



Thursday, 2 April 2026

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 14 April 2026 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

Zulfiqar Darr
Interim 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

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

Further information can be found at: [Member Code of Conduct of Broxtowe Borough Council](#)

3. Minutes

(Pages 5 - 14)

Cabinet is asked to confirm as a correct record the minutes of the meeting held on 10 March 2026.

4. Scrutiny Reviews (Pages 15 - 18)

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

5. Resources and Personnel Policy

5.1 Discretionary Non-Domestic Rate Relief Policy (Pages 19 - 58)

This report recommends the implementation of the Discretionary Non-Domestic Rate Relief Policy to replace the existing policy.

5.2 Local Government Reorganisation (Pages 59 - 68)

To provide Members with an update on the ongoing preparatory work being undertaken across Nottingham and Nottinghamshire in relation to Local Government Reorganisation (LGR), and to detail the Council's response to the Government consultation on the proposals for reorganisation.

5.3 Grants to Voluntary and Community Organisations, Charitable Bodies and Individuals Involved in Sports, the Arts and Disability Matters 2026/27 (Pages 69 - 76)

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

5.4 Electoral Services and Land Charges Establishment Review and Proposed Restructure (Pages 77 - 92)

To seek Cabinet approval on the proposed Electoral Services and Land Charges restructure. This is in accordance with the Council's Corporate Priority for Business Growth 'Invest in our towns and our people'.

5.5 Quarterly Complaint Report (Pages 93 - 114)

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

6. Economic Development and Asset Management
- 6.1 Housing Service Improvement Plan Update (Pages 115 - 124)
To provide Cabinet with an update on the Housing Service Improvement Plan following the recent judgement from the Regulator of Social Housing.
- 6.2 Creation of a Permanent Project Surveyor (Pages 125 - 134)
To seek approval for the creation of a permanent Project Surveyor (Capital Works) post within the Asset Management Service prior to submission to Cabinet.
- 6.3 Major Development Drainage (Pages 135 - 136)
To inform Cabinet of the proposed pipeline of schemes intended to be put forward in 2026 for Homes England funding under the 2026 - 2036 SAHP programme and to seek approval for submitting all bids. This is in accordance with the Council's Corporate Priority of Housing – a good quality home for everyone.
7. Housing
- 7.1 Housing Delivery Development Pipeline Approval 2026 (Pages 137 - 140)
To inform Committee of the proposed pipeline of schemes which we intend to put forward in 2026 for Homes England funding under the 2026-2036 SAHP programme. To gain Committee approval for submitting all bids.
8. Environment and Climate Change
- 8.1 Food Waste Implementation (Pages 141 - 146)
To update Members on progress to date with food-waste implementation, outline the requirement for additional budget to purchase food-waste collection vehicles, and provide an update on potential delays to the delivery of the new fleet.
- 8.2 Blue Infrastructure Audits (Pages 147 - 178)
To update Members on the ownership and maintenance

responsibilities relating to the major brooks in Broxtowe and to present the key findings from recent blue-infrastructure.

9. Cabinet Work Programme (Pages 179 - 180)

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.

10. Exclusion of Public and Press

The Committee 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.

11. Major Aids and Adaptations - Disabled Facilities Grant (Pages 181 - 186)

12. Repair of Stapleford House and New Lease Request (Pages 187 - 192)

13. Chilwell Quarry - Lease for Maintenance of the Quarry (Pages 193 - 198)

14. Acquisition of Property - Register of Interest (Pages 199 - 204)

15. Eastwood Health Hub and Town Centre Redevelopment (Pages 205 - 260)

16. Progress Update on New Housing Developments in Eastwood (Pages 261 - 264)

CABINET

TUESDAY, 10 MARCH 2026

Present: Councillor M Radulovic MBE, Chair

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

Apologies for absence were received from Councillors E Williamson.

109 DECLARATIONS OF INTEREST

Councillor J W McGrath a declared a non-registerable interest in item 5.5 due to being a member of Stapleford Community Group, minute number 111.5, refers.

Councillor H Skinner declared a non-registerable interest in item 5.5 due to being a member of Chilwell Community Group, minute number 111.5 refers.

Councillor J W McGrath a declared a non-registerable interest in item 12 due to having a family member employed by Liberty Leisure Ltd, minute number 118, refers.

110 MINUTES

The minutes of the meeting held on 3 February 2026 were confirmed and signed as a correct record.

111 SCRUTINY REVIEWS

Cabinet noted the matters proposed for and undergoing scrutiny.

111.1 LOCAL GOVERNMENT REORGANISATION

Cabinet noted the update on the Local Government Reorganisation.

Local Government Reorganisation in Nottingham and Nottinghamshire has progressed through a defined sequence of statutory and policy milestones, beginning with the Government's invitation to develop proposals before submission in November 2025. The process was designed to develop and implement proposals to move from the current two-tier local government system to unitary authorities in Nottingham and Nottinghamshire.

Shadow elections were expected to take place in May 2027 to establish the first cohort of elected Members for the new unitary authorities created through Local Government Reorganisation in Nottingham and Nottinghamshire.

111.2 REVIEW OF CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE - DECEMBER 2025 (Q3)

Cabinet noted the progress made in achieving the Corporate Plan priorities and financial performance for the quarter ended 31 December 2025. Discussion centred on occupancy rates in the Borough's town centres and how these can be improved.

111.3 COUNCIL TAX SUPPORT FOR TERMINALLY ILL RESIDENTS

Cabinet considered the proposed establishment of a discretionary Council Tax Relief Scheme to support households facing the hardship of living with a terminally ill family member when in receipt of Local Council Tax Support.

During 2024, Marie Curie, the UK's leading end of life charity, published a report that explored poverty and fuel poverty at the end of life in the UK. The report identified that in 2023, 111,000 people died in poverty, more than one in six deaths registered in England, Scotland and Wales.

Section 13A(1)(c) of the Local Government Finance Act 1992, provides councils with discretionary powers to reduce the amount of council tax payable for individuals, or for specific classes of council taxpayers who find themselves in similar 'exceptional' circumstances. Where the powers detailed above are invoked, it includes the power to reduce an amount to nil. The Council had already invoked this power in establishing a 'care leavers reduction scheme' providing a reduction in council tax to those people in the district defined as care leavers.

Any decision made under Section 13A(1)(c) is funded locally from the general fund and cannot be passed to other council tax preceptors through the collection fund. In this respect, any decision made must be funded by Broxtowe Borough residents and be budgeted for fully in the Councils accounts.

RESOLVED that the following be approved:

- 1. That the Policy to provide additional support to recipients of Local Council Tax Support who are terminally ill be implemented with effect from 1 April 2026.**
- 2. Delegate to the Assistant Director Revenues, Benefits and Customer Services the ability to decide upon the award of Terminally Ill Discretionary Support Scheme.**
- 3. The Policy Working Group work with the Assistant Director Revenues, Benefits and Customer Services to extend the proposed policy to support Terminally Ill residents that fall outside of the Local Council Tax Support Scheme.**
- 4. That the Council considers including the proposed policy within the Local Council Tax Support Scheme from April 2027.**

Reason

Section 13A(1)(c) of the Local Government Finance Act 1992, provides Councils with a discretionary power to reduce the amount of council tax payable by individuals and

to allow a further reduction to those already benefitting from the council tax reduction scheme.

111.4 ETHICAL CONSIDERATIONS FOR THE PENSION FUND INVESTMENTS, TREASURY MANAGEMENT ACTIVITY AND BANKING SERVICES

Members noted the tensions in the Middle East, with reported breaches of international law and the worsening humanitarian situation in Palestine.

It was proposed that the Leader of the Council makes representations to the Nottinghamshire Local Government Pension Fund to express concerns regarding potential investment exposures to environmental, social and governance and human rights matters and request that the administering authority review such investments in accordance with its own statutory fiduciary duties to divest any funds from companies complicit in Israel's crimes against Palestinians.

It was further considered as to whether to review the Council's Treasury Management Strategy and Procurement Strategy and to do this through the appropriate constitutional decision-making route where any amendment to the Policy Framework documents is required.

RESOLVED to approve to:

- 1. Express concern and urge representatives on the Nottinghamshire County Council Pension Fund Committee and the Local Pension Board to request that they divest any funds from companies complicit in Israel's crimes against Palestinians. This includes companies producing weapons and military technology used by Israel in its attacks on Palestinians; financial institutions providing investment and loans to these arms companies; and companies conducting business activity in the occupied Palestinian territories which benefit the occupier, to ensure that any funds invested are consistent with their fiduciary duties and responsible investment policies.**
- 2. Request that the Leader of the Council meets with the Chair of the Nottinghamshire Pension Fund Committee and LGPS Central Limited senior leadership, to convey Cabinet's concerns and urge them to:**
 - a. Extend investment exclusions and restrictions to the prescribed activities and implement an escalation-to-exclusion protocol where engagement fails, consistent with the recommendations of the UN Special Rapporteur on the situation of human rights in the Palestinian territories to end financial flows to the 'economy of concern'.**
 - b. Request that managers (LGPS Central Limited and other external parties) divest, in an orderly and financially prudent manner, from entities known to be involved in illegal occupation, with transparent timelines, milestones, and reporting.**
 - c. Publish an annual pool-level human-rights risk report identifying exposures to illegal occupation, with engagement outcomes and any divestments.**
 - d. Codify a timebound escalation-to-exclusion pathway for severe international-law breaches, with annual public reporting of exposures, engagements, and divestments.**
- 3. Commit to consult with the Council's trade unions and employees with pensions held with the Nottinghamshire Pension Fund on their views on the**

investment of their pension contributions potentially including arms companies and present the results of the consultation to the Nottinghamshire Pension Fund.

4. **Commit that the Deputy Leader and Portfolio Holder for Resources and Personnel Policy will bring forward to the relevant Committee, as soon as practically possible, a review of the Treasury Management Strategy and the Procurement Strategy to incorporate, wherever possible and in line with applicable legislation, the UN Principles for Responsible Investment (UN PRI) and the UN Guiding Principles on Business and Human Rights (UNGP) for the selection of suppliers, investments, financial institutions, and counterparties.**
5. **Continue to monitor that the provider of the Council's banking services and other financial institutions included as part of treasury management activity continue to be compliant with defined environmental, social and governance (ESG) criteria.**

Reason

The Nottinghamshire Pension Fund should not be investing in companies that facilitate Israel's reported breaches of international law.

111.5 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2025/26

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

RESOLVED that:

1. **2nd Kimberley Scout Group be awarded £7,000.**
2. **Kimberley Swimming Club be awarded £2,000.**
3. **Chilwell Community Association be awarded £3,150.**
4. **Stapleford Community Group be awarded £11,200.**
5. **DH Lawrence Music Festival £2,500.**

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.

(Councillors J W McGrath and H Skinner, having declared other-registerable interests, left the meeting without voting or discussion thereon.)

