



Friday, 23 May 2025

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 3 June 2025 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)	R D MacRae
	G Marshall (Vice-Chair)	J W McGrath
	G Bunn	H E Skinner
	C Carr	V C Smith
	T A Cullen	E Williamson

A G E N D A

1. Apologies

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

2. Declarations of Interest

(Pages 5 - 12)

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

3. Appointments to Cabinet

At the Council meeting held on 14 May 2025 Members were informed that there would be amendments to the appointments to Cabinet.

Cabinet is asked to RESOLVE that Councillors R D MacRae and E Williamson be appointed as Cabinet members, and Councillor C Carr replace Councillor G Bunn as the Deputy Portfolio Holder for Economic Development and Asset Management.

4. Minutes

(Pages 13 - 22)

Cabinet is asked to confirm as a correct record the minutes of the meeting held on 11 March 2025.

5. UK Shared Prosperity Advisory Fund Panel Minutes

(Pages 23 - 28)

Members are asked to NOTE the minutes of the UKSPF Advisory Panel meeting held on 4 April 2025.

6. Scrutiny Reviews

(Pages 29 - 32)

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

7. Environment and Climate Change

7.1 Cemetery Memorial Safety Testing

(Pages 33 - 44)

To provide Members with an update on progress achieved in relation to the memorial safety inspection programme, to detail the options relating to failed memorials, and any potential financial impact, in accordance with the legislative requirement to carry out memorial safety inspections.

To inform Members of historic memorials within the five working cemeteries that have passed the memorial safety testing but have fallen into disrepair.

- 7.2 Clearing Cemeteries of Personal Memorials (To Follow)
- The purpose of this item is to outline the requirement to clear unauthorised personal memorials, which have accumulated over the years within all the Council's cemeteries, in accordance with the Council's Cemetery Rules and Regulations. Further information will be published prior to the meeting.
8. Resources and Personnel Policy
- 8.1 Grant Aid Requests from Parish/Town Councils (Pages 45 - 50)
- To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.
- 8.2 Grants to Voluntary and Community Organisations, Charitable Bodies and Individuals Involved in Sports, the Arts and Disability Matters 2025/26 (Pages 51 - 60)
- To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.
- 8.3 Capital Programme 2025/26 – Capital Budget Variations (Pages 61 - 68)
- To approve a series of budget revisions to the Capital Programme for 2025/26.
- 8.4 Managing Abusive, Persistent and/or Vexatious Customers Policy (Pages 69 - 102)
- To consider the new Managing Abusive, Persistent and/or Vexatious Customers Policy.
9. Economic Development and Asset Management
- 9.1 Update on the Decarbonisation of the Councils Commercial Asset Portfolio (Pages 103 - 106)
- To advise Cabinet of the ongoing progress being made in several key decarbonisation projects that are underway within the Councils commercial asset portfolio. This is in accordance with the Corporate Plan objective for the Environment.

10. Housing
- 10.1 People Focused Housing Services Policy (Pages 107 - 124)
- To seek approval for a new People Focused Housing Service Policy. This includes housing applicants, lifeline customers, tenants and leaseholders. This is in accordance with the Council's Corporate Priority of Housing - Regulate housing effectively and respond to housing needs.
11. Community Safety
- 11.1 Domestic Homicide Review Funding (Pages 125 - 128)
- To request the approval of additional funding to deliver Domestic Homicide Reviews. This is in accordance with the corporate value of providing a safe place for everyone.
- 11.2 Prevent Strategy (Pages 129 - 178)
- To approve the Borough Council's approach and response to the Prevent Duty as a Specified Authority. This is in accordance with the Council's Corporate Priority of Community Safety – a safe place for everyone.
- 11.3 Fuel Poverty Strategy (Pages 179 - 204)
- To seek approval for the Fuel Poverty Strategy. This is in accordance with the Council's priority of a good quality home for everyone.
12. Cabinet Work Programme (Pages 205 - 206)
- 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.

13. 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.

- 13.1 Asset Management and Repair Scheduling Solution (Pages 207 - 218)
- 13.2 Development of Three Padel Courts at the Hickings Lane Community Pavilion (Pages 219 - 228)
- 13.3 Extending and Amending the Economic Development & Regeneration Service contracts in line with Business Needs (Pages 229 - 240)

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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.

Advice from the Monitoring Officer:

On reading the agenda it is advised that you:

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

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

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

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

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

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

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

1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)

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

2. OTHER REGISTERABLE INTERESTS (ORIs)

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

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

3. NON-REGISTRABLE INTERESTS (NRIs)

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

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

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

Declarations and Participation in Meetings

1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)

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

Action to be taken

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

2. OTHER REGISTERABLE INTERESTS (ORIs)

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

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

3. NON-REGISTRABLE INTERESTS (NRIs)

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

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

Yes

Yes

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

No

Yes

Yes

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

No

Yes

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:

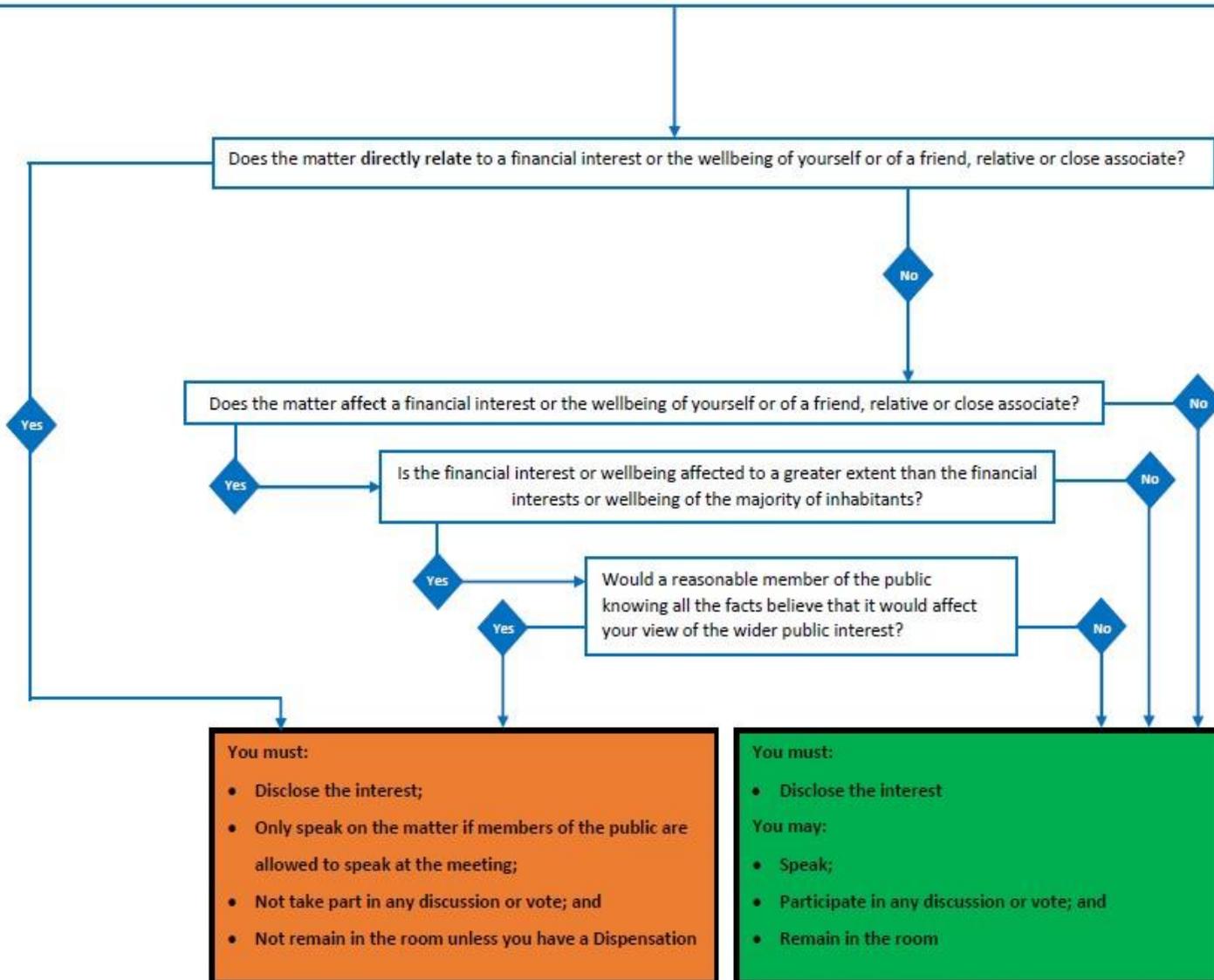
- Disclose the interest;
- Only speak on the matter if members of the public are allowed to speak at the meeting;
- Not take part in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

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, 11 MARCH 2025

Present: Councillor M Radulovic MBE, Chair

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

121 APOLOGIES

There were no apologies for absence.

122 DECLARATIONS OF INTEREST

Councillor M Radulovic MBE declared an other-registerable interest in item 7.1 as the 'Young Individual Boxing Competitor' was known to him, minute number 126.1 refers. Councillor M Radulovic MBE declared a further other-registerable interest in item 14 due to the close proximity of his residence to the site, minute number 133 refers.

Councillor H E Skinner declared an other-registerable interest in item 7.1 due to her being a trustee of the Eastwood People's Initiative, minute number 126.1 refers.

123 MINUTES

The minutes of the meeting held on 4 February 2025 were confirmed and signed as a correct record.

124 MINUTES FROM OTHER MEETINGS

Members noted the minutes of the Bramcote Bereavement Services Committee meeting held on 23 January 2025.

125 SCRUTINY REVIEWS

Members noted matters proposed for and undergoing scrutiny. It was suggested that the Overview and Scrutiny Committee be requested to conduct a review into the governance procedures at the East Midlands Combined Counties Authority.

126 URGENCY POWERS

As a result of building works to the Beeston Methodist Church a request was received by the Council to introduce a parking concession. Subject to availability, permits would be provided to allow up to two parking spaces to be used free of any charge in connection with the building operation. Cabinet noted the use of the Chief Executive's Urgency Powers following consultation with the Leader, Deputy Leader and Leader of the Opposition, to introduce the temporary concession.

126.1 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2024/25

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

RESOLVED that the grants be made as follows:

	£
5th Stapleford Scout Group	4,500
2nd Beeston Sea Scouts	2,150
Age Concern Eastwood	10,000
2nd Kimberley Scout Group	7,000
Stapleford Community Association	3,000
D H Lawrence Music Festival	2,500
Beeston Film Festival	3,000
Bramcote Cricket Club	1,000
Chilwell Community Association	3,150
Stapleford Community Group	10,700
Eastwood People's Initiative	2,500
Phoenix Community Foundation	10,000
Young Individual Boxing Competitor	1,000

Reason

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.

(Having declared an other-registerable interests Councillors M Radulovic MBE and H E Skinner left the meeting before discussion or voting thereon. Councillor G Marshall chaired the meeting for the item.)

126.2 COMPLAINT SELF-ASSESSMENT APPROVAL

The Housing Ombudsman's Complaint Handling Code promotes the progressive use of complaints, providing a high-level framework to support effective handling and prevention alongside learning and development. The Code aims to enable landlords to resolve complaints raised by tenants quickly and to use the learning from complaints to drive service improvements. The Ombudsman requires landlords to carry out regular self-assessments and take appropriate action to ensure compliance with the Code.

There is a requirement to publish the Self-Assessment Form annually, as from April 2024. The form has been published since 2024 with the introduction of the Code and there was a requirement to self-assess against the Code to ensure that it was being complied with. The Form has been published on the Council's website. However, following Councils' nationwide initial publication of the Form in 2024, the Housing Ombudsman had informed authorities that it would not hold them to account until 2025 for their performance against the Form. The Council was currently fully compliant with all areas of the Self-Assessment Form.

RESOLVED that the Housing Ombudsman's Self-Assessment form be approved.

Reason

Publishing the Self-Assessment Form would ensure compliance with the requirements of the Housing Ombudsman in relation to the Code.

126.3 REVIEW OF CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE - DECEMBER 2024 - QUARTER 3

The Corporate Plan 2024-2028 was approved by Council on 10 July 2024. Business Plans were 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 were also considered. Business Plans for 2024/25 were approved by Council on 6 March 2024.

Members noted the progress made in achieving the Corporate Plan priorities and financial performance for the quarter ended 31 December 2024. It was stated that forecasting would be improved in order to understand performance reporting.

126.4 QUARTERLY COMPLAINT REPORT

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

It was stated that positive outcomes were being seen as a result of the information arising from complaints which were having a significant impact on the Council's infrastructure.

126.5 NEW HOUSING COMPLAINTS OFFICER

Cabinet was informed that in recent years the Housing Ombudsman and the Regulator for Social Housing had been encouraging tenants and leaseholders to provide feedback and hold their landlords to account by raising complaints. The report to the Governance, Audit and Standards Committee in November 2024 showed that

the Housing service received 71 Stage 1 complaints between 1 July and 30 September 2024 (Q2) of which 15 of these complaints were escalated to Stage 2.

Complaints are currently responded to by the Housing Operations Manager, the Income and Housing Manager, the Housing Services and Strategy Manager or the Repairs Customer Services Manager, depending on the nature of the complaint. Of the 71 complaints received in the quarter, 26 were responded to by the Housing Operations Manager and 24 were responded to by the Repairs Customer Services Manager.

The Housing Service has been working to improve the quality of the investigations into complaints and the detail provided in the responses with an aim to reduce the complaints that are escalated to Stage 2 and onto the Housing Ombudsman. The work also ensures that the root cause of the complaint is correctly identified and appropriate action can be taken to learn from the complaint.

RESOLVED that a new Housing Complaints Officer, at Grade 6 be approved, with the estimated cost of £39,700 per annum (including oncosts) to be funded from Housing Revenue Account working balances.

Reason

This will allow the Housing Service to improve the quality of the investigations into complaints and the detail provided in the responses with an aim to reduce the complaints that are escalated to Stage 2 and onto the Housing Ombudsman.

127 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

127.1 DEVELOPMENT OF PIPELINE PROJECTS IN EASTWOOD

Members considered a report which informed that during 2021/22, the Council had prepared a submission for the Levelling Up Fund for Eastwood which was unsuccessful. The centrepiece of this bid was the D.H. Lawrence Library, Health and Life Chances Centre, which incorporated a new wellbeing hub in the heart of the town centre.

It was suggested that further investigation should be considered for a remote working space for lone workers with disabilities. It was important that the Council had a community and social response for residents.

RESOLVED unanimously to approve the requirement for funds up to £15,000 to develop a revised proposition, supported by a business case, for a Health and Wellbeing Centre in Eastwood, capable of successful submission to appropriate funding institutions.

Reason

The multi-purpose building would serve to improve health outcomes and generate footfall in Eastwood town centre.

127.2 YEAR FOUR UKSPF PROGRAMME FOR BROXTOWE

Members were informed of the details of an award of a further round of UK Shared Prosperity Fund (UKSPF) by the East Midlands Combined County Authority. It would identify the broad approach being taken towards planning to deploy this funding during the 2025/26 Financial Year and the report sought approval for the onward governance and implementation process.

RESOLVED that:

- 1. That the broad parameters document supplied in Appendix 2 of this report be approved and confirm that the existing UKSPF Panel will convene to agree the final Year 4 Plan, reporting to the first appropriate Cabinet meeting in Q1 of the new municipal year.**
- 2. That the revenue budget and capital programme for 2025/26 are duly updated to include the UKSPF programme relating to the confirmed allocation of grant funding.**
- 3. To take steps to extend the contract with Rushcliffe Borough Council for the co-ordinator of the UKSPF programme to ensure this resource remains available in year 4 of the programme.**

Reason

This is in accordance with all of the Council's corporate priorities.

127.3 REVIEW OF THE DISABLED FACILITIES GRANTS AND ADDITIONAL GRANTS POLICY

The Disabled Facilities Grants and Additional Grants Policy had been updated to reflect legislative and operational changes, to improve the clarity between the mandatory and discretionary grants and increase the discretionary limit. The Policy did not deal with adaptations in Council property which was subject to a separate policy.

RESOLVED that the updated Disabled Facilities and Additional Grants Policy be approved.

Reason

This is in accordance with the Council's Corporate Priority of Housing to provide a good quality home for everyone by responding to need and to facilitate adaptations for disabled people in the private sector.

127.4 UK HIGH STREET RENTAL AUCTIONS-EARLY ADOPTERS PROGRAMME

Cabinet was informed that High Street Retail Auctions were a new permissive power for Local Authorities to require landlords to rent out persistently vacant commercial properties to new tenants such as local businesses or community groups. Local Authorities would be able to take action to fill long-term vacant properties by auctioning lease rights of up to five-years.

The process had some new resources and had been designed to have several intercept points where landlords of such premises and councils could work together to find common ground rather than being a rigorous enforcement regime for non-compliance.

As it is still an unproven process, the Ministry for Housing, Communities and Local Government had invited a number of authorities to be pathfinders.

RESOLVED that Broxtowe Borough Council formally approve participation in the above Early Adopters Programme to support the work of the Stapleford Town Deal Board.

Reason

This would enable the Council to take part in the 'Early Adopter' programme.

127.5 GREATER NOTTINGHAM STRATEGIC PLAN REGULATION 19

Broxtowe Borough Council has been preparing the Greater Nottingham Strategic Plan in partnership with Gedling Borough, Nottingham City and Rushcliffe Borough Councils. A consultation was undertaken on the draft Greater Nottingham Strategic Plan from 4 November to 16 December 2024. The intention was to submit the Strategic Plan for examination following this period of consultation.

On 12 December 2024, the Government published the updated National Planning Policy Framework. This has implications for the Strategic Plan as it made changes to the transitional arrangements which set out how local plans should implement the changes made to national planning policy, particularly in respect of meeting higher housing targets.

It was stated that housing targets were challenging, and those that did not have a Strategic Plan in place would be vulnerable to having Green Belt areas built on. There were further difficulties around developing the infrastructure required to build the amount of houses. Furthermore, it was important that the right types of houses were built.

Further consultation on the Strategic Plan must begin on 12 March 2025 in order to comply with the National Planning Policy Framework transitional arrangements. Failure to undertake the consultation on this date would result in having to start Plan production again and significantly increase the housing targets, resulting in considerable delay and expense to the three authorities (Broxtowe, Nottingham City and Rushcliffe). A call-in period would therefore prevent the consultation being undertaken within the required timeframe. The Chair of the Overview and Scrutiny Committee, in accordance with the Constitution, has given permission for the item to be excluded from call-in based on the reasons stated. A notice was published on 15 January 2025.

RESOLVED that:

1. **The previous Regulation 19 Publication Draft of the Greater Nottingham Strategic Plan (published for consultation on 4 November 2024) be withdrawn;**
2. **The Publication Draft Greater Nottingham Strategic Plan (March 2025), Sustainability Appraisal and supporting documents be approved in so far as it relates to Broxtowe Borough, to allow a period of public representations;**
3. **Authority be delegated to the Assistant Director of Planning and Economic Development, in conjunction with the Leader and Deputy**

- Leader of the Council, to make any minor editing changes such as typographical, formatting or changes to imagery necessary to the Publication Draft Greater Nottingham Strategic Plan and any supporting evidence documents prior to consultation; and
4. **The updated Local Development Scheme (March 2025) be adopted.**

Reason

The Strategic Plan is in accordance with all of the Council's corporate priorities, particularly providing a good quality home for everyone.

127.6 ASBESTOS POLICY

The Asbestos Policy had been updated to reflect the regulatory requirements and reflect the internal processes. The revised Policy aligned with all key legislation and supporting regulations. Key stakeholders in Housing and Asset and Development had been consulted on the improvements to the original policy and were in support of the revisions.

RESOLVED that the Asbestos Policy be approved.

Reason

This is in accordance with all the Council's corporate priorities.

127.7 FIRE SAFETY POLICY

The Fire Safety Policy had been updated to reflect the latest regulatory requirements and ensure that the internal processes complied with them. The revised Policy aligned with all key legislation and supporting regulations.

RESOLVED that the Fire Safety Policy be approved.

Reason

Failure to comply with the relevant legislative requirements could result in serious legal consequences for the Council.

127.8 INFRASTRUCTURE FUNDING STATEMENT 2023/24

Members noted the Infrastructure Funding Statement 2023/24 which provided information on the monetary (and non-monetary) contributions sought and received from developers for the provision of infrastructure to support development in Broxtowe, and the subsequent use of those contributions by Broxtowe Borough Council.

128 ENVIRONMENT AND CLIMATE CHANGE

128.1 LITTER STRATEGY

Cabinet was informed that the initial Strategy ran until 2023, and over time it had become clear that the principles guiding the Strategy had matured. Consequently,

there was a need to review, refresh and re-write certain elements of the document. Additionally, since the declaration of the climate emergency in 2019, various waste work streams had been included in the Climate Change and Green Futures Programme, emphasising the importance of encouraging sustainable behaviour and responsible waste management. These developments underscored the necessity for a revised Strategy that aligned with current priorities and effectively addressed the ongoing challenges of litter reduction.

RESOLVED that the Litter Strategy be approved.

Reason

This is in accordance with the Council's Corporate Priority of Environment – 'Protect the environment for the future'.

128.2 TREE STRATEGY REVIEW

In November 2023, the Council adopted its first Tree Strategy which established a comprehensive framework for the Management of trees under its ownership. This Strategy outlined how the Council would maintain a healthy, safe stock of trees and enhance tree coverage across the Borough. Moving forward, it was necessary to review and adjust the Strategy, along with its supporting action plan.

RESOLVED that the Tree Strategy – Management Strategy for trees in Council ownership 2023-2027 be approved.

Reason

This is in accordance with the Council's Corporate Priority to protect the environment for the future.

128.3 WAIVER OF CONTRACT PROCEDURE RULES

Members were informed that due to time constraints, a Financial Procedure Rules (Contracts) waiver was being sought under Chapter 4 Part 2: Financial Regulations (Contracts).

Construction works were required to Bramcote Crematorium prior to installation of two new Cremators. The construction work schedule is dictated by the cremator delivery which has been affected by delays.

The Chair of Overview and Scrutiny had agreed that the call-in procedure shall not apply to this decision. This was because any delay in implementation caused by the call-in procedure would seriously prejudice the Council's opportunity to comply with the Regulations as detailed in the report.

RESOLVED that:

- 1. The waiver under the Council's Financial Procedure Rules (Contracts), as detailed in the report, be approved.**
- 2. The use of the Chief Executive's urgency powers be approved, in order for the work to commence prior to the cooling period ending.**

Reason

This is in accordance with the Corporate Plan objectives for Environment and Climate Change.

129 CABINET WORK PROGRAMME

Members considered the Work Programme.

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

Reason

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

130 EXCLUSION OF PUBLIC AND PRESS

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

131 APPROVAL TO DISPOSE OF THREE GARAGES

RESOLVED that the sale of assets, as detailed in the report, be approved in principle.

Reason

This is in accordance with the Council's Corporate Priorities for Housing – 'a good quality home for everyone'.

132 INTERIM HOUSING DEVELOPMENT POST

RESOLVED that the recommendations as detailed in the report, be approved.

Reason

This is in accordance with the Council's Corporate Priorities for Housing – 'a good quality home for everyone'.

133 OPPORTUNITY TO BUY A SITE TO DEVELOP AFFORDABLE HOUSING.

RESOLVED that the purchase as detailed in the report be approved.

Reason

This is in accordance with the Council's Corporate Priorities for Housing – 'a good quality home for everyone'.

(Having declared an other-registerable interest, Councillor M Radulovic MBE left the meeting before discussion or voting thereon. Councillor G Marshall chaired the meeting for the item.)

UK SHARED PROSPERITY FUND ADVISORY PANEL (Via Teams)

Friday 4 April 2025

Present: Councillor M Radulovic, (Chair)
Councillor G Marshall
Councillor G Bunn
Councillor MacRae
Councillor Andy Cooper (Substitute)
Councillor S Carr

Officers: Mr Z Darr
Mr J Little
Ms C Gault
Ms F Graca
Mr R Vaughan

1. Apologies

Councillor Philip Owen and Councillor Peter Bales sent apologies.

2. Declarations of Interest

There were no declarations of interest raised.

3. Minutes

3.1 Year 4 UKSPF Programme overview (JL)

JL presented power point slides. Broxtowe have been provided with £1.06 million capital £463k, revenue funds at £593k, taking out 4% allowed for admin (£42,269), leaves £551,476 for revenue projects. This represents 60% less than in 2024/25

As with last year the council can still swap revenue to capital but not visa-versa.

The programme is now a hybrid of old and new government, with missions replacing levelling-up objectives and sub-themes replacing interventions. Health is a new element, though no correlating outputs makes projects difficult. EMCCA, require a tight turn around on outputs so the Panel's guidance is key to completing an indicative forecast.

3.2 Requirements of the Panel at the meeting

- I. Agree on the projects that must proceed without delay to ensure that delivery begins in earnest. (EMCCA wish to review performance in October).

- II. 2. Allocate specific sums of money to the business grants and community programmes.

(Last year's projects went well, delivering strong numbers and Members indicated a desire to repeat this).

- III. Review and prioritise the remaining projects from the list of 12 Capital projects.
- IV. Review and prioritise the remaining projects from the list of 36 Revenue projects.
- V. Create priorities for support and reserve projects given that both strands would be oversubscribed if all expressions of interest were supported.
- VI. Request that all project leads supported provide further information to a Panel in June to be formally ratified.

3.3 Suggested prioritisation process (JL)

Officers propose prioritisation based on the Economic Development Strategy, (previously circulated) and Corporate Plan, cross referenced with the genuine delivery of valid outputs, and value for money. These factors have allowed the creation of a 4-star rating scheme on the projects to assist the Panel Members in their deliberations.

Action: MR – requested a wording change to the strategy which was noted

3.4 Capital projects which were prioritised for immediate commencement

a.) Cedars Phase Two.

The final estimated sum for the works on 47 Nottingham Road is around £80,000. Phase 1 allocated £47,000 and the recommendation is to allocate £50,000 with whatever amount remains underspent or supported by other partner contributions being released for other UKSPF projects further down the list.

b) Business Grants

This scheme generates a series of very positive outcomes and officers are proposing an allocation of £160,000 with a higher contribution from applicants

c) Officers are recommending putting in £80,000 into grants for communities with a similar amount of revenue

Action: Members supported the recommendation to the S151 Officer to fully commit to these recommendations and in addition prioritised project (d) also:

- d) A project to create a Broxtowe Local Enterprise Agency which could help generate income. A further commercial property possibly a Music Hub had been revealed as having a good business case, a mixed model of commercial and youth and community uses. It could generate up to £20,000 per annum for a redistribution into business support. Panel particularly wanted to create a studio with DJ room and meet the unmet demand.

