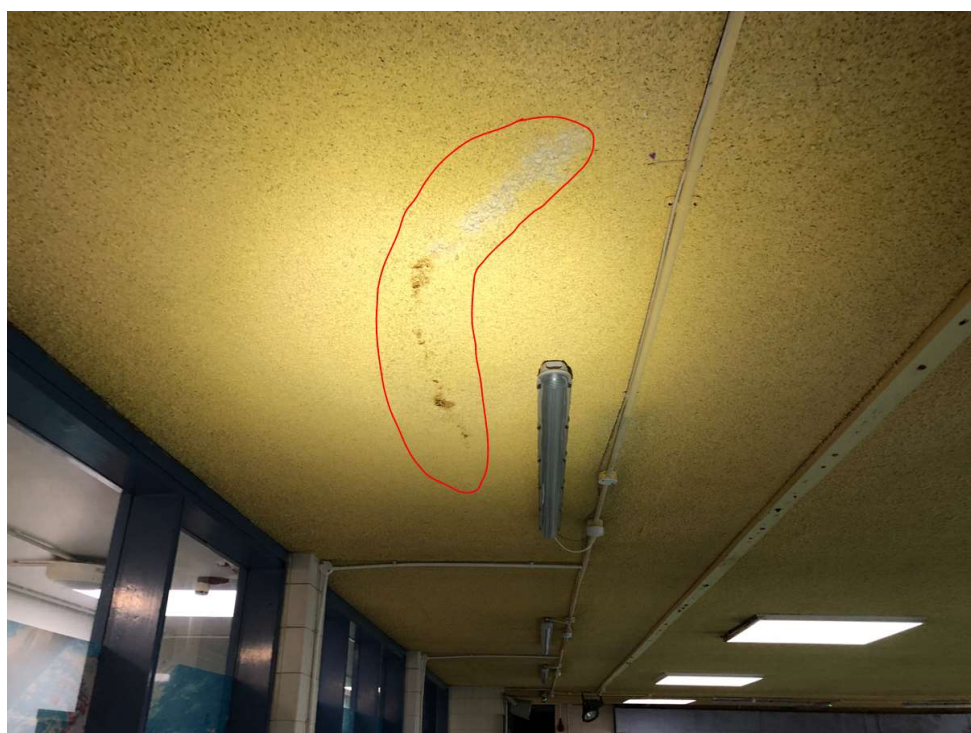


**Photo 16:** Repairs to the Teaching Pool tiled surround were being completed at the time of our inspection.





**Photo 17:** Spalled concrete to the soffit of the Teaching Pool roof. The reinforcement has been coated post-defect to protect it from further corrosion.



**Photo 18:** Further signs of reinforcement corrosion to the soffit of the Teaching Pool, staining the sprayed coating (circled in red on the photo).



**Photo 19:** Roof leak causing damage at the top of an internal Teaching Pool column.



**Photo 20:** Staining to corridor ceiling due to a leak adjacent to roof light.





**Photo 21:** Extensive water damage due to the leaking flat roof over the changing rooms.



**Photo 22:** Typical concrete column on the southwest elevation. This column has been previously repaired but is still visibly damp. A drainage pipe, probably a roof RWP, is cast into the column. If this pipe is leaking, which appears to be the case, water will be penetrating deep into the column causing corrosion of the reinforcement.



**Photo 23:** Pool basement column repaired with high strength mortar, but the repair has partially failed.



**Photo 24:** The repair mortar could easily be removed by hand.

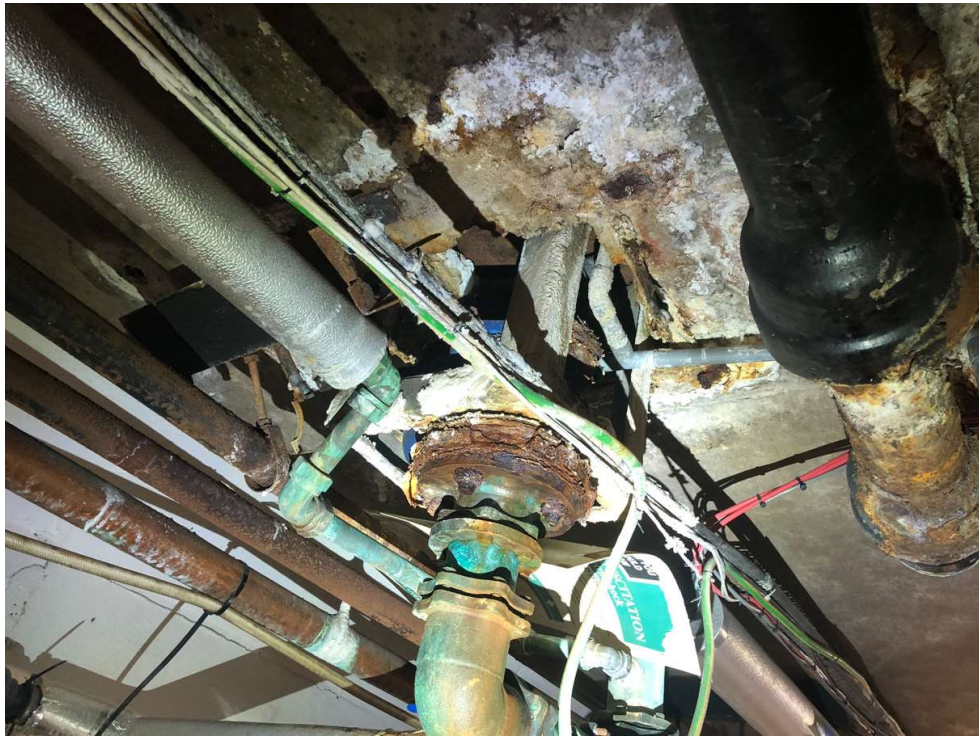




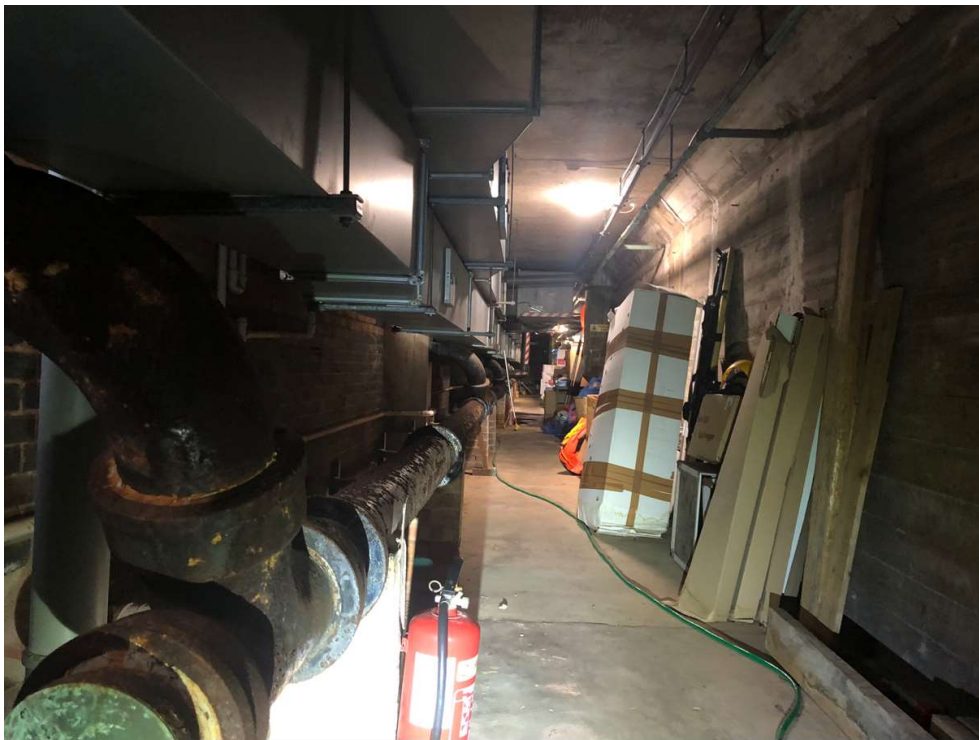
**Photo 25:** Corroding, expanding, steel reinforcement within the column causing the repair to fail.



**Photo 26:** Underside of floor shown in photo 13. Pool water is penetrating the concrete floor causing corrosion of the reinforcement and staining of the soffit.



**Photo 27:** Corroding pipework adjacent to the main swimming pool tank.



**Photo 28:** Southwest (repaired) columns on the left with a drainage pipe cast into each one. Reinforced concrete swimming pool tank is on the right of the photo.





**Photo 29:** Another example of saturated concrete column on the southwest elevation of the Main Pool building.



**Photo 30:** An interesting way of catching the leaks.



**Photo 31:** Main Swimming Pool tank. Vertical cracks are present in the walls. These are not considered structurally significant but should be surveyed annually to check their severity does not change.



**Photo 32:** Example of corrosion to underside of floor slab around the swimming pool.





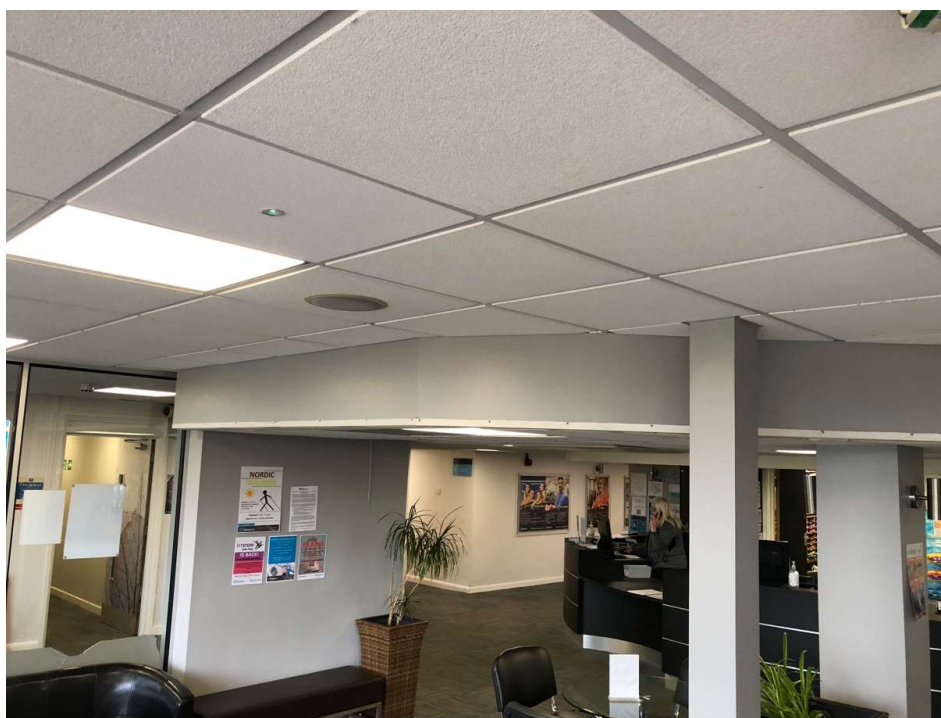
**Photo 33:** Underside of spectator seating formed in reinforced concrete.



**Photo 34:** Hairline cracks are visible in the top and to the underside of the concrete tiered seating at mid-span. This is typical to every bay between supporting columns but is not considered structurally significant.



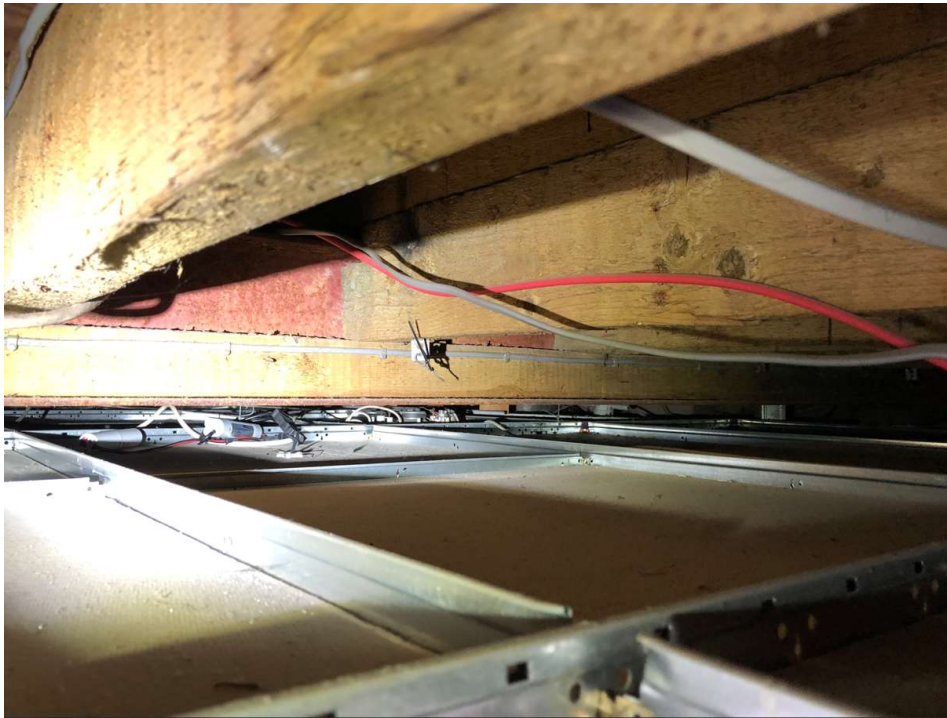
**Photo 35:** Underside of concrete roof slab, first floor corridor outside the changing rooms. Staining indicates corroding reinforcement due to leaking flat roof finishes above.



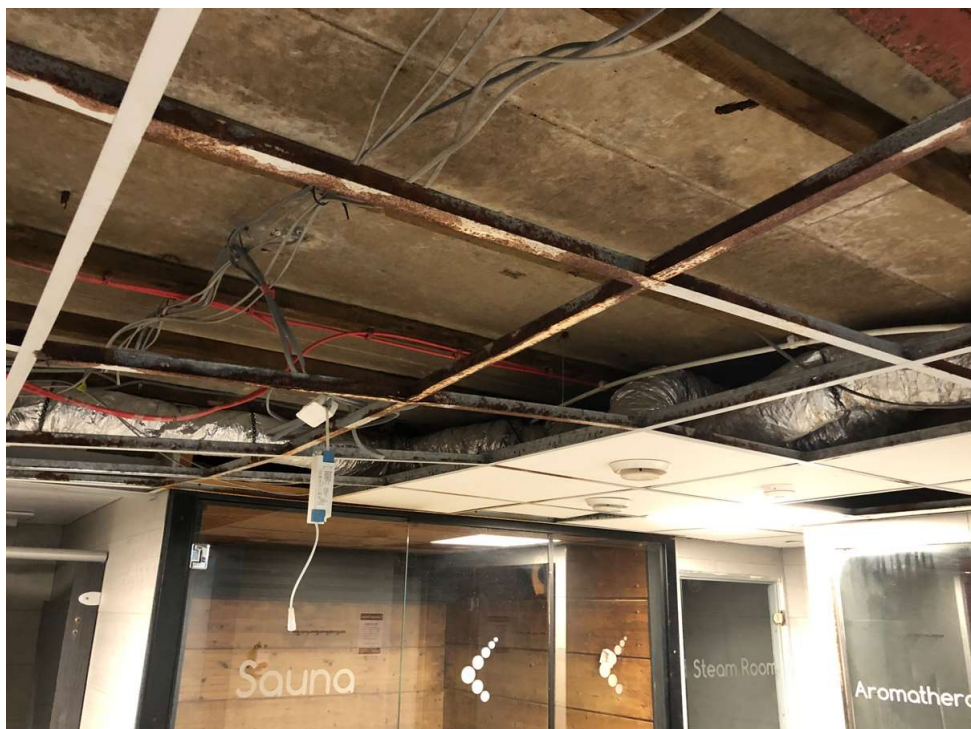
**Photo 36:** Main reception. The lower area is part of the original building and is a concrete frame. In the foreground, where the ceiling is higher, it is a steel frame extension with a timber joisted flat roof.







**Photo 37:** Main reception extension. Timber joists supported on a small steel frame.



**Photo 38:** Assumed roof leak in the Spa has caused the suspended ceiling to fail. The roof to the Spa is a concrete flat slab with some supporting steel beams.





**Photo 39:** Flat roof over main entrance and Spa area. Heavily vegetated. The felt is in poor condition.



**Photo 40:** Roof over Teaching Pool. Beams project above.



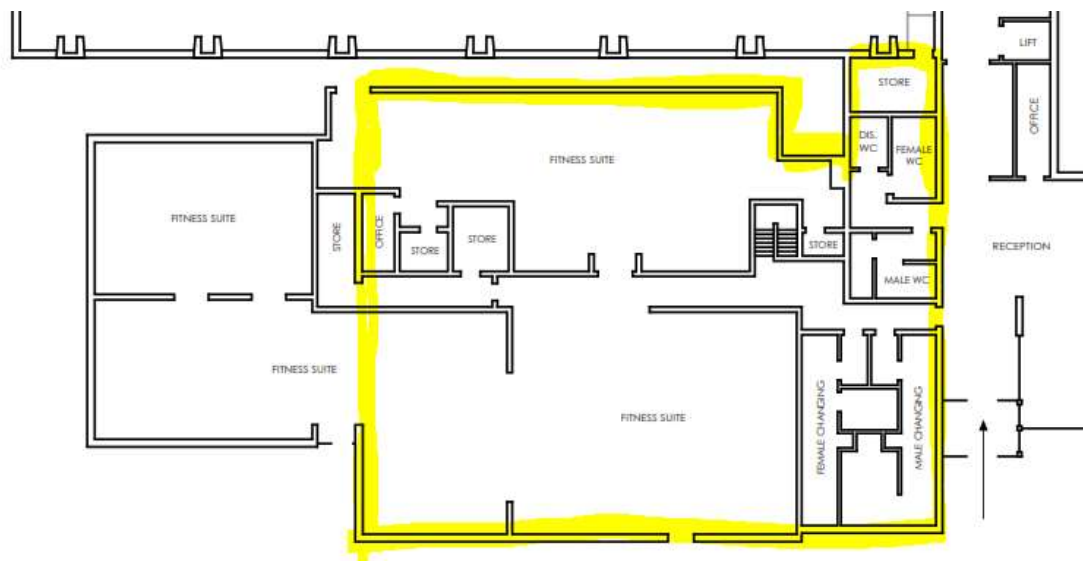


**Photo 41:** Failing roof felt and drainage.



**Photo 42:** Roof over Main Pool. Structure projecting above. Felt looks in reasonable condition to this part of the building.

### 3.0.4 Building Reference: Fitness Suite



**Approximate Year of Construction:** 1970s

**Form of Construction:** The highlighted area above was an addition to the original 1960s swimming baths, estimated to have been built in the 1970s. Originally it was built as 3No (double storey) squash courts and a single storey gym area adjacent to the main pool building. The single storey element may have been built later still as the form of construction is slightly different. In more recent years (date unknown) the squash courts were repurposed into a Fitness Suite with a first floor added to provide large activity rooms above.

The external walls are loadbearing masonry and the roofs above the former squash courts are woodwool slabs supported on long-spanning engineered timber joists. Over the single storey gym area the roof is also woodwool slabs but they are supported on lattice steel trusses. The roofs are flat and finished in bituminous felt.

The first floor addition in the former squash courts has been built with a grillage of steel beams supporting timber infill joists.

**General Condition:** The Fitness suite is generally in reasonable structural condition. There is no evidence of any settlement or failure of the foundation system. The superstructure is free from any obvious lateral instability problems or other signs of movement, overstressing of members, or overloading of the structure. No cracking is present to the walls. The flat roofs are known to have leaked historically which may have saturated the woodwool slabs casing them to become weak.

**Structural Defects:** Numerous structural alterations have occurred throughout the lifespan of this building. Loadbearing walls have been removed, a floor added, and an extension built. This does make the building more vulnerable to structural problems, but there was no visual evidence of any significant defects during the visual survey.

We recommend the leaking flat roofs are repaired (or renewed) as a priority. The woodwool slabs that support the roof finishes become substantially weaker if continually saturated with water and there is a risk of local failure of the woodwool slabs if not remediated.

**Expected Design Life:** Subject to completion of the remedial repairs noted above the Fitness Suite is considered to have a 10+ years design life in conjunction with a programme of 'normal' ongoing maintenance.







**Photo 41:** Northeast elevation of fitness suite. Brickwork cavity wall is in reasonable condition.



**Photo 42:** Main entrance, fitness suite 1970s building in background.





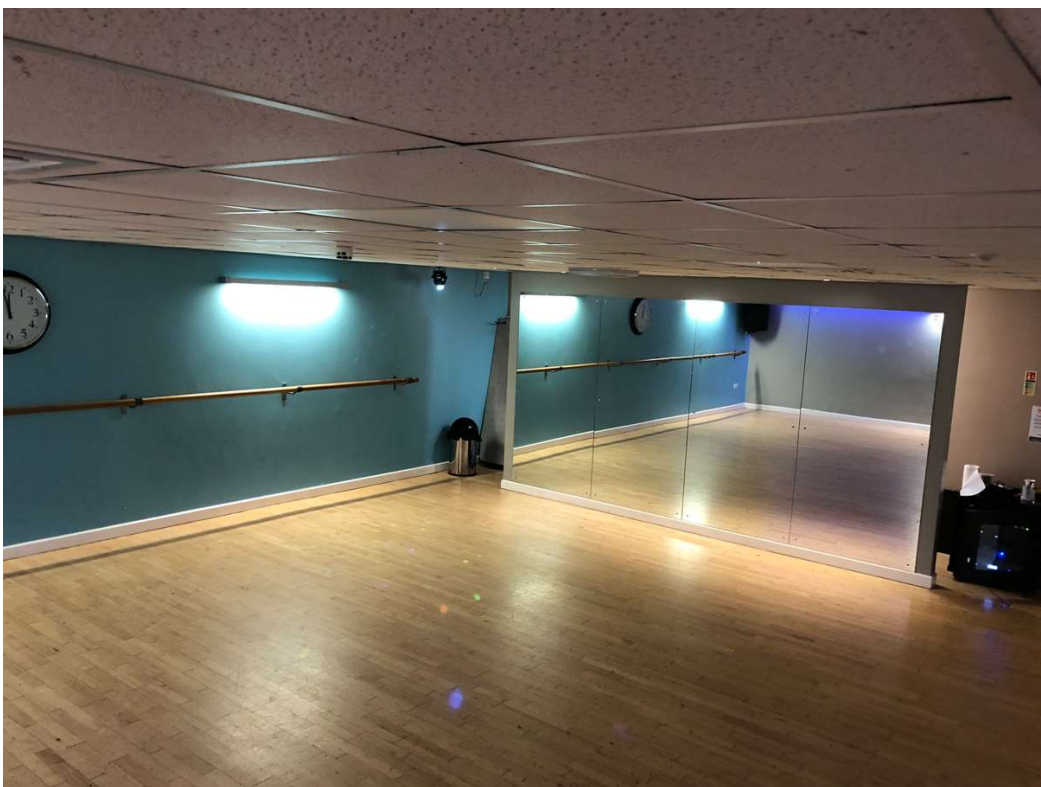
**Photo 43:** Flat roof over the single storey gym area. The vegetated roof to the left of the photo is above the former squash courts.



**Photo 44:** Internal view within the converted squash courts. The steel beam is supporting the remainder of the loadbearing masonry wall above. The floor is timber joisted.



**Photo 44:** Underside of first floor structure.



**Photo 45:** Dance studio above fitness suite.





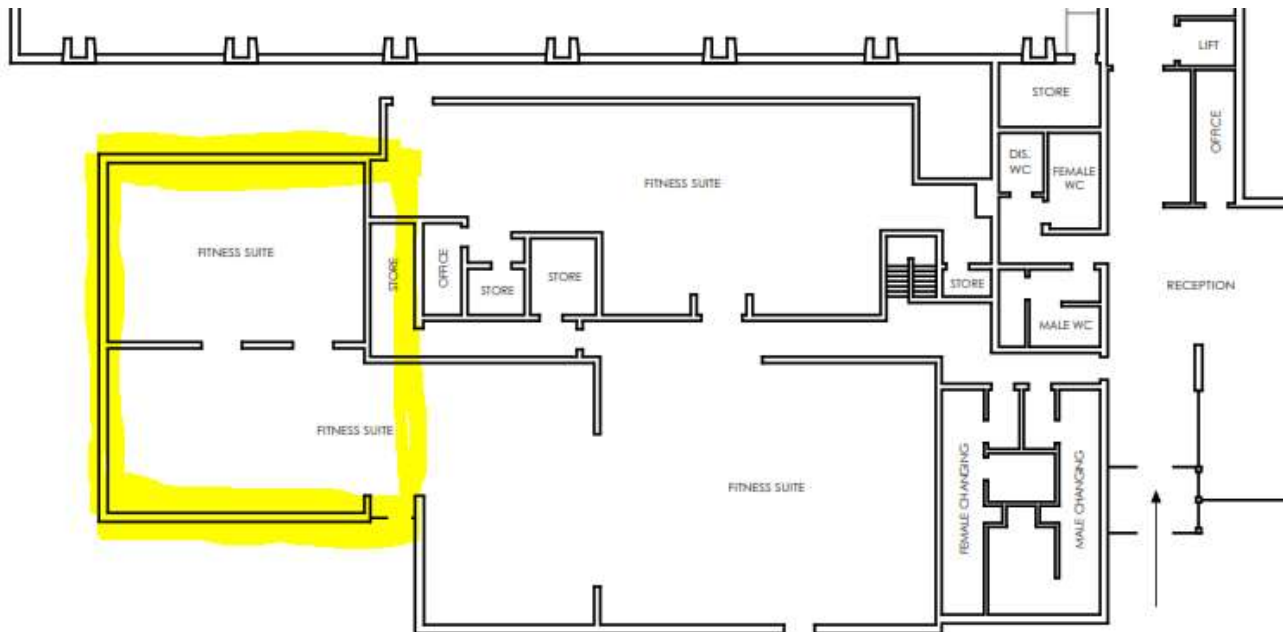


**Photo 46:** Woodwool roof slabs, painted white, bearing onto long-spanning engineered timber joists. This is above the former squash courts.



**Photo 47:** Woodwool roof slabs, bearing onto long-spanning steel lattice trusses. This is above the single storey fitness suite.

### 3.0.5 Building Reference: RAAC Building



**Approximate Year of Construction:** 1970/80s

**Form of Construction:** Two additional squash courts were added to the front (south) end of the building in around 1980 and are the 'newest' part of the leisure centre. This building has been constructed using Reinforced Aerated Autoclaved Concrete (RAAC) for the external walls, the internal wall between the two squash courts, and the roof panels. The external walls are cavity construction comprising the RAAC concrete panels on the internal skin, a cavity, and a brick outer skin. The RAAC roof panels are supported on a grillage of steel beams and therefore only span approximately 3m from beam to beam. RAAC roof panels can typically span up to 6m.

RAAC is a reinforced form of lightweight concrete used to form panels or planks. It has no aggregate unlike common concrete. RAAC has proven to be not as durable as

other concrete building materials. It has a variable service life which is influenced by many factors and an arbitrary time, such as the widely and incorrectly reported '30 years' life span, should not be the deciding factor when decision making as it can last longer if the building is well maintained and the original design factors haven't changed, (such as calculated load weights). There is a risk it can fail, particularly if it has been damaged by water ingress from leaking roofs which causes corrosion of the reinforcement, excessive thermal degradation, or if it was not formed correctly when originally made. Poor original installation, cutting the reinforcement bars on-site, can dramatically reduce the end bearing capacity of the planks. It can fail suddenly, hence the recent action by the UK Government.

The RAAC building has been converted, in relatively recent years, from squash courts into an extended fitness suite with a first floor added in one of the courts to provide a dance studio, with access from the first floor corridor of the 1970s building. The RAAC roof panels are obscured from view in the dance studio due to the presence of solid ceiling finishes. The floor construction of the dance studio is also unknown, again due to solid finishes. The underside of the RAAC roof panels are fully visible in the double height fitness suite. A measured survey using a laser instrument has been completed from ground floor slab level in an attempt to ascertain the approximate deflection of the panels. High levels of deflection can indicate panels close to their design capacity.

**General Condition:** There is no evidence of any settlement or failure of the foundation system. The superstructure is free from any lateral instability problems or other signs of movement, overstressing of members, or overloading of the structure. No cracking



is present to the external brickwork, or the internal RAAC wall panels or roof panels as viewed from the ground floor. The roof has been laid to a fall, there was no standing water and the felt finishes looked in reasonable condition. There was no evidence of water ingress internally such as staining on the roof panels or walls.

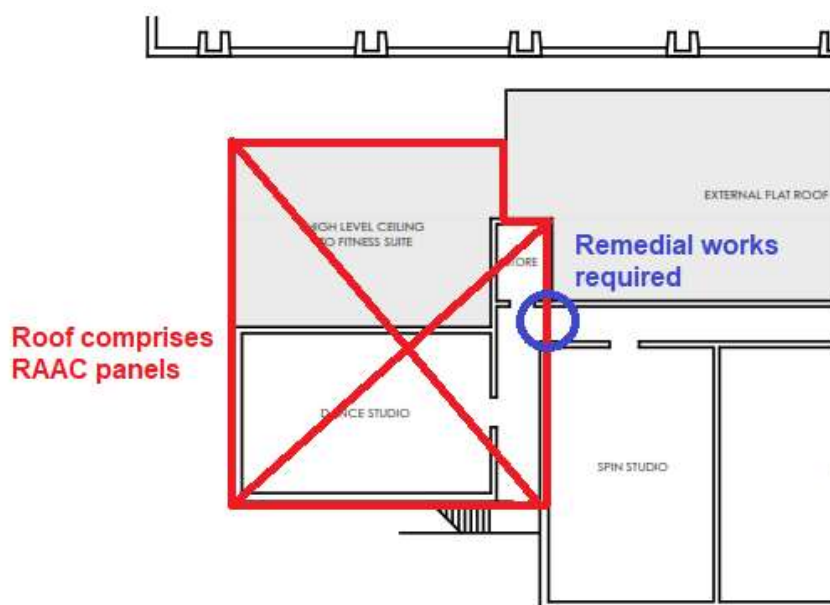
**Structural Defects:** The outcome of the measure soffit survey indicated the majority of panels are not deflecting to any great extent. The exception to this is the 3.2m span panels as shown in figure 5. Some of these panels are deflecting around 30mm which is a ratio of approximately span/100 and therefore guidance suggests they may be working hard. It should be noted that the accuracy of the survey was fairly crude and the findings are only a guide. It is recommended a more accurate laser scan 3D survey is commissioned in due course.

Overall the panels looked in good condition with no signs of damp ingress or cracking (albeit they have been painted white which can disguise cracks).

There is one area that requires remedial works as a matter of urgency. Over the first floor corridor, circled in blue in Figure 4 below, there is a hole in the brickwork wall that previously supported the ends of the RAAC panels (photo 53). The rectangular hole has been formed for electrical services to pass through the wall, but without any support installed above. This hole should now be infilled with brickwork tight to the underside of the RACC planks to reduce the width of the hole and a precast concrete lintel installed (140 wide x 65 deep) to fully reinstate the bearing of the panels. Note – there are some suspicious looking packers in the wall under the RAAC panels that



may be asbestos. Until the remedial works can be arranged, we recommend propping the RAAC panel with 2No Acrow props as a short-term safety measure.



**Figure 4:** Area requiring urgent remedial works.

In addition to this urgent repair the roof felt should also be thoroughly inspected for defects to ensure it is 100% waterproof. All gutters and downpipes should be checked and cleared. RAAC must be kept dry. RAAC panels are most vulnerable to failure at their bearings. A minimum 75mm bearing must be maintained to reduce the risk of shear failure. At the corridor wall only 40mm bearing was measured.

**Expected Design Life:** RAAC buildings should not be considered a long-term option and should be assessed on an annual basis. Please refer to the conclusions and recommendations section of this report.



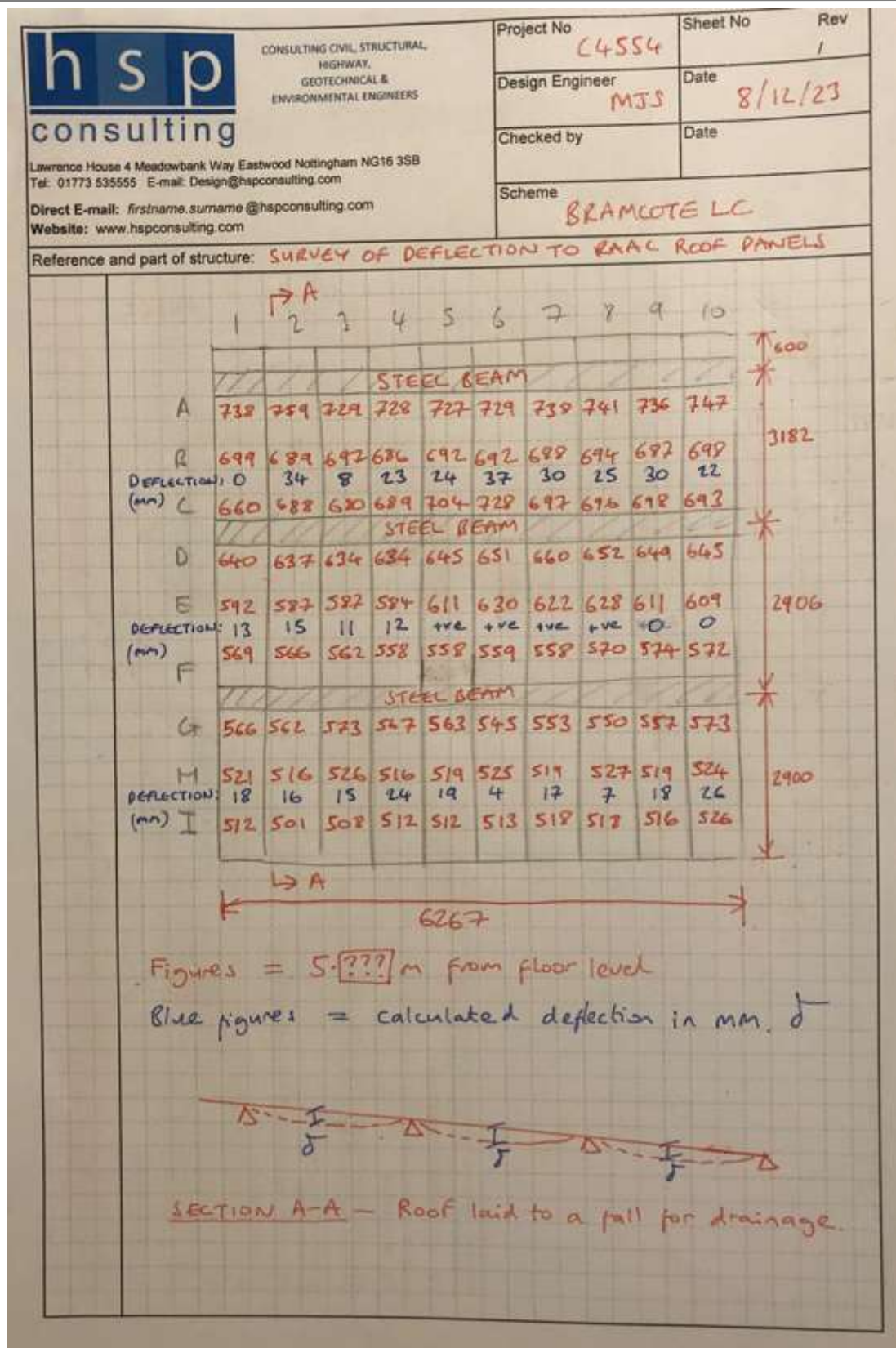


Figure 5: Survey of deflection to RAAC roof panels.





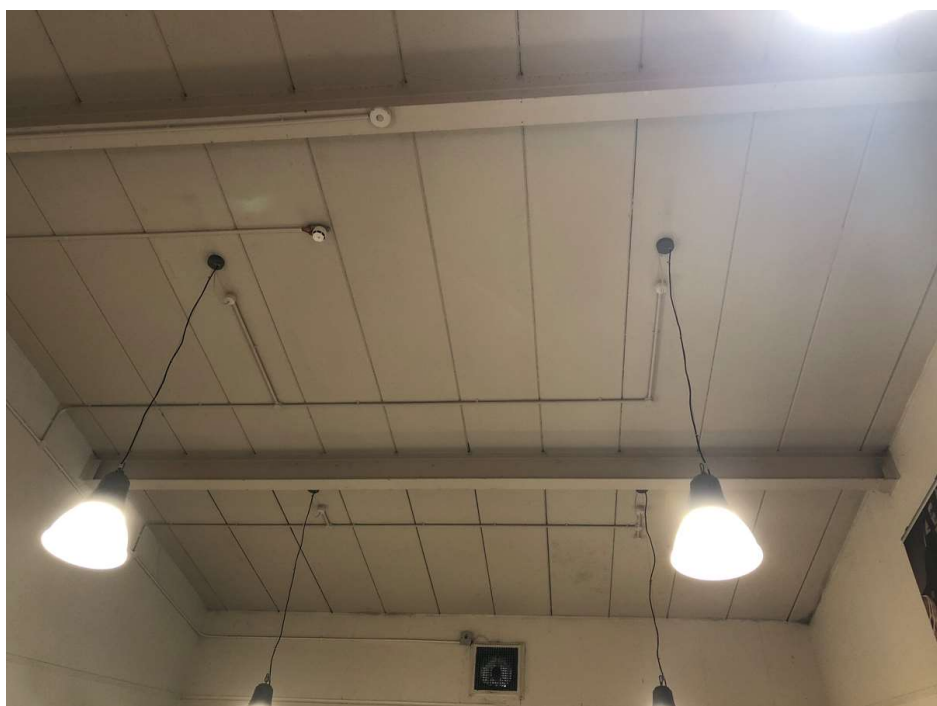
**Photo 48:** South (end) elevation of RAAC building. Brickwork is in good condition. The roof drains to this end and the RWPs are in recesses within the brickwork. Behind the RWPs are RAAC wall panels painted black. The roof has a small parapet.



**Photo 49:** Side elevation of RAAC building. Brickwork is in good condition.



**Photo 50:** Roof of RAAC building. Laid to a fall towards the far end. The felt appears to be in reasonable condition. The grey vertical wall panels are RAAC.



**Photo 51:** View on RAAC roof panels above fitness suite. The panels span up to 3.1m onto intermediate 254mm steel Universal Beams and onto the RAAC walls at the ends.

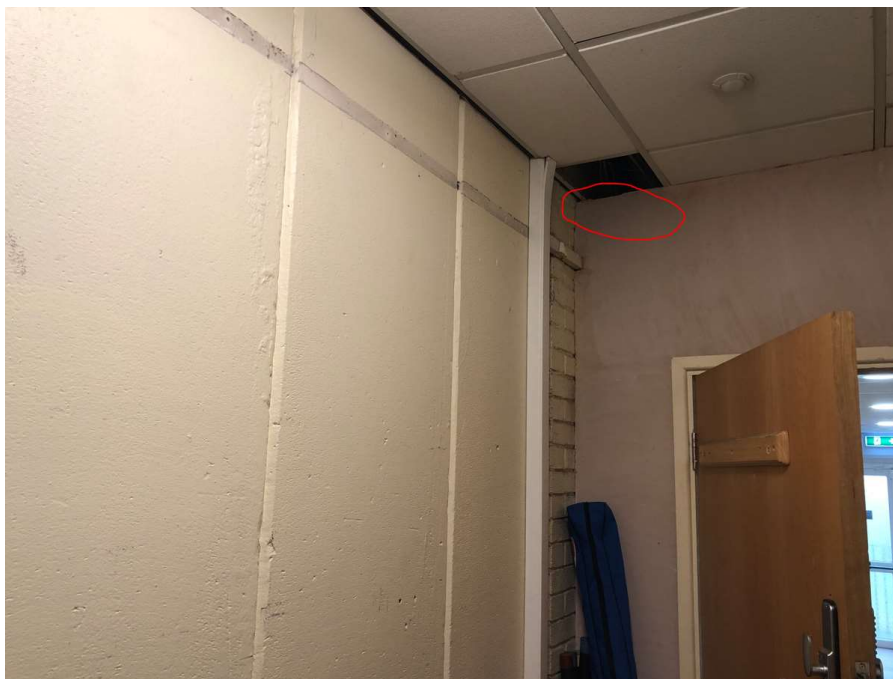




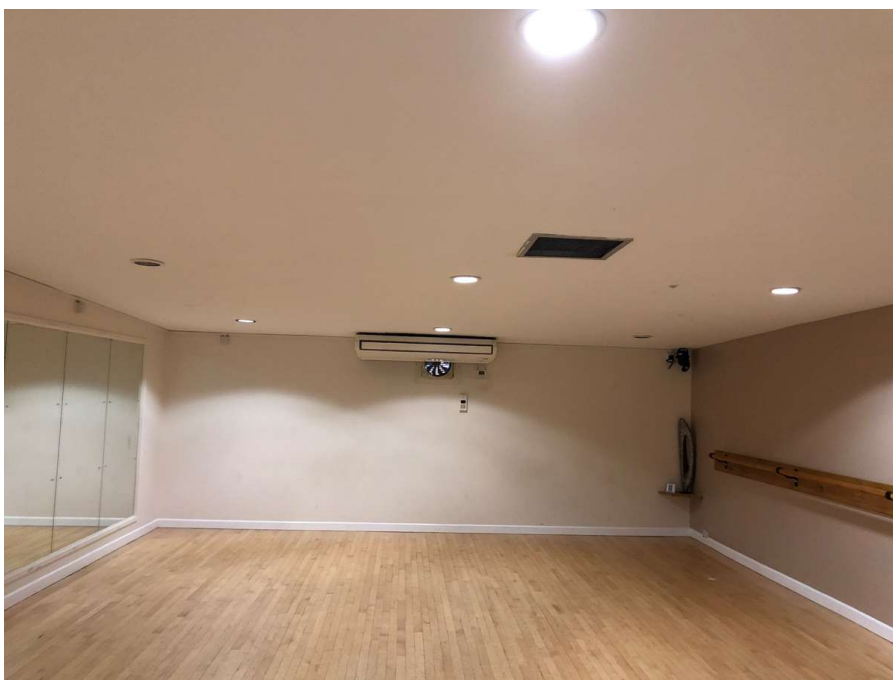
**Photo 52:** RAAC roof panels bearing onto RAAC wall panels. Photo taken within storeroom at first floor.



**Photo 53:** Lack of support to RAAC roof panel above corridor caused when service penetrations were made through the brickwork wall at high level. Urgent remedial is work required to reinstate adequate support and prevent failure of the panel.



**Photo 54:** View in storeroom. Vertical RAAC wall panels built in circa 1980 abut the earlier brickwork wall of the 1970s building. The area circled in red is where the RAAC panel has insufficient bearing (photo 53).



**Photo 55:** Internal view of dance studio at first floor. There are RAAC panels above the solid plastered ceiling. Condition of RAAC unknown.



**Photo 55:** Since our original survey the RAAC panel has been temporarily propped as a short term 'make safe' precaution.

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## 4.0 Conclusions & Recommendations

- 4.0.1 Bramcote Leisure is currently structurally stable, but much of the building fabric is considered life expired and extensive remedial works are required. The key points are noted below and the urgency is presented in a traffic light format: **Red = High priority and works are required within 6 months; Orange = Medium priority and works are required within 12 months; Green = Low priority and works are required within 24 months.**
- 4.0.2 Many of the flat roofs are in very poor condition and significant water ingress is penetrating into the building structure causing damage, often unseen until failure occurs. The roofs require renewal, or at least substantial repair, as a matter of urgency. **Timescales: High priority. Repair works as a minimum are required within the next 6 months to address all the leaks and most significant defects. As part of this works all vegetation is to be removed off the roofs and gutters and gullies cleared. Rooflights to be made watertight. Full renewal works can wait for 24+ months providing ongoing emergency repairs are undertaken as soon as new leaks appear.**
- 4.0.3 The concrete roof to the Teaching pool has areas of spalling concrete due to corroding steel reinforcement caused by leaking roofs. All areas of staining on the sprayed ceiling coating that could indicate corroding reinforcement and potentially spalled concrete should be investigated and repaired. The risk of falling concrete on the general public must be eliminated.



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**Timescales:** High priority. Investigation and repair works are required as soon as possible.

4.0.4 The leaking pipework around the main swimming pool tank should be repaired. The ingress of water is damaging the concrete structure.

**Timescales:** Medium priority. Leaks to be stemmed and addressed as far as practicable. This is considered an ongoing process as part of the Leisure Centre's programme of maintenance.

4.0.5 The previously repaired concrete columns on the southwest elevation, in the basement pool area, require further investigation. We'd recommend engaging with the original Specialist that repaired these columns. Some of the mortar repairs have come loose and are ineffectual. The columns are still wet and therefore corrosion of the reinforcement will be happening deep inside the columns. The cause of the leaks damaging these columns must be rectified.

**Timescales:** Medium priority. As a minimum we recommend that repair works are undertaken to the 1 No defected column where the concrete has spalled within the next 12 months.

4.0.6 Much of the timber framed original curtain wall glazing is rotten and requires repair or replacement before glass starts to become loose in the frames.

**Timescales:** Medium priority. Intrusive investigation and repair works to rotten frames are required within 12 months and all glazing to be 'made safe'. Full replacement can probably wait for 24+ months providing the repairs are suitably robust.



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## The RAAC Building:

4.0.7 Support to the RAAC panels needs to be reinstated where a crude service hole has been cut in the brickwork beneath. A new concrete lintel is required to a structural engineering design and specification.

**Timescales:** High priority. Repair works are required within the next 6 months.  
Temporary props to remain in place until works are completed.

4.0.8 The solid ceiling to the first floor dance studio should be removed so full visual access is possible to survey and monitor the condition of the currently hidden RAAC roof panels.

**Timescales:** High priority. Ceiling to be removed as soon as possible to allow RAAC roof panels to be visible and inspected for defects on a regular basis. Alternatively, the solid ceiling could be left and the room taken out of use for the general public.

4.0.9 Once the ceiling is removed an accurate 3D laser scan survey should be carried out to the entire roof soffit to ascertain the deflections of the panels.

**Timescales:** High priority. 3D laser scan survey required to RAAC panels above the gym and dance studio. To be undertaken as soon as ceiling is removed. Budget cost for the 3D laser scan survey = £2000+VAT.

4.1.0 In the double height fitness suite a scissor lift or a scaffold tower should be used to allow a closer inspection of the roof panels and connections between the steel roof beams and the RAAC wall panels.





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**Timescales:** High priority. Investigation works are required as soon as possible.

Budget cost for the inspection, equipment hire and report = £2800+VAT.

- 4.1.1 A full inspection of the roof felt over the RAAC building should be undertaken by a flat roof specialist to check it is watertight. RAAC must stay dry.

**Timescales:** High priority. Investigation works are required as soon as possible. A visual inspection of the roof finishes would suffice at this stage and, subject to the outcome, intrusive cores may be required. The cost for this inspection, and report, is included within the £2800 cost for 4.1.0.

### Summary:

- 4.1.2 Other than the one 'urgent' area described in 4.0.7, at present there are no other signs of imminent structural failure, overloading of the roof, or any water ingress. The RAAC building, in our professional opinion, currently appears structurally stable. However, the remedial works and further investigation should be arranged at the earliest opportunity.

- 4.1.3 Following the remedial works, removal of the dance studio ceiling and completion of the extra surveys identified, a strategy document will need to be written to outline how this RAAC Building can be safely managed and maintained moving forward.

**Timescales:** To be produced on completion of the additional investigations and surveys. Budget cost for providing a strategy document = £750+VAT. Our budget cost for ongoing 6 monthly inspections and reporting would be £1000+VAT per visit, but the frequency will be determined in the strategy document.



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## 5.0 Signatory

### 5.0.1 Signed for and on behalf of HSP Consulting Engineers Limited

**Signed:**



M.Eng., M.I.Struct.E.

**Date:** 22<sup>nd</sup> December 2023



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**Report of the Portfolio Holder for Economic Development and Asset Management, Resources and Personnel Policy, and Leisure and Health.**

<b>STOCK CONDITION SURVEY FOR 2024/25</b>
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1. Purpose of Report

To seek Cabinet approval for an additional budget of £100,000 to implement a stock condition survey programme to understand the condition of Council owned residential stock and inform the delivery of the modernisations programme.

2. Recommendation

**Cabinet is asked to RESOLVE that a revenue budget of £100,000 to implement a stock condition survey programme be approved. The cost of the programme will be met from Housing Revenue Account (HRA) working balances.**

3. Detail

The Asset Management Strategy (2022) delivered by Ark Consultancy highlighted the need for using stock condition data to develop a 3-5-year investment programme and to use the data to replace the current contract to deliver the modernisations programme in March 2025.

The need for the stock condition surveys has been further identified within the Asset Management Service Improvement Plan undertaken in October 2023 by the Head of Service for Asset Management & Development.

Legislation changes in the form of the Social Housing (Regulation) Act 2023 lays foundations for changes to how social housing is managed with regard non-compliance and poor performance. It includes increased regulation of social landlords and new rules for protecting tenants from serious hazards in their home. By including Housing Health and Safety Rating System (HHSRS) within in these stock condition surveys, this should offer a pro-active approach to mitigating risk to the Council by identifying hazards, particularly around damp and mould within our housing portfolio and ensure we comply with the Decent Homes standard.

Without this additional budget the Council will be unable to implement an accurate investment programme across its portfolio, miss an opportunity to protect itself from potential litigation, reputational damage and provide decent homes for our tenants.

The additional budget request will facilitate between 1150-1250 stock condition surveys across the 24/25 financial year. The Council will review the remaining surveys to be undertaken in 25/26 with a view towards achieving a 100% stock

condition surveys before moving towards a rolling 20% stock condition survey ensuring all of our residents homes are inspected at least once every five years.

#### 4. Key Decision

This report is a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and is a decision made or to be made in connection with the discharge of an Executive function which is likely to:

1. be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Council's area.

#### 5. Updates from Scrutiny

Not Applicable.

#### 6. Financial Implications

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

There is currently no budgetary provision in the Housing Revenue Account (HRA) for the Stock Condition Survey programme in 2024/25. This revenue development was not included in the regular budget setting process due to the unknown cost of the programme at the time of budget submissions and the ongoing review of current data held by the Council not being completed in time.

If Members are minded to support the proposal, a one-off revenue development of £100,000 will be required to implement a stock condition survey programme in 2024/25. This would be financed from HRA working balances. A budget to support the remaining surveys to be undertaken in 2025/26 and beyond as an annual rolling stock condition survey (20% of all dwellings per annum) will be considered as part of 2025/26 budget setting process.

Whilst acknowledging that HRA working balances are under pressure, it is anticipated that stock condition surveys will provide the benefits which should lead to financial savings going forward:

- Savings on repairs as kitchens, bathrooms, doors, windows are replaced at the end of life or in such disrepair that would otherwise result in numerous minor repairs.
- Savings in energy for tenants as windows and doors are replaced to make properties more energy efficient
- Capturing any data around damp and mould that could be referred to the Repairs team for resolution and minimising complaints

- Ensuring that the Council improves the number of decent homes it owns and provides and maintains stock for the long term

Ensuring that works provided to the modernisation contractor under a planned maintenance programme are necessary and achieve value for money and do not result in works not being completed or unnecessary component replacements

7. Legal Implications

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

The Social Housing Regulation Act (2023) sets out the regulatory regime for social housing. The Regulator for Social Housing has a specific expectation that social landlords will have an accurate record at an individual property level on the condition of their stock, based on a physical inspection of all homes and that this is kept up to date. Ensuring compliance with the Decent Homes Guidance is a requirement also put on the Council.

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 OFFICIAL (SENSITIVE) information. 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 Holders for Economic Development and Asset Management and Environment and Climate Change.**

<b>BIODIVERSITY NET GAIN</b>
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1. Purpose of Report

To provide Members with an update on the implementation of the requirement to secure a minimum 10% Biodiversity Net Gain for planning proposals that came into force 12 February 2024.

2. Recommendation

**Cabinet is asked to NOTE the procedure for dealing with major applications, with regard to the new requirements for Biodiversity Net Gain.**

3. Detail

The Environment Act 2021 (Commencement No. 8 and Transitional Provisions) Regulations 2024, which is a statutory instrument, was made on 17 January 2024. This requires developments, where planning permission is required, to achieve a 10% minimum Biodiversity Net Gain (BNG). This will apply to 'major' developments from 12 February 2024, with the requirement for other 'minor' applications to achieve the same likely to follow in Spring 2024.

As such, from the 12 February 2024, any planning application received on or after that date that would be classed as 'major' development (that is, a development of 10; or where dwellings are proposed on sites of 0.5 hectares or more where the number is not known; or buildings where the floor space is 1,000 square metres or more; or on a site having an area of 1 hectare or more) would need to provide supporting information as to how the development would achieve a net gain of 10% minimum.

The purpose of the new regulations is to ensure habitats on development sites are either protected, enhanced, or compensated for which aims to leave the natural environment in a measurably better state than it was before development.

The Planning Authority have taken the following actions:

- As part of the implementation of the regulations above, the Broxtowe Borough Council website has been updated so as to include a dedicated page which would set out an explanation of what BNG is, what it seeks to achieve, what is required of developers when submitting a planning application, and how the gain would be secured and monitored. Links to the regulations and other useful websites are included.