111.6 CAPITAL GRANT AID REQUEST – THE ROYAL BRITISH LEGION (BEESTON) SOCIAL CLUB

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

RESOLVED that the Royal British Legion (Beeston) Social Club be awarded £2,000.

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.

111.7 CAPITAL GRANT AID REQUEST – STAPLEFORD COMBINED SERVICES CLUB

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

RESOLVED that the Stapleford Combined Services Club be awarded £2,000.

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.

111.8 GRANT AID REQUESTS FROM PARISH/TOWN COUNCILS

Members considered a joint request from Awsworth and Cossall Parish Councils for a grant of up to £1,764 as a 50% contribution towards the cost of installing three Village Gateway signs following the recent boundary review.

RESOLVED that Awsworth and Cossall Parish Councils be awarded a combined total grant of £1,764.

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.

111.9 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. 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.

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.

111.10 IRRECOVERABLE ARREARS

In accordance with Financial Procedure Rule 5.9, members noted the debts to the Council that have been written off since the previous report to Cabinet on 2 September 2025.

In each case all necessary enquiries have been made and all reasonable steps taken to recover the sums outstanding within the limits of resources available.

Members further noted that an exercise to ensure an accurate reflection of the write-offs of Penalty Charge Notices had been undertaken. This exercise was conducted following a recent review and had identified cases dating back to 2014/15 that are now classified as untraceable within the car parking management system. In each case, all appropriate investigations have been conducted, and every reasonable effort was made to recover the amount.

112 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

111.3 HOUSES IN MULTIPLE OCCUPATION AND ARTICLE 4

Cabinet considered the proposed expansion to the existing Beeston Article 4 area and to create three additional Article 4 areas in Eastwood, Kimberley and Stapleford which would mean planning permission was required for the change of use from C3 (dwellinghouse) to C4 (used for between 3-6 residents).

Concerns were raised about the increasing numbers of HMOs in other areas. These concerns include the impact on the local character, antisocial behaviour, and the strain on local services and infrastructure.

However, it was noted that HMOs also provide an important source of housing for a range of people including young professionals.

RESOLVED that:

- 1. Directions under Article 4 of the Town and Country Planning (General Permitted Development Rights) (England) Order 2015 are issued, together with relevant notices, to remove permitted development rights to convert dwellinghouses to homes in multiple occupancy for 3 to 6 people in the areas depicted in Appendix 1;**
- 2. Consultation on the proposed Article 4 areas is carried out for six weeks.**
- 3. Consultation on the updated Houses in Multiple Occupation Supplementary Planning Document (SPD) is carried out for six weeks.**

Reasons

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

112.2 OLD BREWERY SITE KIMBERLEY

Cabinet were informed of the groundwork investigations and allied reports required at the Kimberley Brewery site (Phase 3).

Two companies were invited to submit quotations for undertaking investigative surveys at the Old Brewery Site at Kimberley.

The first was requested to provide a quote for estimating the cost of works listed in the Planning Condition for the site, with specific attention to the remedial works for repair of the malt kilns (Building 5), which is a listed building.

These remedial works must be completed prior to the Planning Condition being discharged.

A further operator was requested to provide an estimate based on the following brief, a detailed report to cover ground conditions, access rights, and the locations of any underground services within Phase 3 of the site, especially those that link to either or both of the earlier phases of the scheme.

RESOLVED that:

- 1. The appointment of suitably qualified and experienced companies to undertake groundwork and building investigations at Kimberley Brewery site be approved.**
- 2. A budget of £18,000 for the initial survey works, which includes the two quoted sums plus an estimated £10,000 for the additional GPR PAS 128 survey be approved and funded from Revenue Contingencies in 2025/26.**
- 3. If the survey merited further work, the preparation of a bid to purchase the site, subject to budget approval, contract and independent valuation, for presentation to the Administrator/Receiver be approved.**

Reason

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

113 HOUSING

113.1 HOUSING SERVICE IMPROVEMENT PLAN - UPDATE

Cabinet noted the update on the Housing Service Improvement Plan following the recent judgement from the Regulator of Social Housing.

114 ENVIRONMENT AND CLIMATE CHANGE

114.1 BRAMCOTE HILL PARK DEVELOPMENT PROPOSAL

Cabinet considered the potential development option for Bramcote Hills Park, specifically proposals for enhanced visitor amenities including a café, toilets and a meeting space.

RESOLVED that a budget of £4,000 for the commissioning of concept drawings and initial capital cost estimates for the proposed visitor facilities at Bramcote Hills Park be approved and funded from Revenue Contingencies in 2025/26.

Reason

Public consultation has repeatedly identified the lack of toilet facilities and supporting amenities as a major constraint on the visitor experience.

115 COMMUNITY SAFETY

115.1 HATE CRIME PLEDGE

Members reviewed the proposed renewal of the Hate Crime Pledge 2026/29.

A Hate Crime Pledge is a public commitment by individuals and/or organisations to combat prejudice, support victims, and promote respect. It supports the Council's Hate Crime Strategy, Policy and Action Plan which focuses on actions to improve reporting pathways, raise awareness, support those targeted, and foster community understanding.

RESOLVED that the Hate Crime Pledge 2026/29 be approved.

Reason

This is in accordance with The Council's vision of a greener, safer, healthier Broxtowe, where everyone prospers and its Community Safety priority of a safe place for everyone.

116 CABINET WORK PROGRAMME

Members considered the Work Programme and added an update on the Local Government Reorganisation to the meeting held April 2026.

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

Reason

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

117 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 it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.

111 NEW REPLACEMENT BRAMCOTE LEISURE CENTRE

RESOLVED that:

1. **The Council engages with its identified partners to commission the construction and delivery of the new replacement Bramcote Leisure Centre (RIBA Stages 5 and 6); and**
2. **A capital budget of £20.3 million to fund the construction stage of the project, as set out, be approved and added to the Capital Programme in 2025/26, 2026/27 and 2027/28 (budget profile to be determined). The scheme is to be funded by a mix of General Fund capital receipts, any available capital grants and/or other external funding contributions and prudential borrowing, with delegated authority being given to the Interim Deput Chief Executive and Section 151 Officer to determine the most appropriate method of capital financing for the scheme.**

Reason

This is in accordance with the Council's vision for a greener, safer, healthier Broxtowe, where everyone prospers and its key priority for Health with 'healthy and supported communities' and a commitment to promote active and healthy lifestyles in every area of Broxtowe; and to develop plans to renew our leisure facilities in Broxtowe.

(Councillors J W McGrath, having declared other-registerable interest, left the meeting without voting or discussion thereon.)

119 DEVELOPMENT SCHEMES UPDATE – LAND AT CROSS STREET EASTWOOD & 84 CHURCH STREET, EASTWOOD

Cabinet noted the report.

Report of the Monitoring Officer

Scrutiny Reviews

1. Purpose of Report

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

2. Recommendation

Cabinet is asked to NOTE the report.

3. Detail

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.

At the Overview and Scrutiny Committee meeting held on 26 March 2026 the Committee considered items submitted as suggestions for scrutiny in order to formulate a work programme for 2026/27. The Committee resolved to investigate the topics of Lime Bikes and Missed Bins.

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 Interim Deputy Chief Executive 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
1.	Lime Bikes	Councillor B C Carr
2.	Missed Bins	Assistant Director of Environment

2. Update Reviews

	Topic	Topic suggested by	Proposed Date to Overview and Scrutiny Committee
1.	Cemetery Memorials	Cabinet	26 June 2026
2.	D.H. Lawrence Museum	Overview and Scrutiny Committee	24 September 2026
3.	Equality, Diversity and Inclusion at the Council.	Councillor S Dannheimer	24 September 2026

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Report of the Portfolio Holder for Resources and Personnel Policy

Discretionary Non-Domestic Rate Relief Policy

1. Purpose of Report

This report recommends the implementation of the Discretionary Non-Domestic Rate Relief Policy to replace the existing policy.

2. Recommendation

Cabinet is asked to note the recommendations from the Policy Overview and Working Group and to RESOLVE that the updated Discretionary Non-Domestic Rate Relief Policy be approved.

3. Detail

Discretionary Non-Domestic Rate Relief provides the Council with the ability to offer targeted financial support to businesses, charities, and community organisations where this delivers a wider economic or social benefit to the Borough. The proposed policy brings together all discretionary relief arrangements into a single framework, providing clarity on how applications will be assessed, how decisions will be made, and how relief will be administered in a consistent and transparent manner.

The implementation of a formal policy ensures that discretionary decisions are aligned with the Council's priorities and applied fairly across all applicants. The policy sets out clear eligibility principles, governance arrangements, and expectations placed on ratepayers. This approach will strengthen accountability, reduce ambiguity in decision-making, and provide Members with assurance that relief is being awarded in a controlled and proportionate way.

The policy reflects the need to balance support for local organisations with the financial impact on local taxpayers. Discretionary relief can create a direct cost to the authority; therefore, adopting a clear framework allows the Council to target assistance where it delivers the greatest community benefit or supports local economic sustainability. The policy also establishes a consistent approach to monitoring awards, reviewing eligibility, and responding to changes in circumstances, helping to ensure that relief remains appropriate over time.

Implementation of the policy will not introduce new categories of relief beyond those already available but will formalise existing practices into a single structured document. This will improve transparency for applicants and reduce the risk of inconsistent application of relief schemes. It will also provide a clear reference point for officers and Members when considering exceptional cases or reviewing existing awards.

Officers will update internal procedures, application processes, and guidance to ensure alignment with the new framework. Existing recipients of discretionary relief will be managed in accordance with the new policy principles at the point of review or renewal, ensuring a smooth transition without unnecessary disruption to eligible organisations. However, it is not expected that this policy will alter any of the current awards.

This policy has developed upon the previous Discretionary Non-Domestic Rate Relief Policy. The policy is consistent with the previous policy with the only exception being the restriction on backdating any relief to the April of the year proceeding the financial year that the application is made e.g. an application made for Relief on 1 May 2026 can be backdated to a maximum of 1 April 2025.

4. Updates from Scrutiny

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

5. Financial Implications

The comments from the Interim Deputy Chief Executive and Section 151 Officer were as follows:

The financial implications to the Council will vary based upon the relief that is being awarded. The Government provides financial support to the Council on all mandatory reliefs and specific reliefs such as Retail, Hospitality and Leisure. However, where there is an award of discretionary relief outside of these arrangements then the Council is subject to its element of the cost (40%). As this policy is based on the current policy with no significant alterations then there should not be any significant additional costs to the Council.

6. Legal Implications

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

The Council's powers to grant, vary, or withdraw Discretionary Non-Domestic Rate Relief arise primarily from the Local Government Finance Act 1988, as amended, alongside provisions within the Local Government and Rating Act 1997, the Local Government Act 2003, and the Localism Act 2011, which provide local authorities with discretionary powers to reduce business rates liability where it is reasonable to do so. In addition, the Council must ensure that any relief awarded complies with the Subsidy Control Act 2022, which sets out the legal framework for providing financial assistance to organisations and businesses.