3.5 Remaining Capital Projects Priorities for Project Inception Documents to return to Panel in June

- a) Nottingham canal -up to £50,000 proposed for works to improve the area owned by Broxtowe Borough Council as a tourism/ green asset for the Borough Council. An asset for the Borough.
- b.) Town Centre and visitor economy signage improvements including way finders, visitor signs and an interpretation board for Nuthall Temple - £17,000
- c.) Development of Eastwood Town Centre Improvements £40,000 to build on the Year three Programme work promoting the DH Lawrence Heritage and encourage visitors to the town.
- d.) Beeston Square band stand, at a previous panel, meeting a cost for that it was £14,000 and it should be something that can be delivered relatively quickly.

Action: the Panel agreed to request PID's for these projects.

ZD noted that some capital projects may drop out and that reserves need to be developed. Current total is £461,000.

The Panel also requested that the following projects which had been noted as priorities for which a PID should be requested:

- e.) Broadgate Park - Accessibility works, fencing, raised beds, polytunnel, sensory garden: £50,000

GB commented that there are other community gardens in the area these had raised funding other than UKSPF. Could the project be funded elsewhere? accessibility works, raised beds and a sensory garden seemed strong proposals so request a PID.

- f.) Additional Heritage Murals £16,380 further sites in Eastwood identified but time ran out last financial year, small public realm enhancements.

Moving down the list the panel also sore the following proposal as less of a priority but invited the sponsor to provide further information on:

- g.) Park Statues – one in each of the 4 towns £80,000 – Cultural services proposal mirroring a similar theme to the Holocaust artwork at Bramcote Park,

The Panel did not support the £40,000 for Beeston Square security features as it was out of scope.

3.6 Revenue projects which were prioritised for immediate commencement

- i. Community grants - exceptionally good range and should be continued – grants will be mixed capital and revenue so £80,000 has been allocated to this project to combine with the £80,000 in capital.
- ii. The Citizen's Advice Bureau Cost of Living Advisor – Agree a year four as has been an outstanding success and needs to continue £68,000.
- iii. A business support post to develop and implement some of the regeneration projects £55,000, combining the work of an EMC Chamber secondee and an interim funded in last year's programme. ZD stated that CEO would look to use urgency powers to get the recruitment started.
- iv. RCAN - Voluntary Sector CO2 reduction project £20,000 provides carbon reduction and organisational development support to community halls in Broxtowe, (further information would be welcome at a future panel).
- v. A £1,000 contribution to the Start in South Notts Portal a system dedicated to matching employers and job seekers.
- vi. £7,200 for Year 2 Rent for 47 Nottingham Road for the CEDARS Project (Broxtowe committed to pay this).

Action All projects agreed including

- vii. £10,000 for a feasibility study for a green energy project linked to the joint County & Broxtowe project for a site at Walker Street, Eastwood, this work will need to start soon to prepare bids.

3.7 Projects which scored well, Members minded to support, but require further clarification

- viii. 2 Food bank projects covering different aspects, at £5,000 per project. Members requested further information to understand the distribution of benefits between the schemes and agencies running them. In principle Members support this.
- ix. £25,000 for Transform Training replicating the best performing skills project from last year concentrating in Eastwood – nb need to clarify areas and activities employability, if possible, should be both Beeston and Eastwood.

- x. £25,000 for the Green Doctor - Went very well last year and will continue in the vein of last year £25k achieves 345 people reached and a 125 home visits.
- xi. £25,000 for Town Centre Initiatives across the 4 towns like activity last year.
- xii. £50,000 Retailer Customer Loyalty Rewards Programme – building on the car parking pilot reward programme. This will be done in two phases as a substantial sum committed and will follow on from a survey. If the parking reward is the dominant feature the PID needs to demonstrate that it is doing what is required i.e. making sure customers are using it to park for long stays, hopping on the tram with people shopping elsewhere.
- xiii. £3,000 for the Launch event for the Eastwood Virtual Reality project developed in last year's programme.
- xiv. £75,000 for the Futures programme following a proposal received from main provider last year roll-over contract. MR requested exploration of additional support for Mental Health needs.
- xv. £15,600 for Nottinghamshire County Council Business advisors to assist businesses and provide support possibly badged as BLEA.
- xvi. £8,876 for footfall software & hardware to pilot to see if it can replace the Geo-sense package which is several times more expensive.
- xvii. £27,500 for the events Team as requested by Executive Director, panel requested checking whether all activity is genuinely new, what it is for and if activities support output targets
- xviii. £1,000 for Lime bikes – they exceeded 450 users in the pilot in just a matter of weeks prior to the end of last financial year.
- xix. £15,000 for Business Sector Support activities continuation of activities similar to Food-Ex promotion for businesses locally and to promote Borough for Investment.
- xx. £2,300 for Sum-Up Grant funding software fees to administer community and business grants

Action: Officers to receive PID's the above projects in section 3.7 and to report back to Panel with these clarifications.

If all are funded in full there is £28,000 for further projects from the table in the accompanying report, this may increase if detail in PIDs does not concur.

4. Date of Next meeting:

The date of the next meeting was confirmed for 13 June 2025.

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 the Council's priorities.

2. Recommendation

Cabinet is asked to NOTE the report.

3. Detail

The Overview and Scrutiny Committee will meet again on 26 June 2025. 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 consider the future programme and decision-making with knowledge of the forthcoming scrutiny agenda. The work programme also enables Cabinet to suggest topics for future scrutiny.

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Assistant Director Finance Services were as follows:

There are no direct financial implications arising from this report.

7. Legal Implications

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

Whilst there are no legal implications arising from the report, under Section 9F of the Local Government Act 2000, Overview and Scrutiny Committee has the power to make reports or recommendations to Cabinet on matters which affect the Council's area or the inhabitant of its area.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Not applicable.

9. Union Comments

The Union comments were as follows:

Not applicable

10. Climate Change Implications

The climate change implications are contained within the report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

Not required.

13. Background Papers

Nil.

Appendix

1. Topics Agreed by the Overview and Scrutiny Committee

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

2. Update Reviews

	Topic	Topic suggested by	Link to corporate priorities/values	Proposed Date to Overview and Scrutiny Committee
1.	Markets in the Borough	Overview and Scrutiny Committee	Invest in our towns and our people	September 2025

	Topic	Topic suggested by	Link to corporate priorities/values	Proposed Date to Overview and Scrutiny Committee
2.	D.H. Lawrence Museum	Overview and Scrutiny Committee	Invest in our towns and our people.	September 2025
3.	Equality, Diversity and Inclusion at the Council. (Report to Cabinet 3 September 2024)	Councillor S Dannheimer	Invest in our towns and our people, Support people to live well, Protect the environment for the future, and a good quality home for everyone.	Date to be confirmed.

Report of the Portfolio Holder for Environment and Climate Change

Cemetery Memorial Safety Testing

1. Purpose of Report

To provide Members with an update on progress achieved in relation to the memorial safety inspection programme, to detail the options relating to failed memorials, and any potential financial impact, in accordance with the legislative requirement to carry out memorial safety inspections.

To inform Members of historic memorials within the five working cemeteries that have passed the memorial safety testing but have fallen into disrepair.

2. Recommendation

Cabinet is asked to:

- 1. NOTE the legislative requirement to carry out memorial safety testing and the approach taken by the Council to achieve this outcome.**
- 2. CONSIDER the options in respect of making memorials permanently safe and RESOLVE accordingly, with any additional costs being funded from General Fund Reserves in 2025/26.**
- 3. CONSIDER the options in respect of the potential repair and maintenance of historical memorials within the five open cemeteries and RESOLVE accordingly.**

3. Detail

The responsibility for the overall safety within a burial ground lies with the burial authority (i.e. the Council). The maintenance and repair of any memorial is the responsibility of the memorial owner.

A burial authority is legislatively required to carry out regular inspections on existing memorials, installed prior to 2005, at least once every five-years. Where this inspection programme identifies unsafe memorials the burial authority has a responsibility to ensure memorials are not a danger to visitors and employees in the cemetery. Where possible, in accordance with the guidance provided by the Institute of Cemetery and Crematorium Management (ICCM) the burial authority should contact the owner, advise the owner of the safety issue identified as a result of the testing, and ask the owner to make the memorial permanently safe. Usually this is achieved by having the memorial re-fixed by a suitably qualified stone mason. Further detail is provided in **Appendix 1**.

Many historic memorials and kerb set grave spaces have no living family members who tend the grave. This results in memorials naturally deteriorating over time potentially creating a safety issue and affecting the appearance of the cemetery. Further detail is provided in **Appendix 2**.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

There is no budgetary provision for the cost of the proposals set out in this report. A revenue budget of either £21,000 or £77,000 would be required for the options presented in Appendix 1. A further revenue budget of between £3,000 and £10,000 would be required for the options presented in Appendix 2.

If Members are to approve the proposals, these additional cost pressures would be funded directly from General Fund Reserve balances in 2025/26.

7. Legal Implications

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

The legal implications are set out in Appendix 1 of the report.

8. Human Resources Implications

Not applicable

9. Union Comments

Not applicable.

10. Climate Change Implications

The climate change implications are contained within the report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.

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Appendix 1

Background information

Broxtowe Borough Council is responsible for five cemeteries and 11 closed church yards, containing in excess of 9,000 headstones and memorials.

Due to many factors memorials deteriorate over time and can potentially become a risk to those who visit the cemetery.

The following parties have responsibility for memorial safety in Broxtowe Borough Council cemeteries:

- The Council has health and safety responsibilities to its employees, contractors and visitors to cemeteries (Section 2 and 3: Health and Safety at Work Act 1974). It also has a legal duty to assess the risks from cemetery structures and work activities and ensure that the risks are controlled (The Management of Health and Safety at Work Regulations 1999).
- A monument mason has the responsibility to work in accordance with the Council's conditions and specifications for memorials as laid down in the Cemeteries' Rules and Regulations.
- An owner, the Deed Holder or successor in title of a memorial, has the responsibility to maintain the memorial so as not to present a hazard.

Historically, health and safety concerns in cemeteries have focused on the risks arising from grave digging. More recently there has been increasing attention on the stability of memorials and the risks they present to cemetery employees and visitors.

In July 2000, a six-year old child died as a result of a collapsed headstone in a UK cemetery. This highlighted the risk and liability burial authorities including the Council face in cemetery management.

Whilst the Council has overall responsibility for the safety of the cemetery, including risks from unstable memorials it does not own the memorials. The owner of the memorial is the grave owner. In some cases, there is no identifiable owner.

Below is an extract from the Management of Memorials document section 3.2 produced by The Institute of Cemetery and Crematorium Management (ICCM).

Inspection and Making Safe

“The Authority will need to consider how the necessary work will be undertaken. The legislation requires that the inspection work must be coordinated with the making safe of memorials. Once a memorial is identified as unsafe, immediate action must be taken to significantly reduce or eliminate the risk, whether that be to make the memorial permanently safe by laying it down, or whether it is temporarily made safe

with some sort of support system, or whether access is restricted by the use of a cordon or barrier.

The means of making safe a memorial can also have a significant impact on the progress of the work. [a memorial] cannot be made temporarily safe for a period exceeding 18 months. Repair of memorials will result in a considerable amount of time and money being spent on the repairs rather than being invested in the making safe of other potentially dangerous memorials. It is recommended that burial authorities concentrate on the initial inspection and making safe of memorials in such a way that they will be able to demonstrate a coordinated inspection and 'make-safe' programme that is not unduly delayed by re-inspection or repair works. Whilst repair might be considered appropriate in areas where the appearance of the cemetery requires consideration e.g. main driveway, an authority is not obliged to spend excessive amounts of public money on private property and is only obliged to make memorials safe. The authority is empowered to make safe dangerous memorials."

Note: square bracket added for clarification

Frequency

In accordance with the legislation an inspection programme has been drawn up and is in place at Broxtowe Borough cemeteries. This is a 'five-year rolling programme approach' which the Health and Safety Executive (HSE) describe as 'reasonable'.

Notification and Signage

The Council endeavours to help families understand when the testing will take place and how it will happen. This is done in various ways including:

- Signage is on display within the cemetery. The signage provides details of what is happening and, closer to the time, will detail when the testing will occur and provide the opportunity to observe if families wish.
- Social media coverage.
- Bramcote Bereavement Service's website provides information about how testing is carried out.

Testing Process

The Council applies a proportionate approach to risk when carrying out testing in each cemetery. Any book, rest or footstone less than 18 inches in height, will not be tested as the risk of injury should the memorial fail, is considered low.

Memorial inspections are recorded to identify surname of first burial and date. The memorial is measured for height, width and thickness; type of material; joints and cracks; lean per metre; foundations and physical test.

A visual test will be carried out first to consider if there are signs that the memorial is showing evidence of damage or if the joints are giving way (cracks). It will also consider if the foundations are undermined/unstable or have signs of recent movement. It may also assess the presence of vegetation that may cause structural damage to worsen.

After the visual inspection, a gentle hand push test is used to identify any movement between components. A pressure up to 25kg may be applied; however, it is unlikely that the hand test will achieve this pressure. This test pressure of 25kg is advised in the latest version of the British Standard: BS8415.

The process adopted is a two stage approach utilising specialist memorial safety management contractors. The first stage is to “test” the memorials in the nominated cemetery to identify any that fail and are therefore considered unsafe. All memorials installed prior to 2005 are tested, after this date the headstones have to comply with new regulations and the method of fixing undertaken by the memorial masons is subject to specific safety guidelines. One contractor employee is the ‘Inspector’ who will be inspecting the memorial: pointing out any shortfalls and feeding this information to the second contractor employee. The second employee will then input the received data into the hand held computer.

The testing will result in one of two outcome categories:

1. Category 1 ‘UNSAFE’ Action required.
2. Category 2 ‘SAFE’ No action required (revisit in five-years).

Headstone Failures

Action:

Memorials found to be ‘in immediate danger of falling’ action will be taken and the memorial will be laid flat. All other memorials deemed as ‘unsafe’ will be clearly marked with a warning notice and contact details of whom to contact at Bramcote Bereavement Services for further information.

Notification:

Contact with the last known grave owner will be made, if the information held is less than 30-years old. The Council will follow the guidance by the Institute of Cemetery Management (ICCM) and will not write to anyone where the information is older than 30-years, as there is no way of knowing whether the owner has since died.

Central signage will be erected in the cemetery and social media coverage will warn of ‘unsafe’ memorials. Notification will give owners of ‘unsafe’ memorials three months, in which to carry out repairs. Should no repairs be made, the Council will consider the final action in respect of those memorials.

The table below details the number of memorials inspected, number of fails, number of memorial owners carrying out repairs (at time of writing), cost to lay flat and cost to repair and planned inspections.

Broxtowe cemeteries and closed church yards for inspection – Five-year programme:

Cemetery and year to be inspected	No. of memorials for testing	No. of fails	Repairs by Owner	£ Lay flat	£ Repair
Kimberley 2024/25	1,467	60	8	£1,800	£6,385
Stapleford 2024/25	1,913	86	6	£2,580	£7,844
Beeston 2025/26	2,331				
Chilwell 2026/27	694				
Eastwood 2026/27	1,083				
TOTAL	7,488	144	5	£4,380	£14,229

Closed Churchyard and year to be inspected	No. of memorials for testing	No. of fails	Repairs by Owner	£ Lay flat	£ Repair
Greasley 2023/24	1,408	345	0	£10,350	£45,200
All Saints Strelley 2024/25	45	0			
Holy Trinity Kimberley 2024/25	64	0			
St Catherines Cossall 2024/25	211	24	0	£720	£2,419
St Helens Trowell 2024/25	55	4	0	£120	£620
St James Brinsley 2024/25	376	58	0	£1,740	£6,742
St John Beeston 2024/25	133	0			
St Marys Eastwood 2024/25	0	Memorials already laid flat			
St Michaels Bramcote 2024/25	354	60	0	£1,800	£6,704
St Patricks Nuthall 2024/25	132	6	0	£180	£572
St Helens Stapleford 2024/25	0	Memorials already laid flat			
TOTAL	2,778	497		£16,530	£62,257

Option 1

Should Members wish to repair grave memorials as detailed in the above tables an approximate budget of £77,000 would be required. Members will note, as explained earlier in this report, that this will entail using tax payer's resources on something the Council does not have an obligation to undertake.

Option 2

The Council has an obligation to make permanently safe any failed memorials within 18 months of the memorial being tested. In accordance with the ICCM guidelines and quotes received to carry out the necessary work, a budget of £21,000 is required.

The inspection of Greasley closed church yard in 2024 resulted in 345 memorials failing the inspection. Work with the Parish Council to identify grave owners has had no success, the Parish Council stating “they do not keep detailed records of memorial owners”. When legislation was introduced, the laying flat of large numbers of failed memorials met with some adverse reaction. However, in more recent years and following the ICCM issuing guidance on this issue the primary approach by Burial Authorities is to lay flat. Local Authorities who were contacted to inform this report have all adopted the ICCM guidance on this matter and laid flat.

Many memorial owners visit graves on anniversaries throughout the year, for example Christmas, anniversary of death, Mother’s Day, Father’s Day. Should it not be possible to contact memorial owners, for example, the memorial owner no longer lives at the address on file, it is hoped that at some point they may visit the grave. If the option has been taken to lay flat unsafe memorials the family may contact Bramcote Bereavement Services and be informed of the fail and how to reinstate the memorial.

Further items of note

The Council has an example of where it did undertake the repair as a result of being unable to contact the memorial owner, only to find that the memorial owner was unhappy with the repair and sought compensation from the Council which the Council had to pay. As a result of this, Members will need to decide whether it is appropriate to use tax payer’s resources to undertake memorial repairs on privately owned memorials, or whether it follows the ICCM guidance which states that should it prove impossible to make contact with a memorial owner that the memorial be laid flat.

At the beginning of the process of inspection approximately 25% of memorials in cemeteries were failing the inspection arrangements. As time has progressed failures have reduced to approximately 7%. However, it should be noted that these results are in respect of the current legislative inspection requirements. As all things generally deteriorate over time it is not unreasonable to expect that the legislative requirements will need to be updated for memorials installed post 2005. Should this occur, Members may consider it better for the Council to have already established an approach in line with the ICCM guidance to ensure a sustainable position moving forward.

Should the Members decide to repair all failing memorials it is likely that fewer and fewer memorial owners will come forward to maintain their own memorials; and

should the legislation change the Council may find that there exists an expectation within the Borough that is unaffordable for the Council in future years.

In addition, Members may find it difficult to argue against an application for reimbursement from memorial owners that have carried out their own repairs directly with a stone mason.

Appendix 2

Background Information

During a recent visit to Beeston Cemetery it was noted that some of the historical grave memorials have fallen into disrepair, for example, the kerb sets had become disconnected and in some examples had shifted from their original intended location due to poor foundations, the grave settling over time or another associated reason.

While some may consider this type of issue to be a reasonable and acceptable part of historical graves, others may feel that a degree of maintenance is appropriate.

In the example of Beeston Cemetery, a number of images are provided below to give Members an understanding of the range of issues that exist.

Members are asked to consider whether a budget should be created to address the issues highlighted or whether the deterioration presented in the images is reasonable given the age of the memorials. Whilst repair might be considered appropriate, in areas where the appearance of the cemetery requires consideration e.g. main driveway, an authority is not obliged to spend public money on private property.

**Option 1**

Should Members wish to repair historical grave memorials in Beeston Cemetery areas such as along the main driveway a budget of £10,000 is considered necessary. Other Cemeteries will incur additional costs. Members will note that this option will entail using tax payer's resources on something the Council does not have an obligation to undertake.

Option 2

If Members decided that instead of repair, the grave is simply tidied by stacking the kerbs and neatening the grave space. It is estimated that for Beeston Cemetery an initial budget of £3,000 is considered necessary. Other Cemeteries will incur additional costs. Members will note that this option will entail using tax payer's resources on something the Council does not have an obligation to undertake.

Option 3

Members accept that deterioration occurs and where the aesthetics of the grave in question is the only concern, the graves remains in its natural state.

Report of the Portfolio Holder for Resources and Personnel Policy

Grant Aid Requests from Parish/Town Councils

1. Purpose of Report

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

2. Recommendation

Cabinet is asked to consider the request and RESOLVE accordingly.

3. Detail

A request for grant aid assistance has been received from Kimberley Town Council of up to £1,919 towards the cost of traffic management for the Kimberley Food Festival 2025.

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

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Assistant Director Finance Services were as follows:

If Members wished to support this request, the award could be made from the £20,000 provision for grants to parish and town councils included in the 2025/26 revenue budget, of which £20,000 currently remains available.

7. Legal Implications

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

The Council is empowered to make grants by virtue of Section 137 Local Government Act 1972 (as well as other legislation). Having an approved process

in line with the legislation and the Council's Grant Aid to Parish and Town Councils Protocol will ensure the Council's compliance with its legal duties.

8. Human Resources Implications

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 this report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

As this is not change to policy / a new policy an equality impact assessment is not required.

13. Background Papers

Nil.

Appendix 1

1. Kimberley Town Council

Kimberley Town Council has requested £1,919 to support the return of the Kimberley Food Festival in July this year. This would be to cover the cost of the traffic management and road closure requirements of this event to create a safe and fun event for visitors and residents in Kimberley.

The Kimberley Food Festival was previously pioneered by a local resident in 2022, with support from Broxtowe Borough Council, and was designed to give a much needed boost to Kimberley Town Centre after the COVID-19 pandemic. Kimberley Town Council states that the festival “was a huge success and boosted local businesses tremendously. There was a huge cry for it to return.”

The second festival occurred in 2023, with funding provided by Kimberley Town Council. However, in 2024, “businesses, visitors, and residents alike were devastated to learn that sadly, due to financial constraints last year, the Food Festival would not go ahead.”

Kimberley Town Council is delighted that this year the festival can resume and would be grateful for the support of this Council to assist in covering some of the costs associated with this event.

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

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

Financial Information

The closing balance of Kimberley Town Council funds as at 31 December 2024 was £577,530 (31 March 2024: £555,460), represented almost entirely by cash. Much of this, however, is held in specific reserves, with general reserves at 31 December 2024 being £186,811 (31 March 2024: £110,735). The Kimberley Town Council annual precept for 2025/26 is £146,995 (2024/25: £140,609), an effective change of +4.5%.

Appendix 2

Protocol for Consideration of Grant Aid to Parish and Town Councils

The key provisions of the Protocol for the Consideration of Grant Aid requests from Parish and Town Councils are:

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

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

Appendix 3

Grant Aid Awards to Parish and Town Councils

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

Date	Council	Amount	Purpose
15/08/19	Brinsley Parish Council	£2,070	Summer play day
10/10/19	Awsorth Parish Council	£1,250	Kitchen Refurbishment – Pavilion
10/10/19	Brinsley Parish Council	£2,300	Tree planting – commemoration
10/10/19	Nuthall Parish Council	£1,855	Remembrance parade
10/10/19	Stapleford Town Council	£2,010	Remembrance event
10/10/19	Trowell Parish Council	£3,500	Car park refurbishment
13/02/20	Brinsley Parish Council	£1,000	Festive lighting display
13/02/20	Brinsley Parish Council	£1,225	VE Day celebrations 2020
07/01/21	Kimberley Town Council	£1,200	New defibrillator
30/03/21	Kimberley Town Council	£1,200	New defibrillator
07/10/21	Nuthall Parish Council	£1,905	Remembrance parade
09/12/21	Awsorth Parish Council	£7,000	Play area improvements (Capital)
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
06/01/22	Kimberley Town Council	£1,200	Remembrance Sunday Event
19/07/22	Awsorth Parish Council	£500	Platinum Jubilee Celebrations
19/07/22	Nuthall Parish Council	£2,590	New defibrillators
19/07/22	Kimberley Town Council	£6,300	Christmas lights switch-on 2021
04/10/22	Nuthall Parish Council	£2,330	Remembrance Parade
04/10/22	Nuthall Parish Council	£2,100	Cemetery Maintenance
04/10/22	Stapleford Town Council	£2,194	Remembrance Event
01/11/22	Stapleford Town Council	£6,450	Contribution to refurbishment
01/11/22	Kimberley Town Council	£1,958	Remembrance Event
25/07/23	Eastwood Town Council	£820	Summer Activities for Young People
25/07/23	Awsorth Parish Council	£5,000	Various Capital Projects
03/10/23	Eastwood Town Council	£2,250	War Memorial Maintenance
03/10/23	Kimberley Town Council	£2,059	Remembrance Event
03/10/23	Nuthall Parish Council	£2,290	Remembrance Event
05/12/23	Stapleford Town Council	£2,405	Remembrance Event
01/10/24	Kimberley Town Council	£1,996	Remembrance Event
01/10/24	Kimberley Town Council	£1,500	Christmas Market
01/10/24	Nuthall Parish Council	£2,350	Remembrance Event
01/10/24	Stapleford Town Council	£2,505	Remembrance Event
03/12/24	Eastwood Town Council	£1,722	Remembrance Event
03/12/24	Eastwood Town Council	£993	Memorial Restoration

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 2025/26

1. Purpose of Report

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

2. Recommendation

Cabinet is asked to consider the requests and RESOLVE accordingly.

3. Detail

Details of the grant applications received are included in the **Appendix** for consideration. The amount available for distribution in 2025/26 is as follows:

	<u>£</u>
Revenue Grant Aid Budget	168,800
Less: Citizens Advice Central Nottinghamshire	(73,750)
Less: Provision for rent awards and related expenses	(61,850)
Less: Grant Awards to Date	(1,450)
BALANCE AVAILABLE FOR DISTRIBUTION	31,750

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Assistant Director Finance Services were as follows:

Any grant awards will be met from the grant aid budget shown above. Members are reminded that they will need to suitably constrain grant awards in 2025/26 if the budget is not to be exceeded. The total 'cash' grants requested in this report is £12,565 with the additional sums requested in this report, when compared to the previous year, amounting to £12,565 if all applications are fully supported.

7. Legal Implications

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

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

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

There are no climate change implications identified in relation to this report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

As this is not a change to policy an equality impact assessment is not required.

13. Background Papers

Nil.