- Planning Officers have been fully briefed and two Planning Officers have attended a specific BNG training course for which they have received certification, and have attended several webinars to keep up to date with the latest information. These officers have been nominated to be able to provide an initial review of any BNG information received as part of a planning application, to ensure that it is of a reasonable standard. Following this initial internal assessment, the relevant key information will then be sent on to an Ecology specialist for in depth review.
- An Ecology specialist, who will be retained on a consultancy basis by the Authority, will be asked to review in depth BNG reports which are considered to be in an acceptable format that have passed the initial review by the planning officers.

#### 4. Key Decision

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

1. result in the Council incurring revenue or capital expenditure or savings of £250,000 or more; or
2. be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Council's area.

#### 5. Updates from Scrutiny

Not applicable.

#### 6. Financial Implications

The comments from the Head of Finance Services were as follows: There are no financial implications as the work would be a statutory requirement of the Local Planning Authority.

#### 7. Legal Implications

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

The legal context is set out in the body of the report, in line with the appropriate action taken by the Council thus far. The delivery of BNG is a mandatory requirement once the secondary legislation is agreed, the Council will be required to manage its agreement and delivery.

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. Background Papers

[https://www.legislation.gov.uk/ukxi/2024/44/pdfs/ukxi\\_20240044\\_en.pdf](https://www.legislation.gov.uk/ukxi/2024/44/pdfs/ukxi_20240044_en.pdf)

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## Report of the Portfolio Holder for Environment and Climate Change

### REPLACEMENT OPTIONS FOR BRINSLEY HEADSTOCKS

#### 1. Purpose of Report

To seek approval to conduct a public consultation on the replacement options for the Brinsley Headstocks.

#### 2. Recommendation

**Cabinet is asked to CONSIDER the consultation questions detailed in APPENDIX 3 and RESOLVE accordingly.**

#### 3. Detail

Brinsley Headstocks is a 6.1-hectare Local Nature Reserve located off Mansfield Road in Brinsley. The site consists of a range of habitats including grassland, woodland and wetlands. Up until December 2023, the site also featured a wooden tandem headstock (**APPENDIX 2**).

Brinsley Headstocks operated at Brinsley Colliery a former coal mine, between 1872 and 1934. The Headstocks were then relocated to facilitate access to another local pit until 1970, after which the structure was then moved to a mining museum. In 1991, the Headstocks were relocated back to the site in Brinsley but were installed in a slightly different location.

The twin Headstocks and nearby disused mineral railway track, are all that remain of the once extensive coal mining works. They act as a visual link to the heritage of the site. It should be noted that most of the structure is not original, which is why the Headstocks are not listed.

Since the Headstocks relocation over £80,000 has been spent on its maintenance. Further detail is provided in **APPENDIX 1**.

In January 2023, a condition report and safety inspection was undertaken on the Headstocks. It identified that the Headstocks were no longer considered capable of safely carrying the load from the winding wheels without intervention.

At the beginning of September 2023, the metal colliery wheels were removed, in the hope that the timbers from the towers could be salvaged. However, in late November employees undertaking checks on the structure noted further deterioration in the wooden structure. This was confirmed by an appropriately qualified employee and concerns were raised that the structure was at risk of imminent collapse.

Given the level of deterioration, restoration of the structure, as it currently stood was no longer possible and in the interest of public safety, the most appropriate

course of action was to have the Headstocks dismantled. This was undertaken in December 2023.

Now that the Headstocks has been safely dismantled and any timber and ironwork salvaged. Plans need to be drawn up regarding a suitable replacement. These options are detailed in **APPENDIX 1**. However, before agreeing on a suitable replacement members are asked to consider a public consultation exercise. This will serve as a valuable tool in gathering public opinion and insight to help guide an informed decision in identifying the most appropriate replacement option. Further detail and the suggested questions for the consultation are detailed in **APPENDIX 3**. A separate focus group exercise is also recommended with the Friends of Brinsley Headstocks.

Upon completion of the public consultation and focus group exercises, the findings will be presented to Members in a further report.

#### 4. Financial Implications

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

The cost of the public consultation would be contained within existing budgets.

Members should note that there is currently no budgetary provision for the refurbishment of Brinsley Headstocks. The capital cost of the potential options ranges from £20,000 to £280,000 with potential ongoing revenue budget implications too in terms of maintenance and repairs. Any capital investment would have to be funded from prudential borrowing unless alternative capital grant funding and/or other third party contributions could be sourced. The borrowing cost of the most expensive option would add £30,000 per annum of ongoing revenue budget pressure to the General Fund in terms of Minimum Revenue Provision (MRP) and interest costs.

#### 5. Legal Implications

The comments from the Head of Legal were as follows:

There are no direct legal implications arising from this report

#### 6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Not applicable

#### 7. Union Comments

The comments from the Union were as follows:

Not applicable

8. Climate Change Implications

When considering the climate change implications of replacing the Headstocks, it is important to evaluate the environmental impact of various materials. Opting for a wooden replacement could offer potential ecological benefits due to the woods renewable nature and lower carbon footprint. Responsible sourcing of the wood would be crucial. It should be noted that whilst a wooden replacement would be a sustainable option, it would require an enhanced and extensive programme of maintenance.

A steel replacement will offer different advantages in terms of durability and longevity, although it should be acknowledged that its manufacture will entail a higher carbon footprint as steel production involves energy intensive processes.

9. Data Protection Compliance Implications

Not applicable

10. Equality Impact Assessment

Not applicable

11. Background Papers

None

## APPENDIX 1

Background

Since the Headstocks were relocated back to Brinsley in 1991, it was observed that the structure had already undergone a number of patch repairs. Once reinstated, the Headstocks underwent regular visual onsite inspections. These were conducted by a suitably qualified employee. In 2010, a comprehensive survey of the entire structure was undertaken by a third party. This was used to develop a schedule of repairs and these were undertaken in the same year.

Since the reinstallation of the structure, £80,000 has been spent on maintenance and repairs. Details of this are highlighted in table 1.

Year	Maintenance/Repair	Cost
2010	Approximately 15% of the whole wooden structure replaced.	£64,000
2013	Headstocks treated with wood preservative.	£7,000
2021	Approximately 30% of the timbers on the left hand tower replaced.	£8,000
Various	Minor repairs.	£1,000
Total		<b>£80,000</b>

Table 1: Maintenance costs for the Brinsley Headstocks

Following the identification of serious structural concerns with the Headstocks, the Environment Team initiated a search for a suitable contractor capable of salvaging as much of the original structure as possible. The procurement team put forward an expressions of interest advertisement, but unfortunately no organisations came forward. The team started to approach companies directly and found a company that was capable of removing the winding wheels.

Once the wheels were removed in September 2023, it was hoped that the structure would remain stable enough to repair.

As highlighted earlier in the report, further deterioration in the wooden structure was identified in November and a decision was taken to dismantle the Headstocks in the interest of public safety. This has been at a cost of £28,000. The details of this are contained in table 2.

Item	Cost
Structural engineers report	£1,300
Hire of MEWP for inspection	£850
Purchase of Heras Fencing to secure site	£3,400
Removal of Wheels	£3,700
Dismantling of Headstocks (Main)	£9,000
Waste disposal (skips)	£4,500
Wood assessment/dismantling	£3,000

Item	Cost
Removal of wood from steel fixings	£1,000
Site clearance and removal of fencing	£1,000
Total	£27,750

Table 2: Costs for the dismantling of Brinsley Headstocks

During the dismantling process, a thorough assessment of the timbers was made. Unfortunately, the majority of these were found to be in poor condition (Photos highlighting this are in **APPENDIX 2**), rendering them unsalvageable. All the metal work was retained and taken to Kimberley depot for storage.

Now that the Headstocks has been safely dismantled and a small amount of timber and all ironwork salvaged. Plans need to be drawn up regarding a suitable replacement. It is proposed that the salvaged metal work and the remaining timber are utilised (where appropriate) in any replacement, following appropriate Member approval.

The following are suggested options; however, further recommendations may emerge from the public consultation and focus group exercises (if approved). These will be bought back to Members in a further report.

The potential options are as follows:

- **Direct replacement with an oak frame structure.** Whilst this option preserves the original aesthetic of the structure, the estimated cost of replacement is approximately **£170,000 - £220,000** (including groundworks). The structure would also require six monthly visual inspections by Broxtowe Borough Council Officers, a yearly engineers visual report (approximately **£500**) and a five yearly Mobile Elevating Work Platform (MEWP) (approximately **£1,000**). Plus, a revenue budget for maintenance and repair (estimated cost of £30,000 over a five-year period).
- **Direct replacement with a steel structure.** Indicative pricing for a steel structure is in the region of **£240,000- £280,000** (including groundworks). Although this option costs more than its wooden counterpart, it brings about the advantage of reduced concerns over the structures integrity in comparison to a wooden one. The structure would also require six monthly visual inspections by Broxtowe Borough Council Officers, a yearly engineers visual report (approximately **£500**) and a five yearly Mobile Elevating Work Platform (MEWP) (approximately **£1,000**). Plus, a revenue budget for maintenance and repair (estimated cost of £20,000 over a five-year period).
- **Ground level interactive art piece.** Installation of a ground level structure, utilising original materials from the Headstocks. Work could be undertaken with a local artist to create something that is sympathetic to the environment, whilst highlighting the cultural and historical importance of the site. Some maintenance and repair for the structure would be required, but this would be at lower levels compared to the first two options. Estimated cost between



**£20,000 and £50,000.** Plus, a revenue budget for maintenance and repair (estimated cost of £1,000 over a five-year period).

Consideration for the replacement options will need to include:

- Affordability/Funding
- Environmental impact
- On-going maintenance

A report considering these aspects will be taken back to Members, alongside the results of the public consultation (if approved).

Brinsley Headstocks Photographs

Before dismantling



Site Survey Photographs – January 2023





Headstocks deterioration- November 2023

Central trestle leg of the Headstocks, highlighting significant deterioration. This was picked up during a routine structural condition check by employees.

The collapsed leg was pulling and twisting the Headstocks structure towards the public benches.

Dismantling of the Headstocks



Storage of wheels, wood and metal work at Kimberley Depot



### Public Consultation for Brinsley Headstocks

The public consultation process on the Brinsley Headstocks could incorporate a variety of different methodologies to ensure maximum accessibility and participation. This could include:

- Posters featuring a QR code. These will be installed across the nature reserve.
- Online survey circulated using the Council's Social Media platforms.
- Paper copies of the document being made available at a number of locations across the village.

### Introduction to the public consultation for the poster

The tandem timber headstock at Brinsley is believed to be one of the last standing examples in the Country and for Brinsley residents a symbol of the village and reminder of the once dominant local mining industry. Much of the original timber in structure has been replaced following a series of repairs, although a few pieces remain, along with some of the original ironwork.

In Spring 2023, the Headstocks were fenced off from the public after a structural engineer highlighted safety concerns (information was placed around the site to inform residents and users of the nature reserve). In September 2023, the iron winding wheels were removed to lighten loading on the frame, whilst a specialist contractor could be found to shore the timbers and begin a dismantling and cataloguing process. Unfortunately, the condition of the structure further deteriorated and posed a risk to public safety. Given the continued decline, it became obvious that restoration of the structure, as it currently stood was no longer possible. The best course of action from a Health and Safety perspective, was to have the Headstocks carefully dismantled, salvaging as many timbers and the ironwork from the structure as possible.

The Council would now like to consult the community as to the way forward for the Headstocks and the surrounding site.

You can access the consultation online, either through the QR code provided below or by typing the web-link into your browser.

### **(INSERT QR CODE, WEB-LINK)**

If you don't have internet access, paper copies are available at the following locations in the village:

- The Headstocks Tearooms
- The Durham Ox Public House
- Brinsley Parish Council Offices

## Consultation Questions

The Council would like your thoughts on the future of the Headstocks and surrounding open space, along with some information on whether you use the site and why it is important to you. No personal information will be collected. Working closely with the Friends of Brinsley Headstocks, the results from the consultation will be used to inform a report to Council Members and possibly inform the approach to potential funding strategies.

Please select your choices from the boxes below. There is also a separate section for any additional comments.

## Headstocks Replacement

What would be your preference as a replacement for the Headstocks? (please select only one option)

1. Full size replacement of the Headstocks, in a treated, durable timber such as European oak, recycling any suitable timber from the original and all the original ironwork (estimated cost £170,000- £220,000). Plus £30k estimated maintenance costs over a five-year period.
2. Full size replacement of the Headstocks in galvanised steel, re-using the original winding wheels (estimated cost £240,000 - £280,000). Plus £20k estimated maintenance costs over a five-year period.
3. Ground level sculpture/interactive art piece including the salvaged winding wheels. (estimated cost £50,000). Plus, estimated maintenance costs of £1,000 over a five-year period.
4. Other: Please provide detail.

## Site improvements

Do you think the site would benefit from additional information panels (Y/N)

Do you think the access points should be improved (Y/N)

Do you think more accessible paths to the Headstocks location would be beneficial (Y/N)

As well as its mining heritage, the site is managed as a local nature reserve. Do you think more could be done to enhance the habitats on site for wildlife (Y/N)

Is the car parking adequate (Y/N)

## Reasons for visiting

Do you visit the site at present (Y/N)

If you answered no to the above, would you visit the site if it were improved (Y/N)

If you do currently visit the site, what is your main reason for visiting (please select only one option)

For informal recreation, such as walking

To meet friends

To exercise your dog(s)

To observe wildlife

If you do currently visit the site, what is your main means of getting to the site (please select only one option)

On foot

By car

By public transport

### **Health Benefits and Socialising**

Do you think access to informal open spaces such as the Brinsley Headstocks is beneficial for your physical health (Y/N)

Do you think access to informal open spaces such as the Brinsley Headstocks is beneficial for your mental health (Y/N)

Do you think access to informal open spaces such as the Brinsley Headstocks site provide an opportunity for you to socialise with like-minded people (Y/N)

## Report of the Portfolio Holder of Environment and Climate Change

### CLIMATE CHANGE AND GREEN FUTURES REVIEW

#### 1. Purpose of Report

To seek approval for the reviewed and updated Climate Change and Green Futures Strategy and supporting Carbon Management Action Plan 2023-2027.

#### 2. Recommendation

**The Policy Overview Working Group reviewed the strategy on 8 February 2024 and RECOMMENDS that Cabinet RESOLVE that the revised Climate Change and Green Futures Strategy and Carbon Management Plan be adopted and approved.**

#### 3. Detail

In 2019 the Council made an ambitious commitment to become carbon neutral by 2027. In 2020, the Council created its Climate Change and Green Futures Programme with supporting Carbon Management Action Plan to provide strategic direction with regards to achieving this target. This was revised and adopted in July 2023. An update on the progress of the actions of the Carbon Management Plan is provided in **APPENDIX 1** and **APPENDIX 4**.

The delivery of these climate change actions has contributed to the Council reducing its carbon footprint to 2,378 tonnes of carbon dioxide (tCO<sub>2</sub>e) in 2022/23. This is a 36% reduction from the recalculated 2018/19 carbon emission baseline. Further detail on the Council's current carbon footprint can be found in **APPENDIX 1** and **APPENDIX 2**.

Climate change is a rapidly changing and complex dynamic and as such the Climate Change and Green Futures Strategy and Carbon Management Action Plan require regular revision and updating to ensure their relevance. In light of the public consultation undertaken in the summer of 2023, the documents have been reviewed and revised for the first time to incorporate feedback received during the consultation process.

A copy of the revised Climate Change and Green Futures Strategy 2023-2027 and its supporting Carbon Management Action Plan for 2024/25 have been attached in **APPENDIX 3** and **APPENDIX 5**. A change table has been attached to this report as **APPENDIX 6**. The EIA is at **APPENDIX 7**

The documents attached in the appendices are currently in draft form and will undergo formatting once they have been approved by Cabinet.



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. It is a decision that is likely to be significant in terms of its effects on communities living or working in the Borough of Broxtowe.

5. Updates from Scrutiny

The Policy Overview Working Group reviewed the strategy on 8 February 2024 and recommended that Cabinet adopt and approve the revised Climate Change and Green Futures Strategy and Carbon Management Plan be adopted and approved.

6. Financial Implications

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

There are no additional financial implications for the Council with regards to the approval of this strategy. Any significant budget implications in the application of measures of the strategy in the future, over and above virement limits would require approval by Cabinet and be based on an appropriate business case.

7. Legal Implications

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

The Climate Change Act 2008 (2050 Target Amendment) Order 2019 introduced a target for at least a 100% reduction of greenhouse gas emissions (compared to 1990 levels) in the UK by 2050. This is a legally binding target. Section 111 of the Local Government Act 1972 enables the Council to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of their functions. Furthermore, section 2(1) of the Local Government Act 2000 introduced a power that permits local authorities to do anything that they consider likely to promote or improve the economic, social and environmental well-being of their area.

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

An updated Equality Impact Assessment can be found in **APPENDIX 7**.

13. Background Papers

NIL.

## APPENDIX 1

Carbon Management Plan progress update - 2023/24

In 2023/24, the Council has dedicated a total of £2.3 million pounds across a variety of programme themes to address actions contained within the Climate Change and Green Futures Strategy. This has been from a combination of Council investment and external funding.

Of the 104 actions contained within the 2023/24 Carbon Management Action Plan:

- 75 are currently in progress with the majority of these on track to be completed by the end of 2023/24.
- 13 are complete.
- 16 actions have not been started, these have been summarised in the table 1.

Theme	Action	Reason
Climate Strategy	Baseline all carbon Scopes for Liberty Leisure and work with them to establish a baseline and targets.	Not started due to resources. To be rolled over into 2024/25.
Transport and Travel	Create a driver training programme utilising data from the on board vehicle monitoring IT System (for example, harsh braking, excessive speeding and harsh cornering).	Action has not been started due to the prioritisation of other Carbon Management Action Plan actions. To be rolled over into 2024/25.
Transport and Travel	Using available data, produce a report on vehicle types registered in the Borough along with scenarios indicating the behavioural change necessary to help achieve alignment with UK net zero by 2050.	Action has not been started due to the prioritisation of other Carbon Management Action Plan actions, including the finalisation of the Electric Vehicle Infrastructure Strategy. Roll over into 2024/25.
Energy and water	Explore the possibility of grey water harvesting.	Action has not been started due to the prioritisation of other Carbon Management Action Plan actions. To be rolled over and to

Theme	Action	Reason
		incorporate rainwater harvesting also for 2024/25, in response to the public consultation.
Energy and water	Develop a programme for all appliances in social spaces (For example, kitchens and laundry rooms) at Independent Living Schemes, for energy efficient ones.	Not started due to staffing resources. To be rolled over and considered as part of 2024/25 budget setting.
Energy and water	Investigate options for land purchase for potential renewable sites.	Action has not been started due to the prioritisation of other Carbon Management Action Plan actions. To be rolled over into 2024/25.
Built Environment	Research alternatives to conventional heating systems and report findings.	Action has not been started due to the prioritisation of other Carbon Management Action Plan actions. Roll over into 2024/25.
Built Environment	Develop a programme that considers the replacement of gas boilers in Council house properties for renewable/sustainable fuels.	Action has not been started due to the prioritisation of other Carbon Management Action Plan actions. Roll over into 2024/25.
Core Strategy and Planning	Determine the number of households using renewable generation technology.	Not started due to challenges in tracking this data. Roll over into 2024/25.
Recycling and Resources	Investigate the use of carbon impact targets over weight based data for refuse and recycling.	Not started due to a lack of staffing resources. Roll over into 2024/25.
Natural Environment	Investigate the potential installation of either living walls (vertical	Action has not been started due to the

Theme	Action	Reason
	gardens) or green roofs to Council assets, to absorb CO2 and improve biodiversity.	prioritisation of other Carbon Management Action Plan actions. Roll over into 2024/25.
Natural Environment	Create allotment ambassadors to encourage and engage to drive positive behavioural change.	Action has not been started due to the prioritisation of other Carbon Management Action Plan actions. Roll over into 2024/25.
Natural Environment	Organise and promote an annual BioBlitz to encourage and inform local residents on the importance of biodiversity	Not started due to staffing vacancies in the Parks and Open spaces team. Roll over into 2024/25
Natural Environment	Identify areas of flood risk in the Borough and look at possible natural solutions.	Not yet started - tree scheme may have to be reviewed in light of recent changes to the provenance of tree suppliers. Roll over into 2024/25.
Business and Supply Chain	Review the Council's Service Level Agreements (SLA's) to include sustainability criteria.	Not started. However, to be an agenda point in next Climate Change and Green Futures Board Meeting – March 2024.
Business and Supply Chain	Investigate a climate accreditation system for businesses. (Similar to a food hygiene rating).	Action has not been started due to the prioritisation of other Carbon Management Action Plan actions. Roll over into 2024/25.

Table 1: 2023/24 Carbon Management Plan Actions not started.

#### The Council's Carbon Footprint 2022/23

The information in figure 1 below shows a high level breakdown of how the Council's own operational emissions have been produced during 2022/23.

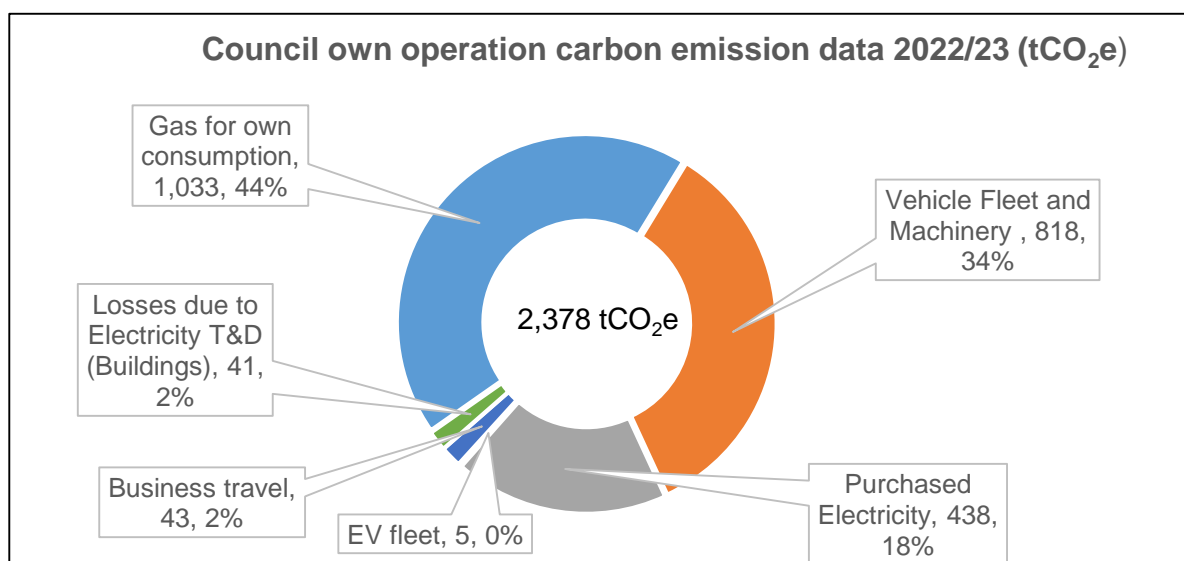


Figure 1- Broxtowe Borough Councils Carbon Footprint - 2022/23

### Progress towards Carbon neutral 2027

The Council has committed to become Carbon neutral by the of 31 December 2027. As of the 12 March 2024, there are **1,389** days remaining to achieve this.

Figure 2 tracks the Council's current progress to date. The dotted trend line in green highlights possible trajectory towards carbon neutrality based on current performance.

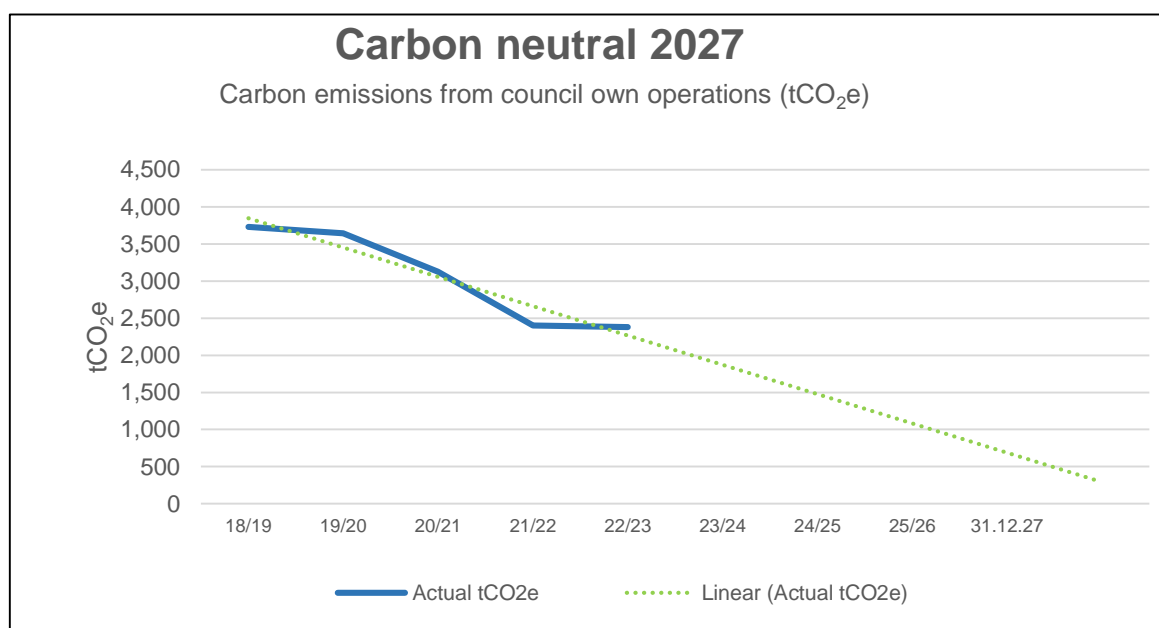


Figure 2 - Progress towards Carbon neutral 2027

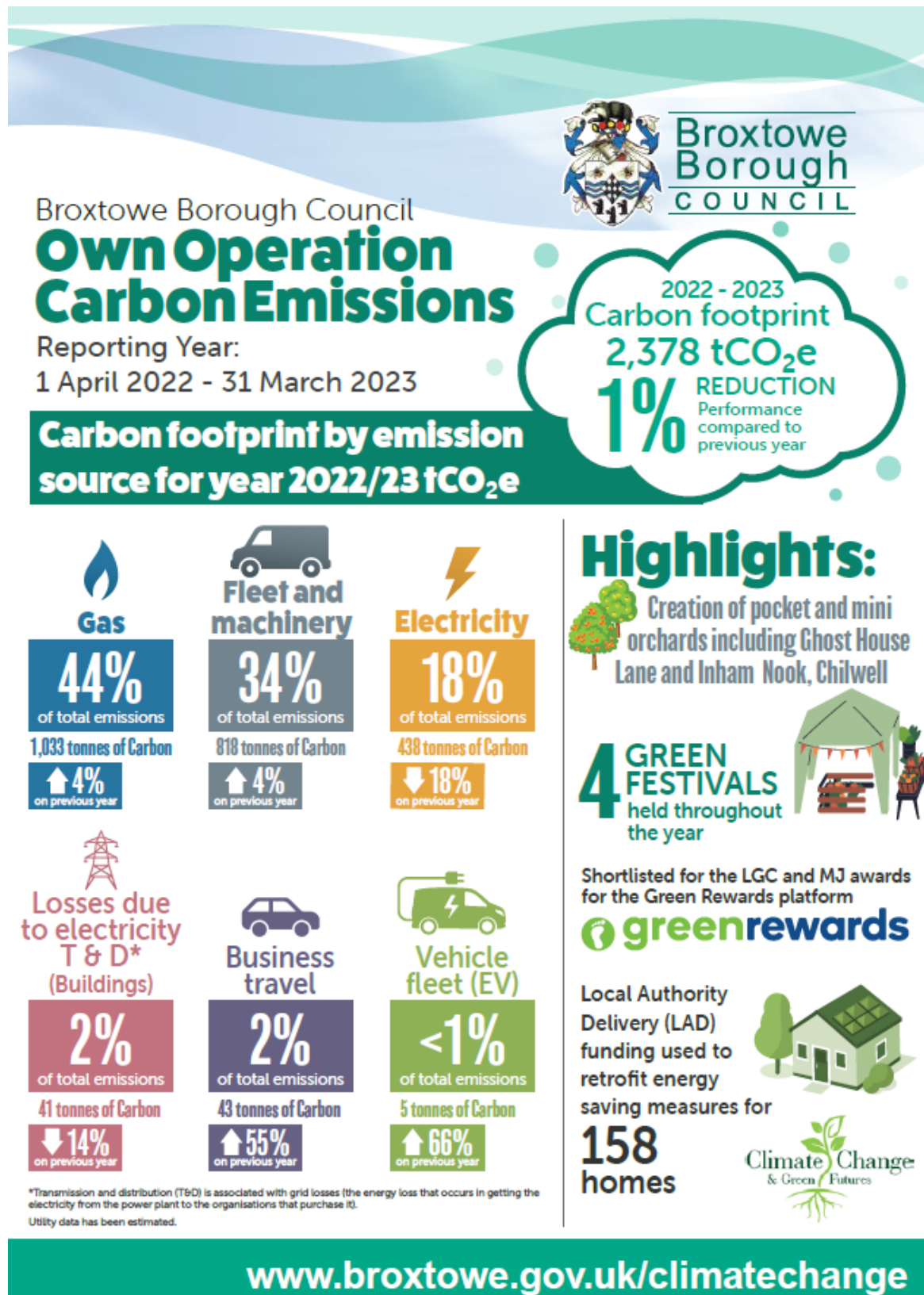
Although there has been a decrease in emissions, it is essential to accelerate the rate of reduction. Anticipated progress in this regard includes implementing energy

efficiency measures across Council property assets and transitioning to Hydrotreated Vegetable Oil (HVO). These actions are expected to result in a more significant and rapid transition towards a reduction in carbon emissions.

Comprehensive information regarding the Council's carbon footprint and that of the Borough can be found in the revised Climate Change and Green Futures Strategy. **(APPENDIX 3).**

## APPENDIX 2

## Broxtowe Borough Council's carbon footprint for 2022/23





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# CLIMATE CHANGE AND GREEN FUTURES STRATEGY

2023-2027

DRAFT

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## Foreword

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*Climate change is a global problem. Extreme weather events arising from the warming of the earth pose a real risk to property, health, wildlife, habitats and food production. Nations have seen temperatures reach levels never before recorded and in 2022 the UK saw a 50°C temperature swing, from the hottest day ever recorded in July to some of the coldest since 2010 in December (source: McCarthy M, Nikos C and Stott P: Met Office: A review of the UK's climate in 2022).*

Climate change affects us all, but we also have the power to do something about this and the UK is well placed to set an example to the rest of the world.

Broxtowe Borough Council wants to be a role model and trailblazer for the country, bringing everyone on its journey to carbon neutrality and beyond.

The purpose of this Strategy is to highlight key areas where stakeholders can work together to drive this positive change, as well as setting out some important context in policy and emission data.

Since 2009, the Council has been measuring its own carbon footprint and implementing measures to reduce carbon emissions. Since the initial assessment in 2009 and re-assessment in 2020, the Council achieved a 45% reduction in carbon emissions and supported numerous climate friendly policies and projects. Despite all of these past efforts, an acceleration of action is needed to mitigate the worst impacts of climate change.

In 2019, the Council declared a Climate Emergency and made an ambitious commitment to become carbon neutral by 2027. The Climate Change Strategy and the Climate Change and Green Futures Programme followed, providing a framework and strategic direction to achieve this ambition.

Meeting this commitment will be a journey for us all and changes will need to be made to the way that we all live our lives. The global cost of living crisis, supported by spiralling and increasing costs of traditional fossil fuels means we have to look to cleaner more sustainable alternatives.

As we move forward, we will also need to adapt to and increase our climate resilience. Short term investment is necessary if appropriate infrastructure is to be created so that the worst impacts of flooding and extreme weather events can be mitigated.

This Climate Change and Green Futures Strategy builds on the foundations of the original and is structured around ten programme themes. The Strategy will continue to be dynamic and evolutionary and will be reviewed annually to ensure emerging strategies are captured, themes, project strands, and actions remain up to date, and performance is managed.

We want to invite you to help shape the future. We will therefore consult on a regular basis with our residents and stakeholders on this Strategy. We invite views, ideas and comments that can shape future policies, helping support us all on this journey together.

## Executive summary

Theme	Strategic Importance to Climate Change
Climate Strategy	<p>The existence of a Climate Strategy is fundamental in addressing climate change. The measures within the Strategy provide the direction of travel towards achieving carbon neutrality by 2027 and net zero beyond that.</p> <p>The Climate Change and Green Futures Strategy is a live document and will be reviewed regularly to ensure it remains current.</p>
Transport and Travel	<p>The Council will reduce its emissions by operating sustainable fleet management systems, through a combination of electrification, consideration of alternative fuels, and operational and driving efficiencies.</p> <p>The Council will encourage residents and businesses to make more sustainable transport choices.</p>
Energy and Water	<p>Reduction in energy and water consumption is a core objective for the Council. The Council will actively seek ways to ensure that its assets are as energy and water efficient as possible. It will look to decarbonise heating systems where appropriate.</p> <p>Residents and businesses will be encouraged and signposted to grants providing energy efficient measures and will be encouraged to install renewable generation technology where appropriate.</p>
Built Environment	<p>For the Council's own new build assets, measures to address climate change will be reflected in the design, materials and heating systems. For existing assets, the Council will look to understand and implement measures to improve energy efficiency, increase the use of renewable energy and decarbonise heating systems where appropriate.</p> <p>The Council will sign post, encourage and engage with residents on appropriate retrofit and energy efficient measures for their homes.</p>
Core Strategy and Planning	<p>Through the planning process, the Council will ensure that more ambitious and meaningful planning policies can be introduced through the Local Plan to encourage or enforce more energy efficient developments.</p> <p>New developments are being approved and constructed all the time, this is therefore an ideal opportunity to improve the efficiency credentials of the Borough's built environment.</p>
Recycling and Resources	<p>Natural capital is one of our most valuable assets. The Climate Change and Green Futures Strategy sets out how the Council will preserve resources by minimising waste, promoting resource efficiency and moving towards a circular economy.</p> <p>At the same time, the Council will minimise the damage caused to the natural environment by reducing and managing waste appropriately, and in accordance with the waste hierarchy.</p>

Theme	Strategic Importance to Climate Change
Natural Environment	<p>The natural environment acts as a sink to capture and store carbon emitted naturally, and so plays a fundamental part in the mitigation and reduction of carbon emissions.</p> <p>The Council will strive to ensure the natural environment is managed appropriately to increase biodiversity, and ensure that healthy ecosystems thrive throughout the Borough and will consider options in which best to address the current ecological crisis.</p>
Communities	<p>The Council cannot tackle climate change in isolation. Most of the emissions in the Borough relate to operations outside the direct control of the Council.</p> <p>It is therefore important that the Council engage and encourage stakeholders to influence positive behaviour change with regards to reducing carbon emissions.</p>
Business and Supply Chain	<p>The Council will work with businesses to support their efforts to become sustainable, as well as focus on its own supply chain to make environmental considerations a key part of procurement.</p>
Communications	<p>Communications and engagement is an overarching theme which is key to the delivery of the overall Climate Change and Green Futures Strategy.</p> <p>Well-considered and designed communication activities are key components for stakeholder engagement. This programme theme will support the various project strands in terms of raising the profile and awareness of the climate agenda, promoting best practice and driving positive behaviour.</p>

Table 1 – Executive summary

# Section One: Climate Change Strategy

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*“Climate change affects us all, but we also have the power to do something about this”.*  
Cllr Helen Skinner, Cabinet Member for Environment and Climate Change.

## Introduction

In July 2019, Broxtowe Borough Council declared a ‘Climate Emergency’ and pledged to become carbon neutral by 2027. Following this, in 2020 the Council’s first Climate Change Strategy was produced and the Climate Change and Green Futures delivery programme was developed. This programme of activity mapped out the next phase of the journey to reduce the Council’s carbon footprint. It also detailed how the Council would influence, encourage and assist key stakeholders to strive towards the same goal.

## What is Climate Change?

Climate change is a long-term shift in temperatures and weather patterns. Whilst these changes may be in part due to natural cycles, human activities such as heating and lighting our homes, consumption of goods and travel, have become the main driver of climate change.

This has primarily been due to the burning of fossil fuels like coal, oil and gas. Gases released from fossil fuels trap heat from the sun, increasing the average temperature of the earth, which in turn causes more frequent and extreme weather events such as heatwaves and heavy rainfall leading to flooding. (Source: *What is climate change? United Nations Climate Action*).



Image 1: Flooding and storm damage across Broxtowe Borough during 2023

## Why does the Council need a Climate Change Strategy?

The world is getting warmer! *‘The year 2023 has been confirmed as the world’s hottest year on record, driven by human caused climate change and boosted by the natural El Nino weather event.... sea surface temperatures have also smashed previous highs.’* (Source: *BBC News Science and Environment: 2023 confirmed as world’s hottest year on record.*).

On the 19 July 2022, the UK recorded its hottest ever temperature of 40.3 °C with the summer of 2022 being the fourth hottest on record.

2023 has been reported by the Met Office as provisionally the second warmest year on record for the UK, according to mean temperatures. Eight of the twelve months were warmer than average, with June and September being particularly warm compared to average. 2023 also



saw 11% more rain than average, with some parts of the UK recording a third more rainfall than normal. (Source: Met Office).

A Climate Change Strategy is therefore necessary to identify,manage and mitigate the worst impacts of climate change.

How is climate change affecting Broxtowe?

Over recent years the Borough of Broxtowe has experienced damage and disruption due to extreme weather events. This includes:

- Flooding causing damage to properties and road infrastructure.
- Heatwaves damaging road surfaces.
- Heatwaves disrupting bin collections.

(Source: LCLIP A summary of the Local Climate Impacts Profile for Nottinghamshire (2011)).

The autumn/winter of 2023/24 has already seen eight storms (as of January 2024) hit the UK causing disruption across the country from gales, intensive rainfall, coastlines battered by huge waves and flooding, risking lives and damaging properties. (Source: Met Office).

Throughout these events, the Council has provided assistance to residents and local businesses. From the provision of sandbags and temporary accommodation for flood affected households, to the removal of fallen and dangerous trees, to the collection of flood damaged items from affected households. The Council has made significant efforts to address the immediate impacts of climate change. As the Council reviews its response to recent events, it will be crucial to consider the investment necessary to continue with these emergency responses.

Climate Change Drivers

The table below sets out the key drivers for addressing climate change.

Driver	Summary
Climate Change Act 2008	Commitment to be Net Zero by 2050. 78% reduction on Carbon Emissionsby 2035.
Paris Agreement 2015	Legally binding international treaty on climate change. Limit global warming to well below 2°C, preferably to 1.5°C, compared to pre-industrial levels.
Environment Act 2021	Aims to improve air and water quality, reduce waste/increase recycling, improve biodiversity (referred to as Bio Net Gain or BNG) and tackle wastecrime.
Ten point plan for a Green Industrial revolution - 2020	Support Green jobs and accelerate the path to net zero.
Net Zero Strategy: Build BackGreener – October 2021	Sets out policies and proposals for decarbonising all sectors of the UKeconomy to meet the net zero target by 2050.

Driver	Summary
Taking charge: the electric vehicle infrastructure strategy – March 2022	Vision and action plan for the rollout of electric vehicle charging infrastructure in the UK.
D2N2 Energy Strategy 2019 - 2030	Targets and actions that align with the national Clean Growth objectives. By 2030, D2N2 aims to make Derbyshire and Nottinghamshire a pioneer in green growth.
Nottinghamshire County Council - Carbon Reduction Plan	The plan provides a roadmap of how Nottinghamshire County Council will reduce its carbon emissions over the next seven years and become carbon neutral by 2030.
Broxtowe Borough Council's Carbon Management Plan- 2009	The Council's first Carbon Management Plan developed in 2009. Achieved a 45% reduction in carbon emissions when baselining was undertaken against 2018/19 data.
Broxtowe Borough Council Corporate Plan – 2020-2024	Corporate vision: 'A greener, safer, healthier Borough, where everyone prospers'. Version of CP to be updated?
Broxtowe Borough Council Environment Business Plan 2024-2027	Environment Objectives: <ul style="list-style-type: none"> <li>- Reduce carbon emissions and improve air quality</li> <li>- Continue to invest in our parks and open spaces</li> <li>- Reduce the amount of waste disposed of in the black-lidded bin and increase recycling and composting</li> </ul>
Broxtowe Borough Council -2019	Climate Emergency Declaration.
Broxtowe Borough Council -2019	Commitment to become carbon neutral by 2027 for the Council's own operations (Scope 1 and 2, and some elements of Scope 3).
Broxtowe Borough Council Climate Change and Green Futures programme - 2020	Launched in February 2020, the programme identified a series of activities to achieve the Council's commitment to become carbon neutral by 2027 for its own operations. It also detailed how the Council would 'influence, encourage and assist the local community to strive towards the same goal'.

Table 2 – Climate Change Drivers

## Strategic Vision

The Council's vision as identified in the Corporate Plan 2023 - 2027s:

*“Protect the environment for the future”*

The strategic aim will be delivered through the following three key priorities:

- Reduce carbon emissions and improve air quality.

- Continue to invest in our parks and open spaces.
- Reduce the amount of waste disposed of in the black-lidded bins and increase recycling and composting.

### The strategic aims for the Climate Change Strategy are:

- To become carbon neutral by 2027 for the Council's own operations.
- To establish a baseline for all carbon scopes and then to propose a date for net zero using science based targets for the Council's own operations.
- To align to the UK's net zero Commitment of 2050 for the Borough and establish the actions and potential budget required to achieve this (working to an earlier date if possible).

### Delivering the Strategy

To deliver on the commitment to be carbon neutral by 2027 the Council will:

- Reduce its carbon emissions year on year as much as possible.
- Engage with all stakeholders on issues regarding climate change at every opportunity.
- Refresh the Climate Change and Green Futures Strategy and Carbon Management Action Plan regularly to ensure it remains relevant, up-to-date and fit for purpose.
- Review projects and approve investment based on a cost to benefit rationale.
- Look to work with external partners to seek investment, funding and professional advice.

### The difference between carbon neutral and net zero

It is often assumed that 'carbon neutral' and 'net zero' mean the same thing. Whilst they both will achieve the same end result (to remove carbon emissions from the earth's atmosphere), the scope and source of the emissions that are removed are different.

	Carbon Neutral	Net Zero - best practice
<b>Defined by:</b>	PAS 2060 standard.	Standard developing.
<b>Measurement Scope 1 and 2</b>	Required.	Required.
<b>Measurement Scope 3</b>	Not required.	Required.
<b>Carbon reduction target</b>	No requirement to reduce carbon emissions on a certain trajectory in order to be carbon neutral.	Zero (reduce to as close to zero as possible). To be net zero an organisation must be reducing its emissions along a 1.5°C trajectory across Scopes 1, 2 and 3.
<b>Residual emissions</b>	To achieve carbon neutrality, an organisation must purchase carbon offsets that either result in carbon reductions, efficiencies or sinks.	For net zero, an organisation must purchase greenhouse gas removals that result in carbon sequestration from the atmosphere.

Table 3 – Carbon Neutral/Net Zero Definitions (source: [www.carbontrust.com/what-we-do/assurance-and-certification/carbon-neutral-certification](https://www.carbontrust.com/what-we-do/assurance-and-certification/carbon-neutral-certification); [www.planetmark.com/about-us](https://www.planetmark.com/about-us))

### The need to move towards net zero at pace

Unless more far reaching action is taken, scientists are predicting that global warming will exceed 4°C by 2100 and the impact from such a rise would be catastrophic for the planet.

In March 2023, the Intergovernmental Panel on Climate Change (IPCC) released a report part updating on the impacts of climate change. The report warned that globally our "Pace and

scale of climate action are insufficient to tackle climate change” and that “adverse impacts from human- caused climate change will continue to intensify” including:

- Increase in agricultural and ecological drought.
- Increase in wildfires.
- Increase in flooding.
- Increase in extreme weather events – including heavy rainfall and heatwaves.
- Melting of glacial ice, leading to a rise in sea levels.

Image 2, summarises such physical impacts modelled for England.

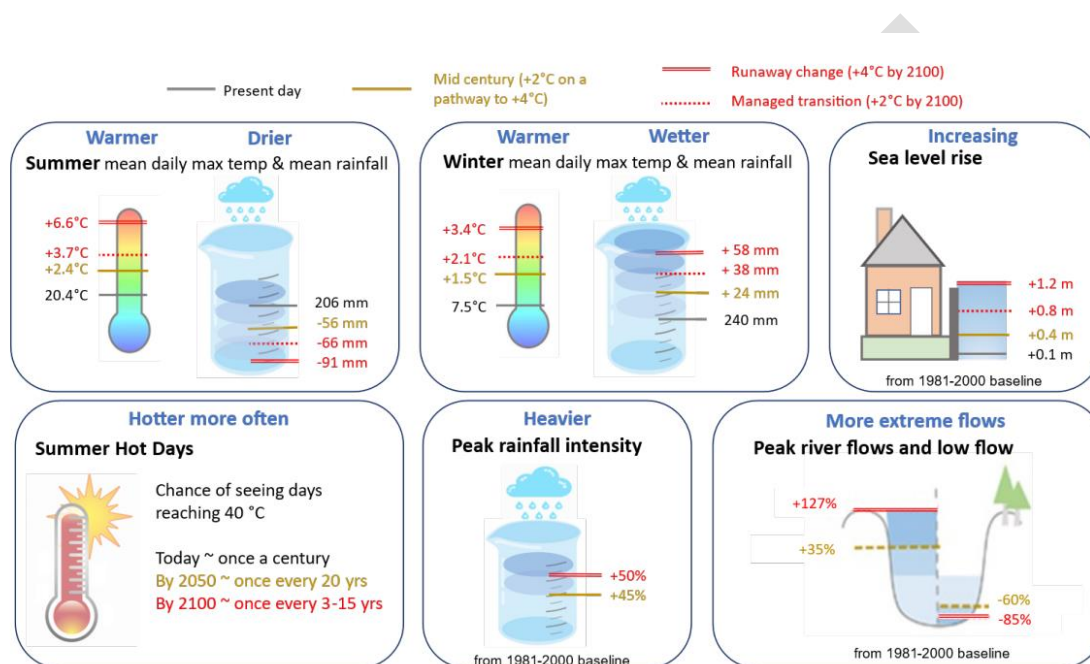


Image 2: Physical Impacts of Climate Change modelled for England (Source: Climate Impacts Tool: guidance for Environment Agency Staff. Understanding the risks and impacts from a changing climate, October 2023).

The IPCC report highlighted that the world has already warmed by 1.1°C and is likely to breach the 1.5°C threshold in the 2030s (this is something that governments had agreed to act to avoid). This means that urgent action is required now as there is a “rapidly closing window of opportunity to secure a liveable and sustainable future” (IPCC 2023).

The report highlights that if the 1.5°C rise is breached then this could be reduced again by achieving and sustaining net zero. The Council’s commitment to become carbon neutral is a strong starting point to managing the impacts of climate change. However, to ensure that action is undertaken fast enough the Council must work towards becoming net zero following a 1.5°C pathway.

## Section Two: Broxtowe’s Carbon Reduction Journey

### The initial baseline study

Back in 2009 the Council commissioned a baseline study by the Carbon Trust to establish its carbon emissions.

Carbon emissions refer to the six main greenhouse gases (GHG’s) as set out in the Kyoto protocol:

Carbon Dioxide (CO<sub>2</sub>)  
Methane (CH<sub>4</sub>)  
Nitrous Oxide (N<sub>2</sub>O)

Hydrofluorocarbons (HFCs)  
Perfluorocarbons (PFCs)  
Sulphur Hexafluoride (SF<sub>6</sub>)

All of these have negative impacts, warming our climate via the Greenhouse Effect and therefore causing climate change.

Though emissions are comprised of several GHGs, they are converted into a common unit called Carbon Dioxide Equivalent (CO<sub>2</sub>e) for reporting purposes, and are often referred simply as 'carbon emissions'.

The study established a baseline of 4,242 tCO<sub>2</sub>e for Scopes 1,2 and business travel (Scope 3). A carbon management plan was produced, which supported the ambition of achieving a 34% reduction by 2020.

### **Declaration of the Climate Emergency**

After the declaration of the Climate Emergency in July 2019, a further study by the Carbon Trust was commissioned. This followed the same parameters of the original study to allow for consistency.

The outcome of the second study highlighted that the Council had reduced its carbon footprint by 45% based on a 2009/10 baseline. This reduction was achieved through delivery of 60 projects which included, refuse round efficiencies and the installation of solar photovoltaics panels on the Council's own buildings (image 3).

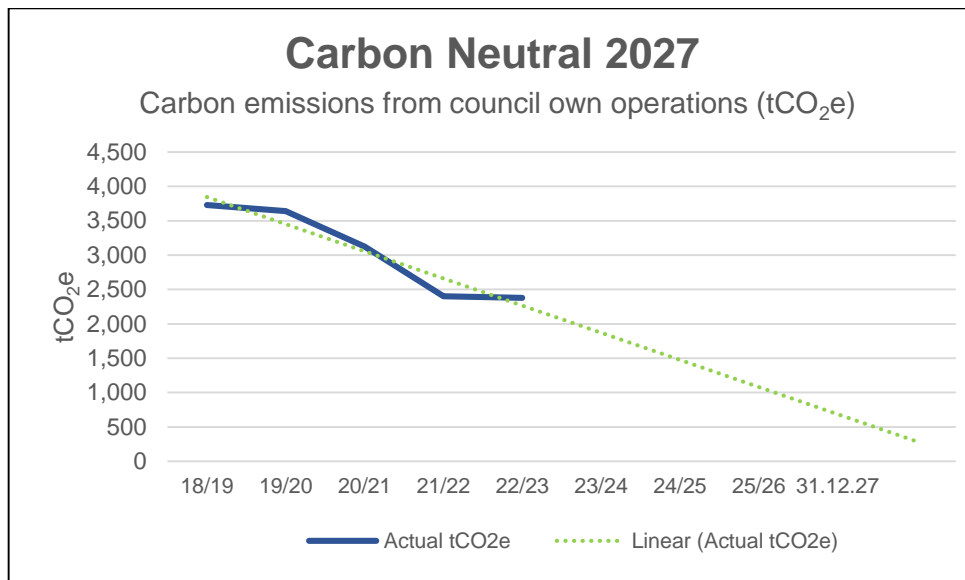


*Image 3: Solar PV on the main Council offices at Foster Avenue, Beeston*

### **Re-establishing the baseline**

In November 2021, the Environment and Climate Change Committee approved the re-calculation of the Council's own operation baseline to incorporate emission data that had previously not been included (this was a recommendation by the Carbon Trust in their 2018/19 report). The new baseline was established at 3,704 tCO<sub>2</sub>e for 2018/19.

Graph 1 shows the carbon emission figures for Broxtowe Borough Council since the re-baselining exercise in 2021. The green line shown in the graph 1 is a trend line to highlight the direction of travel for the Council's carbon emissions.



Graph 1- Broxtowe Borough Council's own operation carbon emissions since 2018/19

## Where is the Council now?

Since the recalculated baseline in 2018/19, the Council has achieved an overall reduction of 36% in its own operation carbon emissions.

## Key points for 2022/23

- Carbon reductions of -1% compared to the previous year (2021/22).
- 44% of the Council's own operation emissions come from gas usage.
- Fleet emissions account for 34% of the overall total emissions.



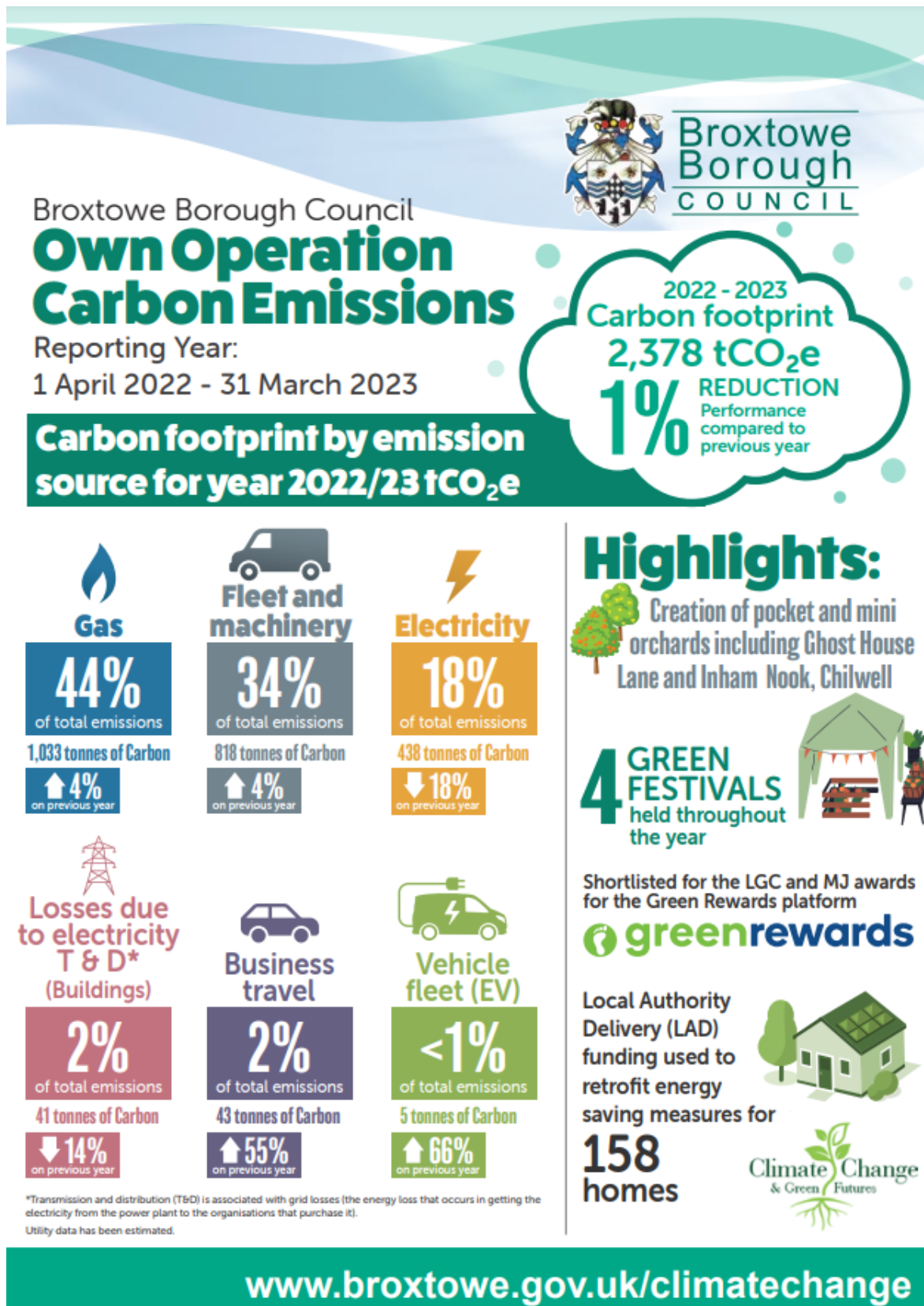


Image 4: The Council's Carbon Footprint for 2022/23

## Section Three: Achievements

As of 2022/23, actions undertaken from the original Climate Change and Green Futures programme have resulted in a 36% reduction in carbon emissions against the recalculated 2018/19 baseline.