Although there is no statutory right of appeal against discretionary relief decisions, applicants may request a review by the Council and, ultimately,

decisions may be subject to Judicial Review. The existence of an approved policy helps mitigate legal risk by providing clear criteria, governance arrangements, and delegated authority for decision-making.

7. 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.

8. Equality Impact Assessment

An Equalities Impact Assessment is attached to this report.

9. Background Papers

Nil.

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Discretionary Non-Domestic Rate Relief

Document title	Discretionary Non-Domestic Rate Relief
Document version	1
Department	Deputy Chief Executive
Title of Author	Assistant Director Revenues, Benefits and Customer Services
Date document approved	
Review cycle	Every 2 years
Date of next review	April 2028

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1.0 Scope

This policy sets out how Broxtowe Borough Council will consider, award, review, and administer Discretionary Non-Domestic Rate Relief within the district. It applies to all eligible non-domestic ratepayers occupying properties in the Council's area who may qualify for support through locally determined discretionary relief schemes or Government-funded initiatives administered by the Council.

The policy covers a wide range of organisations and businesses, including charities, community and non-profit organisations, local businesses, and ratepayers experiencing financial hardship. It explains the principles the Council will apply when assessing applications, the factors considered when making decisions, and how relief will be managed to support local priorities while balancing the interests of the wider community.

This policy provides a consistent framework to ensure that decisions are fair, transparent, and proportionate. It also outlines how the Council will review awards, respond to changes in circumstances, and ensure that discretionary relief supports economic sustainability, community benefit, and the effective use of public resources.

2.0 Purpose

The purpose of this report is to present and define the Council's approach to the administration and award of Discretionary Non-Domestic Rate Relief, ensuring that support is provided in a fair, transparent, and consistent manner. The Policy outlines how discretionary relief will be applied to support local businesses, organisations, and community priorities, while balancing financial sustainability and the interests of local taxpayers, and providing a clear framework to guide decision-making and governance.

3.0 Aims and Objectives

The aim of this policy is to establish a clear, fair, and consistent framework for the award and administration of Discretionary Non-Domestic Rate Relief, ensuring that any support provided contributes positively to the economic wellbeing of the district while safeguarding the responsible use of public funds. The policy seeks to provide clarity for applicants, officers, and Members by setting out how decisions will be made and how relief will be managed in a transparent and proportionate way.

The objectives of the policy are to support local businesses, charities, and community organisations that deliver social, economic, or environmental benefits to residents, while helping to sustain valued local services, facilities, and employment opportunities. In doing so, the Council aims to balance the needs of individual ratepayers with the wider interests of local taxpayers, ensuring that any award of discretionary relief represents good value and supports long-term sustainability rather than short-term dependency.

The policy also aims to promote consistency and accountability in decision-making by providing a structured approach to assessing applications, monitoring awards, and responding to changes in circumstances. By establishing clear expectations and principles, the Council intends to encourage resilience, support community outcomes, and ensure that discretionary relief is used as a targeted tool to help maintain a strong and sustainable local economy.

4.0 Regulatory Code and Legal Framework

The Legal Framework for each aspect of Relief is detailed within the appropriate part of the Policy and Appendices.

5.0 Policy Outline

5.1 Mandatory Relief - Legislative Background

Charity Relief

- 5.2 The powers relating to the granting of mandatory and discretionary relief are given to the Council under the Local Government Finance Act 1988. Charities and Trustees for Charities are only liable to pay one fifth of the Non-Domestic Rates that would otherwise be payable where property is occupied and used wholly or mainly for charitable purposes. This amounts to mandatory relief of 80%. For the purposes of the Act, a charity is an organisation or trust established for charitable purposes, whether or not it is registered with the Charity Commission. The provision has been extended under the Local Government Act 2003 (effective from 1st April 2004) to registered Community Amateur Sports Clubs (CASCs). Full details of the mandatory provisions are given later within this policy.
- 5.3 In the case of charity shops, the premises must meet the criteria laid down by section 64 (10) of the Local Government Finance Act 1988 which states that the premises are to be treated as used for charitable purposes at any time it is wholly or mainly used for the sale of goods donated to the charity and the proceeds of goods (after any deductions for expenses) are applied for the purpose of the charity.
- 5.4 The Council has discretion to grant relief of up to a further 20% for these mandatory cases under its discretionary provisions.
- 5.5 From 1st April 2025, Central Government have determined that all Private Schools which would have previously been entitled to mandatory relief (either as a charity or charitable organisation), will **no longer be entitled to mandatory relief**. For the purposes of this change the definition of 'Private School' is an educational establishment that provides compulsory full time education where a fee is payable.
- 5.6 The Non-Domestic Rating (Multipliers and Private Schools Act 2025) will end relief eligibility for private schools. This change is intended to take effect from April 2025. Private schools which are 'wholly or mainly' concerned with providing full time education to pupils with an Education, Health and Care Plan will remain eligible for relief.

Rural Rate Relief

- 5.7 From 1st April 1998, under powers originally granted to the Council by the Local Government and Rating Act 1997, certain types of business in rural settlements, with a population below 3000 may qualify for mandatory rate relief of 100 per cent.
- 5.8 Where businesses in rural settlements have a Rateable Value of up to £16,500 and are not in receipt of mandatory relief, the Council may decide to give up to 100 per cent discretionary relief if it is satisfied that the business is of benefit to the community and having regard to the interests of its Council Taxpayers.

5.9 Discretionary Relief – Legislative Background

Introduction

- 5.10 The original purpose of discretionary relief was to provide assistance where the property does not qualify for mandatory relief, or to ‘top’ up cases where ratepayers already receive mandatory relief.
- 5.11 Over recent years and particularly since 2011, the discretionary relief provisions have been amended to allow authorities the flexibility to provide more assistance to businesses and organisations.
- 5.12 The range of bodies, which are eligible for discretionary rate relief, is wide and not all of the criteria laid down by the legislation will be applicable in each case.
- 5.13 Unlike mandatory relief, ratepayers are obliged to apply to the Council. The Council will expect all businesses to make applications in such a format as is required (which may vary from time to time) and for the business to provide such information and evidence as required in order to determine whether relief should be awarded.
- 5.14 The Council is obliged to carefully consider every application on its merits, taking into account the contribution that the organisation makes to the amenities within the authority’s area. There is no statutory appeal process or Tribunal against any decision made by the Council although, as with any

decision of a public authority, decisions can be reviewed by Judicial Review. The authority will however, upon request, review decisions made.

5.15 Granting of the relief falls broadly into the following categories:

- (a) Discretionary Relief – Charities who already receive mandatory relief;
- (b) Discretionary Relief – Premises occupied by organisations not established or conducted for profit whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts or premises occupied by organisations not established or conducted for profit and wholly or mainly used for purposes of recreation;
- (c) Discretionary Relief – Rural Rate Relief - premises not receiving mandatory relief but of benefit to the local community and less than £16,500 RV;
- (d) Discretionary Relief – Granted under the Localism Act 2011 provisions;
- (e) Supporting Small Businesses Relief (from 1st April 2023);
- (f) Retail Hospitality & Leisure Relief (from 1st April 2025 for a period of one year); and
- (g) S49 Relief

5.16 The decision to grant or not to grant discretionary relief is a matter purely for the Council.

The Council's general approach to granting Discretionary Relief

5.17 In deciding which organisations should receive discretionary rate relief, the Council has considered the following factors and priorities:

- (a) The awarding of relief will be in line with the Council's vision and values - The organisation will need to demonstrate how its use of business property contributes to the Council's priorities.
- (b) Be equitable and balance the wider interests of the community with the resources made available by the Council Taxpayer;
- (c) Any award should support business, charities, organisations, and groups that help to retain services in the Council's area and not compete directly with existing businesses in an unfair manner;
- (d) The award should help and encourage business, charities, organisations, groups, and communities to become self-reliant;
- (e) Awarding discretionary relief should not distort competition or significantly change the provision of services within the Council's area;
- (f) Local organisations will be given priority over national organisations;
- (g) Where requested, the organisation will need to supply the Council with clear evidence of **all** financial affairs (normally two full years) including, and most importantly, the amounts of monies raised, used, and invested locally.
- (h) To enable appropriate organisations to start, develop or continue their activities, which deliver outcomes to the community and that also relate to the priorities of the Council, which without granting discretionary relief they would be unable to do;
- (i) To assist the Council in delivering services which could not be provided otherwise; and
- (j) To ensure that the financial impact of awarding discretionary business rate relief is justified in terms of the local outcomes achieved by the organisation receiving it.

5.18 Where any reduction or remission is granted to a ratepayer under S49 Local Government Finance Act 1988 where hardship is proven to the Council, then this will be provided **after** applying any Government funded relief, where possible and subject to the requirements of individual reliefs.

5.19 In certain cases, the order in which relief is granted is specified. Mandatory relief shall be granted in all cases where the criteria is met irrespective of whether discretionary relief can be granted or

not.

The Council’s approach to granting Government led Discretionary Relief schemes.

5.20 Over the past few years, a number of schemes have been led by Central Government but without specific legislative changes. These are administered under S47 of the Local Government Finance Act 1988 and guidance is often provided. The Council is keen to support such initiatives especially where they are designed to help local businesses and will look to maximise both the reliefs given as well as maximise any grants receivable. However, the Council reserves the right to vary its approach where thought appropriate.

5.21 Effect on the Council’s Finances

5.22 The granting of discretionary relief will, in the main, involve a cost to the Council. Since the change to the funding for Non-Domestic Rating in April 2013, the effect of the relief is complex.

5.23 The costs of the relief will be borne in accordance with the Business Rates Retention Scheme shown above. This also applies where mandatory relief is granted. Further details of this can be found in **the table in 5.25**

5.24 Where Central Government leads an initiative, grants are often available through section 31 of the Local Government Act 2003. This is not automatic and Central Government will look to the Council to adopt the recommended approach when granting in these areas.

5.25 The financial effects of discretionary reliefs covered by this policy are as follows:

Appendix	Relief Type	Granted after 1st April 2025
	Charity Relief	
A	Discretionary relief granted to Mandatory Relief recipients.	40% of any discretionary relief borne will be borne by the Council.
B	Non-profit Making Organisations including Sports Clubs and societies.	40% of any discretionary relief borne will be borne by the Council.
	Rural Discretionary	
C	Discretionary Relief – Rural Rate Relief - premises not receiving mandatory relief but of benefit to the local community and less than £16,500 RV;	40% of any discretionary relief borne will be borne by the Council.
	Localism	
D	Discretionary Relief granted to ratepayers generally and not covered by any other section.	40% of any discretionary relief borne will be borne by the Council
	Supporting Small Business Relief	
E	Supporting Small Businesses Relief (from 1 April 2023 for a period of up to three years if conditions are met.	Section 31 Grant from Government

Appendix	Relief Type	Granted after 1st April 2025
	Retail, Hospitality and Leisure Relief	
F	Retail, Hospitality and Leisure Relief Scheme (from 1 April 2025 for a period of one year).	Section 31 Grant from Government.
	S49 Hardship Relief	
G	Granting relief where the ratepayer is suffering hardship	40% of any discretionary relief borne will be borne by the Council.