Appendix

Applications

The following grant applications have been received for consideration:

		<u>Previous Year Grant Award</u> £	<u>Current Year Grant Request</u> £
Eastwood Volunteer Bureau and Food Bank	1	-	6,000
New Stapleford Community Association*	2	4,000	4,000*
Empowerment for Heya CIC	3	-	3,000
Beeston and District Civic Society	4	-	2,955
Rylands Shedz	5	-	610
	Total		16,565

* This request is to cover the cost of rental for Council owned premises and, as such, is a non-cash grant awarded via an internal transfer in the Council's financial systems.

1. EASTWOOD VOLUNTEER BUREAU AND FOOD BANK

Eastwood Volunteer Bureau and Food Bank ("the Bureau") is a company limited by guarantee and registered charity, initially formed in 1982.

The Bureau states it has three primary schemes: a Community Transport Scheme, a Befriending Scheme and a Food Bank. In pursuit of these schemes, the Bureau supports a "Knit and Natter" group which has been running for over 20 years and a Mental Health support group, both of which are free to join. The transport scheme offers safe, accessible, cost effective, flexible transport run by the community for the community. It meets the needs of people who cannot easily access cars, taxis or buses, whilst the "Be A Friend Scheme" aims to alleviate the isolation of housebound people by matching them with volunteers who visit them on a regular basis within their homes.

The food bank provides food to people who are having difficulty feeding themselves and their families. These include the long-term unemployed, asylum seekers, the homeless, families on low income and those waiting for benefits.

Approximately 450 people currently regularly access the services of the Bureau.

Financial Information

In the year ending 31 March 2024, total income of £58,100 (2023: £53,900) was generated, primarily through rental income of £23,290, grants of £17,960 and donations of £11,570. Total expenditure of £63,240 (2023: £53,540)

comprised primarily of employee costs (£39,780), food supplies (£6,600) and office costs (£3,300). Total reserves as at 31 March 2024 were £51,000 (2023: £56,200), comprising almost entirely of cash. As at the date of the application, current cash balances were stated as £72,400.

Grant Aid Request

For 2025/26, Eastwood Volunteer Bureau and Food Bank has requested a grant of £6,000 to cover a shortfall in the funding of the Transport Scheme.

The Council has provided support to Eastwood Volunteer Bureau and Food Bank previously, with a grant of £3,000 awarded in 2022/23 in support of the food bank service.

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

- The transport service provided by Eastwood Volunteer Bureau and Food Bank directly benefits Broxtowe residents and is complementary to the services provided by the Council.
- The transport scheme targets the needs of disadvantaged sections of the community.

2. NEW STAPLEFORD COMMUNITY ASSOCIATION

The New Stapleford Community Association (NCSA) is responsible for the management and operation of the Council owned Community Centre on Washington Drive in Stapleford that was first opened in 1972.

The aim of NCSA is to provide a community meeting place for Stapleford and the surrounding area. A variety of groups utilise the facilities for educational, recreational and sporting activities, including senior citizen's groups, blood donor sessions, dance and fitness classes, community sessions, martial arts clubs and family groups. Around 370 people use the facilities every week, the majority of whom live in the borough.

Financial Information

For the year ended 31 December 2024, NCSA generated income of £18,000 (2023: £17,000) from hall bookings, dances, grants and fund raising. Total expenditure amounted to £17,914 (2023: £18,921) which included rent, utilities, fixtures, repairs and maintenance, dance and social activities and other running costs. Total bank balances as at 31 December 2024 were £20,000 (2023: £19,895). NCSA has earmarked part of these reserves towards repairs.

Grant Request

For 2025/26, New Stapleford Community Association has requested a grant of £4,000 to cover the market rent. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

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

2024/25	£4,000
2023/24	£4,000
2022/23	£4,000
2021/22	£4,000

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

- The services provided by New Stapleford Community Association benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of New Stapleford 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.
- Community Associations such as New Stapleford Community Association are a specific category of organisation welcomed to apply for Grant Aid.

3. EMPOWERMENT FOR HEYA CIC

Empowerment for Heya CIC ("Heya") was established in 2019 and supports Arabic women through social gatherings, digital skills training, awareness sessions, and cultural events. Heya provides a safe space, promotes wellbeing, and empowers women by amplifying their voices. Activities include refugee support, advocacy, cooking workshops, and collaborations with local services to break barriers and strengthen community connections.

At present, Heya supports 643 women, along with their husbands and an average of two children per family leading to an impact on over 2,500 individuals. Through cultural events, safe spaces, and tailored support, Heya promotes inclusion, wellbeing, and stronger community ties, especially among Arabic-speaking families across Broxtowe and surrounding areas.

Financial Information

For the year ended 31 December 2023, Heya generated income of £24,830 (2022: £29,200) and incurred expenditure of £26,900 (2022: £24,950). Total reserves as at 31 December 2023 were £1,420 (2022: £4,030).

Grant Request

This is a first application for a grant from Empowerment for Heya CIC. The request is for £3,000 in support (venue hire, refreshments, transport costs, childcare support, and volunteer expenses) of a pair of events, which Heya describes as follows:

Eid Celebration – “Eid Together”

This event will offer a joyous opportunity for families and individuals, particularly from refugee and asylum-seeking backgrounds, to come together and celebrate Eid. For many women in our community, this will be the only space they feel safe and welcomed enough to mark this important occasion.

Activities: Arabic food, music, children's play area, henna, and cultural displays.

Purpose: Combat isolation, promote inclusion, and bring people of different backgrounds together in celebration.

Target Audience: Women and families in Broxtowe, especially from Arabic speaking and refugee communities.

Women-Only Community Support Day – “Her Space”

This will be a safe, private gathering exclusively for women, with a focus on well being, empowerment, and practical support.

Activities: Distribution of donated essentials (clothes, hygiene items), well being activities, signposting to services, Zumba, and peer-led discussion circles.

Purpose: Create a warm, welcoming atmosphere where women can feel supported, access what they need, and build connections with others.

Target Audience: Isolated women, asylum seekers, refugees, and low income residents.

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

- The services provided by Empowerment for Heya CIC benefit the people of Broxtowe and are complementary to those services provided by the Council.
- The activities of Empowerment for Heya CIC target the needs of vulnerable sections of the community, helping to reduce social isolation and loneliness.

Members are also reminded that the Grant Aid Policy provides that:

The Council will not fund political groups or projects that promote political beliefs, religious groups or activities promoting religious beliefs or animal welfare charities.

Applications from religious/belief based groups may be considered if the organisation can demonstrate that the project is of wider community benefit and does not involve the promotion of religion or belief.

4. BEESTON AND DISTRICT CIVIC SOCIETY

Beeston and District Civic Society (“the Society”) was established in 1974. The main activities of the Society are to protect the built and natural environment in Beeston and Chilwell and to organise a number of community events in the same area.

One such event is the Beeston Civic Design Awards, organised entirely by Society volunteers and now in its fourth iteration (the awards take place every other year). The awards cover the areas of Beeston, Attenborough, Chilwell, Bramcote, and Toton.

The competition aims and objectives include:

- Develop a community spirit, encouraging interaction between individuals.
- Create a sense of belonging and pride in place, creating an awareness of what’s around us.
- Stimulate an appreciation of what makes good design, that adds quality to our communities.

The Design Awards also aim to act as a platform to demonstrate what Beeston and District has to offer potential visitors and businesses – with the potential to encourage interest in the area and to increase visitors. The Society states that it has “secured the services of a prestigious panel of judges drawn from the areas of education, planning, architecture, wildlife management, and urban design. They will deliberate and adjudicate on the shortlisted entries, along with an open public vote for the ‘people’s choice’ and a children’s design competition.”

A presentation evening is planned to take place at Beeston's Royal British Legion in November 2025.

Financial Information

In the year ending 31 August 2024, total income of £7,370 (2023: £5,260) was generated, primarily through grants (£3,960) and subscriptions and donations (£2,590). Total expenditure of £8,150 (2023: £3,180) comprised primarily of the 'SkillFest' (£3,960) and subscriptions and grants to other bodies (£2,640). Total reserves as at 31 August 2024 were £8,660 (2023: £9,440), comprising almost entirely of cash and cash equivalents.

Grant Request

Beeston and District Civic Society has requested a grant of up to £2,955 in support of the costs of the Beeston Civic Design Awards 2025. This includes items such as publicity materials (£770) awards (£730) and also £1,105 for the purchase of audio visual equipment which will be retained after the awards for use at future events.

In recent years, the Council has supported the Society with a grant of £1,329 as a contribution towards the cost of street art in Beeston in 2021/22.

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

- The services provided by Beeston and District Civic Society benefit Broxtowe residents and are complementary to the services provided by the Council.
- Community Associations and Residents Associations such as Beeston and District Civic Society are a specific category of organisation welcomed to apply for Grant Aid.

5. RYLANDS SHEDZ

Rylands Shedz is a new "sheds group" base at Trent Vale Community Sports Association. At present, Rylands Shedz is undertaking some gardening work at the sports pavilion in consideration of use of the centre. Once established, the group intends to include small scale wood working projects.

The aims of the group are

- To promote social inclusion for public benefit through the provision of a facility.
- To prevent social exclusion by promoting the opportunity for friendships, social engagement and skill sharing in a safe and enjoyable environment, in which members can meet and carry out creative projects

acceptable to the Shed and of their own choosing, individually, jointly and for the benefit of the wider community.

- To promote good health and wellbeing to its members through active participation.

Before Rylands Shedz can advertise and open to members it needs to have public liability insurance in place and requires some basic woodworking tools and work benches.

Financial Information

As a new group in set-up, there are no financial statements available for review. However, the group has drawn up a formal constitution and provided evidence of a separate Club/Charity bank account (current balance: £nil).

Grant Request

Rylands Shedz has requested a grant of £610. Of this, £250 is considered as a contribution towards anticipated operating costs (such as public liability insurance) for the financial year 2025/26. A further £360 comprises a contribution towards the cost of various workshop tools required for the group to commence activities.

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

- The services provided by Rylands Shedz benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of Rylands Shedz 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 Resources and Personnel Policy

Capital Programme 2025/26 – Capital Budget Variations

1. Purpose of Report

To approve a series of budget revisions to the Capital Programme for 2025/26, in accordance with all the Council's priorities.

2. Recommendation

Cabinet is asked to RESOLVE that the capital budget variations for 2025/26 as set out be approved.

3. Detail

The Capital Programme for 2025/26 to 2027/28 was approved by Council on 5 March 2025 following recommended by Cabinet on 4 February 2025. The total value of the original Capital Programme for 2025/26 was £34.966m (£32.484m excluding 'reserve items').

Several capital schemes require amendments to the budgets to more accurately reflect expectations in the current financial year. In all cases the capital financing will not be adversely affected, with schemes either being funded by capital grants or through previously agreed prudential borrowing which will be adjusted accordingly to match spends.

These schemes include Capital Works for the Housing Revenue Account (HRA) and the ICT Delivery Programme. These are set out in the **Appendix** which includes the proposed amendments to the current Capital Programme together with likely financing that will be confirmed at the end of the financial year.

Any further changes to the Capital Programme will be reported to Cabinet as necessary for approval.

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Assistant Director Finance Services were as follows:

The financial implications are included in the report narrative and appendices.

7. Legal Implications

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

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

8. Human Resources Implications

There were no comments from the Human Resources Manager.

9. Union Comments

Not applicable.

10. Climate Change Implications

The Council's response to Climate Change is a key consideration as part of the 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

Capital Programme 2025/26 – Proposed Capital Budget Changes1. Social Housing Decarbonisation

The Capital Programme 2025/26 includes a £2.0m budget for Social Housing Decarbonisation. This scheme is in response to non-binding Government targets for social housing to achieve an Energy Efficiency Certificate (EPC) ‘C rating’ by 2030 (which is expected to become law).

Works are required to around 1,500 houses over the coming years to achieve these targets. Measures to be installed include cavity/external wall insulation and roof/loft insulation, alongside low carbon technologies such as solar PV and air source and ground source heat pumps. There are presently 577 Council owned dwellings that do not have a valid EPC (mainly due to access issues). These properties represent a managed risk, as there is only limited data available to support if the units meet the rating target or if they require remedial action. Officers are working to secure access to complete the EPC programme in 2025/26.

The initial capital budget was for £6.0m over three years, made up equally from external grant funding and internally from the HRA Major Repairs Reserve. It has since been announced that the “WH:SHF Wave 3” funding allocations have been scaled back, with the confirmed amount being lower than anticipated at £1.6m over the term. Although the external funding has been reduced, there is a commitment for the HRA contribution to remain as planned.

The total budget over three years should therefore be updated to £4.6m. The budget for 2025/26 will be revised to £1.530m to be funded from capital grants (£530k) and the HRA Major Repairs Reserve (£1.0m).

Capital Works – Housing Schemes	Approved Budget 2025/26 £	Revised Budget 2025/26 £
Social Housing Decarbonisation	2,000,000	1,530,000

2. Housing Capital Works

The Council is committed to the timely delivery of improvements to its social housing stock. Capital investment is key to achieving this and the approved budget for 2025/26 includes over £11.8m of HRA capital works schemes.

To enable the effective planning and delivery of annual housing investment programmes, the Council has moved towards a position that dictates all investment must be made through data-led decisions and be based on standard lifecycle criteria.

The capital works programme should be identified by examining stock condition data and understanding the serviceable life of key components. In 2024/25, the Council committed to updating stock condition data through the completion of individual surveys to each of its 4,300 HRA owned dwellings. This work continues to progress and was required due to historical data held within systems being considered inaccurate. To that end, the Council shall be undertaking stock condition surveys on around 20% of its stock annually to ensure that datasets are refreshed every five years.

Stock condition surveys are being undertaken across all asset types including communal blocks and shared areas for residential assets. The Council also commissioned the completion of an EPC where required. The number of surveys completed during the initial contract period was 2,000, with a further 2,300 commissioned for 2025/26.

The existing Capital Programme is based on a hybrid dataset of actual and extrapolated data. The updated stock conditions surveys will ensure that the budget provision is as accurate as possible, meeting service needs, and be based upon actual delivery targets.

The data collected will be used to formulate capital budget setting for future years and to inform the HRA Business Plan and ongoing affordability. The completion of EPC information alongside the stock condition surveys will enable the Council to compile an evidence-based bid to the SHDF (Social Housing Decarbonisation Fund), which has previously brought in additional match funding to further address the energy efficiency requirements of the stock. This not only supported the Council in its climate change commitments, it also helps to reduce fuel poverty to some of the most vulnerable households.

In addition, annual capital budgets will often vary, particularly with the likes of electrical improvement works (rewires) and window/door replacements. This can be due to factors such as changing compliance requirements, unforeseen maintenance needs and better stock condition data. As a result of enhanced base data, it has been demonstrated that:

- The Council has been proactive in investing in electrical installations within its portfolio and this is now being reflected in strong electrical compliance performance.
- Some electrical upgrades and window/door replacements activity have previously been completed within other work streams (voids and repairs) rather than as part of a planned programme.
- In delivering a proactive capital programme for electrical upgrades, and alongside the fact that the Council has largely addressed the investment

in this component, the legacy value of the base budget is no longer relevant or accurate.

These variations highlight the dynamic nature of capital budgeting and the need to adjust plans based on evolving needs, especially in the immediate transition to a more data led approach to stock investment.

Accordingly, following a detailed line-by-line review, it is proposed to reduce the Capital Programme by £1.997m (being the net difference between the approved budget and the revised budget in the table below). This will be better aligned to meet need and service delivery. It will also increase the financial capacity of the HRA Major Repairs Reserve and thereby reduce the call on prudential borrowing. Revising the baseline budget to more accurately reflect the outcomes of the stock condition surveys will generate savings on prudential borrowing that could potentially be reassigned to housing delivery opportunities.

Capital Works – HRA Schemes (Changes)	Approved Budget 2025/26 £	Revised Budget 2025/26 £
Housing Modernisations	2,422,000	1,525,000
Heating Replacements and Energy Efficiency Works	1,495,000	650,000
Electrical Periodic Improvement Works	200,000	10,000
Aids and Adaptations - Disabled Persons Works	385,000	425,000
Window and Door Replacement	600,000	400,000
Major Relets	140,000	150,000
Asbestos Surveys and Remedial Works	450,000	500,000
Garage Refurbishment and Replacement	250,000	275,000
Damp Proofing Works	100,000	110,000

3. ICT Development Programme

At the time of budget setting in Autumn 2024, the Council was in negotiations with suppliers on several ICT systems contracts. These included systems relating to Revenues and Benefits; Financial Management (general ledger, budget management, purchasing, creditors and debtors); Committee Management and Property Management.

There were no significant changes in terms for the Committee Management system (contract renewed). The Property Management system had already been included in a report to Cabinet in July 2024 and the negotiations resulted in the overall cost of the solution being reduced.

The contracts for the Revenues and Benefits system and the Financial Management suite expired on 31 March 2025, so it was necessary to renew or replace the current solutions. Negotiations resulted in new contracts for both systems with the existing supplier, purchased via a framework for a period of five years.

Whilst the new contracts will increase costs, considerations that informed the decision to remain with the current supplier included the cost of change including training, data transfer and the cost of integrations (e.g. BACS etc). In addition, the Revenues and Benefits solution included functionality with online billing which, if fully implemented, will reduce postage costs to the extent necessary to mitigate the increase contract costs.

The one-off capital costs of £136,750 will be funded from prudential borrowing. The additional revenue costs will be absorbed within existing budgets for 2025/26 and then, going forward, built into base budgets to be met from General Fund Reserves.

ICT Development Programme – Capital	Approved Budget 2025/26 £	Revised Budget 2025/26 £
ICT - Revenues and Benefits System	-	46,600
ICT - Financial Management Suite	-	90,150

4. Capital Grants to Voluntary Organisations – Mayors Charity/The Helpful Bureau

The Council receives an annual donation from Efficiency East Midlands (EEM). As a not-for-profit organisation, EEM chooses to distribute operating surpluses to its membership in the form of community donations. The donations are split proportionally between members based upon spends through EEM procurement frameworks. The donation must be spent on projects that benefit a community and is not something that the Council's budgets should cover as standard.

In 2023/24, the General Management Team (GMT) agreed to allocate the annual EEM donation of around £15,000, as a revenue contribution to the Mayor's Charity in support of the Broxtowe Community Fund. In 2024/25, GMT agreed that the latest EEM donation of around £11,000 should be allocated as a revenue contribution towards the cost of a mental health conference, to be organised through the Community Safety team.

The Mayor of Broxtowe 2024/25 is raising funds for The Helpful Bureau in Stapleford towards the purchase of a new minibus for community use. It has been requested if the Mayor's Charity could receive a contribution from earlier unused EEM donations, totalling £7,800, that were treated as capital grants. This request would meet with the objectives of the EEM donation and be an ideal use for these unallocated capital resources.

Accordingly, it is proposed to transfer the unused EEM capital grants to the Mayor's Charity Account and recognise this in the Capital Programme under 'Capital Grants to Voluntary Organisations'. This proposal has the support of the Chief Executive and the Deputy Chief Executive and Section 151 Officer.

Miscellaneous	Approved Budget 2025/26 £	Revised Budget 2025/26 £
Capital Grants to Voluntary Organisations	-	7,800

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Report of the Portfolio Holder for Resources and Personnel Policy

Managing Abusive, Persistent and/or Vexatious Customers Policy

1. Purpose of Report

To consider the Managing Abusive, Persistent and/or Vexatious Customers Policy. This is in accordance with all of the Council's Corporate Priorities.

2. Recommendation

Cabinet is asked to RESOLVE that the Managing Abusive, Persistent and/or Vexatious Customers Policy be approved.

3. Detail

The Council receives complaints as a matter of routine. Some of these can involve persistent or vexatious complainants. The Managing Abusive, Persistent and/or Vexatious Customers Policy, included at **Appendix 1**, is intended to deal with those complainants and has been updated due to the length of time since its last review. This is the last of the Complaints Policy suite to be updated or reviewed following the introduction of the Compensation Policy in December 2023 and the introduction of a new Complaints Policy in March 2024.

The Policy has been updated based on the best practice recommendations suggested by the Local Government and Social Care Ombudsman to provide a more robust system for managing individuals who contact the Council inappropriately.

A change table has not been included with the Policy as the changes have fundamentally altered the Policy as a whole. However, the key changes within the refreshed document state that an individual can be placed within the ambit of the new Policy without having made a complaint, in addition to the Policy being extending to contact made to Members by individuals.

A copy of the current Policy can be found on the link below:

[Unreasonable behaviour](#)

The General Management Team has the overall responsibility to determine whether an individual's behaviour warrants restrictions placed on them. Due consideration is given to the vulnerabilities that an individual may have, in addition to not disadvantaging an individual from accessing Council services or restricting an individual from submitting new and valid complaints.

The Council currently has three individuals subjected to the existing Policy. The individuals have been restricted due to the excessive number of demands they

have placed on Council Officers when dealing with substantially the same complaint. They will continue under the terms of the current Policy until the expiry of their current restrictions, although the use of the existing Policy will not disadvantage either the complainants or the Officers in these cases.

The General Management Team reviews these individuals' restrictions on a quarterly basis.

The Policy does not restrict an individual from making complaints to the Council. All correspondence received from an individual who is subjected to the Policy is reviewed and any new complaints are dealt with on their individual merit.

Following its approval, the Policy will be reviewed annually.

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

At its meeting on 13 March 2025 the Policy Overview Working Group considered the Policy and queried whether Members could be updated whenever a resident is subjected to the Policy. It was stated that, where appropriate, Members could be informed subject to there being no issues over breaches of GDPR. A sentence has been added to the Policy to reflect this. Furthermore, it was requested that Members receive updates on the number of individuals subjected to the Policy through the quarterly complaints reports submitted to the Governance, Audit and Standards Committee and Cabinet.

6. Financial Implications

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

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

7. Legal Implications

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

Whilst there are no direct legal implications due to there being no legal requirement to have a policy on abusive, persistent or vexatious complainants. However, the adoption of such a policy provides a transparent and consistent basis for decision making. This in turn should reduce the risks of decisions being overturned by the Local Government Ombudsman.

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

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

13. Background Papers

Nil.

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**Managing Abusive, Persistent
and/or Vexatious Customers
Policy**

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1.0 Scope

The Managing Vexatious Customers Policy sets out the approach that Broxtowe Borough Council takes to manage individuals who communicate vexatiously or persistently with the Council.

The Policy applies to all individuals that contact the Council, individual Officers or Members of the Council irrespective of whether they have an active complaint open.

2.0 Purpose

The document describes how the Council will monitor, investigate and apply any restrictions detailed below.

3.0 Aims and Objectives

The aims and objectives of the Policy are:

- To ensure consistent reporting, investigating and responding to vexatious individuals.
- To provide guidance on how to appropriately deal with vexatious individuals.

4.0 Regulatory Code and Legal Framework

- Housing Ombudsman guidance on vexatious complainants.
- Local Government Ombudsman guidance on vexatious complainants.
- Information Commissioner's Office guidance on manifestly unfounded or manifestly excessive requests.
- Data Protection Act 2018.
- Equalities Act 2010.

1. Introduction

- 1.1. Broxtowe Borough Council ('the Council') takes all reasonable and appropriate actions to respond to individuals in a timely manner. Any concerns or complaints raised will be fully investigated and any issues will be resolved.
- 1.2. In some instances, unacceptable individual behaviour may prevent or hinder the Council's Officers and Councillors in undertaking its functions or carrying out its duties.
- 1.3. This Policy is about the management of abusive, persistent and/or vexatious individuals. It sets out how the Council will deal with those individuals that fall within the scope of this definition.
- 1.4. However, the use of this Policy must be balanced with the Council's primary commitment to transparency and provision of services to our residents and their legal rights. Use of the Policy to impose restrictions on individuals will therefore only be used in exceptional circumstances and when the disruption to the Council and risk to employees and Councillors requires action to be taken.
- 1.5. The restrictions on an individual may relate to, interact with, or be connected to complaints and persistent communication submitted to the Council or its elected Members. This Policy will not; however, be used as a basis to reject a complaint outright with each needing to be considered on its merits.
- 1.6. This Policy applies to all areas of the Council.

2. Inappropriate Individual Behaviour and Persistent Complaints

- 2.1. The Council has adopted the Local Government and Social Care Ombudsman's definition of unreasonable or unreasonably persistent individuals:

"Unreasonable and unreasonably persistent individuals are those individuals who, because of the nature or frequency of their contacts with an organisation, hinder the organisation's consideration of their, or other people's, complaints."

- 2.2. This guidance applies where an individual, raising concerns, complaints or making enquiries of the Council does so in a way where their actions are:
 - Manifestly unjustified; and/or
 - Inappropriate; and/or
 - Intimidating; and/or
 - Represent an improper use of a formal procedure of the Council; and/or

- Are occurring at such a frequency as to result in an impact on the ability of the Council, its Officers and Councillors to undertake their functions in a usual manner.

2.3. The following, though not an exhaustive list, may be considered as being in this category:

- Refusing to specify the grounds of a complaint, despite offers of help.
- Refusing to cooperate with a complaints investigation process.
- Refusing to accept that certain issues are not within the scope of the Council's jurisdiction or within the scope of a complaints procedure.
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Making unjustified complaints about employees who are trying to deal with the issues, and seeking to have them replaced.
- Making repeat complaints about a Councillor which are unsubstantiated or repeat allegations previously considered and dealt with.
- Changing the basis of the complaint as an investigation proceeds.
- Denying or changing statements they made at an earlier stage.
- Introducing trivial or irrelevant new information at a later stage.
- Raising many detailed but unimportant questions, and insisting they are all answered.
- Submitting falsified documents from themselves or others.
- Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various employees, Councillors and/or organisations.
- Making excessive demands on the time and resources of employees with lengthy phone calls, emails to numerous Council employees, or detailed letters every few days, and expecting immediate responses.
- Submitting repeat complaints with minor additions/variations, which the individual insists make these 'new' complaints.
- Refusing to accept the decision; repeatedly arguing points with no new evidence.
- Electronically recording meetings and conversations without prior knowledge or agreement (other than formal meetings of the Council and its Committees, where held in public).
- Where the Council's complaints process (Stage 1 and 2) has been exhausted, and/or the Ombudsman has issued a response to the complainant, but the complainant continues to contact the Council to challenge the response.

2.4. The Council will also, in addition to the above, take steps to protect its employees and elected Members from members of the public who are behaving in a way which is considered abusive, persistent and/or vexatious. This may include physical or verbal abuse and could include the following (however, this list is not exhaustive):

- Speaking to an employee or elected Member in a derogatory manner which causes offence despite being asked to refrain from doing so.