The cross cutting actions achieved to support this reduction over the past few years include:

- 100% renewable electricity energy tariff.
- Introduction of further Electric Vehicles (3.5 tonne vans) bringing the total to 9, saving approximately 2 tonnes of carbon per year, per vehicle.
- Mini Orchard planted at Grove Avenue Allotments in February/March 2021.
- Bee-line at Leyton Crescent, planted November 2021.
- New car lease scheme (August 2021) introduced, promoting low emission/EV cars for employees.
- Creation of pocket parks including Ghost House Lane, Inham Nook, Chilwell – September 2022.
- 3,000 trees planted across the Borough in 2022/23 with over 134,000 planted since the start of the tree planting programme in 2008.

These achievements have continued into 2023/24 and include:

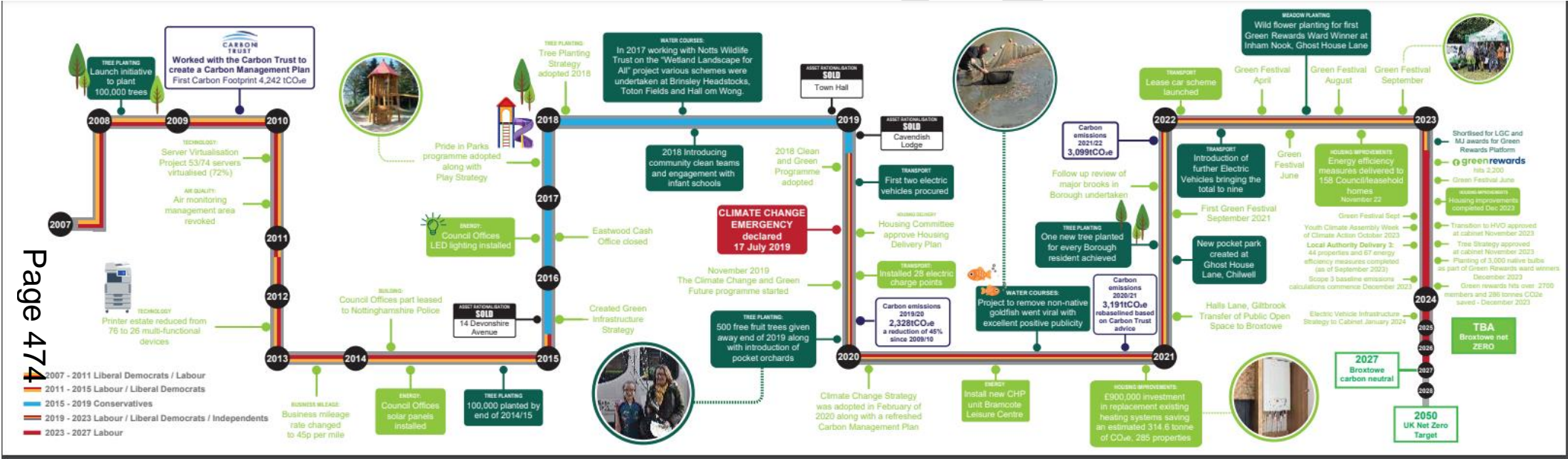
- Over 2,700 registered resident users, avoiding 286 tonnes CO<sub>2</sub>e in total so far on the Green Rewards engagement app.
- Additional employees resourced for recycling and climate change.
- Local Authority Delivery (LAD) Phase 3 successfully implemented, with over 60 properties identified as eligible. 65 measures implemented including solar PV, external wall insulation and loft insulation.
- Hosting several sessions as part of the Youth Climate Social Action Week, October 2023 including:
  - Practical conservation day – clearing Rhododendron and bulb planting at Bramcote Hills Park.
  - Litter pick around Ilkeston Road Recreation Ground and the Hemlock Stone (Image 5) – 22 people total.
  - Final day conference with Councillors.



Image 5: Litter picking as part of the Youth Climate Social Action Week at Hemlock Stone



# Climate Change and Green Futures Timeline

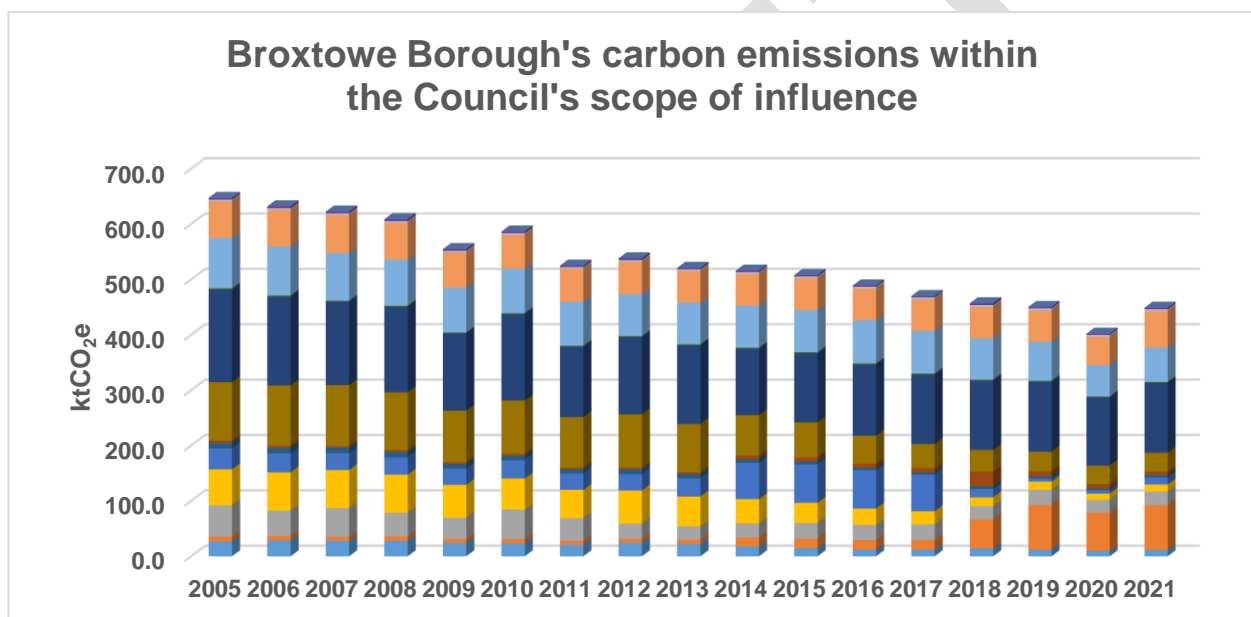


## Broxtowe Borough's carbon footprint

Broxtowe Borough Council has a key role to play when it comes to achieving the UK's 2050 net zero greenhouse gas emissions target. The latest available information from BEIS suggests that the Council's own emissions contribute approximately 2 to 5% (this is all carbon scopes) to the Borough's overall emissions.

In 2021 the Borough of Broxtowe is calculated to have emitted 448.9ktCO<sub>2</sub>e (Source: Business, Energy and Industrial Strategy Department: UK local authority carbon dioxide emissions national statistics). This equates to:

- Per Capita emissions 4.1 (tCO<sub>2</sub>).
- Emissions per km<sup>2</sup> 5.6 (ktCO<sub>2</sub>).

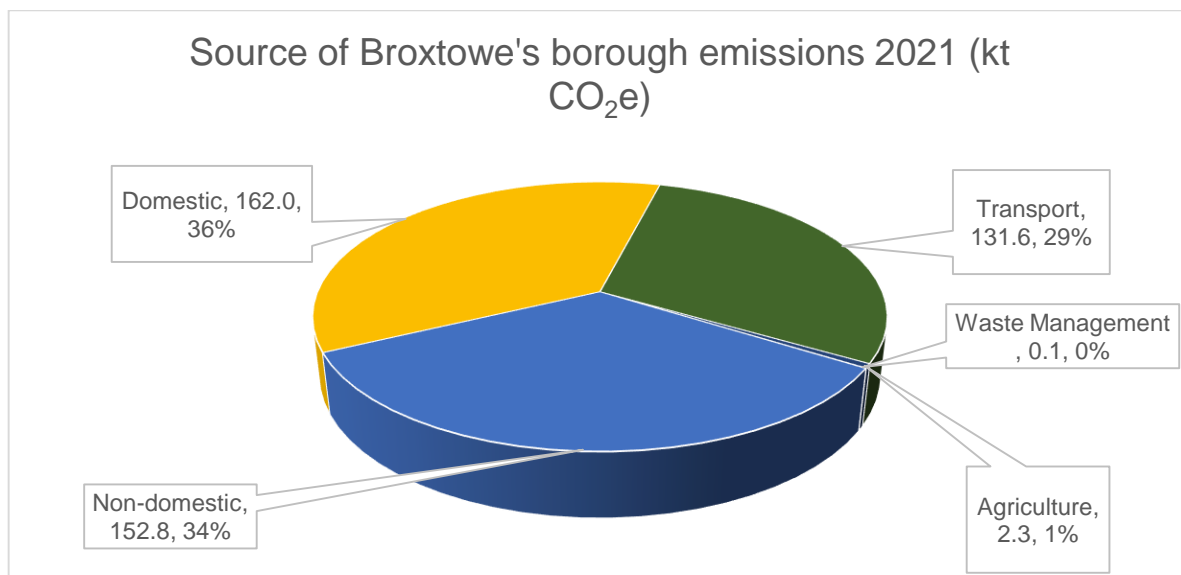


Graph 2 - Carbon emissions for the Borough. (Source: Department for Business, Energy and Industrial Strategy (BEIS) (June 2023))

Since 2005 Broxtowe's per capita emissions have reduced by 32%, this is largely due to the decarbonisation of the electricity grid, however, other energy efficient measures for transport and homes have also contributed to this decline (Source: ONS 2021).

The Borough's emissions have generally been reducing year on year, however as shown in Graph 2, they rise again in 2021. This is a consequence of emerging out of the COVID 19 pandemic. Although there have been positive reductions in Borough emissions, it is evident that these reductions are occurring at a sufficiently rapid enough pace.

Graph 3 shows that domestic emissions (from gas and electricity usage for domestic dwellings) account for the largest portion of emissions at 36%, non-domestic emissions (from commercial, industrial, retail and public sector properties) accounts for 34% and this is followed by transport with 29% (from all vehicles including cars, LGVs, motorcycles, buses and HGVs). Agriculture contributes 1%, whilst waste management accounts for less than 1%.



Graph 3: Source of Broxtowe Borough emissions (ktCO<sub>2</sub>e)

## Broxtowe Borough's carbon budget

### Carbon budget Definition

This is the amount of carbon dioxide permitted to be emitted over a certain period of time which would allow global warming to be limited to no more than 1.5°C. Dealing with the environmental consequences from a temperature rise above the 1.5°C threshold is seen by some scientist as irreversible.

### Tyndall Centre for Climate Research

Researchers from The University of Manchester and the Tyndall Centre for climate change research have developed an online tool which can be used by local authorities to help understand their role in meeting the climate change objectives.

Tyndall Carbon Budget Reports provide UK local authority areas with budgets for energy related CO<sub>2</sub> emissions from 2020-2100 (graph 4). This allows users to calculate a carbon budget for their Council and will enable climate change targets to be set. These targets will then help meet the objectives of the United Nations Paris Agreement on climate change.

### Carbon budget for Broxtowe

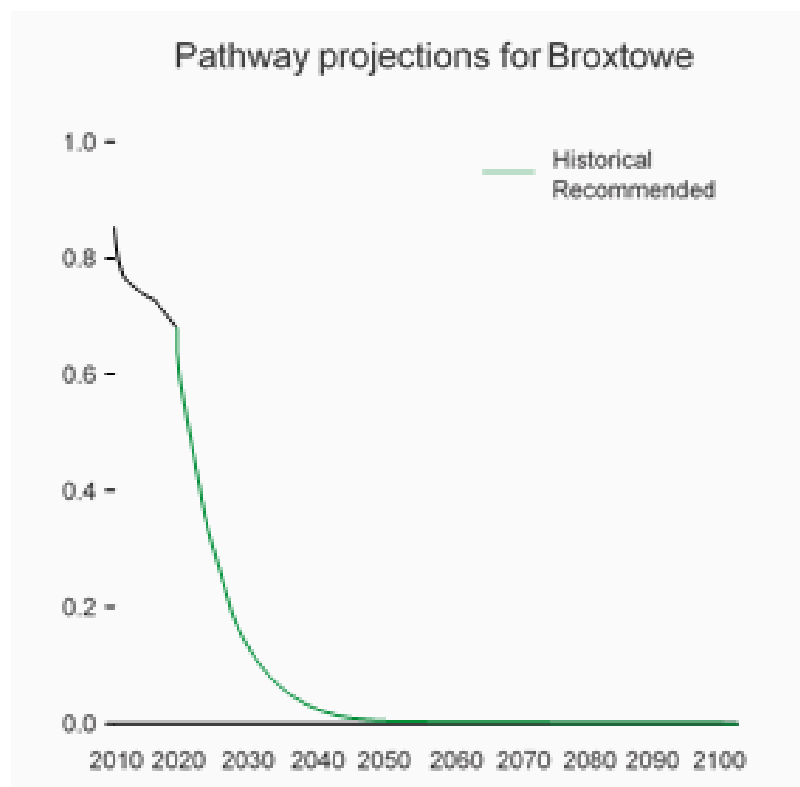
The carbon budget identified for Broxtowe applies to only CO<sub>2</sub> emissions from energy systems. An energy system is defined as '*systems meeting our everyday needs through a range of services, including; heating, cooling; mobility and powering appliances*' (Source: Tyndall Centre for Climate Change – Setting Climate Commitments for Broxtowe).

Using the toolkit, the report recommended that for Broxtowe to make a 'fair' contribution towards the 1.5°C temperature change threshold for the period 2020-2100, the Borough should stay within a maximum cumulative carbon dioxide budget of 4.1 million tonnes (MtCO<sub>2</sub>). The report warns that at 2017 CO<sub>2</sub> emission levels:

**Broxtowe would use its entire carbon budget up by 2026.**

(Source: Tyndall Centre for Climate Change – Setting Climate Commitments for Broxtowe).

Given that this is a similar position for most local authorities, it only goes to demonstrate that an accelerated response from all stakeholders is necessary in order to mitigate the worst impacts of climate change.



Graph 4: Pathway projections for Broxtowe

## Section four: Governance

The Council currently operates under a Cabinet system with a Lead Portfolio Holder for each priority area within the Council. Represented on the Cabinet is a Portfolio Holder for Environment and Climate Change.

Within the Council, climate change is managed across the whole organisation. Each department is responsible for delivering projects and improvements in their specialist work areas.

Under the Strategy, ten cross cutting climate change themes are all managed by a theme lead. Within each theme, there are a number of project strands. These project strands are represented by an individual. The programme theme leads are responsible for governing the delivery of projects strands, with strand leads being responsible for the delivery of the project.

The theme leads report to a Climate Change and Green Futures Programme Board, which meet on a quarterly basis. This group provides updates on progress to the General Management Team (GMT). The governance structure is demonstrated in figure 1.

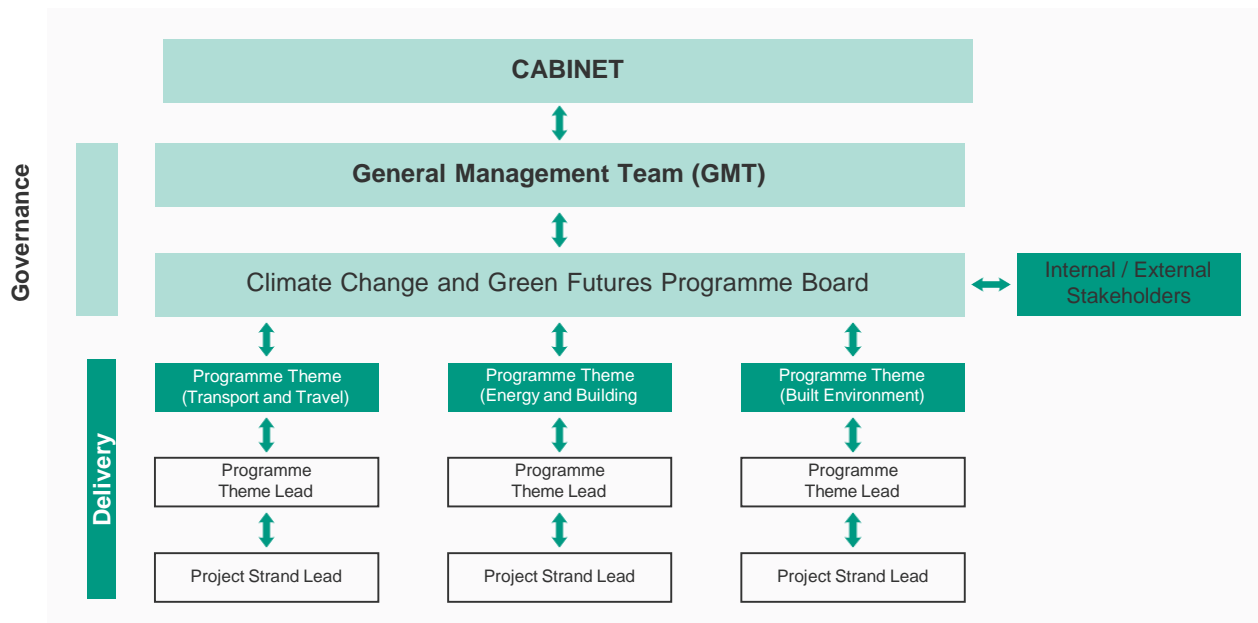


Figure 1: Climate Change and Green Futures Governance Structure

## Governance Strategies

The Council has a number of corporate strategies which address and support improvements with regards to climate change. These strategies are aligned to the Council's corporate plan and support the Council's corporate aims and objectives. These strategic documents include:

- Green Infrastructure Strategy
- Waste Strategy
- Local Plan
- Planning Core Strategy
- Site specific habitat management plans
- Communications and engagement Strategy
- ICT and business transformation Strategy
- Air Quality Strategy
- Digital Strategy
- Tree Strategy
- Housing Delivery Plan
- Electric Vehicle Infrastructure Strategy (currently in draft)

## Section Five: Strategy Review and Consultation

The refreshed Climate Change and Green Futures Strategy went out for public consultation during the summer of 2023. Members of the public were invited to comment on the document via:

- On line survey.
- Paper copy.
- In person focus groups.

A total of 294 participants took part. Feedback, comments and suggestions have been reviewed and incorporated (where feasible) into this version of the document.

Four key recommendations were highlighted as part of the consultation process:

## **1. Changes to the Strategy:**

### **a. Changes to recycling**

Recycling emerged as the topic with the highest number of comments during the public consultation. The focus was on the challenges that hinder recycling efforts. These challenges included the limited waste acceptance criteria via the kerbside. This has been addressed under Theme Six: Recycling and Resources.

### **b. Stakeholder engagement.**

During the consultation, it was identified that the Strategy lacks specificity regarding the actions different stakeholders can undertake to support the Council's efforts and reduce their own carbon footprint. This has been addressed by adding a new section to this document, Section Seven: The Role of Stakeholders.

### **c. Measuring success.**

People want to see more information on how the Council plan to measure the success of the actions put into place and receive notifications of when goals are achieved. This has been addressed in Section Six: Carbon Management Action Plan.

## **2. Format of the Strategy**

Participants reported that they found the Strategy document difficult to read online when using a digital device, due to it being formatted in landscape. As a result, this document is now presented in portrait.

## **3. Increasing climate change education in Broxtowe Borough Council**

The findings from the consultation suggested that the Council should implement targeted education schemes aimed at specific groups of people. This recommendation stems from the varying perceptions of climate change observed in the consultation responses. To address this a range of different methodologies will be employed including, workshops, Green Festivals, Green Rewards and communications.

## **4. Improvements to research methods**

The level of engagement via the public consultation was lower than expected and in some cases those taking part had not read the full Strategy prior to responding to the questionnaire/attending the focus group. With this in mind, careful consideration has been given to the statistical significance of comments and suggestions made. Any future public consultations will look to encourage higher engagement rates and consider making it compulsory for participants to read all documents before responding.

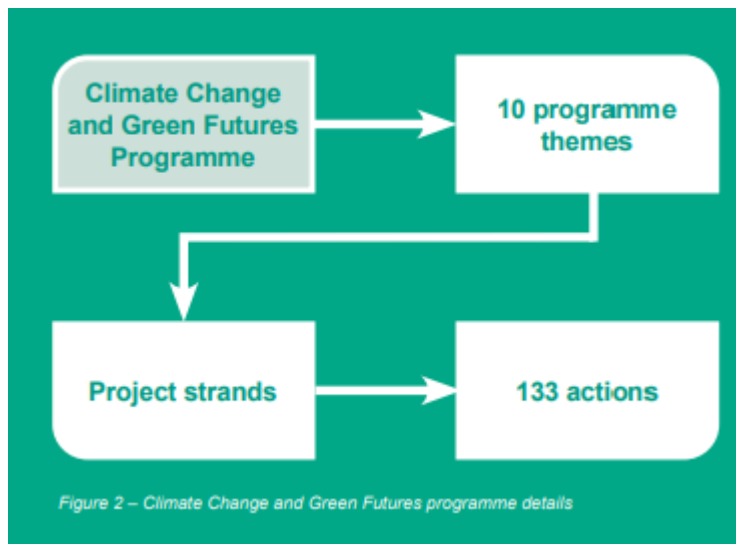


Figure 2 – Climate Change and Green Futures Programme details

The Climate Change Strategy is a live document and will be reviewed regularly to ensure it is up to date, relevant and meets legislative requirements.

## Section Six: Carbon Management Action Plan

The Carbon Management Action Plan, found in the Appendix, sets out the time bound actions that will be delivered to reduce emissions and achieve the strategic aims within this climate Strategy. Those actions include activities to address the Council's own carbon footprint as well as those aimed at influencing residents, the local community and businesses to work towards the same ambitions.

The Climate Change and Green Futures Programme is the delivery vehicle by which the Carbon Management Action Plan is managed. The Plan will be monitored and reviewed regularly with the programme theme leads and during quarterly governance meetings and updated as necessary.

Success will be measured in a number of ways including:

- Completion of the actions set out in the Carbon Management Action Plan.
- Reduction in the Council's CO<sub>2</sub>e emissions.

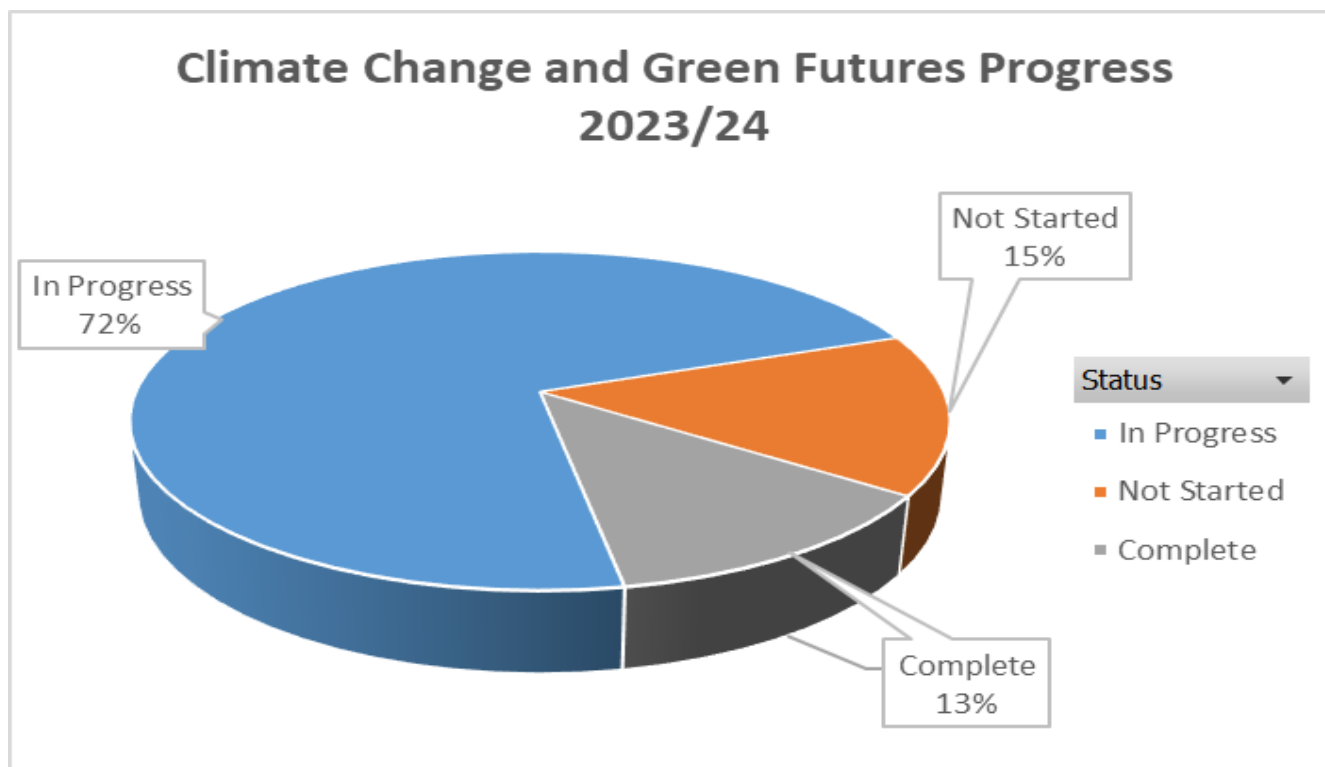
External notification of progress will be via:

- The revised Strategy being published on the Council website.
- Updated Carbon Management Action Plan published on the Council website.
- Council communications streams including email bulletins, press releases and social media posts.

### Progress to date

Graph 5, illustrates progress to date against all of the current actions within the Carbon Management Action Plan 2023/24.





Graph 5: Carbon Management Action Plan Progress to Date

Actions for the 2024/25 Carbon Management Action Plan, have been formulated from those that have not been completed from the previous year and new actions identified as part of the consultation process.

## Section Seven: The Role of Stakeholders

Climate Change necessitates collaborative actions from a variety of stakeholders.

This new section, added in response to the feedback received during the 2023 public consultation, aims to support stakeholders, highlighting actions where they can make a difference. This is an area so many are keen to support but do not know where to start.

Opportunities for involvement:

1. Sign up to the free climate change engagement platform (Green Rewards) and join a network of over 2,700 Broxtowe residents who have already saved over 280 tonnes CO<sub>2</sub>e. The platform encourages small lifestyle changes that can help to achieve carbon emission reductions. There is also the chance for participants to win prizes at an individual and/or Ward level. The platform also offers exclusive discounts across Nottingham <https://notts.greenrewards.co.uk/>
2. Keep up to date with the latest Climate Change news by signing up to the Council's Environment bulletin via Email Me <https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/email-me/>
3. Visit the Council's dedicated Climate Change webpages: <https://www.broxtowe.gov.uk/for-you/climate-change/>
4. Contact the Council's Climate Change Manager for advice, help, support. Suggestions



for carbon emission reduction are also welcome. Please email:  
[environment@broxtowe.gov.uk](mailto:environment@broxtowe.gov.uk)

5. Visit the Environment team in person, along with other Climate Change related organisations at the Council's Green Festivals.
6. Consult with Nottingham Energy Partnership who can provide advice and guidance on energy saving at home. <https://www.nottenergy.com/what-we-offer>
7. Contact with the UK Business Climate Hub <https://businessclimatehub.uk/>

## Section Eight: Themes

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There are ten themes within this Climate Change and Green Futures Strategy as listed below, each one is addressed in detail the following section of the Strategy.

1. Climate Strategy
2. Transport and Travel
3. Energy and Water
4. Built Environment
5. Core Strategy and Planning
6. Recycling and Resources
7. Natural Environment
8. Communities
9. Business and Supply Chain
10. Communications

## THEME ONE: Climate Change Strategy

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### Strategic aims

The high level strategic aims for addressing climate change and helping shape and inform decision making over the next four years are:

- To establish a Scope 3 baseline for the Council's own operations and to put in place systems to monitor it.
- To set out a roadmap to address Scope 1, 2 and 3 emissions and to transition from carbon neutral to net zero.
- To identify and prepare projects so that they are ready for submission for appropriate government grants.
- To identify all areas of the Council, its operations and the Borough that will be affected by climate change and where appropriate put in place adaptation measures to improve climate resilience.

### Climate Strategy and funding

Since the declaration of a Climate Emergency over four years ago, it was recognised that in order to deliver the actions of the Climate Change and Green Futures Programme a significant level of funding would be required. However, due to the level of expenditure required

(especially on some of the more comprehensive infrastructure projects), the Climate Change and Green Futures Programme needs to be aligned and integrated within the Council's Medium Term Financial Strategy (MTFS). To support this, other potential funding sources will also be explored. These include:

- Direct local authority.
- Nottinghamshire County Council/Devolution.
- Government Grants (PSDS/SHDF/LAD).
- Funding from business.
- Biodiversity Net Gain.

## **Adaptation and climate resilience**

Planning for climate mitigation and adaptation is not only necessary on the macro scale but also at the local level. Extreme weather conditions have the ability to impact directly on the services provided by the Council and have done over the past few years. This has been observed over the past four months with eight storms hitting the UK so far this autumn/winter 2023/24. This has caused significant disruption to the Borough, threatening lives and damaging properties from gale force winds and flooding. Increased risk of grass fires, or heat exposure during the summer months are just some of the other issues which will undoubtedly need to be included in service planning in the future.

To build service resilience, a number of emerging strategies are being created. This includes blocked drain reporting to Nottinghamshire County Council and the inclusion of drought and disease resistant trees during tree planting programmes.

## **Climate Change inclusion in all Council key decisions and policies**

As part of the response to climate change, the Council has included a climate change implications section in all relevant committee reports to identify:

- What effect Council activities have on the climate and what will be implemented to mitigate these.
- What impacts a changing climate may have on the Council's services and functions and what actions will be taken to adapt to this and improve Council climate resilience.

Including a climate change consideration into all relevant Cabinet/Committee reports acts to:

- Encourage officers to consider climate change impacts when writing and researching reports and policies.
- Improves visibility with regards to the decision making process and enable Members and residents to see and understand the impact that climate change will have on decisions.

## **THEME TWO: Transport and Travel**

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### **Strategic aims**

The high level strategic aims for addressing transport and travel over the next four years are:

- Continue to explore and introduce reliable alternative fuels for the fleet and plant.
- Encourage the use of public transport.
- Improve air quality.

- Raise awareness and influence behaviour change to increase the uptake of active travel options.
- Develop an Electric Vehicle (EV) charging infrastructure strategy for the Borough.

## Broxtowe Borough Council fleet

Based on 2022/23 carbon footprint data, the Council's fleet contribute 34% (818 tCO<sub>2</sub>e) to the Council's overall carbon emissions. A sustainable fleet is one that considers a combination of electrification, alternative fuels along with operational and driving efficiencies.

The Council will continue to review appropriate opportunities for operating a diverse fleet of vehicles and plant to ensure the most cost effective lifecycle and incorporating carbon emission efficiency.

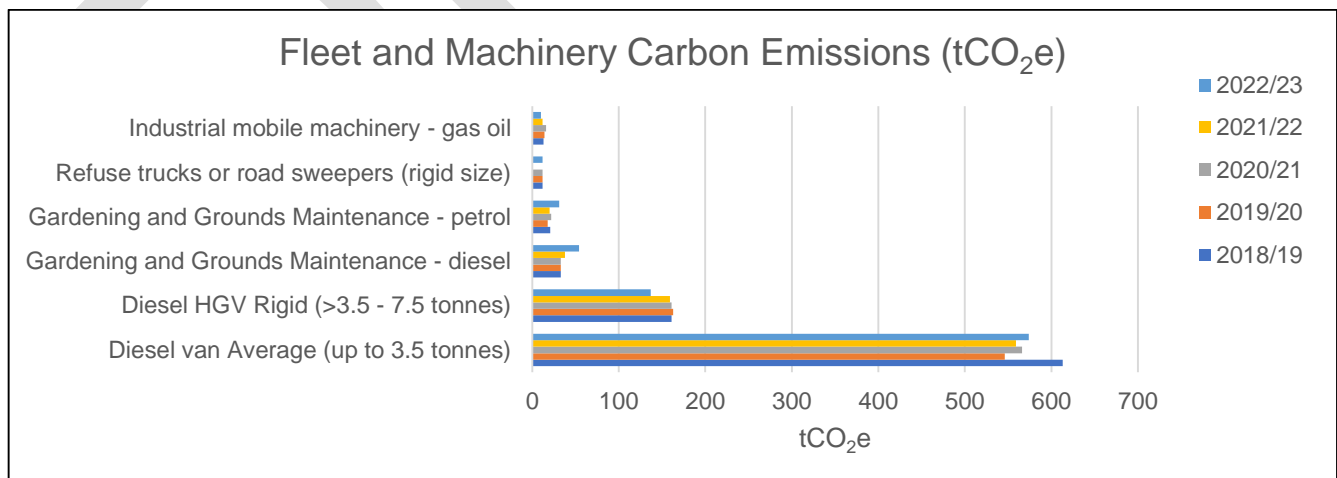
The Council will train its employees in the most fuel efficient driving techniques. This will achieve additional benefits through reduced wear and tear and lifecycle extension.

## Electrification of the fleet

The majority of transport emissions arise from the refuse and cleaning fleet (graph 6). Decarbonising the fleet, using methods such as electrification or alternative low emissions fuels, is a priority for the Council. In 2022, a desk top study was undertaken to understand the financial implication of electrifying the Council fleet. Estimated at over £18 million, the cost to transition is currently cost prohibitive.

However, progress is being made to facilitate this through methods such as installation of shared charging facilities across the D2N2 network, which will provide a greater driving range for council vehicles across Nottinghamshire.

The Council's first Electric Vehicle Infrastructure (EVI) Strategy has been written to be taken to Cabinet for approval by summer 2024. The Strategy's aim is to ensure access to a reliable EV chargepoint network across Broxtowe for residents, businesses and visitors. The implementation of this Strategy will also support the decarbonisation of transport and travel within the Borough. Within this new Strategy an action plan will be implemented to ensure progress is made in accordance to the Council's commitments.



Graph 6 – Fleet and machinery carbon emissions

## Hydrotreated Vegetable Oil (HVO)

In recent years the UK has seen a growth in the number of vehicles moving from diesel fuel to more sustainable, lower emissions alternatives, such as Hydrotreated Vegetable Oil (HVO) in a bid to become net zero.

HVO is a renewable fuel produced from plant-based oils and although the fuel is not a zero emissions one, it has a much lower carbon footprint compared to traditional diesel.

In October 2023, Cabinet agreed to the transition from diesel to HVO for the Council's vehicle fleet. This will result in significant carbon savings, which will support the Council's ambition to become carbon neutral by the end of 2027. The transition process is currently being programmed and it is expected that the fleet will move to HVO in early 2024.

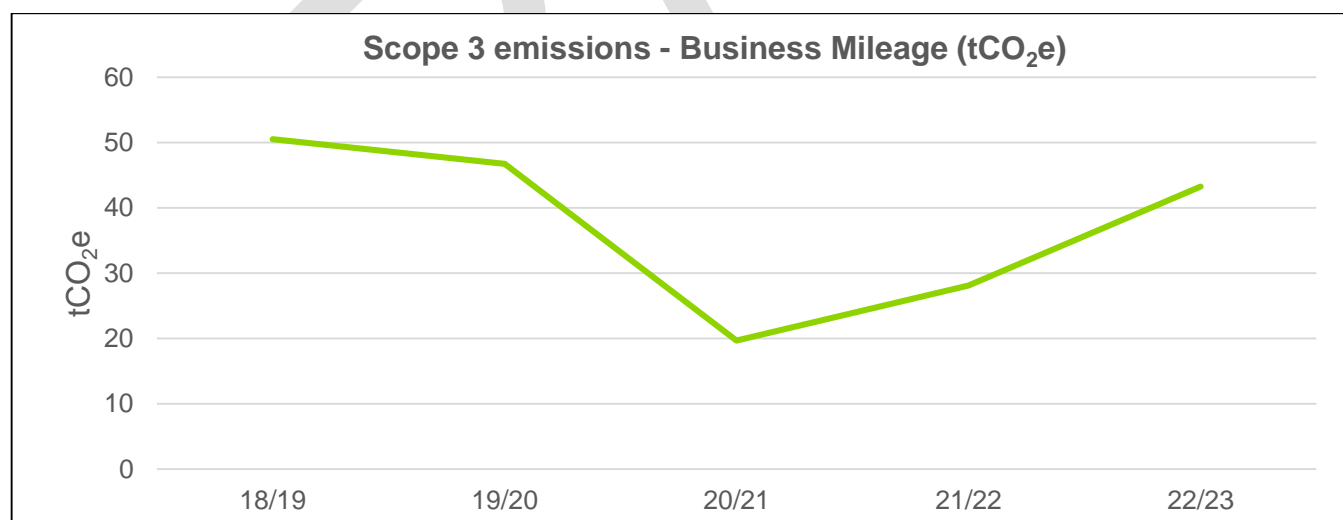
Based on fuel usage for 2022/23, the total tCO<sub>2</sub>e savings each year for Broxtowe Council would be in the region of 629 tCO<sub>2</sub>e. This represents a 77% reduction in transport carbon emissions and an overall reduction of 26% in the Council's total carbon emissions.

## Business mileage

Business mileage undertaken by Council employee's and Members falls under Scope 3 emission reporting. Graph 7 shows carbon emissions arising from business travel.

The Council will continue to promote the use of low emission vehicles to employee's along with improved journey planning to reduce their transport footprint emissions. The use of video calls will continue, along with the promotion of hybrid working.

How employee's commute to work also contributes towards Scope 3, however these are not currently calculated. The baseline calculations for these and all other Scope 3 emissions has commenced in 2024.



Graph 7 – Carbon emissions resulting from Broxtowe Borough Council employee business mileage

## Sustainable Travel Options

The Council will encourage residents to make sustainable choices regarding their travel arrangement by:

- Promoting public transport options and any discounts available by local providers.
- Encouraging car share.

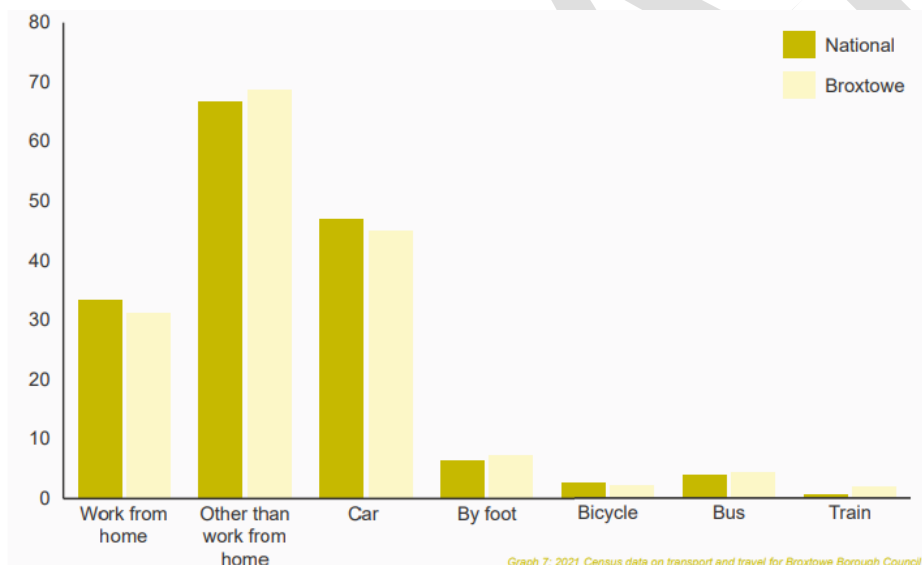
- Working with external stakeholders to help expand the number of EV charging points across the Borough (both off and on street).
- Lobbying local public transport providers on network connectivity opportunities when opportunity arises in areas where provisions do not currently exist and/or as part of new developments.
- Incorporating cycle paths and bike storage in new developments

As shown in graph 8, in the 2021 CENSUS data shows:

- 31.2% of residents ages 16 years and over and who are in employment worked mainly at or from home.
- 8.9% of people travelled less than 2 kilometres.
- 13.5% travelled between 2 and 5km.
- 15.9% travelled at least 5 kilometres to less than 10kilometers.
- The most selected mode of travel to work was driving a car or a van at 45.1%. 7.3% of people travelled by foot, 2% travelled by bicycle. 4.2% by bus and 1.9% by train.

This shows the impact of homeworking and how ‘new ways of working’ has affected resident’s commute. This information will be used to support the delivery of this programme theme.

### Place of work and Transportation to Work (%)



Graph 8: 2021 Census data on transport and travel for Broxtowe Borough Council

## Active Travel

Not only is transport a cause of air pollution, it accounts for 28% of greenhouse gas emissions in the UK (Source: Gov.UK – Climate and health: Applying All Our Health (May 2022)). Both of these impact the health of our residents and our climate.

By increasing awareness and participation in active travel, the Council will not only support a reduction in unnecessary vehicle journeys, but will increase the physical activity of our residents, offering them improved health and wellbeing.

Barriers to participating in active travel can relate to matters such as bike thefts, lack of cycle lanes, the poor condition of roads, and no safe spaces for bike storage. Any promotion and investment in active travel should look to address such matters'.

Whilst the condition of roads and number of cycle lanes are the responsibility of Nottinghamshire County Council (NCC), Broxtowe Borough Council is able to work with and influence decisions taken by NCC. The Council can also review bike storage provision across the Borough and will ensure these continue to be part of design considerations going forwards.

## **THEME THREE: Energy and Water**

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### **Strategic aims**

The high level strategic aims for addressing energy and water related issues over the next four years are:

- Produce a decarbonisation plan for the Council's key building assets.
- Energy and water efficient properties to be a key theme of the new Housing Delivery Plan.
- Continue to secure external funding to retrofit existing housing stock.
- Produce a fuel poverty strategy.
- To signpost residents and businesses to appropriate energy and water efficient funding streams.

2022/23 the Council's energy consumption accounted for 62% of its current overall footprint. From a Borough perspective, domestic energy consumption accounts for 36% of its total emissions in 2021.

A reduction in energy consumption and decarbonising heating systems is a core objective for the Council. As well as the impact on climate change, the War in Ukraine has highlighted the risks and vulnerabilities on the reliance of fossil fuels.

The rapid inflationary pressures on fuel and energy prices has impacted on the Council, residents and local businesses. A reduction in energy consumption and a move to more sustainable technologies is critical in order to provide improved energy security as well as mitigate against the worst impacts of climate change.

### **Energy Management**

Energy management in buildings is an important area that will assist in achieving carbon neutrality and net zero. It is nevertheless challenging where buildings are old, or even listed and are therefore inherently energy inefficient.

The more recent challenge is as a result of COVID, where working from home, or hybrid working have resulted in buildings, particularly offices, being underutilised. The Council is monitoring utilisation of the Council Offices and exploring options for energy savings and/or increased utilisation moving forwards.

Understanding how energy can be saved, as well as how it is used, are both key components regarding efficient and intelligent energy management. The principle of the 'fabric first' approach (ensuring the structure is as insulated as it can be), the way in which energy is purchased (acquiring energy from renewable/green energy sources) and determining peak usage trends through meter readings, are all key parts of energy management.

Decarbonisation plans for three of the Council's key assets: The Council Offices, Kimberley Depot and Bramcote Crematorium, have been commissioned for completion in 2024. This information will help to support any potential decarbonisation funding bids the Council submits for these assets and/or capital investment.

Where possible the Council will promote measures to improve energy efficiency by offering advice and signposting the community within Broxtowe to relevant grants and trusted energy support services. Everyday actions can be accessed via the Green Rewards engagement app for residents.

## **Fuel Poverty**

Fuel poverty occurs when a householder needs to spend more than 10% of their income to adequately heat their home. The solution to fuel poverty is to ensure that all householders can achieve 'affordable warmth', that is all householders should be able to heat their home sufficiently to maintain health and wellbeing without spending over 10% of their income.

Although the greatest impact on fuel poverty is household income and the cost of energy, inefficient heating systems and poor insulation are also contributing factors. Improving the energy efficiency of housing is an essential step to reduce the number of people in fuel poverty.

A fuel poverty strategy will be produced identifying measures to address the impacts of fuel poverty on Broxtowe residents.

## **Renewable energy generation**

A number of Council assets have renewable energy suppliers fitted in the form of solar PV panels. The Council will establish a benchmark for energy generation and set renewable targets for future years.

Residents and businesses are encouraged to change to renewable energy suppliers where possible. The Council facilitates this through signposting and administering external grant aid funding systems.

## **Water management**

Water is a valuable resource and its management is therefore a priority. The Council will explore opportunities to maximise water efficiency savings across its own estate as well as promoting positive behaviour habits for residents and businesses in order to reduce demand on supply.

In December 2023, thirteen Council properties were audited for water efficiency opportunities via the Severn Trent Green Recovery Project. This was funded by the Water Services Regulation Authority (Ofwat). Any remedial works required were completed either during the site visit or have been programmed in for completion within the next six months.

The use of rain and greywater across the Council's own estate needs to be explored. Residents, businesses and charities in the Borough can seek water saving advice from their water company as well as via Green Rewards platform.



## THEME FOUR: Built Environment

### Strategic aims

The high level strategic aims for addressing the Built Environment over the next four years are:

- Develop a suite of documentation to provide guidance on sustainable new build properties.
- Develop a long term retrofit strategy for private householders in Broxtowe.
- Ensure that all funding opportunities that would benefit private householders are applied for (e.g. Sustainable Warmth, SHDF, HUG2).
- Develop guidance that will allow householders to understand what retrofit measures are suitable for their home and how they can access grant funding to facilitate this.

The built environment is one of the most significant contributors to climate change. Moncaster (Source: *Open University Climate Change and the Built Environment (2022)*) identified that the built environment is responsible for 39% of all global carbon emissions, 28% is from operational activity such as heating, lighting and cooling and 11% is from embodied carbon, arising from the construction of new buildings.

### New buildings and development

For both newly built and redeveloped commercial properties, the planning and building regulations are key drivers for ensuring that the climate change agenda is taken into consideration as part of the process.

The Council's target for the total number of new builds across the Borough is 350 each year. Contributing to this is the target to increase the number of Council owned homes by 200 across a 10-year period (2019-2029).

The planning regime and building regulations will ensure that sustainable practice is considered in all new schemes. In all new build Council projects, consideration will be given to designs that reflect the use of low carbon/zero carbon materials, the installation of renewables and energy efficient measures.

### Retrofit of existing private housing stock

There are currently 48,363 households across the Borough and a breakdown by housing property type is shown in table 4.

Housing Type	Total Properties
Semi-detached	17,392
Detached	17,519
Terraced	7,816
Flat	4,524
Converted or shared house	436
A Caravan or other mobile structure	88
Part of another converted building	256
In commercial building e.g. over a shop	332
Total	48,363

Table 4: Housing types in Broxtowe Borough Council (source: ONS - 2021 Census (TS062))

Analysis of BEIS data for the Borough (Section 2) shows that heating and lighting of homes is one of the biggest contributing factors for the Borough's carbon emissions. Therefore, signposting and engaging with residents on appropriate retrofit and home energy efficient measures is essential.



The University of Nottingham have been appointed to commence a fundamental piece of work during 2024, which will help the Council understand the condition of not only the Council's own housing stock but that of the households across the Borough. A roadmap to support its decarbonisation through retrofit, will also be provided.

### **Housing stock including Independent Living**

The Council's housing stock has been subject to retrofitting with regards to heating systems and loft insulation. There is a planned maintenance programme in place to support the roll out of further measures. In addition, the Council have commissioned an asset management review that will form the foundation for identifying opportunities to address energy efficiency issues and enable a program of activity to be determined.

Broxtowe Borough Council have a total of 564 properties that are classified as hard to treat (for example properties that are steel framed or that are in conservation areas). Over the last five years the Council has made progress in reducing this number. This has been achieved through the Council's commitment to agree budgets and procure contracts to install energy efficiency measures.

### **Local Authority Delivery (LAD) funding**

The Council has utilised funding from the Local Authorities Delivery (LAD) and Sustainable Warmth funds. During 2022/23, this has been used to deliver retrofit measures for 158 homes across the Borough. These measures have improved the energy efficiency within households of low income and low energy performance (energy performance certificate (EPC) ratings of D, E, F or G). This will help to reduce household energy bills, address fuel poverty and support the phasing out of fossil fuel heating.

As part of the LAD Phase 3 (as of September 2023), 44 properties have received funding (£569,340 in total) to enable the installation of energy saving measures, such as solar PV, external wall insulation and loft insulation.

The Council will continue to seek funding in order to support residents retrofit measures.

### **Energy Company Obligation (ECO) Scheme**

Launched in September 2023, eligible households across the Borough can receive energy efficiency measures such as wall, loft and underfloor insulation, heating controls and low-carbon heating systems for free. These upgrades will help towards improving the property's energy performance, helping to reduce energy usage and significantly reducing heat loss.

Residents are able to apply for further information and advice via email to [retrofit@broxtowe.gov.uk](mailto:retrofit@broxtowe.gov.uk) or by calling E.ON and referencing Broxtowe Borough Council.

### **Social Housing Decarbonisation Fund (SHDF)**

In November 2023, planning permission was granted for the external wall insulation works to be undertaken on thirteen council owned properties in the Borough as part of the SHDF.

The total expected energy savings from the project are 495,086kWh, which equates to 90tCO<sub>2</sub>e. Measures include:

- External wall insulation.
- Eaves extensions to roofs.

- New rainwater goods.
- New windows for certain properties.
- Damp proofing works.

The Council will continue to seek funding in order to support residents retrofit measures and will communicate these opportunities via email bulletins, social media, webpage updates, guidance documents, case studies and any other means available.

### **Other social housing providers**

Other social housing providers are responsible for ensuring the domestic properties they own are compliant with the legislation governing their sector.

The Council will work collaboratively with other social housing providers to ensure that their properties are as energy efficient as possible. The Council will also explore opportunities to secure funding in partnership with these providers.

### **Private Landlords**

Private landlords are responsible for ensuring the domestic properties they own are compliant with the Domestic Minimum Energy Efficiency Standard (MEES). This requires a property to have an Energy Performance Certificate (EPC) with a minimum band rating E. This applies to all domestic private rented properties that are:

- Let on specific types of tenancy agreements.
- Legally required to have an Energy Performance Certificate (EPC).

The Council will enforce these standards and will be working with private landlords to ensure an appropriate approach is implemented.

## **THEME FIVE: Core Strategy and Planning**

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### **Strategic aims**

The high level strategic aims for addressing issues relating to core strategy and planning over the next four years are:

- To include a climate change implications section in all relevant committee reports.
- To produce Supplementary Planning Documents (SPD) for Climate Change and Renewable Energy.
- To include additional policies on sustainability and climate change in the revised Broxtowe Local Plan.

“Planning has a vital role to play in enabling and encouraging the transition to a competitive and resilient low-carbon society that also supports the environment and human health and wellbeing. “(Source: Town and Country Planning Association & Royal Town Planning Institute (2023).

Planning can also help with the mitigation and adaptation of climate change by:

- Providing opportunities for renewables and low carbon technologies.
- Promoting low carbon design approaches in building design.
- Consider future climate change risks over the life time of new development sites.

The Council's Core Strategy (the first part of the Local Plan) sets out the vision, objectives, spatial strategy and the strategic policies for the Borough up to 2028. The document provides a framework and sets out the strategic policy direction for future developments in Broxtowe Borough, along with Nottingham City and Gedling Borough.

The Core Strategy provides a broad guide to development and growth in the Borough. It sets out our key issues that will need to be addressed. It co-ordinates policies and programmes together with the public resources so that these can be delivered.

As part of this approach appropriate, ambitious and meaningful planning policies will be introduced via the Local Plan process, or through supporting documentation. This will encourage and support sustainable development across the Borough.