5.26 Discretionary Relief – Subsidy

5.27 Discretionary relief is potentially subject to the Subsidy Control Act 2022. The purpose of the Subsidy Control Act 2022 is to implement a domestic subsidy control regime in the United Kingdom that reflects the UK’s strategic interests and particular national circumstances, providing a legal framework within which public authorities make subsidy decisions.

5.28 To the extent that the Council is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act 2022 allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2025/26 year and the two previous financial years).

5.29 In those cases where it is clear to the Council that the ratepayer is likely to breach the MFA limit then the Council will withhold relief. Otherwise, the Council may include the relief in bills and ask the ratepayers, on a self-assessment basis, to inform the Council if they are in breach of the MFA limit.

5.30 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, the Council will include details of the subsidy on the subsidy control database.

5.31 Administration of Discretionary Relief

5.32 The following section outlines the procedures followed by officers in granting, amending, or cancelling discretionary relief and reduction.

Applications and Evidence

5.33 The Council has an application form which will be required to be completed. The Application form specifies whether the request is for Mandatory Relief, Discretionary Relief or both. A copy of this form can be found in Appendix H Applications outside of this format may be rejected.

5.34 Where indicated by the Council, organisations may be required to provide a completed application form plus any such evidence, documents, accounts (normally the last two years), financial statements etc. necessary to allow the Council to make a decision. Where insufficient information is provided, then no relief will be granted. In some cases, it may be necessary for officers to visit premises and we would expect organisations claiming relief to facilitate this where necessary.

5.35 Where applications are required, they should initially be made to the Revenues and Benefits Service and will be determined in accordance with this policy.

5.36 The Council will provide this service and provide guidance free of charge. Ratepayers are encouraged to approach the Council direct and NOT pay for such services through third parties. Applications for relief will be accepted from ratepayers only.

Granting of relief

5.37 In all cases, the Council will notify the ratepayer of decisions made.

5.38 Where an application is successful, the ratepayer will be notified. Where relief is not granted, then the following information is provided;

- An explanation of the decision within the context of the Council's statutory duty; and
- An explanation of the appeal rights (see below).

5.39 The maximum period for which the Council will consider awarding Discretionary relief is the start of the preceding financial year. For example: relief application received 8 August 2025 – the maximum period of award that could be considered is back to 1 April 2024. Where the relief is full Government funded, relief will be granted as long as the ratepayer is eligible.

5.40 A fresh application for discretionary relief may be necessary for each financial year **or** at such time-period as the Council determines.

Variation of a decision

5.41 Variations in any decision will be notified to ratepayers as soon as practicable and will take effect on a date determined by the Council.

5.42 A decision may be revoked at any time by the Council.

5.43 Scheme of Delegation

Granting, Varying, Reviewing and Revocation of Relief

5.44 All powers in relation to reliefs are given under the Local Government Finance Act 1988, the Local Government and Rating Act 1997, the Local Government Act 2003, and the Localism Act 2011. However section 223 of the Local Government Act 1992 allows for delegation of decisions by the Council to Cabinet, Committees, Sub-Committees or Officers.

5.45 The Council's scheme of delegation allows for the Assistant Director Revenues, Benefits and Customer Services to award, revise or revoke any discretionary relief applications.

5.46 Applications that are refused will, on request, be reconsidered if additional supporting information is provided or the refusal is subsequently considered to be based on a misinterpretation of the application.

Reviews

- 5.47 The policy for granting relief will be reviewed every two years or where there is a substantial change to the legislation or funding rules. At such time, a revised policy will be brought before the relevant committee of the Council.
- 5.48 Those accounts granted Discretionary Relief will be reviewed every two years, in line with the policy.

Appeals

- 5.49 Where the ratepayer wishes to appeal the decision of the Assistant Director Revenues, Benefits and Customer Services, the case will be considered by the Council's Deputy Chief Executive and Section 151 Officer whose decision on behalf of the Council will be final.
- 5.50 The formal appeal process for the ratepayer is Judicial Review although the Council will endeavour to explain any decision fully and openly with the ratepayer.

5.51 Reporting changes in circumstances

- 5.52 Where any award is granted to a ratepayer, the Council will require any changes in circumstances which may affect the relief, to be reported as soon as possible or in any event within 21 days of the change. This will be important where the change would result in the amount of the award being reduced or cancelled e.g., where the premises becomes unoccupied or is used for a purpose other than that determined by the Council as eligible for relief.
- 5.53 Where a change of circumstances is reported, the relief will, if appropriate, be revised or cancelled. Where any award is to be reduced, the Council will look to recover the amount from the date the change of circumstances occurred.

5.54 Fraud

Where a ratepayer falsely applies for any relief, or where the ratepayer provides false information, makes false representation, or deliberately withholds information in order to gain relief, prosecutions will be considered under the Fraud Act 2006

6.0 Related Policies, Procedures and Guidelines

The Policy has been developed in conjunction with the governments guidance on specific reliefs.

7.0 Review

The policy should be reviewed every two years.

8.0 Appendices

The appendices on this policy provide specific information on each relief.

Appendix A - Mandatory Relief recipients

General Explanation

- A.1 S43 of the Local Government Finance Act 1988 allows mandatory relief (80%) to be granted on premises if the ratepayer is a charity or trustees for a charity and the premises are wholly or mainly used for charitable purposes. No charge is made in respect of unoccupied premises where it appears that *when next in use* it will be used wholly or mainly for those purposes.
- A.2 The legislation has been amended by the Local Government Act 2003 (effective from 1st April 2004) to include registered Community Amateur Sports Clubs (CASC). These organisations can now receive the mandatory (80%) relief.

Charity registration

- A.3 Charities are defined within the legislation as being an institution or other organisation established for charitable purposes only or by persons administering a trust established for charitable purposes only.
- A.4 The question as to whether an organisation is a charity may be resolved in the majority of cases by reference to the register of charities maintained by the Charity Commissioners under s.4 of the Charities Act 1960. Entry in the register is conclusive evidence. By definition, under the Non-Domestic Rating legislation, there is no actual need for an organisation to be a registered charity to receive the relief and this has been supported by litigation, however in all cases the organisation must fall within the following categories:
- trusts for the relief of poverty;
 - trusts for the advancement of religion;
 - trusts for the advancement of education; and
 - trusts for other purposes beneficial to the community, but not falling under any of the preceding heads.
- A.5 Certain organisations are exempted from registration generally and are not required to make formal application to the Charity Commissioners these are:
- the Church Commissioners and any institution administered by them;
 - any registered society within the meaning of the Friendly Societies Acts of 1896 to 1974;
 - units of the Boy Scouts Association or the Girl Guides Association; and
 - voluntary schools within the meaning of the Education Acts of 1944 to 1980.
- A.6 The Council will consider charitable organisations, registered or not, for mandatory relief.

Use of Premises – wholly or mainly used.

- A.7 Irrespective of whether an organisation is registered as a charity or not, the premises **must** be wholly or mainly used for charitable purposes. This is essential if any relief (either mandatory or discretionary) is to be granted. In most cases this can be readily seen by inspection, but on occasions the Council has had to question the actual use to which the premises are to be put. In some cases, it will be necessary for the Council to inspect any premises fully.
- A.8 Guidance from the Department of Levelling Up, Housing and Communities has stated that in the case of 'mainly', at least 51% must be used for charitable purposes whether of that charity or of that and other charities

A.9 The following part of this section gives details on typical uses where relief may be given plus additional criteria that have to be satisfied. The list is not exhaustive but gives clear guidance on premises for which mandatory relief can be granted *and therefore* premises which may be equally considered for discretionary rate relief.

Offices, administration, and similar premises.

A.10 Premises used for administration of the Charity include:

- Offices;
- Meeting Rooms; and
- Conference Rooms.

Charity shops

A.11 Charity shops are required to meet additional legislative criteria if they are to receive mandatory relief. Section 64 (10) of the Local Government Finance Act 1988 provides that a property is to be treated as being wholly or mainly used for charitable purposes at any time if, at the time, it is wholly or mainly used for the sale of goods donated to a charity and the proceeds of the sale of the goods (after any deduction of expenses) are applied for the purposes of the charity.

A.12 In order to ascertain whether an organisation meets these requirements, inspections may be made by an officer of the Council when an application is received.

Granting of Mandatory Relief - the Council's Policy

A.13 Where the criteria for awarding mandatory relief are met, the rate charges shall be calculated in accordance with the legislation reducing the liability of ratepayers for each day that the criteria are met.

Charity Relief – Mandatory Relief recipients, the Council's Policy for granting discretionary relief.

A.14 The Council will consider applications for a discretionary rate relief 'top up' from charities based on their own merits, on a case-by-case basis.

A.15 National organisations and country wide charities already receiving 80% mandatory relief will not normally be granted discretionary relief unless it can be demonstrated that:

- (a) The value of the service to residents of the council and local communities can be shown to exceed the amount of the discretionary relief requested.
- (b) The work undertaken from the property named in the application for relief directly caters for the needs of residents of the council and benefits local communities and;
- (c) It provides a valuable service to the community which is complementary to those services provided by the council or;
- (d) The service it provides relieves the council of the need to provide that service.

Where it is identified that an organization is currently in receipt of a top-up and, under the adaptations of this policy, is no longer eligible, a period of 12 months will be provided before removing the Discretionary Relief.

A.16 The organisation should have no more than 12 months expenditure in unrestricted reserves unless a business case exists detailing how the reserves are to be used to the benefit of the local community and/or residents of Broxtowe Borough Council. Consideration will also be given to the income generated for the organisation by way of

investments.

- A.17 No discretionary relief will be given to charity shops as these are in direct competition with conventional shops and relief over and above the 80% mandatory relief could lead to commercially run shops suffering loss of trade.
- A.18 No discretionary relief will be granted to voluntary schools or colleges that are charitable trusts as these are already, to a substantial degree, publicly funded.
- A.19 For Community Amateur Sports Clubs (CASC) at least 75% of the club membership must comprise of residents from the Broxtowe Borough Council area. Providing that this criteria is met they will benefit from a 75% reduction.

Appendix B - Discretionary Relief – Non-Profit Making Organisations including Recreation.