- Swearing, either verbally or in writing at Council employees and/or elected Members despite being asked to refrain from using such language.
- Using threatening language towards elected Members and/or Council employees which provokes fear.
- Being discriminatory in language or actions, whether on the basis of race, religion, gender, sexual orientation or disability, towards any officer or councillor.
- Repeatedly contacting an employee or elected Members regarding the same matter which has already been addressed.

3. Managing unreasonable individual behaviour

- 3.1. This Policy may be invoked if the Council considers that an individual has, at any stage, behaved in a manner which is deemed unreasonable (see above).
- 3.2. The Council may take any actions against an individual that it considers to be reasonable and proportionate in the circumstances.
- 3.3. Types of actions the Council may take:
 - Where an individual tries to reopen an issue that has already been considered through one of the Council's complaints procedures, they will be informed in writing that the procedure has been exhausted and that the matter is now closed.
 - Where a decision on the complaint has been made, the individual should be informed that future correspondence will be read and placed on file, but not acknowledged, unless it contains important new information.
 - Limiting the individual to one type of contact (for example telephone, letter, email, etc.).
 - Placing limits on the number and duration of contacts with employees per week or month.
 - Requiring contact to take place with a named employee and informing the individual that if they do not keep to these arrangements, any further correspondence that does not highlight any significantly new matters will not necessarily be acknowledged and responded to, but will be kept on file.
 - Assigning one officer, a Single Point of Contact (SPOC) to read the individual's correspondence, in order to ensure appropriate action is taken.
 - Offering a restricted time slot for necessary calls to specified dates and times.
 - Requiring any face-to-face contacts to take place in the presence of a witness and in a suitable location.
 - Consideration would be given toward legal action and or Police involvement.

Other than in exceptional circumstances, such as for the safety of Council employees and/or elected Members, the Council will not, however, impose a blanket ban on communication and anything received once limits have been imposed on an individual will be considered for response on a case by case basis

4. Matters to Take into Account Before Taking Action

- 4.1. Before taking a decision to invoke this Policy, consideration should be given to whether any further action is necessary, such as:
- Consideration about whether it is appropriate to convene a meeting with the individual and a Senior Officer in order to seek a mutually agreeable resolution
 - If it is known or suspected that the individual has any vulnerabilities, then consideration will be given to offering an independent advocate who may assist the individual with their communication with the Council.
 - Where more than one department is being contacted by the individual, agree a cross-departmental approach; and designate a lead officer to co-ordinate the Council's response.
- 4.2. Council employees must be satisfied before taking any action as defined by this Policy that the individual's circumstances have been taken into account including age, disability, gender, race, religion or belief, and mental health.
- 4.3. If it is known or suspected that the individual has any special needs or vulnerability, then consideration will be given to offering an independent advocate who may assist the individual with their communication with the Council.

5. Imposing restrictions

- 5.1. The first step within service departments is to consider whether a dissatisfied individual is raising legitimate concerns:
- a) Has the complaint been investigated properly?
 - b) Was any decision reached the right one?
 - c) Have communications with the complainant been satisfactory?
 - d) Is the complainant now providing any significant new information that might affect the Council's view of the complaint or requests for service.
- 5.2. Where an Assistant Director/Head of Service or the Complaints Team believes that an individual should have restrictions imposed upon them the matter should be given consideration by the relevant Assistant Director/Head of Service and then be referred to the Council's General Management Team for advice and approval on whether this is warranted and what would be appropriate. The form attached to this Policy as appendix 1 will assist with guiding employees as to the information required to impose restrictions on to a vexatious individual. To assist the Council's General Management Team, the correspondence log at appendix 2 requires completion to demonstrate the level of contact an employee or Member of the Council is receiving.
- 5.3. Advice will be provided by the General Management Team to the Assistant Director/Head of Service and Complaints Team on whether restrictions would be or are warranted (either with or without a prior warning).

- 5.4. Where the behaviour is so severe, a warning is not considered appropriate. The Assistant Director/Head of Service will need the approval of the General Management Team to impose restrictions without issuing a warning before imposing any restriction. In all other cases a warning must be issued as in 5.5 below.
 - 5.5. Where a warning is considered appropriate, the Assistant Director/Head of Service will write to the individual and will explain what actions the Council may take if the behaviour does not change.
 - 5.6. Where a warning was given, if the individual continues with the unreasonable behaviour the Assistant Director/Head of Service will consult with the General Management Team and the Complaints Team about whether it is necessary to take appropriate action by invoking this Policy.
 - 5.7. When the decision has been taken to apply restrictions to an individual, the SPOC will contact the individual in writing (and/or as appropriate) to explain:
 - Why this decision has been taken.
 - What action the Council will be taking.
 - How long the limits being imposed will last and when they will be reviewed.
 - The review process of this Policy.
 - What it means in relation to their ability to contact the Council; and
 - The right of the individual to contact the Local Government Ombudsman about the fact that they have been treated as a persistent/vexatious individual.
- The SPOC will also update the relevant employees and elected Members, as appropriate, of an individual placed on the Policy.
- 5.8. Any restriction that is imposed on the individual's contact with the Council will be appropriate and proportionate and the individual will be advised of the period of time the restriction will be in place for. In most cases restrictions will apply initially for between six to twelve months, with a review of the restrictions prior to the ending of the Policy terms.
 - 5.9. If the individual continues to behave in a way which is deemed unacceptable then, on the request of the Complaints Team and Assistant Director/Head of Service, the Assistant Director/Head of Service, in consultation with the Head of Legal and the General Management, may decide whether to refuse contact with the individual.
 - 5.10. Where a decision is taken under 5.7 the Complaints Team will write out to the individual notifying them of this. Again, this will be subject to a review period.
 - 5.11. Where the behaviour is so extreme or it threatens the immediate safety and welfare of employees, the Council will consider other options, for example reporting the matter to the Police or taking legal action. In such cases, the Council may not give the individual prior warning of that action.

- 5.12. Any decision to apply the Policy, or to make an exception to the Policy once it has been applied, should be properly recorded. Any decision not to apply the Policy when requested and the reasons should be properly reported.
- 5.13. When individuals who have been subjected to the Policy make new complaints or a request for service about new issues, these should be treated on their merits and decisions will need to be taken on whether any restrictions that have been applied before are still appropriate and necessary.
- 5.14. A report detailing those subject to this Policy will be presented quarterly to the General Management Team setting out the number of people who are subject to the Policy, the length of time they have been on the register and an outline of the reason for being on the register. Members will also receive regular reports on the number of people subjected to the Policy.

6. Sharing information on restrictions internally

- 6.1. Where restrictions have been imposed on an individual and where the restrictions will affect the individual's ability to communicate with elected members or Officers, there will be the need to inform those who are likely to come into contact with the restricted parties. Limited information will be shared, setting out:
 - What the restrictions are e.g. emails from individual "A" will be redirected to a SPOC.
 - What implications that has for elected Members/Council employees e.g. all correspondence to individual "A" will need to be issued through the SPOC.
 - Who to notify where restrictions are not being adhered to e.g. where restricted to specific means of contact (e.g. emails) and this is not being adhered to by the individual.
 - When the restrictions will be reviewed.
- 6.2. Only information necessary to ensure awareness of correspondence management and the means will be provided.
- 6.3. Where a ward Member is approached by an individual who has had restrictions imposed on them, they will not need to adhere to the restrictions should they wish to make representations on behalf of the individual. This can be representations on any matter, including any restrictions imposed under this Policy.
- 6.4. Subject to the ward Councillor making clear they are representing the individual, Council Officers will be able to continue to progress the matter directly with the ward Councillor in line with normal casework practices.
- 6.5. Where justified and reasonably required on the basis of safety and security of elected Members, Council Officers may disclose, where behaviour of an

individual has been significantly abusive, threatening or violent, to the ward Member that the individual resides in their ward.

7. Review

- 7.1. The Complaints Team will notify the SPOC (where appropriate) when the review of any restrictions on an individual is due to take place. The SPOC will provide information to the Complaints Team and the General Management Team with recommendations and evidence to support whether restrictions will remain in place.
- 7.2. Should the decision be taken to extend the period of restriction, the individual will be advised by the SPOC in writing that the decision to restrict contact will be put in place for a further specified period. The outcome of any subsequent review will be communicated to the individual, outlining if the restrictions will continue to apply and if so why.
- 7.3. If at the end of the restricted period it is considered that the individual's behaviour is no longer deemed to be unreasonable, the Council will confirm this in writing advising that the restrictions have now been lifted.

8. Ceasing Contact with an Individual during a complaints process

- 8.1. There may be occasions where the relationship between the Council and unreasonably persistent or vexatious individuals breaks down completely. This may even be the case while complaints are under investigation and there is little prospect of achieving a satisfactory outcome.
- 8.2. In such circumstances the Council reserves the right not to carry out the remaining stages of the complaints procedure.
- 8.3. Where this occurs the Council will advise the individual that they may approach the Local Government and Social Care Ombudsman and or Housing Ombudsman who may be prepared to consider a complaint before the procedure has run its course.

9. Record Keeping

- 9.1. The Complaints Team will keep a record of all individuals who have been treated as being unreasonably persistent, abusive and/or vexatious in accordance with this Policy. This will include details of why the Policy was invoked, what restrictions were imposed and for what period of time.

10. Closure

If an individual continues to express dissatisfaction with the Council's final response to a complaint or request for service:

- a) If further clarification of the outcome is ineffective, the individual should be reminded of their right to refer their complaint to the Local Government Ombudsman. In addition, the individual should be reminded of the availability of independent legal advice. (In exceptional circumstances, i.e. where there may be nothing gained from following all stages of the Council's complaint procedure, the Local Government Ombudsman may be prepared to consider complaints before the complaints procedures have been exhausted).
- b) If the individual continues to complain, the Council should repeat the advice in (a) above and add that the matter is now at an end and that the Council will not enter into any further communication unless it relates to a fresh complaint unrelated to the current complaint.
- c) If the correspondence continues, then the Council should send a response stating that there is nothing more that can be added to the Council's letter set out in (b) above.
- d) If contact continues, subject to being authorised by the General Management Team, the Council should decline to comment further.

If a fresh issue is raised that needs to be addressed it should first be referred to the relevant Assistant Director/Head of Service or SPOC dealing with the issues to consider.

11. Links to other Policies

This Policy should be used in conjunction with other Council Policies and procedures aimed at protecting Officers and the Council, for example the Aggression at Work form, Vulnerability Policy, Safeguarding Adults Policy, Safeguarding Children Policy, Freedom of Information, Data Protection, Complaints Policy and the health and safety at work procedures.

Attention should also be paid to the Council's obligations under the Human Rights Act 1998 to ensure that it is within its right to take any action with regard to a vexatious individual.

12. Equal Opportunities

In determining whether this Policy should be applied to an unreasonable complainant the General Management Team must have due regard to the Council's duty under S149 of the Equalities Act 2010. The Council is committed

to strive to ensure that people are offered equal opportunities regardless of age, race, religion or belief, disability, gender or sexual orientation and will take action to ensure that all forms of discrimination are eradicated from its policies and practices.

This Policy has undergone an Equality Impact Assessment, in order to help the Council to ensure that its policies, functions and services are fair and equitable to all sections of the community; that the Council takes into account their different needs and requirements and is proactive in its approach to promoting equality.

13. Operating the Policy

In summary, if a decision is taken to apply the Policy, the Council will write to inform the individual that:

- The decision has been taken;
- What it means for their contacts with the authority;
- How long any restrictions will last; and
- What the complainant can do to have the decision reviewed.

Enclose with the letter a copy of the Policy.

Keep adequate records of all contacts with vexatious individuals, for example:

- When a decision is taken not to apply the Policy, when an employee asks for this to be done, or to make an exception to the Policy once it has been applied; or
- When a decision is taken not to put a further complaint from such an individual through its complaints procedure for any reason; or
- When a decision is taken not to respond to further correspondence, make sure any further letters, faxes or emails from the individual are checked to pick up any significant new information.

14. Document History and Approval

Date	Version	Committee Name
03/06/25	1.0	Cabinet

Appendix 1

Form to Consider Implementation of the Policy for Dealing with Unreasonable Complainant Behaviour

Section One (for completion by the Assistant Director/Head of Service)
(To be read alongside the Vexatious Policy)

1. Unreasonable Behaviour Complainant Details					
Name of complainant behaving unreasonably					
Brief description of the Inappropriate behaviour					
Do you consider the Person to be vulnerable? Consideration of the possible vulnerability of the unreasonable complainant (having due regard to Section 149 of the Equalities Act 2010)					
2. Inappropriate Individual Behaviour and Persistent Complainants					
Complaint reference number if applicable					
The individual raising concern, complaints or making enquiries of the Council in a way where their actions are: (Comment appropriate)	Manifestly unjustified	Inappropriate	Intimidating	Improper use of a formal procedure	Frequency

Has the following, though not exhaustive been considered (Comment appropriately below)	
Refusing to specify the grounds of complaint, despite offers of help	
Refusing to cooperate with a complaints investigation process	
Refusing to accept that certain issues are not within the scope of the Councils jurisdiction or within the scope of a complaint procedure.	
Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.	
Making unjustified complaints about employees who are trying to deal with the issues, and seeking to have them replaced.	
Making repeat complaints about a Councillor which are unsubstantiated or repeat allegations	

previously considered and dealt with	
Changing the basis of the complaint as an investigation proceeds.	
Denying or changing statements they made at an earlier stage.	
Introducing trivial or irrelevant new information at a later stage.	
Raising many detailed but unimportant questions, and insisting they are all answered.	
Submitting falsified documents from themselves or others.	
Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various employees, Councillors and/or organisations.	
Making excessive demands on the time and resources of employees with lengthy phone calls, emails to numerous Council employees, or detailed letters every few days, and expecting immediate responses.	
Submitting repeat complaints with	

<p>minor additions/variations, which the individual insists make these 'new' complaints.</p>	
<p>Refusing to accept the decision; repeatedly arguing points with no new evidence.</p>	
<p>Electronically recording meetings and conversations without prior knowledge or agreement (other than formal meetings of the Council and its Committees, where held in public).</p>	
<p>Where the Council's complaints process (Stage 1 and 2) has been exhausted, and/or the Ombudsman has issued a response to the complainant, but the complainant continues to contact the Council to challenge the response.</p>	
<p>Any other comments or reasons not listed above.</p>	
<p>Has the person behaved in a way that is considered abusive/and or vexatious This may</p>	

include physical or verbal abuse (The list below is not exhaustive)	
Speaking to an employee in a derogatory manner which causes offence despite being asked to refrain from doing so.	
Swearing, either verbally or in writing at Council employees and/or elected Members despite being asked to refrain from using such language	
Using threatening language towards elected Members and/or Council employees which provokes fear.	
Being discriminatory in language or actions, whether on the basis of race, religion, gender, sexual orientation or disability, towards any Officer or Councillor.	
Repeatedly contacting an employee or elected Member regarding the same matter which has already been addressed.	
Any other comments/reasons not listed above	

3. Managing Unreasonable Individual Behaviour	
<p>This Policy may be invoked if the Council considers that an individual has, at any stage, behaved in a manner which is deemed unreasonable.</p> <p>The Council may take any actions against an individual that it considers to be reasonable and proportionate in the circumstances. Please see policy for types of action the Council may take:</p>	
4. Matters taken into Account Before taking Action.	
<p>Has consideration to convene a meeting with the Individual and Senior Officer in order to seek a mutually agreeable resolution been undertaken?</p>	
<p>If it is known or suspected that the individual has any special needs or vulnerability, then consideration will be given to offering an independent advocate who may assist the individual with their communication with the Council. Has this been required?</p>	
<p>Where more than one department is being contacted by the individual, agree a cross departmental approach; and designate a lead officer to co-ordinate the Council's response.</p>	
<p>Are you satisfied before taking any action as defined by the Vexatious Policy that the individual's circumstances have been taken into account including age, disability, gender, race and religion or belief, mental health.</p>	

5. Imposing Restrictions	
Has consideration been applied if the dissatisfied individual is raising legitimate concerns	
Has the complaint been investigated properly?	
Was any decision reached the right one?	
Have communications with the complainant been satisfactory?	
Has the complainant now provided any significant new information that might affect the Council's view of the complaint or requests for service?	
Have the Police been contacted at any point?	
Injunction Consideration?	

Section Two (for completion by the Complaints Officer if the individual has made a complaint) To discuss as not always a complaint.

If individual has not been thorough the complaints process, fill out here.

Assistant Director/HoS Meeting	Date	
	Date	
	Date	
	Date	
Warning Letter Issued	Date	
Consideration of the possible vulnerability of the unreasonable complainant (having due regard to		

Section 149 of the Equalities Act 2010)	
Referred to GMT Date	

If individual has complained use this step.

Complaint Stage (provide completion dates)	Stage 1	
	Stage 2	
	Ombudsman	
	Assistant Director/HoS Meeting	
	Warning letter	
Consideration of the possible vulnerability of the unreasonable complainant (having due regard to Sec 149 of the Equalities Act 2010)		
Referred to GMT		

Section Three (for completion by GMT)

Decision	Approve application	
	Reject application	

Sanctions	Approve requested sanctions	
	Reject requested sanctions	

Name of Appointed SPOC and Title	
----------------------------------	--

Additional Recommendations	
----------------------------	--

Review Date	
Review Officer	

Section Four (to be completed by Complaints Officer)

Date of GMT decision	
Complainant notified	
SPOC Notified	
Date SPOC Notified Complainant.	

Review Decision	Close
	Continue (provide reasons)
Complainant notified	
Reported to GMT	

Officers are asked to still keep adequate records of all contacts with vexatious, persistent and/or unreasonable behaviour from the individual:

- When a decision is taken not to apply the Policy when an employee asks for this to be done, or to make an exception to the Policy once it has been applied; or
- When a decision is taken not to put a further complaint from such an individual through its complaints procedure for any reason; or
- When a decision is taken not to respond to further correspondence, make sure any further letters, faxes or emails from the individual are checked to pick up any significant new information.

Date	Contact from	Contact to	Complaint

Appendix 2

Equality Impact Assessment

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

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

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

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

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

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

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

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

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

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

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

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

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

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

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

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

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

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

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Monitoring Officer's	Title of the Lead Officer responsible for EIA	Head of Democratic Services and Deputy Monitoring Officer
Name of the policy or function to be assessed:	Managing Abusive, Persistent and/or Vexatious Customer Policy		
Title of the Officer undertaking the assessment:	Head of Democratic Services and Deputy Monitoring Officer		
Is this a new or an existing policy or function?	Existing		
1. What are the aims and objectives of the policy or function?			
The aims and objectives of the Policy are to ensure consistent reporting, investigating and responding to vexatious/persistent individuals, and to provide guidance on how to appropriately deal with those individuals.			
2. What outcomes do you want to achieve from the policy or function?			
Outcomes include the fair and consistent treatment of those customers who deal with and complain to the Council. Employees and Councillors sometimes require shielding from those who are persistent and/or vexatious. This Policy allows for a mechanism to enable that.			
3. Who is intended to benefit from the policy or function?			
Where there is unacceptable individual behaviour which prevents or hinders Broxtowe Borough Council's Officers and Councillors in undertaking its functions or carrying out its duties the aim is to address complaints which are vexatious, abusive or unreasonably persistent. It will benefit employees by providing a consistent approach to how such behaviour is dealt with, showing that they are supported and will not be exposed to unreasonable behaviour by complainants without such complainants facing the possibility of their communication with the Council being restricted. It will also benefit complainants by ensuring that there is an approved Policy basis for how their complaint will be dealt with and the Policy will be shared with them if they are to be treated as persistent or vexatious so that			

<p>Directorate:</p>	<p>Monitoring Officer's</p>	<p>Title of the Lead Officer responsible for EIA</p>	<p>Head of Democratic Services and Deputy Monitoring Officer</p>
<p>they are informed as to the basis on which any communication with the Council might be restricted.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Council employees, Councillors and those who complain to, or deal with, the Council.</p>			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>None</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>None</p>			

<p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>None</p>
<p>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</p> <p>Before taking any action as defined by the Policy, the General Management Team has to consider that the individual's circumstances have been taken into account including age, disability, gender, race and religion or belief, mental health.</p> <p>It will ensure that there is a consistency of approach which would eliminate unlawful discrimination. The Policy will be applied consistently to all, taking into account the circumstances and characteristics of complainants in each case.</p>
<p><input type="checkbox"/> Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</p> <p>No</p>

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

Yes, the Policy includes a clear statement to adhere to the Equality Act 2010. The process will be applied equally to ensure that the Council meets the needs of the diverse range of people who use its services. The Policy will ensure that the procedures are followed, and decisions made are carried out in a consistent and transparent manner.

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

No

In determining whether this Policy should be applied to an unreasonable complainant the General Management Team must have due regard to the Council's duty under S149 of the Equalities Act 2010. The Council is committed to strive to ensure that people are offered equal opportunities regardless of age, race, religion or belief, disability, gender or sexual orientation and will take action to ensure that all forms of discrimination are eradicated from its policies and practices.

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?

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:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

Disability:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

In determining whether this Policy should be applied to an unreasonable complainant the General Management Team must have due regard to the Council's duty under S149 of the Equalities Act 2010. The Council is committed to strive to ensure that people are offered equal opportunities regardless of age, race, religion or belief, disability, gender or sexual orientation and will take action to ensure that all forms of discrimination are eradicated from its policies and practices.

Gender:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

Gender Reassignment:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

Marriage and Civil Partnership:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

Pregnancy and Maternity:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

Race:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

Religion and Belief:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

Sexual Orientation:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

Care Experience:

No adverse impact has been identified. It is not anticipated that the Council would need to take any further action in order to enable access. The Council will continue to monitor potential barriers to access.

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

Update on the Decarbonisation of the Council's Commercial Asset Portfolio

1. Purpose of Report

To advise Cabinet of the ongoing progress being made in several key decarbonisation projects that are underway within the Council's commercial asset portfolio. This is in accordance with the Corporate Plan objective for the Environment.

2. Recommendation

Cabinet is asked to NOTE the progress that is being made on the projects, which both feeds directly into the Council's wider decarbonisation strategy to secure additional commercial opportunities for the Council, both in terms of immediate revenue streams, and long-term sustainability solutions.

3. Detail

Foster Avenue Offices:

Previous assessments of the office building have not yielded the necessary information to allow the Council to make a clear judgement on the approach to making the necessary efficiency improvements to the building, hence no progress has been made on delivering any tangible progress.

A broad scope has been agreed with a local consultant, to undertake an assessment exercise, based on the below:

- Car Charging Points in Car Park - This option could be a possibility, as both an income generator and to support the wider decarbonisation of the town centre, however, the infrastructure cost could be the prohibiting factor for reviewing this option. This work will be done in conjunction with Parking Services Team who are leading the project regarding EV Chargers in Council car parks.
- Solar Panel Review - A full assessment of the performance of the current panels, current income generation through the feed in tariff.
- Building Management System (BMS) study, to assess the performance of the various operational systems in the building, such as HVAC and lighting with a view of optimising building performance and efficiency.
- Window Replacement / Window Seals Replacement – Cost vs Gains

- Review of Building / Lettable Space and review of potential market demand
A broad proposal document has been agreed with the consultant, and further energy and performance data is being shared with them, to assist with the production of the final proposal document for consideration by GMT / Cabinet.

Bramcote Crematorium Solar Panels:

- In April 2025, the Capital Works team submitted a bid to the new Mayoral Renewables Fund, which is led by EMCCA. The turn around on submitting a bid was very tight. A scheme has been developed for installing solar panels to Bramcote Crematorium, as recommended in the Decarbonisation report produced by Atkins Realis in 2024. In addition, the bid includes to install some EV chargers. The total amount applied for is £79,136. A separate report is scheduled to be submitted to the Bramcote Bereavement Services Joint Committee for project approval (subject to award of grant). To date, the funding has not been confirmed, however assuming success, we will ensure the Parking Services Team are included within the process, to ensure alignment with the wider EV project.

D.H. Lawrence Museum:

- The Commercial Manager is leading on two funding bids, which will help support the D.H. Lawrence Museum, both in terms of operating costs (specifically around energy efficiency) and commercial sustainability.
- Groundwork Five Counties have been commissioned to produce an energy assessment report on the building, which will be complete and submitted on the 2 June 2025. The report will be used to support a Museum Estate and Development (MEMD) Round 5 funding bid, which Groundwork will complete on behalf of the Council.
- Heritage Lottery have been approached, through Groundwork, and would be interested in funding energy conservation improvements at the Museum to improve footfall and enhance / promote overall community benefits of the facility. Initial discussions between all parties have commenced, with further details to be communicated in due course, in terms of what is available for the Council to consider.

Commercial Portfolio Energy Review:

An initial scope of works has been agreed with an external consultant, pending cost approval, which will cover the following:

- Guided site visits (selected by the Council) over a two-day period to access plant rooms / plant equipment

- Access to roof spaces would be advantageous to review roof condition / structure for Solar PV potential
- Whilst on site, general condition of building fabric (carbon / energy related aspects) included in survey
- High level strategic report produced to include:
 - a. Description of existing heating and hot water systems
 - b. Condition report (non-intrusive) of existing heating and hot water systems
 - c. Risk assessment of existing heating / hot water systems - relates to condition / urgency of replacement / energy efficiency potential improvements if upgraded / replaced
 - d. Technical guidance for plant upgrading / replacement options across all sites visited for low carbon / renewable technology installations
 - e. Cost guidance (banding) for plant upgrading / replacement to energy efficient / renewable technologies
 - f. Technical guidance for fabric upgrading (efficient energy replacement materials)
 - g. Cost guidance (banding) for fabric upgrading
 - h. All costs by site and entire asset portfolio to allow for departmental and strategic review
 - i. Strategic programme for replacement / upgrading of fabric measures and heating and hot water plant across all sites

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Assistant Director of Finance were as follows:

There are no additional financial implications arising from this noting report to consider with activities being contained within existing capital and revenue budgets. Any significant budget implications in the future, over and above virement limits would require approval by Cabinet.

7. Legal Implications

The comments from the Head of Legal were as follows:

Whilst there are no direct implication arising from this report, the Climate Change Act 2008 imposes a target on Central Government to be carbon neutral by 2050.