## **Local Plan**

The Aligned Core Strategy is currently being reviewed and will result in the production of the Greater Nottingham Strategic Plan. The Strategic Plan will outline the main policy areas and identify key areas for development. It will also include policies relating to climate change and carbon reduction within new developments.

Concurrently, work is being undertaken on a Climate Change and Renewable Energy SPD, which will assist homeowners and developers when considering these sustainable components and will outline the planning requirements associated with them.

This document will be made available to all via the Council webpages including those dedicated to climate change.

## **THEME SIX: Recycling and Resources**

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### **Strategic aims**

The high level strategic aims for addressing issues relating to recycling and resources over the next four years are:

- Follow and promote the principles of the waste hierarchy.
- Increase education and engagement on recycling, especially around those materials that are difficult to process.
- Full review of current refuse rounds to incorporate capacity for the next four years.
- Encourage more community involvement around recycling activities.

Natural capital is one of the most valuable assets. The air we breathe, the water we drink, the land we live on, and the stock of material resources we use in our daily lives are at the heart of our economy, our society and our way of life.

The Council's Climate Change and Green Futures Strategy sets out how the Council will encourage, support and influence the preservation of material resources by minimising waste, promoting resource efficiency and moving towards a circular economy. At the same time, the Council will continue to minimise the damage caused to the natural environment by reducing and managing waste appropriately and in accordance with principles of the waste hierarchy.

Round efficiencies

In 2018 the refuse team undertook a round review to rebalance and then future proof the current refuse and recycling collection system, so that it could incorporate the number of scheduled new builds.

The current collection rounds are now reaching capacity and need to be reviewed again to ensure that they are fit for purpose for the next four years. The review will also need to incorporate mandated weekly food collections that will need to be implemented by October 2027.

Whilst addressing capacity issues, the rounds can also be assessed for fuel efficiency, which will help support further carbon emission reductions.

Other areas to be reviewed to further support fuel savings and carbon emission reductions include:

- Review of the missed bin policy.
- Consolidation of recycling rounds.

Increase recycling and composting

Recycling generally produces less carbon emissions than creating brand new products. In addition, recycling materials helps reduce deforestation, minimise greenhouse gas emissions, reduces energy consumption and eliminates the need for new raw materials to make products (Figure 3).

Items that can and cannot be recycled by residents in the Borough are determined by the contract between Nottinghamshire County Council and Veolia. Broxtowe Borough Council are not able to change these items, however, following feedback received from the public consultation, measures aimed at helping residents have a clearer understanding of what can and cannot go in the kerbside recycling bins have been implemented during 2023 and this will continue throughout 2024.

Measures include:

- Revision of information provided on the Council’s dedicated ‘Waste and Recycling’ webpages including a ‘Recycling A-Z’.
- Revision and redesign of kerbside bin contamination tags.
- Waste and Recycling guidance via email bulletins and social media posts.
- Targeted engagement, including a newly designed dedicated recycling leaflet delivered to each household.
- Face to face engagement sessions for local groups and schools.
- Collaboration with Veolia to promote their educational tours of the Materials Recycling Facility (MRF).
- Promotion within Green Rewards platform.

The kerbside recycling services provided by the Council are shown in table 5.

Recycling Stream	Recycling Criteria	Frequency and method
Mixed dry recycling	Paper/card/plastic bottles and their tops/margarine and butter tubs, yoghurt pots	Alternate fortnightly with the general waste bin.

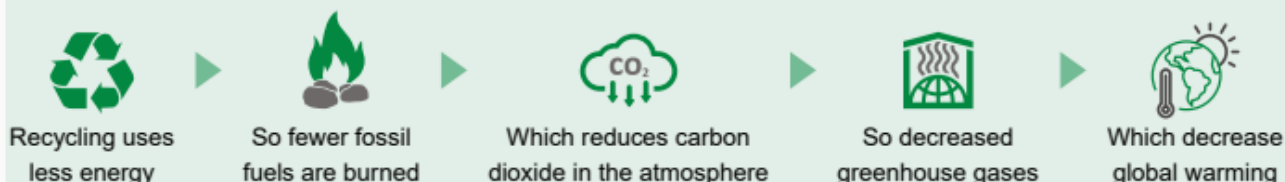
Recycling Stream	Recycling Criteria	Frequency and method
		Collected in either 140 litre or 240 litre bin.
Mixed glass	Mixed coloured glass	Collected every 4 weeks I either a 37 litre bag (householders can have up to 4 free of charge) or a 140litre red-lidded bin which is chargeable.
Garden (Subscription service)	Grass cuttings, weeds, small branches, hedge clippings	Collected every fortnight (March to November, then monthly December to February) in 240 litre brown bin.

Table 5: Kerbside recycling streams collected in Broxtowe Borough

## HOW YOU CAN SAVE ENERGY BY RECYCLING

Everytime a new product is made from raw materials, large amounts of energy are consumed, recycling products decreases the amount of energy it takes to produce these items

### WHY WE SHOULD RECYCLE AND HOW WE CAN ALL MAKE A DIFFERENCE



### HOW MUCH ENERGY YOU CAN SAVE BY RECYCLING

Producing new aluminium from old products uses 95% less energy than making it from new materials.

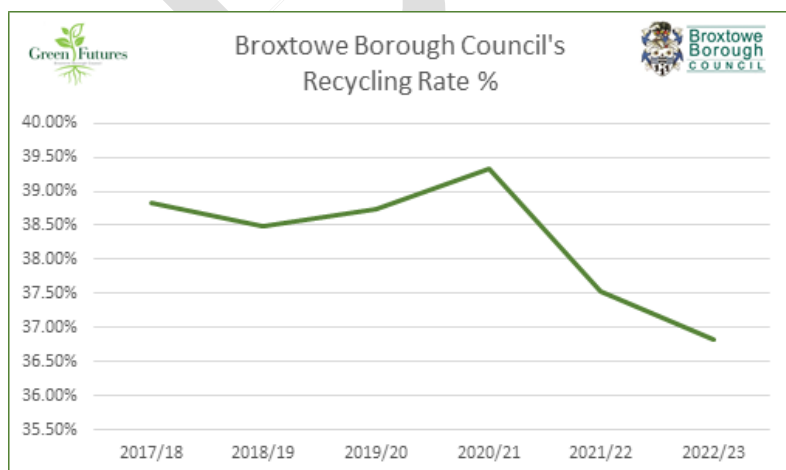


The amount of energy saved from recycling one glass bottle could power an old 100-watt light bulb for 4 hours and a new low-energy LED equivalent for a lot longer.

(Source: Friends of the Earth - '7 benefits of recycling' (2022))

Figure 3: Saving energy by recycling

As graph 9 shows, recycling rates have stagnated somewhat over recent years. This is an issue that is not unique to the Council and has been experienced across the whole Country.



Graph 9: Broxtowe Borough Council's Recycling Rates



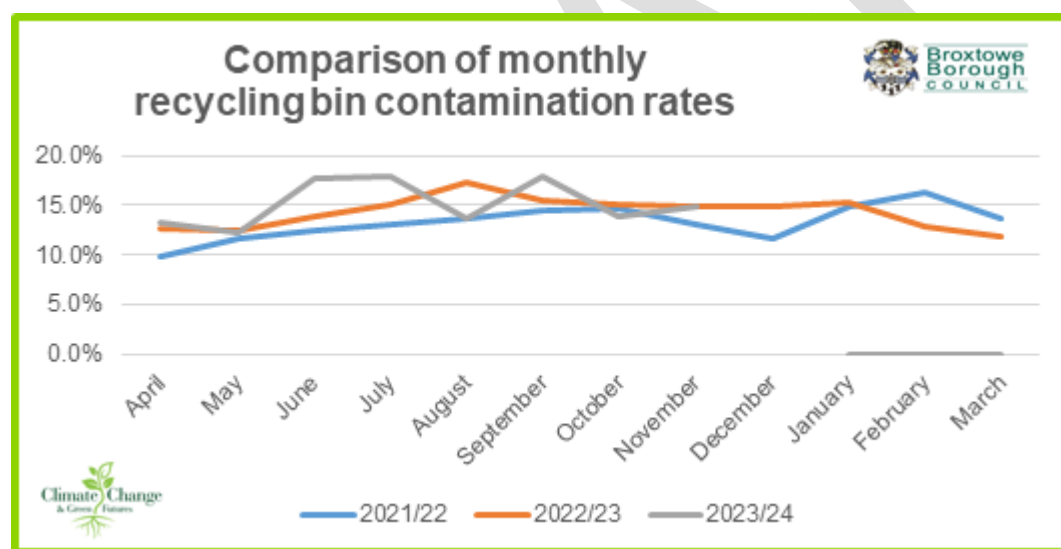
This stagnation can be attributed to a number of factors, but it is understood that reduced engagement with stakeholders at both national and local level has had an influence. The Council has recognised this and recruited a Waste and Recycling Engagement Officer to support activities aimed at reversing the current declining trend.

## Reduce contamination

Defra's Resources and Waste Strategy states that there is a 'need to drive better quantity and quality in recycling'. The Council wants to promote UK-based recycling and export less waste to be processed abroad, but sometimes this is not practicable. To ensure this process is as cost effective as possible the Council needs to ensure that recycling sent for processing is high quality.

WRAP defines contamination as 'any unwanted materials that householders include in boxes, sacks or bins set out for recycling or collection crews placed in the wrong compartments of recycling collection vehicles' (Source: WRAP – Tackling contamination in dry recycling (2020)).

Unwanted materials in the recycling bin has the potential to contaminate a whole load of recyclables. Not only is contamination difficult to separate from the 'clean' material but it can become embedded within the material during the processing of making it. The Council is looking at ways in which contamination can be reduced, including a review of the current recycling bin contamination procedure. Graph 9 shows monthly recycling bin contamination rates since 2021.



Graph 9: Broxtowe Borough Council Contamination Rates

## Promotion of the waste hierarchy principles

Within the waste industry there are four steps for dealing with waste and these are ranked according to environmental impact. This ranking is referred to as the 'waste hierarchy' (figure 4).

It is important that the Council engages with residents to influence and drive behaviour change, encouraging stakeholders to adopt the waste hierarchy principles.

This will lead to:

- An overall reduction in the waste produced.

- A reduction in the waste being disposed of.
- Preservation of natural resources.
- Moving towards a circular economy.

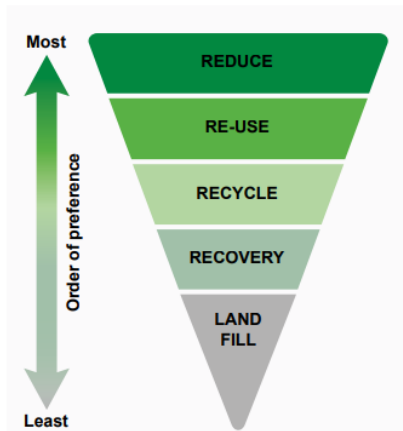


Figure 4: The Waste hierarchy

## Moving towards a circular economy

Adopting circular economy principles and strategies can significantly reduce greenhouse gas emissions. In the main, carbon reduction efforts are focused on renewable energy production and energy efficiency measures; however, a vast majority of emissions are associated with making products and the circular economy offers a solution to tackle this.

There needs to be a move away from a linear model of “take, make, waste” (Source: Ellen MacArthur Foundation (2019)) to a circular economy (Figure 5) which is designed to benefit businesses, society, and the environment. Finding more efficient and effective manufacturing processes, reusing and, perhaps most importantly, recycling materials means that the lifecycle extends, so less resources are needed which leads to less waste.

The Council can support a circular economy in the following ways:

- Awareness and engagement around waste and recycling.
- Improve the quality of the materials sent for recycling.
- Purchase goods and services that are more aligned to the circular economy.

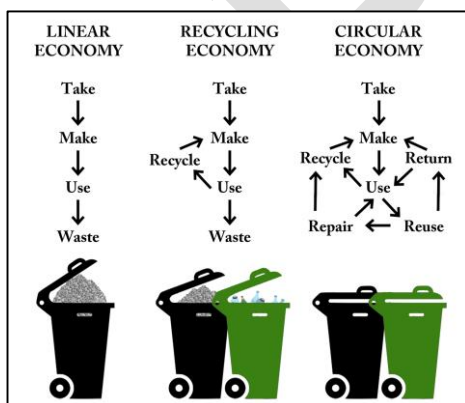


Figure 5: Illustration to show the difference between linear, recycling and circular economies (source: <https://www.madebytheforge.co.uk/pages/circular-economy.html>).

## THEME SEVEN: Natural Environment

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### Strategic aims

The high level strategic aims for addressing issues relating to the Natural Environment over the next four years are:

- Identify opportunities to enhance biodiversity across the Borough.
- Maximise opportunities through Biodiversity Net Gain.
- To establish a sequestration value for the Council's natural assets using an appropriate methodology.
- To continue to work with relevant stakeholders in order to bring about improvements in local air quality.

The natural environment plays an important role in mitigating climate change. Nature based solutions such as appropriate tree and soil management remove and store carbon dioxide from the atmosphere, all whilst releasing oxygen back into the air. These enhance the environment both economically and socially, as well as providing ways for people and wildlife to adapt to the stresses of climate change.

The Council is committed to protecting and improving the natural environment, ensuring efficient and sensitive use of land that fits all needs. Through balanced management practices the Council, will enhance carbon sequestration and create climate resilience to support the natural environment for future generations.

### Blue and green infrastructure

Green infrastructure is a network of multi-functional green space (both urban and rural) delivering quality of life and environmental benefits for communities.

Green infrastructure is not simply an alternative description for conventional open space. It includes parks, open spaces, planting fields, woodlands – as well as street trees, allotments, private gardens, green roofs and walls, sustainable drainage systems (SuDs) and soils.

*(Source: Town and Country Planning Association (2023)).*

Blue infrastructure includes rivers, streams, canals and other water bodies.

Blue-green infrastructure is important as a climate change mitigation and adaptation measure. Not only does it support biodiversity by linking networks together but it also creates both economic and social benefits for the wider community to enjoy.

Maintaining, improving and enhancing these pathways involves a partnership approach across a number of agencies and the Council will continue to explore opportunities to expand this provision across the Borough.

### Tree planting

As the climate crisis emergency deepens, the perception and awareness of the importance and dependence on trees continues to grow. Trees are excellent at sequestering (storing) carbon, locking this away for many years. It is imperative that the Council has robust mechanisms in place for the management and protection of existing trees and looks at ways to increase canopy cover in the future. This will be achieved through a number of measures, including habitat management strategies and working with a variety of stakeholders.



The Council's first Tree Management Strategy adopted in November 2023, sets out a proactive approach to managing the Council's own trees. The aim is to enhance and safeguard the environment, establish green spaces and effectively mitigate against the impacts of climate change.

The Council are responsible for trees on land such as the parks and open spaces. Trees growing from pavements or public highway verges are usually the responsibility of Nottinghamshire County Council Highways department.

As part of its drive to address climate change and be responsible for its tree stock the Council has planted over 134,000 since 2008, that's more than one for every resident in the Borough.

## **Natural adaption and mitigation**

Increasing levels of carbon dioxide in the atmosphere makes changes to the earth's climate inevitable. Broxtowe Borough Council is working to understand and manage these changing climate risks, to ensure that assets, services and infrastructure continue to function appropriately and that the Borough becomes more resilient to extreme climate events such as flooding, drought and heatwaves.

## **Ecological emergency**

The ecological balance of the planet is in a critical state. Natural habitats and the wildlife it supports are under threat due to the effects of habitat loss and climate change. The Council is taking active steps to protect, manage, mitigate and enhance ecological systems across the borough. To support this, the Council will work with key stakeholders to consider options in which best to respond to the ecological emergency, developing comprehensive and effective plans.

## **Biodiversity**

Biodiversity is essential for supporting life on Earth. Without it, animals, plants and microorganisms would not have the healthy ecosystems that are required to "clean our water, purify our air, maintain our soil, regulate the climate, recycle nutrients and provide us with food" (*Source: Wilson:2010*).

The Borough of Broxtowe contains a diverse range of habitats, many of which are owned and/or managed by the Council and a variety of other stakeholders including Nottinghamshire County Council and Nottinghamshire Wildlife Trust.

The most significant areas for wildlife within the Borough are the Erewash and Trent Valleys. They provide valuable habitat opportunities for wetland bird species, water voles, otters and crayfish. The River Erewash feeds into Attenborough Nature Reserve, which is an important Site of Special Scientific Interest (SSSI) managed by Nottinghamshire Wildlife Trust.

Within the Borough there are also a number of urban habitats providing havens for wildlife. These include gardens, church yards, allotments, orchards, verges, school grounds and railway sidings. Many of these areas are post-industrial, brownfield sites supporting a rich and diverse ecosystem. These areas can be enhanced by the creation of log piles to encourage insects, the installation of bird and bat boxes, or by increasing the number of no mow areas.

The Council is proactively looking for opportunities to increase biodiversity within the Borough by changing land management regimes and working with partner organisations.

## **Management**

The management of the blue and green infrastructure within the Borough needs to adapt in response to the changing climate. For example, the weed growing season has lengthened due to milder, wetter weather.

Whilst weeds in the correct location can provide benefits to local wildlife, in particular insects and pollinators, those in locations that pose health and safety risks or can damage infrastructure such as pavements and roads require management. The Council uses a 'green on grey' approach for weed management and wherever possible uses manual methods such as sweeping to limit the spraying of Glyphosate. The quantity of Glyphosate used is limited as much as possible and reviewed annually with opportunities continually identified to reduce this further. It is only used across the Borough where absolutely necessary.

The use of compost (peat free, peat reduced or with peat) across the Borough is reviewed regularly with opportunities to reduce compost containing peat identified. Trees that are planted across the Borough are contained within peat free compost.

## **Carbon Sequestration**

Carbon sequestration is the process by which carbon dioxide is captured and stored. Sequestration can occur either biologically (trees, soil etc) or technologically (where carbon is captured and stored underground in appropriate geological formations).

For the purpose of this Strategy, carbon sequestration will focus on the biological. The science and understanding around how different habitats sequester and store carbon is still developing, but it is clear that the Council's green/blue infrastructure will play a significant part in achieving both carbon neutrality and net zero.

The Council is currently mapping sequestration value for the Council's green assets and will formulate a carbon sequestration value and methodology which could potentially support the Council's climate change commitments.

## **Air quality**

Air pollution is generally defined as any type of particulate (dust) or gaseous substance (for example Oxides of Nitrogen) that is emitted into the atmosphere either through the combustion of fuels such as coal, oil, gas, petrol, diesel or the burning of wood/natural gas from domestic central heating boilers or power stations. When these fuels are combusted, particulates are emitted into the atmosphere and they affect the air quality within the United Kingdom (UK).

Poor air quality can affect people's health on a daily basis and can result in premature death. Therefore, it is imperative that poor air quality is recognised as a public health issue and that continual measures are taken to improve the air quality even if the air quality objectives in the UK are being met.

The two main types of air pollution within the UK are Nitrogen Dioxide (NO<sub>2</sub>) and Particulate Matter (PM<sub>10</sub> and PM<sub>2.5</sub>).

The Council monitors the concentration levels within the Borough and have also devised and introduced measures to improve air quality within the Borough, which are detailed in the other programme themes in the Strategy.

## **Agriculture**

Whilst agricultural activities only account for 1% of the Borough's emissions, it has been highlighted as an area of focus via the public consultation. An action to engage with local farmers is now part of the 2024/25 Carbon Management Action Plan.

## THEME EIGHT: Communities

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### Strategic aims

The high level strategic aims for addressing issues relating to communities over the next four years are:

- Support Town/Parish Councils and local community groups to take climate action.
- Formulate appropriate climate adaptation strategies to support health and wellbeing.
- Develop a green social prescribing model in Broxtowe.
- Reduce the supply chain emissions of Council events.

Local communities have a significant role to play in helping to mitigate the worst impacts of climate change. Communities encourage people to work together to take actions which:

- Reduce greenhouse gas emissions.
- Enhance nature based solutions increasing the amount of potential carbon capture.
- Build resilience and encourage adaptation to climate change.

The Council will look to support all appropriate stakeholder groups by:

- Supporting the development of local plans.
- Making local communities aware of the potential funding opportunities.
- Ensure communities have an aligned approach to the Council's own climate change commitments.

### Town/Parish Council's and local community groups

Parish and Town Councils along with local community groups operate at the closest level to neighbourhoods, which enables them to take the lead to inspire local residents to take action. In doing so they can be a force to drive positive behaviour helping address the climate emergency.

In 2023 the Council began to work more closely with Town and Parish Councils and other local stakeholders on the climate change agenda so they can:

- Align to the Council's carbon neutral and net zero ambitions.
- Understand what action or change is necessary and help support this.

### Health and Wellbeing

Climate Change may affect health and wellbeing through the impacts of extreme weather events, declining air quality, threats to food and water quality and the impact that this will have on mental health.

Many people are now being forced to deal with the impacts of climate change and this can have an impact on their emotions and the way that they feel. This is Eco-anxiety and it is defined as "a chronic fear of environmental doom, a worry for what might happen if the world does not take action to avert disaster in time." (Source: Wright S and Oserloff E (2022)).

On the whole, younger people are generally experiencing significant levels of eco-anxiety, "as they see the window to fix the planetary emergency closing, but often feel powerless to enact meaningful change" (Source: Wright S and Oserloff E (2022)).

In 2023 the Council began to develop a Green Social Prescribing model for the Borough, which will enable residents to engage in nature-based interventions and activities to improve their mental health.

Risks to human health are also increasing due to climate change.

These include:

- Extreme heat causing exhaustion and heatstroke.
- Increased asthma cases due to extreme heat reactions to air pollutants.
- Increases in temperatures alters the spread of diseases.
- Health impacts from other extreme weather events such as droughts, wildfires and storms (*Source: Ashworth J (2022)*).

The Council will formulate appropriate adaptation approaches for its own operations, e.g. earlier start times for its operational employee's, so they are avoiding extreme heat weather events.

## **THEME NINE: Business and Supply**

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### **Strategic aims**

The high level strategic aims for climate change addressing issues relating to Business and Supply Chain over the next four years are:

- Establish a baseline for Scope 3 supply chain emissions using the Green House Gas Protocol.
- Support businesses and skill building that supports green economic interventions.
- Embed sustainable purchasing practices across the Council, raising awareness and promoting best practice.
- Work with suppliers to minimise or reduce climate change impacts for example reduction of packaging and reduced transport miles.

Local businesses play a key part in reducing emissions in the Borough and helping to drive behaviour change. The Council will work with businesses to support their efforts to be more sustainable as well as focus on its own supply chain to make environmental considerations a key part of procurement.

### **Sustainability support for local businesses**

There are approximately 5,846 businesses within Broxtowe Borough. Analysis from the Office for National Statistics (ONS) indicates that almost all businesses within the Borough are categorised as SMEs (where employee numbers are 249 or less), with 84% being micro businesses (employing nine people or less).

Businesses continue to feel the economic effects of rising energy bills, but there is also the challenge of prioritising sustainability, especially as the impact of climate change is being felt.

The Council, together with local partners (for example both Nottinghamshire universities, Fast Followers (a two year project to deliver an efficient, scalable route to net zero for Derby, Derbyshire, Nottingham and Nottinghamshire (D2N2) Local Energy Partners (LEP)) and Nottingham Energy Partnership) will work together to provide small businesses with

resources, access to events and support to help them on their carbon reduction journey and align with the Council's carbon neutral ambition.

The Council will also work with businesses to identify opportunities to support the creation of green jobs and skills within the local areas.

## **Sustainability and procurement**

It is widely acknowledged that the purchasing of good and services has a significant impact on the environment, society and the economy. The Green House Gas Protocol defines Scope 3 emissions as “all indirect emissions that occur in the value chain of the reporting company, including both upstream and downstream” and this includes the supply chain.

In order for the Council to work towards any net zero commitment it must first establish its Scope 3 emissions and this will include the supply chain. The baseline calculations for Scope 3 are expected to be completed by the end of March 2024.

For most organisations the emissions in the supply chain, (attributed to bought goods and services) are the organisation's most significant contributor to its carbon footprint. Once a baseline has been established, the Council will work with suppliers to reduce carbon emissions on the goods and services procured.

## **THEME TEN: Communications**

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### **Strategic aims**

The high level strategic aims for addressing climate change issues relating to communications over the next four years are:

- To develop and deliver a comprehensive climate change communications plan.
- To achieve Carbon Literacy accreditation 'Silver' by March 2025.
- Increase awareness amongst stakeholders (residents, businesses, employees etc.) of climate change and the positive changes that can be made to help mitigate the worst impacts.

Well-considered and designed communication activities are key components for stakeholder engagement. This programme theme will support the various project strands in terms of raising the profile and awareness of the climate agenda, promoting best practice and driving positive behaviour change.

### **Employee and Member training and engagement**

Embedding sustainability across the Council is key in being able to support the commitment of becoming carbon neutral by 2027. A crucial driver for this is employee and Member awareness.

Employees and Members need to be aware of how the authority will be impacted by climate change, the individual practical actions needed to reduce emissions and the significant changes needed to incorporate a transition towards a net zero culture.

To ensure that climate change is embedded across the authority, the following steps are being undertaken:

- Include information about the Council's carbon footprint in the annual performance review.

- Include climate change as part of the Corporate induction process for new starters.
- Ensure that all employees are aware of the climate change impacts related to their department.
- Ensure that all Members are briefed and have regular climate change updates.
- Creation of a climate change e-learning package for all employee's and Members to complete.
- Creation of climate change champions across the authority.
- Work towards becoming a carbon literate organisation.

## **Behaviour change**

By using behavioural science techniques, we can 'nudge' stakeholders to change their behaviour and reduce their carbon footprint.

The EAST framework sets out an approach for this:

- Easy – making smarter choices easy to make.
- Attractive – presenting benefits in a way that maximises their perceived value.
- Social – harnessing 'peer pressure' by showing the desired behaviours are supported by others.
- Timely – ensuring messages are received when people are most likely to be receptive.

Stakeholders are placed into one of three categories to help target messaging and make it more effective:

- Already engaged – Promote and reward behaviour and encourage them to support others.
- Willingness to engage but need support – Ensure information and support is available to help them change their behaviour and celebrate their success when they do.
- Not engaged and unlikely to engage – Understand the reasons why they aren't engaged to determine what action could be taken to support them.

Using a variety of tools including the Green Rewards platform, internal stakeholders have worked together to deliver a climate change communications plan, which aims to drive positive behaviour change and will support internal and external stakeholders in understanding sustainable actions, which will in turn lower their carbon footprint.

## **Green Events**

The Council's Green Festivals (image 6) are events designed to help educate, encourage and support local people to make more sustainable choices. They are a fantastic way people to find out how they can contribute towards the climate change agenda helping to mitigate the worst impacts.





Image 6: Broxtowe Borough Council Green Festival 2023

In 2023/24 Broxtowe Borough Council held its largest Green Festival to date at Coronation Park, Eastwood (image 6). Over 30 stall holders attended, representing local charities, local businesses as well as national organisations. They were on hand to talk to members of the public about the work they were involved in to help tackle climate change whilst providing help and advice. The event was interactive and families were able to participate in a variety of environmentally themes activities.

Following on from its success, the aim is to continue to develop these festivals across the Borough, growing engagement and reach.

## Section eight: Opportunities and Benefits

The Council is in a key position to be a trailblazer with regards to climate change engaging and influencing behaviour across a large audience. This position provides many opportunities and benefits to:

- Deliver and promote positive action on climate action.
- Drive positive environmental behaviour change.
- Positive engagement with internal and external stakeholders.
- Facilitate the creation of green jobs and support the local economy.
- Efficiency savings.
- Improve health and wellbeing.
- Improvements to air quality.
- Improved public transport and active travel routes across the Borough.
- Development of Members/employees skills and knowledge base.
- Reduction in fuel poverty.
- Mitigation against the worst impacts of climate change leading to increased resilience and therefore service improvement.

- Increase in biodiversity levels across the Borough.
- Opportunities to link or align with other key strategies.

## **Section nine: Risks and Challenges**

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There are many risks and challenges that will be faced along that journey to carbon neutrality and net zero. However, these will need to be addressed and overcome if the Council's commitments are to be achieved.

Some of the main risks and challenges are:

- Build internal expertise to deliver on the Climate Change Strategy.
- Develop and implement comprehensive communications plan.
- Higher cost of any potential sustainable technologies/methodologies.
- Look for opportunities to identify additional land for procurement, work with landowners and other stakeholders.
- Work to build funding requirements into the Council's medium term financial plan (MTFS) limited scope to commit the Council's own financial resources.
- Ensure arrangements for data capture is included in the earlier stages of project development.
- Availability of sustainable goods and services.



## Glossary

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ACS – Approved Contractor Scheme

BEIS – Department for Energy and Industrial Strategy. (Government department).

Biodiversity – variety of plant and animal life in a particular habitat or ecosystem.

BNG - Biodiversity Net Gain. It is a way of making sure land used for construction is left in a better state than it was before development.

Carbon budget – the amount of carbon dioxide permitted to be emitted over a certain period of time, which would allow global warming to be limited to no more than 1.5°C.

Carbon Neutral – Balance of carbon emissions released against carbon emissions captured.

Carbon Sequestration – is the process by which a carbon sink, such as forestry, reduces the amount of greenhouse gases in the atmosphere.

Circular Economy – A production and consumption system whereby materials are kept within a closed loop (there is a reliance on reduce, reuse, recycling rather than dispose).

Climate Adaptation – A change to process that means that living things are able to cope with a new or changing environment.

Climate Resilience – The ability to adapt to change.

CO<sub>2</sub>e – There are six greenhouse gases (GHGs) as set out in the Kyoto protocol. These gases are converted to carbon dioxide equivalent CO<sub>2</sub>e and are referred to as 'Carbon emissions'.

D2N2 – Local Enterprise Partnership for Derby, Derbyshire, Nottingham and Nottinghamshire.

DEC – Display Energy Certificates – show the energy performance of a building.

EPC – (Energy Performance Certificate) is a certificate that shows how energy-efficient a property is.

EV – Electric Vehicle.

EVI – Electric Vehicle Infrastructure

GHG – Greenhouse Gas (Gases released in the earth's atmosphere that trap heat).

HVO – Hydrotreated Vegetable Oil

LAD – Local Authority Delivery (Funding to improve the energy efficiency performance of low income and low energy efficiency homes).

LEP – Local Energy Plan

LEVI – Local Electric Vehicle Infrastructure

MRF – Materials Recovery Facility

NEP – Nottingham Energy Partnership

Net Carbon Zero – Cutting greenhouse gas emissions to as close to zero as possible, with any remaining emissions captured.

NOx – Nitrogen oxides are gases that are formed during the combustion of fossil fuels.

NPPF – National Planning Policy Framework

Ofwat – The Water Services Regulation Authority

PSDS – Public Sector Decarbonisation Scheme

PV – Photovoltaics (Solar Panels – the conversion of light into electricity). A renewable energy source.

Science based targets – these targets aim to limit global warming to no more than 1.5°C.

Scope 1 emissions – Direct emissions from using fossil fuels for heating and for fleet vehicles.

Scope 2 emissions – Indirect emissions from purchased electricity.

Scope 3 emissions – Emissions from sources that are outside an organisation's direct control but that are associated with its activities for example waste, water and purchased goods.

SHDF – Social Housing Decarbonisation Fund

SPD – Supplementary Planning Document (used in planning).

SUD's – Sustainable Urban Drainage Systems – a range of sustainable measures for surface water management which reduce the amount, flow or rate of surface water discharge into sewers. These can also create valuable habitats for local wildlife.

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## APPENDIX 4

## Carbon Management Action Plan 2023/24 Review and Progress Table Report

## Theme: Climate Strategy

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
1.1	Develop further strategic actions following public consultation of the refreshed Climate Change and Green Futures programme.	Undertake a public consultation of the Climate Change and Green Futures Programme in summer of 2023.	Head of Environment	Own Operation		Completed
1.2	Measure, monitor and analyse the Council's carbon emission data. Information will then be used to ascertain the level of CO <sub>2</sub> e saved from actions undertaken through the Climate Change and Green Futures Carbon Management Plan (CMP).	Produce a comprehensive bi-annual carbon emission report, covering both the Council's own operation and Borough emissions.	Head of Environment	Own Operation		Emissions calculated to be verified. Will be completed by March 2024.
1.3	Establish a net zero target for the Council's own operations.	Benchmark Scope 3 emissions by March 2024.	Head of Environment	Own Operation		On track to be completed by March 2024.
		Set science based targets by March 2024 for a net zero trajectory to 2040 (in line with 1.5°C reduction).				To be rolled over into 24/25 following completion of Scope 3

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						emissions baseline by the Carbon Trust due for completion by end of March 2024.
		By March 2024 set a commitment date for working towards net zero.				To be rolled over into 24/25 following completion of Scope 3 emissions baseline due for completion by end of March 2024.
1.4	Utilise the Climate Change and Green Futures communications budget.	Put forward a revenue development request for a climate change communications budget for 2023/24.	Head of Environment	Own Operation		In progress and on track to be completed by end of 2023/24. £10k secured for 2023/24 which will continue annually.
1.5	Understand and baseline the carbon emissions associated with the	Incorporate investments and pensions within the Scope 3 baseline.	Head of Finance Services	Own Operation		On track. To be completed as part of 1.3

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	council's investments and pensions.					
1.6	Refresh the current Climate Change and Green Futures programme board structure so that it reflects the refreshed strategy.	Undertake a revision of the Climate Change and Green Futures programme board to ensure there is appropriate representation from key stakeholders by March 2023.	Executive Director / Head of Environment	Influence/Own Operation		Completed
1.7	Identify external funding opportunities.	Identify external funding opportunities.	Head of Environment/ Relevant Programme theme leads	Influence/Own Operation		In progress for 2023/24 and to be rolled over into 2024/25 as funding opportunities are fundamental to achieving the Council's decarbonisation aspirations.
		Collate a tracker to record possible avenues.				In progress. Will be completed by March 2024. To also be rolled over into 2024/25.



Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
1.8	Assess the carbon emission impact of home / hybrid working.	Undertake staff survey to assess staff working pattern as compared to pre-covid model.	Head of Environment / HR Manager	Influence/Own Operation		On track. To be completed as part of 1.3.
		Calculate carbon emission impact of a member of staff working from home (Scope 3 emissions).				On track. To be completed as part of 1.3
1.9	Formulate appropriate climate adaptation and climate resilience action plans	Identify appropriate climate adaptation and climate resilience actions necessary to support both the Council's own operations and that of the Borough.	Head of Environment	Influence/Own Operation		In progress and on track for 2023/24. To be rolled over into 2024/25 as climate adaptation and resilience actions continue to evolve.
1.10	Baseline all carbon Scopes for Liberty Leisure and work with them to establish a baseline and targets.	Baseline all carbon Scopes for Liberty Leisure by March 2024.	Head of Environment/ Managing Director of Liberty Leisure Ltd.	Influence		Not started due to resources. To be rolled over into 2024/25.
1.11	Embed climate change considerations into the decision making process.	Include a commentary section on the impacts of climate change for all committee reports.	Head of Democratic Services / Head of Environment	Influence		Completed.

## Theme: Transport and Travel

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
2.1	Investigate the financial impact alongside other considerations, regarding the introduction of appropriate infrastructure to support the electrification of the Council's fleet and growth in domestic use electric vehicles.	Undertake a feasibility study to consider a move to electrification	Head of Environment / Transport and Stores Manager	Own Operation		Completed
2.2	Consider practicality and economics, to the adoption of new technologies for the Council's own fleet including potential electric and hydrogen purchases.	Undertake a feasibility study to ascertain the capital funding needed to electrify the fleet.	Transport and Stores Manager	Own Operation		This action is to be removed as it is duplication of 2.1.
2.3	Develop a replacement programme for fossil fuelled small tools (for example hedge trimmers, blowers, and	Identify any tools for replacement in 2023/24.	Transport and Stores Manager / Parks and Open Spaces Manager	Own Operation		In progress for 2023/24 and on track. To be rolled over into 2024/25 as

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	trimmers) where practical and economic, with electric powered units.					part of the standard review process.
2.4	Create a driver training programme utilising data from the on board vehicle monitoring IT System (for example, harsh braking, excessive speeding and harsh cornering).	Deliver an improved driver training programme addressing safety, fuel economy, extended vehicle life and reduced emissions to all fleet drivers by March 2024.	Transport and Stores Manager	Own Operation		Not started, however to be completed up before end of 2023/24.
2.5	Install and utilise the D2N2 funds for 2 x 7kw chargers in Kimberley depot.	Install chargers and ensure that this is communicated across teams with an electric vehicle.	Executive Director / Head of Environment	Own Operation		On track to be completed by March 2024.
2.6	Refresh business case for fleet fuel (where possible) for a transition to Hydrotreated vegetable oil (HVO) model	Assess the impact of current fuel price increases and undertake a cost benefit analysis.  Submit report to Cabinet – July 2023.	Head of Environment / Relevant Programme theme leads	Own Operation		Completed. HVO transition to take place early 2024.
2.7	Review current vehicle lifecycle against costs and present a business case for the Council to consider.	Comparison of maintenance, repair and running costs over the current 12 year lifecycle.	Transport and Stores Manager	Own Operation		In progress. Due to be completed in 2024/25.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
2.8	Using available data, produce a report on vehicle types registered in the Borough along with scenarios indicating the behavioural change necessary to help achieve alignment with UK net zero by 2050.	Create a central monitoring system for tracking data with regards to ULEV purchases within the Borough.	Transport and Stores Manager	Influence		Not started due to resources. Roll over into 2024/25.
2.9	Using the current employee 'home to work' mileage as a baseline, repeat the survey annually to inform the approach moving forward and the overarching communications programme.	Data spreadsheet system implemented and communication and promotion of 2022/23 results.	HR Manger	Influence		On track as part of 1.3. To be rolled over into 2024/25. Requires ownership of action to be clarified.
2.10	Promote the Cycle to Work Scheme	Log employee journeys by bike (also consider capturing other active transport measures).	HR Manger / Communications, Cultural and Civic Services Manager/Payroll and JE Manager	Influence		In progress and on track for 2023/24. Roll over into 2024/25. 9 people took up the scheme in 2023 for a combined amount of £10,900.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
2.11	Promote the car lease scheme regularly within the 'Employee Briefing'. Use agile working arrangements to reduce the impact that employees travelling to work has on the environment.	Ensure that employees are aware of the scheme and that this is tested in the 2024/25 employee survey.	HR Manger / Communications, Cultural and Civic Services Manager	Influence		In progress. Some promotion has occurred and there is a dedicated webpage for it. Ownership of this action is required. Roll over into 2024/25 as part of the employee survey.
2.12	Promote sustainable travel options to employees and residents.	Decrease the amount of business travel carbon emissions by 5% by March 2024.	Head of Environment / HR Manager / Communications, Cultural and Civic Services Manager	Own Operation/ Influence		In progress. However, business travel emissions have increased. Roll over into 2024/25.
		Create an EV charging strategy for the Council by March 2024.				Completed in draft and reviewed at POWG.
		Produce a comprehensive sustainable travel guide				In progress however to be

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
		for residents in the Borough by March 2024.				rolled over into 2024/25.
2.13	Create an Electric Vehicle Infrastructure (EVI) charging strategy for the Borough.	Research resident EV usage across the Borough.	Head of Environment Transport and Stores Manager/ Climate Change Manager	Own Operation/Influence		In progress as part of EV Strategy.
		Investigate and highlight potential EV charging points across the Borough.				In progress as part of EV Strategy.

### Theme: Energy and Water

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
3.1	Develop a decarbonisation plan and road map for Broxtowe Borough Council assets.	Undertake a baseline review of three of the Council's key commercial assets and produce a decarbonisation plan for each by March 2024.	Head of Asset Management/Head of Environment	Own Operation		Started. Consultant appointed with work to begin in January 2024. To be rolled over into 2024/25 if not completed by end of March 2024.
3.2	Install water efficient taps in all Council owned buildings to reduce water consumption and cost.	Produce a programme of replacement.	Head of Asset Management/Climate Change Manager	Own Operation		On track as part of Severn Trent Green Recovery Project, with replacements

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						also made by end of March 2024. Roll over to continue to identify water saving opportunities.
3.3	Explore the possibility of grey water harvesting.	Undertake an initial grey water harvesting feasibility study for two of the Council's assets.	Head of Asset Management	Own Operation		Not started due to resources. To be rolled over and to incorporate rainwater harvesting for 2024/25.
3.4	Investigate further opportunities for the installation of solar panels on Council buildings. For example, Kimberley Depot.	Baseline current renewable energy generation. This action will be considered under 3.1.	Head of Asset Management	Own Operation		In progress as part of 3.1
3.5	Investigate the energy management arrangements at the Crematorium in order to identify opportunities to redirect excess energy.	This action will be considered under 3.1	Head of Asset Management	Own Operation		In progress as part of 3.1

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
3.6	Develop a programme for all appliances in social spaces (For example, kitchens and laundry rooms) at Independent Living Schemes, for energy efficient ones.	Draft a five-year replacement programme and begin to action.	Head of Asset Management	Own Operation		Not started due to resources. To be rolled over and considered as part of 2024/25 budget setting.
3.7	Ensure all Council stock has a current Energy Performance Certificate (EPC).	All Housing Revenue Account (HRA) properties to have an EPC in place.	Head of Asset Management	Own Operation		In progress. However, not all EPCs will be in place by the end of March 2024. To be rolled over into 2024/25.
		Highlight fuel poverty and easy practical solutions at five Council led events.				Not started due to resources. To be rolled over into 2024/25
		Provide five training sessions to residents and employee's at Independent Living Schemes.				Not started due to resources. To be rolled over into 2024/25



Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
3.8	Collaborate to establish partnerships with educational establishments to develop sustainability knowledge.	Create partnership links with both Nottingham Universities.	Head of Environment	Influence		Completed and to continue.
3.9	Action the smart meter installation programme.	Install smart meters across Council assets and create a monitoring system to track energy usage.	Head of Asset Management	Own Operation		In progress. To be rolled over into 2024/25. To date, 48 meters installed out of 370 required. The majority of gas sites (40) are on smart meters.
3.10	Investigate options for land purchase for potential renewable sites.	Identify suitable land (that is already developed or of low value) that could be acquired for a possible renewable energy development.	Head of Asset Management	Own Operation		Not started due to resources. To be rolled over into 2024/25.

## Theme: Built Environment

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
4.1	Formulate an appropriate response to the outcome of the stock condition survey.	Review stock condition survey and formulate action plan to include actions for climate change.	Capital Works Manager	Own Operation		In progress. To roll over into 2023/24. Need to understand our data to implement this plan.
4.2	Install external wall insulation to the remaining 94 solid wall properties – this requires careful assessment as most of them are hard to treat as they are in Eastwood's conservation area.	Following the successful Social Housing Decarbonisation Fund (SHDF) bid, works will commence on identified properties late in 2023.	Capital Works Manager	Own Operation		Whilst the aim is to start some works this financial year - the remainder will be picked up in 24/25.
4.3	Act on the recommendations raised on the Stock Condition Survey for housing stock and install external wall insulation to 53 steel-framed and solid wall properties.	Project to be scoped by August 2023.	Capital Works Manager	Own Operation		In progress. However, needs to be rolled over to 24/25 - this is part of a larger exercise to understand the Council's stock.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
4.4	Consider how best to address the 30 properties remaining with less-efficient gas boilers and implement the solutions.	Project to be scoped by August 2023.	Capital Works Manager	Own Operation		In progress and on track to be completed in January 2024.
4.5	Develop a programme and appropriate solutions to address the 285 Council house properties with inefficient all-electric heating systems.	Project to be scoped by August 2023.	Capital Works Manager	Own Operation		In progress and on track to be completed by January 2024.
4.6	Consider retrofitting Council house properties with solar panels.	Undertake a baseline review to identify suitable premises for solar panels and other energy saving retrofit measures	Capital Works Manager	Own Operation		In progress with consultants appointed to begin work in January 2024. However needs to be rolled over to 24/25 - this is part of a larger exercise to understand our stock.
4.8	Research sustainable methods of construction	On-going and will be developed as new technologies and	Head of Asset Management	Influence		In progress. However, needs to be

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	for new build Council houses.	innovations are developed.				rolled over to 24/25 as an ongoing task based on advance in tech and market research and development
4.9	Research alternatives to conventional heating systems and report findings.	Formulate a programme of activity up until 2027.	Capital Works Manager	Influence		Not started. Needs to be rolled over into 2024/25 as an ongoing task based on advance in technology, market research and development.
4.10	Develop a programme that considers the replacement of gas boilers in Council house properties for renewable/sustainable fuels.	Determine a replacement strategy up until 2027.	Capital Works Manager	Influence		Not started. Needs to be rolled over to 24/25 as an ongoing task based on advance in technology, market

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						research and development.
4.11	Ensure that Borough residents are aware and signposted to appropriate retrofit funding for energy efficient measures for their homes.	Establish retrofit targets for private households in the Borough.	Capital Works Manager / Head of Environment	Influence		In progress with Consultants appointed and work to begin in January 2024 to identify retrofit measures for the Councils' housing stock. However, retrofit targets have not been established as yet. These will be supported by the consultancy work. Signposting needs to continue and be improved. To be rolled over need to roll over into

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						24/25 as an ongoing objective of the retrofit works.

### Theme: Core Strategy and Planning

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
5.1	Include proposals relating to energy efficiency and Climate Change as part of ongoing work on implementing Policy 17 of the Part 2 Local Plan, 'Place making, design and amenity'	Create a climate change SPD which will provide guidance in respect of energy efficiency and Sustainable Drainage Systems (SuDs) within the planning process by March 2024.	Head of Planning and Economic Development	Influence		In progress and on track to be completed end of January 2024.
5.2	Gather evidence, including viability evidence, to inform Aligned Core Strategy (ACS) policies that will enforce/expand on National Planning Policy Framework (NPPF) requirements	Working as part of the greater Nottingham strategic plan, produce a specific climate change policy by March 2024. This policy will seek to include higher levels of sustainability than	Head of Planning and Economic Development	Influence		In progress and on track for completion end of March 2024.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	regarding energy efficiency and climate change.	previous policy documents.				
5.3	Develop further strategic actions as part of the Core Strategy/Planning project strand delivery.	Incorporate climate change as a core thread through work on the strategic plan. This will include measures to encourage active travel, 20 minute neighbourhoods and low carbon thinking.	Head of Planning and Economic Development	Influence		In progress and on track for completion end of March 2024.
5.4	Ensure that all Neighbourhood Plans include reference to policies regarding climate change adaptation and mitigation.	Work with the relevant Neighbourhood Plan bodies and forums to encourage climate changes policies where possible.	Head of Planning and Economic Development	Influence		In progress
5.5	Engaging with and ensuring the adoption of a Toton Masterplan which contains innovative proposals for an advanced model of living and working which is highly sustainable.	Continue working with the Development Corporation and other stakeholders to advance documents relating to the wider masterplan of the site, pushing sustainability models where possible.	Head of Planning and Economic Development	Influence		The Toton and Chetwynd Barracks Strategic Masterplan Supplementary Planning Document (SPD) was adopted in November

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						2022. The requirements contained within the SPD will be applied to future planning applications.
5.6	Complete the review of the Aligned Core Strategy	Complete the review by March 2024.	Head of Planning and Economic Development	Influence		In progress. It will be submitted for examination late in 2024. Roll over into 2024/25.
5.7	Influence behavioural change so that sustainable building design is considered during the planning process.	Ongoing - linked to the production of the SPD and policies in the strategic plan.	Head of Planning and Economic Development	Influence		In progress. Requires to be rolled over into 2024/25 to ensure behaviour change continues to be influenced.
5.8	Determine the number of households using renewable generation technology.	Establish a monitoring system that will track retrofit installations from funding opportunities.	Head of Asset Management / Head of Environment	Influence		Not started due to resources and challenges in tracking this.



Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						Roll over into 2024/25.
5.9	Assess the impact of the Environment Act and the effect this will have on planning applications and Biodiversity Net Gain (BNG).	Undertake an initial assessment by September 2023.	Head of Planning and Economic Development	Influence		In progress. However, delays to BNG outside of Broxtowe's control. Roll over into 2024/25.

### Theme: Recycling and Resources

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
6.1	Review of missed bin policy and procedure.	Review the missed bin policy and take the findings to Cabinet for decision by March 2024.	Head of Environment	Own Operation		Missed bin data has been captured however, this is going to form part of the wider round review to take place in 2024/25. Roll over into 2024/25.
6.2	Assess the impact of current housing growth on refuse	Ascertain housing growth levels in the Borough for the next 5	Head of Environment	Own Operation		Report to Cabinet completed in

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	collections and investigate possible efficiency solutions.	years and map the potential impact on current refuse rounds.				November 2023. This will form part of the wider round review that will be completed in 2024/25. However due to resources the housing growth levels and mapping will have to roll over into 2024/25.
6.3	Investigate reuse and recycling alternatives for Council IT equipment.	Report on possible solutions or systems (to include laptops / screens / mobile phones).	ICT & Business Transformation Manager	Own Operation		Completed. Recycleit used to take and recycle old equipment as and when required. Collections have decreased over the past few years as the team continue to

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						actively look for better ways to reuse/ recycle kit e.g. the team now actively use parts from damaged kit for repair rather than buying new plus replace/ recycle the lead acid batteries for any UPS rather than buying a new full unit.
6.4	Develop further video and educational material for schools, businesses, households, and employees in order to encourage behavioural change in regards to recycling.	Produce 2 videos annually.	Head of Environment	Influence		In progress and to be completed by end of March 2024. To be rolled over into 2024/25 to support engagement and education.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
6.5	Work in partnership with charities, for example on Clean and Green Bulky Waste days, to promote the reuse of items as an alternative to disposal.	Work with five reuse partners annually.	Head of Environment	Influence		In progress. Promoted repair café in Beeston and hosted a thrift stall at the Green Festival 2023 with Mary Broddle visual mending attending also However, required rolling over into 2024/25 as this continues to be a fundamental part of this theme
6.6	Assess the impact that the Environment Act will have on current refuse and recycling operational provision.	Undertake a desktop study of weekly kerbside food collection.	Head of Environment	Influence		Completed.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
6.7	Increase the quantity of recycling collected to 50+% by 2027.	Increase recycling rates levels by 2% annually from a 2022/23 baseline.	Head of Environment	Influence		In progress. Recycling rates to be reported by end of March 2024.
6.8	Reduce recycling contamination to 5% by 2027.	Reduce contamination levels by 2.5% by March 2024.	Head of Environment	Influence		In progress. To be rolled over into 2024/25.
6.9	Promote a Circular Economy approach to waste management to Broxtowe residents and businesses in line with the Environment Act.	Develop a schools' educational programme and undertake in 10 schools across the Borough by March 2024.	Head of Environment	Influence		In progress and on track to be completed by end of March 2024.
		Prepare a waste and recycling tool kit for local businesses and deliver to 10 Broxtowe Borough Council trade waste customers by March 2024.				Not started. To be rolled over into 2024/25.
6.10	Increase the number of face-to-face engagement events with residents.	Increase the number of engagements by 5%, against the previous year.	Head of Environment	Influence		In progress and on track to be completed by end of 2023/24.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						54 engagement activities to date completed via activities e.g. litter picking and community sessions.
6.11	Increased engagement and promotion with 'mend and make do' type partners to reduce the disposal of items.	Work with 5 reuse partners in 2023/2024. Have a presence at each Green Festival of at least one 'make and mend' type stall holder.	Head of Environment	Influence		In progress. Roll over into 2024/25 to continue engagement.
6.12	Increase 'waste and recycling' carbon avoidance reporting on Green Rewards.	Broxtowe residents to have avoided emitting 100 tonnes of carbon since the launch of the platform in October 2021. Increase registrations to 3,000, by March 2024.	Head of Environment	Influence		In progress and on track to be completed by end of March 2024. Residents have avoided emitting 280tonnes CO <sub>2</sub> e since the launch. Number of members at

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						2769 (January 2024).
6.13	Investigate the use of carbon impact targets over weight based data for refuse and recycling.	Establish carbon impact targets for refuse and recycling. To report these alongside weight data.	Head of Environment	Influence		Not started due to resources. Roll over into 2024/25.
6.14	Create a resident behaviour change programme for high carbon waste items from disposal (Food, Textiles [Fast fashion], batteries and plastics)	Gather data on high carbon waste items. Establish a communications plan by March 2023.	Communications, Cultural and Civic Services Manager / Head of Environment	Influence		In progress.

### Theme: Natural Environment

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
7.1	Identify opportunities to extend the 'no mow' sites located across the Borough.	Change the mowing regime on 2 areas within the Council ownership.	Parks and Open Spaces Manager	Own Operation		Complete 1x area identified at Field Farm phase 1 which will be on an annual cut and collect regime along with an area adjacent

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						to Bardills roundabout
7.2	Increase the number of tree planting schemes across the Borough.	Plant 3,000 trees in 2023/24, 10% of which will be drought tolerant.	Parks and Open Spaces Manager	Own Operation		In progress and on track.
		Provide 800 trees for the free tree scheme for 2023/24.				800 native trees given away to residents. Species were: Spindle, Elder, Rowan and Silver Birch.
		Consider other sustainable plant options for residents who do not have enough room in their garden for a tree.				On progress and on track to be completed.
		Increase urban tree canopy to reduce urban heat islands.				Funding of £59,626 received from Forestry Commission for 89 standard trees to be planted within the Borough to support this.



Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
7.3	Calculate potential carbon sequestration value of the BBC owned land and establish an appropriate methodology for measurement. To identify improvements and action them.	Establish baseline and prepare a report (undertaken annually).	Parks and Open Spaces Manager	Own Operation		In progress and on track for completion by end of March 2024.
		Increase tree canopy cover by 1% per annum. Convert 1% of amenity grassland to species rich grassland per annum.				In progress the baseline tree canopy cover has now been identified as 26%. Work currently underway with GIS to understand how to identify canopy cover increases. Roll over into 2024/25.
7.4	Develop the Borough's Blue Infrastructure with key stakeholders.	Stakeholder meetings to be arranged to deliver the actions within the Blue / Green Infrastructure Strategy.	Parks and Open Spaces Manager	Influence		In progress. The strategy is currently being refreshed and stakeholders will be consulted as part of the refresh and

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						implementation process.
7.5	Enhance wildlife corridors across the Borough as identified in the Blue / Green Infrastructure Strategy.	Improve existing meadow grassland at Brinsley Headstocks.	Parks and Open Spaces Manager	Own Operation		Completed.
		Create 2 new ground flora habitats within council owned woodland sites.				Completed 1 x ground flora habitat at Bramcote Hills Park on Crow Hill as part of the re-wilding project 1x planting of native flowers as part of the woodland copses at Archers field
		Identify and create 1 new pocket park.				Not started yet. Site to be identified in 2024. Roll over into 2024/25.
		Identify potential wildlife refuge locations in the Borough.				Completed The newly adopted SUDS at Field Farm to be managed

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						as a bee friendly/wildlife refuge.
		Work with landowners, council departments and external organisations to identify opportunities to purchase land for tree planting and other environmental schemes.				Not started further discussions needs with internal partners on how best to identify opportunities for land acquisition.
		Plant 100 linear meters of hedgerow				In progress and on track. Archers Field Copse the hedge will surround both copses to form a natural marginal habitat around the trees.
		Identify 1 area and install a pocket orchard.				In progress and on track Cator Lane, Chilwell has been identified

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						for the addition of a pocket orchard and will be planted in early 2024.
		Revise the Council's Tree Strategy.				Completed
		Identify and create one new woodland				In progress and on track 2 x Copses of 500sqm each created on Archers Field comprising of approximately 1800 trees.
7.6	Investigate the potential installation of either living walls (vertical gardens) or green roofs to Council assets, to absorb CO <sub>2</sub> and improve biodiversity.	Undertake a feasibility study, including a cost benefit analysis and identification of potential green roof and vertical garden.	Head of Asset Management / Parks and Open Spaces Manager	Own Operation		Not started due to resources. Roll over into 2024/25.
7.7	Create allotment ambassadors to encourage and engage to drive positive behavioural change.	Create four allotment ambassadors.	Parks and Open Spaces Manager	Influence		Not started due to resources. Roll over into 2024/25.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
7.8	Erect appropriate signage and information boards across the Borough's parks, explaining how and why the Council manages the environment.	Erect signage at all relevant Council sites.	Parks and Open Spaces Manager	Influence		In progress.
7.9	Provide an annual air quality status report for the Borough which is fit for purpose.	Create an annual report.	Chief Environmental Health Officer	Influence		Completed.
7.10	Monitor NO <sub>2</sub> levels at 49 locations in the Borough and continue to work with relevant partners in order to bring about improvements in local air quality.	Ongoing – air quality is monitored monthly and forms part of the annual status report on air quality	Chief Environmental Health Officer	Influence		Completed.
7.11	Organise and promote an annual BioBlitz to encourage and inform local residents on the importance of biodiversity.	Identify one site for the annual BioBlitz.	Parks and Open Spaces Manager	Influence		Not yet started. Event will be scheduled for spring/summer 2024.
7.12	Identify areas of flood risk in the Borough	Undertake a baseline survey of flood risk areas.	Parks and Open Spaces Manager	Influence / Own Operation		Not yet started - tree scheme may have to

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	and look at possible natural solutions.	Plant black poplars and re-wild the Erewash flood plain at Toton by March 2024.				reviewed due to nature of tree and recent changes to provenance of tree suppliers. Roll over into 2024/25.
7.13	Establish and deliver the woodland burial site identified at Chilwell, to enable eco burials within a woodland setting.	Once established, publicise and promote the new eco burial site.	Head of Environment	Influence / Own Operation		In progress. Site has been identified but no further progress. Roll over into 2024/25.
7.14	Identify soil management practices that optimise soil carbon sequestration.	Ensure that any planting (wherever possible) for 2023/24 uses mulch.	Parks and Open Spaces Manager	Influence / Own Operation		In progress. Roll over into 2024/25.
		Investigate the possibility of using fungus as a soil conditioner and to improve soil moisture levels.				In progress.
		Undertake one pilot study, which will help to adapt and mitigate extreme weather conditions.				Not started. Roll over into 2024/25.

## Theme: Communities

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
8.1	Reduce the carbon footprint and improve the sustainability of Broxtowe Borough Council events.	Audit the Council's existing events programme to agree the baseline data and methodology for measuring carbon usage moving forward.	Communications, Cultural and Civic Services Manager / Head of Environment	Own Operation		In progress. However, roll over into 2024/25 to complete.
		Develop a zero/low waste policy for Council events.				In progress. However, roll over into 2024/25.
		Work with suppliers to reduce supply chain emissions.				Not started. To be rolled over into 2024/25 following advice from the Carbon Trust's Scope 3 emissions baseline calculations taking place during Q4 of 2023/24.
8.2		Ensure that the climate change agenda is part	Head of Environment	Influence		Completed.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	Support Town and Parish Council's to take climate action.	of the annual Town and Parish forum.				
		Develop a climate change tool kit for Town and Parish Council's (to include signposting for funding opportunities).				Not started due to resources. Roll over into 2024/25
8.3	Support community and voluntary sector groups to enable them to take action on climate change and their carbon footprint.	Agenda items at Primary Care Network Community Engagement Group meetings and Broxtowe Partnership meetings.	Head of Environment	Influence		In progress. Climate Change has been added as an agenda item.
8.4	Food education to reduce food waste.	Raise awareness of healthy eating and promoting healthy weight management options through Your Health Notts.	Chief Communities Officer	Influence		In progress and on track for 2023/24. YHYW information /flyer shared via relevant communication channels during Q2.
		Advise on Best Before and Use by dates. How to know if food is safe to eat. How to store food safely?				In progress and on track for 2023/24. Article for Communities



Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						Newsletters for Christmas 2023. Completed to advise on best before / food safety for celebration events.
		Deliver a Food Waste Action Week and support key messages around avoiding food waste.				Completed in Q2. Basic information and links shared in newsletter and via health partnership distribution list.
		Support Stapleford Community Group to allow them to redistribute surplus food.				In progress. Stapleford Community Group continues to redistribute food that would otherwise go to landfill. Since March 2020 approx.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						500,000 equivalent meals redistributed to community groups, lunch clubs, food banks etc.
8.5	Develop a Green Social Prescribing model in relation to health and wellbeing for the Borough.	Produce a draft model by March 2024. Produce final model by March 2025 for roll out.	Chief Communities Officer	Influence		In progress. Roll over into 2024/25.
8.6	Include climate change actions in the refresh of the Mental Health Action Plan.	Ensure that climate change actions are incorporated in the by March 2024.	Chief Communities Officer	Influence		Completed.

**Theme: Business and Supply Chain**

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
9.1	Produce the Council's Sustainable Procurement Strategy.	Confirm the Council's commitment for a sustainable approach to the delivery of goods, services and works.  Create and include a sustainability weighting for	Head of Finance Services / Head of Environment	Own Operation		In progress, however not on track to meet target date due to resources.  Roll over into 2024/25.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
		the Council's tender evaluation process.				
9.2	Identify and work with suppliers that have significant carbon emissions associated with the products that the Council purchase.	Reduce Scope 3 carbon emissions by 5% after the first year of establishing its baseline.	Head of Finance Services / Head of Environment	Own Operation		In progress, Scope 3 baseline calculations required. Roll over into 2024/25.
9.3	Create a climate change forum which would allow key stakeholders including businesses/educational establishments to share best environmental practice.	Establish a key stakeholder forum by March 2024.	Head of Planning and Economic Development / Head of Environment	Influence		In progress as part of Fast Followers
9.4	Support green jobs and skills growth within the Borough.	Work with partners to create green jobs and skills growth across the Borough.	Head of Planning and Economic Development	Influence		In progress
9.5	Review the Council's Service Level Agreements (SLA's) to include sustainability criteria.	Establish a working list of all SLA's to start work from by March 2024.	Heads of Service	Influence		Not started but to be discussed in next CC&GF Board meeting in January 2024.
9.6	Provide local providence/ low carbon hospitality for meetings/ events.	Establish a supplier list and a baseline criteria/set of standards to work from by March 2024.	Head of Administrative Services	Influence		In progress as part Scope 3 emissions calculations.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						To roll over into 2024/25.
9.7	Investigate a climate accreditation system for businesses. (Similar to a food hygiene rating).	Report on possible solutions or systems.	Head of Environment	Influence		Not started due to resources. Roll over into 2024/25.

**Theme: Communications**

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
10.1	Continue to enhance and develop the resident engagement platform (Green Rewards).	Develop a programme of monthly communications and engagement activity to increase the number of Green Rewards users.	Communications, Cultural and Civic Services Manager / Head of Environment	Influence		<p>In progress and on track for completion by end of 2023/24. However, as a fundamental action to encourage Green Reward users this will be rolled over into 2024/25.</p> <p>Social media and Environment bulletin posts throughout the month with topics covering key national (e.g. RSPB Big Garden</p>

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						Watch) and local events (e.g. Broxtowe Borough Council Green Festival) throughout the year. Free Trees launch in November 2023 in conjunction with residents being a Green Reward Member or signing up.
		Increase the number of people undertaking the 'four-minute shower' action by 5% on Green Rewards.				In progress
		Increase the amount of carbon avoided to 150 tonnes (from platform launch in October 2021).				Completed. Total is 286 tonnes CO <sub>2</sub> e ( January 2024).
		Increase the number of people undertaking the 'active travel' action by 5% on Green Rewards.				In progress
		Develop and launch an incentivised challenge to				In progress however may

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
		create a sense of competition and shared goal for example, double your recycling.				need to be rolled over.
10.2	Develop and deliver carbon literacy and sustainability training for all employees and Members.	Develop and deliver a sustainability segment for the corporate induction.	Head of Environment	Influence / Own Operation		Completed. One slide is currently included in the Corporate Induction.
		Become a carbon literate organisation (bronze level).				In progress. However, required rolling over.
		Develop an e-learning training package on climate change for employees.				In progress.
10.3	Identify local influencers, for example, bloggers, community groups, Facebook groups, to engage with the Council on climate change.	To broaden the Council's reach - 500 Engagements.	Communications, Cultural and Civic Services Manager	Influence		In progress.
10.4	Support successful delivery of other project strands through effective communications and engagement activity.	Improve the awareness of climate change by 5% (data will be gathered via the annual budget survey).	Communications, Cultural and Civic Services Manager	Influence		In progress however not achieved. Roll over into 2024/25.
10.5	Develop the Green Festival format so that	Undertake Green Festivals in the Borough,	Communications, Cultural and	Influence		In progress and on track to be

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	the reach and engagement levels to local residents is increased.	reaching an audience of over 1,000 residents by March 2024.	Civic Services Manager / Head of Environment			<p>completed by end of 2023/24.</p> <ul style="list-style-type: none"> <li>Green festival 2023 largest to date.</li> <li>Over 30 stall holders and 300 residents attended the Green Festival in September 2023.</li> <li>Local charities, businesses and community groups all part of a stakeholder network formed from this event.</li> </ul>
10.6	Continue to build on the 'Climate Change and Green Futures' brand to raise awareness of climate change.	5% increase in awareness on previous year as part of consultation work (corporate e.g. budget, employee survey or	Communications, Cultural and Civic Services Manager / Head of Environment	Influence		In progress, however not achieved. Roll over into 2024/25. Budget consultation numbers revealed

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
		climate change specific surveys).				a decrease in awareness in Climate Change, Comms meeting in Q4 will seek to review and refresh CC comms to assist in increasing this. The results from the Budget Consultation were addressed in the action 'Support successful delivery of other project strands through effective communications and engagement activity.' The 1,500 days until carbon neutral post was published on 22 November and reached 353 people. This post will be evaluated and work to



Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
						produce an engaging video for the next milestone is planned. Further awareness raising campaigns will follow with January/February: Carbon Neutral by 2027 The Journey So Far and March: promotion of the new Climate Change Strategy Refresh. Videos are planned to accompany these campaigns.
10.7	Develop a new tagline and set of key messages to ensure that our communications activity around climate change is consistent and effective.	Increase in service take up	Communications, Cultural and Civic Services Manager	Influence		In progress and on track to be completed by end of March 2024.
10.8	Develop the Environment email bulletin and other methods of	1,000 new subscribers to the email me service.	Communications, Cultural and Civic Services	Influence		Complete. Performance against targets not yet available.

Ref	Action	Target for 2023/24	Responsible Officer	Influence/Own Operation	RAG Status	Comments
	communication to ensure that we are reaching and engaging with as many people as possible.		Manager / Head of Environment			1 September-31 October 2023 saw 22 new subscribers to the Environment email bulletin taking its total subscribers to 13,666. The current engagement rate is 61% compared to 66% for the Email Me service overall.
10.9	Produce video's on: <ul style="list-style-type: none"> <li>The Council's own operation carbon footprint.</li> <li>The Borough's carbon footprint</li> </ul>	500 views (organic).	Communications, Cultural and Civic Services Manager	Influence		In progress. However, will require rolling over into 2024/25 as part of continued climate change engagement.

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## APPENDIX 5

## Carbon Management Action Plan 2024/25

## Theme One: Climate Strategy

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
1.1	Measure, monitor and analyse the Council's carbon emission data. Information will then be used to ascertain the level of CO <sub>2</sub> e saved from actions undertaken through the Climate Change and Green Futures Carbon Management Plan (CMP).	Produce a comprehensive bi-annual carbon emission report, covering both the Council's own operation and Borough emissions.	Head of Environment	Own Operation	1	1
1.2	Establish a net zero target for the Council's own operations.	<p>Set science based targets by June 2024 for a net zero trajectory to 2040 (in line with 1.5°C reduction).</p> <p>By June 2024 set a commitment date for working towards net zero.</p> <p>Calculate and report on Scope 3 emissions for 2023/24 by June 2024.</p> <p>Implement the actions/recommendations of the Carbon Trust Scope 3 Emissions baseline report.</p>	Head of Environment	Own Operation	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
1.3	Identify external funding opportunities	Identify external funding opportunities.	Head of Environment/ Relevant Programme theme leads	Influence/Own Operation	1	1
1.4	Formulate appropriate climate adaptation and climate resilience action plans	<p>Identify appropriate climate adaptation and climate resilience actions necessary to support both the Council's own operations and that of the Borough.</p> <p>To take a report to cabinet and create a Climate Change incident response budget.</p> <p>To work with Stakeholders including Severn Trent, Nottinghamshire County Council and Via to highlight problems drainage areas that are a cause of localised flooding.</p> <p>See it/do it/see it/say it – work with Environment teams to encourage the reporting of blocked drains around the Borough.</p>	Head of Environment	Influence/Own Operation	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
		To review weed control requirements across the Borough and create a weed control team to work between April and September.				
1.5	Baseline all carbon Scopes for Liberty Leisure and work with them to establish a baseline and targets.	Baseline all carbon Scopes for Liberty Leisure by September 2024.	Head of Environment/ Managing Director of Liberty Leisure Ltd.	Influence	1	1

### Theme Two: Transport and Travel

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
2.1	Develop a replacement programme for fossil fuelled small tools (for example hedge trimmers, blowers, and strimmers) where practical and economic, with electric powered units.	Identify any tools for replacement in 2024/25.	Transport and Stores Manager / Parks and Open Spaces Manager	Own Operation	1	2
2.2	Using available data, produce a report on vehicle types registered in the Borough along with scenarios indicating the behavioural change necessary	Create a central monitoring system for tracking data with regards to ULEV purchases within the	Transport and Stores Manager	Influence	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
	to help achieve alignment with UK net zero by 2050.	Borough.				
2.3	Promote the Cycle to Work Scheme.	Log employee journeys by bike (also consider capturing other active transport measures). Review and increase if feasible, mileage rate given to employees using their bike for business travel.	HR Manger / Communications, Cultural and Civic Services Manager/Payroll	Influence	1	1
2.4	Promote the car lease scheme regularly within the 'Employee Briefing'.  Use agile working arrangements to reduce the impact that employees travelling to work has on the environment.	Ensure that employees are aware of the scheme and that this is tested in the 2024/25 employee survey.	HR Manger / Communications, Cultural and Civic Services Manager	Influence	2	1
2.5	Promote sustainable travel options to employees and residents.	Decrease the amount of business travel carbon emissions by 5% by March 2025.  Produce a comprehensive sustainable travel guide for residents in the Borough by September 2024.	Head of Environment / HR Manager / Communications, Cultural and Civic Services Manager	Own Operation/ Influence	2	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
		Commence a review of public bike storage provisions across the Borough and ensure these are included in all new developments.				
2.6	Implement the actions within the new Electric Vehicle Infrastructure (EVI) strategy for the Borough.	Commence implementation of the action plan and review progress made at least annually.	Head of Environment	Owen Operation/Influence	2	3

### Theme Three: Energy and Water

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
3.1	Install water efficient taps in all Council owned buildings to reduce water consumption and cost.	Continue with the replacement programme following advice from Severn Trent Water's Green Recovery Project.	Head of Asset Management/Climate Change Manager	Own Operation	1	2
3.2	Explore the possibility of grey/rain water harvesting	Undertake an initial grey/rain water harvesting feasibility study for two of the Council's assets. Secure funding for these by March 2025.	Head of Asset Management	Own Operation	1	2



REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
3.3	Develop a programme for all appliances in social spaces (For example, kitchens and laundry rooms) at Independent Living Schemes, for energy efficient ones.	Draft a five-year replacement programme and begin to action.	Head of Asset Management	Own Operation	2	2
3.4	Ensure all Council stock has a current Energy Performance Certificate (EPC).	All Housing Revenue Account (HRA) properties to have an EPC in place.  Highlight fuel poverty and easy practical solutions at five Council led events. Provide five training sessions to residents and employee's at Independent Living Schemes.	Head of Asset Management	Own Operation	1	1
3.5	Action the smart meter installation programme.	Install smart meters across Council assets and create a monitoring system to track energy usage.	Head of Asset Management	Own Operation	2	2
3.6	Investigate options for land purchase for potential renewable sites.	Identify suitable land (that is already developed or of low value) that could be acquired for a possible renewable energy development.	Head of Asset Management	Own Operation	3	3

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
3.7	Investigate utilisation of Council Offices	Explore the feasibility of zoning Beeston Council Offices, prioritising areas of the building to be used first before 'opening' the next zone. (Response to hybrid-working). Explore the possibility of adjusting the heating dependant on building usage.	Head of Asset Management/Head of Environment	Own Operation	2	1
3.8	Develop a decarbonisation plan and road map for Broxtowe Borough Council assets.	Undertake a baseline review of three of the Council's key commercial assets and produce a decarbonisation plan for each by May 2024.  Use the decarbonisation plans produced in 2024 for the Council's three key commercial assets for future funding applications and capital investment consideration.	Head of Asset Management/Head of Environment	Own Operation	3	3
3.9	Reduce energy and water consumption as well as waste from single use water bottle consumption in the Borough.	Explore the Refill Revolution Project to assist residents/businesses/visitors in reducing their single use plastic and promoting tap water.	Head of Environment	Influence	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
		<p>Determine if any businesses within Broxtowe are signed up already to the project.</p> <p>Promote the app via relevant communication channels.</p> <p>Encourage local sign up.</p>				
3.10	Assist residents, local businesses in their reduction of energy and water consumption.	Use signposting to highlight useful and reliable sources of information and advice e.g. Severn Trent/NEP/Energy Saving Trust etc.	Head of Environment	Influence	1	1

#### Theme Four: Built Environment

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
4.1	Formulate an appropriate response to the outcome of the stock condition survey.	Implement a comprehensive rolling stock condition survey to have all stock surveyed within three years and implement a rolling stock condition survey thereafter.	Capital Works Manager	Own Operation	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
4.2	Installation of external wall insulation to the remaining solid wall properties within estate.	Complete those properties not actioned during 2023/24.	Capital Works Manager	Own Operation	3	3
4.3	Act on the recommendations raised on the Stock Condition Survey for housing stock and install external wall insulation to 53 steel-framed and solid wall properties.	Project to be implemented during 2024/25.	Capital Works Manager	Own Operation	3	3
4.4	Consider retrofitting Council house properties with solar panels.	Undertake a baseline review to identify suitable premises.	Capital Works Manager	Own Operation	2	3
4.5	Establish current position on loft insulation for housing stock June 2024. Set target to improve loft insulation up until 2027.	Identify properties that require loft insulation.  Develop a programme of installation for those properties that require it.	Capital Works Manager	Own Operation	2	2
4.6	Research sustainable methods of construction for new build Council houses.	On-going and will be developed as new technologies and innovations are developed.	Head of Asset Management	Influence	1	1
4.7	Research alternatives to conventional heating systems e.g. heat pumps and report findings.	On-going and will be developed as new technologies and innovations are developed.	Capital Works Manager	Influence	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
4.8	Develop a programme that considers the replacement of gas boilers in Council house properties for renewable/sustainable fuels.	On-going and will be developed as new technologies and innovations are developed.	Capital Works Manager	Influence	3	3
4.9	Ensure that Borough residents are aware and signposted to appropriate retrofit funding for energy efficient measures for their homes.	<p>Establish retrofit targets for private households in the Borough.</p> <p>Establish a communications plan for retrofit funding available for residents throughout 2024/25.</p> <p>Gain an understanding of the conditions of the Council's housing stock and produce a roadmap for its decarbonisation via cost effective retrofit investment.</p>	Capital Works Manager / Head of Environment	Influence	1	1
4.10	Research solar 'co-operative' opportunities for local residents.	Understand what is available and inform residents of findings via communication routes such as Environment Bulletin and the dedicated climate change webpages.	Head of Environment	Influence	1	1

## Theme Five: Core Strategy and Planning

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
5.1	Complete the review of the Aligned Core Strategy (The Greater Nottingham Strategic Plan).	Undertake consultation on the Publication Version of the Strategic Plan and submit for examination.	Head of Planning and Economic Development	Influence	1	1
5.2	Influence behavioural change so that sustainable building design is considered during the planning process.	Produce an SPD focussing on carbon reduction in new development and include carbon reduction policies in the Strategic Plan.	Head of Planning and Economic Development	Influence	1	1
5.3	Determine the number of households using renewable generation technology.	Establish a monitoring system that will track retrofit installations from funding opportunities.	Head of Asset Management / Head of Environment	Influence	1	1
5.4	Assess the impact of the Environment Act and the effect this will have on planning applications and Biodiversity Net Gain (BNG).	Undertake an initial assessment by end of 2024.  Begin to implement BNG requirements.	Head of Planning and Economic Development	Influence	1	1

## Theme Six: Recycling and Resources

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
6.1	Review of missed bin policy and procedure.	Review the missed bin policy and take the findings to Cabinet for decision by March 2025	Head of Environment	Own Operation	2	1
6.2	Assess the impact of current housing growth on refuse collections and investigate possible efficiency solutions.	Ascertain housing growth levels in the Borough for the next 5 years and map the potential impact on current refuse rounds.	Head of Environment	Own Operation	3	3
6.3	Develop further video and educational material for schools, businesses, households, and employees in order to encourage behavioural change in regards to recycling.	Produce 2 videos annually.	Head of Environment	Influence	1	1
6.4	Work in partnership with charities, for example on Clean and Green Bulky Waste days, to promote the reuse of items as an alternative to disposal.	Work with five reuse partners annually.	Head of Environment	Influence	2	2
6.5	Increase the quantity of recycling collected to 50+% by 2027.	Increase recycling rates by 2% annually from a 2022/23 baseline.	Head of Environment	Influence	2	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
6.6	Reduce recycling contamination to 5% by 2027.	Reduce contamination levels by 2.5% by March 2025.	Head of Environment	Influence	2	1
6.7	Promote a Circular Economy approach to waste management to Broxtowe residents and businesses in line with the Environment Act.	Develop a schools' educational programme and undertake in 10 schools across the Borough by March 2025.  Prepare a waste and recycling tool kit for local businesses and deliver to 10 Broxtowe Borough Council trade waste customers by March 2025.	Head of Environment	Influence	1	1
6.8	Increase the number of face-to-face engagement events with residents.	Increase the number of engagements by 5%, against the previous year.	Head of Environment	Influence	1	1
6.9	Increased engagement and promotion with 'mend and make do' type partners to reduce the disposal of items.	Work with 5 reuse partners in 2024/2025. Have a presence at each Green Festival of at least one 'make and mend' type stall holder.	Head of Environment	Influence	1	1
6.10	Increase 'waste and recycling' carbon avoidance reporting on Green Rewards.	Broxtowe residents to have avoided emitting 350 tonnes of carbon since the launch of the platform in October 2021.	Head of Environment	Influence	2	2



REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
		Increase registrations to 3,500, by March 2025.  Explore and implement if feasible, the promotion of the Veolia educational tours within the Green Rewards app.				
6.11	Investigate the use of carbon impact targets over weight based data for refuse and recycling.	Establish carbon impact targets for refuse and recycling. To report these alongside weight data.	Head of Environment	Influence	1	1
6.12	Create a resident behaviour change programme for high carbon waste items from disposal (Food, Textiles [Fast fashion], batteries and plastics)	Implement the communications plan by September 2024.	Communications, Cultural and Civic Services Manager / Head of Environment	Influence	1	1

**Theme: Natural Environment**

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
7.1	Identify opportunities to extend the 'no mow' sites	Change the mowing regime on 2 areas within the Council ownership.	Parks and Open Spaces Manager	Own Operation	2	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
	located across the Borough.	Once implemented communicate these through the relevant communication channels and with local signage.				
7.2	<p>Implement the actions within the new Tree Strategy.</p> <p>Increase the number of tree planting schemes across the Borough.</p>	<p>Plant 3,000 trees in 2024/25, 10% of which will be drought tolerant.</p> <p>Provide trees for the free tree scheme for 2024/25 and including species suitable for residents that do not have space for a tree in their outdoor space</p> <p>Consider other sustainable plant options for residents who do not have enough room in their garden for a tree.</p> <p>Secure landowner permissions to increase urban tree canopy to reduce urban heat islands and start</p>	Parks and Open Spaces Manager	Own Operation	3	3

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
		to add to areas where permission granted by March 2025.				
7.3	Calculate potential carbon sequestration value of the BBC owned land and establish an appropriate methodology for measurement.	Establish baseline and prepare a report (undertaken annually).  Increase species rich grassland by 1% per annum.	Parks and Open Spaces Manager	Own Operation	3	2
7.4	Develop the Borough's Blue/Green Infrastructure.	Establish and set up the best method of stakeholder engagement in order to deliver the revised Blue/Green Infrastructure Strategy.  Enhance wildlife corridors across the Borough as identified in the revised Blue / Green Infrastructure Strategy.	Parks and Open Spaces Manager	Influence Own Operation	3	2
7.5	Investigate the potential installation of either living walls (vertical gardens) or green roofs to Council	Undertake a feasibility study, including a cost benefit analysis and identification of potential	Head of Asset Management / Parks and Open Spaces Manager	Own Operation	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
	assets, to absorb CO <sub>2</sub> and improve biodiversity.	green roof and vertical garden.				
7.6	Create allotment ambassadors to encourage and engage to drive positive behavioural change.	Create four allotment ambassadors.  Explore opportunities to engage with local schools to encourage having their own allotments/to visit our allotments.	Parks and Open Spaces Manager	Influence	1	1
7.7	Provide an annual air quality status report for the Borough which is fit for purpose.	Create an annual report.	Chief Environmental Health Officer	Influence	1	1
7.8	Monitor NO <sub>2</sub> levels at 49 locations in the Borough and continue to work with relevant partners in order to bring about improvements in local air quality.	Ongoing – air quality is monitored monthly and forms part of the annual status report on air quality.	Chief Environmental Health Officer	Influence	1	1
7.9	Organise and promote an annual BioBlitz and species monitoring to encourage and inform	Identify one site for the annual BioBlitz.  Seek opportunities to collaborate with	Parks and Open Spaces Manager	Influence	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
	local residents on the importance of biodiversity.	Nottinghamshire Wildlife Trust and other organisations on species monitoring.				
7.10	Look at possible natural solutions for areas at risk of flooding throughout the Borough.	Plant most appropriate species of tree and re-wild the Erewash flood plain at Toton by March 2025.	Parks and Open Spaces Manager	Influence / Own Operation	2	2
7.11	Establish and deliver the woodland burial site identified at Chilwell, to enable eco burials within a woodland setting.	Once established, publicise and promote the new eco burial site.	Head of Environment	Influence / Own Operation	1	2
7.12	Identify soil management practices that optimise soil carbon sequestration.	<p>Ensure that any planting (wherever possible) for 2023/24 uses mulch.</p> <p>Investigate the possibility of using fungus as a soil conditioner and to improve soil moisture levels.</p> <p>Undertake one pilot study, which will help to adapt and mitigate extreme weather conditions.</p>	Parks and Open Spaces Manager	Influence / Own Operation	3	2

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
7.13	Engage with local farmers on climate change.	Contact the National Farmer's Union (NFU) to initiate conversations with local farmers on Climate Change.	Head of Environment	Influence	1	1
7.14	Monitor and manage the Borough's blue infrastructure.	Audit Blue infrastructure assets annually and write to all riparian owners making them aware of their responsibilities.	Head of Environment	Influence	1	2

## Theme Eight: Communities

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
8.1	Reduce the carbon footprint and improve the sustainability of Broxtowe Borough Council events.	<p>Audit the Council's existing events programme to agree the baseline data and methodology for measuring carbon usage moving forward.</p> <p>Develop a zero/low waste policy for Council events.</p> <p>Work with suppliers to reduce supply chain emissions.</p>	Communications, Cultural and Civic Services Manager / Head of Environment	Own Operation	2	1
8.2	Support Town and Parish Council's to take climate action.	Develop a climate change tool kit for Town and Parish Council's (to include signposting for funding opportunities).	Head of Environment	Influence	1	1
8.3	Support community and voluntary sector groups to enable them to take action on climate change and their carbon footprint.	<p>Agenda items at Primary Care Network Community Engagement Group meetings and Broxtowe Partnership meetings.</p> <p>Review and revise community and voluntary sector group contacts.</p>	Head of Environment	Influence	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
		Host the first Climate Change Schools Conference for the Borough.				
8.4	Food education to reduce food waste.	Explore the opportunity for Love Food Waste to attend one of the Green Festivals during 2024/25.	Head of Environment	Influence	1	1
8.5	Develop a Green Social Prescribing model in relation to health and wellbeing for the Borough.	Produce final model by March 2025 for roll out.	Chief Communities Officer	Influence	1	1

### Theme Nine: Business and Supply Chain

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
9.1	Produce the Council's Sustainable Procurement Strategy.	Confirm the Council's commitment for a sustainable approach to the delivery of goods, services and works.  Create and include a sustainability weighting for	Head of Finance Services / Head of Environment	Own Operation	1	1



REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
		the Council's tender evaluation process.  Establish supplier engagement programme following recommendations of the Carbon Trust Scope 3 baseline report.				
9.2	Identify and work with suppliers that have significant carbon emissions associated with the products that the Council purchase.	Reduce Scope 3 carbon emissions by 5% after the first year of establishing its baseline.	Head of Finance Services / Head of Environment	Own Operation	3	1
9.3	Create a climate change forum which would allow key stakeholders including businesses/educational establishments to share best environmental practice.	Hold one event for the key stakeholder forum by March 2025.	Head of Planning and Economic Development / Head of Environment	Influence	1	1
9.4	Support green jobs and skills growth within the Borough.	Work with partners to create green jobs and skills growth across the Borough.	Head of Planning and Economic Development	Influence	3	1
9.5	Provide local providence/ low carbon hospitality for meetings/ events.	Establish a supplier list and a baseline criteria/set of standards to work from by March 2025.	Head of Administrative Services	Influence	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
9.6	Investigate a climate accreditation system for businesses. (Similar to a food hygiene rating).	Report on possible solutions or systems.	Head of Environment	Influence	1	1

### Theme Ten: Communications

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
10.1	Continue to enhance and develop the resident engagement platform (Green Rewards).	<p>Implement a programme of monthly communications and engagement activity to increase the number of Green Rewards users.</p> <p>Increase the number of people undertaking the 'switch off' action by 5% on Green Rewards.</p> <p>Increase the amount of carbon avoided to 350 tonnes (from platform launch in October 2021).</p> <p>Increase the number of people undertaking the</p>	Communications, Cultural and Civic Services Manager / Head of Environment	Influence	2	2

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
		<p>'active travel' action by 5% on Green Rewards.</p> <p>Develop and launch an incentivised challenge to create a sense of competition and shared goal for example, double your recycling.</p> <p>Review the number of active Green Rewards Members vs those signed up but not active and look to increase their activity.</p>				
10.2	Develop and deliver carbon literacy and sustainability training for all employees and Members.	<p>Become a carbon literate organisation (bronze level) and work towards silver level.</p> <p>Deliver an e-learning training package on climate change for employees.</p>	Head of Environment	Influence / Own Operation	2	2
10.3	Support successful delivery of other project strands through effective communications and engagement activity.	Improve the awareness of climate change by 5% (data will be gathered via the annual budget survey).	Communications, Cultural and Civic Services Manager	Influence	3	2

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST
10.4	Develop the Green Festival format so that the reach and engagement levels to local residents is increased.	Undertake Green Festivals in the Borough, reaching an audience of over 1,500 residents by March 2025.	Communications, Cultural and Civic Services Manager / Head of Environment	Influence	1	2
10.5	Continue to build on the 'Climate Change and Green Futures' brand to raise awareness of climate change.	5% increase in awareness on previous year as part of consultation work.	Communications, Cultural and Civic Services Manager / Head of Environment	Influence	1	2
10.6	Develop the Environment email bulletin and other methods of communication to ensure that we are reaching and engaging with as many people as possible.	<p>1,000 new subscribers to the email me service.</p> <p>Ensure that messages are balanced between the urgency of climate change vs giving hope and positive outcomes of climate mitigation measures. (added as result of public consultation).</p> <p>Explore the use of communicating messages via community groups to disseminate information.</p>	Communications, Cultural and Civic Services Manager / Head of Environment	Influence	1	1

REF	ACTION	TARGET FOR 2024/25	RESPONSIBLE OFFICER	INFLUENCE/ OWN OPERATION	CO <sub>2</sub> e Saving	COST	
10.7	Increase climate change engagement with residents and businesses.	Produce video's on: <ul style="list-style-type: none"><li>The Council's own operation carbon footprint.</li><li>The Borough's carbon footprint .</li></ul>	500 views (organic).	Communications, Cultural and Civic Services Manager	Influence	1	1

## Climate Change and Green Futures Strategy 2023-27 Change Table

## APPENDIX 6

Policy Section	Suggested Change	Reason for Change
Whole document	Formatted from landscape to portrait.	Feedback from public consultation. To make the document easier to read online and whilst reading on a mobile phone or tablet.
Whole document 2021/22 data	All 2021/22 data has been updated to 2022/23 data where required .	To reflect most current data.
Section 1	Change to image 1.	Revised to more up to date collection of images from 2023 showing flooding and storm damage in Broxtowe.
Section 1  Why do we need a Climate Change strategy?	<p>Current text: The world is getting warmer! On the 19 July 2022, the UK recorded its hottest ever temperature of 40.3°C with the summer of 2022 being the fourth hottest on record.</p> <p>Suggested text:  Why does the Council need a Climate Change strategy?</p> <p>The world is getting warmer! 'The year 2023 has been confirmed as the world's hottest year on record driven by human caused climate change and boosted by the natural El Nino weather event... sea surface temperatures have also smashed previous highs.' (Source: BBC News Science and Environment: 2023 confirmed as world's hottest year on record.).</p>	<p>Section 1</p> <p>Update the section to reflect current position.</p>

Policy Section	Suggested Change	Reason for Change
	<p>On the 19 July 2022, the UK recorded its hottest ever temperature of 40.3°C with the summer of 2022 being the fourth hottest on record.</p> <p>2023 has been reported by the Met Office as provisionally the second warmest year on record for the UK according to mean temperatures. Eight of the twelve months of the year were warmer than average with June and September being particularly warm compared to average. June was the hottest on record for the UK by a wide margin and September was joint hottest with temperatures peaking at 33.5°C on 10 September, only the fifth time for this to happen since observation records have begun. 2023 also saw 11% more rain than average with some parts of the UK recording a third more rainfall than normal. December's temperature was 1.6°C above average, although not high enough to trouble the record. (Source: Met Office).</p>	
Section 1	New image added illustrating physical impacts of climate change modelled for England.	Additional information for the reader.
Section 1 Table 2	<p>Current text:            Broxtowe Borough Council Environment Business Plan 2023-2026    Environment Objectives:            Develop plans to reduce the Council's carbon emissions to net zero and start implementing them.            Invest in the Council's parks and open spaces.            Increase recycling and composting</p> <p>Suggested text:            Broxtowe Borough Council Environment Business Plan 2024-2027    Environment Objectives:</p>	Text updated to reflect revised Environmental objectives of the BBC Council Environment Business Plan.

Policy Section	Suggested Change	Reason for Change
	<p>Reduce carbon emissions and improve air quality</p> <p>Continue to invest in our parks and open spaces</p> <p>Reduce the amount of waste disposed of in the black-lidded bin and increase recycling and composting</p>	
Section 1	<p>Current text:</p> <p>“A greener, safer, healthier Broxtowe where everyone prospers”.</p> <p>To achieve this vision, the corporate plan has a number of key strategic aims for priority areas. The strategic aim for the Environment is:</p> <p>‘The environment in Broxtowe will be protected and enhanced for future generations’.</p> <p>The strategic aim will be delivered through the following three key priorities:</p> <p>Develop plans to reduce our carbon emissions to zero and start implementing them.</p> <p>Invest in our parks and open spaces.</p> <p>Increase recycling and composting.</p> <p>Suggested text:</p> <p>“Protect the environment for the future”</p>	Revised in accordance with the new Corporate Plan 2023-2028



Policy Section	Suggested Change	Reason for Change
	<p>The strategic aim will be delivered through the following three key priorities:</p> <p>Reduce carbon emissions and improve air quality Continue to invest in our parks and open spaces Reduce the amount of waste disposed of in the black-lidded bin and increase recycling and composting</p>	
Section 1 The need to move to net zero at pace	<p>New Image added Image 2: Physical Impacts of Climate Change modelled for England</p>	Additional information for the reader.
Section 2	<p>Current text:</p> <p>Carbon Dioxide Hydrofluorocarbons Methane Nitrous Oxide Perfluorocarbons Sulphur Hexafluoride</p> <p>Suggested text: Chemical symbols added to greenhouse gases listed</p> <p>Carbon Dioxide (CO<sub>2</sub>) Hydrofluorocarbons (HFCs) Methane (CH<sub>4</sub>) Nitrous Oxide (N<sub>2</sub>O) Perfluorocarbons (PFCS) Sulphur Hexafluoride (SF<sub>6</sub>)</p>	For completion
Section 2	Current text:	Required as part of update

Policy Section	Suggested Change	Reason for Change
Where are we now?	<p>In 2020/21 the Council achieved a 12% reduction in its emissions, a further 3% reduction in 2021/22 (a positive result given that the Council had come out of COVID restrictions and it was fully expected that emission levels would have risen)</p> <p>Key Points: Carbon reduction of 3% compared to the previous year Just over half of the Council's own operation emissions come from gas usage Fleet emissions account for 27% of the overall emissions</p> <p>Suggested text:</p> <p>Since the recalculated baseline in 2018/19 the Council has achieved an overall reduction of 36% in its emissions.</p> <p>Key points for 2022/23</p> <p>Carbon reductions of 1% compared to the previous year 2021/22. 44% of the Council's own operation emissions come from gas usage. Fleet emissions account for 34% of the overall total emissions.</p>	
Section 3	<p>Current text: As of 2022/22, actions undertaken from the original Climate Change and Green Futures programme have</p>	Required as part of update

Policy Section	Suggested Change	Reason for Change
	<p>resulted in a 16% reduction in carbon emissions against the recalculated 2018/19 baseline.</p> <p>The cross cutting actions achieved to support this reduction include:</p> <ul style="list-style-type: none"> <li>•Introduction of further Electric Vehicles (3.5 tonne vans) bring the total to 9, saving approximately 2 tonnes of carbon per year, per vehicle.</li> <li>•New car lease scheme (August 2021) introduced, promoting low emission/EV cars for employees.</li> <li>•Creation of pocket parks including Ghost House Lane, Inham Nook, Chilwell – September 2022.</li> <li>•Mini Orchard planted at Grove Avenue Allotments in February/March 2021.</li> <li>•Bee-line at Leyton Crescent was planted November 2021.</li> <li>•3,000 trees planted across the Borough in 2022/23 and 134,618 since the start of the tree planting programme in 2008.</li> <li>•The launch of Green Rewards in October 2021 with over 2,700 registered users to date</li> <li>•100% renewable electricity energy tariff.</li> <li>•Additional employee resourced for recycling and climate change.</li> </ul> <p>Suggested text: List of achievements updated with 2022/23 and 2023/24 and new image of litter picking as part of the Youth Climate Social Action Week at Hemlock Stone added.</p> <p>As of 2022/23, actions undertaken from the original Climate Change and Green Futures programme have</p>	

Policy Section	Suggested Change	Reason for Change
	<p>resulted in a 36% reduction in carbon emissions against the recalculated 2018/19 baseline.</p> <p>The cross cutting actions achieved to support this reduction over the past few years include:  100% renewable electricity energy tariff.  Introduction of further Electric Vehicles (3.5 tonne vans) bringing the total to 9, saving approximately 2 tonnes of carbon per year, per vehicle.</p> <p>Mini Orchard planted at Grove Avenue Allotments in February/March 2021.  Bee-line at Leyton Crescent, planted November 2021.  New car lease scheme (August 2021) introduced, promoting low emission/EV cars for employees.</p> <p>Creation of pocket parks including Ghost House Lane, Inham Nook, Chilwell – September 2022.</p> <p>3,000 trees planted across the Borough in 2022/23 with over 134,000 planted since the start of the tree planting programme in 2008.</p> <p>These achievements have continued into 2023/24 and include:  Over 2,700 registered resident users, avoiding 286 tonnes CO2e in total so far on the Green Rewards engagement app.  Additional employees resourced for recycling and climate change.</p>	

Policy Section	Suggested Change	Reason for Change
	<p>Local Authority Delivery (LAD) Phase 3 successfully implemented with over 60 properties identified as eligible with over 65 measures implemented with solar PV, external wall insulation and loft insulation being the top three measures (as of September 2023).</p> <p>Hosting several sessions as part of the Youth Climate Social Action Week, October 2023 including:</p> <p>Practical conservation day – clearing Rhododendron and bulb planting at Bramcote Hills Park.</p> <p>Litter pick around Ilkeston Road Recreation Ground and the Hemlock Stone (Image 5) – 22 people total.</p> <p>Final day discussion with Councillors on climate change and actions all can take to make a difference.</p>	
Section 3	Broxtowe Borough's carbon footprint 2021 carbon data provided replacing 2020 data	Required as part of update
Section 3	Graphs 2 and 3 updated with 2021 data	Required as part of update
Section 3	Climate Change and Green Futures Timeline updated	Required as part of update
Section 4	Governance Strategies list of strategic documents amended with full document titles	For completion
Section 5	<p>Current text:</p> <p>After the publication of this refreshed strategy, the document will go out for public consultation to enable greater stakeholder input, to help inform future iterations of the strategy. It will also help to identify any issues or concerns that have not been previously addressed.</p> <p>Suggested text:</p> <p>The refreshed Climate Change and Green Futures strategy went out for public consultation during the</p>	Text has been added explaining the public consultation and recommendations from this. Required as part of update

Policy Section	Suggested Change	Reason for Change
	<p>summer of 2023. Members of the public were invited to comment on the document via:</p> <p>On line survey Paper copy In person focus groups</p> <p>A total of 294 participants took part with feedback, comments and strategy suggestions all being reviewed, analysed and incorporated (where feasible) into this version of the document.</p> <p>Four key recommendations were highlighted as part of the consultation process:</p> <p>Changes to the strategy:</p> <p>Changes to recycling This was the most commented subject of the Strategy throughout the public consultation in particular the multiple challenges that are preventing people across the Borough from recycling the correct items. Challenges identified included unreliable kerbside collections and limited items being collected. This has been addressed under Theme Six: Recycling and Resources.</p> <p>Stakeholder engagement. The consultation identified that the Strategy does not detail what different stakeholders can specifically do to help support the actions of the Council and reduce carbon emissions. This has been addressed by adding a</p>	

Policy Section	Suggested Change	Reason for Change
	<p>new section to this document, Section Seven: The Role of Stakeholders.</p> <p>Measuring success. People want to see more information on how the Council plan to measure the success of the actions put into place and notifications of when goals are achieved. This has been addressed in Section Six: Carbon Management Plan.</p> <p>Format of the strategy</p> <p>Participants reported that they found the Strategy document difficult to read online via laptop, computer or mobile devices due to it being landscape. As a result, this document is now in portrait.</p> <p>Increasing climate change education in Broxtowe Borough Council</p> <p>The consultation findings recommended that the Council implement education schemes that target specific groups of people. This was a result of the varied perceptions of climate change observed from the consultation responses. This will be addressed via a range of different methods including workshops, Green Festivals, Green Rewards and communications.</p> <p>Improvements to research methods</p>	

Policy Section	Suggested Change	Reason for Change
	<p>The level of engagement via the public consultation was lower than expected and in some cases those taking part had not read the full Strategy prior to responding to the questionnaire/attending the focus group. With this in mind, careful consideration has been given to the statistical significance of comments and suggestions made. Any future public consultations will look to encourage higher engagement numbers and consider making it compulsory for participants to read all documents before responding.</p> <p>.</p>	
Section 6	<p>Current text: The Carbon Management Action Plan, found in the Appendix, sets out the time bound actions that will be delivered to reduce emissions and achieve the strategic aims within the climate strategy. Those actions include activities to address the Council's own carbon footprint as well as those aimed at influencing residents, the local community and businesses to work towards the same ambitions.</p> <p>The Climate Change and Green Futures Programme is the delivery vehicle by which the Carbon Management Plan is managed. The Plan will be reviewed regularly with the programme theme leads and during quarterly governance meetings.</p> <p>Suggested text: The Carbon Management Action Plan, found in the Appendix, sets out the time bound actions that will be delivered to reduce emissions and achieve the strategic</p>	Measures of success added in response to the public consultation.



Policy Section	Suggested Change	Reason for Change
	<p>aims within this climate strategy. Those actions include activities to address the Council's own carbon footprint as well as those aimed at influencing residents, the local community and businesses to work towards the same ambitions.</p> <p>The Climate Change and Green Futures Programme is the delivery vehicle by which the Carbon Management Action Plan is managed. The Plan will be monitored and reviewed regularly with the programme theme leads and during quarterly governance meetings and updated as necessary.</p> <p>Success will be measured in a number of ways including:</p> <ul style="list-style-type: none"> <li>• Completion of the actions set out in the Carbon Management Action Plan.</li> <li>• Reduction in the Council's CO2e emissions.</li> </ul> <p>External notification of progress will be via: The revised strategy being published on the Council website. Updated Carbon Management Action Plan published on the Council website. Council communications streams including email bulletins, press releases and social media posts.</p> <p>Progress to date Graph 5 illustrates progress to date against all of the current actions within the Carbon Management Action Plan 2023/24.</p>	<p>Added to reflect progress against actions</p>
Section 6	Measurement of success included and methods of external notification of success added:	Added in response to the public consultation.

Policy Section	Suggested Change	Reason for Change
	<p>Success will be measured in a number of ways including:  Completion of the actions set out,  Reduction in the Council's CO2 emissions reported bi-annually.</p> <p>External notification of progress will be via:  Revised Strategy being published.  Updated Carbon Management Plan.  Council communications streams including email bulletins, press releases, social media</p>	
Section 6	<p>New section added: Progress to date</p> <p>Graph 5 illustrates progress to date against all of the current actions within the Carbon Management Action Plan</p>	Added to provide a visual update.
Section 7	<p>New section added to include the role of stakeholders</p> <p>Climate Change necessitates collaborative actions from a variety of stakeholders.</p> <p>This new section, added in response to the feedback received during the 2023 public consultation, aims to support stakeholders, highlighting actions where they can make a difference. This is an area so many are keen to support but do not know where to start.</p> <p>Opportunities for involvement:</p>	Added in response to the public consultation.

Policy Section	Suggested Change	Reason for Change
	<p>Sign up to the free climate change engagement app (Green Rewards) and join a network of over 2,700 Broxtowe residents who have already saved over 280 tonnes CO2e. The app encourage small lifestyle changes that achieve carbon emission reductions with the chance for participants to win prizes at an individual and Ward level whilst also offering exclusive discounts across Nottingham <a href="https://notts.greenrewards.co.uk/">https://notts.greenrewards.co.uk/</a></p> <p>Keep up to date with the latest Climate Change news by signing up to our Environment bulletin via Email Me <a href="https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/email-me/">https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/email-me/</a></p> <p>Visit our dedicated Climate Change webpages <a href="https://www.broxtowe.gov.uk/for-you/climate-change/">https://www.broxtowe.gov.uk/for-you/climate-change/</a> Contact the Council's Climate Change Manager for advice, help, support or suggestions for inclusion in this document by emailing <a href="mailto:environment@broxtowe.gov.uk">environment@broxtowe.gov.uk</a></p> <p>Visit the team in person and other Climate Change related organisations at the Council's Green Festivals.</p> <p>Consult with Nottingham Energy Partnership who can provide advice and guidance on energy saving at home. <a href="https://www.nottenergy.com/what-we-offer">https://www.nottenergy.com/what-we-offer</a></p> <p>Contact with the UK Business Climate Hub <a href="https://businessclimatehub.uk/">https://businessclimatehub.uk/</a></p>	
Section 8 (was section 7)	Current text:	Amended as the strategy themes are not 'new' for this version

Policy Section	Suggested Change	Reason for Change
	<p>A review of the strategic themes has been undertaken as part of the Climate Change Strategy refresh. The review resulted in the creation of ten strategic themes, which enhance and widen the scope from the original topic areas. These revised themes provide the appropriate governance and overview needed to ensure an appropriate direction of travel supporting a carbon neutral and net zero commitment.</p> <p>The table below shows the original and revised strategic themes. There are ten themes within this Climate Change and Green Futures Strategy as listed below, each one is addressed in detail in the following section of the strategy.</p> <p>Suggested text:</p> <p>Section title amended to 'Themes' and themes listed rather than in a table.</p> <p>There are ten themes within this Climate Change and Green Futures Strategy as listed below, each one is addressed in detail the following section of the strategy.</p> <p>Climate Strategy Transport and Travel Energy and Water Built Environment Core Strategy and Planning Recycling and Resources Natural Environment</p>	

Policy Section	Suggested Change	Reason for Change
	Communities Business and Supply Chain Communications	
Theme One  Adaptation and climate resilience	<p>Current text: Planning for climate mitigation and adaptation is not only necessary on the macro scale but also at the local level. Extreme weather conditions have the ability to impact directly on the services provided by the Council. Increased risk of grass fires, or heat exposure to employees all issues which will undoubtedly need to be included in service planning in the future.</p> <p>To build service resilience, a number of emerging strategies are being created. This includes the inclusion of drought and disease resistant.</p> <p>Suggested text: Planning for climate mitigation and adaptation is not only necessary on the macro scale but also at the local level. Extreme weather conditions have the ability to impact directly on the services provided by the Council and have done over the past few years. This has been observed over the past four months with eight storms hitting the UK so far this autumn/winter 2023/24 causing significant disruption to the Borough threatening lives and damaging properties from gale force winds and flooding. Increased risk of grass fires, or heat exposure are just some of the issues which will undoubtedly need to be included in service planning in the future.</p>	Required as part of progress update reporting

Policy Section	Suggested Change	Reason for Change
	To build service resilience, a number of emerging strategies are being created. This includes blocked drain reporting to Nottinghamshire County Council and the inclusion of drought and disease resistant trees.	
Theme Two	<p>Current text:</p> <p>Broxtowe Borough Council Fleet</p> <p>Based on 2021/22 carbon footprint data, the Council's fleet contribute 27% (832 tCO<sub>2</sub>e) to the Council's overall carbon emissions. A sustainable fleet is one that considers a combination of electrification, alternative fuels along with operational and driving efficiencies.</p> <p>Electrification of the fleet</p> <p>The majority of transport emissions arise from the refuse and cleaning fleet (graph4). Decarbonising the fleet, using methods such as electrification or alternative low emission fuels, is a priority for the Council. A transition to electrification across the fleet is currently cost prohibitive. However, progress is being made to facilitate this through methods such as installation of shared charging facilities across the D2N2 network, which will provide a greater driving range for council vehicles across Nottinghamshire.</p> <p>Suggested text:</p> <p>Broxtowe Borough Council fleet</p> <p>Based on 2022/23 carbon footprint data, the Council's fleet contribute 34% (818 tCO<sub>2</sub>e) to the Council's overall carbon emissions. A sustainable fleet is one that considers a combination of electrification, alternative fuels along with operational and driving efficiencies.</p> <p>The Council will continue to review appropriate opportunities for operating a diverse fleet of vehicles and</p>	Required as part of progress update reporting

Policy Section	Suggested Change	Reason for Change
	<p>plant to ensure the most cost effective lifecycle and incorporating carbon emission efficiency.</p> <p>The Council will train its employees in the most fuel efficient driving techniques. This will achieve additional benefits through reduced wear and tear and lifecycle extension.</p> <p>Electrification of the fleet</p> <p>The majority of transport emissions arise from the refuse and cleaning fleet (graph 6). Decarbonising the fleet, using methods such as electrification or alternative low emissions fuels, is a priority for the Council. In 2022, a desk top study was undertaken to understand the financial implication of electrifying the Council fleet. Estimated at over £18 million, the cost to transition is currently cost prohibitive.</p> <p>However, progress is being made to facilitate this through methods such as installation of shared charging facilities across the D2N2 network, which will provide a greater driving range for council vehicles across Nottinghamshire.</p> <p>The Council's first Electric Vehicle Infrastructure (EVI) Strategy has been written to be taken to Cabinet for approval by summer 2024. The Strategy's aim is to ensure access to a reliable EV chargepoint network across Broxtowe for residents, businesses and visitors. The implementation of this Strategy will also support the decarbonisation of transport and travel within the Borough. Within this new strategy an action plan will be implemented to ensure progress is made in accordance to the Council's commitments.</p>	

Policy Section	Suggested Change	Reason for Change
Theme Two	<p>Suggested new text: Hydrotreated Vegetable Oil (HVO) In recent years the UK has seen a growth in the number of vehicles moving from diesel fuel to more sustainable, lower emissions alternatives, such as Hydrotreated Vegetable Oil (HVO) in a bid to become net zero. HVO is a renewable fuel produced from plant-based oils and although the fuel is not a zero emissions one, it has a much lower carbon footprint compared to traditional diesel.</p> <p>In October 2023, Cabinet agreed to the transition from diesel to HVO for the Council's vehicle fleet. This will result in significant carbon savings, which will support the Council's ambition to become carbon neutral by the end of 2027. The transition process is currently being programmed and it is expected that the fleet will move to HVO in early 2024.</p> <p>Based on fuel usage for 2022/23, the total tCO<sub>2</sub>e savings each year for Broxtowe Council would be in the region of 629 tCO<sub>2</sub>e. This represents a 77% reduction in transport carbon emissions and an overall reduction of 26% in the Council's total carbon emissions.</p>	Required as part of progress update reporting
Theme Two	<p>Current text: Business mileage. Business mileage undertaken by Council employees and Members falls under Scope 3 emission reporting. Graph 5 shows carbon emissions arising from business travel. The Council will continue to promote the use of low emission vehicles to employees along with improved</p>	Required as part of progress update reporting



Policy Section	Suggested Change	Reason for Change
	<p>journey planning to reduce their transport footprint emissions.</p> <p>Employee's commute to work also contributes to Scope 3 but as yet this data is still to be benchmarked, but will be established within the coming year.</p> <p>Suggested text: Business mileage undertaken by Council employees and Members falls under Scope 3 emission reporting. Graph 7 shows carbon emissions arising from business travel. The Council will continue to promote the use of low emission vehicles to employees along with improved journey planning to reduce their transport footprint emissions. The use of video calls will continue along with hybrid working following the COVID pandemic. How employee's commute to work also contributes towards Scope 3, however these are not currently calculated. The baseline calculations for these and all other Scope 3 emissions has commenced in 2024 and will be reported on following completion.</p>	
Theme Two	<p>Current text: Sustainable travel options The Council will encourage residents to make sustainable choices regarding their travel arrangement by: Promoting public transport Encouraging car share. Working with external stakeholders to help expand the number of EV charging points across the Borough (both off and on street).</p> <p>Suggested text:</p>	Required as part of progress update reporting and in response to the public consultation.