General explanation

Non-Profit

- B.1 The legislation allows the Council to grant discretionary relief where the property is not an *excepted* one and all or part of it is occupied for the purposes of one or more institutions or other organisations none of which is established or conducted for profit and each of whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature, or the fine arts.
- B.2 Relief cannot be granted to any premises occupied by the Council, or any town, parish council or major Precepting Authority (*excepted premises*).
- B.3 A number of issues arise from the term 'not established or conducted for profit'. This requires the Council to make enquiries as to the overall purpose of the organisation although if surpluses and such amounts are directed towards the furtherance or achievement of the objects of the organisation then it does not necessarily mean that the organisation was established or conducted for profit.

Recreation Clubs

- B.4 Ideally all recreation clubs should be encouraged to apply for Community Amateur Sports Club (CASC) status, which would automatically entitle them to 80% relief. The relief granted to CASCs is covered earlier within this policy.
- B.5 Recreation clubs can also apply to the Charity Commissioners for registration as a Charity (thereby falling under the mandatory provisions for 80% relief) where they meet the following conditions:
- The promotion of community participation in healthy recreation and by the provision of facilities for the playing of particular sports; and
 - The advancement of the physical education of young people not undergoing formal education.
- B.6 Where sports clubs do not meet the CASC requirement, and are not registered charities, discretionary relief can be granted (0-100%) where the property is not an *excepted* one, it is wholly or mainly used for purposes of recreation and all or part of it is occupied for the purpose of a club, society or other organisation not established or conducted for profit.

Access to clubs

- B.7 Guidance issued by the MHCLG also requires the Council to consider access to clubs within the community before granting discretionary relief.
- B.8 Membership should be open to all sections of the community. There may be legitimate restrictions placed on membership which relate for example to ability in sport or to the achievement of a standard in the field covered by the organisation or where the capacity of the facility is limited, but in general membership should not be exclusive or restrictive.
- B.9 Membership rates should not be set at such a high level as to exclude the general community. However, membership fees may be payable at different rates that distinguish the different classes of membership such as juniors, adults, students, pensioners, players, non-players, employed and

unemployed. In general, the club or organisation must be prepared to show that the criteria by which it considers applications for membership are consistent with the principle of open access.

- B.10 The Council also asks the following question to help establish the level of access ‘Does the organisation actively encourage membership from particular groups in the community e.g., young people, women, older age groups, persons with disability, ethnic minorities’ etc.?’

Provision of facilities.

B.11 Clubs which provide training or education are encouraged, as are those who provide schemes for particular groups to develop their skills e.g., young people, the disabled, retired people.

B.12 A number of organisations run a bar. The mere existence of a bar will not in itself be a reason for not granting relief. However, the Council focuses on the main purpose of the organisation. The Council is encouraged to examine the balance between playing and non-playing members.

B.13 Within this area, the Council also considers whether the facilities provided relieve the Council of the need to do so or enhance and supplement those that it does provide.

Discretionary Relief - Non-Profit Organisations including Recreation – the Council’s Policy.

B.14 The Council will consider applications for discretionary rate relief from non-profit making organisations on their own merits on a case-by-case basis. In determining the application, the following matters will be taken into consideration:

- (a) Membership of any organisation making application for relief must be open to all sections of the community and the organisation must demonstrate that the way in which it operates does not discriminate against any section of the community;
- (b) The organisation should not operate a system whereby membership is determined by votes of existing members;
- (c) Any membership fees or subscriptions must not be set at a level that excludes the general community; consideration will also be given to the following:
 - Reductions in fees offered for certain groups e.g. elderly, disabled;
 - Where membership is encouraged from particular groups such as young people, persons with disabilities, ethnic minorities or older age groups;
 - Facilities are available for people other than members e.g. schools, public sessions.
 - Any membership selection criterion that requires applicants to have reached a certain standard before membership will be granted.
- (d) If the organisation/club has a licensed bar this will not prohibit an application for relief but the following must be evidenced:
 - That the bar income aids the overall operation and development of the main aims of the organisation; and
 - That the operation of the bar and any associated facilities is a minor function of the organisation
- (e) That the main activity remains the paramount objective of the organisation.

B.15 For all organisations consideration will be given to the extent that granting relief will help to preserve facilities that would otherwise be lost to the community.

- B.16 In view of the changes in legislation from 1st April 2025 removing certain private schools from receiving mandatory relief, the Council has decided that those establishments will **not** be granted any discretionary relief.
- B.17 For the purposes of this change the definition of 'Private School' is an educational establishment that provides compulsory full-time education where a fee or other consideration is payable.

Appendix C - Discretionary Relief – Premises within Rural Settlements

- C.1 In addition to having the ability to grant discretionary relief to those in receipt of mandatory relief, the Local Government and Rating Act 1997 allows discretionary relief of up to 100% to be granted where the rateable value is £16,500 or less and:
- Property is used for purposes which are of benefit to the local community; and
 - It would be reasonable for the billing authority to award relief, having regards to the Council's Council Taxpayers.
- C.2 As with most discretionary relief, part of the cost, is met by Central Government and the balance from local sources.
- C.3 The main criteria for granting discretionary relief in respect of rural rate relief is that premises are used to benefit the local community.

Benefit to the local community

- C.4 Whilst each application for the relief will be considered on its own merits, there are certain factors which weigh heavily in the decision-making process. It is this Council's belief that the spirit of the legislation is to assist businesses and amenities, which contribute significantly to the quality of life of the people who have their main home in the Rural Settlement.
- C.5 To be successful for consideration, a business must show that its existence is a significant benefit to the local community with the majority of local residents directly benefiting from services or facilities provided by that business.

Rural Rate Relief – the Council's Policy for granting discretionary relief.

- C.7 The Council will also consider applications for a discretionary rural rate relief from all ratepayers, not entitled to mandatory relief up to a maximum of 100%. The granting of any discretionary relief must be reasonable having regard to the effect on taxpayers of the Council.
- C.8 The Council currently will award the following level of relief:

Category of Business	Number of provisions within settlement	Mandatory Relief Level	Discretionary Relief Level
Post Offices and/or General Stores with RV of £8,500 or less	1	100%	Nil
	2	Nil	50%
	3	Nil	30%
	3+	Nil	Nil
Post Offices and/or General Stores with RV £8,501 to £16,500 and Businesses with RV less than £16,000 mainly providing :			
Sale of cooked & uncooked meats;	1	Nil	50%
Sale of baked goods;	2	Nil	25%
Sale of newspapers, magazines & confectionery;	3	Nil	15%
Pharmacy services	3+	Nil	Nil
Hot and/or cold prepared food to eat in or takeaway (not licensed to sell alcohol);			

Appendix D - Discretionary Relief – Localism Act 2011

General explanation

- D.1 Section 69 of the Localism Act 2011 amended Section 47 of the Local Government Finance Act 1988. These provisions allow all Councils to grant discretionary relief in **any** circumstances where it feels fit having regards to the effect on the Council Taxpayers of its area.
- D.2 The provisions are designed to give authorities flexibility in granting relief where it is felt that to do so would be of benefit generally to the area and be reasonable given the financial effect to Council Taxpayers. An example where the Council has granted relief in the past are where premises were affected by flooding.

Discretionary Relief – Localism – the Council’s Policy

- D.3 Applications will be considered from any ratepayer who wishes to apply. However, where a ratepayer is suffering hardship or severe difficulties in paying their rates liability then relief can be granted under the existing provisions as laid down by Section 49 of the Local Government Finance Act 1988. There will be no requirement to grant relief in such cases under the Council’s discretionary relief policy.
- D.4 Any ratepayer applying for discretionary rate relief under these provisions and who does not meet the criteria for existing relief (charities, non-profit making organisations etc.) may apply. When considering an application for rate relief the following factors will be taken into account:
- (a) That relief is for a temporary period;
 - (b) The significance of potential loss of employment in the area;
 - (c) Opportunities for new business growth, expansion, and employment within the area;
 - (d) The positive effects on business cash flow and evidence of positive impact on future viability;
 - (e) Sufficient evidence of likelihood of recovery of the applicant’s business;
 - (f) Reassurance of duration of retained employment and continued production/operation in the area;
 - (g) Uniqueness of service/commodity being provided within the community/district;
 - (h) What proactive measures the business/organisation is taking to reduce overheads, etc.;
 - (i) Measures being taken to reduce their rate liability, for example occupying smaller premises, letting out parts of the building, etc.;
 - (j) Consideration will also be given to rate deferral, reprofiling of instalments, arrangements as an alternative method of support;
 - (k) It is in the interests of council taxpayers as a whole to give relief;
 - (l) Giving rate relief to a business/organisation must be balanced against whether this creates unfair market conditions to the detriment of others;
 - (m) It should also be recognised that one of the main overheads of any business is Non-Domestic Rates and therefore it is reasonable to expect that businesses have made provision to pay this;
 - (n) Businesses can appeal against the rateable value or where there is a material change can apply to the Valuation Office Agency to have the rateable value reassessed. The Council would expect businesses to use this mechanism first; and
 - (o) Payment record history will be taken into account.
- D.5 Relief will be withdrawn/ cancelled if:
- (p) the conditions or circumstances on the basis of on which the relief was granted change or

- (q) fail to materialise, or the information submitted as part of the application proves to be misleading;
- (r) the applicant ceases to be the ratepayer; or
- (s) business/organisation ceases to trade (in case of occupied rates) or downscales operations and workforce in contravention of any agreement; or
- (t) the use of the property changes

- D.6 A formal application from the ratepayer will be required in each case and any relief will be granted in line with subsidy requirements as specified within this policy.
- D.7 In view of the changes in legislation from 1st April 2025 which removes certain private schools from receiving mandatory relief, the Council has decided that those establishments will **not** be granted any discretionary relief.
- D.8 For the purposes of this change the definition of 'Private School' is an educational establishment that provides compulsory full-time education where a fee or other consideration is payable.

Appendix E - Supporting Small Businesses Relief

General Explanation

- E.1 The Government will, in line with the eligibility criteria set out below, reimburse the Council if it uses its discretionary relief powers under section 47 of the Local Government Finance Act 1988 to grant Supporting Small Business relief.
- E.2 It will be for the Council to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47.
- E.3 Central government will reimburse the Council and major precepting authorities for the actual cost to them under the rates retention scheme of Supporting Small Business relief that falls within the definitions in this policy.

Who is eligible for the Supporting Small Business Relief and how much relief will be available?

- E.4 SSBR will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their Small Business, Rural Rate Relief or SSBR and, as a result, are facing large increases in their bills.
- E.5 Charities and Community Amateur Sports Clubs, who are already entitled to mandatory 80% relief, are not eligible for SSBR.
- E.6 To support these ratepayers, SSBR will ensure that the increase in the bills of these ratepayers is limited to a cash value determined by MHCLG. This cash maximum increase ensures that ratepayers do not face large bill increases after transitional relief and small business rate relief (as applicable) have been applied.
- E.7 A change of ratepayers will not affect eligibility for the Supporting Small Business scheme but eligibility will be lost if the property falls vacant or becomes occupied by a charity or Community Amateur Sports Club.
- E.8 There is no second property test for eligibility for the SSBR scheme. However, those ratepayers who lost entitlement to Small Business Rate Relief (because they failed the second property test) but have, under the rules for Small Business Rate Relief, been given a 12 month period of grace before their relief ended - can continue on the SSBR scheme for the remainder of their 12 month period of grace.