The Council has, set an earlier target of 31 December 2027: maintaining the decarbonisation plans for each of the Council key assets will help to achieve this.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

The climate change implications will be detailed in a further progress report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

As this is not a change to policy or a new policy an equality impact assessment is not included.

13. Background Papers

Nil.

Report of the Portfolio Holder for Housing

People Focused Housing Services Policy

1. Purpose of Report

To seek approval for a new People Focused Housing Service Policy. This includes housing applicants, lifeline customers, tenants and leaseholders. This is in accordance with the Council's Corporate Priority of Housing - Regulate housing effectively and respond to housing needs.

2. Recommendation

Cabinet is asked to RESOLVE that the People Focused Housing Services Policy be approved.

3. Detail

The Housing Service currently has a Customers with Additional Support Needs Policy which outlines the approach that will be taken for customers that require additional support. The current policy was discussed by the Tenants Panel in November 2024. The panel provided feedback on the policy and identified gaps, particularly in the lack of information in the policy about Neurodiversity. The panel also felt that the name of the policy was unclear. The name of the policy has been amended to 'People Focused Housing Services Policy'. The Policy Overview Working Group also considered the policy in March 2025. The policy does not provide every scenario but instead provides a framework to assist officers in the Housing department meet customer needs.

Given the extent of the changes to the policy, including the change of name and format, a new policy has been written rather than making changes to the existing policy. For reference, the current policy can be found here:

<https://intranet.broxtowe.gov.uk/media/d43bcgwx/customers-with-additional-support-needs-policy.pdf>

4. Key Decision

This report is a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 as it is a decision made or to be made in connection with the discharge of an Executive function which is likely to: be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Council's area.

Notice of Key Decisions to be taken must be published in advance (except in cases of urgency) so that members of the public and Members are able to consider the implications of the decision and have an opportunity to make

representations before the decision is made. The Overview and Scrutiny Committee can also “call in” the decision through the Call-In Procedure.

5. Updates from Scrutiny

The Policy Overview Working Group considered the policy in March 2025.

6. Financial Implications

The comments from the Assistant Director of Finance Services were as follows:

There are no additional financial implications to consider at this stage with ongoing business as usual activities continuing to be met within existing resources. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

7. Legal Implications

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

The legal implications are set out in Section 4 of the Policy. The Regulatory Code Tenancy Standard states that Landlords should take into account the needs of those households who are “vulnerable by reason of age, disability, or illness and households with children, including through the provision of tenancies which provide a reasonable degree of stability”. The Housing Act 1996 (as amended by the Homelessness Act 2002) lists a number of categories under which “customer or residents” could be classed as vulnerable (this is not an exhaustive list).

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

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

13. Background Papers

Nil.

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**PEOPLE FOCUSED HOUSING
SERVICES POLICY**

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1.0 Scope

The Housing Service should consider this policy when working with all customers, including housing applicants, lifeline customers, tenants and leaseholders. The term customers will be used throughout the policy, except where support is specific to a particular group. For example, when an adjustment is only relevant for tenants.

2.0 Purpose

This policy outlines how the Housing Service will adapt services to those who require information, support or a service in a different way.

3.0 Aims and Objectives

The aims of this policy are to ensure the Housing Service:

- Request and manage up to date customer data which identifies those who require additional support and those who may need it in the future
- Encourage customers to share information on how services can be adapted to meet their needs, due to vulnerability, disability or neurodiversity
- Provide tailored services to all customers who require it
- Develop effective partnerships with support agencies
- Provide appropriate training to employees

It is not possible to identify every scenario where a customer may require support. However, the policy will provide a framework for employees to assist them.

4.0 Regulatory Code and Legal Framework

The Housing Act 1996 (as amended by the Homelessness Act 2002) lists a number of categories under which customers could be classed as vulnerable:

- People with a recent history of homelessness, rough sleepers, refugees and those with no experience of independent living
- Those with substance misuse problems. e.g. alcohol or drugs
- People in receipt of, or entitled to state retirement pension
- Ex-offenders
- Those at risk of domestic abuse
- People with learning difficulties
- Those with serious long term, or terminal, illness
- Young people at risk, including those leaving care as well as teenage parents
- Those people with a mental, physical or sensory disability who are in receipt of a state benefit, or are entitled to such a benefit, as a result of that disability
- Others with a disability which has an impact upon the performance of normal daily living tasks
- People with a child under 12 months old in the household.

It is acknowledged that although important legislation the categories included in the Housing Act 1996 are not exhaustive list. This policy considers all customers that

require additional support, not just those who may consider themselves vulnerable or are included in legislation.

Through the Equality Act 2010 the Council as a landlord has a duty 'to make reasonable adjustments'. This includes changing a policy or practice (including the terms of the tenancy agreement) and providing extra aids or services.

Through the Care Act 2014 the Council has a duty to promote the wellbeing of people with care and support needs.

The Council will adopt the existing legal and regulatory framework whilst also acknowledging that vulnerability is complex and can be temporary, periodic, recurring or on-going.

5.0 Policy Outline

5.1 Identification of a customer who requires additional support

The Council must recognise when someone may require additional support. This can be achieved by considering all the data available and by speaking to the customer. Whilst many customers will be comfortable discussing the support they require, the Council is aware that some customers may not. Officers will always ensure that conversations are handled as sensitively as possible. The Council will consider making an adjustment based on the information provided by the customer. A diagnosis or supporting information is not required for additional support to be offered.

Information contained in application forms is the Council's first opportunity to identify any additional needs. Officers will consider information that has been directly provided by the customer. For example, details of a disability, that they have a young child or are in receipt of a disability benefit. Officers will also consider information that indicates that there may be additional needs. For example, if a form has been poorly completed or questions misunderstood. If the Officer is unclear what additional assistance may be required or if there is a need, they will contact the customer to discuss this.

An application form may also state that a customer has a support worker or involvement with other agencies. Where appropriate, Officers will make contact with other agencies to obtain additional information regarding support needs.

On some occasions, additional needs may not be identified at application stage. This may be because the customer did not feel comfortable disclosing the information, they did not feel that it was relevant, or did not provide the information due to their additional need. When the customer is met for the first time, the Officer should seek to identify any additional support needs, wherever possible.

5.2 Changes in support

Support needs can change over time. Officers will continue to consider if the customer they are working with now requires additional support. For example, tenants who are now elderly, have had a child or developed a medical condition.

The support that customers require can also change depending on their circumstances. For example, someone who was a joint tenant may not have required additional support from the Housing Service as they may have received support from other household members, but they may require additional support if they no longer live with others.

In Independent Living accommodation, all tenants have an I-Plan completed by their Independent Living Co-ordinator every 6 months. This identifies areas where the tenant may require support to enable them to stay independent in their home. The I-plan also identifies any care needs, and ensures that appropriate referrals are made.

Following the start of a tenancy, all tenants receive new tenant visits, at months 1, 4 and 7. These visits are an opportunity to consider whether all relevant additional needs have been considered and to discuss with the tenant if the way that the service is being delivered is meeting their needs.

5.2 Recording support needs

Any support needs identified should be recorded on the appropriate systems. For applicants, this is the HomeChoice system. For Lifeline customers, this is the Lifeline database. For tenants and leaseholders, this is the Housing Management System.

When an applicant becomes a tenant, or a tenant becomes a Lifeline customer, Officers must ensure that information is shared between relevant systems.

Information held will be kept up to date and reviewed regularly to ensure that it is still relevant.

5.3 Designing appropriate services

The Council is committed to adapting services where required. However, ideally services should be designed to be accessible to as many people as possible without changes to the service being required. The Council will consider this when designing services. Examples include (not an exhaustive list):

- Producing easy to read summaries of complex information and policies
- Providing information for Lifeline and Independent Living tenants in large print, as the majority of people who use these services are elderly
- Offering a Garden Maintenance Scheme for those unable to maintain their own gardens
- Providing a higher level of contact for Independent Living customers than General Needs customers
- Accepting information in a variety of formats
- If forms are required, offering face to face and telephone appointments to assist with completion

5.3 Adapting services

The Council will tailor its existing services to meet the needs of customers as required, where it is reasonable and proportionate to do so. Examples include (not an exhaustive list):

- Providing information in different formats, languages and text sizes
- Contacting tenants in the way that they request, rather than as standard
- Corresponding in a particular way or format to meet the request of a person who is Neurodiverse
- Providing a flexible repairs service, increasing priority for work when required
- Waiving a recharge where a tenant's vulnerability prevents them from adhering to current policy

5.4 Referrals to in-house teams

It may be appropriate to make a referral for additional support from either a Tenancy Sustainment Officer or Financial Inclusion Officer. These Officers work to help tenants maintain their tenancies, both through direct support, including home visits, and by making appropriate referrals to other external agencies. These Officers can also assist tenants to access other services. For example, assist the tenant to report Repairs and be present for Repairs appointments if required.

5.5 Partnership Working

There will be occasions when a customer's complex needs are best met by adopting a partnership approach. The Council will build strong relationships with a variety of support agencies to effectively support the customer. Referrals will be made to external agencies with the consent of the customer and we will participate in case conferencing and the Broxtowe Complex Case Panel to ensure that appropriate support is available.

5.6 Involvement with Housing Services

It is important that all customers have the opportunity to be involved in developing and improving Housing Services. The Council will offer a wide range of ways to get involved, including in person and online. If the ways currently offered do not meet the needs of a customer, we will work with them to provide an alternative that is appropriate.

5.7 Training

It is important that employees have the relevant skills and knowledge to be able to identify needs and provide appropriate support. Employees will receive training relevant to their roles. This training will be reviewed to ensure that the team's knowledge and skills are kept up to date.

6.0 Related Policies, Procedures and Guidelines

This policy should be read in conjunction with the:

- Anti-Social Behaviour Policy
- Equality and Diversity Policy
- Hoarding Protocol
- Safeguarding Adults Policy
- Safeguarding Children Policy
- Managing Abusive, Persistent and/or Vexatious Customers Policy
- Hoarding Protocol
- Hate Crime Policy
- Aids and Adaptations Policy

7.0 Review

This policy will be reviewed every three years. It is not expected that there will be changes to regulation or legislation which will have an impact on the need to review this policy sooner.

8.0 Document History and Approval

Date	Version	Committee Name
3/6/2025	1.0	Cabinet

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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.

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- 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 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 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:	CEO	Title of the Lead Officer responsible for EIA	Assistant Director - Housing
Name of the policy or function to be assessed:		People Focused Housing Services Policy	
Title of the Officer undertaking the assessment:		Assistant Director - Housing	
Is this a new or an existing policy or function?		Updated Policy	
<p>1. What are the aims and objectives of the policy or function?</p> <p>The aims of this policy are to ensure the Housing Service:</p> <ul style="list-style-type: none"> • Request and manage up to date customer data which identifies those who require additional support and those who may need it in the future • Encourage customers to share information on how services can be adapted to meet their needs, due to vulnerability, disability or neurodiversity • Provide tailored services to all customers who require it • Develop effective partnerships with support agencies • Provide appropriate training to employees 			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>The policy will provide a framework for employees to assist them in considering how services can be adapted to meet the needs of housing customers.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>Employees Housing customers, including housing applicants, lifeline customers, tenants and leaseholders.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Employees Housing customers</p>			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>Information held regarding applicants in the choice based letting system Information held regarding tenants and leaseholders in the housing management system</p>			

Information held about Lifeline customers in the Lifeline database

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

Feedback from Tenants Panel
 Feedback from Tenants Facebook Group
 Feedback from complaints

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

Draft policy was taken for discussion to the Tenants Panel.

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 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 policy is intended to ensure that everyone can access Housing Services in way that is suitable for them. It is designed to ensure that people are not excluded.

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

Yes, by following the policy employees should ensure that services can be equally accessed

- 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?**

If used effectively the policy can have a positive contribution on tenancy management, so could reduce anti-social behaviour and neighbour disputes.

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

The use of the policy will be reviewed periodically to ensure that it is being followed. Further training will be provided to employees if required.

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: Young people at risk, including those leaving care as well as teenage parents is a group included in the Housing Act 1996 that could be considered vulnerable. It is particularly important to consider how information is provided to young people who have their first tenancy, and that they are given an opportunity to clarify any information they don't understand.

People in receipt of, or entitled to, state retirement pension are another group included in the Housing Act 1996. Many older people will be living in our Independent Living schemes and will have an I-Plan completed to fully consider their needs.

Disability: Customers with a disability may require additional support, services to be provided in a different way or information in different formats. This will be tailored to the individual. The policy provides employees with ideas and guidance of changes that could be made.

Gender: It is not anticipated that the Council will need to take any further action 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 barriers identified.

Gender Reassignment: It is not anticipated that the Council will need to take any further action 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 barriers identified.

Marriage and Civil Partnership: It is not anticipated that the Council will need to take any further action 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 barriers identified.

Pregnancy and Maternity: People with a child under 12 months old in the household are a group included in the Housing Act 1996 as those that may be considered vulnerable. A customer that previously did not require additional or tailored support, may now require a different service due to pregnancy and maternity.

Race: If English is not a customer's first language they may require information to be translated or explained in a different way. As with all groups, assumptions will not be made about the support required, and the customer will be asked if they required any additional support.

Religion and Belief: It is not anticipated that the Council will need to take any further action 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 barriers identified.

Sexual Orientation: It is not anticipated that the Council will need to take any further action 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 barriers identified.

Care Experience: Care Leavers are asked to inform the Council that they have care experience as part of their housing application. The support they currently have and any additional support they require will then be discussed with them prior to them becoming a tenant.

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: Assistant Director – Housing

A solid black rectangular box redacting the signature of the Assistant Director – Housing.

Report of the Portfolio Holder for Community Safety

Domestic Homicide Review Funding

1. Purpose of Report

To request the approval of additional funding to deliver Domestic Homicide Reviews. This is in accordance with the corporate value of providing a safe place for everyone.

2. Recommendation

Cabinet is asked to RESOLVE that additional funding of £5,000 to deliver current Domestic Homicide Reviews be approved and funded from Revenue Contingencies in 2025/26.

3. Detail

The Domestic Violence, Crime and Victims Act (2004) places a duty on Community Safety Partnerships (CSP's) to carry out a Domestic Homicide Review (DHR) when a person who is aged 16 or over is killed by a relative, household member or an intimate partner (or former partner) or commits suicide following reports of domestic abuse.

The purpose of a DHR is to establish what can be learned from the death regarding the way in which local professionals and organisations work individually and together to safeguard victims. They are a way to ensure that public bodies such as the Police, Councils, Social Services and other community and voluntary based organisations understand and learn from the circumstances that led to the death. Each DHR aims to highlight ways of improving responses to domestic violence and to prevent further deaths. These reviews became law in April 2011.

The South Notts Community Safety Partnership (SNCSP) is the responsible body for carrying out DHR's in Broxtowe, Gedling and Rushcliffe. The SNCSP receives no funding and relies on its members to fund any work it undertakes with its funds being managed by the Head of Communities and Community Safety at Broxtowe Borough Council.

The SNCSP currently has three DHR's under review, namely Hornby, Hereford and Olive Tree; with a fourth one (Houdini) expected following a current murder investigation.

The current financial position is:

Balance	Committed	Deficit
£19,245	£23,530	£4,285

The SNCSP at its strategic meeting held on 19 March 2025 resolved to request a further £5,000 of funding from each of the three District Councils and that the Chair writes to the Safer Notts Board seeking a contribution towards the cost of the reviews.

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

There is no budgetary provision in place for the cost of delivering Domestic Homicide Reviews. An allocation of £5,000 has therefore been requested from the General Fund Revenue Contingency budget in 2025/26, of which £46,000 currently remains available. Any additional commitments beyond the current financial year would be considered as part of the annual budget setting process.

7. Legal Implications

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

The legal implications are set out in the report, the additional funding is required in order for the SNCSP to comply with the statutory duty to carry out a DHR.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

The report has 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

There is no requirement for an equality impact assessment for this report.

13. Background Papers

Nil.

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Report of the Portfolio Holder for Community Safety

Prevent Strategy

1. Purpose of Report

To approve the Borough Council's approach and response to the Prevent Duty as a Specified Authority. This is in accordance with the Council's Corporate Priority of Community Safety – a safe place for everyone.

2. Recommendation

The Policy Overview Working Group RECOMMENDS to Cabinet to RESOLVE that the Prevent Strategy be approved.

3. Detail

On 1 July 2015, the Counter Terrorism and Security Act (CTSA) 2015 became statutory. Section 26 places a statutory Prevent duty on specified authorities in the exercise of their functions, to have 'due regards to the need to prevent people from being drawn into terrorism'. Specified authorities include Schools, Colleges, Universities, Local Authorities, Health, the Police and Prisons.

Broxtowe's Prevent Strategy is informed by national and local priorities and supports CONTEST (the National Counter Terrorism Strategy) and is supported by the Counter Terrorism Action Plan.

The updated and strengthened CONTEST Strategy was launched in June 2018. The aim of CONTEST is to reduce the risk to the UK and its citizens and interests overseas from terrorism, so that people can go about their lives freely and with confidence.

The CONTEST Strategy consists of the following four work strands:

- Prevent: to stop people becoming terrorists or supporting terrorism
- Pursue: to stop terrorist attacks
- Protect: to strengthen our protection against a terrorist attack
- Prepare: to mitigate the impact of a terrorist attack.

CONTEST recognises that there is no socio-demographic profile of a terrorist in the UK, and no single pathway or 'conveyor belt', leading to terrorism. The aim of Prevent is to safeguard and support those vulnerable to radicalisation, to stop them from becoming terrorists or supporting terrorism. The Strategy also includes supporting the rehabilitation and disengagement of those already involved in terrorism.

The Prevent Delivery Model below set out the national approach to tackling the causes and risk factors that can lead to an individual becoming radicalised,

support those who are at risk of radicalisation and rehabilitate those who have already engaged with terrorism.

The Prevent Delivery Model

- Rehabilitation - of those already engaged in terrorism by providing support to those already engaged to disengage and rehabilitate
- Early Intervention - safeguard and support those most at risk of radicalisation by using safeguarding principles, provide tailored multi-agency support to those identified as most at risk
- Tackle causes of radicalisation - working online and offline to empower communities and individuals

The Broxtowe Counter Terrorism Action Plan 2023-2026 is informed by the Nottinghamshire Counter Terrorism Local Profile, the Broxtowe Situational Risk Assessment and the Benchmarking document.

The Broxtowe Prevent Strategy 2025-28 can be found at **Appendix 1**.

The Broxtowe Counter Terrorism Action Plan 2023-26 can be found at **Appendix 2**.

The Broxtowe Situational Risk Assessment Summary can be found at **Appendix 3**.

Useful links can be found at **Appendix 4**.

The Equalities Impact Assessment can be found at **Appendix 5**.

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.

5. Updates from Scrutiny

The Policy Overview Working Group recommended the strategy be approved by Cabinet.

6. Financial Implications

The comments from the Head of Finance Services were as follows:
There are no additional financial implications for the Council to consider at this stage with ongoing business as usual activities continuing to be met within existing resources. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

7. Legal Implications

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

Section 26 of the Counter-Terrorism and Security Act 2015 (CTSA 2015) places a duty on Local Authorities, schools, colleges, universities, health bodies, prisons and probation and police to have due regard to the need to prevent people from being drawn into terrorism, by embedding the Prevent Duty as a part of their wider existing day-to-day safeguarding duties. The Prevent duty does not confer new functions on any specified authority. The term 'due regard' as used in the Act means that the Council should place an appropriate amount of weight on the need to prevent people from becoming terrorists or supporting terrorism when they consider all the other factors relevant to how they carry out their usual functions. Updated statutory guidance, The Prevent Duty Guidance, issued under section 29 of the CTSA 2015, came into force on 31 December 2023. The Council is required to have regard to the Guidance when carrying out its Prevent duty. The purpose of the Guidance is to set out the expectations for each of the main statutory sectors and describe the ways in which they should comply with the Prevent duty. When developing a Prevent strategy, Elected Members and the Council's scrutiny process have a key role in shaping the Strategy.

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

Any climate change implications are contained within the report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

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

13. Background Papers

Nil.

Prevent Strategy 2025-2028

Author:	Head of Communities and Community Safety
Division:	Chief Executives
Date:	04/02/2025
Review Date:	04/02/2028

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1. Purpose

The document describes how Broxtowe Borough Council delivers duties placed on it by central government to help prevent the risk of people becoming terrorists or supporting terrorism.

The Prevent Strategy is informed by national and local priorities. It supports CONTEST the National Counter Terrorism Strategy and is supported by the Broxtowe Counter Terrorism Action Plan.

The Broxtowe Counter Terrorism Action Plan 2024-2027 is informed by the Nottinghamshire Counter Terrorism Local Profile and the Broxtowe Situational Risk Assessment.

2. Background

On 1 July 2015, the Counter Terrorism and Security Act (CTSA) 2015 became statutory.

Section 26 of the Counter Terrorism and Security Act 2015 places a statutory Prevent duty on specified authorities in the exercise of their functions, to have 'due regards to the need to prevent people from being drawn into terrorism'. Specified authorities include Schools, Colleges, Universities, Local Authorities, Health, the Police and Prisons.

Specific guidance on the Prevent duty is available at:

www.gov.uk/government/publications/prevent-duty-guidance

The updated and strengthened CONTEST Strategy was launched in June 2018. The aim of CONTEST is to reduce the risk to the UK and its citizens and interests overseas from terrorism, so that people can go about their lives freely and with confidence.

The CONTEST Strategy consists of the following four work stands:

- Prevent: to stop people becoming terrorists or supporting terrorism
- Pursue: to stop terrorist attacks
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- Prepare: to mitigate the impact of a terrorist attack.

The National Counter Terrorism Strategy recognises that there is no socio-demographic profile of a terrorist in the UK, and no single pathway or 'conveyor belt', leading to terrorism. The aim of Prevent is to safeguard and support those vulnerable to radicalisation, to stop them from becoming terrorists or supporting terrorism. The Strategy also includes supporting the rehabilitation and disengagement of those already involved in terrorism.

The Prevent Delivery Model below set out the national approach to tackling the causes and risk factors that can lead to an individual becoming radicalised, support those who are at risk of radicalisation and rehabilitate those who have already engaged with terrorism.

The Prevent Delivery Model

Rehabilitation - rehabilitation of those already engaged in terrorism by providing support to those already engaged to disengage and rehabilitate.

Early Intervention - safeguard and support those most at risk of radicalisation by using safeguarding principles, provide tailored multi-agency support to those identified as most at risk.

Tackle causes of radicalisation - working online and offline to empower communities and individuals.

Source: Home Office.

The full CONTEST Strategy, including an overview of Prevent can be found at:

www.gov.uk/government/collections/contest

3. Strategy

Key delivery themes of the Prevent Strategy are:

- Threats, Risks and Vulnerabilities
- Self-assessment
 - Ensuring appropriate structures are in place to manage Threat, Risk and Vulnerabilities
 - Ensuring appropriate policies, procedures and processes are in place to manage Threat, Risk & Vulnerability
- Communication and Engagement to reduce the risk of radicalisation by building resilience in communities
- Staff training

The implementation of the Prevent Duty has embedded Prevent in the day-to-day work of statutory partners across Broxtowe.

We will continue to remain compliant with the Prevent Duty, ensuring that we will work in partnership with local, regional and national partners, raise awareness of Prevent and of the vulnerabilities associated with radicalisation and extremism and work in partnership to identify and manage those vulnerable to radicalisation.

3.1 Threat and Risk

The threat level for the UK is set by the Joint Terrorism Analysis Centre (JTAC). The Threat levels are designed to give a broad indication of the likelihood of a terrorist attack. There are five levels:

- LOW means an attack is unlikely
- MODERATE means an attack is possible, but not likely
- SUBSTANTIAL means an attack is a strong possibility
- SEVERE means an attack is highly likely
- CRITICAL means an attack is expected imminently.

The UK threat level was first published in 2006, in 2019 changes were made to reflect the threat posed by all forms of terrorism, irrespective of ideology and since 2019 the threat level has fluctuated between SEVERE and SUBSTANTIAL.

Up-to-date information on the current threat level can be found at <https://www.gov.uk/terrorism-national-emergency>

The CONTEST Strategy identifies the following types of terrorism that the UK faces:

- International, terrorist organisations operating in Syria and Iraq (Da'esh and Al Qa'ida and like-minded organisations)
- Extreme right-wing
- Northern-Ireland related
- Other, these are often small movements in reaction to a single issue, specific incident, or ideology.

The level of threat is complex and multi-dimensional and ranges from self-initiated terrorism where individuals are intent on carrying out crude attacks to sophisticated networks pursuing ambitious and coordinated plots. The most likely attack methodologies are bladed/blunt force weapons; vehicles; and explosives. However, most of the activity we see is in other forms such as radicalising others, fundraising or preparing acts of terrorism.

Internationally Inspired Terrorism

The UK continues to face an evolving threat from radicalisation, extremism and terrorism. Internationally Inspired terrorism (Da'esh, Al Qa'ida, Al Muhajiroun) continues to pose the most significant threat to the UK.

Extremist Travel remains a potential threat, however stricter border controls continue to hamper returnees, but despite the reduction in travel to conflict zones to join terrorist organisations operating in Syria and Iraq, travel still poses a potential threat.

Self-Initiated Terrorism (SIT)

As highlighted by the UK based terrorist attack in 2017 the nature of the threat has now moved to Self-Initiated Terrorism not linked to one specific ideology, to use vehicles, knives and explosives to commit acts of terror within the UK.

With continued increased isolation after the COVID-19 Pandemic, the potential to spend more time online and the adverse effect on people's mental health there is capacity for the SIT risk to increase. The impact of living in isolation and not having access to support may lead to a decrease in an individual's mental health and to becoming more vulnerable to extremism/terrorism.

Far Right & Extreme Right Wing Terrorism

The threat posed from Far Right and Extreme Right Wing organisations has also evolved. Since 2021 the UK has seen an increase in demonstrations and protests recorded.

- Cultural Nationalism (CN) is a belief that 'Western Culture' is under threat from mass migration into the UK and from a lack of integration by certain ethnic and cultural groups. The ideology tends to focus on the rejection of cultural practices such as the wearing of the burqa or the perceived rise of the use of sharia law.
- White Nationalism (WN) is a belief that mass migration from the 'non-White' world, and demographic change, poses an existential threat to the 'White Race' and 'Western Culture'. Advocates for some sort of 'White' homeland, either

through partition of already existing countries, or by the (if necessary forced) repatriation of ethnic minorities.