Policy Section	Suggested Change	Reason for Change
	<p>The Council will encourage residents to make sustainable choices regarding their travel arrangement by:</p> <p>Promoting public transport options and any discounts available by local providers.</p> <p>Encouraging car share.</p> <p>Working with external stakeholders to help expand the number of EV charging points across the Borough (both off and on street).</p> <p>Lobbying local public transport providers on network connectivity opportunities when opportunity arises in areas where provisions do not currently exist and/or as part of new developments.</p> <p>Incorporating cycle paths and bike storage in new developments</p>	
Theme Two	<p>Suggested additional text:</p> <p>Active travel</p> <p>Whilst the condition of roads and number of cycle lanes are the responsibility of Nottinghamshire County Council (NCC), Broxtowe Borough Council is able to work with and influence decisions taken by NCC. The Council can also review bike storage provision across the Borough and will ensure these continue to be part of design considerations going forwards.</p>	Theme Two
Theme Three	<p>Current text:</p> <p>Energy Management</p> <p>Energy management in buildings is an important area that will assist in achieving carbon neutrality and net zero. It is nevertheless challenging where buildings are old, or even listed and are therefore inherently energy inefficient.</p>	Required as part of progress update reporting

Policy Section	Suggested Change	Reason for Change
	<p>The more recent challenge is as a result of COVID, where working from home, or hybrid working have resulted in buildings, particularly offices, being underutilised.</p> <p>Understanding how energy can be saved, as well as it is used, are both key components regarding efficient and intelligent energy management. The principle of the 'fabric first' approach (ensuring the structure is as insulated as it can be), the way in which energy is purchased (acquiring energy from renewable/green energy sources) and determining peak usage trend through meter readings, are all key parts of energy management.</p> <p>There will be Decarbonisation plans for four of the Council's key assets; the Council Offices, Kimberley Depot; Bramcote Leisure Centre and Bramcote Crematorium. This information will help to support any potential decarbonisation funding bids the Council submits for these assets.</p> <p>Where possible the Council will look to promote measures to improve energy efficiency by offering advice and signposting the community with Broxtowe to relevant grants.</p> <p>Suggested text: Energy Management Energy management in buildings is an important area that will assist in achieving carbon neutrality and net zero. It is nevertheless challenging where buildings are</p>	

Policy Section	Suggested Change	Reason for Change
	<p>old, or even listed and are therefore inherently energy inefficient.</p> <p>The more recent challenge is as a result of COVID, where working from home, or hybrid working have resulted in buildings, particularly offices, being underutilised. The Council is monitoring utilisation of the Council Offices and exploring options for energy savings and/or increased utilisation moving forwards.</p> <p>Understanding how energy can be saved, as well as how it is used, are both key components regarding efficient and intelligent energy management. The principle of the 'fabric first' approach (ensuring the structure is as insulated as it can be), the way in which energy is purchased (acquiring energy from renewable/green energy sources) and determining peak usage trends through meter readings, are all key parts of energy management.</p> <p>Decarbonisation plans for three of the Council's key assets: The Council Offices, Kimberley Depot and Bramcote Crematorium, have been commissioned for completion in 2024. This information will help to support any potential decarbonisation funding bids the Council submits for these assets and/or capital investment. Where possible the Council will promote measures to improve energy efficiency by offering advice and signposting the community within Broxtowe to relevant grants and trusted energy support services. Everyday</p>	

Policy Section	Suggested Change	Reason for Change
	actions can be accessed via the Green Rewards engagement app for residents.	
Theme Three	<p>Current text: Water management Water is a valuable resource and its management is therefore a priority. The Council will explore opportunities to maximise water efficiency savings across its own estate as well as promoting positive behaviour habits for residents and businesses in order to reduce demand on supply.</p> <p>Suggested text: Text added to 'Water management'</p> <p>Water is a valuable resource and its management is therefore a priority. The Council will explore opportunities to maximise water efficiency savings across its own estate as well as promoting positive behaviour habits for residents and businesses in order to reduce demand on supply.</p> <p>In December 2023, thirteen Council properties were audited for water efficiency opportunities via the Severn Trent Green Recovery Project funded by the Water Services Regulation Authority (Ofwat). Any remedial works required were completed either during the site visit or have been programmed in for completion within the next six-months.</p> <p>The use of rain and greywater across the Council's own estate needs to be explored. Residents, businesses and</p>	Required as part of progress update reporting

Policy Section	Suggested Change	Reason for Change
	charities in the Borough can seek water saving advice from their water company as well as via Green Rewards platform.	
Theme Four Retrofit of existing private housing stock	Suggested new text: The University of Nottingham have been appointed to commence a fundamental piece of work during 2024, to understand the condition of the Council's housing stock and provide a roadmap to support its decarbonisation through retrofit.	Required as part of progress update reporting.
Theme Four Local Authority Delivery (LAD) funding	Suggested new text: As part of the LAD Phase 3 funding (as of September 2023), 44 properties have received energy saving measures such as solar PV, external wall insulation and loft insulation costing a total of £569,340.	Required as part of progress update reporting.
Theme Four	Suggested new text: Energy Company Obligation (ECO) Scheme  Launched in September 2023, eligible households in Broxtowe can receive energy efficiency measures such as wall, loft and underfloor insulation, heating controls and low-carbon heating systems for free. These upgrades will help towards improving the property's energy performance, helping to reduce energy usage and significantly reducing heat loss. Residents are able to apply for further information and advice via email to <a href="mailto:retrofit@broxtowe.gov.uk">retrofit@broxtowe.gov.uk</a> or by calling E.ON and referencing Broxtowe Borough Council.	Required as part of progress update reporting.
Theme Four	Suggested new text: Social Housing Decarbonisation Fund (SHDF)	Required as part of progress update reporting

Policy Section	Suggested Change	Reason for Change
	<p>In November 2023, planning permission was granted for the external wall insulation works to be undertaken on thirteen council owned properties in the Borough as part of the SHDF.</p> <p>The total expected energy savings from the project are 495,086kWh, this equates to 90tCO2e Measures include:            External wall insulation.            Eaves extensions to roofs.            New rainwater goods.            New windows for certain properties.            Damp proofing works.</p> <p>The Council will continue to seek funding in order to support residents retrofit measures and will communicate these opportunities via email bulletins, social media, webpage updates, guidance documents, case studies and any other means available.</p>	
Theme Five	<p>Current text:            Local Plan            Currently a review of the strategic plan for Nottinghamshire is being undertaken. The plan will outline the main policy aims, and key areas for development, across the wider Nottinghamshire area. This plan will then 'feed' into a revised Broxtowe Local Plan, within which there will be additional policies on sustainability and climate change.</p> <p>Suggested text:            The Aligned Core Strategy is currently being reviewed and will result in the production of the Greater</p>	Required as part of progress update reporting

Policy Section	Suggested Change	Reason for Change
	<p>Nottingham Strategic Plan. The Strategic Plan will outline the main policy areas and identify key areas for development. It will also include policies relating to climate change and carbon reduction within new developments.</p> <p>Concurrently, work is being undertaken on a Climate Change and Renewable Energy SPD, which will assist homeowners and developers when considering these sustainable components and will outline the planning requirements associated with them. This document will be made available to all via the Council webpages including those dedicated to climate change.</p>	
Theme Six	<p>Current text: Round efficiencies</p> <p>The current collection rounds are now reaching capacity and need to be reviewed again to ensure that they are fit for purpose for the next four years.</p> <p>Suggested text: The current collection rounds are now reaching capacity and need to be reviewed again to ensure that they are fit for purpose for the next four years. The review will also need to incorporate mandated weekly food collections that will need to be implemented by October 2027.</p>	Required as part of progress update reporting.
Theme Six	<p>Current text: The kerbside recycling services provided by the Council are shown in table 6. The recyclables collected through</p>	Added in response to the public consultation



Policy Section	Suggested Change	Reason for Change
	<p>kerbside streams are in accordance with countywide disposal contract.</p> <p>Suggested text: Items that can and cannot be recycled by residents in Broxtowe Borough are determined by the contract between Nottinghamshire County Council and Veolia. Broxtowe Borough Council are not able to change these items, however, following feedback received from the public consultation, measures aimed at helping residents have a clearer understanding of what can and cannot go in the kerbside recycling bins have been implemented during 2023 and will continue throughout 2024.</p> <p>Measures include: Revision of information provided on the Council's dedicated 'Waste and Recycling' webpages including a 'Recycling A-Z'. Revision and redesign of kerbside bin contamination tags. Waste and Recycling guidance via email bulletins and social media posts. Targeted engagement, including a newly designed dedicated recycling leaflet delivered to each household. Face to face engagement sessions for local groups and schools. Collaboration with Veolia to promote their educational tours of the Materials Recycling Facility (MRF). Promotion within Green Rewards platform.</p> <p>New text added:</p>	

Policy Section	Suggested Change	Reason for Change
	The Council has recognised this and created and recruited a Waste and Recycling Engagement Officer whose role is to support activities set to reverse the current declining trend.	
Theme Six	New figure added: Figure 5: Illustration to show the difference between linear, recycling and circular economies.	To provide more information to the reader
Theme Seven	<p>Suggested new text: Tree Planting</p> <p>The Council's first Tree Management Strategy adopted in November 2023, sets out a proactive approach to managing trees. The aim is to enhance and safeguard the environment, establish green spaces and effectively mitigate against the impacts of climate change. The strategy is designed to be a framework for the management of trees owned and managed by Broxtowe Borough Council, detailing the guiding principles by which arboricultural decisions are influenced.</p> <p>The Council are responsible for trees on land such as the parks and open spaces. Trees growing from pavements or public highway verges are usually the responsibility of Nottinghamshire County Council Highways department. As part of it drive to address climate change and be responsible for its tree stock has planted over 134,000 since 2008, that's more than one for every resident in the Borough.</p>	Added as part of progress update

Policy Section	Suggested Change	Reason for Change
Theme Seven	<p>Suggested new text:</p> <p>Within the Borough there are also a number of urban habitats providing havens for wildlife. These include gardens, church yards, allotments, orchards, verges, school grounds and railway sidings. Many of these areas are post-industrial, brownfield sites supporting a rich and diverse ecosystem. These areas can be enhanced by the creation of log piles to encourage insects, the installation of bird and bat boxes, or by increasing the number of no mow areas.</p> <p>The Council is proactively looking for opportunities to increase biodiversity within the Borough by changing land management regimes and working with partner organisations.</p>	Added as part of progress update.
Theme Seven	<p>Suggested new section: Management</p> <p>The management of the blue and green infrastructure within the Borough needs to adapt in response to the changing climate. For example, the weed growing season has lengthened due to milder, wetter weather. Whilst weeds in the correct location can provide benefits to local wildlife, in particular insects and pollinators, those in locations that pose health and safety risks or can damage infrastructure such as pavements and roads require management. The Council uses a 'green on grey' approach for weed management and wherever possible uses manual methods such as sweeping to limit the spraying of Glyphosate. The quantity of Glyphosate</p>	Added in response to public consultation questions asked.

Policy Section	Suggested Change	Reason for Change
	<p>used is limited as much as possible and reviewed annually with opportunities continually identified to reduce this further. It is only used across the Borough where absolutely necessary.</p> <p>The use of compost (peat free, peat reduced or with peat) across the Borough is reviewed regularly with opportunities to reduce compost containing peat identified. Trees that are planted across the Borough are contained within peat free compost.</p>	
Theme Seven	<p>Text removed:</p> <p>The main air quality issue within the Borough arises from the M1 and the A52 roads. There is one Air Quality Management Area (AQMA) remaining in the Borough and this is located in Trowell.</p>	No longer applicable.
Theme Seven	<p>Suggested new section added:</p> <p>Agriculture</p> <p>Whilst agricultural activities only account for 1% of the Borough's emissions, it has been highlighted as an area of focus via the public consultation. An action to engage with local farmers is now part of the 2024/25 Carbon Management Action Plan.</p>	Added in response to public consultation.
Theme Eight	<p>Current text:</p> <p>Town/Parish Council's and local community groups Moving forward the Council needs to work more closely with Town and Parish Councils and other local stakeholders on the climate change agenda so they can:</p> <p>Align to the Council's carbon neutral and net zero ambitions.</p>	Added as part of progress update.

Policy Section	Suggested Change	Reason for Change
	<p>Understand what action or change is necessary and help support this</p> <p>Suggested new text: Town/Parish Council's and local community groups</p> <p>In 2023 the Council began to work more closely with Town and Parish Councils and other local stakeholders on the climate change agenda so they can: Align to the Council's carbon neutral and net zero ambitions. Understand what action or change is necessary and help support this.</p>	
Theme Eight	<p>Current text:</p> <p>Health and wellbeing The Council will develop a Green Social Prescribing model for the Borough which will enable residents to engage in nature-based interventions and activities to improve their mental health.</p> <p>Suggested text: In 2023 the Council began to develop a Green Social Prescribing model for the Borough which will enable residents to engage in nature-based interventions and activities to improve their mental health.</p>	Added as part of progress update.
Theme Nine	<p>Current text: Sustainability support for local business</p>	Added as part of progress update.

Policy Section	Suggested Change	Reason for Change
	<p>Businesses continue to feel the economic effects of rising energy bills, but there is also the challenge of prioritising sustainability, especially as the impact of climate change is being felt. The Council, together with local partners (for example both Nottinghamshire universities) will work together to provide small businesses with resources, access to events and support to help them on their carbon reduction journey and align with the Council's carbon neutral ambition.</p> <p>Suggested text:</p> <p>Businesses continue to feel the economic effects of rising energy bills, but there is also the challenge of prioritising sustainability, especially as the impact of climate change is being felt.</p> <p>The Council, together with local partners (for example both Nottinghamshire universities, Fast Followers (a two-year project to deliver an efficient, scalable route to net zero for Derby, Derbyshire, Nottingham and Nottinghamshire (D2N2) Local Energy Partners (LEP)) and Nottingham Energy Partnership) will work together to provide small businesses with resources, access to events and support to help them on their carbon reduction journey and align with the Council's carbon neutral ambition.</p> <p>The Council will also work with businesses to identify opportunities to support the creation of green jobs and skills within the local areas.</p>	

Policy Section	Suggested Change	Reason for Change
Theme Nine	Suggested new text added: Sustainability and procurement The baseline calculations for Scope 3 are expected to be completed by the end of March 2024.	Added as part of progress update.
Theme ten	<p>Current text: In 2022 there were four festivals covering each of Broxtowe Borough's town centres (Eastwood, Kimberley, Stapleford and Beeston). The events were interactive and families were able to participate in a variety of environmentally themes activities.</p> <p>Suggested text:</p> <p>In 2023/24 Broxtowe Borough Council held its largest Green Festival to date at Coronation Park, Eastwood (image 6). Over 30 stall holders attended, representing local charities, local businesses as well as national organisations. They were on hand to talk to members of the public about the work they were involved in to help tackle climate change whilst at the same time providing help and advice to those attending. The event was interactive and families were able to participate in a variety of environmentally themes activities.</p> <p>Following on from its success, the aim is to continue to develop these festivals across the borough, growing engagement and reach.</p>	Added as part of progress update

**APPENDIX 7****Equality Impact Assessment**

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

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

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

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

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

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

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

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

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



Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

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

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

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

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

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

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

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

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

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

### EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Executive Director	Title of the Lead Officer responsible for EIA	Head of Environment
Name of the policy or function to be assessed:		Climate Change and Green Futures Strategy	
Title of the Officer undertaking the assessment:		Waste and Climate Change Manager	
Is this a new or an existing policy or function?		Existing Strategy which has been refreshed.	
<b>1. What are the aims and objectives of the policy or function?</b> The strategic aims for the Climate Change Strategy are: <ul style="list-style-type: none"> <li>• To become carbon neutral by 2027 for the Council's own operations.</li> <li>• To establish a baseline for all carbon scopes and then to propose a date for net zero using science based targets for the Council's own operations.</li> <li>• To align to the UK's net zero Commitment of 2050 for the Borough and establish the actions and potential budget required to achieve this (working to an earlier date if possible).</li> </ul>			
<b>2. What outcomes do you want to achieve from the policy or function?</b> To become carbon neutral by 2027 for the Council's own operations.			
<b>3. Who is intended to benefit from the policy or function?</b> Everyone who lives or works in the Borough of Broxtowe.			
<b>4. Who are the main stakeholders in relation to the policy or function?</b> Members General Management Team (GMT) Employees in the Council Residents Businesses Community Groups			
<b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b> Baseline data calculated by The Carbon Trust to establish the Council's carbon emissions in 2009 as well as the data collated annually to monitor and assess progress to achieving carbon neutrality.			

**6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?**

Qualitative data and assessments have been obtained from:

- Public consultation on the Climate Change and Green Futures Strategy undertaken in the summer of 2023. The results have been incorporated into the revised strategy under sections five and seven.
- An external Peer Review. The findings from the Peer Review Team were that the Council were trend setters with regards addressing climate change.
- Attendance at Green Festivals in 2021/22, 2022/23 and 2023/24.

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

A public consultation was undertaken on the Climate Change and Green Futures Strategy in the summer of 2023. The findings from the consultation have been incorporated in sections Five and Seven of the revised Climate Change and Green Futures programme.

**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

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

Yes

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

Communication regarding the Climate Change and Green Futures Strategy will be primarily digital based but this will be addressed by ensuring that paper copies are available at multiple sites across the Borough.

<p><b>□ Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</b></p> <p>The strategy encourages the collaboration and cooperation between different stakeholder groups in order to share a sense of responsibility for addressing climate change together. This allows a transition to a more sustainable future.</p>
<p><b>□ What further evidence is needed to understand the impact on equality?</b></p> <p>The results of the consultation undertaken in June 2023 indicated that there were no further equality impacts observed. Further engagement in 2024 will be undertaken that may provide additional evidence.</p>

<p><b>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?</b></p>
<p><b>Age:</b> Assess engagement across age groups to ensure all are able to access and engage in climate change activities. This can be monitored at stakeholder engagement events. Consideration of the media channels used in the consultations, production of the strategy and actions within the carbon management plan to ensure these are accessible to all and any gaps are addressed.</p>
<p><b>Disability:</b> NA</p>
<p><b>Gender:</b> NA</p>
<p><b>Gender Reassignment:</b> NA</p>
<p><b>Marriage and Civil Partnership:</b> NA</p>
<p><b>Pregnancy and Maternity:</b> NA</p>
<p><b>Race:</b> Investigate how hard to reach groups can be encouraged to engage in the climate change activities. This can be monitored at stakeholder engagement events. Consideration of the media channels used in the consultations, production of the strategy and actions within the carbon management plan to ensure these are accessible to all and any gaps are addressed. Ensuring information is available in different languages.</p>

**Religion and Belief:** Investigate how hard to reach groups can be encouraged to engage in the climate change activities. This can be monitored at stakeholder engagement events. Consideration of the media channels used in the consultations, production of the strategy and actions within the carbon management plan to ensure these are accessible to all and any gaps are addressed. Ensuring information is available in different languages.

**Sexual Orientation:** NA

**Care Experience:** NA

**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:** Executive Director

## Report of the Portfolio Holder for Environment and Climate Change

### GREEN INFRASTRUCTURE STRATEGY UPDATE

#### 1. Purpose of Report

To update Members on the mid-term progress of the Green Infrastructure Strategy.

#### 2. Recommendation

**Cabinet is asked to NOTE the progress made with the Green Infrastructure Strategy and, in line with the recommendation from the Policy and Overview Working Group, RESOLVE that option three be approved. A one-off revenue development budget of £50,000 is required for the appointment of a Consultant to undertake the Green Infrastructure Strategy Review to be funded from General Fund Reserves in 2024/25.**

#### 3. Detail

The creation of the Council's first Green Infrastructure Strategy 2015-2030 was to provide a clear strategic pathway for the management and enhancement of the Borough's Green Infrastructure. It was also to be used to inform planning decisions, identify opportunities to improve the green corridors and to provide information on how the Borough's network contributed to the local, regional and national picture. This Strategy also aligned well with the Council's Corporate Plan Environmental Objective which is to 'Protect the environment for the future'.

Green Infrastructure in Broxtowe is defined as: -

"a network of living multi-functional natural and semi natural features, green spaces, rivers, canals and lakes that link and connect villages, towns and cities. It provides a holistic and sustainable approach to viewing the natural environment and landscape and provides multiple benefits for people, wildlife and local communities." (Source: Broxtowe Borough Council, Groundwork Greater Nottingham and Broxtowe Borough Council, 2015).

Working closely with stakeholders including Natural England, Nottinghamshire County Council and the Council's Planning Service the comprehensive strategy was completed in 2015.

The strategy identified green assets within the Borough such as amenity, wildlife sites, access routes and heritage assets. It also identified blue infrastructure assets such as canals, rivers, ponds and wetland area. Maps were then produced to show how these assets fall into corridors forming the Green Infrastructure network throughout the Borough (**APPENDIX 2**).

The mapping of these corridors also helped to identify gaps within the network providing opportunities for improvement, around amenity sites, blue infrastructure, wildlife and biodiversity.

The strategic timeline spans a 15-year period from 2015 to 2030. As the strategy is now midway through its intended life span, a review has been conducted and included in **APPENDIX 3**. A comprehensive list of opportunities identified within the Green Infrastructure Strategy, along with references to specific corridors affected have been included in tables along with information of the actions undertaken and the identification of any next steps.

The review has emphasised that there have been several changes in strategic direction since the adoption of the strategy in 2015. These changes are evident, particularly in the mapped sites that have been identified to support planning opportunities, aligning with the Council's evolving Local Plan.

It is anticipated that a rewritten strategy will be presented back to the Policy and Overview Working Group for scrutiny in late 2024.

#### 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

On the 8 February 2023 an initial report underwent scrutiny from the Policy and Overview Working Group. The group proposed option three as a recommendation but requested that an amendment be made to include the possible use of a consultant to undertake the rewrite of the Strategy. This has now been detailed in the report, along with an estimated cost.

#### 6. Financial Implications

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

There is no budget provision for the cost of appointing a Consultant to undertake the Green Infrastructure Strategy Review. If Members were minded to approve the proposal, the one-off cost of up to £50,000 would be funded directly from General Fund Reserve balances in 2024/25.

7. Legal Implications

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

Whilst there are no direct legal implications that arise from this report the Council has enabling powers to propose and advocate for Green Infrastructure Improvements and work across its own estate and on wider sites. It forms part of the Council's Local Plan evidence base and together with other evidence will help to ensure revised policies accord with the National Planning Policy Framework's tests of soundness.

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

Having an up-to-date and comprehensive Blue/Green Infrastructure strategy is important as it serves as a key foundation in supporting the Council's Climate Change ambitions. The strategy not only recognises the critical role of nature and green spaces in mitigating climate change, but also establishes a framework for integrating sustainable practices into all aspects of planning and development.

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

Not applicable.



**APPENDIX 1**Background

There are 25 green corridors across the Borough, consisting of two primary and 23 secondary corridors (**APPENDIX 2**). A green corridor is an area or pathway designed to connect natural habitats to support the movement of animal and plant species.

These corridors are closely associated with existing infrastructure such as rivers, canals and railways. These corridors have preserved many green infrastructure assets partly due to the challenges in developing the land for industrial purposes.

The strategy contains 390 recommended opportunities for enhancement across environmental and planning themes. To date, 38% or 150 opportunities for enhancement have been successfully actioned.

Progress to date

Progress against the opportunities for enhancement since the Strategy was adopted in 2015 have been summarised in **APPENDIX 3**. Highlights include:

- Incorporating native species, creating habitats for pollinators and implementing sustainable grounds maintenance regimes across a number of amenity sites, including Archers Field, Stapleford, Jubilee Park, Eastwood and Colliers Wood, Moorgreen.
- Heathland enhancement undertaken at Crow Hill in Bramcote Hills Park.
- Enhancement of woodlands by removing invasive species, planting native woodland flowers and planting additional trees to increase canopy cover.

Strategic Drivers

While a number of opportunities for development are out of the Council's ability to deliver on their own, the Council is actively collaborating with key stakeholders and has already achieved influential advancements in collaboration with partners such as Nottinghamshire Wildlife Trust and Canopy 2050. By coming together, these partnerships aim to deliver aligned strategic outcomes across the Borough.

The inclusion of an environmental theme within the current Devolution Deal offers an opportunity to develop local nature recovery and biodiversity strategies across the D2N2 area. Whilst the Council's current Green Infrastructure Strategy aligns with the environmental theme, the Devolution Deal provides a platform to further strengthen and enhance this key document.

Since the adoption of the Green Infrastructure Strategy, several key supporting documents such as the Local Plan and other key environmental strategic documents have been updated. These documents should complement and align with one another, in order to achieve effective outcomes.

The following documents link with and have a strategic impact on the Green Infrastructure Strategy Greater Nottingham Strategic Plan

In late-2017, Greater Nottingham stakeholders made the decision to jointly develop a strategic plan that would replace the existing three Aligned Core Strategies. The Greater Nottingham Strategic Plan (GNSP) is currently in the process of being prepared and will help to guide future development, including new housing and strategic green and blue infrastructure provision across all areas (including the Borough of Broxtowe) up until 2041.

#### The Local Plan

This document outlines the planning policies and proposals that guides and regulates development across the Borough. The Local Plan can include specific provision to ensure the promotion and integration of green infrastructure within development proposals. These provisions may include the inclusion of green spaces, such as parks, gardens and green corridors. The Local Plan also outlines policies to protect existing green spaces from development or provide incentives for the enhancement of green infrastructure elements such as trees, or wildlife habitats.

The Green Infrastructure Strategy and the Local Plan are aligned documents helping to ensure that green spaces are accessible and enhanced.

#### The Climate Change and Green Futures Strategy

The strategic aims of the strategy are as follows:

- To become carbon neutral by 2027 for the Council's own operations.
- To establish a baseline for all carbon scopes and then to propose a date for net zero using science based targets for the Council's own operations.
- To align to the UK's net zero Commitment of 2050 for the Borough and establish the actions and potential budget required to achieve this (working to an earlier date if possible).

Both the Green Infrastructure Strategy and the Climate Change and Green Futures strategy provide guidance and direction in addressing climate change challenges. The Climate Change and Green Futures Strategy outlines proactive measures to reduce carbon emissions, enhance resilience and adapt to climate change, whilst the Green Infrastructure Strategy focuses on the development and management of green space. Together these strategies help to support sustainable development, reduce environmental impact and protect and enhance natural resources.

#### The Tree Management Strategy for Trees in Council Ownership

This strategy is a framework for the management of trees owned and managed by Broxtowe Borough Council. It provides detail by which arboriculture decisions are influenced. This strategy forms part of the broader Climate Change and Green Futures Strategy, specifically supporting the Natural Environment programme theme.

### Biodiversity Net Gain

Biodiversity Net Gain (BNG) originated from the Environment Act 2021 and became a legal requirement from January 2024. The legislation requires developers to ensure that any loss from biodiversity is compensated through a measurable net gain in biodiversity. This new piece of legislation is currently not considered within the current Green Infrastructure Strategy and its incorporation would help to play a vital role in guiding the Council, developers and other stakeholders in implementing actions that contribute to achieving biodiversity net gain targets.

### Local Nature Recovery Strategy

The Local Nature Recovery Strategy (LNRS) is intended to align with other measures mandated as an outcome of the Environment Act 2021, including delivery support of BNG, establishing priorities for nature recovery and helping to guide planning policy.

Nottinghamshire County Council has been appointed by Department of Environment, Food and Rural Affairs (DEFRA) to be the Responsible Authority to lead on the development of the LNRS for Nottinghamshire and the City of Nottingham.

Whilst the LNRS is an emerging document, its inclusion and alignment to the Council's own Green Infrastructure Strategy needs to be considered. Together they will contain a direction by which to support the recovery of local ecosystems, protect endangered species and create positive natural environments. This will help to ensure that both strategies are mutually reinforced. Leading to more effective and cohesive efforts in conserving and promoting green spaces and biodiversity within the Borough.

### 25-year Environment Plan

The Governments 25-year Environment Plan provides a national framework and set of goals to improve the natural environment, address climate change and protect biodiversity. The Councils Green Infrastructure Strategy focuses on local context, outlining opportunities to enhance green spaces and biodiversity across the Borough.

By aligning with the Governments long term vision, the Council's Green Infrastructure Strategy can help to contribute to national objectives and help to support the collaboration of stakeholders at a regional and national level. It would also help to access funding opportunities should they become available.

### The need for a review

It has become necessary to review the current Green Infrastructure Strategy due to a number of factors. Firstly, there has been changes in development across the Borough since the strategy was adopted in 2015 and these have implications on its current effectiveness and relevance.

Additionally, the Green Infrastructure Strategy is at a midpoint in its lifespan and it is important to ensure its continued alignment with the current needs and objectives of the Council. Reviewing and updating the strategy will allow the Council to address any changing circumstances.

Furthermore, there have been significant changes in legislation that have an impact on the Green Infrastructure Strategy. It is important that any update takes advantage of any opportunities presented by these changes.

By conducting a thorough review of the Green Infrastructure Strategy, the Council can identify areas for improvement, incorporate legislative changes and ensure that the strategy remains effective, robust and fit for purpose.

### Proposals for a way forward

#### 1. Maintain the current strategy

As the current Green Infrastructure Strategy still sits within its current timeframe, the Council could look to continue implementing the existing strategy without major revisions. However, it is important to acknowledge that there are significant risks associated with this approach, as highlighted in the 'Need for Review'. These risks highlight the limitations and shortcomings of the current strategy in adequately responding to changes in circumstances, emerging challenges and evolving legislative requirements.

The benefits and risks of not undertaking a review on the strategy and maintaining it as it currently stands have been captured in table 1.

Benefits	<ul style="list-style-type: none"><li>• Cost effective as the document still sits within its current timeframe.</li><li>• Comprehensive document detailing many features within the Green Infrastructure.</li><li>• Has been used to guide a number of improvement opportunities within green spaces.</li></ul>
Risk	<ul style="list-style-type: none"><li>• Many site specific features around the corridors have changed or status has been reallocated with regards to development opportunities.</li><li>• Council has no scope or influence over some of the opportunities identified making it difficult to record successes or update.</li><li>• Does not align with other strategic influencing documents or current changes to legislation.</li></ul>

Table 1: Benefits and Risks of maintaining the current strategy.

## 2. Refresh the Strategy

### 2.1 Use of a Consultant to undertake the Green Infrastructure Strategy Review

Utilising a consultant to undertake the review would have a number of benefits. The Council could consider working with Groundwork Greater Nottingham again as they were initially involved in the production of the original document. Engaging this consultant would have a number of benefits as they are already familiar with the document and could help to facilitate greater collaboration with other key stakeholders.

Their involvement will help to streamline the review process and help to minimise the impact on internal resources, however there would be a cost for this to be undertaken.

### 2.2 Using The Parks and Open Spaces and Planning teams to update the Green Infrastructure Strategy

The benefits of using the Council's own teams to undertake this review, including:

- Knowledge of the current Strategy and its overall aims and objectives.
- Potential cost effectiveness. Using internal teams eliminates the need for expenditure on external consultants.
- Internal Stakeholder engagement and involvement, as the teams will have already created these relationships across the Council.
- The teams will be-able to ensure that the refreshed strategy identifies internal areas that may require improvement.

The benefits and risks of undertaking a review on the strategy, using either a consultant or internal teams have been captured in table 2.

Benefits	<ul style="list-style-type: none"><li>• Most efficient way of revising the current strategy. Utilising sections that are still relevant.</li><li>• Ensures that recent legislative and policy changes have been considered and incorporated. Creating a document that is effective and robust.</li><li>• Using a consultant led approach will lessen the impact on internal resources.</li><li>• Using internal resources for the review will not have the cost implications the consultant led approach will.</li></ul>
Risk	<ul style="list-style-type: none"><li>• Associated cost (Consultant led approach).</li><li>• Impact on internal resource (Internal approach).</li></ul>

Table 2: Benefits and Risks of refreshing the Green Infrastructure Strategy using either a consultant or internal team approach.

### 3. Rewrite the Strategy - Enhancing usability and including a comprehensive approach to Blue Infrastructure.

The current Green Infrastructure Strategy only lightly touches upon the importance of the Blue Infrastructure. Blue infrastructure refers to a network of natural and built systems such as streams, ponds, canals and other water bodies. (Source: Natural Environment. GOV.UK) To ensure a more balanced approach to infrastructure planning, it is necessary to address this gap and incorporate a more comprehensive approach to blue infrastructure management. Doing this will acknowledge the importance of water bodies and their associated ecosystems. This can lead to improved water quality, enhanced biodiversity and increased amenity opportunities.

Whilst the Green Infrastructure Strategy has been used to inform planning policies including those within Part 2 of the Local Plan and the Greater Nottingham Blue and Green Infrastructure Strategy: <https://www.gnplan.org.uk/media/1xyd102k/blue-green-infrastructure-strategy-final.pdf>. It is a document that internally, is not being utilised to its full potential. After discussions with the Planning team, it has been suggested that a more focused strategic document is created, to help support the decisions of the Development Control planners. This will help the team in their determination of planning applications, but will also help to guide where best to utilise Section 106 contributions to enhance blue/green infrastructure across the Borough.

Rewriting the strategy would take a partnership approach, creating a useable document for both the Planners and the Environment teams. This document could be produced either by utilising a consultant or internally.

Following scrutiny from the Policy and Overview Working Group on the 8 February 2024, their recommendation was in favour of Option three (as outlined in the initial report). Although the possibility of producing the document internally was considered, it was recognised that a lack of necessary internal resources to undertake this task was acknowledged. The Policy and Overview Working Group suggested the inclusion of a consultancy lead approach as an option.

It is estimated that the cost for a consultant would be approximately **£50,000**, although a formal procurement exercise would need to be undertaken to determine the most suitable candidate.

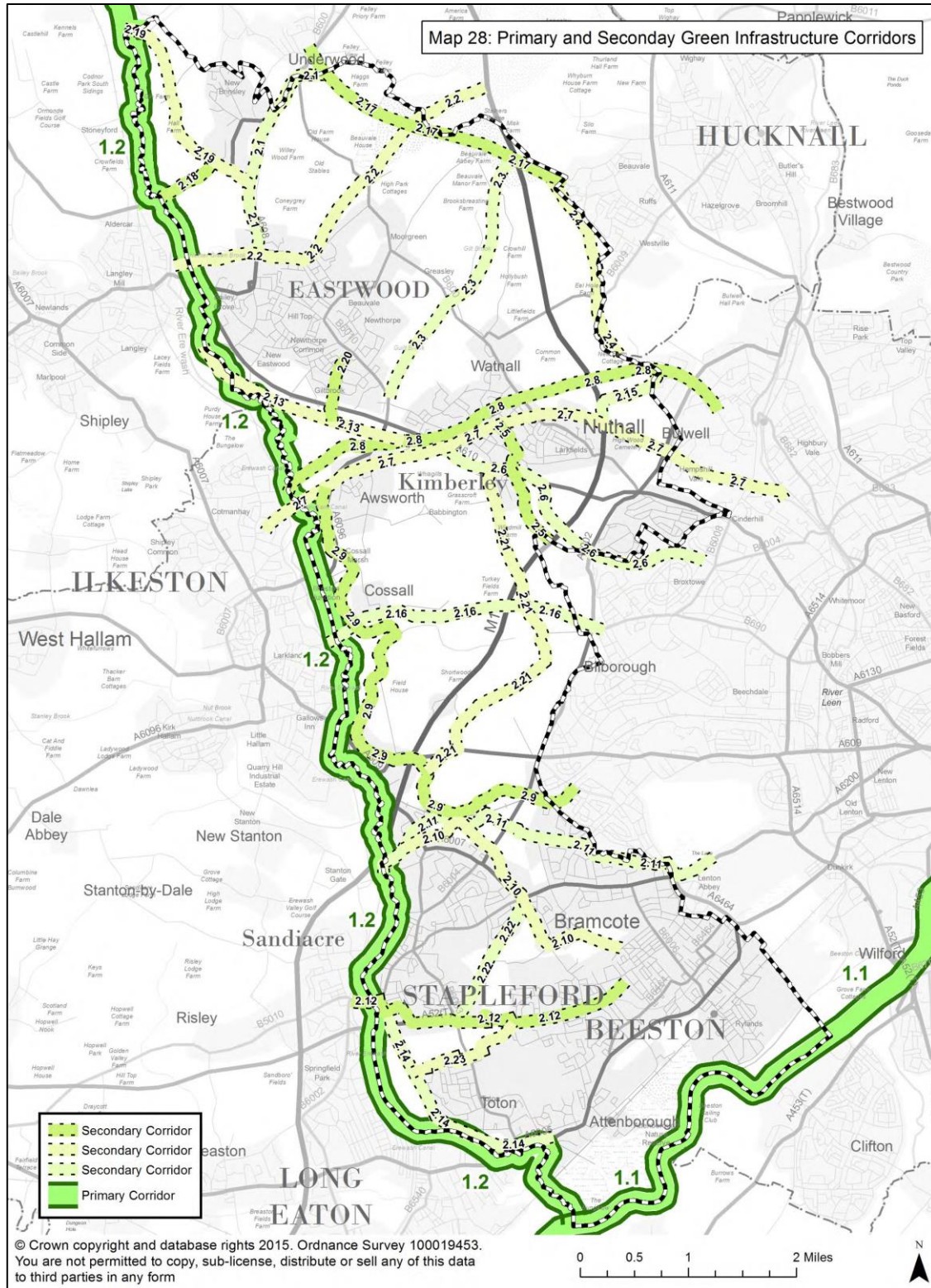
The benefits and risks of producing a focused Blue/Green Infrastructure Strategy, which would help to support the decisions of the Development Control Planners has been captured in table 3.

Benefits	<ul style="list-style-type: none"><li>• Concise document with relevant internal targets and outcomes.</li><li>• Ensures that recent legislative and policy changes have been considered and incorporated. Creating a document that is effective and robust.</li><li>• Useful document for Development Control which would help provide direction for Section 106 contributions.</li><li>• Promoting a more balanced approach to planning by incorporating Blue Infrastructure.</li><li>• Enhanced approach to biodiversity.</li><li>• Support for climate change adaptation.</li><li>• Using internal resources for the review will not have the cost implications the consultant led approach will.</li><li>• Using a consultant led approach will lessen the impact on internal resources.</li></ul>
Risk	<ul style="list-style-type: none"><li>• Associated cost (Consultant led approach).</li><li>• Impact on internal resource (Internal approach).</li><li>• Costs associated with any potential implementation.</li></ul>

Table 3: Benefits and Risks of producing a Blue/Green Infrastructure Strategy



## APPENDIX 2

Map of the Borough showing the location of the Green Corridors.



<b><u>PRIMARY CORRIDORS</u></b>	1.1 Trent Valley Corridor
	1.2 Erewash Valley Corridor
<b><u>SECONDARY CORRIDORS</u></b>	2.1 Brinsley Brook Corridor
	2.2 Nether Green, Beauvale Brook and Colliers Wood Corridor
	2.3 Giltbrook Corridor
	2.4 Watnall Coppice to Kimberley Cutting Corridor
	2.5 Kimberley Central Corridor
	2.6 A610 Swingate Corridor
	2.7 Nuthall Cutting and Kimberley Railway Corridor
	2.8 Kimberley Cutting Corridor
	2.9 Nottingham Canal Corridor
	2.10 Bramcote Corridor and Boundary Brook Corridor
	2.11 Erewash to Wollaton Corridor
	2.12 Stapleford to Chilwell Urban Corridor
	2.13 Langley Mill to Kimberley Corridor
	2.14 Toton Sidings Corridor
	2.15 Sellers Wood and New Farm Wood Corridor
	2.16 Central Cossall to Strelley Corridor
	2.17 Underwood to Beauvale Priory Corridor
	2.18 Stoney Lane to Aldercar
	2.19 Hall Lane to Brinsley Hill
	2.20 Smithurst Road and Daisy Farm, Giltbrook
	2.21 Trowell to Kimberley
	2.22 A52 corridor south east of Stapleford
	2.23 Toton Sidings to Chilwell

Table 4: Green Corridors across the Borough of Broxtowe

## APPENDIX 3

Environmental Opportunities.**CORRIDOR 1.1: Trent Valley Corridor.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Attenborough	Attenborough Nature Reserve	Wildlife and Biodiversity	CEMEX works will be restored to mire/grassland. Potential to create wet grassland on existing farmland.	Works completed in 2023 and handed back to Attenborough Nature Reserve.	
Attenborough	Attenborough Nature Reserve	Wildlife and Biodiversity	Enhanced wet woodland. River Trent alongside Attenborough Nature Reserve. Change to management of riparian trees/woodland. Canal & River Trust and Nottinghamshire Wildlife Trust, Attenborough Nature Reserve and Environment Agency.	Site outside of Council ownership. The Council will look to identify opportunities with stakeholders moving forward.	
Beeston	Weirfields Recreation Ground	Amenity	Upgrade car park (medium priority).	Stone surface reconsolidated in 2023. Any further works will require permission and permits from the Environment Agency.	
Beeston	Leyton Crescent Recreation Ground	Amenity	Play area refurbishment (medium priority).	Play area had full refurbishment in 2019.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Beeston	Beeston	Wildlife and Biodiversity	Boots waterfront enhancements.	Privately owned site and is currently being redeveloped for housing.	
Clifton	Clifton Grove University Campus	Wildlife and Biodiversity	Clifton Grove Farm grasslands, owned by Nottingham University Sports Grounds. Possible potential for grassland improvements.	Site outside of Council ownership. The Council will look to identify opportunities with Stakeholders moving forward.	
Trowell, Newthorpe, Langley Mill	Trowell, Newthorpe, Langley Mill	Wildlife and Biodiversity	Reed bed creation on all outfalls to sewage works. Wetland habitat creation to connect to Attenborough Nature Reserve.	In 2024/25, the Council will look to explore partnership working opportunities with Severn Trent Water.	
Various	Various sites across borough	Blue Infrastructure	Potential opportunities identified through catchment hosting workshop but no specific actions noted.	In 2024/25, the Council will look to reinstate a Blue Infrastructure working group, which will include external stakeholders.	

**CORRIDOR 1.2 Erewash Valley Corridor.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Attenborough	Sewage Works	Wildlife and Biodiversity	Area of land recently purchased by Derbyshire Wild Trust (DWT) to make connection between reserves (DWT and Nottinghamshire Wildlife Trust (NWT)). Managed as wet grassland	In 2024/25, the Council will look to explore partnership working opportunities with Severn Trent Water, DWT and NWT.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			and is using for grazing livestock.		
			Reed bed creation on all outfalls to sewage works. Trowell, Newthorpe, Langley Mill.	The Council will look to explore partnership working opportunities with Severn Trent Water.	
Awsworth	Private Land/Unna med Open Space	Wildlife and Biodiversity	Martin's land next to sewage works. Species poor grassland increase quality.	Land currently has a wind turbine within it. Will look to engage with the landowner regarding biodiversity opportunities.	
Awsworth	Bennerley coal disposal site	Wildlife and Biodiversity	Wetland creation.	Has been identified as a possible site for a logistical park for the area.	
Brinsley	Private Land/Unna med Open Space	Wildlife and Biodiversity	Major grassland re-creation potential.	Site outside of Council ownership. The Council will look to identify opportunities with stakeholders moving forward.	
Brinsley	Private Land/Unna med Open Space	Wildlife and Biodiversity	Enhancement, linking and buffering of Erewash meadows/Aldercar/Jacksdale complex.	This site is out of Borough. The Council will look to link with other District partners.	
Brinsley	Private Land/Unna med Open Space	Wildlife and Biodiversity	Maintain habitat connectivity for high grass snake population.	No change to site. Still maintained as a habitat connectivity site.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Brinsley	Private Land/Unnamed Open Space	Blue Infrastructure	Potential Erewash catchment opportunities to be fed into strategy.	In 2024/25, the Council will look to reinstate a Blue Infrastructure working group, which will include external stakeholders.	
Cossall	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Current quality unknown: long-term aim to improve.	Quality still unknown. Officers to identify current status.	
Cossall	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Arable land, Stapleford.	No change on land use. Will look to engage with the landowner regarding biodiversity opportunities.	
Cossall	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Improve woodland corridor along canal adjacent to Short Wood site.	No change to site. Will look to engage with the landowner regarding biodiversity opportunities.	
Eastwood	Hall Park	Amenity	Improvements to Land drainage (medium priority).	Opportunity still available. Currently not a priority, there will be a significant capital cost to undertake the works.	
Eastwood	Hall Park	Wildlife and Biodiversity	Currently amenity grassland but could be managed differently to improve grassland network.	Currently managed as amenity sports pitches. Currently no plans to change management practice.	
Eastwood	Jubilee Park	Amenity	Upgrade park boundaries (medium priority).	Boundary improvements undertaken at the rear of	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
				the park. Beech hedging planted to improve boundary habitat.	
Eastwood	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Current quality unknown. Mix of dry and floodplain grassland. Long-term aim to improve along river and road corridor.	Quality still unknown. Officers to identify current status.	
Eastwood	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Potential Wetland Nottingham Canal Local Nature Reserve, wetland. High toad populations, grass snake.	Quality still unknown. Officers to identify current status.	
Eastwood	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Potential for creation of mosaic of wetland habitat throughout Erewash Corridor.	The Council will look to identify opportunities with stakeholders where possible.	
Nottingham	Broxtowe Country Park	Wildlife and Biodiversity	Wetland potential, existing brook/spring & temporary ponds. Himalayan Balsam being controlled.	Nottingham City site. Himalayan Balsam still being controlled.	
Stapleford	Pasture Road Recreation Ground	Amenity	Create surfaced path route around site (medium priority).	Full path construction 2018.	
			Refurbish children's play area (low priority).	Full refurbishment of play area 2022.	
Stapleford	Hickings Lane Recreation Ground	Amenity	Resurface main access footpath (high priority).	Site is due for redevelopment under Stapleford Towns Fund. Opportunities to be considered after completion.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			Refurbish children's play area (medium priority).	Full play area refurbishment 2019.	
			Sports pitch drainage (medium priority).	Site is due for redevelopment under Stapleford Towns Fund. Opportunities remaining to be considered after completion.	
			Renovate park boundary railings (medium priority).	Site is due for redeveloped under Stapleford Towns Fund. Opportunities to be considered after completion.	
			Create purpose built bowls pavilion (low priority).	Currently not a priority. This site would need substantial capital investment.	
			Potential for space to provide additional provision to natural greenspace and increases in amenity provision through identified priorities.	Options for usage will be considered after redevelopment.	
Stapleford	Queen Elizabeth Park	Amenity	New lighting (medium priority).	Substantial capital investment required, this is due to a lack of supporting infrastructure.	
			Refurbishment of bowling green surrounds (medium priority).	Repairs completed. This is currently on a maintenance programme.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			Increases in amenity provision.	Outdoor gym created 2017.	
			Potential for space to provide additional natural greenspace.	Small woodland copse planted 2020.	
Stapleford	Archers Field Recreation Ground	Amenity	Missing footpath link across site (medium priority).	Path refurbishment with tarmac to create accessible through route completed in 2023.	
			New sports pavilion and football pitch drainage (medium priority).	Opportunity still available; however, limited demand for sports bookings.	
		Wildlife and Biodiversity	Existing park, opportunity to create grassland habitat.	Species rich grassland habitat created 2017. Two large woodland copses created 2023 (over 1000 square meters).	
Stapleford	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Management required to return habitat to grassland. Site good for butterflies. Potential Local Nature Reserve.	Site is now juvenile woodland.	
Stapleford	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Industrial/railway area obvious missing link-potential for riverside enhancement.	In 2024/25, Officers will look to work with Network Rail to enhance biodiversity of the Sidings.	
Toton	Banks Road Open Space	Amenity	Footpath resurfacing (high priority).	Path refurbishment completed in 2022.	
		Wildlife and Biodiversity	Habitat improvements (high priority).	Grassland habitat improvements completed 2021/22, with further	



Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
				works programmed in 2024.	
Toton	Manor Farm Recreation Ground	Amenity	Skate park improvements (medium priority).	No skate park on site and currently no plans to have one due to substantial capital costs.	
			Fitness equipment (medium priority).	Not identified as a high priority.	
			Missing footpath links (medium priority).	Not identified as a high priority. Existing infrastructure routes on site are sufficient.	
Toton	Toton Sidings	Wildlife and Biodiversity	Grass/scrub mosaic, post-industrial habitat supporting invertebrate communities such as Dingy/Grizzled skipper.	Site has been re-wilded and naturalised.	
Trowell	Private Land/Unna med Open Space	Wildlife and Biodiversity	Improve grassland within the floodplain.	Site remains as arable grassland. In 2024/25, Officers will look to identify landowners.	
Trowell	Private Land/Unna med Open Space	Wildlife and Biodiversity	Enhance existing grasslands-increase species diversity.	Site remains as arable grassland. In 2024/25, Officers will look to identify landowners.	
Trowell	Private Land/Unna med Open Space	Wildlife and Biodiversity	Arable land, Meadow farm, Stoney Lane, Trowell. Some potential for work to create habitat fringes.	Site remains as arable grassland. In 2024/25, Officers will look to identify landowners.	
Trowell	Private Land/Unna	Wildlife and Biodiversity	Maintain habitat connectivity along Erewash Valley for GCN,	No change in land management. In 2024/25,	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
	med Open Space		grass snake and other herpetofauna species.	Officers will look to identify landowners.	
	River Erewash	Wildlife and Biodiversity	E.A owned site, potential to create wetland habitat such a scrapes/reed beds. Extends corridor from Attenborough NR. Potential to create a grazing marsh.	The Council will look to identify habitat opportunities with stakeholders moving forward.	