Sequence of reliefs

- E.9 Hereditaments eligible for charity or Community Amateur Sports Club relief or hereditaments which are unoccupied are not eligible for SSBR. For the avoidance of doubt, small business rate relief or rural rate relief will not be applied to further reduce the bill found under SSBR (to avoid the double counting of relief).
- E.10 The same principle applies to properties for which a Section 44A certificate has been granted (apportionment of rateable values for partly occupied properties). The presence of a section 44A certificate will not further reduce the bill found under SSBR.
- E.11 All other discretionary reliefs, including those funded by section 31 grants, will be considered after the application of SSBR.

Subsidy control

- E.12 The SSBR is likely to amount to a subsidy. Therefore, any relief provided by the Council under this scheme will need to comply with the UK's domestic and international subsidy control obligations.
- E.13 To the extent that the Council is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act 2022 allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2025/26 year and the two previous financial years).
- E.14 In those cases where it is clear to the Council that the ratepayer is likely to breach the MFA limit then the Council will withhold the relief. Otherwise, the Council may include the relief in bills and ask the ratepayers, on a self-assessment basis, to inform the Council if they are in breach of the MFA limit.
- E.15 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, the Council will include details of the subsidy on the subsidy control database.

Recalculations of reliefs

- E.16 As with other reliefs, the amount of SSBR awarded will be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or to the hereditament. This change of circumstances could arise during the year in question or during a later year.
- E.17 Therefore, when making an award for SSBR, the Council will ensure the conditions of the award that the relief are subject to the property's continuing eligibility. If the use of the property changes so that it is no longer eligible, the relevant chargeable amount must be recalculated to reflect that fact.

Supporting Small Businesses Relief – the Council's policy for granting discretionary relief.

- E.18 The Council has decided to grant relief strictly in accordance with Central Government guidelines.

Appendix F - Retail, Hospitality and Leisure Relief (RHL)

General Explanation

- F.1 From 1st April 2026, the government announced a change to the way in which those in the retail, hospitality and leisure sectors will have their Business Rates calculated. This change moves away from the relief being granted to changes in the multiplier calculation. However, the Council will still be required to consider RHL relief for the 2025/26 year. The 2025/26 Retail, Hospitality and Leisure Business Rates Relief scheme will provide eligible, occupied, retail, hospitality, and leisure properties with a 40% relief, up to a cash cap limit of £110,000 per business.

How will the relief be provided?

- F.2 As this is a temporary measure for 2025/26, Government is not changing the legislation relating to the reliefs available to properties. Instead, Government will, in line with the eligibility criteria set out in this guidance, reimburse the Council if it uses its discretionary relief powers under section 47 of the Local Government Finance Act 1988 (as amended) to grant relief. It will be for the Council to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47.
- F.3 Government will fully reimburse the Council and major precepting authorities for their loss of income under the rates retention scheme as a result of awarding the relief that falls within the definitions in this guidance, using a grant under section 31 of the Local Government Act 2003.
- F.4 The government expects the Council to apply and grant relief to qualifying ratepayers from the start of the 2025/26 billing year.

Which properties will benefit from relief?

- F.5 Hereditaments which benefit from the relief will be those which for a chargeable day in 2025/26:
- meet the eligibility criteria; and
 - the ratepayer for that chargeable day has not refused the relief for the eligible hereditament.

The ratepayer may refuse the relief for each eligible hereditament anytime up to 30 April 2026. The ratepayer cannot subsequently withdraw their refusal for either all or part of the financial year.

- F.6 The Council has decided that, for the purposes of section 47 of the 1988 Act, hereditaments where the ratepayer has refused the relief are outside of the scheme and outside of the scope of the decision of which hereditaments qualify for the discount and are therefore ineligible for the relief.
- F.7 In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, the Council may not grant the discount to themselves or precepting authorities.

How much relief will be available?

- F.8 Subject to the £110,000 cash cap per business, the total amount of government-funded relief available for each property for 2025/26 under this scheme is for chargeable days

from 1 April 2025 to 31 March 2026, 40% of the chargeable amount.

F.9 The relief will be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, but before those where the Council has used its wider discretionary relief powers introduced by the Localism Act 2011, which are not funded by section 31 grants. However, the former categories of discretionary relief available prior to the Localism Act 2011 (i.e., charitable relief etc.) will be applied first in the sequence of discretionary reliefs and, therefore, before Retail, Hospitality and Leisure relief. Authorities may use their discretionary powers to, at cost to themselves, offer further discounts outside this scheme or additional relief to hereditaments within the scheme. However, where the Council applies a locally funded relief under section 47, this will be applied after the Retail, Hospitality and Leisure relief.

F.10 The ordering **will** be applied in following sequence:

- Transitional Relief
- Mandatory Reliefs (as determined in legislation)
- S.47 Discretionary Relief in the following order:
 - (i) 2023 Supporting Small Business (SSB);
 - (ii) Former categories of discretionary relief available prior to the Localism Act 2011 (i.e., charitable, CASC, rural top up, and not for profit) will be applied first in the sequence of discretionary reliefs, after SSB;
 - (iii) Other discretionary (centrally funded);
 - (iv) 2025/26 Retail Hospitality and Leisure relief scheme; and
 - (v) Other locally funded schemes (such as section 49 hardship).

F.11 Subject to the cash cap, the eligibility for the discount and the relief itself will be assessed and calculated on a daily basis. The following formula will be used to determine the amount of relief to be granted for a chargeable day for a particular hereditament in the financial year 2025/26:

- Amount of relief to be granted = $V \times 0.40$ where:
- V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any certain other discretionary reliefs in line with the above.

F.12 This will be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.

F.13 Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties up to the maximum £110,000 cash cap, per business.

The Cash Cap and Subsidy Control

F.14 Under the cash cap, no ratepayer can in any circumstances exceed the £110,000 cash cap across all of their hereditaments in England.

F.15 Where a ratepayer has a qualifying connection with another ratepayer, then those ratepayers will be considered as one ratepayer for the purposes of the cash caps. A ratepayer shall be treated as having a qualifying connection with another:

- (a) where both ratepayers are companies, and
 - (i) one is a subsidiary of the other, or
 - (ii) both are subsidiaries of the same company; or
- (b) where only one ratepayer is a company, the other ratepayer (the “second ratepayer”) has such an interest in that company as would, if the second ratepayer were a company, result in it being the holding company of the other.

F.16 The Retail Hospitality and Leisure Scheme is likely to amount to subsidy. Any relief provided by the Council under this scheme will need to comply with the UK's domestic and international subsidy control obligations.

F.17 To the extent that the Council is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a 3-year period (consisting of the 2025/26 year and the 2 previous financial years).

F.18 In those cases, where it is clear to the Council that the ratepayer is likely to breach the cash cap or the MFA limit, then the Council will automatically withhold the relief.

F.19 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, the Council will include details of the subsidy on the subsidy control database.

Splits, mergers, and changes to existing hereditaments

F.20 The relief will be applied on a day-to-day basis using the formula set out above. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, will be considered afresh for the relief on that day.

Recalculations of relief

F.21 The amount of relief awarded will be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year.

Eligibility for the Retail, Hospitality and Leisure Relief Scheme

F.22 The Council uses the following definitions to establish eligibility for the relief:

Hereditaments that meet the eligibility for Retail, Hospitality and Leisure scheme will be occupied hereditaments which meet all of the following conditions for the chargeable day:

- they are wholly or mainly being used:
 - (i) as shops, restaurants, cafes, drinking establishments, cinemas, or live music venues,
 - (ii) for assembly and leisure; or
 - (iii) as hotels, guest & boarding premises, or self-catering accommodation
- i. Hereditaments that are being used for the sale of goods to visiting members of the public:
 - Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
 - Car/caravan show rooms
 - Second-hand car lots
 - Markets
 - Petrol stations

- Garden centres
- Art galleries (where art is for sale/hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hairdressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/key cutting
- Travel agents
- Ticket offices e.g., for theatre
- Dry cleaners
- Launderettes
- PC/TV/domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

iii. Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bar

iv. Hereditaments which are being used as cinemas.

v. Hereditaments that are being used as live music venues:

- Live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).
- Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g., the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g., because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).
- There may be circumstances in which it is difficult to tell whether an activity is a performance of live music or, instead, the playing of recorded music.

vi. Hereditaments that are being used for the provision of sport, leisure, and facilities to visiting members of the public (including for the viewing of such activities).

- Sports grounds and clubs
- Museums and art galleries
- Nightclubs
- Sport and leisure facilities
- Stately homes and historic houses
- Theatres

- Tourist attractions
- Gyms
- Wellness centres, spas, massage parlours
- Casinos, gambling clubs and bingo halls

vii. Hereditaments that are being used for the assembly of visiting members of the public.

- Public halls
- Clubhouses, clubs, and institutions

viii. Hereditaments where the non-domestic part is being used for the provision of living accommodation as a business:

- Hotels, Guest, and Boarding Houses
- Holiday homes
- Caravan parks and sites

F.23 To qualify for the relief the hereditament should be wholly or mainly being used for the above qualifying purposes. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

F.24 The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied uses that exist within the qualifying purposes.

Hereditaments that are being used for the provision of the following services to visiting members of the public:

F.25 The list below sets out the types of uses that the government does **not** consider to be an eligible use for the purpose of this discount. Again, it is for the Council to determine for themselves whether particular properties are broadly similar in nature to those below and, if so, to consider them **not** eligible for the discount under their local scheme:

- Financial services (e.g., banks, building societies, cash points, bureaux de change, short-term loan providers, betting shops);
- Medical services (e.g., vets, dentists, doctors, osteopaths, chiropractors);
- Professional services (e.g., solicitors, accountants, insurance agents/ financial advisers, employment agencies, estate agents, letting agents); and
- Post office sorting offices.

Retail Hospitality and Leisure Relief – the Council’s policy for granting discretionary relief.

F.26 The Council has decided to grant relief strictly in accordance with Central Government guidelines

Appendix G - Section 49 – Hardship Relief

General explanation

G.1 The Council is able to exercise its discretion under Section 49 of the Local Government Finance Act 1988 to provide either partial or full relief for non-domestic rate payments in cases of hardship where it would be reasonable to do so having due regard to the interests of council tax payers in general.