- White Supremacism (WS) is a belief that the 'White Race' has certain inalienable physical and mental characteristics that makes it superior (with some variation) to other races. Often associated with conspiracy theories that explain the decline in 'White' political and social status over the last hundred years. This can also encapsulate a belief in the spiritual superiority of the 'White Race', often describing racial differences in quasi-religious terms (such as 'the Aryan soul')

An up-to-date list of organisations currently proscribed within the UK can be on the government website at www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2

Online Radicalisation

Online radicalisation of individuals is used in all forms of extremism and terrorism. Extremist and terrorist organisations have the ability to access and disseminate content globally. It is difficult to police and is therefore a persistent challenge for those working in Counter Terrorism. There has been an increased shift towards the use of encrypted sites and applications to spread propaganda. Whilst the use of mainstream platforms such as Facebook and X still exist, extremist activity continues to shift onto more encrypted and private communication channels. Whilst these platforms are legitimate and are not indicative of extremist/terrorist activity, lesser-known sites may be less moderated and may allow more radical types of content and discussion. This could ultimately lead to new threats in the online sphere of social media. The use of mainstream media platforms also continues to be exploited by those looking to promote their propaganda and use the online sphere to radicalise people.

3.2 Self-Assessment

Self-assessment is carried out to measure compliance with the Prevent Duty and to benchmark the Authority against other Authorities.

3.2.1 Structures to manage Threat, Risk and Vulnerability

Nottinghamshire has structures in place which support the delivery of the Prevent Duty and manage all identified threats and risks to the county and support the management of those vulnerable to radicalisation.

The Terms of Reference for the Prevent Steering Group can be found at appendix 1

The Terms of Reference for the Prevent Delivery Group can be found at appendix 2

The Broxtowe Crime Reduction Group (BCRG) is a multi-agency group which meets eight times a year. The BCRG monitors the Counter Terrorism (Prevent) Action Plan at each meeting and updates it accordingly. Where risks or threats are identified these

would be put on the BCRG's agenda for discussion and the action plan, which is dynamic, would be amended as appropriate.

Information sharing structures are in place to ensure compliance with the Data Protection Act and GDPR whilst allowing agencies to share information to protect the public from harm.

The Police and Office for Security & Counter Terrorism (OSCT) provides support to local authorities nationally to assist authorities in focusing on the key strategic threats, risks and vulnerabilities at a local level. This support ensures that a proportionate and effective response is delivered where required to safeguard individuals and ensure the safety of the public.

3.2.2 Information, policies, procedures to manage Threat, Risk and Vulnerability

Information

The Nottinghamshire Counter Terrorism Local Profile (CTLP) is produced annually by Counter Terrorism Police) and it identified threats posed by extremist and terrorist groups.

It is recognised that factors such as poverty and inequality undermine community confidence creating divisions in society, in addition national and international issues can undermine our sense of belonging and of fairness which in turn results in creating individuals who are vulnerable and at greater risk from those who wish to exploit them.

Positive narratives compete effectively against extremist narratives and safeguarding and supporting those most at risk through early intervention and support mitigate their risk of radicalisation

The greatest threat in Broxtowe continues to come from the threat posed from right wing extremism and right wing inspired referrals to Channel have increased on a national and local level.

Reported hate crime and extremist activity within Broxtowe has been more heavily weighted towards the Extreme Right Wing, i.e. right wing messaging and extreme signs and symbols being graffitied or stickered, usually on street furniture, with extreme right wing graffiti being reported in Awsworth, Giltbrook and Beeston.

Following receipt of the annual Nottinghamshire Counter Terrorism Local Profile (CTLP) a Situational Risk Assessment (SRA) is produced for Broxtowe and a summary of this document published on the website. The Nottinghamshire CTLP and Broxtowe SRA are used to inform the Counter Terrorism Action Plan 2023/2027.

Policies

Local Authorities have a duty to have measures in place to ensure that their facilities are not exploited by Radicalisers and that do not provide permissive environments through which individuals or organisations are able to radicalise.

The Council has a Venue Hire Policy in place that ensures measures are taken to prevent Local Authority venues being used by radicalisers to spread or promote terrorist ideologies and extremist narratives used to support them.

The Council have ICT systems and Policies in place which ensure that IT equipment is not used to facilitate the spread of extremist narratives which can reasonably be linked to terrorism, such as narratives used to encourage people into participating in or supporting terrorism. Such measures help to limit access to platforms that can be used to radicalise others.

Both of these are regularly reviewed to ensure measures are taken to stop those who may create a permissive space for radicalisation into terrorism.

Procurement

It is also important that public funding does not go to organisations or people whose views are used to legitimise, encourage or support terrorism-related activity. The Council conducts due diligence checks to ensure that organisations who we work with or contract to undertake works on our behalf do not espouse or endorse extremist views linked to terrorism.

Where local authorities have sub contracted a service, robust procedures are expected to be in place to ensure that, wherever appropriate, the sub-contractor is aware of the Prevent duty and the sub-contractor is not inadvertently funding extremist organisations.

The Council does not align itself to or seek advice from, people or organisations who encourage non-compliance which could undermine public confidence in its compliance.

Procedures

Identification and referral procedures are in place within statutory agencies across the Borough.

Advice for employees is available through the Head of Communities and Community Safety and Prevent Officers in Nottinghamshire Police.

Telephone: 101 ext. 800 2962/2963 Email prevent@nottinghamshire.pnn.police.uk. You can speak to the team informally before making a full referral.

Resources are available through the intranet and within prevent training package on the Broxtowe Learning Zone. They are also available through the .gov website

Employee training and resources are available to schools through Nottinghamshire County Councils Education, Safeguarding, Health and Wellbeing Hub (ESHAW) and additional resources are available through the Educate Against Hate website [Prevent in Schools - Teaching Resources for Prevent duty \(educateagainsthate.com\)](https://www.educateagainsthate.com)

The Council's identification and referral procedures are embedded in long established safeguarding procedures and are managed by the Head of Communities and Community Safety.

Communication channels are well established between the Head of Communities and Community Safety, Local Police, Nottinghamshire Prevent Police Officers and Channel Officers enabling identification of suspects and intelligence gathering to be carried out quickly and shared securely under information sharing agreements.

Efficient and effective referral mechanisms are in place for reporting suspects to Nottinghamshire Prevent Police and Channel.

CHANNEL is the safeguarding panel led by Nottinghamshire County Council, which supports Prevent. It is a programme which focuses on supporting people at an early stage who are identified as susceptible to being drawn into terrorism. It ensures people can receive support before they are exploited by those wanting them to embrace terrorist related activity. It is a confidential and voluntary process where multi-agency safeguarding professionals meet to discuss support options. These support options encompass an array of different interventions, addressing educational, vocational, mental health, and other vulnerabilities. Ideological support is also common, which may include discussion with credible ideological experts and faith leaders.

More information about Nottinghamshire Channel can be found at:

<https://www.nottinghamshire.gov.uk/business-community/prevent-duty>

More information in relation to Channel including national statistics can be found at:

www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance

Referrals into the Nottinghamshire Channel Panel can be made by contacting Nottinghamshire Police Prevent Team.

Telephone: 101 ext. 800 2962/2963 Email prevent@nottinghamshire.pnn.police.uk.

You can speak to the team informally before making a full referral.

3.3 Communication and Engagement

Key messages are disseminated to residents, Members and employees throughout the year where appropriate through Broxtowe News, Communities Bulletins and Employee News.

Key information is available on the website and reviewed and updated every three years.

<https://www.broxtowe.gov.uk/for-you/crime-safety-emergencies/terrorism-and-extremism/>

Cultural community events for minority groups and refugees and asylum seekers are held to promote equality and community cohesion on a three-year cycle.

3.4 Training

Employee training is available through the Broxtowe Learning Zone site and is reviewed and updated every three years.

Employee training is mandatory for all new employees and employees are required to renew training every three years.

Action Counters Terrorism (ACT) training is also available through the Broxtowe Learning Zone site and is voluntary.

Member training is carried out on induction and training is available through the Broxtowe Learning Zone site.

Our partners at Education Safeguarding, Health & Wellbeing Hub (ESHAW) provide training for School staff, this training is voluntary for schools and Broxtowe schools have engaged with this subject and make appropriate referrals into Prevent.

3.5 Responsibilities

Chief Executive - Prevent Lead

- Provide leadership and direction
- Attend the Prevent Board representing all Nottinghamshire District Councils

Head of Communities and Community Safety – Prevent Coordinator

- Attend Delivery Group Representing Broxtowe, Gedling and Rushcliffe District Councils
- Prepare Situational Risk Assessment (SRA) and Summary
- Publish SRA summary and CTLP
- Prepare benchmarking
- Prepare and deliver action plan
- Gather and report intelligence
- Make referrals into Channel
- Act as organisational point of contact
- Provide advice and make prevent referrals
- Disseminate key messages to employees and residents

4. Related Policies, Standards and Guidelines

CONTEST the national Counter Terrorism Strategy 2023

<https://www.gov.uk/government/publications/counter-terrorism-strategy-contest-2023>

Channel Guidance

[Channel data privacy information notice - GOV.UK \(www.gov.uk\)](#)

Prevent Duty Guidance England and Wales

[Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](#)

ICT Policies

Venue Hire Policy

5. Terms and Definitions

Prevent;

Prevent is one part of the government's overall Counter Terrorism Strategy, CONTEST. The aim of Prevent is to: tackle the ideological causes of terrorism. intervene early to support people susceptible to radicalisation.

CONTEST;

Counter-Terrorism Strategy 2023

CHANNEL;

A safeguarding process through a multi-agency panel which aims to manage children and adults and prevent them from being drawn into violent extremism or becoming involved in terrorist related activity.

Extremism;

“The vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect of different faiths and beliefs. We also regard calls for the death of our armed forces as extremist.” (The Counter Extremism Strategy 2015)

Radicalisation;

“The process by which a person comes to support terrorism and forms of extremism leading to terrorism.” (Counter Terrorism Strategy 2011).

Terrorism;

An action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause. (Terrorism Act 2000)

6. Enforcement

Any **user** or **administrator** found deliberately contravening this policy **may** be subject to disciplinary action and, where appropriate, legal action.

7. Review

This document will be reviewed every three years or wherever there may be a change of influencing circumstances.

8. Appendices

Appendix 1

Nottingham and Nottinghamshire Prevent Board Terms of Reference

Background/Context

The response of His Majesty's Government to Counter Terrorism (CT) is built on an approach that unites the public and private sectors, communities, citizens and overseas partners around the single purpose to leave no safe space for terrorists to recruit or act. The Counter Terrorism Strategy, CONTEST, is the framework that enables us to organise this work to counter all forms of terrorism. CONTEST's overarching aim remains to reduce the risk to the UK and its citizens and interests overseas from terrorism, so that our people can go about their lives freely and with confidence.

The Prevent element of the updated 2023 CONTEST Strategy intends to "Stop people from becoming terrorists or supporting terrorism" by delivering the following objectives:

- tackling the ideological causes of terrorism
- intervening early to support people susceptible to radicalisation
- enabling people who have already engaged in terrorism to disengage and rehabilitate.

Section 26 of the Counter-Terrorism and Security Act 2015 (CTSA 2015) places a duty on certain bodies ("specified authorities" listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

Prevent Duty guidance is issued under section 29 of the Act. The Act states that the authorities subject to the provisions must have regard to this guidance when carrying out the duty. The current specified authorities (SA) are:

1. Local Authorities including District and Borough Councils
2. Schools, Colleges and Higher Education Institutions
3. NHS Trusts and NHS Foundation Trusts
4. Prisons, Probation, Young Offender Institutions and under-18 secure estate
5. The Police including Police and Crime Commissioners

In addition to these 'Specified Authorities' a range of private and voluntary agencies and organisations provide services or, in some cases, exercise functions in relation to children. The duty applies to those bodies, which include, for example, children's homes and independent fostering agencies and bodies exercising local authority functions whether under voluntary delegation arrangements or via the use of statutory intervention powers.

Other authorities, including stand-alone Fire and Rescue Authorities, are not listed in the Act and are not subject to the duty, but it is anticipated, considering their wider prevention role, that in many areas they will be partners in local efforts to prevent people from being drawn into terrorism.

The 2023 Statutory Guidance for the Prevent Duty outlines three strategic themes for all SAs, which are:

1. Leadership- Specified authorities should develop and maintain appropriate leadership and partnership working to help them have due regard to the need to prevent people from becoming terrorists or supporting terrorism.
2. Capabilities - Specified authorities should develop and maintain appropriate capabilities to have due regard to the need to prevent people from being radicalised into terrorism. They will be well placed to do so by having capabilities for:
 - understanding risk
 - managing risk
 - sharing information.
3. Reducing Permissive Environments - One way that Prevent seeks to tackle the ideological causes of terrorism is by limiting exposure to radicalising narratives, both online and offline, and to create an environment where radicalising ideologies are challenged and are not permitted to flourish.

The Guidance and supportive Home Office Prevent Duty Toolkit places an obligation on the Local Authority to establish or use an existing local multi-agency group to agree risk and co-ordinate Prevent activity and the Local Authority should lead the partnership and ensure that the right partners are given the opportunity to participate.

Board Scope

The Board will be responsible for Prevent delivery in the City of Nottingham and the County of Nottinghamshire and will report to the Nottingham Community Safety Partnership Board and the Safer Nottinghamshire Board respectively.

Board Responsibilities/Purpose

To demonstrate effective compliance with the duty, this Prevent Board will provide strategic oversight and direction for local Prevent and Channel delivery:

- Maintain oversight of all statutory Prevent delivery across Nottingham and Nottinghamshire including the setting of strategic priorities for the partnership.
- Provide a point of escalation for the Prevent Tactical Delivery Group (PDG).
- Monitor and provide relevant data to inform development of the Counter-Terrorism Local Profile (CTLP) for the area, as well as be briefed on CTLP content and kept abreast of changes to the local threat picture
- Oversee production of a Situational Risk Assessment and Prevent Delivery Plan in response to the CTLP
- Monitor progress made against the Delivery Plan and hold partners to account for delivery

- Assessing compliance with Channel duty requirements
- Assessing referral data and anonymised case studies to monitor Channel performance
- Provide an escalation route for Channel panel members should they have concerns relating to the form or function of the Channel panel in the area
- Work in parallel with and complementary to, the Police led Nottinghamshire Contest Board

Frequency of meetings

Prevent Board meetings will take place on a bi-annual basis and will be co-Chaired by senior representatives of City and County Councils. Additional meetings may be called by exception eg where there is a risk that the Prevent Duty is not being met.

Membership

Nottingham City Council (Co- Chair)	Director Communities
Nottinghamshire County Council (Co-Chair)	Service Director – Place and Communities
Nottingham City Council	Service Manager Safeguarding Partnerships Children’s
Nottingham City Council	Adult Safeguarding Partnership Manager
Nottinghamshire Districts and Boroughs	Representative to be agreed by Districts
Nottingham Trent University	Academic Registrar
University of Nottingham	Campus Life Director
Territorial Policing	Assistant Chief Constable and CONTEST lead
CT Policing	Regional Prevent Coordinator
Further Education/Higher Education	Regional FEHE Coordinator
HM Prison and Probation Service	Probation CT Lead East Mids
HM Prison and Probation Service	Head of Probation Delivery Unit - Nottingham
HM Prison and Probation Service	Head of Probation Delivery Unit - Nottinghamshire
Nottingham ICB	City NHS safeguarding lead
Nottinghamshire Fire and Rescue	Assistant Chief Fire Officer
Home Office Prevent Local Delivery and Communities	Regional Advisor – East Midlands

Reporting Officers

Nottinghamshire County Council – Channel Chair	Service Director, Commissioning and Resources, Children and Family Services
Nottingham City Council – Channel Chair	Head of Early Help and Youth Justice
Nottingham City Council – Prevent Coordinator	Prevent Coordinator Nottingham City
Nottinghamshire County Council – Prevent Operational Lead	Programme Manager – Safer Nottinghamshire Board
Nottingham and Notts Prevent Tactical Delivery Group Chair	Nottingham City Community Safety Manager/ Notts County Group Manager, Trading Standards & Communities
CT Policing EMSU	Regional Prevent Inspector

Board members and appropriate deputies are required to be of a level of seniority that allows them to make decisions on behalf of their respective organisations.

Roles & Responsibilities

Co-Chair

- Manage meetings effectively including ensuring the distribution of agendas, minutes and associated papers in a timely manner.
- To act as liaison with NCSP and NSB Boards

Prevent Board Members and Reporting Officers

- To attend scheduled meetings.
- Follow up agreed actions and report back on progress and outcomes to and from their own agency / sector as required.
- Represent and act as a communication link / lead with their own agency/sector, for example by disseminating information and collating feedback / information from their organisation / sector as required.
- Make the most of their links with other partnerships and networks to advance the aims of the Prevent Board.
- Contribute contemporary information, knowledge and expertise from their own agencies for the benefit of the Prevent Board.
- Commit to sharing resources and best practice with the Prevent Board to further the aims of the partnership.

All members of the group are encouraged to attend all meetings to ensure the effectiveness of the Group. Named substitutes are allowable, but any substitute must have sufficient authority to represent and commit on behalf of their organisation/sector.

The Co-Chairs will be responsible for ensuring the Board meets the requirements of Section 26 of the Counter-Terrorism and Security Act 2015 (CTSA 2015).

Standing Agenda

1. Introduction and minutes
2. Update on local/regional/national risk and threat from CT police
3. Update on the delivery plan, including communications – exception report and accountability
4. Referral data and Channel update – including local case studies
5. Training update – with details of those trained and those requiring it
6. Policy update
7. Partner updates (to include compliance with Prevent Duty requirements)
8. Prevent project updates and when relevant, project proposals and endorsement

Standing Subgroups and structures

- Channel
- Police Led Partnership/Prevent Tactical Group
- Prevent Tactical Delivery Group
- Task and Finish Groups as required.

Confidentiality

At each meeting, attendees are required to acknowledge and commit to the following confidentiality requirements for the meeting:

- a) Information discussed at the meeting is strictly confidential and may contain information classed as Official Sensitive and must not be disclosed outside the meeting beyond that agreed.
- b) Information agreed for disclosure will only be quoted or used in carrying out actions of this meeting. It will not be used for any other purpose.
- c) Any information will be handled safely and ultimately disposed of in a secure manner and in accordance with The Data Protection Act 1998.
- d) The minutes should not be photocopied or the contents shared outside of the meeting without the prior approval of the Chair.
- e) Due to the sensitivity of the information discussed, meeting invitations will only be sent to professionals' work email addresses and personal phones should not be used to dial in to the meeting. Meeting invitations should not be forwarded on to anybody else without the approval of the Channel chair.
- f) Where we have invited a guest, the guest will be asked to leave the meeting at the end of their agenda item unless they have appropriate security clearance or there has been prior agreement by the Chair, on advice from CT Policing.
- g) During the course of the meeting attendees are politely requested to switch off any voice activated devices within their vicinity, this will ensure the meeting is not accidentally recorded.

Please also note:

- 1) attendees should be connecting to the meeting using headset/headphones, not allowing others to view your screen and ensuring your contributions are not overheard by others.
- 2) Please ensure general etiquette throughout the meeting – mute your speakers on joining the call and use the 'hands up' function if you would like to speak.

The discussions and decisions of the meeting take account of Article 8 of the European Convention of Human Rights, with particular reference to:

- a) Public Safety
- b) The Prevention of Crime and Disorder
- c) The Protection of Health and Morals
- d) The Protection of the Rights and freedoms of others

These agenda and minutes are closed under the Freedom of Information Act 2000 under one or more of the following reasons:

- a) Information supplied by, or relating to, bodies dealing with security matters (s.23)
- b) National Security (s.24)
- c) Defence (s.26)
- d) Investigations and proceedings conducted by the public authority (s.30)
- e) Law enforcement (s.31)
- f) Health and safety (S.38);
- g) Personal information (S.40);
- h) Information provided in confidence (S.41).

The lawful basis and legal ground for sharing information are:

- i) The processing is necessary to perform a task in the public interest or exercise of official authority

All documentation will be marked OFFICIAL SENSITIVE.

Conflict of Interests

Any personal or prejudicial interests held by the members should be declared on any item of business at a meeting.

Governance and Reporting

The Prevent Board, in discharging the 2023 Statutory Guidance for the Prevent Duty, will be accountable to the Home Office through the annual Prevent Benchmarking exercise. Reports of the Board will go to the Nottingham Crime and Drugs Partnership Board, Nottinghamshire Safer Neighbourhoods Board.

Formal reporting is not required, but reports may, when requested include:

- Assurance in relation to delivery against statutory duties
- Delivery against strategies and delivery plan
- Escalations highlights and exceptions

- Matters relating to specific risks.

An annual assurance statement capturing local authority compliance with the requirements laid out under sections 36 – 41 of the Counter Terrorism and Security Act 2015 (CTSA) (as amended by the Counter Terrorism Border Security Act 2019) relating to Channel panels will be submitted.

CT Policing will submit reports and performance data to the quarterly Business Assurance Meeting chaired by the national Prevent Co-ordinator, Counter Terrorism Policing - National Headquarters.

The Board will ensure appropriate links are made with the Nottingham Crime and Drugs Partnership Board, Nottinghamshire Safer Neighbourhoods Board, the local Adult Safeguarding Boards, Safeguarding Children's Partnerships and CONTEST Board, to inform delivery.

Where considered necessary, the Prevent Board may establish standing subgroups and task and finish groups to drive the work of the board forward.

The Prevent Board should be assured by all SAs that they have effective and robust oversight of their delivery of the Prevent Duty within their own organisation/sector.

Appendix 2

Nottingham and Nottinghamshire Prevent Delivery Group Terms of Reference July 2024

Background/Context

The response of His Majesty's Government to Counter Terrorism (CT) is built on an approach that unites the public and private sectors, communities, citizens and overseas partners around the single purpose to leave no safe space for terrorists to recruit or act. The Counter Terrorism Strategy, CONTEST, is the framework that enables us to organise this work to counter all forms of terrorism. CONTEST's overarching aim remains to reduce the risk to the UK and its citizens and interests overseas from terrorism, so that our people can go about their lives freely and with confidence.

The Prevent element of the updated 2023 CONTEST Strategy intends to "Stop people from becoming terrorists or supporting terrorism" by delivering the following objectives:

- tackling the ideological causes of terrorism
- intervening early to support people susceptible to radicalisation
- enabling people who have already engaged in terrorism to disengage and rehabilitate.

Section 26 of the Counter-Terrorism and Security Act 2015 (CTSA 2015) places a duty on certain bodies ("specified authorities" listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

Prevent Duty guidance is issued under section 29 of the Act. The Act states that the authorities subject to the provisions must have regard to this guidance when carrying out the duty. The current specified authorities (SA) are:

6. Local Authorities inc. District and Borough Councils
7. Schools, Colleges and Higher Education Institutions
8. NHS Trusts and NHS Foundation Trusts
9. Prisons, Probation, Young Offender Institutions and under-18 secure estate
10. The Police inc. Police and Crime Commissioners

In addition to these 'Specified Authorities' a range of private and voluntary agencies and organisations provide services or, in some cases, exercise functions in relation to children. The duty applies to those bodies, which include, for example, children's homes and independent fostering agencies and bodies exercising local authority functions whether under voluntary delegation arrangements or via the use of statutory intervention powers.

Other authorities, including stand-alone fire and rescue authorities, are not listed in the Act and are not subject to the duty, but it is anticipated, considering their wider

prevention role, that in many areas they will be partners in local efforts to prevent people from being drawn into terrorism.

The 2023 Statutory Guidance for the Prevent Duty outlines three strategic themes for all SAs, which are:

4. Leadership- Specified authorities should develop and maintain appropriate leadership and partnership working to help them have due regard to the need to prevent people from becoming terrorists or supporting terrorism.
5. Capabilities - Specified authorities should develop and maintain appropriate capabilities to have due regard to the need to prevent people from being radicalised into terrorism. They will be well placed to do so by having capabilities for:
 - understanding risk
 - managing risk
 - sharing information.
6. Reducing Permissive Environments - One way that Prevent seeks to tackle the ideological causes of terrorism is by limiting exposure to radicalising narratives, both online and offline, and to create an environment where radicalising ideologies are challenged and are not permitted to flourish.

The Guidance and supportive Home Office Prevent Duty Toolkit places an obligation on the Local Authority to establish or use an existing local multi-agency group to agree risk and co-ordinate Prevent activity and the Local Authority should lead driving the partnership and ensuring that the right partners are given the opportunity to participate.

Prevent Delivery Group (PDG) Scope

The PDG will be responsible for tactical delivery the Prevent priorities in the City of Nottingham and the County of Nottinghamshire as set by the Prevent Board for those areas.

Prevent Steering Group Responsibilities/Purpose

- Prevent Steering Group Responsibilities/Purpose
- To coordinate tactical and operational delivery of priorities set by the Prevent Board;
- To develop and deliver an annual delivery plan in compliance with the Prevent Board's priorities.
- To ensure that the annual CTLP is informed by as broad a range of partnership data as possible.
- To draft a Situational Risk assessment for ratification by the Prevent Board.
- To establish sub-groups and Task and Finish Groups as required to deliver the plan.
- To report progress and escalate issues to the Prevent Board as required.

Frequency of meetings

Prevent Steering Group meetings will take place on a Bi-monthly basis and will be co-chaired by City and County reps as directed by the Prevent Board.

Membership

Nottingham City Council (Co- Chair)
Nottinghamshire County Council (Co-Chair)
Nottingham City Council
Nottinghamshire Districts and Boroughs
Nottingham Trent University
University of Nottingham
Territorial Policing
Counter Terrorism Policing
Further Education/Higher Education
Her Majesties Prison and Probation Service
Nottingham Integrated Care Board
Nottinghamshire Fire and Rescue
Home Office Prevent Local Delivery and Communities

Prevent Delivery Group members and appropriate deputies are required to be of a level of seniority that allows them to make decisions on behalf of their respective organisations but should also be capable of completing actions for the group.

Roles & Responsibilities

Co-Chair

- Manage meetings effectively including ensuring the distribution of agendas, minutes and associated papers in a timely manner.
- To act as liaison with Prevent Board

Prevent Delivery Group Members

- To attend scheduled meetings.
- Follow up agreed actions and report back on progress and outcomes from their own agency / sector as required.
- Represent and act as a communication link / lead with their own agency/sector, for example by disseminating information and collating feedback / information from their organisation / sector as required.
- Make the most of their links with other partnerships and networks to advance the aims of the Prevent Board.
- Contribute contemporary information, knowledge and expertise from their own agencies for the benefit of the Prevent Board.
- Commit to sharing resources and best practice with the Prevent Board to further the aims of the partnership.
- To participate in T&F and sub-groups as required.