**CORRIDOR 2.1: Brinsley Brook Corridor.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Brinsley	Brinsley Headstocks	Amenity	Improvements to footpaths and circulation routes through site (medium priority).	Path refurbishment and construction to improve access around site undertaken in 2016.	
Brinsley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Maintain habitat connectivity for high grass snake populations.	Site maintained. The Council will look to identify habitat opportunities with stakeholders moving forward.	
Brinsley	Brinsley Headstocks	Blue Infrastructure	Opportunities for creation of Sustainable Drainage System (SuDS) at development sites adjacent to Brinsley Brook.	SuDS created in 2022.	
Eastwood	Hall Park	Amenity	Improvements to land drainage (medium priority).	Opportunity still available. Currently not a priority, there will be a	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
				significant Capital Cost to undertake the works.	
Various	Watnall Coppice, Wilbey Spinney, Moorgreen/Beauvale Estate	Wildlife and Biodiversity	Enhance and connect these larger blocks of woodland.	Where identified, in 2024/25 the Council will work with landowners to enhance woodlands.	

### CORRIDOR 2.2: Nether Green, Beauvale Brook and Colliers Wood Corridor.

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Brinsley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Maintain habitat connectivity for high grass snake populations.	Site maintained. The Council will look to identify habitat opportunities with stakeholders moving forward.	
Eastwood	Hall Park	Amenity Wildlife and Biodiversity	Improvements to land drainage (medium priority).	Opportunity still available. Currently not a priority, there will be a significant Capital Cost to undertake the works.	
			Currently amenity grassland but could be managed differently to improve grassland network.	Currently managed as amenity sports pitches. Currently no plans to change management practice.	
Eastwood	Mansfield Road Recreation Ground	Amenity	Refurbish boundary (medium priority).	Low priority and would require substantial capital investment.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			Potential to increase amenity provision on site.	Opportunity still available and could be considered in future plans.	
Eastwood	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Connection along disused railway.	In 2024/25, Officers to identify landowner and work with them on opportunities for improvement.	
Eastwood	Private Land/Unnamed Open Space	Blue Infrastructure	Opportunities for SuDS along Beauvale Brook.	Tree planting currently being undertaken on site.	
Eastwood	Private Land/Unnamed Open Space	Blue Infrastructure	River restoration and enhancement of Nether Green Brook.	In 2024/25, work with riparian owners where possible to suggest maintenance and improvement opportunities.	
Moorgreen	Colliers Wood	Amenity	Footpath improvements and resurfacing (high priority).	Footpath and site improvements scheme planned for 2024.	
			Land drainage works. (high priority).	This has been undertaken as part of ongoing site maintenance.	
		Wildlife and Biodiversity	Colliers Wood Local Nature Reserve. Mix of young woodland, grassland and pond.	Managed as Local Nature Reserve, with improvements to grassland areas. This has created species rich habitat.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Moorgreen	Watnall Coppice, Watnall Spinney, Moorgreen/Beauvale Estate	Wildlife and Biodiversity	Enhance and connect these larger blocks of woodland.	Habitat maintenance and improvement has been undertaken in Watnall Spinney. The Council is still looking to work with stakeholders to connect the sites.	
Moorgreen	Private Land/Unnamed Open Space	Wildlife and Biodiversity	New woodland planting to link major woodlands near Haggs Farm.	In 2024/25, the Council, where possible, will look to work with stakeholders to connect woodland sites.	
Moorgreen	Private Land/Unnamed Open Space	Blue Infrastructure	Potential opportunities at Moorgreen Reservoir.	In 2024/25, Officers to identify landowner and partnership working opportunities.	

**CORRIDOR 2.3: Giltbrook**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Greasley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Large block of grassland (Calcareous). Aim to enhance.	In 2024/25, Officers to identify landowner and partnership working opportunities.	
Newthorpe	Private Land/Unnamed Open Space	Wildlife and Biodiversity	New habitat to improve area.	In 2024/25, Officers to identify landowner and partnership working opportunities.	
Watnall	Watnall Wood	Amenity	Designated wildflower meadow with associated	In 2024/25, Officers to identify landowner and	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			fencing and footpath works (high priority).	partnership working opportunities.	
		Wildlife and Biodiversity	Enhance this piece of ancient woodland.	In 2024/25, Officers to identify landowner and partnership working opportunities.	
		Blue Infrastructure	No opportunities identified.	Riparian owners written to in 2021, reminding them of maintenance responsibilities. This exercise will be repeated in 2024.	

#### CORRIDOR 2.4: Watnall Coppice to Kimberley Cutting

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Nottingham City	Private Land/Unnamed Open Space	Blue Infrastructure	Nottingham City boundary east of the corridor potential for river restoration/increasing storage capacity.	Officers will work with the Nottingham City Council to identify boundary improvements.	
Various	Watnall Coppice, Wilbey Spinney, Moorgreen/Beauvale Estate	Wildlife and Biodiversity	Enhance and connect these larger blocks of woodland.	Where identified, in 2024/25 the Council will work with landowners to enhance woodlands.	
Various	New Farm Wood, Sellars Wood, Eelhole Wood, Low Wood, Start Wood and Bulwell Wood	Wildlife and Biodiversity	Woodland planting to link sites.	Where identified, in 2024/25 the Council will work with landowners to enhance woodlands.	

**CORRIDOR 2.5: Kimberley Central Corridor.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
		Amenity	No opportunities identified.	Officers will continue to look to identify opportunities.	
		Wildlife and Biodiversity	No opportunities identified.	Officers will continue to look to identify opportunities.	
		Blue Infrastructure	No opportunities identified.	Officers will continue to look to identify opportunities.	

**CORRIDOR 2.6: A610 Swingate.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Nottingham City	Broxtowe Country Park	Wildlife and Biodiversity	Wetland potential at Broxtowe Country Park, existing brook/spring and temporary ponds. Himalayan Balsam being controlled.	Nottingham City site. Himalayan Balsam still being controlled.	
			Large areas of grassland, room for diversification and improvements to management.	Nottingham City Council site. Officers will look to work with stakeholders.	

**CORRIDOR 2.7: Nuthall Cutting and Kimberley Railway Cutting.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Awsworth	Bennerley coal disposal site	Wildlife and Biodiversity	Wetland creation, Site owned by Harwood Estate.	Has been identified as a possible site for a logistics park for the area.	
Giltbrook	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Current quality unknown. Mix of dry and floodplain grassland. Long term aim to improve along river and road corridor.	No change in management. In 2024/25, Officers to identify landowners and work with stakeholders where possible.	
Nottingham City	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Grassland supports high amphibian population at Stanton Pond.	No change in management. In 2024/25, Officers to identify landowners and work with stakeholders where possible.	
Nuthall	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Seeded meadows at Highwood Cemetery already present. Reduce Ragwort.	Maintenance programme in place. Site run through Nottingham City Council.	
Various	New Farm Wood, Eelhole Wood, Low Wood, Start Wood and Bulwell Wood	Wildlife and Biodiversity	Woodland planting to link sites.	Where identified, the Council will work with landowners to enhance and connect woodlands.	



**CORRIDOR 2.8: Kimberley Cutting.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Awsworth	Bennerley coal disposal site	Wildlife and Biodiversity	Wetland creation, Site owned by Harwood Estate.	Has been identified as a possible site for a logistics park for the area.	
Giltbrook	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Current quality unknown. Mix of dry and floodplain grassland. Long term aim to improve along river and road corridor.	No change in management. In 2024/25, Officers to identify landowners and work with stakeholders where possible.	
Kimberley	Hall om Wong	Amenity	Refurbishment of trim trail (high priority).	Low priority due to low demand and usage. Will be reviewed.	
			Path refurbishment (medium priority).	Full path refurbishment 2020/21.	
			Renovation of boundaries (medium priority).	Relaxed maintenance regime. Area managed as wildlife habitat.	
Kimberley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Land next to sewage works. Species poor grassland - increase quality.	In 2024/25, Officers will look to identify landowners and look for partnership working opportunities.	
Various	New Farm Wood, Eelhole Wood, Low	Wildlife and Biodiversity	Woodland planting to link sites.	Where identified, the Council will work with	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
	Wood, Start Wood and Bulwell Wood			landowners to enhance and connect woodlands.	
Various	Trowell, Newthorpe and Langley Mill	Wildlife and Biodiversity	Reed bed creation on all outfalls to sewage works.	The Council will look to identify habitat opportunities with stakeholders moving forward.	

**CORRIDOR 2.9: Nottingham Canal.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Bramcote	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Potential to connect small woodlands to create corridor.	Where identified, the Council will work with landowners to enhance and connect woodlands.	
Cossall	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Current quality unknown: long term aim to improve as strong E-W connection.	In 2024/25, Officers to identify land quality and owners.	
Cossall	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Improve woodland corridor along canal adjacent to Short Wood site.	Where identified, the Council will work with landowners to enhance and connect woodlands.	
Trowell	Pit Lane Recreation Area	Amenity	Improve sports pitch drainage (high priority).	Limited demand for site. Improvements will require substantial capital investment.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			Sports pavilion (high priority).	Limited demand for site. Improvements will require substantial capital investment.	
			New car park (high priority).	Limited space for a new car park. This will require substantial capital investment.	
			Resurface footpaths (medium priority).	Paths are inspected and maintained as part of ongoing site management.	
Trowell	Meadow Farm, Stoney Lane, Trowell	Wildlife and Biodiversity	Arable land. Potential to work with landowner to create habitat fringes.	In 2024/25, Officers to contact the Landowner to explore possible partnership opportunities.	
Trowell	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Enhance existing grasslands, increase species diversity.	Site still maintained as grassland. Ownership to be identified for future opportunities.	
Various	Stapleford Wood, Bramcote Hills Wood and Bramcote Ridge	Wildlife and Biodiversity	A series of woodlands located close to each other that require biodiversity enhancement work.	Where identified, the Council will work with landowners to enhance and connect woodlands.	

**CORRIDOR 2.10: Bramcote Corridor and Boundary Brook.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Bramcote	Bramcote Hills Park	Amenity	Resurface footpaths through woodland	Improvement schemes planned for 2024.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			refurbishment of walled garden (medium priority).		
			New toilet and refreshment kiosk (high priority).	Is being considered as part of Phase two of the Bramcote Leisure Centre redevelopment programme.	
			Upgrade trim trail.	Opportunity still remains. Limited use of current equipment. Low priority.	
Bramcote	King Georges Park	Amenity	Refurbish park railings (medium priority).	Railings are on a maintenance schedule.	
			Resurface footpaths (medium priority).	Improvement schemes planned for 2024.	
			Refurbish children's play area (medium priority).	Full play area refurbishment 2021.	
			Upgrade tennis courts (low priority).	Improvements planned for 2024, including new nets.	
Stapleford	Ilkeston Road Recreation Ground.	Amenity	Upgrade play area (medium priority).	Play area refurbishment 2016.	
			New footpath around park perimeter (medium priority).	New cycle path constructed in 2023.	
			New sports pavilion (low priority).	Low demand for sports pavilion. Current changing facilities have been refurbished.	
Trowell	Pit Lane Recreation Area	Amenity	Improve sports pitch drainage (high priority).	Limited demand for site. Improvements will require substantial capital investment.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			Sports pavilion (high priority).	Limited demand for site. Improvements will require substantial capital investment.	
			New car park (high priority).	Limited space for a new car park. This will require substantial capital investment.	
			Resurface footpaths (medium priority).	Paths are inspected and maintained as part of ongoing site management.	
Various	Stapleford Wood, Bramcote Hills Wood and Bramcote Ridge	Wildlife and Biodiversity	A series of woodlands located close to each other that require biodiversity enhancement work.	Enhancement works on going. Improvements to Bramcote Hills Wood through the planting of Crow Hill, including the removal of invasive rhododendron bushes undertaken in 2023.	

**CORRIDOR 2.11: Erewash to Wollaton Corridor.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Bramcote	Bramcote Crematorium	Wildlife and Biodiversity	Crematorium owned by BBC/Erewash. Potential for acid grassland, heathland creation.	This area is being managed for the scattering of ashes. No action currently taken.	
Bramcote	Biffa Landfill Site	Wildlife and Biodiversity	Potential on the landfill site to create acid grass heath. BBC to take on this site.	Site due to be handed back to the Council in 2024/25. A management	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
				plan will be created once in Council ownership.	
Trowell	Pit Lane Recreation Area	Amenity	Improve sports pitch drainage (high priority).	Limited demand for site. Improvements will require substantial capital investment.	
			Sports pavilion (high priority).	Limited demand for site. Improvements will require substantial capital investment.	
			New car park (high priority).	Limited space for a new car park. This will require substantial capital investment.	
			Resurface footpaths (medium priority).	Paths are inspected and maintained as part of ongoing site management.	
Various	Stapleford Wood, Bramcote Hills Wood and Bramcote Ridge	Wildlife and Biodiversity	A series of woodlands located close to each other that require biodiversity enhancement work.	Enhancement works on going. Improvements to Bramcote Hills Wood through planting of Crow Hill and removal of invasive rhododendron bushes undertaken in 2023.	
	River Erewash	Wildlife and Biodiversity	Environment Agency owned site potential to create wetland habitat such a scrapes/reed beds. Extends corridor from Attenborough Nature	Officers to work with stakeholders and NWT.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			Reserve. potential to create a grazing marsh.		

**CORRIDOR 2.12: Stapleford to Chilwell Urban Corridor.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Beeston	Cator Lane Recreation Ground	Amenity	Outdoor fitness equipment (low priority).	Low priority opportunity with limited demand.	
			Potential to provide additional natural greenspace within this site.	Woodland copse created 2021.	
Bramcote	Bramcote Hills Park	Wildlife and Biodiversity	Core blocks of acid grassland/heath - need to check current condition and enhance if required.	Enhancement works on going. Improvements to Bramcote Hills Wood through planting of Crow Hill and removal of invasive rhododendron bushes undertaken in 2023.	
Stapleford	Archers Field Recreation Ground	Amenity	Missing footpath link across site (medium priority).	Path refurbishment with tarmac to create accessible through route completed in 2023.	
			New sports pavilion (low priority).	Opportunity still available; however, limited demand for sports bookings.	
			Footpath pitch drainage (low priority).	Opportunity still available, however, limited demand for sports bookings.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
		Wildlife and Biodiversity	Existing park, opportunity to create grassland habitat.	Species rich grassland habitat created 2017. Two large woodland copses created 2023. (Over 1,000 square meters).	
Various	Trowell, Newthorpe, Langley Mill	Wildlife and Biodiversity	Reed bed creation on all outfalls to sewage works.	In 2024/25, the Council will look to explore partnership working opportunities with Severn Trent Water.	
		Blue Infrastructure	No opportunities identified.		

#### CORRIDOR 2.13: Langley Mill to Kimberley Corridor.

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Awsworth	Bennerley coal disposal site	Wildlife and Biodiversity	Wetland creation.	Has been identified as a possible site for a logistics park for the area.	
Various	Trowell, Newthorpe, Langley Mill	Wildlife and Biodiversity	Reed bed creation on all outfalls to sewage works. 3 brooks with potential wetland enhancement. Pools, ponds, swamp, marsh.	In 2024/25, the Council will look to explore partnership working opportunities with Severn Trent Water.	
		Blue Infrastructure	No opportunities identified.		



## CORRIDOR 2.14: Toton Sidings Corridor.

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Stapleford	Archers Field Recreation Ground	Amenity	Missing footpath link across site (medium priority).	Path refurbishment with tarmac to create accessible through route completed in 2023.	
			New sports pavilion (low priority).	Opportunity still available, however, limited demand for sports bookings.	
			Footpath pitch drainage (low priority).	Opportunity still available, however, limited demand for sports bookings.	
		Wildlife and Biodiversity	Existing park, opportunity to create grassland habitat.	Species rich grassland habitat created 2017. Two large woodland copses created 2023 (over 1,000 square meters).	
Toton	Manor Farm Recreation Ground	Amenity	Skate park improvements (medium priority).	No skate park on site and currently no plans to have one due to substantial capital costs.	
			Fitness equipment (medium priority).	Not identified as a high priority.	
			Missing footpath links (medium priority).	Not identified as a high priority. Existing infrastructure routes on site are sufficient.	
			Upgrade tennis courts (low priority).	Site has re-wilded and naturalised.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Toton	Banks Road Open Space	Amenity	Footpath resurfacing (high priority).	Path refurbishment 2021/22.	
		Wildlife and Biodiversity	Habitat improvements (high priority).	Grassland habitat improvements completed 2021/22, with further works programmed in 2024.	
Toton	Toton Sidings	Wildlife and Biodiversity	Grass/scrub mosaic, post-industrial habitat supporting invertebrate communities such as Dingy/Grizzled skipper.	Site has re-wilded and naturalised.	
Various	Trowell, Newthorpe, Langley Mill	Wildlife and Biodiversity	Reed bed creation on all outfalls to sewage works.	The Council will look to explore partnership working opportunities with Severn Trent Water.	

**CORRIDOR 2.15: Sellars Wood and New Farm Wood.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Nottingham City	Highwood Cemetery	Wildlife and Biodiversity	Seeded meadows already present. Reduce Ragwort.	Maintenance programme in place. Site run through Nottingham City Council.	
			Planted woodland between Highwood Cemetery and Sellar's Wood. Inaccessible woodland, standard mix of deciduous woodland. Looking into funding for bird hide area accessible only through	Site access still remains through the cemetery at opening times. Officers to work with Nottingham City Council Officers to identify wildlife improvements.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			the cemetery at opening times.		
Various	New Farm Wood, Eelhole Wood, Low Wood, Start Wood and Bulwell Wood.	Wildlife and Biodiversity	Woodland planting to link sites.	Where identified, the Council in 2024/25, will work with landowners to enhance and connect woodlands.	
		Blue Infrastructure	No opportunities identified.		

**CORRIDOR 2.16: Central Corridor Cossall to Strelley.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Cossall	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Current quality unknown: long term aims to improve as strong E-W connection.	Where identified, the Council in 2024/25 will work with landowners to enhance and connect woodlands.	
Cossall	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Improve woodland corridor along canal adjacent to Short Wood site.	Where identified, the Council in 2024/25, will work with landowners to enhance and connect woodlands.	
Strelley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Increase woodland cover across the area and also maintain/enhance amphibian wetland habitat.	In 2024/25, Officers to identify land quality and owners.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
				Where identified, the Council will work with landowners to enhance wetland habitat.	
Trowell	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Maintain habitat connectivity along Erewash Valley for Great Crested Newt, grass snake and other herpetofauna species.	No changes to habitat maintenance. Officers to monitor.	
Trowell	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Link to wetland/woodland habitats for amphibian/reptile populations.		
		Blue Infrastructure	No opportunities identified.		

**CORRIDOR 2.17: Underwood to Beauvale Priory.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Moorgreen	Private Land/ Unnamed Open Space	Wildlife and Biodiversity	New woodland planting to link major woodlands near Haggs Farm.	Where identified, the Council in 2024/25 will work with landowners to enhance and connect woodlands.	
Various	Watnall Coppice, Wilbey Spinney,	Wildlife and Biodiversity	Enhance and connect these larger blocks of woodland.	Where identified, the Council in 2024/25 will work with landowners to enhance and connect woodlands.	

	Moorgreen/Beauvale Estate				
		Blue Infrastructure	No opportunities identified.		

**CORRIDOR 2.18: Stoney Lane to Aldercar.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Erewash	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Major grassland recreation potential Project as part of Erewash Valley Living Landscape area.	Erewash Valley Living Landscape project was a partnership offering between DWT and NWT. An update is available on the Wildlife Trusts website.	
		Blue Infrastructure	No opportunities identified.		

**CORRIDOR 2.19: Hall Lane to Brinsley Hill.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Brinsley	Brinsley Headstocks	Amenity	Improvements to footpaths and circulation routes through site (medium priority).	Path refurbishment and construction to improve access around site undertaken in 2016.	
Brinsley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Major grassland recreation potential Project as part of Erewash Valley Living Landscape area.	Erewash Valley Living Landscape project was a partnership offering between DWT and NWT. An update is available on the Wildlife Trusts website.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Brinsley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Maintain habitat connectivity for high grass snake populations.	Site continues to be maintained as grassland habitat.	
Brinsley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Enhancement, linking and buffering of Erewash Meadows/Aldercar/Jacksdale complexes.	This site is out of Borough. The Council will look to link with other District partners.	
		Blue Infrastructure	No opportunities identified.		

**CORRIDOR 2.20: Smithurst Road and Daisy Farm, Giltbrook.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Giltbrook	Smithurst Road Open Space	Amenity	Improvements to footpaths and circulation routes through site (medium priority).	Path refurbishment 2021/22.	
			Improvements to children's play area (high priority).	Full play area refurbishment 2019/20.	
		Blue Infrastructure	No opportunities identified.		

**CORRIDOR 2.21: Trowell to Kimberley.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Cossall	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Current quality unknown. Long term aims to improve a strong E-W connection.	Where identified, the Council in 2024/25 will work with landowners to enhance and connect woodlands.	
Strelley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Core blocks of acid grassland/heath - need to check current condition and enhance if required.	In 2024/25, Officers to check and monitor condition.	
Strelley	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Increase woodland cover across the area and also maintain/enhance amphibian wetland habitat.	No change in land management. Officers will look to identify landowners.	
Trowell	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Potential to connect small woodland to create corridor.	Where identified, the Council in 2024/25 will work with landowners to enhance and connect woodlands.	
		Blue Infrastructure	No opportunities identified.		

**CORRIDOR 2.22: A52 Corridor South East of Stapleford.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Bramcote	King Georges Park	Amenity	Refurbish park railings (medium priority).	Railings are on a maintenance schedule.	

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
			Resurface footpaths (medium priority).	Improvements schemes planned for 2024.	
			Refurbish children's play area (medium priority).	Full play area refurbishment 2021.	
			Upgrade tennis courts (low priority).	Improvements planned for 2024, including new nets.	
Bramcote	Private Land/Unnamed Open Space	Wildlife and Biodiversity	Potential to connect existing grassland habitat. Arable at the moment but could encourage beetle banks, and conservation margins.	Site is still maintained as arable. In 2024/25, Officers to identify and work with landowners where possible.	
		Blue Infrastructure.	None.		

**CORRIDOR 2.23: Toton Sidings to Chilwell.**

Area	Site	Improvement type	Opportunities for enhancement	Update	RAG status
Toton.	Banks Road Open Space.	Amenity.	Footpath resurfacing (high priority).	Path refurbishment over 2021/22.	
		Wildlife and Biodiversity.	Habitat improvements (high priority).	Grassland habitat improvements completed 2021/22, with further works programmed in 2024.	
Toton.	Toton Sidings.	Wildlife and Biodiversity.	Grass/scrub mosaic, pots-industrial habitat supporting invertebrate	Site has been re-wilded and naturalised.	



			communities such as Dingy/Grizzled skipper.		
		Blue Infrastructure.	None.		

### Planning Opportunities

Key:

	Site has successfully been developed or in the process of reallocation.
	Site remains Green Belt or has no change in allocation.

#### **CORRIDOR 1.1: Trent Valley Corridor.**

Area	Opportunities for change	Update	Status
Attenborough	<b>Chilwell Meadows Business Park, Brailsford Way.</b> Purpose built industrial/employment site, some vacant units in both the old and new part of the site however overall the site is well used and therefore it is suggested that the site be retained for employment use.	No change - Site remains in employment use.	

Area	Opportunities for change	Update	Status
Beeston	<p><b>Beeston Business Park Technology Drive.</b> Well used business park part of a wider former telecoms site and Enterprise Zone (EZ), could come forward in the near future as some form of mixed development (in discussion) to include expected residential development on the South Eastern quadrant of the site.</p> <p><b>Amenity.</b> Lack in access to amenity greenspace. Gaps in provision of parks and gardens in the central part of the site. Gaps in provision of outdoor sports facilities to the north of the site. Gaps in provision of natural greenspace to the east of the site.</p>	<p>Large part of the site has now been redeveloped which includes 310 dwellings and a mix of industrial units.</p> <p>Planning permission included the provision of open space and an equipped play area within the development (19/00114/REM).</p>	
Beeston	<p><b>Lilac Grove.</b> Well used employment area. Some building are several years old albeit the well-used nature of the site and good location make this appropriate to retain for employment use.</p> <p><b>Amenity</b> Lack in provision of amenity and natural greenspace.</p>	<p>No change - Site remains in employment use.</p> <p>No change.</p>	

Area	Opportunities for change	Update	Status
Beeston	<p><b>Boots Campus Lilac Grove Beeston.</b> Part residential part employment mixed use Core Strategy site designated as an Enterprise Zone. Site to be developed with adjacent former Severn Trent land for 550 dwellings. Large scale employment reuse could be accommodated in the two large Grade I Listed Buildings leading to a significant increase in employment floor space. Refurbishment would be required but significant funding is now available to assist with this and other site preparation matters.</p> <p><b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>Site has planning permission for 397 dwellings and a mix of employment uses (14/00515/OUT, 21/00672/REM and 23/00231/REM).</p> <p>Planning permission includes provision of landscaping, open spaces and a play area close to the canal.</p>	
Beeston	<p><b>Beeston Marina, Riverside Road.</b> Site deemed non deliverable.</p> <p><b>Amenity.</b> No access to amenity space although amenity provision could be served by the access to parks and gardens which is already adequate. Western side of the site has adequate access to natural greenspace whereas the eastern side does not.</p>	<p>Application for 29 apartments at Riverside Close currently pending consideration (23/00447/FUL).</p> <p>No planned changes to provision for amenity space.</p>	
Beeston	<p><b>The Boots Company.</b> Specific site identified in the Core Strategy Option for Consultation Feb 2010. Site straddles</p>	<p>Site has planning permission for 397 dwellings and a mix of employment</p>	

Area	Opportunities for change	Update	Status
	<p>the boundary with Nottingham. The site is likely to be deliverable in the medium term as part of a mixed development, subject to the resolution of access, flood risk and other issues including highway capacity, Grade I Listed Buildings, the biological Sites of Importance for Nature Conservation (SINC) at Beeston canal, and liaison with Nottingham City Council. 400 potential dwellings (1150 dwellings in total across whole site).</p> <p><b>Amenity.</b> Lack of access to amenity greenspace to the north of the site. Some lack of access to amenity greenspace to the east and north of the site. Some lack of access to outdoor greenspace to the east of the site. Some lack of access to natural greenspace to the north of the site.</p>	<p>uses (14/00515/OUT, 21/00672/REM and 23/00231/REM).</p> <p>Planning permission includes provision of landscaping, open spaces and a play area close to the canal.</p>	
Beeston	<p><b>Land at Lilac Grove, Beeston.</b> Small part of the site is allocated for Employment. The site is suitable, with no major barriers. Site forms part of Boots Enterprise zone. It is therefore considered to be developable as part of a comprehensive development including the Boots site. Possible contamination and flooding issues, 150 potential dwellings.</p> <p><b>Amenity.</b> Some lack of access to amenity greenspace to the north of the site but could be served by</p>	<p>Site remains in employment use. Land to south east (Severn Trent site) allocated for 100 dwellings.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
	parks and gardens provision. Some lack of access to natural greenspace to the north of the site.		
Beeston	<b>Weirfields South-East of Canal Side.</b>  <b>Amenity.</b> Some lack of access to amenity greenspace on the southern side of the site but could be served by parks and gardens provision which is adequate. Some lack of access to natural greenspace to the southern side of the site.	No change.	
Beeston	<b>Beeston Business Park, Technology Drove.</b> Part of a wider former telecoms site and Enterprise Zone (EZ), could come forward in the near future as some form of mixed development (in discussion). No significant constraints to residential development expected on the South Eastern quadrant of the site for 200 homes.  <b>Amenity.</b> Lack in access to amenity greenspace. Gaps in provision of parks and gardens in the central part of the site. Gaps in provision of outdoor sports facilities to the north of the site. Gaps in provision of natural greenspace to the east of the site.	Large part of the site has now been redeveloped which includes 310 dwellings and a mix of industrial units.  Planning permission included the provision of open space and an equipped play area within the development (19/00114/REM).	

## CORRIDOR 1.2 Erewash Valley

Area	Opportunities For Change	Update	Status
Attenborough	<b>Land Rear of Chilwell Retail Park, Barton Lane.</b>  <b>Amenity.</b> Lack of provision of amenity greenspaces.	No change.	
Awsworth	<b>Land at Newtons Lane.</b> Could be suitable if greenbelt policy changes 217 potential dwellings.  <b>Amenity.</b> Lack in provision of outdoor greenspaces, parks and gardens, amenity and slight gap in provision of natural greenspace, with potential to link buffer zones of access if increased provision of natural greenspace within development.	Planning permission granted for 250 dwellings, which includes areas of open space (20/00056/OUT).  No changes.	
Awsworth	<b>Bennerley disposal point. Land between A610 and Gin Close Way.</b>  <b>Amenity.</b> Lack in access to amenity, parks and gardens and natural greenspace. Adequate provision to outdoor greenspaces.	No changes but site is identified as a potential site for logistics development.	
Cossall	<b>Cossall Industrial Estate Soloman Road.</b> Well used employment site  <b>Amenity.</b> Lack of provision for amenity, parks and gardens and outdoor sports facilities.	No changes - site is still in employment use.  No planned changes to provision for amenity space.	

Area	Opportunities For Change	Update	Status
Cossall	<p><b>West of Awsworth Lane/South of Newtons Lane.</b>            Considered a difficult site due to access issues, the adjacent SINC, contaminated land and the historic landfill area, 116 potential dwellings.</p> <p><b>Amenity.</b>            Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	No changes - site is in Green Belt and has constraints (adjacent to SINC, contaminated land and historic landfill area).	
Cossall	<p><b>North and West of Awsworth Lane.</b></p> <p><b>Amenity.</b>            Lack of provision for amenity, parks and gardens and outdoor sports facilities.</p>	No change.	
Cossall	<p><b>Lee Sisson and Co Ltd, Newtons Lane.</b></p> <p><b>Amenity.</b>            Lack of provision for amenity, parks and gardens and outdoor sports facilities.</p>	No change.	
Cossall	<p><b>North of Coronation Road.</b></p> <p><b>Amenity.</b>            Lack of provision for amenity, parks and gardens and outdoor sports facilities.</p>	No change.	

Area	Opportunities For Change	Update	Status
Cossall	<p><b>Land to rear of 13-27 The Glebe.</b> Could be suitable if Green Belt policy changes, subject to the details of any proposals, including issues such as access, 32 potential dwellings.</p> <p><b>Amenity.</b> Lack in provision of outdoor greenspaces, parks and gardens, amenity and slight gap in provision of natural greenspace, with potential to link buffer zones of access if increased provision of natural greenspace within development.</p>	<p>Site has been removed from the Green Belt and planning permission has been granted for 250 dwellings. (20/00056/OUT).</p> <p>Including area of open space.</p>	
Cossall	<p><b>Land adjacent to allotments, Coronation Road.</b></p> <p><b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>Site forms part of car park for Ilkeston railway station.</p>	
Cossall	<p><b>Cossall Industrial Estate, Soloman Road.</b></p> <p><b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>No change - site deemed non deliverable.</p>	



Area	Opportunities For Change	Update	Status
Eastwood	<p><b>Microlise Engineering Ltd Farrington Way.</b> Modern units at the North of the site would be retained for employment use even though many are currently vacant. The Raleigh part of the site is much older and may no longer be viable for employment reuse and therefore could be considered for housing redevelopment on part of the site.</p> <p><b>Amenity.</b> Lack of provision for outdoor sports facilities and amenity space.</p>	<p>No change at the north of the site. Raleigh part of the site is subject to a planning application for 125 houses (23/00518/OUT).</p> <p>Includes element of open space.</p>	
Eastwood	<p><b>Meadowbank Court, Meadowbank Way.</b> Employment site to be retained as employment, with planning permission for additional employment use.</p> <p><b>Amenity.</b> Adjacent to Hall Park – need for land drainage improvements on this site. To be considered in any development on site.</p> <p>Good provision to parks and gardens and outdoor sports facilities. Lack in provision of amenity space, although this could be addressed through the access to parks and gardens.</p>	<p>No changes - site remains in employment use.</p> <p>No planned changes to the drainage provision.</p>	

Area	Opportunities For Change	Update	Status
Eastwood	<p><b>Brookhill Leys Farm, Brookhill Leys Road.</b> Part of the site allocated for employment. Constraints are A610 and adjacent SINC. 14 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for outdoor sports facilities and amenity space. South of Jubilee Park.</p>	No changes - no applications or development has taken place.	
Eastwood	<p><b>TBC Engineering Services, Bailey Grove Road.</b></p> <p><b>Amenity.</b> Gap in provision for amenity greenspace, but good provision for access to parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>Site has been redeveloped for residential development.</p> <p>No planned changes to provision for amenity space.</p>	
Eastwood	<p><b>Beamlight Automotive Seating Ltd, Newmanleys Road.</b></p> <p>Employment has ceased operation on this site. Building currently considered unsuitable for most modern employment based occupiers.</p> <p><b>Amenity.</b> Lack of provision for outdoor sports facilities and amenity space. South of Jubilee Park.</p>	<p>Site has been redeveloped for 120 dwellings.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities For Change	Update	Status
Eastwood (Raleigh)	<p><b>Church Street.</b> Part of site allocated for employment. Site is available and suitable and is therefore considered developable if employment land issues can be overcome.</p> <p>Constraints include change in levels, contamination, 40 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for outdoor sports facilities and amenity space. Close to Jubilee Park.</p>	<p>Outline application (23/00518/OUT) pending consideration with some reserved matters to construct up to 125 dwellings including the formation of vehicular access from Church Street.</p> <p>No planned changes to provision for amenity space.</p>	
Nether Green	<p><b>Colliery Lagoon, Mansfield Road.</b> The site has extant planning permission for Class B1, B2 and B8 uses. However, it's is also considered to be suitable for housing if policy changes and constraints could be overcome.</p> <p><b>Amenity.</b> Adjacent to Hall Park – need for land drainage improvements on this site. To be considered in any development on site. Good provision to parks and gardens and outdoor sports facilities. Lack in provision of amenity space, although this could be addressed through the access to parks and gardens.</p> <p>Lack in access to natural greenspace in the north of the site.</p>	<p>Now developed for warehouse use (Panattoni Park).</p> <p>No planned changes to the drainage provision.</p>	

Area	Opportunities For Change	Update	Status
Nether Green	<p><b>Mansfield Road.</b> Adopted for employment site in the 2004 local plan. Constraints with contaminated land, noise from A610, a remote risk of flooding and adjacent to SINC 390 potential dwellings.</p> <p><b>Amenity.</b> Adjacent to Hall Park – need for land drainage improvements on this site. To be considered in any development on site. Good provision to parks and gardens and outdoor sports facilities. Lack in provision of amenity space, although this could be addressed through the access to parks and gardens.</p>	<p>Site has now been developed for warehouse use (Panattoni Park).</p> <p>No planned changes to the drainage provision.</p>	
Stapleford	<p><b>Palmer Drive.</b> Well used employment site.</p> <p><b>Amenity.</b> Lack of provision in natural greenspace.</p>	Still in employment use.	
Stapleford	<p><b>Former Dye works Site West End Street.</b> Part of the site is within a 200 metre buffer of the preferred route for a High Speed 2 Railway line. Noise and flood issues have resulted in the site owner not pursuing residential development and it expected that an application for new employment uses on the site will be forthcoming.</p> <p><b>Amenity.</b> Lack of provision in natural greenspace.</p>	<p>Application currently pending for open storage use (23/00095/FUL). Site is likely to be removed from HS2 safeguarding area in 2024.</p>	

Area	Opportunities For Change	Update	Status
Stapleford	<b>Mill Farm.</b>  <b>Amenity.</b> Lack in provision to natural greenspace.	Part of site in use for holiday lodges.	
Stapleford	<b>Land at Toton Lane.</b> Identified as strategic location for growth in the Broxtowe Borough Aligned Core Strategy. Adjacent to NET tram terminus. Current mixed use application pending. Part of narrow green belt gap – mixed grade agricultural land between Toton and Stapleford. 695 potential dwellings.  <b>Amenity.</b> Gap in provision of amenity and natural greenspace on northern part of site, gap in provision of parks and gardens and outdoor sports facilities on southern part of site.	Allocated site in Part 2 Local Plan for mixed use development including 500-800 homes (Toton Strategic Location for Growth). Proposed to significantly increase allocation under Strategic Plan.  No planned changes to provision for amenity space.	
Stapleford	<b>Sports Ground, Bailey Street.</b>  <b>Amenity.</b> Lack in provision to natural greenspace.	No changes - site still considered to be non-deliverable (flooding, Green Belt, HS2 safeguarding).	
Stapleford	<b>Sandiacre Road.</b> Site is in a suitable location. However, part of the site is within a 200 metre buffer of the preferred HS2 route 28 potential dwellings.  <b>Amenity.</b> Lack in provision to natural greenspace.	No changes. HS2 safeguarding likely to be removed in 2024.	

Area	Opportunities For Change	Update	Status
Stapleford	<p><b>Works, Bailey Street, Stapleford.</b> The site has extant permission for residential development and is available and suitable. However part of the site is within a 200 metre buffer of the preferred route for a High Speed 2 Railway line which may create noise issues and reduce the future deliverability.</p> <p><b>Amenity.</b> Lack in provision to natural greenspace.</p>	<p>Planning application pending to use site for open storage (23/00095/FUL) (also see below).</p> <p>No planned changes to provision for amenity space.</p>	
Stapleford	<p><b>West End Street.</b></p> <p><b>Amenity.</b> Lack in provision to natural greenspace.</p>	<p>Full application (23/00095/FUL) pending consideration for 'Change of use' of land to open storage and siting of storage containers and skips (Class B8) including access point off West End Street and egress point on Bailey Street.</p>	
Stapleford	<p><b>Toton Sidings, Derby Road.</b> Could be suitable if green belt policy changes. Constraints include flood zone and SINC, and remediation work required. Development of the site only realistic through site 133, in the absence of development on site 133 this site is considered to be undeliverable and undevelopable.</p> <p><b>Amenity.</b> Lack of provision to the north of the south for parks and gardens and outdoor sports facilities.</p>	<p>Forms part of the allocation for Toton Strategic Allocation for Growth and has been removed from Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities For Change	Update	Status
Stapleford	<p><b>Peat field Court, Peat field Road.</b> The site is available and suitable, with no major barriers to deliverability, but is partly occupied by residential development.</p> <p><b>Amenity.</b> Lack in provision to natural greenspace.</p>	<p>Site has been developed for 23 dwellings.</p> <p>No planned changes to provision for amenity space.</p>	
Toton	<p><b>Manor Grange, 365 Nottingham Road.</b> Site is available and suitable with flooding issues being the major barrier 27 potential dwellings.</p> <p><b>Amenity.</b> Lack in provision of amenity greenspaces.</p>	<p>Part of site now in use for vehicle rental business.</p> <p>No planned changes to provision for amenity space.</p>	
Toton	<p><b>Potential Development sites.</b></p> <p>Manor Garage 365 Nottingham Road Flood risk issue that needs to be addressed, poor quality dilapidated employment site, many of the buildings on the site have been demolished. Amenity Lack of provision in amenity greenspace.</p>	<p>Now in use as vehicle rental business (22/00426/FUL).</p>	

Area	Opportunities For Change	Update	Status
Trowell	<p><b>Stapleford Road</b> Site in close proximity to existing housing with no easy access to the M1 motorway. Site may be more appropriate for alternative residential use providing issues such as noise and contamination can be addressed. Close to the proposed HS2 route.</p> <p><b>Amenity</b> Lack of provision in natural greenspace.</p>	<p>Conditional permission (23/00006/FUL) for the construction of 10 industrial units following demolition of existing units and substation.</p> <p>No planned changes to provision for amenity space.</p>	
Trowell	<p><b>Eagle Mill Ilkeston Road.</b> Site is currently vacant (with no buildings at all) however does have a historic implement permission for employment use which is being perused for re-development.</p> <p><b>Amenity.</b> Lack of provision for parks and gardens, outdoor sports facilities and amenity greenspace.</p>	<p>Site is now in employment use (factory built under historic planning permission).</p> <p>No planned changes to provision for amenity space.</p>	
Trowell	<p><b>Shortwood Farm.</b></p> <p><b>Amenity.</b> Lack of provision for amenity greenspace, parks and gardens and outdoor sports facilities.</p>	No changes - site still considered to be non-deliverable.	



Area	Opportunities For Change	Update	Status
Trowell	<p><b>Adjacent to the Forge.</b></p> <p><b>Amenity.</b> Lack of provision for amenity, parks and gardens and outdoor sports facilities.</p>	<p>Application (22/00892/FUL) pending consideration for Change of use of land to animal sanctuary with 27 guest cabins, reception / spa / retreat /education centre, ancillary restaurant building and animal houses /enclosures, creation of new access and car parking including landscaping.</p> <p>No planned changes to provision for amenity space.</p>	
Trowell	<p><b>Land North of Stapleford Road, East of the M1.</b> Site is largely available and suitable for residential development. There are contamination issues that need resolving and possible mitigation measures to overcome the issues of noise from the adjacent motorway and railway lines. Part of site sits within a 200metre buffer of the preferred HS2 route.</p> <p><b>Amenity.</b> Lack of provision of amenity, parks and gardens and natural greenspaces.</p>	<p>Planning permission to replace existing units with 10 new industrial units (23/00006/FUL).</p> <p>No planned changes to provision for amenity space.</p>	
Trowell	<p><b>Trowell Freight Depot, Stapleford Road.</b> Part of the site is within a 200 metre buffer of the preferred route for a High Speed 2 Railway. Considered to be a suitable site for housing.</p>	No change - site remains in employment use.	

Area	Opportunities For Change	Update	Status
	33 potential dwellings – outline application re-submitted.  <b>Amenity.</b> Lack of provision of amenity greenspace, parks and gardens and natural greenspace.	No planned changes to provision for amenity space.	
Trowell	<b>Eagle Mill, Ilkeston Road</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens and outdoor sports facilities.	No change.	

#### CORRIDOR 2.1: Brinsley Brook Corridor.

Area	Opportunities for change	Update	Status
Brinsley	<b>North of Cordy Lane.</b> Could be suitable if green belt policy changes Impact on footpaths through the site 300 potential dwellings.  <b>Amenity.</b> Lack in access to amenity and natural greenspace, lack in access to parks and gardens and outdoor sports provision to the north of site.	No changes - site remains in the Green Belt.  No planned changes to provision for amenity space.	

Area	Opportunities for change	Update	Status
Brinsley	<p><b>East of Church Lane.</b> Could be suitable if green belt policy changes Impact on Brinsley Headstocks and possible risk of flooding from Brinsley Brook.</p> <p><b>Amenity.</b> Lack in provision for amenity spaces.</p>	<p>Conditional Permission given for the construction of 115 dwellings, associated infrastructure, attenuation pond and vehicular access - 20/00641/FUL. (23/00357/VOC) (21/01050/NMA).</p> <p>No planned changes to provision for amenity space.</p>	
Brinsley	<p><b>Land opposite 28 Church Lane Brinsley.</b> Could be suitable if green belt policy changes Impact on Brinsley Headstocks and possible risk of flooding from Brinsley Brook. 85 potential dwellings.</p> <p><b>Amenity.</b> Lack in provision for amenity space, lack of access to outdoor sports provision to south.</p>	<p>No changes - site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Eastwood	<p><b>Nether Green East of Mansfield Road.</b> Could be suitable if green belt policy changes Risk of flooding of part of the site from Beauvale and Brinsley Brook. Adjacent to SINC.</p> <p><b>Amenity.</b> Lack in provision for amenity spaces, lack in access to parks and gardens to north of site.</p>	<p>No changes - site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Eastwood	<b>Hall Farm Cockerhouse Road.</b> Could be suitable if green belt policy changes Adjacent group TPOs to the East and North West. 98 potential dwellings.	No changes - site remains in the Green Belt.	
	<b>Amenity.</b> Lack in provision for amenity and natural greenspace.	No planned changes to provision for amenity space.	

**CORRIDOR 2.2: Nether Green, Beauvale Brook and Colliers Wood Corridor.**

Area	Opportunities for change	Update	Status
Beauvale	<b>North of 4 Mill Road.</b> Could be suitable if green belt policy changes.  <b>Amenity.</b> Lack in provision for amenity, outdoor sports facilities and natural green spaces.	No changes - site remains in the Green Belt.  No planned changes to provision for amenity space.	
Eastwood	<b>Mansfield Road Park Play Area Mansfield Road.</b>  <b>Amenity.</b> Lack in provision for amenity greenspace.	No changes.	

Area	Opportunities for change	Update	Status
Eastwood	<b>Land at Engine Lane, Lower Beauvale.</b>  <b>Amenity.</b> Lack in provision for amenity, parks and gardens and outdoor sports provision.	No changes.	
Eastwood	<b>Hall Farm Cockerhouse Road.</b> Could be suitable if green belt policy changes. 98 potential dwellings. High suitability scale.  <b>Amenity.</b> Lack in provision for amenity and natural greenspace.	No changes - site remains in the Green Belt.  No planned changes to provision for amenity space.	
Moorgreen	<b>West of Moorgreen.</b> Could be suitable if green belt policy changes.  <b>Amenity.</b> Lack in provision for amenity, outdoor sports facilities. Lack in provision for parks and gardens to the norther and natural greenspaces to the south.	No changes - site remains in the Green Belt.  No planned changes to provision for amenity space.	
Nether Green	<b>East of Mansfield Road.</b> Could be suitable if green belt policy changes Risk of flooding of part of the site from Beauvale and Brinsley Brook. Adjacent to SINC.  <b>Amenity.</b> Lack in provision for amenity spaces, lack in access to parks and gardens to north of site	No changes - site remains in the Green Belt.  No planned changes to provision for amenity space.	

Area	Opportunities for change	Update	Status
Nether Green	<p><b>Mansfield Road.</b> Adopted for employment site in the 2004 local plan. Constraints with contaminated land, noise from A610, a remote risk of flooding and adjacent to SINC.390 potential dwellings.</p> <p><b>Amenity.</b> Adjacent to Hall Park Am9 - need for land drainage improvements on this site. To be considered in any development on site. Good provision to parks and gardens and outdoor sports facilities. Lack in provision of amenity space, although this could be addressed through the access to parks and gardens.</p>	<p>Developed for warehouse use (Panattoni Park).</p> <p>No planned changes to the drainage provision.</p>	
Newthorpe	<p><b>Moorgreen Colliery Site Engine Lane Moorgreen Industrial Park.</b> Well use employment site, variety of ages, good access from the North East.</p> <p><b>Amenity.</b> Lack in provision for amenity, parks and gardens and outdoor sports provision.</p>	<p>No changes - site remains in employment use.</p> <p>No planned changes to provision for amenity space.</p>	
Newthorpe	<p><b>Telford Drive.</b> Potential delivery in 6-10 years of 14 dwellings.</p> <p><b>Amenity.</b> Lack in provision for amenity, outdoor sports facilities and natural green spaces.</p>	<p>Site has been redeveloped for 25 dwellings.</p> <p>No planned changes to provision for amenity space.</p>	

## CORRIDOR 2.3: Giltbrook

Area	Opportunities for change	Update	Status
Giltbrook	<p><b>Giltbrook Industrial Park Gilt way.</b> Site comprises of new employment units and is currently well used.</p> <p><b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>No changes - site remains in employment use.</p> <p>No planned changes to provision for amenity space.</p>	
Giltbrook	<p><b>East of Baker Road/North of Nottingham Road.</b> Site at risk of flooding. 283 potential dwellings.</p> <p><b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and natural greenspace</p>	<p>No changes - site is in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Kimberley	<p><b>North of Gilt Hill.</b></p> <p><b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and some current provision and access to natural greenspace through Watnall Wood.</p>	<p>No changes - site is in the Green Belt.</p>	

Area	Opportunities for change	Update	Status
Newthorpe	<p><b>Wade printers (and adjacent land) Baker Road.</b> Could be suitable if green belt policy changes 200 potential dwellings.</p> <p><b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>Still in employment uses.</p> <p>No planned changes to provision for amenity space.</p>	
Watnall	<p><b>Land at Watnall.</b></p> <p><b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and some current provision and access to natural greenspace.</p>	No changes - site considered to be non-deliverable.	

#### CORRIDOR 2.4: Watnall Coppice to Kimberley Cutting.

Area	Opportunities for change	Update	Status
Hucknall	<p><b>Near the Common, (Field 9758).</b></p> <p><b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities.</p>	No changes - site is deemed non deliverable.	



Area	Opportunities for change	Update	Status
Nuthall	<b>New Farm Lane.</b>  <b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities. Some provision of natural greenspace to the south of the site but lack of provision to the north.	No changes - site is deemed non deliverable.	
Watnall	<b>Land at Watnall.</b> All areas between the corridor and M1 are outlined for potential development.  <b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and some current provision and access to natural greenspace.	No changes - site is deemed non deliverable.  No planned changes to provision for amenity space.	
Watnall	<b>Land East of M1.</b>  <b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and natural greenspace.	No changes - site is deemed non deliverable.	
Watnall	<b>East of Motorway/North of Long Lane.</b>  <b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities. Some provision of natural greenspace to the east of the site but lack of provision to the west.	No changes - site is deemed non deliverable.	

Area	Opportunities for change	Update	Status
Watnall	<b>East of Motorway/South of Long Lane.</b>  <b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and natural greenspace.	No changes - site is deemed non deliverable.	

**CORRIDOR 2.5: Kimberley Central Corridor.**

Area	Opportunities for change	Update	Status
	<b>Potential Development sites.</b> None.		

**CORRIDOR 2.6: A610 Swingate.**

Area	Opportunities for change	Update	Status
Awsworth	<b>Robinettes.</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.	No changes - site is in the Green Belt.	

Area	Opportunities for change	Update	Status
Kimberley	<b>Land south of Spring Hill.</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.	No changes. Site is in the Green Belt.	
Kimberley	<b>Church Hill.</b> Could be suitable if green belt policy changes Nearby SINC. 26 potential dwellings.  <b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities.	Site is allocated for residential development in the Part 2 Local Plan.  No planned changes to provision for amenity space.	
Kimberley	<b>South of Eastwood Road.</b> Available and suitable. No obvious barriers 40 potential dwellings in 0-5 years.  <b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities.	Site is allocated for residential development in the Part 2 Local Plan.  No planned changes to provision for amenity space.	