Section 49 Hardship Relief – the Council’s Policy

G.2 The Council will consider applications for hardship relief from individuals and organisations based on their own merits on a case-by-case basis. The Assistant Director Revenues, Benefits and Customer Services will consider applications. Application forms are available from the Council.

G.3 In making decisions on whether to award the relief the Council takes into account the following criteria (not listed in any priority):

- Any reduction or remission of rates on the grounds of hardship should be the exception rather than the rule;
- Any reduction of the rates must be shown to be significant to the future viability of the business;
- The business must continue to trade;
- Cash flow forecasts for a minimum of the next twelve months must be provided together with a comprehensive Business Plan incorporating a brief history of the business;
- The test of "hardship" is not strictly confined to financial hardship and that this, in itself, is not a deciding factor;
- The loss of the business would reduce amenities of an area if it is the sole provider of a service in the area;
- Details of any subsidy, grants, or subsidies either from central or local government over the previous three years;
- The loss of the business would worsen the employment prospects in the area;
- The interests of the Council Tax payers of the area would be best served by awarding the relief;
- The business must demonstrate how it is beneficial to the local community and why it is currently suffering financial hardship;
- The business provides employment to local residents in an area where employment opportunities are limited;
- Independent advice given by banks or financial advisors should be sought to demonstrate the future viability of the business; and
- Applications will only be considered where signed by the ratepayer, or, where an organisation is the ratepayer, an appropriately authorised representative of the organisation.

The ratepayer will provide additional information as deemed necessary by the Council to be essential in order for a fair evaluation of the application.

Appendix H – Application Form for Relief

Customer Services

billing@broxtowe.gov.uk

Account Number

Date

Address

Address

Address

APPLICATION FOR MANDATORY AND/OR DISCRETIONARY RATE RELIEF UNDER SECTIONS 43 AND 47 OF LOCAL GOVERNMENT FINANCE ACT 1988

RE:

1. Full Name of Organisation:
2. Is the Organisation incorporated or unincorporated?

If unincorporated please state the trustees names, or in the case of a club with members the names of the committee members

3. Address of premises in respect of which relief is being claimed:
4. Date from which relief is being claimed:
5. Type of relief being claimed: Mandatory Discretionary
Please tick as appropriate
6. Please detail the main objects and purposes of your organisation:
7. Is the organisation registered with the Charity Commission? YES/NO
8. If YES, please state the Registration Number:
9. Please confirm the activities undertaken at the premises to which the application relates:
10. If the premises are used by any organisation other than the applicant please confirm who uses the premises and for what purpose:
11. Please state the total number of members the organisation has and the approximate number of members who live in the area administered by the Council:
12. Does the organisation possess a written constitution or set of rules? YES/NO

If YES, please submit a copy.

IF NO, how is the organisation constituted?

13. What are the qualifications for membership?

14. Please confirm details of any membership fees:

15. If the application relates to a charity shop, please confirm the percentage of the goods sold which are bought in items, and the percentage which are donations:

16. If there is a licensed bar is it incidental to the main purpose of the organisation?

17. Please provide details of the reason for any reserves shown in your accounts.

18. Please provide any other information you consider relevant to your application:

COPIES OF YOUR ORGANISATION'S AUDITED ACCOUNTS FOR THE LAST THREE YEARS SHOULD BE SUBMITTED IN SUPPORT OF YOUR APPLICATION. WITHOUT THESE YOUR APPLICATION CANNOT BE CONSIDERED.

Declaration

I, the undersigned make application for relief from National Non Domestic Rates under Sections 43 and 47 of the Local Government Finance Act 1988, in respect of the premises and of the organisation detailed overleaf.

Signature:

Name (please print):

Office of the person submitting the application:

Address for any correspondence if different from the address overleaf:

Date:

Telephone Number:
(For any queries)

Privacy Notice

Information held by Broxtowe Borough Council for National Non Domestic Rate administration purposes will be used, when required by law, for comparison with other government departments, councils and systems to aid the prevention and detection of fraud and error. For information on how we process and store your personal data see our privacy notice at: www.broxtowe.gov.uk

Appendix I – Policy Change Table

Policy Section	Suggested Change	Reason for Change
5.39	Addition of a maximum period of backdating in relation to Relief	To provide clarity on a maximum period of backdated award.
5.45	Details the responsible Officer for making initial decisions on Discretionary Relief	To provide appropriate level of authority within the Councils Scheme of Delegation.
5.48	Ensuring those receiving Discretionary Relief are reviewed every two years	To provide transparency on when Discretionary Reviews will take place
5.49	Details of the Officer Responsible for reviewing any decisions that are subject to an appeal made by the Taxpayer	To provide appropriate level of authority within the Councils Scheme of Delegation.
5.50	Reviewing the Policy every two years	Ensure that the policy is reviewed in a timely manner.
Appendix A A.15	Removing the 20% top-up to national charities that cannot demonstrate a value of service for local residents and communities. The Policy suggests a 12 months grace period before removing for those currently receiving the Discretionary Relief.	To provide a consistent approach to how national charities are administered.

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	Assistant Director Revenues, Benefits and Customer Services
Name of the policy or function to be assessed:		Discretionary Non-Domestic Rate Relief Policy	
Title of the Officer undertaking the assessment:		Assistant Director Revenues, Benefits and Customer Services	
Is this a new or an existing policy or function?		Existing Policy	
<p>1. What are the aims and objectives of the policy or function?</p> <p>The aim of this policy is to establish a clear, fair, and consistent framework for the award and administration of Discretionary Non-Domestic Rate Relief, ensuring that any support provided contributes positively to the economic wellbeing of the district while safeguarding the responsible use of public funds. The policy seeks to provide clarity for applicants, officers, and Members by setting out how decisions will be made and how relief will be managed in a transparent and proportionate way.</p> <p>The policy also aims to promote consistency and accountability in decision-making by providing a structured approach to assessing applications, monitoring awards, and responding to changes in circumstances. By establishing clear expectations and principles, the Council intends to encourage resilience, support community outcomes, and ensure that discretionary relief is used as a targeted tool to help maintain a strong and sustainable local economy.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>The objectives of the policy are to support local businesses, charities, and community organisations that deliver social, economic, or environmental benefits to residents, while helping to sustain valued local services, facilities, and employment opportunities. In doing so, the Council aims to balance the needs of individual ratepayers with the wider interests of local taxpayers, ensuring that any award of discretionary relief represents good value and supports long-term sustainability rather than short-term dependency.</p>			

Directorate:	Deputy Chief Executive	Title of the Lead Officer responsible for EIA	Assistant Director Revenues, Benefits and Customer Services
3. Who is intended to benefit from the policy or function?			
The Policy will primarily benefit Small and Medium Enterprises within the Broxtowe Borough Council area.			
4. Who are the main stakeholders in relation to the policy or function?			
Businesses operating in the Broxtowe Borough Council area.			
5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?			
The Council currently has an existing Discretionary Policy to support businesses. Those currently receiving support are expected to continue to receive the reliefs applied.			
6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?			
The Council currently has an existing Discretionary Policy to support businesses. Those currently receiving support are expected to continue to receive the reliefs applied.			
7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?			
No consultation has been conducted.			
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:			
No			

<p><input type="checkbox"/> Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</p> <p>No</p>
<p><input type="checkbox"/> Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</p> <p>Yes</p>
<p><input type="checkbox"/> Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</p> <p>No</p>
<p><input type="checkbox"/> Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</p> <p>No</p>
<p><input type="checkbox"/> What further evidence is needed to understand the impact on equality?</p> <p>Not Applicable</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: Not Applicable</p>
<p>Disability: Not Applicable</p>
<p>Gender: Not Applicable</p>
<p>Gender Reassignment: Not Applicable</p>
<p>Marriage and Civil Partnership: Not Applicable</p>
<p>Pregnancy and Maternity: Not Applicable</p>
<p>Race: Not Applicable</p>
<p>Religion and Belief: Not Applicable</p>
<p>Sexual Orientation: Not Applicable</p>

Care Experience: Not Applicable

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: xx

Report of the Interim Chief Executive

Local Government Reorganisation

1. Purpose of Report

To provide Members with an update on the ongoing preparatory work being undertaken across Nottingham and Nottinghamshire in relation to Local Government Reorganisation (LGR), and to detail the Council’s response to the Government consultation on the proposals for reorganisation.

2. Recommendation

Cabinet is asked to NOTE the report.

3. Detail

This report highlights the collaborative work currently underway across the councils in Nottingham and Nottinghamshire through a series of thematic workstreams. It also identifies Broxtowe Borough Council’s response to the Government consultation on the proposals for Local Government Reorganisation in Nottingham and Nottinghamshire.

Preparatory Workstreams Across Nottingham and Nottinghamshire

Following the Government’s invitation for proposals for Local Government Reorganisation in Nottingham and Nottinghamshire, the councils across the area have been working collaboratively to prepare in advance of the Secretary of State decision.

As part of this work, a series of nine thematic workstreams have been established. These workstreams bring together officers from across the councils to gather information and assess current service arrangements in preparation.

The workstreams are designed to support a coordinated and informed approach to planning for Local Government Reorganisation, regardless of which option may ultimately be implemented by Government.

The nine workstreams currently in operation are:

Workstream 1	Data, digital, and technology
Workstream 2	Procurement and contracts
Workstream 3	Finance
Workstream 4	Workforce and HR
Workstream 5	Assets
Workstream 6	Delivery Models
Workstream 7	Legislation and legal
Workstream 8	Housing
Workstream 9	People Services

Each workstream is led by a Chief Executive from one of the councils within Nottingham and Nottinghamshire, to ensure strong senior leadership and oversight across the programme of work. Officers from Broxtowe Borough Council are represented on all of the workstreams, ensuring that the Council is fully engaged in the process and able to contribute to discussions relating to service delivery and organisational planning.

The primary purpose of these workstreams is to gather information and build a shared understanding of current service delivery arrangements across the area, including identifying key assets, service structures, workforce considerations and operational dependencies. The workstreams are focused on information gathering and transition planning, rather than determining the final structure of local government in the area.

Government Consultation Response

The Government has launched a consultation seeking views on the proposals submitted for Local Government Reorganisation in Nottingham and Nottinghamshire. The consultation provides a total of eight specific questions in which those responding can select from a list ranging from 'Strongly Agree' to 'Strongly Disagree', with a further option of 'Don't Know'. A final free text field is provided for further comments. The survey replicates these questions across all three of the proposed submissions in relation to Nottingham and Nottinghamshire.

A meeting was convened on 16 March 2026 to allow all Broxtowe group leaders to discuss the proposed feedback to the consultation on behalf of the Council.

The purpose of this meeting was to ensure that the Council's response reflected a broad understanding of Members' perspectives and that political leaders were given the opportunity to contribute to the discussion prior to submission.

The responses to each question of the consultation were recorded based upon a majority response from the leaders of the group. The **Appendix** provides a detailed response to each question on the consultation survey submitted by Broxtowe Borough Council.