All members of the group are encouraged to attend all meetings to ensure the effectiveness of the Group. Named substitutes are allowable, but any substitute must have sufficient authority to represent and commit on behalf of their organisation/sector.

The Chair responsible for ensuring reports to the Prevent Board and safeguarding partnerships meet the requirements of Section 26 of the Counter-Terrorism and Security Act 2015 (CTSA 2015).

Standing Agenda

1. Introduction and minutes
2. Update on local/regional/national risk and threat from CT Police
3. Updates on the delivery plan,
4. Update on communications and engagement plan
5. Referral data and Channel update – including local case studies
6. Training update – with details of those trained and those requiring it
7. Policy updates
8. Partner updates
9. Prevent project updates and when relevant, project proposals

Standing Subgroups and structure

- Task and Finish Groups as required

Confidentiality

At each meeting, attendees are required to acknowledge and commit to the following confidentiality requirements for the meeting:

- a) Information discussed at the meeting is strictly confidential and may contain information classed as Official Sensitive and must not be disclosed outside the meeting beyond that agreed.
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- 2) Please ensure general etiquette throughout the meeting – mute your speakers on joining the call and use the 'hands up' function if you would like to speak.
- 3) The discussions and decisions of the meeting take account of Article 8 of the European Convention of Human Rights, with particular reference to:
 - a) Public Safety
 - b) The Prevention of Crime and Disorder
 - c) The Protection of Health and Morals
 - d) The Protection of the Rights and freedoms of others

These agenda and minutes are closed under the Freedom of Information Act 2000 under one or more of the following reasons:

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- b) National Security (s.24)
- c) Defence (s.26)
- d) Investigations and proceedings conducted by the public authority (s.30)
- e) Law enforcement (s.31)
- f) Health and safety (S.38);
- g) Personal information (S.40);
- h) Information provided in confidence (S.41).

The lawful basis and legal ground for sharing information are:

- a) The processing is necessary to perform a task in the public interest or exercise of official authority

All relevant documentation will be marked OFFICIAL SENSITIVE – not to be shared outside immediate recipients without prior consent of the author.

Conflict of Interests

Any personal or prejudicial interests held by the members should be declared on any item of business at a meeting.

Governance and Reporting

The Prevent Delivery Group, in discharging the 2023 Statutory Guidance for the Prevent Duty, will be accountable to the Prevent Board.

An annual assurance statement capturing local authority compliance with the requirements laid out under sections 36 – 41 of the Counter Terrorism and Security Act 2015 (CTSA) (as amended by the Counter Terrorism Border Security Act 2019) relating to Channel panels will be submitted.

The Home Office oversees Prevent activity in local areas which have been identified as priorities for this programme and will provide central monitoring for the duty in such areas. Where centrally funded, the Home Office shares management (with local

authorities) of the local Prevent Co-ordinator and the relevant local authority will provide the Homeland Security Group, Prevent Local Delivery Team with quarterly reports on the discharge of the Prevent Duty, Prevent funded posts activity and performance data for Prevent funded projects.

The Prevent Delivery Group and Board may establish standing subgroups to drive the work of the Board forward and will establish task and finish groups as required.

9. Document Attributes

Document Information

Information Type	Document Information
Title	Prevent Strategy
Identifier	XXXXX Media Policy
File Location	Y-Drive/Communities/Admin/Committees. Website Counter Terrorism Page
Description	The Local Authorities Response to delivery of the Prevent Duty
Keywords	Prevent, Terrorism. Radicalisation,
Format	Word / PDF
Author	Head of Communities and Community Safety
Owner	Head of Communities and Community Safety
Classification	Official
Date Created	22/02/25
Last Review Date	N/A
Next Review Date	2027
Date to Dispose	2030

Document Approval

Date	Name & Job Title of Approver(s)	Version
XX/XX/ 2024	Head of Communities and Community Safety	1
	GMT	1
	Policy and Overview Working Group	2
	Cabinet	3

Document History

Date	Summary of Changes	Version
XXXXX	XXX	1

Distribution

Name/Group:

Directors, Assistant Directors, Heads of Service

Coverage

Name/Group:

All Employees

End of Document



Broxtowe
Borough
COUNCIL

Appendix 2

BROXTOWE COUNTER TERRORISM ACTION PLAN 2024 – 2027

**This Action Plan is intended as a live document
which will be augmented throughout its lifespan**

OBJECTIVE	REF	ACTION	DUE/FUNDING	UPDATE
COUNTER TERRORISM				
Develop a Situational Risk Assessment and Summary		<p>Develop a local situational risk assessment using the CTLP, Nottinghamshire SRA National demographic data, local reporting and intelligence</p> <p>Sign up to countywide information sharing agreement and protocols for Prevent.</p> <p>Share information regarding local risks relating to community tensions, individuals, local activity.</p>	<p>2023 2024 2025 2026</p> <p>Within departmental budgets</p>	<p>2023 COMPLETE SRA and Summary SRA produced</p> <p>2024 COMPLETE SRA and Summary SRA produced</p> <p>2025 2026</p>
Multi-Agency Partnership Board		<p>Identify Prevent Co-ordinator</p> <p>Chief Executive Head of Communities and</p>	<p>2023 2024 2025 2026</p>	<p>2023 COMPLETE The Chief Executive represents all Nottinghamshire District Council and Head of Communities and Community Safety represents South Notts District</p>

OBJECTIVE	REF	ACTION	DUE/FUNDING	UPDATE
		Community Safety attend County Council led Prevent Partnership Board and Delivery Group meetings on a regular basis.	Within departmental budgets	Councils 2024 COMPLETE The Chief Executive represents all Nottinghamshire District Council and Head of Communities and Community Safety represents South Notts District Councils 2025 2026
		Complete the PREVENT Self-Assessment	Aug 2024	2024 COMPLETE
Prevent Partnership Plan		Contribute to County delivery plan by reporting on local Counter Terrorism Plan progress.	2023 2024 2025 2026 Within departmental budgets	2023 COMPLETE 2024 COMPLETE 2025 2026
Referral Process For Those At Risk Of Radicalisation		Make referrals as appropriate through local referral pathways to PREVENT and CHANNEL and monitor numbers Embed Prevent into existing Safeguarding	2023 2024 2025 2026 Within departmental budgets	2023 Cases referred for investigation 2 Cases discussed at CHANNEL 0 COMPLETE 2024 Cases referred for investigation 1 Cases discussed at CHANNEL 0 COMPLETE

OBJECTIVE	REF	ACTION	DUE/FUNDING	UPDATE
		referral procedures PREVENT referral pathway publicised on website, and in member and staff training to support referrals		2025 2026
Prevent Problem Solving		Take part in any problem solving in relation to identified threats or incidents	2023 2024 2025 2026 Within departmental budgets	2023 = 0 COMPLETE 2024 = 1 COMPLETE 2025 2026
Training		Ensure all colleagues undertake BLZ e-Learning for Safeguarding on induction Ensure all staff and members have easy access to online ACT training Ensure all staff and members have easy access to Home Office	2023 2024 2025 2026 Within departmental budgets	2023 & 2024 COMPLETE Safeguarding training mandatory on induction Police led training session for members held before the July Full Council Meeting Cabinet Meeting July 2023 Members trained in safeguarding and prevent 1 member attended June 2023 ACT training available on BLZ July 2023 Home Office Prevent Duty training link sent to training to be made

OBJECTIVE	REF	ACTION	DUE/FUNDING	UPDATE
		Prevent Duty training Ensure Elected Members receive Safeguarding and Prevent training		available on BLZ 2024 COMPLETE Safeguarding training mandatory on induction ACT training available on BLZ Home Office Prevent Duty training link available on BLZ 2025 2026
		Education, Safeguarding, Health & Wellbeing Hub Training for schools – Extremist Ideologies	Wed 2nd Oct 24	Delivered by County Council TECT Team Wed 2nd Oct 24 COMPLETE
		Education, Safeguarding, Health & Wellbeing Hub Training for schools – An introduction to radicalisation & extremism: understanding and identifying risk	Mon 27th Jan 25	Delivered by County Council TECT Team Mon 27th Jan 25 COMPLETE
Venue Hire Policy		Counter Terrorism sections with venue hire policies to ensure BBC owned properties are not used to promote radicalisation	2023 2024 2025 2026 Within departmental budgets	2023 COMPLETE July 2023 leasehold policy compliant July 2023 facilities policy checked and section is present but inadequate - amendments to policy requested July 2023 Parks and open spaces

OBJECTIVE	REF	ACTION	DUE/FUNDING	UPDATE
		<p>BBC owned / managed properties, including Independent Living and leased BBC buildings</p> <p>Establish a 'Responsible Event Booking and Venue Hire' practice for parks and open spaces</p>		<p>works directives compliant 2024</p> <p>Facilities Policy awaiting information 2025</p> <p>2026</p>
ICT Policy		<p>ICT policies and practice in place to ensure appropriate use of BBC owned and/or controlled software, hardware, networks and Wi-Fi</p>	<p>2023</p> <p>2024</p> <p>2025</p> <p>2026</p> <p>Within departmental budgets</p>	<p>2023 COMPLETE</p> <p>July 2023 policies checked and compliant</p>
Licencing Policy		<p>Update Licencing Policy to include counter terrorism actions</p>	<p>2023</p>	<p>09/2023 COMPLETE</p> <p>7.26 The licensing authority expects that:</p> <ul style="list-style-type: none"> The venue has robust procedures and relevant training in place and staff are knowledgeable of those procedures to be taken and the necessity of following them in the event of a terrorist incident, such as firearms or weapons attack,

OBJECTIVE	REF	ACTION	DUE/FUNDING	UPDATE
				<p>including:</p> <ul style="list-style-type: none"> ○ Evacuation/Invacuation/Lockdown ○ RUN/HIDE/TELL principles ○ How customers will be safeguarded. <ul style="list-style-type: none"> ● Steps are taken to ensure all people employed at the premises whose job includes being alert to the terrorist threat are aware of: <ul style="list-style-type: none"> ○ the current terrorist threat level ○ what that level means in relation to the possibility of an attack. ○ Have undertaken the Action Counters Terrorism (ACT) e.learning course within the last 12 months. See note below. ● Risk assessments for public entertainment venues include consideration of the risk of a terrorist attack and the different types of attack. ● Staff must be clear about what to do if the public report suspicious activity or unusual behaviour to them.

OBJECTIVE	REF	ACTION	DUE/FUNDING	UPDATE
				<ul style="list-style-type: none"> All suspicious behaviour by customers or members of the public close to the venue must be noted and be reported promptly to the police so that investigations can be made, and action taken, if appropriate. Measures to alert staff and visitors of any immediate threat or incident. <p>Action Counters Terrorism (ACT) Training</p> <p>Further details, updates and to register for the ACT e-learning training course please visit: https://www.protectuk.police.uk/</p>
Reduce Risk of Terrorism		Gather intelligence and share information with PREVENT and the CHANNEL Panel	2023 2024 2025 2026 Within Departmental Budgets	2023 COMPLETE Information requested gathered and reported to prevent 2024 COMPLETE Information requested gathered and reported to prevent
Communication And		Feed social media information from County Prevent team to BBC	2023 2026	2023 COMPLETE July 2023 web pages updated and additional training requested added

OBJECTIVE	REF	ACTION	DUE/FUNDING	UPDATE
Engagement		<p>Communications Teams for on-sharing.</p> <p>Create web-based content BBC webpages giving referral pathway information access to training and information sources</p> <p>Hold community cohesions events annually targeted at race, religion, diversity, refuges and asylum seekers</p>	Within departmental budgets	2026

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Appendix 3

Broxtowe Counter Terrorism Situational Risk Assessment Summary 2024

The Counter Terrorism Local Priorities for 2023 in Nottinghamshire are:

Al Qaeda (AQ) / ISIS Inspired Terrorism
Extreme Right-Wing Terrorism
Online Extremism
Self-Initiated Terrorists (S-ITs)

There was a decrease in referrals to Nottinghamshire Prevent in 2023/24 with Policing and Education providing the majority of referrals.

Across all ideologies, the online space continues to be the main methodology used by individuals.

In Broxtowe the main threats are from;

The Far Right
Islamist Extremists
Neo-Nazi / White Supremacists
Anti-Abortion
Anti-Palestine
Anti-Trans Gender

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Appendix 4

Useful Links

Act Early (Action Counters Terrorism)

Hosts resources, advice and guidance on protecting others from radicalisation:

[ACT Early | Prevent radicalisation](#)

Educate Against Hate

Gives parents, teachers and school leaders practical advice on protecting children from extremism and radicalisation:

[Educate Against Hate - Prevent Radicalisation & Extremism](#)

Let's Talk About It

Provides a greater understanding of the support Prevent can offer and to challenge division and negativity in our communities through positive and effective attitude changes:

www.ltai.info

Internet Matters

Information, advice and resources which can be used to help children stay safe online: www.internetmatters.org

Channel Awareness Training

www.elearning.prevent.homeoffice.gov.uk/channel_awareness/01-welcome.html

Prevent E Learning

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

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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 Execs	Title of the Lead Officer responsible for EIA	Head of Communities and Community Safety
Name of the policy or function to be assessed:		Prevent Strategy	
Title of the Officer undertaking the assessment:		Head of Communities and Community Safety	
Is this a new or an existing policy or function?		New Strategy / Existing Function	
<p>1. What are the aims and objectives of the policy or function?</p> <p>This Strategy sets out our commitment in response to the Local Authorities duty to prevent terrorism and radicalisation under the government's Counter Terrorism and Security Act (CTSA) 2015.</p> <p>The Objectives are;</p> <ol style="list-style-type: none"> 1. To deliver the Local Authority's duty to prevent terrorism under the government's Counter Terrorism and Security Act (CTSA) 2015 2. To work in partnership to ensure those already engaged in terrorism can be supported to disengage and rehabilitate 3. To tackle the causes of radicalisation 4. To ensure residents have a pathway to refer those at high risk of radicalisation <p>The Strategy recognises that.</p> <p>It is important to recognise that the those living in poverty are more likely to be at risk of radicalisation due to dissatisfaction with their situation.</p>			
<p>5. What outcomes do you want to achieve from the policy or function?</p> <p>To reduce the likelihood of those at risk to be radicalised, to support those already engaged in radicalisation to disengage and rehabilitate and to prevent acts of terrorism.</p>			

6. Who is intended to benefit from the policy or function?

Residents of Broxtowe and those who are at risk of radicalisation and those who are already radicalised.

7. Who are the main stakeholders in relation to the policy or function?

Borough Council
Police Counter Terrorism
Office of the Police and Crime Commissioner
Nottinghamshire County Council
Channel Panel
Those at risk of or already radicalised
Residents

8. What baseline quantitative data do you have about the policy or function relating to the different equality strands?

Data relating to referrals to Channel are available however this is not broken down to different equality strands as this data is not collected through the referral process.

Nonetheless it is recognised that certain factors increase the risk of being radicalised including poverty and vulnerability of various kinds

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

A benchmarking process has been carried out and is available.

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

Consultation on this strategy has not been carried out as the strategy reflects government guidance within the Counter Terrorism and Security Act (CTSA) 2015 and CONTEST the National Prevent Strategy.

11. 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 Prevent Strategy targets those who are radicalised or at risk of radicalisation who do not predominantly belong to any equality group.

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

The Prevent Strategy will apply to all groups and communities equally however it will predominantly relate to those who are radicalised or at risk of radicalisation.

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

Radicalisation is a barrier to accessing support to disengage however radicalisation is not predominant in any equality group.

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

Prevention of radicalisation contributes to good relations between different groups and communities.

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

Statistical evidence broken down by equality strand would be useful however this is not available. In addition, where relatively small numbers are involved it is difficult to draw generalised conclusions.

11. 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:

Raise awareness of the threat of radicalisation online.

Disability:

People with Learning Disabilities may have heightened vulnerability

Gender:

None.

Gender Reassignment:

Raise awareness of the radicalisation online and in the community and raise awareness of referral pathways.

Raise awareness of the threat of far right activity.

Marriage and Civil Partnership:

None.

Pregnancy and Maternity:

None.

Race:

Raise awareness of the radicalisation online and in the community and raise awareness of referral pathways.

Raise awareness of the threat of far right activity.

Promoting community cohesion and dialogue with different community groups is a protective factor

Religion and Belief:

Raise awareness of the radicalisation online and in the community and raise awareness of referral pathways.

Raise awareness of the threat of far right activity.

Promoting community cohesion and dialogue with different community groups is a protective factor

Sexual Orientation:

Raise awareness of the threat of far right activity.

Care Experience:

Raise awareness of the threat of radicalisation online.

Chief Executive: 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

Fuel Poverty Strategy

1. Purpose of Report

To seek approval for the Fuel Poverty Strategy. This is in accordance with the Council's priority of a good quality home for everyone.

2. Recommendation

The Policy Overview Working Group RECOMMEND to Cabinet that the Fuel Poverty Strategy be approved.

3. Detail

Fuel poverty is a significant issue, which affects around one in seven households in the Borough. The Climate Change and Green Futures Strategy includes a commitment to produce a Fuel Poverty Strategy. Fuel poverty relates to households that cannot meet their energy needs at a reasonable cost. This strategy has been developed with input from teams across the Council, and from external stakeholders.

The Strategy sets out targets and actions for tackling fuel poverty over the next five-years. Many of these actions are already planned or progressing; however, this strategy will provide a governance structure to monitor the progress of these activities and continue to identify new opportunities and actions to reduce fuel poverty.

The Strategy is attached within **Appendix 1** with an Equality Impact Assessment included in **Appendix 2**.

4. Key Decision

This report is a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, as it is significant in terms of its effects on communities living or working in an area comprising of two or more wards or electoral divisions in the Council's area.

5. Updates from Scrutiny

This applies where a policy has been through pre-scrutiny or Policy Overview Working Group.

6. Financial Implications

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

There are no additional financial implications to consider at this stage with activity being contained within existing budgets. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

7. Legal Implications

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

There is no statutory requirement for Local Authorities to produce a Fuel Poverty Strategy or an Action Plan under the Climate Change Act 2008. However, alleviating fuel poverty is important in contributing to the achievement of the Council's commitment to become carbon neutral by 2027 and to the Council's Climate Change and Green Futures Strategy 2023-2027. The UK has legislation which has set specific targets for the removal of homes from fuel poverty. Under the Fuel Poverty (England) Regulations 2014 the target is to ensure that for people living in fuel poverty, as many as is reasonably practicable of the houses in which such person live have a minimum energy efficiency rating of Band C. This objective is to be achieved by 2030.

The achievement of the objectives in this report may require the procurement of works and services from external providers. In undertaking such procurement the Council must follow, where appropriate, the Council's Financial procedure rules and the relevant procurement legislation in relation to entering into public contracts

8. Human Resources Implications

Not applicable

9. Union Comments

Not applicable

10. Climate Change Implications

A fuel poverty strategy is essential in helping to address climate change implications, as it promotes energy efficiency, which will reduce energy consumption and lead to a decrease in associated carbon emissions.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

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

13. Background Papers

Nil.

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Fuel Poverty Strategy

Strategy to reduce Fuel Poverty within the Borough 2025 - 2030

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DRAFT

1 Vision Statement

To take proactive measures in reducing fuel poverty within the Borough, across all tenures, with the aim of reducing energy bills and increasing thermal comfort for the most vulnerable households.

2 Definition of Fuel Poverty

In England, the Government adopted the Low Income Low Energy Efficiency (LILEE) definition of fuel poverty in 2019. Fuel poverty relates to households that cannot meet their energy needs at a reasonable cost. Under LILEE, a household is fuel poor if:

- they are living in a property with a fuel poverty energy efficiency rating of band D or below; and
- when they spend the required amount to heat their home, they are left with a residual income below the official poverty line.

(Source: GOV.UK. Fuel Poverty Statistics)

This method of measuring fuel poverty classifies only households on both low income and in energy inefficient homes as being in fuel poverty. Households living in homes with an Energy Performance Certificate (EPC)¹ rating of C or above (around 34% of homes in the Borough) are not classed as being fuel poor by this metric, irrespective of their income (EPC data Source: GOV.UK Energy Performance of Buildings Data). Further data relating to this is provided in section 6 Key Statistics.

Within the Council's Climate Change and Green Futures Strategy, Fuel Poverty is defined as 'when a household needs to spend more than 10% of their income to adequately heat their home'. This is in line with the Low Income, High Costs (LIHC) method of measuring fuel poverty. This method primarily focuses on the income of households and the amount they spend on energy.

Furthermore, the Climate Change and Green Futures Strategy states 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.

3 Why do we need a Fuel Poverty Strategy?

Living in a safe and warm home is a basic living standard that should be enjoyed by all. The most recent data (2022) published by the Government identified 13.6% of households within the Borough are in fuel poverty. This is higher than the England average of 13.1% (Source: GOV.UK Sub-regional fuel poverty in England, 2024 report)

The Council is committed to tackling fuel poverty and ensuring that the residents of the Borough have access to support services and the necessary energy efficiency measures to live in a warm and comfortable home. This Strategy aims to improve the lives of low-income households who struggle to keep warm at a reasonable cost.

Cold homes can cause or worsen a range of serious health conditions including heart attacks, strokes, bronchitis, and asthma as well as leading to a deterioration in a home's fabric which could lead to mould and damp. Each year, it is estimated that around 10,000 people die in the

1. LILEE uses the Fuel Poverty Energy Efficiency Rating (FPEER) band rather than EPC; however, in the vast majority of cases EPC and FPEER and EPC are identical

UK as a result of living in a cold home. Research has shown that fuel poverty can also have a significant impact on mental health and is a known risk factor for suicide (Source: National Energy Action).

Since 2021, the UK has witnessed a rapid upsurge in energy prices, which have led to higher energy debt, an increase in customers on prepayment meters 'self-disconnecting' and others having to drastically cut their energy usage. (Source: House of Commons Library, 2024.)

Figure 1 (right) is a chart of average household energy bills over the last 5 years. Although there has been a slight dip from a peak in 2023, the average bill is still 75% higher than it was in 2020.

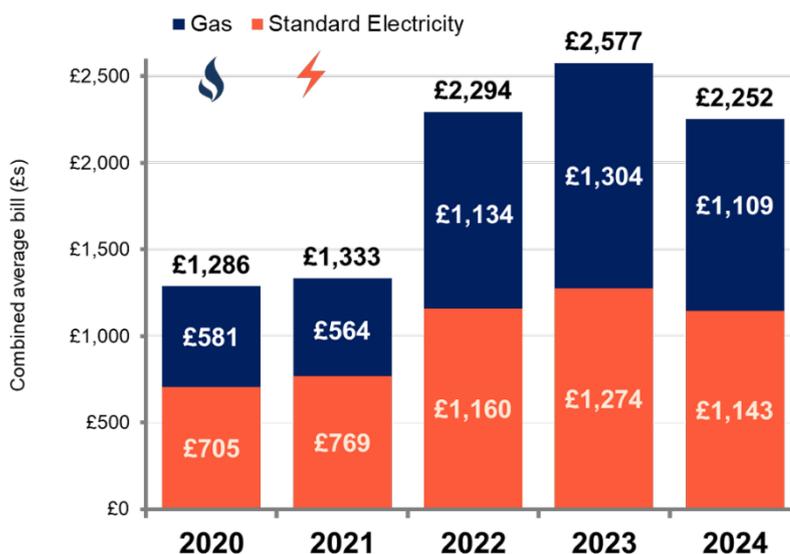


Figure 1: UK Average Household Energy Bills 2020-2024. Source: (GOV.UK. 2024. Quarterly Energy Prices.)

4 Scope of the Strategy

This Strategy is designed provide a framework to develop actions across the Borough to support vulnerable households. The Strategy will bring together various partners who will raise the profile of the issue of fuel poverty, alongside implementing measures to reduce it.

The Strategy covers all tenures within the Borough (owner occupiers, private rented and social housing).

The Council will also commit to exploring joined up approaches to tackling fuel poverty at Countywide or regional levels.

The Fuel Poverty Strategy will be reviewed every two years to ensure that it is relevant, and meets all legislative requirements. The action plan will be reviewed annually.

5 Policy Context

The Council's development of a Fuel Poverty Strategy is underpinned by policy at a National, Regional and Local level and this is detailed in Table 1.

National	Regional	Local
<p>Sustainable warmth: protecting vulnerable households in England (Policy paper, 2021)</p> <p>Department for Energy Security and Net Zero's Fuel Poverty Strategy Review (2024)</p>	<p>The health benefits of retrofitting properties to increase thermal efficiency across the East Midlands Combined County Authority</p>	<p>Climate Change and Green Futures Strategy</p> <p>Housing Strategy</p>

Table 1: National, Regional and Local Policies

In early 2025, the Government started a consultation to review the 2021 national Fuel Poverty Strategy. The consultation will shape a new national Fuel Poverty Strategy for the next 5 years, but will also be used to inform a potential legislative framework to achieve significant progress on reducing fuel poverty by 2030.

6 Key Statistics

13.6% of Borough residents are classed as being in fuel poverty using the LILEE method, (2022 data) which represents approximately 5,000 households (Source: University of Nottingham).

Research by the University of Nottingham, who were commissioned to provide a Borough wide Housing Decarbonisation report, estimates around 1251 homes are wrongly omitted from fuel poverty statistics when homes with an EPC A-C are excluded. Researchers came to this figure by assessing the income of households in EPC A-C properties. This equates to around 3.4% of the entire housing stock and if added to the 13.6% included in the LILEE method, suggests 17% of households in the borough are in fuel poverty, an increase of 25% on the official LILEE statistics.