Area	Opportunities for change	Update	Status
Kimberley	<p><b>Land adjacent to Kimberley Depot, Eastwood Road.</b> Could be suitable if green belt policy changes Nearby SINC. 280 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities.</p>	<p>No changes - site is in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Kimberley	<p><b>2 High Street.</b> Could be suitable if green belt policy changes 100 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities. Some lack of provision for natural greenspace to the south of the site.</p>	<p>No changes - site is in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Nuthall	<p><b>Land at Woodhouse Way.</b> Could be suitable if green belt policy changes. Part of site designated as SINC. 300 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>No changes - site is in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	

**CORRIDOR 2.7: Nuthall Cutting and Kimberley Railway Cutting.**

Area	Opportunities for change	Update	Status
Awsworth	<p><b>Land at Newtons Lane.</b> Could be suitable if green belt policy changes. 217 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of outdoor greenspaces, parks and gardens, amenity and slight gap in provision of natural greenspace, with potential to link buffer zones of access if increased provision of natural greenspace within development.</p>	<p>Conditional Permission (20/00056/OUT) given for the construction of up to 250 dwellings. Reserved Matters (22/00346/REM).</p> <p>Also given Conditional Permission. Includes open space.</p>	
Awsworth	<p><b>North of Barlow's Cottages.</b> Could be suitable if green belt policy changes. Part of the site is a SINC. 50 potential dwellings.</p> <p><b>Amenity.</b> Some lack in parks and gardens to the north of greenspace.</p>	<p>No changes - site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Awsworth	<p><b>East of The Lane/Main Street</b></p> <p><b>Amenity.</b> Lack in provision of amenity and natural greenspace.</p>	<p>No changes - site remains in the Green Belt.</p>	

Area	Opportunities for change	Update	Status
Awsorth	<p><b>Bennerley disposal point.</b> Land between A610 and Gin Close Way.</p> <p><b>Amenity.</b> Majority of site lacking in provision of amenity, parks and gardens. Adequate access to outdoor sports facilities and natural greenspace centrally but lacking in provision to the south west and north.</p>	<p>Site is subject to a proposed allocation for logistics development.</p> <p>No planned changes to provision for amenity space.</p>	
Cossall	<p><b>Land to the rear of 13-27 The Glebe.</b> Could be suitable if green belt policy changes. 32 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of outdoor greenspaces, parks and gardens, amenity and slight gap in provision of natural greenspace, with potential to link buffer zones of access if increased provision of natural greenspace within development.</p>	<p>Part of site which has planning permission for 250 houses (20/00056/OUT).</p> <p>Includes open space provision.</p>	
Kimberley	<p><b>Church Hill.</b> Could be suitable if green belt policy changes. Nearby SINC. 26 potential dwellings that are sited on a green corridor.</p> <p><b>Amenity.</b> Lack of provision for amenity space and natural greenspace.</p>	<p>Site has been allocated for residential development in the Part 2 Local Plan.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Kimberley	<p><b>Land adjacent to Kimberley Depot, Eastwood Road.</b> Could be suitable if green belt policy changes. Nearby SINC. 280 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities.</p>	<p>No changes - site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Kimberley	<p><b>2 High Street.</b> Could be suitable if green belt policy changes. 100 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities. Some lack of provision for natural greenspace to the south of the site.</p>	<p>No changes. Site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Kimberley	<p><b>Hardy and Hansons Plc Kimberley Brewery, Hardy Street.</b> Available and suitable but constraints include conservation area, public rights of way and listed building. 160 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities.</p>	<p>Site is currently being redeveloped for residential dwellings.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Nuthall	<p><b>Land east of New Farm Lane.</b> Could be suitable if green belt policy changes. Adjacent SINC and access to be considered. 12 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity and natural greenspace.</p>	<p>No changes - site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Nuthall.	<p><b>Land west of New Farm Lane.</b> Could be suitable if green belt policy changes. 75 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity space on eastern side of site. Lack in provision of natural greenspace.</p>	<p>No changes - site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Nuthall	<p><b>Low Wood Road.</b></p> <p><b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>No changes - site remains in the Green Belt.</p>	
Nuthall	<p><b>Land to the west of M1.</b></p> <p><b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities.</p>	<p>No changes - site remains in the Green Belt.</p>	



Area	Opportunities for change	Update	Status
Nuthall	<b>East of Motorway/North of Nottingham Road.</b>  <b>Amenity.</b> Lack of amenity, parks and gardens, outdoor sports facilities and natural greenspace.	No changes - site remains in the Green Belt.	
Nuthall	<b>North west of Chestnut Drive.</b> Suitable site. 24 potential dwellings over 11-15 years (long term).  <b>Amenity.</b> Lack of provision of parks and gardens and natural greenspace to the south of the site.	No changes - site forms part of school playing fields.  No planned changes to provision for amenity space.	
Nuthall	<b>Land at New Farm Lane.</b> Could be suitable if green belt policy changes. Within 200 metre buffer of HS2 route.50 potential dwellings.  <b>Amenity.</b> Lack of provision for amenity and natural greenspace.	No changes - site is in Green Belt.  No planned changes to provision for amenity space.	
Nuthall	<b>East of Motorway/West of Low Wood Road.</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens and outdoor sports facilities.	No changes - site is in Green Belt	

Area	Opportunities for change	Update	Status
Watnall	<p><b>British Bakeries (Nother) Ltd Main Road.</b> Re-locating the bakery would be too costly and therefore it is unlikely that the site would become available for re-development in the foreseeable future.</p> <p><b>Amenity.</b> Lack of provision for parks and gardens, outdoor sports facilities.</p>	<p>No changes - site remains in employment use.</p> <p>No planned changes to provision for amenity space.</p>	
Watnall	<p><b>East of Main Road.</b></p> <p><b>Amenity.</b> Lack of provision of parks and gardens and outdoor sports facilities.</p>	<p>Planning permission granted for a mix of commercial uses (20/00423/FUL).</p>	
Watnall	<p><b>Watnall Bakery, Main Road, Watnall British Bakeries.</b></p> <p><b>Amenity.</b> Lack of provision of parks and gardens and outdoor sports facilities.</p>	<p>No changes - Site remains in employment use.</p>	
Watnall	<p><b>South west of Motorway, North East of Main Road.</b></p> <p><b>Amenity.</b> Majority of site lacking in provision of amenity, parks and gardens and outdoor sports facilities. Gap in natural greenspace provision centrally and to the north of the site.</p>	<p>No changes - site remains in the Green Belt.</p>	

## CORRIDOR 2.8: Kimberley Cutting.

Area	Opportunities for change	Update	Status
Awsworth	<p><b>Noel Clay Ltd, Gin Close Way.</b> Economic land use. Exiting employment uses on site which is not well connected to the existing settlement. Alternative residential use would not be appropriate.</p> <p><b>Amenity.</b> Lack of provision for parks and gardens and natural greenspace. Lack in provision of amenity space and outdoor sports facilities on the north eastern side of the site.</p>	<p>No changes - site remains in employment use.</p> <p>No planned changes to provision for amenity space.</p>	
Awsworth	<p><b>Land off Main Street.</b> Development has been implemented and therefore clearly deliverable. 12 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of parks and gardens and natural greenspace.</p>	<p>Site has planning permission for residential development.</p> <p>No planned changes to provision for amenity space.</p>	
Awsworth	<p><b>Gin Close Way.</b></p> <p><b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>No changes - site remains in the Green Belt.</p>	

Area	Opportunities for change	Update	Status
Awsworth	<b>Robinettes, Awsworth.</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.	No changes - site remains in the Green Belt.	
Awsworth	<b>North of Barlows Cottages.</b> Could be suitable if green belt policy changes. Part of the site is SINC. 50 potential dwellings.  <b>Amenity.</b> Some lack of provision of northern part of site for parks and gardens.	No changes - site remains in the Green Belt.  No planned changes to provision for amenity space.	
Awsworth	<b>East of The Lane/Main Street.</b>  <b>Amenity.</b> Lack of provision of natural greenspace. Lack in provision of amenity space on southern side of site.	No changes - site remains in the Green Belt.	
Awsworth	<b>Land West of Gin Close Way.</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens and natural greenspace across whole site, and lack of provision of outdoor sports facilities on eastern side of site.	No changes - site remains in the Green Belt.	

Area	Opportunities for change	Update	Status
Awsworth	<p><b>Bennerley disposal point. Land between A610 and Gin Close Way.</b></p> <p><b>Amenity.</b> Majority of site lacking in provision of amenity, parks and gardens. Adequate access to outdoor sports facilities and natural greenspace centrally but lacking in provision to the south west and north.</p>	Site has been put forward for potential logistics allocation.	
Awsworth	<p><b>Land at Gin Close Way.</b> Development has been implemented and therefore clearly deliverable. 55 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of parks and gardens and natural greenspace.</p>	<p>Planning permission for residential development (65 dwellings) (20/00873/MMA).</p> <p>No planned changes to provision for amenity space.</p>	
Kimberley	<p><b>Hardy and Hansons Plc Kimberley Brewery, Hardy Street.</b> Existing development brief on this former employment site demonstrates potential for suitable mixed use development including residential.</p> <p><b>Amenity.</b> Lack of provision of outdoor sports facilities.</p>	<p>Site is currently being redeveloped for residential development.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Kimberley	<p><b>Broxtowe Borough Council Depot, Eastwood Road.</b> Depot may no longer be required and therefore the site could be considered for re-development as part of allocations process.</p> <p><b>Amenity.</b> Lack of provision of amenity space and outdoor sports facilities.</p>	<p>Site has been allocated for residential development in the Part 2 Local Plan.</p> <p>No planned changes to provision for amenity space.</p>	
Kimberley	<p><b>Church Hill.</b> Could be suitable if green belt policy changes. Nearby SINC. 26 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities.</p>	<p>Site has been allocated for residential development in the Part 2 Local Plan.</p> <p>No planned changes to provision for amenity space.</p>	
Kimberley	<p><b>South of Eastwood Road.</b> Allocated for housing in the Broxtowe Local Plan 2004. Site is available and suitable, with no obvious barriers to achievability.</p> <p><b>Amenity.</b> Lack in provision of amenity and outdoor sports facilities.</p>	<p>Site has been allocated for residential development in the Part 2 Local Plan.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Kimberley	<p><b>Hardy and Hansons Plc Kimberley Brewery, Hardy Street.</b> Available and suitable. Constraints include conservation area, public rights of way and listed building. 160 potential dwellings 0-5 years.</p> <p><b>Amenity.</b> Lack of provision for amenity and outdoor sports facilities.</p>	Site is being redeveloped for residential use.	
Nuthall	<p><b>New Farm Lane.</b></p> <p><b>Amenity.</b> Lack of provision of amenity, parks and gardens, outdoor sports facilities. Some provision of natural greenspace to the south of the site but lack of provision to the north</p>	No changes - site remains in the Green Belt.	
Watnall	<p><b>British Bakeries (Northern) Ltd, Main Road.</b> To be retained for employment. Re-locating the bakery would be too costly, and therefore unlikely that site will become available for re-development in the future.</p> <p><b>Amenity.</b> Lack of provision of parks and gardens and outdoor sports facilities.</p>	<p>No changes - site remains in employment use.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Watnall	<b>Land at Watnall.</b>  <b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities and some current provision and access to natural greenspace.	No changes - site remains in the Green Belt.	
Watnall	<b>Watnall Bakery, Main Road, Watnall British Bakeries (Northern) Ltd.</b>  <b>Amenity.</b> Lack in provision of parks and gardens and outdoor sports facilities.	No changes - site remains in the Green Belt.	
Watnall	<b>South west of Motorway, North east of Main Road.</b>  <b>Amenity.</b> Majority of site lacking in provision of amenity, parks and gardens and outdoor sports facilities. Gap in natural greenspace provision centrally and to the north of site.	Small part of site has been developed for industrial use (Aero Fabrications).  No planned changes to provision for amenity space.	
Watnall	<b>Land to the rear of Chilton Drive.</b> Site is available and suitable with no major barriers for deliverability. 16 potential dwellings 0-5 years.	Site is identified in the Part 2 Local Plan as informal open space.	



**CORRIDOR 2.9: Nottingham Canal.**

Area	Opportunities for change	Update	Status
Awsorth	<p><b>Land at Newtons Lane.</b> Could be suitable if green belt policy changes 300 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of outdoor green spaces, parks and gardens, amenity and slight gap in provision of natural greenspace, with potential to link buffer zones of access if increased provision of natural greenspace within development.</p>	<p>Planning permission in place for 250 dwellings (20/00056/OUT).</p> <p>Includes provision of open space.</p>	
Bramcote	<p><b>Land off Coventry Lane.</b> Could be suitable if greenbelt policy changes Possibility of site being considered as part of a larger area. Issues to be considered would include access, SINC and the relationship with the existing built up area, and the possibility of flooding from the nearby small watercourses. Local Plan Review 2003 Inspector concluded the site would extend into the open countryside which would be a major intrusion into pleasantly rolling landscape. Development would be poorly related to the existing urban form and would involve the loss of a substantial amount of Best and Most Versatile agricultural land 2,069 potential dwellings.</p>	No changes. Site remains in Green Belt.	

Area	Opportunities for change	Update	Status
	<b>Amenity.</b> Lack in amenity greenspace, outdoor sports provision and natural greenspace to the norther of development site. Lack of parts and gardens across whole site.	No planned changes to provision for amenity space.	
Bramcote	<b>Coventry Lane.</b> Could be suitable if green belt policy changes Adjacent to the crematorium, highways issues and possible flooding from Boundary Brook. 74 potential dwellings.  <b>Amenity.</b> Lack of provision of amenity space on eastern side of development site.	Site has been allocated for residential development for 240 dwellings (Part 2 Local Plan). Planning permission granted (20/00352/OUT).  No planned changes to provision for amenity space.	
Bramcote	<b>Land off Coventry Lane and Moor Farm Inn.</b>  <b>Amenity.</b> Gap in amenity and natural greenspace provision.	Wider site has been allocated for residential development (500 dwellings). Planning application currently pending (22/00967/FUL).  No planned changes to provision for amenity space.	

Area	Opportunities for change	Update	Status
Bramcote	<p><b>East of Field Farm, Sidings Lane.</b> Could be possible if green belt policy changes. Not likely to come forward as a housing site in isolation, however as part of a comprehensive development with land to the west, the railway line would form a logical defensible green belt boundary. 126 potential dwellings.</p> <p><b>Amenity.</b> Gap in amenity and natural greenspace provision across whole site. Gap in parks and gardens and outdoor sports facilities provision on norther part of site.</p>	<p>Wider site has been allocated for residential development (240 dwellings).</p> <p>No planned changes to provision for amenity space.</p>	
Cossall	<p><b>West of Awsworth Lane/South of Newtons Lane.</b> Considered a difficult site due to access issues, the adjacent SINC, contaminated land and the historic landfill area. 116 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>No changes. Site remains in Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Cossall	<p><b>North and West of Awsworth Lane.</b></p> <p><b>Amenity.</b> Lack in provision of amenity, parks and gardens and outdoor sports facilities.</p>	No changes. Site remains in Green Belt.	

Area	Opportunities for change	Update	Status
Cossall	<b>Lee Sisson and Co Ltd, Newtons Lane.</b>  <b>Amenity.</b> Lack in provision of amenity, parks and gardens and outdoor sports facilities.	No changes. Site remains in Green Belt.	
Cossall	<b>North of Coronation Road.</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens and outdoor sports facilities.	No changes. Site remains in Green Belt.	
Cossall	<b>Land to the rear of 13-27 The Glebe.</b> Could be suitable if green belt policy changes 32 potential dwellings.  <b>Amenity.</b> Lack in provision of outdoor greenspaces, parks and gardens, amenity and slight gap in provision of natural greenspace, with potential to link buffer zones of access if increased provision of natural greenspace within development.	No changes. Site remains in Green Belt.  No planned changes to provision for amenity space.	
Stapleford	<b>Field Farm, Land north of Ilkeston Road.</b>  Site removed from green belt. 450 dwellings. Planning permission submitted and granted Deliverable scheme.	Site is being developed for residential. Includes areas of open space.	

Area	Opportunities for change	Update	Status
Trowell	<b>Shortwood Farm.</b>  <b>Amenity.</b> Lack of provision of amenity greenspace, parks and gardens and outdoor sports facilities.	No changes. Site remains in Green Belt.	
Trowell	<b>Land at Smithfield Avenue.</b> Could be suitable if green belt policy changes Site is also a SINC, and long distance trail cuts through site so access and flood risk would need investigating. 70 potential dwellings  <b>Amenity.</b> Lack of provision on northern part of site. Lack of parks and gardens and outdoor sports facilities across whole site.	No changes. Site remains in Green Belt.     No planned changes to provision for amenity space.	
Trowell	<b>Adjacent to the Forge.</b>          <b>Amenity.</b> Lack of provision for amenity, parks and gardens and outdoor sports facilities.	Application (22/00892/FUL pending condition for Change of use of land to animal sanctuary with 27 guest cabins, reception / spa / retreat /education centre, ancillary restaurant building and animal houses /enclosures, creation of new access and car parking including landscaping.     No planned changes to provision for amenity space.	

Area	Opportunities for change	Update	Status
Trowell	<b>Lane West of Cossall ~Road.</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens and outdoor sports facilities.	No changes. Site remains in Green Belt.	
Trowell	<b>Land North of Stapleford Road, East of the M1.</b> Site is largely available and suitable for residential development. There are contamination issues that need resolving and possible mitigation measure to overcome the issues of noise from the adjacent motorway and railway lines. Part of site sits within a 200 metre buffer not be preferred HS2 route.  <b>Amenity.</b> Lack of provision of amenity, parks and gardens and natural greenspaces.	Planning permission to redevelop part of site for new industrial units (23/00006/FUL).  No planned changes to provision for amenity space.	
Trowell	<b>Trowell Freight Depot, Stapleford Road.</b> Part of the site is within a 200 metre buffer of the preferred route for HS2 railway. Considered to be a suitable site for housing 33 potential dwellings - outline application re-submitted.  <b>Amenity.</b> Lack of provision of amenity greenspace, parks and gardens and natural greenspace.	No changes - site remains in employment use.  No planned changes to provision for amenity space.	

## CORRIDOR 2.10: Bramcote Corridor and Boundary Brook.

Area	Opportunities for change	Update	Status
Bramcote	<b>Land off Moss Drive.</b>  <b>Amenity.</b> Gap in provision of amenity space.	No changes. Site remains in the Green Belt.	
Bramcote	<b>Land off Moss Drive.</b> Forms part of narrow and important green belt land between Bramcote, Beeston, Chilwell and Stapleford.  <b>Amenity.</b> Lack of provision of amenity space and natural greenspace.	No changes. Site remains in the Green Belt.  No planned changes to provision for amenity space.	
Bramcote	<b>Coventry Lane.</b> Could be suitable if green belt policy changes. Adjacent to the crematorium, highways issues and possible flooding from Boundary Brook. 74 potential dwellings.  <b>Amenity.</b> Lack of provision of amenity space on eastern side of development site.	Allocated for residential development (240 dwellings) and planning permission granted (20/00352/OUT).  No planned changes to provision for amenity space.	
Bramcote	<b>North of Hall Gardens.</b>  <b>Amenity.</b> Lack of provision of amenity space	No changes. Site remains in the Green Belt.	

Area	Opportunities for change	Update	Status
Bramcote	<p><b>St Johns College, Peache Way.</b> Site sits within Bramcote Conservation Area and forms part of an attractive vista to St Johns College. 35 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>Part of site has been redeveloped for residential use. Proposal to convert existing buildings into residential.</p> <p>No planned changes to provision for amenity space.</p>	
Bramcote	<p><b>Chilwell Lane.</b> Could be suitable if green belt policy changes. 74 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>No changes. Site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Stapleford	<p><b>Field Farm, Land north of Ilkeston Road.</b> Site removed from green belt. Planning permission submitted and granted. Deliverable scheme. 450 dwellings.</p>	<p>Allocated site with planning permission for 450 dwellings including areas of open space.</p>	



### **CORRIDOR 2.11: Erewash to Wollaton Corridor.**

Area	Opportunities for change	Update	Status
Beeston	<p><b>Land at Coopers Green.</b></p> <p><b>Amenity.</b> Lack in provision of amenity space.</p>	No changes. Site has a number of constraints including use as informal open space and as a Local Wildlife Site.	
Bramcote	<p><b>Land off Coventry Lane.</b> Could be suitable if green belt policy changes. Possibility of site being considered as part of a larger area. Issues to be considered would include access, SINC and the relationship with the existing built up area, and the possibility of flooding from the nearby small watercourses. Local Plan Review 2003 Inspector concluded the site would extend into the open countryside which would be a major intrusion into pleasantly rolling landscape. Development would be poorly related to the existing urban form and would involve the loss of a substantial amount of Best and Most Versatile agricultural land. 2,069 potential dwellings.</p> <p><b>Amenity.</b> Lack in amenity greenspace, outdoor sports provision and natural greenspace to the north of development site. Lack of parks and gardens across whole site.</p>	<p>No changes. Site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Bramcote	<p><b>Coventry Lane.</b> Could be suitable if green belt policy changes Adjacent to the crematorium, highways issues and possible flooding from Boundary Brook. 74 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of amenity space on eastern side of development site.</p>	<p>Allocated for residential development (240 dwellings) and planning permission granted (20/00352/OUT).</p> <p>No planned changes to provision for amenity space.</p>	
Bramcote	<p><b>Bramcote Hills Golf Club, Thorsby Road.</b></p> <p><b>Amenity.</b> Gap in parks and gardens and outdoor sports facilities on eastern part of site. Gap in natural greenspaces on western part of site. Opportunity to bring the land previously used a Par 3 Gold Course on Thorsby Road into public use as amenity open space within this corridor.</p>	<p>Previous planning permissions now expired. Site has a number of constraints including being a protected Prominent Area in the Part 2 Local Plan.</p>	
Bramcote	<p><b>Land off Coventry Lane and Moor Farm Inn.</b></p> <p><b>Amenity.</b> Gap in amenity and natural greenspace provision.</p>	<p>Site is allocated for residential development (500 dwellings) with planning application for 470 dwellings currently pending consideration.</p>	

Area	Opportunities for change	Update	Status
Bramcote	<p><b>East of Field Farm, Sidings Lane.</b> Could be possible if green belt policy changes Not likely to come forward as a housing site in isolation, however as part of a comprehensive development with land to the west, the railway line would form a logical defensible green belt boundary. 126 potential dwellings.</p> <p><b>Amenity.</b> Gap in amenity and natural greenspace provision across whole site. Gap in parks and gardens and outdoor sports facilities provision on norther part of site.</p>	<p>Allocated for residential development (240 dwellings) and planning permission granted (20/00352/OUT).</p> <p>No planned changes to provision for amenity space.</p>	
Stapleford	<p><b>Field Farm, Land north of Ilkeston Road.</b> Site removed from green belt. Planning permission submitted and granted. Deliverable scheme 450 dwellings.</p>	<p>Allocated site with planning permission for 450 dwellings including areas of open space.</p>	

#### CORRIDOR 2.12: Stapleford to Chilwell Urban Corridor.

Area	Opportunities for change	Update	Status
Beeston	<p><b>Myford Machine Tools, Wilmot Lane.</b> Part of the site are still in employment use, however many of the units are vacant and appear old and unattractive to the market for employment use. the site is available and suitable, with no major barriers to achievability, it is therefore considered to be deliverable. 81 potential dwellings.</p>	<p>Conditional Permission (17/00723/FUL) given for Construct 47 dwellings, retail unit (Class A1), car parking and highway infrastructure. Currently being constructed.</p>	

Area	Opportunities for change	Update	Status
	<b>Amenity.</b> Lack of provision of amenity greenspace and outdoor sports facilities.	No planned changes to provision for amenity space.	
Bramcote	<b>Land off Moss Drive.</b> Forms part of narrow and important green belt land between Bramcote, Beeston, Chilwell and Stapleford.  <b>Amenity.</b> Lack of provision of amenity space and natural greenspace.	No changes. Site remains in the Green Belt.  No planned changes to provision for amenity space.	
Chilwell	<b>Former Barton Bus Depot, Barton Way.</b> There are several different ownerships and uses on this site which remain under detailed discussion. Parts of the site are likely to come forward for residential development, albeit that the current lease for the Beeston Van Hire area to the south west of the site does not end until 2021.  <b>Amenity.</b> Lack of provision for amenity greenspace and outdoor sports facilities.	Large part of the site is being redeveloped for housing. Planning permission in place for 250 dwellings (16/00859/FUL)  No planned changes to provision for amenity space.	

Area	Opportunities for change	Update	Status
Chilwell	<p><b>Factory Lane.</b> Well used employment area consisting mainly of medium/large units for storage/general industry and car repair.</p> <p><b>Amenity.</b> Lack in provision for amenity greenspace and outdoor sports facilities.</p>	<p>No changes. Site remains in employment use.</p> <p>No planned changes to provision for amenity space.</p>	
Chilwell	<p><b>Land at Wheatgrass Farm.</b> Site forms a narrow green belt between Chilwell/Toton and Stapleford Existing footpaths may need to be diverted. NET route would limit development, but will act as a defensible boundary. Southern part of the site comprises part of a strategic location for growth in the submitted core strategy.300 potential dwellings.</p> <p><b>Amenity.</b> Gap in provision on western side of site for amenity space. Gap in provision for parks and gardens and outdoor sports facilities and natural greenspace.</p>	<p>No changes. Site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Chilwell	<b>Chetwynd Barracks, Chetwynd Road.</b>	Site is allocated for residential development (500 dwellings).	

Area	Opportunities for change	Update	Status
Chilwell	<p><b>Garages off Hall Drive.</b> Planning permission granted for 10 dwellings. Site is considered to be deliverable and developable. 81 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of amenity greenspace and outdoor sports facilities.</p>	<p>Site has been redeveloped for housing.</p> <p>No planned changes to provision for amenity space.</p>	
Chilwell	<p><b>Inham Nook Methodist Church, Pearson Avenue.</b> Suitable previously developed site with discussion underway to bring the site forward to housing. No major obstacles to delivery, the site is therefore considered to be developable. 11 potential dwellings.</p>	<p>Site has been redeveloped for a care home.</p>	
Stapleford	<p><b>Palmer Drive.</b> Well used employment site.</p> <p><b>Amenity.</b> Lack of provision in amenity and natural greenspace.</p>	<p>No changes. Site remains in employment use.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Stapleford	<p><b>Former Dye works Site West End Street</b> Part of the site is within a 200 metre buffer of the preferred route for a HS2 railway line. Noise and flood issues have resulted in the site owner not pursuing residential development and it is expected that an application for new employment uses on the site will be forthcoming.</p> <p><b>Amenity.</b> Lack of provision in natural greenspace.</p>	<p>Pending consideration for application (23/00095/FUL). Change of use of land to open storage and siting of storage containers and skips (Class B8) including access point off West End Street and egress point on Bailey Street.</p> <p>No planned changes to provision for amenity space.</p>	
Stapleford	<p><b>Land at Toton Lane.</b> Identified as strategic location for growth in the Broxtowe Borough Aligned Core Strategy. Adjacent to the preferred option for the East Midlands HS2 hub station and the NET tram terminus. Current mixed use application pending. Part of the narrow green belt gap - mixed grade agricultural land between Toton and Stapleford. 695 potential dwellings.</p> <p><b>Amenity.</b> Gap in provision of amenity and natural greenspace on northern part of site, gap in provision of parks and gardens and outdoor sports facilities on southern part of site.</p>	<p>Allocated site in Part 2 Local Plan for mixed use development including 500-800 homes (Toton Strategic Location for Growth). Proposed to increase allocation under the Strategic Plan.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Stapleford	<b>Sports Ground, Bailey Street.</b>  <b>Amenity.</b> Lack in provision to natural greenspace.	No changes. Site is in the Green Belt and is subject to flooding.	
Stapleford	<b>West End Street.</b>  <b>Amenity.</b> Lack in provision to natural greenspace.	Pending Consideration for an application (23/00095/FUL) to Change of use of land to open storage and siting of storage containers and skips (Class B8) including access point off West End Street and egress point on Bailey Street.  No planned changes to provision for amenity space.	
Stapleford	<b>Bardills Garden Centre, Toton Lane.</b> Part of the site could be suitable if green belt policy changes. Constraints on access, prominent land, and issues around A52. If granted development constraints would result in a reduced number of dwellings.150 potential dwellings.  <b>Amenity.</b> Lack of provision of amenity space, parks and gardens, outdoor sports facilities and natural greenspace.	No changes. Site is in the Green Belt.  No planned changes to provision for amenity space.	



Area	Opportunities for change	Update	Status
Toton	<p><b>Land off Toton Lane.</b> Could be suitable if green belt policy changes Identified as strategic location for growth in the Broxtowe Borough Aligned Core Strategy. Majority of the site will be developed as part of the NET route.100 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of amenity space, parks and gardens, outdoor sports facilities and natural greenspace. Potential to bridge gap in provision through development of this site.</p>	<p>Allocated site in Part 2 Local Plan for mixed use development including 500-800 homes (Toton Strategic Location for Growth).</p> <p>No planned changes to provision for amenity space.</p>	

#### CORRIDOR 2.13: Langley Mill to Kimberley Corridor.

Area	Opportunities for change	Update	Status
Awsorth	<p><b>Noel Clay Ltd, Gin Close Way.</b> Economic land use. Exiting employment uses on site which is not well connected to the existing settlement. Alternative residential use would not be appropriate</p> <p><b>Amenity.</b> Lack of provision for natural greenspace across whole site and lack of provision for parks and gardens on norther part of site.</p>	<p>No changes - site remains in employment use.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Awsworth	<p><b>Land off Main Street.</b> Development has been implemented and therefore clearly deliverable. 12 potential dwellings.</p> <p><b>Amenity.</b> Lack of provision of parks and gardens and natural greenspace.</p>	<p>Site has implemented planning permission for residential but has yet to be developed.</p> <p>No planned changes to provision for amenity space.</p>	
Awsworth	<p><b>Gin Close Way.</b></p> <p><b>Amenity.</b> Lack of provision for amenity, parks and gardens, outdoor sports facilities and natural greenspace.</p>	<p>No changes. Site remains in the Green Belt.</p>	
Awsworth	<p><b>North of Barlows Cottages.</b> Could be suitable if green belt policy changes. Part of the site is SINC. 50 potential dwellings.</p> <p><b>Amenity.</b> Some lack of provision of northern part of site for parks and gardens.</p>	<p>No changes. Site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Awsworth	<b>Land West of Gin Close Way.</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens and natural greenspace across whole site, and lack of provision of outdoor sports facilities on eastern side of site.	No changes. Site remains in the Green Belt.	
Awsworth	<b>Bennerley disposal point. Land between A610 and Gin Close Way.</b>  <b>Amenity.</b> Lack in access to amenity, parks and gardens and natural greenspace. Adequate provision to outdoor greenspaces.	Site is a proposed allocation for logistics development.	
Awsworth	<b>Land at Gin Close Way.</b> Development has been implemented and therefore clearly deliverable. 55 potential dwellings.  <b>Amenity.</b> Lack of provision of natural greenspaces across whole site and lack of provision for parks and gardens on norther part of site.	Site has planning permission for 65 dwellings (20/00873/MMA).  No planned changes to provision for amenity space.	

**CORRIDOR 2.14: Toton Sidings Corridor.**

Area	Opportunities for change	Update	Status
Attenborough	<p><b>Land Rear of Chilwell Retail Park, Barton Lane.</b></p> <p><b>Amenity.</b> Lack of provision of amenity greenspaces.</p>	No changes. Site remains in the Green Belt.	
Stapleford	<p><b>Land at Toton Lane.</b> Identified as strategic location for growth in the Broxtowe Borough Aligned Core Strategy. Adjacent to the preferred option for the East Midlands HS2 hub station and the NET tram terminus. Current mixed use application pending. Part of the narrow green belt gap - mixed grade agricultural land between Toton and Stapleford. 695 potential dwellings.</p> <p><b>Amenity.</b> Lack in provision of amenity space and natural greenspace on northern part of site. Lack in provision of parks and gardens and outdoor sports facilities on southern part of site.</p>	<p>Site (Toton Strategic Location for Growth) is allocated for mixed use development (500-800 dwellings).</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Stapleford	<p><b>Toton Sidings, Derby Road.</b>            Could be suitable if green belt policy changes. Constraints include flood zone and SINCE, and remediation work required. Development of the site only realistic through site 133, in the absence of development on site 133 this site is considered to be undeliverable and undevelopable. However, development of this site will be seriously impeded by its location as part of the preferred HS2 railway line and East Midlands Hub Station. it is adjacent to an area recognised within the Core Strategy as a Strategic Location for Growth.</p> <p><b>Amenity.</b>            Lack of provision to the north of the south for parks and gardens and outdoor sports facilities.</p>	<p>Site forms part of the wider allocation at Toton Strategic Location for Growth.</p> <p>No planned changes to provision for amenity space.</p>	
Toton	<p><b>Manor Grange, 365 Nottingham Road.</b>            Site is available and suitable with flooding issues being the major barrier. 27 potential dwellings.</p> <p><b>Amenity.</b>            Lack in provision of amenity greenspaces.</p>	<p>Planning permission granted to use part of site for vehicle rental business (22/00426/FUL).</p> <p>No planned changes to provision for amenity space.</p>	

**CORRIDOR 2.15: Sellars Wood and New Farm Wood.**

Area	Opportunities for change	Update	Status
Nuthall	<b>New Farm Lane.</b>  <b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities. Some provision of natural greenspace to the south of the site but lack of provision to the north.	No changes. Site remains in the Green Belt.	
Nuthall	<b>East of Motorway/West of Low Wood Road.</b>  <b>Amenity.</b> Lack in provision of amenity, parks and gardens, outdoor sports facilities.	No changes. Site remains in the Green Belt.	

**CORRIDOR 2.16: Central Corridor Cossall to Strelley.**

Area	Opportunities for change	Update	Status
Awsworth	<b>Robinettes.</b>  <b>Amenity.</b> Lack of provision for amenity greenspace, parks and gardens, outdoor sports facilities and natural greenspaces.	No changes. Site remains in the Green Belt.	

Area	Opportunities for change	Update	Status
Trowell	<b>Shortwood Farm.</b>  <b>Amenity.</b> Lack of provision for amenity greenspace, parks and gardens and outdoor sports facilities.	No changes. Site remains in the Green Belt.	

**CORRIDOR 2.17: Underwood to Beauvale Priory.**

Area	Opportunities for change	Update	Status
Hucknall	<b>Near the Common, (field 9758).</b>  <b>Amenity.</b> Lack of provision for amenity, parks and gardens and outdoor sports facilities.	No changes. Site remains in the Green Belt.	

**CORRIDOR 2.18: Stoney Lane to Aldecar.**

Area	Opportunities for change	Update	Status
	<b>Potential Development sites.</b>  None.		

**CORRIDOR 2.19: Hall Lane to Brinsley Hill.**

Area	Opportunities for change	Update	Status
Brinsley	<b>Land North of Hall Lane.</b>  <b>Amenity.</b> Provision of parks and gardens and outdoor sports facilities to the east of the site, but a lack of provision to the western side.	No changes. Site remains in the Green Belt.	
Brinsley	<b>Land opposite 28 Church Lane.</b> (Could be suitable if policy changes)	No changes. Site remains in the Green Belt.	
Brinsley	<b>Land to rear of Robin Hood Inn, 17 Hall Lane.</b> (Could be suitable if policy changes)  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	No changes. Site remains in the Green Belt.  No planned changes to provision for amenity space.	

**CORRIDOR 2.20: Smithurst Road and Daisy Farm, Giltbrook.**

Area	Opportunities for change	Update	Status
Giltbrook	<b>South of Smithurst Road.</b> Potentially 91 dwellings.	Site has been developed for residential development and includes areas of open space.	



Area	Opportunities for change	Update	Status
Giltbrook	<b>Land off Acorn Drive.</b> Potentially 67 dwellings.	Planning permission granted for 67 dwellings. Currently being constructed. Open space provision to the west.	
Newthorpe	<b>Land off Thorn Drive and west of The Pastures Thorn Drive.</b> Potentially 33 dwellings.	Site is now protected for informal open space and flood mitigation.	

**CORRIDOR 2.21: Trowell to Kimberley.**

Area	Opportunities for change	Update	Status
Kimberley	<b>Land south of Spring Hill.</b>  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	No changes. Site remains in the Green Belt.	
Kimberley	<b>South of Babbington Lane.</b>	No changes. Site remains in the Green Belt.	

Area	Opportunities for change	Update	Status
Kimberley	<b>Long Close, Babbington Lane.</b>	No changes. Site remains in the Green Belt.	
Strelley	<b>Land to the west of Bilborough Road.</b> Could be suitable if policy changes.  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	No changes. Site remains in the Green Belt.  No planned changes to provision for amenity space.	
Trowell	<b>Land off Coventry Lane.</b> 1520 potential dwellings.  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	No changes. Site remains in the Green Belt.	
Trowell	<b>Land north of Nottingham Road.</b>  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	No changes. Site remains in the Green Belt.	
Trowell	<b>Land between Elton and The Woodlands Bilborough Road.</b> Potential for 760 dwellings.  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	No changes. Site remains in the Green Belt.  No planned changes to provision for amenity space.	

Area	Opportunities for change	Update	Status
Trowell	<b>Spring Farm, Nottingham Road, Trowell Moor.</b> Potentially 1,140 dwellings.  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	No changes. Site remains in the Green Belt.  No planned changes to provision for amenity space.	
Trowell	<b>Ashlands, Bilborough Road.</b> Potentially 44 dwellings.	No changes. Site remains in the Green Belt.	

#### CORRIDOR 2.22: A52 Corridor South East of Stapleford.

Area	Opportunities for change	Update	Status
Bramcote	<b>Land off Moss Drive.</b>  <b>Amenity.</b> Gap in provision of amenity greenspace and some natural greenspace.	No changes. Site remains in the Green Belt.	
Bramcote	<b>Land off Moss Drive.</b> Potentially 150 dwellings.  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	No changes. Site remains in the Green Belt.  No planned changes to provision for amenity space.	

Area	Opportunities for change	Update	Status
Bramcote	<p><b>Land between A52 Stapleford and Chilwell Lane.</b> Potentially 250 dwellings.</p> <p><b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.</p>	<p>No changes. Site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	
Kimberley	<p><b>South of Babbington Lane.</b></p> <p><b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.</p>	<p>No changes. Site remains in the Green Belt.</p>	
Kimberley	<p><b>Long Close, Babbington Lane.</b></p> <p><b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.</p>	<p>No changes. Site remains in the Green Belt.</p>	

Area	Opportunities for change	Update	Status
Stapleford	<b>Bardills Garden Centre, Toton Lane.</b> Potentially 150 dwellings.  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	No changes. Site remains in the Green Belt.  No planned changes to provision for amenity space.	
Toton	<b>Land at Wheatgrass Farm.</b> Potentially 300 dwellings.  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities and natural greenspace. Some gaps in provision of amenity greenspace.	No changes. Site remains in the Green Belt.  No planned changes to provision for amenity space.	
Toton	<b>Land off Toton Lane.</b> Potentially 100 dwellings.  <b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.	Allocated for mixed use development as part of Toton Strategic Allocation for Growth.  No planned changes to provision for amenity space.	

## CORRIDOR 2.23: Toton Sidings to Chilwell.

Area	Opportunities for change	Update	Status
Stapleford	<p><b>Land off Toton Lane.</b> Potentially 695 dwellings.</p> <p><b>Amenity.</b> Some gaps in provision of parks and gardens, outdoor sports facilities and natural greenspace. Some gaps in provision of amenity greenspace.</p>	<p>Allocated for mixed use development as part of Toton Strategic Location for Growth.</p> <p>No planned changes to provision for amenity space.</p>	
Stapleford	<p><b>Toton Sidings, Derby Road.</b></p> <p><b>Amenity.</b> Some gaps in provision of parks and gardens and outdoor sports facilities.</p>	<p>Allocated for mixed use development as part of Toton Strategic Location for Growth.</p>	
Toton	<p><b>Land at Wheatgrass Farm.</b> Potentially 300 dwellings.</p> <p><b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities and natural greenspace. Some gaps in provision of amenity greenspace.</p>	<p>No changes. Site remains in the Green Belt.</p> <p>No planned changes to provision for amenity space.</p>	

Area	Opportunities for change	Update	Status
Toton	<p><b>Land east of Toton Lane/Stapleford Lane.</b></p> <p><b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity and natural greenspace. Some gaps in provision of amenity greenspace.</p>	<p>Allocated for mixed use development as part of Toton Strategic Location for Growth.</p> <p>No planned changes to provision for amenity space.</p>	
Toton	<p><b>Land off Toton Lane.</b> Potentially 100 dwellings.</p> <p><b>Amenity.</b> Gap in provision of parks and gardens, outdoor sports facilities, amenity greenspace and natural greenspace.</p>	<p>Allocated for mixed use development as part of Toton Strategic Location for Growth.</p> <p>No planned changes to provision for amenity space.</p>	

## Report of the Portfolio Holders for Resources and Personnel Policy and Economic Development and Asset Management

### INCREASE IN PLANNING PRE-APPLICATION FEES

#### 1. Purpose of Report

To update Members on recent increases in statutory planning and related application fees and to consider a broadly proportionate increase in locally-set pre-application fees.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that the pre-application fees set out in the APPENDIX be approved for charging on and from 6 April 2024.**

#### 3. Detail

Fees for planning and related applications are a statutory requirement on us to charge and applicants to pay and, as such, are exempt from VAT.

In order to encourage economic development and improve the quality of planning applications, we offer a pre-application advice service. Recognising the demand on Officer time this creates for what is a discretionary service, fees are charged. As a discretionary service, VAT must also be applied.

Planning and related application fees were increased on 6 December 2023 by 25% for minor and 35% for major development. The previous charging bands did not align with the threshold between minor and major development, so this also had the effect of creating new charging bands.

The increase had been expected to occur in April this year, but was brought forward at short notice, so we were unable to review pre-application fees at the same time. In fact, because pre-application fees for larger developments are 10% of the statutory application fee, these were increased automatically.

Pre-application fees for smaller (in practice, most) developments, however, are fixed amounts and it is these we now propose to increase broadly in line with the statutory fees, but to a simplified structure with fewer bands that will align with the threshold between minor and major development.

In most cases, this creates a single charge for all minor development in each category, but where the resulting fee would be greater than the statutory fee or so significant a proportion of it that it would be a deterrent to using the service, then a lower charge band is proposed to be retained.



#### 4. Key Decision

Because pre-application fees are charged Borough-wide, the increase will affect two or more Wards in the Council's area and therefore represent a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

As such, notice has been published in advance so that members of the public and Members are able to consider the implications and have an opportunity to make representations before the decision is made.

#### 5. Updates from Scrutiny

The proposed increase in pre-application fees has not been through pre-scrutiny or Policy Overview Working Group as it does not represent a change in policy.

#### 6. Financial Implications

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

The potential uplift in Planning fees income has already been recognised in the Business Strategy that was agreed by Cabinet on 7 November 2023. With income from Planning fees expected to increase with the new planning fee structure (albeit dependent on the speed of development), which includes increasing fees between 25% and 35% (the latter for major applications) and then linking fees to inflation (CPI) going forward, it was agreed to increase the Planning fees income budget for 2024/25 by £78,000 as part of budget setting. The total Planning fees income budget for 2024/25 is £668,000, including £40,000 for Pre-planning application fees.

#### 7. Legal Implications

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

The recommended charging for pre-application advice would be in accordance with Section 93 of The Local Government Act 2003 provisions giving planning authorities discretionary powers to charge for such advice.

There are no direct legal implications arising from the proposal. Any pre-application advice given does not bind the Council in how we assess any future full planning application.

#### 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

There are no climate change implications.

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 represents a proportionate fee increase rather than a change to policy, an equality impact assessment has not been carried out.

13. Background Papers

Nil.

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**Pre App Fees Increase****APPENDIX**

Category	Current advice fee (inc. VAT)	Proposed advice fee (inc. VAT)	Proposed increase in advice fee	Notes
Domestic enquiries (is permission required?)	£58	£72.50	25%	
Domestic extensions – one dwelling	£58	£72.50	25%	
Domestic extensions – two or more dwellings	£58	£72.50	25%	Propose to clarify that fee applies per dwelling, not as a single fee for all proposals relating to two or more.
Prior approval for larger householder extensions	£58	£72.50	25%	
New dwellings – outline (sites up to 0.5 hectare)	£248	£310	25%	Residential development on sites over 0.5 hectare is 'major' and remains at 10% of application fee +VAT.
New dwellings (1-5no) – full or reserved matters	£248	£310	25%	Applies as a flat fee for all 'minor' development.
New dwellings (6-9no) – full or reserved matters	£331	£310	-6%	Applies as a flat fee for all 'minor' development.
New dwellings (10-14) – full or reserved matters	£331	10% of application fee plus VAT	126 – 216%	Development of 10 dwellings or more is 'major' and changes to 10% of application fee +VAT.
Other buildings – outline (sites up to 0.5 hectare)	£166	£310	86%	Together with the next category, this creates a single flat fee for all 'minor' development.

Category	Current advice fee (inc. VAT)	Proposed advice fee (inc. VAT)	Proposed increase in advice fee	Notes
Other buildings – outline (sites of 0.5-1.0 hectare)	10% of application fee plus VAT	£310	-12% – 123%	Non-residential development on sites over a hectare is 'major' and remains at 10% of application fee +VAT.
Other buildings (up to 40 sq m) – full or reserved matters	£82	£102.50	25%	Includes building work creating no floor space (for example, alterations shop fronts)
Other buildings (40 – 400 sq m) – full or reserved matters	£248	£310	25%	
Other buildings (400 – 1,000 sq m) – full or reserved matters	10% of applic fee plus VAT	£310	86% – -65%	Non-residential development of 1,000 sq m or more is 'major' and remains at 10% of application fee +VAT.
The erection, alteration or replacement of plant or machinery	£248	£310	25%	
Construction of car parks, service roads etc. incidental to existing use	£82	£102.50	25%	
Agricultural buildings – outline (up to 0.5 ha)	£166	£310	86%	Together with the next category, this creates a single flat fee for all 'minor' agricultural development.
Agricultural buildings – outline (0.5-1.0 ha)	10% of applic fee plus VAT	£310	87% – -55%	Agricultural development on sites over a hectare is 'major' and remains at 10% of application fee +VAT.

Category	Current advice fee (inc. VAT)	Proposed advice fee (inc. VAT)	Proposed increase in advice fee	Notes
Agricultural buildings (up to 465 sq m) – full or reserved matters	£58	£72.50	25%	
Agricultural buildings (465-540 sq m) – full or reserved matters	£82	£102.50	25%	
Agricultural buildings (540-1,000 sq m) – full or reserved matters	£248	£310	25%	
Agricultural buildings (over 1,000 sq m) – full or reserved matters	£248	10% of applic fee plus VAT	293% – 19,502%	Agricultural development of 1,000 sq m or more is 'major' and changes to 10% of application fee +VAT.
Agricultural glasshouses (up to 465 sq m) – full or reserved matters	£58	£72.50	25%	
Agricultural glasshouses (465 – 1,000 sq m) – full or reserved matters	£248	£310	25%	
Agricultural glasshouses (over 1,000 sq m ) – full or reserved matters	£248	10% of applic fee plus VAT	69%	Agricultural development of 1,000 sq m or more is 'major' and changes to 10% of application fee +VAT.

Category	Current advice fee (inc. VAT)	Proposed advice fee (inc. VAT)	Proposed increase in advice fee	Notes
Change of use	£166	£207.50	25%	
Prior approval – forestry, agricultural or demolition	£96	£120	25%	
Prior approval – telecommunications	£462	£578	25%	
Prior approval – changes of use	£96	£120	25%	
Prior approval – change of use including building	£206	£258	25%	
Prior approval – collection facilities	£96	£120	25%	
Prior approval – solar PV on non-domestic	£96	£120	25%	
Prior approval – university buildings	£96	£120	25%	
Prior approval – change of use from commercial, business and service to dwellings (per dwelling)	£100	£125	25%	
Create playing field	£0	£0	0%	
Variation of condition	£58	£72.50	25%	

Category	Current advice fee (inc. VAT)	Proposed advice fee (inc. VAT)	Proposed increase in advice fee	Notes
Vehicular access	£58	£72.50	25%	
Advertisements	£0	£0	0%	
Other operations	£82 or 10% of applic fee plus VAT	£102.50 or 10% of applic fee plus VAT	25% – 35%	Fee charged is and would remain whichever is the greater amount.
High hedges complaints	£402	£502.50	25%	
Planning histories	£82	£116	41%	



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## Report of the Leader and Portfolio Holder for Economic Development and Asset Management and Resources and Personnel Policy.

### ALLOCATION OF UKSPF COMMUNITIES GRANT FUNDS 2024/5

#### 1. Purpose of Report

To recommend to Cabinet the allocation of UKSPF-funded Communities Grants for delivery of sixteen individually nominated projects from April 2024 to March 2025, to a total value of £279,815. The report further recommends an addendum to the UKSPF Year 3 funding programme agreed by Cabinet in February 2024 to raise the total size of the fund to £279,815 and insert a further action to ensure Beeston Film Festival is supported through a separate part of the plan.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that:**

1. **The Cabinet increase the size of the Community Grants Fund from £240,000 to £279,815;**
2. **UKSPF-funded Communities Grants for 2024/5 are awarded to the fifteen organisations listed in section 3.**
3. **In the case that any of these organisations is unable to take forward their proposed project, funds to be reallocated to a project(s) from the UKSPF Communities Grants reserve list.**
3. **That an addendum be made to the Year 3 Programme to incorporate £9,000 for Beeston Film Festival in 2024/2025**

#### 3. Detail

Broxtowe Borough Council's UKSPF Cabinet Panel approved an allocation of £240,000 to Communities Grants for 2024/5 in November 2023. The grant programme was launched on 23 November 2023, closing to applications on 22 January 2024. A total of 45 applications were received and all were assessed, though four were not eligible.

Each application was assessed independently by two Officers, scoring against seven questions. Scores were averaged and weighted to emphasise strong project proposals, community need, added value and a clear, reliable delivery plan including identification and mitigation of risks. Moderation was undertaken by the five assessing officers and queries noted, which were taken up with applicants. Discussions were undertaken with inter-departmental colleagues with expertise and a strategic overview of Business Support, People & Skills, Planning, Estates, Events, Communities, Culture and Sport. This process and responses to queries by applicants has valuably informed the selection of shortlisted projects and enhanced the decision making beyond the process of allocating purely on the basis of their prior scoring.

2024/5 is Year 3 of three years of Broxtowe's UKSPF funding. Any funds not spent by the end of that year must be returned to UK Government. Grant assessment and shortlisting has therefore emphasised reliability, in terms of project delivery and an expectation of timely and successful achievement and reporting of project outputs and outcomes.

UKSPF funding may be spent across the whole Borough and, reflecting the availability of other capital funds for economic growth in Stapleford and Kimberley, grant guidance indicated that capital applications from those locations would be looked upon less favourably, while revenue applications were welcome from anywhere in the Borough. An over-arching consideration informing the selection of shortlisted projects has been UKSPF's role in sharing prosperity as part of the Levelling Up programme, so in supporting community applications that identify and meet particular local need.

Applications were invited of between £5,000 and £40,000 with exceptional projects of up to £100,000 being considered. Three applications greater than £40,000 were received, but none demonstrated exceptional qualities. All three were for building adaptation or restoration projects which were not well enough developed for officers to be confident that their aims could be achieved in the time available. When considered in the context of allocating to alternative smaller applications, neither did they address as many pressing community needs, or offer similarly reliable achievement of outputs and outcomes within the 2024/5 year.

Some organisations have made applications which overlap with elements of Broxtowe's internal Year 3 programme; for example, Rural Community Action Network's (RCAN), community hall support services project has elements which duplicate with internal activities tackling poverty and green energy. Economies of scale and rational organisation of delivery can be achieved by combining the two strands of work under one offer. It is proposed to offer RCAN £10k grant funding + £6k from the internal programme making an award of 16k. With small adjustments like these more funding can be delivered to more projects. A further £38,000 has been identified, mainly from underspends in Broxtowe's UKSPF Year 2 programme, bringing the total funds available for Year 3 Communities Grants to £278,000. A further project is under review which means that £279,815 can be reliably awarded.

Beeston Film Festival have made two applications (2024 & 2025) for distinct activities with a Cultural Strategy theme for a total £18k. Neither applications are strong enough on their own merits and their outputs are economic rather than community led. Rather than reject the festival outright officers are proposing that an addendum be made to add the Beeston Film Festival into the internal project list in year three and to allocate £9,000. This could be combined with other activities in Town Centre Management or potentially be additional funding worked into Broxtowe Borough Council successful award of £30,000 from the

Arts Council. The £9,000 UKSPF funding would be ring-fenced for the film festival directly through this new internal project.

All shortlisted and reserve-listed projects have undergone financial due diligence checks by Broxtowe's Audit team and confirmed as showing no cause for financial concern. The projects are capable of generating the required outputs to level up some of the Borough's more deprived geographies and communities of interest, who are not in receipt of other levelling up funding. The projects provide a robust approach to equality and diversity.

It is recommended that Cabinet approve applications for UKSPF Communities Grants 2024/5 from:

- Attenborough Cricket Club
- Volunteer It Yourself (supporting Nottingham Casuals RFC)
- Beeston Unity Centre
- Nottingham Forest Community Trust (at Eastwood Town FC)
- Eastwood Athletic FC
- Rural Community Action Nottinghamshire
- Mind Nottinghamshire
- Parky Players
- Forever Stars
- Broxtowe Women's Project
- Men in Sheds (Eastwood)
- Beeston Civic Society
- Stapleford Town Council
- Stapleford Yarn Bombers
- Middle Street Resource Centre

#### 4. Key Decision

This report is a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and is a decision made or to be made in connection with the discharge of an Executive function which is likely to:

1. result in the Council incurring revenue or capital expenditure or savings of £250,000 or more; and
2. be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Council's area.

#### 5. Updates from Scrutiny

Not Applicable

## 6. Financial Implications

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

The Council is anticipating to receive an overall allocation of £2.605m in revenue, capital and capacity funding from the UK Shared Prosperity Fund for the three financial years 2022/23 to 2024/25. The final year UKSPF funding of £1,643,527 is anticipated in 2024/25. This funding includes a 4% maximum allocation for administrative purposes (circa £65,750) with a 20% minimum spend as capital (circa £328,750).

The General Fund revenue budget for 2024/25 includes the revenue element of the anticipated UKSPF at £1,443,500 (being £1.643m grant less £200,000 originally included in the Capital Programme – see below). The Capital Programme for 2024/25 includes £200,000 for the UKSPF capital schemes with the actual budget to be determined (this will be necessary given the 20% minimum capital spend). Any underspending from 2023/24 will be considered for carry forward by Cabinet in July 2024 and, if approved, these will be added to the 2024/25 budget. The planned spend is fully grant funded so the net impact on the Council's budget is nil.

## 7. Legal Implications

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

The proposed projects are consistent with the requirements of the UKSPF programme, and it will be necessary for the Council to comply with the funding agreements in respect of the programme. Where necessary the funding to be provided to the projects referred to in the report will need comply with the requirements of the Subsidy Control Act 2022. Additionally, the power to award grants to organisations comes from Section 1 of the Localism Act 2011 which is the general power of competence and the Council must comply with its public law duties.

## 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

The **APPENDIX** to this report contains OFFICIAL(SENSITIVE) information. There are no Data Protection issues in relation to this report.

12. Equality Impact Assessment

An equality impact assessment has been undertaken for BrBC's Year 3 UKSPF Programme as a whole and was provided to February Cabinet.

13. Background Papers

Nil.

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## Report of the Leader of the Council

### CABINET WORK PROGRAMME

#### 1. Purpose of Report

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

#### 2. Recommendation

**Cabinet is asked to RESOLVE that the Work Programme, including key decisions, be approved.**

#### 3. Detail

The Work Programme for future meetings is set out below. Key decisions and exempt items are marked with \*.

4 June 2024	<ul style="list-style-type: none"> <li>• Corporate Plan</li> <li>• Glyphosate update report</li> <li>• Pamela Cottage *</li> <li>• Property Management Software</li> <li>• Leisure Options</li> <li>• House Building Delivery Plan Update</li> <li>• High Street Auctions</li> <li>• Skate Park</li> <li>• Greater Nottingham Strategic Plan – Regulation 19 consultation*</li> <li>• Urgency Powers Report</li> </ul>
2 July 2024	<ul style="list-style-type: none"> <li>• Statement of Accounts Update and Outturn Position 2023/24*</li> <li>• Treasury Management Annual Report 2023/24</li> <li>• Electric Vehicle Infrastructure Strategy*</li> <li>• People Strategy</li> <li>• Annual Air Quality Status Report and Action Plan*</li> <li>• Annual Food Service Plan*</li> <li>• Grants to Voluntary and Community Organisations</li> </ul>
23 July 2024	<ul style="list-style-type: none"> <li>•</li> </ul>
3 September 2024	<ul style="list-style-type: none"> <li>• Irrecoverable Arrears</li> <li>• Dog Policy</li> <li>• Workforce Profile</li> </ul>

#### 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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