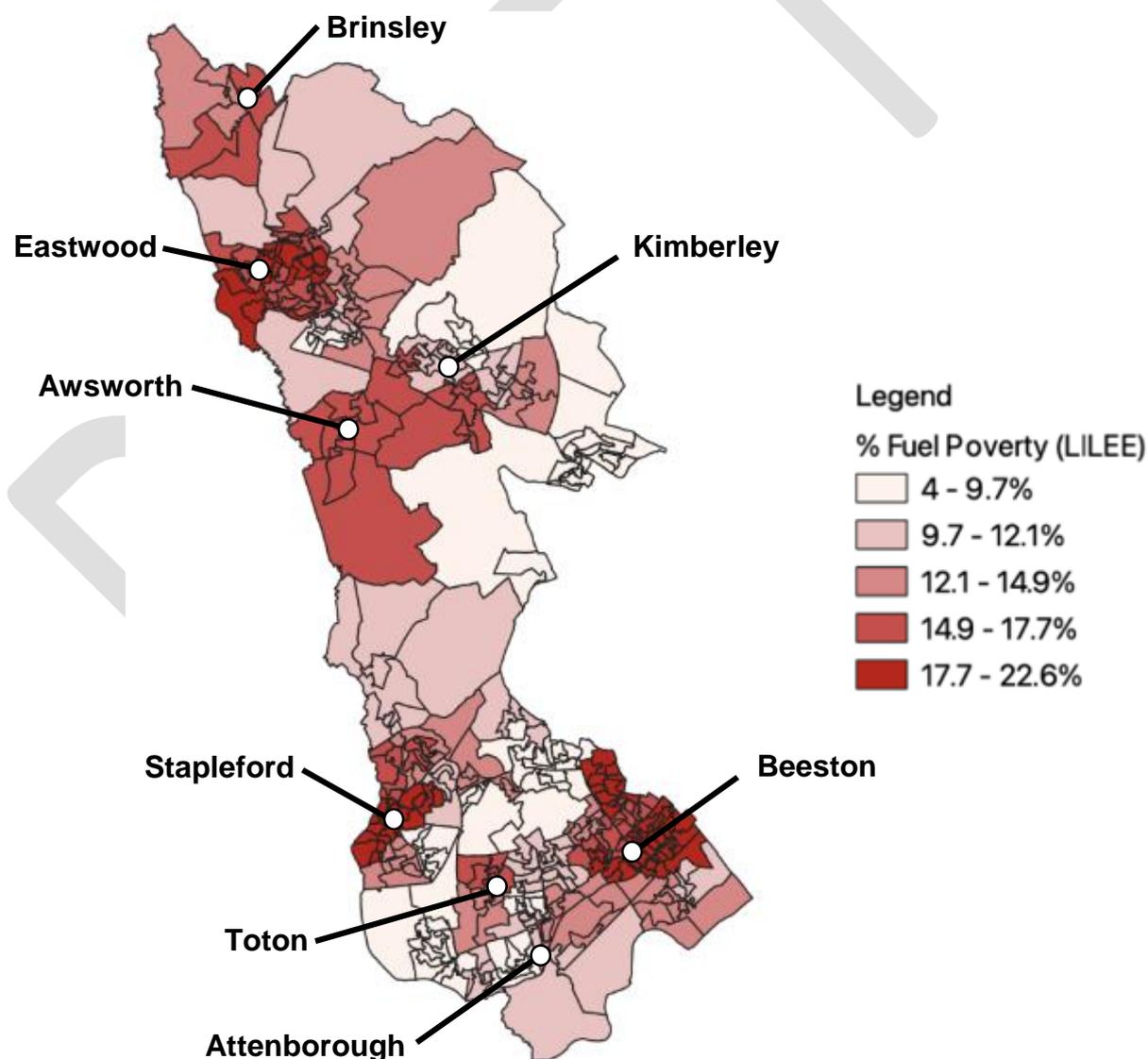


Figure 2 (above) is map of the Borough and shows the level of fuel poverty by the LILEE metric across the Lower layer Super Output Areas (LSOA). Higher levels of fuel poverty

can be shown around built up areas including Awsworth, Beeston, Eastwood, Kimberley and Stapleford.

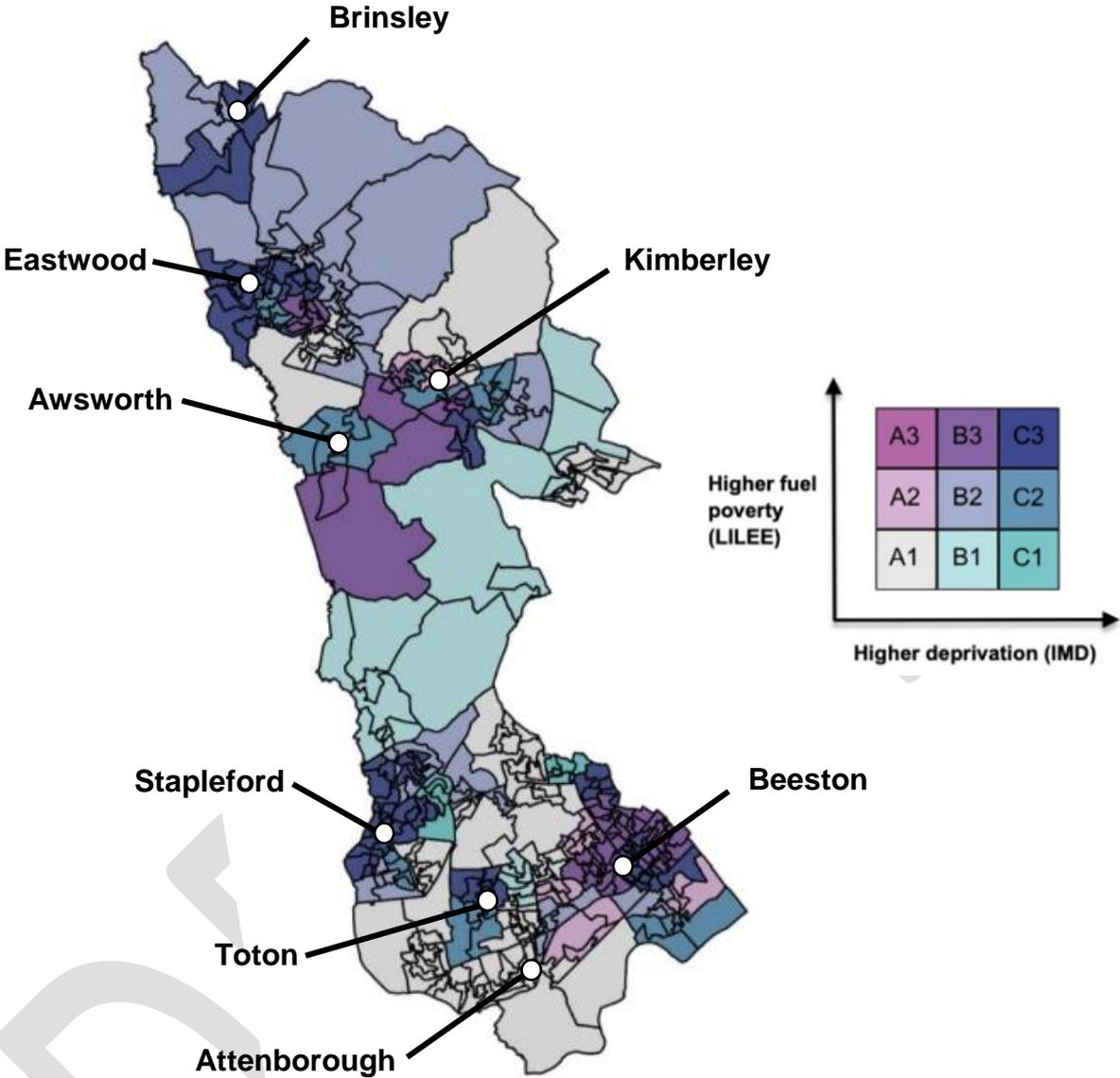


Figure 3 (above) is a bivariate LSOA map of Broxtowe – showing LILEE fuel poverty data (2024) and index of multiple deprivation 2019 data. This map combines both fuel poverty and the index of multiple deprivation. Similarly, to the fuel poverty map, higher levels can be seen around the built up areas. However, it also highlights areas that are considered to have higher deprivation, but are not considered to have higher rates of fuel poverty (B1, C1, C2).

The LILEE fuel poverty definition has known measurement deficiencies (Semple, et al., 2024) that inevitably lead to the omission of some low-income homes from fuel poverty statistics. Research by the University of Nottingham, who were commissioned to provide a Borough wide Housing Decarbonisation report, estimates around 1,251 homes are omitted from fuel poverty statistics when homes with an EPC A-C are excluded. Researchers came to this figure by assessing the income of households in EPC A-C properties. This equates to around 3.4% of the entire housing stock and if added to the 13.6% included in the LILEE method, suggests 17% of households in the Borough are in fuel poverty, an increase of 25% on the official LILEE statistics.

The Council undertook a Household Energy Survey of residents between November 2024 and February 2025. This survey adopted the subjective fuel poverty approach (also referred to as

household energy security) which offers an alternative and more direct means of quantifying fuel poverty. The survey gathered a broader range of fuel poverty experiences in the Borough. Household Energy Survey Headline Findings:

- The *Household Energy Survey* received a total of 322 responses (270 with all fields complete) over the winter 2024/25 period.
- The distribution of household energy security among respondents is shown in *Table 1* (where *very low* = most insecure to *high* = most secure):

Table 1. Distribution of household energy security in Broxtowe (n=322)

	Household Energy Security			
	Very low (insecure)	Low	Marginal	High
Frequency (% in parentheses)	8 (2.5%)	71 (22.0%)	70 (21.7%)	173 (53.7%)

- Energy security is often binaried/aggregated (i.e., 1=very low or low energy security; 0=marginal or high energy security) to allow simple comparisons of energy security (*secure* or *insecure*) and fuel poverty (*fuel poor* or *not fuel poor*) rates.
- In this case, 79 respondents (approximately 24.5%) were *energy insecure*, which is around 80% higher than the rate of LILEE fuel poverty in Broxtowe (13.6%).
- Regarding the results above, a necessary caveat is that the survey did not include a strict sampling strategy; hence, the sample is unlikely to be very representative of the wider Broxtowe population. For example, there appears to be an overrepresentation of those over 65 and an underrepresentation of those below 30.

Further Insight:

- The results show there can be inequality depending on certain characteristics. For example, those with a health problem or disability (97 respondents) were more likely to be energy insecure than those without a health problem. 45% of respondents with a health condition or disability reported having low or very low energy security. In contrast only 16% of respondents without a health condition or disability reported having low or very low energy security. (Note: this is not a statistical relationship – more sophisticated analysis can unveil underlying statistical relationships.)
- Energy security also typically varies depending on household composition; for example, the survey data show that single pensioner households had an energy insecurity rate of (26.2%), while the equivalent rate was only 13.5% in dual pensioner households; further single-parent respondents had an insecurity rate of 50.0%, which is higher than the rate of insecurity among dual-parent homes (38.6%).

7 Summary of previous and current work

The Council has been delivering various projects and services for many years which directly or indirectly reduce fuel poverty. The Council owned housing stock has seen significant investment to improve properties to EPC C and above. Projects include the Social Housing Decarbonisation Fund wave 2.1, which is currently (2024/25) being used to install external wall insulation to over 80 properties. Previously, Local Authority Delivery (LAD) 3 delivered a range of measures to 54 properties (owner occupiers and private renters) during 2023/24. LAD 2 funding was used to install external wall insulation to 158 Council owned properties during 2021/22.

The Energy Company Obligation (ECO) and Great British Insulation Scheme (GBIS) are currently available to owner occupiers and private renters, with a number of suppliers on-boarded in the area to deliver energy efficiency improvement works to residents in the Borough. The Council also provide Warm Homes on Prescription (WHOP) grants to private residents funded through the Better Care Fund, which are used to carry out works to eliminate problems associated with damp and cold. Between 2018 and 2025, works have been carried out to 28 properties through WHOP. Eligibility for ECO, GBIS and WHOP is based on the resident's finances or health, and all schemes are targeted at helping those most in need.

The Council offer a free Financial Inclusion service. This is a service which provides advice and support to residents with the aim of improving income and living standards. Examples of advice and support provided include checking benefits eligibility, supporting with benefit application forms and support with managing debts including liaising with creditors on behalf of residents.

The Household Support Fund is a scheme delivered by Nottinghamshire County Council, with Broxtowe Borough Council able to make referrals to the scheme. It is targeted at those in receipt of benefits related to free school meals or pension credit, or residents can be referred by a professional to the scheme. Phase 6 of the scheme (October 2024 to April 2025) is providing support payments of around £110 each, to eligible applicants.

The Council started a partnership for a Green Doctor service, provided by Groundwork Five Counties in Autumn 2024. The service provides free practical advice to residents on how to save energy and reduce their energy bills. This has been funded through the UK Shared Prosperity Fund, and the funding will enable 100 households to receive support from Green Doctor coaches during the year.

Citizens Advice also provide extensive advice to residents on how to access support with their energy bills.

8 Objectives

The Fuel Poverty Strategy provides the Council with a framework to develop measures to reduce fuel poverty with the following objectives:

1. To reduce the number of residents living in fuel poverty, reducing energy bills, improving thermal comfort and subsequently improving residents' living standards.

The Council can support with the reduction of energy bills through improving energy efficiency. The Council will seek to maximise funding opportunities for energy efficiency improvements across all tenures and develop an engagement strategy to ensure opportunities are communicated to those most in need.

2. To improve processes for identifying residents who are in fuel poverty or at risk of ill health due to a cold home.

The Council will explore different metrics of fuel poverty and take into consideration that some households will be considered fuel poor under certain metrics and others not. The Council will consider a range of metrics to ensure struggling households are not left out from support opportunities due to a particular definition.

3. To increase the number of homes with an Energy Performance Certificate (EPC) of C or above.

The Council will adopt a policy in line with National Strategy to improve the EPC ratings of its own stock to EPC C by 2030. The Council will seek to maximise funding opportunities to coordinate the improvement of EPC ratings in the private sector. By 2030, as many fuel poor homes as reasonably practicable should achieve a minimum EPC rating of band C. Reasonably practicable is defined in the 2021 National Fuel Poverty Strategy (House of Commons Library. (2024) Fuel Poverty).

4. To improve inter-departmental and cross organisational working to implement fuel poverty reducing measures.

The Councils' Cost of Living Working Group meet quarterly and will identify and monitor continued actions to reduce fuel poverty. In addition, the Council will engage both internally and with a range of external parties to improve awareness of the issues associated with fuel poverty and how to refer residents to available support. The Council will explore joined up approaches to tackling fuel poverty.

5. To improve awareness and accessibility of schemes and funding opportunities which reduce fuel poverty.

The Council will regularly review and update published advice relating to fuel poverty. In addition, the Council will develop engagement strategies for fuel poverty reduction schemes to ensure they reach the appropriate audience and the most vulnerable households are able to access the help they need.

9 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 Economic Development and Asset Management.

Within the Council, the Fuel Poverty Strategy is managed by the Assistant Director of Asset Management and Development.

Reports on progress will take place via the Cost of Living Working Group, which meet on a quarterly basis. This group provides updates on progress to the General Management Team and the Climate Change and Green Futures Board.

10 Stakeholders

Identifying key stakeholders is crucial in helping to provide strategic direction and delivery of actions captured in the Fuel Poverty Strategy. It ensures that the right people are involved in the planning and implementation process and that their needs and interests are taken into account. Key Stakeholders for the Fuel Poverty Strategy are identified in Table 2:

Internal	External
Members (Councillors)	Residents
General Management Team	Tenants
Head of Asset Management and Development	East Midlands Combined County Authority (EMCCA)
Capital Works Team	Nottinghamshire County Council
Private Sector Housing Team	Nottingham City Council and other local Borough Councils
Housing Team	Citizens Advice Bureau
Communications Team	Nottingham Energy Partnership
Climate Change Manager	NHS, Health Centres, GPs
Environment team	Charities - Food banks
Communications Team	Energy Saving Trust
Planning Team	Social Housing providers
Cost of Living group	Landlords
Climate Change and Green Futures Board	Local Businesses
	Energy Companies
	Schools, Colleges, Universities
	Libraries
	Local Community and Faith Centres

Table 2 – Stakeholders

11 Measuring Success

The Council will measure the success of this Strategy in achieving its key objectives. An annual review will take place on the actions of the Strategy in order to monitor progress. A

summary of progress will be provided to the General Management Team and Cabinet on an annual basis. Success will be measured by the following:

1. Reduction in the official fuel poverty rate for the Borough across the Strategy period.
2. A significant increase in the number of homes achieving an EPC C or above. As many fuel poor homes as reasonably practicable are to be upgraded by 2030 (see section 8 Objectives).
3. Surveys of residents will be conducted to quantify awareness and the level of fuel poverty in the Borough. Success will be measured through an increase in the awareness of fuel poverty and its effects and a reduction in the number of residents who consider themselves to be fuel poor.

12 How the Strategy has been developed?

In July 2019, the Council declared a Climate Emergency and made an ambitious commitment to become carbon neutral by 2027. The Climate Change and Green Futures Strategy 2023 - 2027 included an action to develop a Fuel Poverty Strategy identifying measures to address the impacts of fuel poverty on residents of the Borough. Tackling fuel poverty goes hand in hand with tackling the Climate Emergency, with energy efficiency measures both reducing carbon emissions and providing savings on bills for residents.

In 2024, the Council entered into an agreement with the University of Nottingham (Department of Architecture and the Built Environment) to gain a comprehensive understanding of the energy efficiency of the housing stock (all tenures) within the Borough. As part of this, the University is reviewing the Borough's fuel poverty data and definitions of fuel poverty, providing research that has helped inform the Council's Fuel Poverty Strategy.

In order to obtain further data on fuel poverty, Broxtowe Borough Council has conducted a Household Energy survey between November 2024 and February 2025. The purpose of this survey was to gather information on Fuel Poverty including identification of fuel poor households that fall outside of the LILEE definition. A summary of findings has been included in section 6 Key Statistics.

13 Funding Opportunities

The Council commits to exploring all opportunities that arise that will benefit residents and reduce fuel poverty.

In 2025, two significant schemes will start, targeting energy efficiency improvements in both social and private sector. These are the Warm Homes Social Housing Fund (social housing) and the Warm Homes Local Grant (private sector housing). There is scope for other funding opportunities to become available including through the recently formed East Midlands Combined Authority

14 Action Plan

Ref	Action	Target for 2025/26	Responsible Officer	Cost
1	To reduce the number of residents living in fuel poverty, reducing energy bills, improving thermal comfort and subsequently improving the residents' living standards.	1a. Quarterly progress reports are to be provided via the Cost of Living Working Group to GMT.	Capital Works Manager	£
		1b. Monitor fuel poverty statistics provided by the Government and provide updates to the Cost of Living Working Group following new data releases.	Capital Works Manager	£
Page 196	To improve processes for identifying residents who are in fuel poverty or at risk of ill health due to a cold home.	2a. Engage with University of Nottingham to assess methods of Fuel Poverty data and analyse the results of the Fuel Poverty survey conducted over winter 2024/25.	Climate Change Manager	£
		2b. Provide training to front line staff on awareness of fuel poverty and where to access advice (see also action 4c)	Capital Works Manager	£
3	To increase the number of homes with an Energy Performance Certificate (EPC) of C or above.	3a. Obtain up to date EPCs on all Council houses and monitor ongoing EPC statistics.	Capital Works Manager	££
		3b. Research, monitor, and implement new funding schemes for energy retrofit measures for both social and private sector housing. Deliver improvements and support delivery partners through the Warm Homes Social Housing fund, Warm Homes Local Grant, ECO 4, WHOP and any other scheme that becomes available.	Capital Works Manager	£££

Ref	Action	Target for 2025/26	Responsible Officer	Cost
		3c. Proactively identify Private Sector homes with F and G EPCs and provide advice on access to funding where appropriate.	Capital Works Manager	£
4	To improve inter departmental and cross organisational working to implement fuel poverty reducing measures.	4a. Engage with external stakeholders identified within this Strategy to review their existing approach to fuel poverty and the support they can provide to reduce fuel poverty.	Capital Works Manager	£
		4b. Coordinate a Fuel Poverty advice matrix which will enable organisations to direct residents to the most appropriate support.	Capital Works Manager/ Climate Change Manager	£
		4c. Improve awareness of Fuel Poverty and measures to tackle it amongst internal staff. Make use of internal communications and training to raise awareness of fuel poverty and how to direct residents to appropriate support.	Capital Works Manager/ Climate Change Manager	£
5	To improve awareness and accessibility of schemes and funding opportunities which reduce fuel poverty.	5a. Develop and update Fuel Poverty communication plans for different tenures, including Council owned housing, Owner occupiers and Private or Housing Association renters. Communication plans to include directions to access Energy Savings advise and schemes that specific tenures may be able to access to reduce fuel poverty. Plans must address improving awareness amongst hard to reach communities.	Capital Works Manager	£
		5b. Establish a regular fuel poverty awareness campaign via social media, local communications, local communities' facilities	Capital Works Manager/ Climate Change Manager	£

Ref	Action	Target for 2025/26	Responsible Officer	Cost
		(libraries, children's centres), Faith centres, foodbanks etc.		
		5c. Regularly update the website to ensure information is up to date and includes information about all current schemes.	Capital Works Manager/ Climate Change Manager	£

£ = low cost scheme, small capital cost or staff time only

££ = medium cost scheme, some capital cost and more intensive staff time

£££ = high cost scheme, significant capital cost and investment of staff time

DRAFT

15 References

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3. GOV.UK. (2024, December 5.) *Sub-regional fuel poverty in England, 2024 report (2022 data)*. Available at: <https://www.gov.uk/government/statistics/sub-regional-fuel-poverty-2024-2022-data>
4. National Energy Action. (n.d.) *What is fuel poverty?* Available at: <https://www.nea.org.uk/what-is-fuel-poverty/>
5. House of Commons Library. (2024, November 4.) *Fuel Poverty*. Available at: <https://commonslibrary.parliament.uk/research-briefings/cbp-8730/>
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7. Semple, T. et al., 2024. An empirical critique of the low income low energy efficiency approach to measuring fuel poverty. *Energy Policy*, Volume 186, p. 114014.
8. University of Nottingham. (2025, February 21.) *Broxtowe Borough Council Housing Decarbonisation*.

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Appendix 2

Equality Impact Assessment

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

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

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

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

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

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

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

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

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

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

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

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

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

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

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

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

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

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

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Deputy Chief Executive	Title of the Lead Officer responsible for EIA	Capital Works Manager
Name of the policy or function to be assessed:		Fuel Poverty Strategy 2025-2030	
Title of the Officer undertaking the assessment:		Projects Manager	
Is this a new or an existing policy or function?		New	
<p>1. What are the aims and objectives of the policy or function?</p> <p>The Fuel Poverty Strategy will provide strategic direction to reducing fuel poverty in the Borough.</p> <p>Many of the activities to reduce fuel poverty are already being undertaken, however, this strategy will coordinate the activities being undertaken by different departments to reduce fuel poverty.</p> <p>The strategy provides a governance and reporting structure for monitoring progress against the objectives.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>The purpose of the strategy is to reduce fuel poverty, with five key objectives.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>All residents who are affected by fuel poverty including households who fall outside of the current Government definition of Fuel Poverty.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Council employees within the Asset Management, Environment and Housing teams.</p>			

Directorate:	Deputy Chief Executive	Title of the Lead Officer responsible for EIA	Capital Works Manager
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>Official Government Fuel Poverty statistics for Broxtowe using the LILEE method Household energy survey data (completed winter 2024/25) Energy Performance of Buildings Data (EPC ratings)</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>Household energy survey data (completed winter 2024/25) Consultation with employees and stakeholders.</p>			
<p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>The activities carried out as part of this strategy need to be accessible to all communities within the Borough including for those without internet access.</p>			
<p>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</p>			
<p><input type="checkbox"/> Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</p> <p>The policy and function will be available to all groups and communities. It may be noted that the purpose of the strategy is to reduce fuel poverty which may affect certain groups under the Equality Act more than others. The qualifying criteria for certain schemes (i.e. grants for energy efficiency improvements)</p>			
<p><input type="checkbox"/> Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</p> <p>The policy and function will be available to all groups and communities. As part of the activities that are carried out under the objectives of this strategy, particular attention will be paid to ensuring all communities and groups are able to access opportunities.</p>			

<p><input type="checkbox"/> Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</p> <p>No</p>
<p><input type="checkbox"/> Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</p> <p>No</p>
<p><input type="checkbox"/> What further evidence is needed to understand the impact on equality?</p> <p>None.</p>

<p>9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?</p>
<p>Age: A variety of communication methods will be used to ensure opportunities are accessible to all age groups. Eligibility (generally set by the Government) for some opportunities may target specific age groups or those in receipt of certain benefits that are only available to specific age groups. However, schemes generally have a variety of eligibility routes that cover different age groups.</p>
<p>Disability: No adverse effect has been identified. A variety of communication methods will be used to ensure opportunities are accessible. Eligibility (generally set by the Government) for some opportunities may target specific health conditions or those in receipt of certain benefits that are only available for specific disabilities.</p>
<p>Gender: No adverse effect has been identified.</p>
<p>Gender Reassignment: No adverse effect has been identified.</p>
<p>Marriage and Civil Partnership: No adverse effect has been identified.</p>
<p>Pregnancy and Maternity: No adverse effect has been identified.</p>
<p>Race: No adverse effect has been identified. However, official government statistics show that nationally the fuel poverty rate in 2021 was considerably higher in ethnic minority households (19.1%) compared to white households (12.6%). To reduce this disparity, more targeted engagement may be required as part of the activities being carried out under this strategy. There will be continual monitoring of the equality and diversity statistics of residents accessing services under this strategy.</p>

Religion and Belief:

No adverse effect has been identified.

Sexual Orientation:

No adverse effect has been identified.

Care Experience:

No adverse effect has been identified.

Head of Asset Management and Development

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

Signature:



Report of the 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 *.

1 July 2025	<ul style="list-style-type: none"> • Complaints Report Q1 • Grants to Voluntary and Community organisations • Blue/Green Infrastructure * • Alterations and Improvements Policy * • Garage Policy * • Commercial Strategy * • Sexual Harassment Policy • Asset Management Strategy * • House Building Delivery Plan * • Climate Change Update Carbon Management Plans * • Green Rewards Review and Resident Engagement * • Reduction of Carbon in New Development Supplementary Planning Document (SPD) *
29 July 2025	<ul style="list-style-type: none"> • Statement of Accounts Update and Outturn Position 2024/25 • Treasury Management Annual Report 2024/25 • Annual Air Quality Status Report and Action Plan * • Menopause in the Workplace (LJCC) • Safeguarding Children's Policy 2025 * • Safeguarding Adults Policy 2025 * • Slavery Statement * • Empty Homes Strategy 2025-2030 * • Contaminated Land Strategy 2025-2030 * • Annual Food Safety Service Plan 2025/26 * • Trade Waste Review

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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