4. Financial Implications

The comments from the Interim Deputy Chief Executive were as follows:

The Interim Deputy Chief Executive and Section 151 Officer will continue to work with the Nottinghamshire Finance Officers Association (NFOA) on LGR matters, having previously supported the NFOA with the financial aspects of the options submitted in November 2025. This work was completed in conjunction with the consultants, PwC, and supported by CIPFA. The assumptions made by PwC have been challenged and reasonable assurances have been provided as to transition costs and potential financial savings that could be achieved by LGR.

5. Legal Implications

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

The Council was invited on 5 February 2025 to submit a proposal for unitarisation and local government reorganisation under Part 1 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) across Nottinghamshire and Nottingham. This power has been actively exercised under the current government's Devolution Priority Programme, as outlined in the English Devolution White Paper published in December 2024, which sets out a renewed commitment to simplifying local government structures to improve service delivery, accountability, and efficiency. These invitations were issued pursuant to the statutory powers under the 2007 Act, supported by ministerial statements and guidance that establish criteria for assessing proposals, including local support, financial sustainability, and service improvement.

Under section 3(6) of the 2007 Act, the Council may respond to the invitation either by a) making its own proposal in accordance with the invitation; or b) making a proposal, in accordance with the invitation, jointly with any of the other authorities. In any event, the proposal will have some sort of impact on Nottinghamshire authorities, when the proposals come to be considered by the Secretary of State as a whole.

There is no statutory requirement on the Councils to consult the members of the public affected by a proposed reorganisation. However, the Secretary of State's invitation and guidance does state that ‘It is for councils to decide how best to engage locally in a meaningful and constructive way and this engagement activity should be evidenced in your proposal’ and ‘Proposals should include evidence of local engagement, an explanation of the views that have been put forward and how concerns will be addressed’. Engagement in respect of the Councils' proposed preferred option has been undertaken, and the results of that engagement are set out in this report.

The decision is then to be made by the Secretary of State by way of a Structural Changes Order (SCO) being laid, which is to follow only after a period of consultation to be undertaken by the Secretary of State and any response to a request for review made of the Boundary Commission. The SCO will cover the initial transitional arrangements, pending elections to the new local government areas, as well as matters relating to those elections.

The approval of any proposal under the Act is an executive function in accordance with the Local Government Act 2000 Section 9D(2). The Executive will, therefore, be required to make a final decision on approving the Council's proposal for submission, taking into consideration the recommendations of the Council, which is a consultee in relation to this matter.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

The Union comments were as follows:

It is probably too early at this stage to make any firm comments until the situation affecting members of staff are fully known. Regular engagement with staff to make them aware of progress and to seek their views on these important proposals is essential to maintaining good staff morale moving forward. We do accept that as the LGR progresses then the implications on staff will be clearer and then we feel that relevant feedback from Unison will thus be provided.

8. Climate Change Implications

Not applicable.

9. Data Protection Compliance Implications

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

10. Equality Impact Assessment

Not applicable.

11. Background Papers

Nil.

Submitted to Consultation on Proposals for Local Government Reorganisation in Nottinghamshire and Nottingham
Submitted on 2026-03-24 13:40:37

Tell us about yourself

1 What is your name?

Name:

[REDACTED]

2 Are you responding as an individual or providing an official response on behalf of an organisation?

Official response on behalf of an organisation

3 Are you providing the official response from a named consultee?

Yes

4 In which council area is your address? (if you are responding as an individual this is your home address. If you are responding as an organisation this is your organisation address)

Nottinghamshire County Council

5 If you are responding on behalf of an organisation, please let us know the organisation's name:

Organisation:

Broxtowe Borough Council

6 If you are responding on behalf of an organisation, please let us know your position within the organisation:

Position in organisation::

Assistant Director Revenues, Benefits, Customer Services and LGR Lead

7 If you are responding on behalf of an organisation, please select the type of organisation from the options below:

Local government - principal council within the invitation area

8 What is your email address?

Email address::

[REDACTED]

Personal Data

1 Please read and tick the box before proceeding with the consultation

The next pages in this consultation include free text boxes. Please tick this box to confirm that you will not include information which may identify an individual in these boxes.

Consultation on the Proposal from Bassetlaw District Council, Gedling Borough Council, Mansfield District Council, Newark and Sherwood District Council

1 To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

Dropdown answers:

Strongly disagree

2 To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

dropdwon answers:

Strongly disagree

3 To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?

dropdown answers:

Strongly disagree

4 To what extent do you agree or disagree that this proposal will put local government in the area as a whole on a firmer footing, particularly given that some councils in the area are in Best Value intervention and in receipt of exceptional financial support?

Dropdown answers:

Strongly disagree

5 To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?

Dropdown answers:

Strongly disagree

6 To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

Dropdown answers:

Strongly disagree

7 To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements?

Dropdown answers:

Strongly disagree

8 To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?

Dropdown answers:

Strongly disagree

9 If you would like to, please use the free text box to explain the answers you have provided to questions 1-8 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on the proposal.

Text box to add further comments:

When completing the consultation, it stipulates that Broxtowe Borough Council did not submit a proposal. We feel that this does not highlight the reasoning behind the decision of the Council. Information has already been provided to the Secretary of State in our letters dated 24 October 2025 and 28 November 2025. The Council feels that detailing this reasoning within the consultation would provide greater context for those completing the survey.

Broxtowe Borough Council is not opposed to Local Government Reorganisation in principle. However, the Council's view is that any reorganisation should be undertaken following a service-led review, based on clear evidence that structural change will improve outcomes for residents and communities. The Council does not consider that the current proposals for Local Government Reorganisation in Nottingham and Nottinghamshire meet this test. At its meeting on 26 November 2025, Broxtowe Borough Council's Full Council recommended that all three proposals be rejected. This recommendation was subsequently endorsed by Cabinet on 27 November 2025, and the Council's position was communicated to the Secretary of State.

The Council wishes to raise its view on the development of the current proposals. At the interim plan stage, the options under consideration were 1b, 1e and Option 2. Option 2 was subsequently dismissed as it did not meet the Government's population threshold requirements for a new authority. As a result, the focus of discussion across Nottinghamshire was largely centred on Options 1b and 1e. The Bii option was introduced at a late stage. As a result, residents outside of the city boundary were not meaningfully consulted during the August 2025 countywide consultation. Broxtowe Borough Council considers that this limited the opportunity for residents and stakeholders to provide informed feedback on this proposal.

In forming its position, the Council also undertook a public consultation to understand the views of residents. A total of 12,507 responses were received, with 71% stating that they did not support any of the proposed options. This significant level of engagement demonstrates the strength of feeling within the Borough and has informed the Council's request that the current process be reconsidered.

The Council has therefore previously requested that the process be paused to allow for a service-led review, ensuring that any future proposals are clearly focused on improving the delivery of public services.

Members have also expressed concern that the creation of larger unitary authorities may significantly increase the number of residents represented by each councillor. This could place greater demands on councillors' time and potentially make it more difficult for individuals in full-time employment to undertake the role, thereby reducing accessibility to local democratic representation.

10 I confirm that I have not provided any information that identifies an individual in the free text box.

Yes

Consultation on the Proposal from Nottingham City Council

1 To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

Dropdown answers:

Strongly disagree

2 To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

dropdwon answers:

Strongly disagree

3 To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?

dropdown answers:

Strongly disagree

4 To what extent do you agree or disagree that this proposal will put local government in the area as a whole on a firmer footing, particularly given that some councils in the area are in Best Value intervention and in receipt of exceptional financial support?

Dropdown answers:

Strongly disagree

5 To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?

Dropdown answers:

Strongly disagree

6 To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

Dropdown answers:

Strongly disagree

7 To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements?

Dropdown answers:

Strongly disagree

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Dropdown answers:

Strongly disagree

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Text box to add further comments:

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Members have also expressed concern that the creation of larger unitary authorities may significantly increase the number of residents represented by each councillor. This could place greater demands on councillors' time and potentially make it more difficult for individuals in full-time employment to undertake the role, thereby reducing accessibility to local democratic representation.

10 This is a proposal that is accompanied by a request that the Secretary of State considers boundary change or that affects wider public services. To what extent do you agree or disagree that the proposal sets out a strong public services and financial sustainability justification for boundary change?

Dropdown answers:

Strongly disagree

11 If you would like to, please use this free text box to explain your answer to question 10

Text box to add further comments:

Please see the statement in response to question 9.

12 I confirm that I have not provided any information that identifies an individual in the free text box.

Yes

Consultation on the Proposal from Nottinghamshire County Council and Rushcliffe Borough Council

1 To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

Dropdown answers:

Strongly disagree

2 To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

dropdown answers:

Strongly disagree

3 To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?

dropdown answers:

Strongly disagree

4 To what extent do you agree or disagree that this proposal will put local government in the area as a whole on a firmer footing, particularly given that some councils in the area are in Best Value intervention and in receipt of exceptional financial support?

Dropdown answers:

Strongly disagree

5 To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?

Dropdown answers:

Strongly disagree

6 To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

Dropdown answers:

Strongly disagree

7 To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements?

Dropdown answers:

Strongly disagree

8 To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?

Dropdown answers:

Strongly disagree

9 If you would like to, please use the free text box to explain the answers you have provided to questions 1-8 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on the proposal.

Text box to add further comments:

When completing the consultation, it stipulates that Broxtowe Borough Council did not submit a proposal. We feel that this does not highlight the reasoning behind the decision of the Council. Information has already been provided to the Secretary of State in our letters dated 24 October 2025 and 28 November 2025. The Council feels that detailing this reasoning within the consultation would provide greater context for those completing the survey.

Broxtowe Borough Council is not opposed to Local Government Reorganisation in principle. However, the Council's view is that any reorganisation should be undertaken following a service-led review, based on clear evidence that structural change will improve outcomes for residents and communities.

The Council does not consider that the current proposals for Local Government Reorganisation in Nottingham and Nottinghamshire meet this test. At its

meeting on 26 November 2025, Broxtowe Borough Council's Full Council recommended that all three proposals be rejected. This recommendation was subsequently endorsed by Cabinet on 27 November 2025, and the Council's position was communicated to the Secretary of State.

The Council wishes to raise its view on the development of the current proposals. At the interim plan stage, the options under consideration were 1b, 1e and Option 2. Option 2 was subsequently dismissed as it did not meet the Government's population threshold requirements for a new authority. As a result, the focus of discussion across Nottinghamshire was largely centred on Options 1b and 1e. The Bii option was introduced at a late stage. As a result, residents outside of the city boundary were not meaningfully consulted during the August 2025 countywide consultation. Broxtowe Borough Council considers that this limited the opportunity for residents and stakeholders to provide informed feedback on this proposal.

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The Council has therefore previously requested that the process be paused to allow for a service-led review, ensuring that any future proposals are clearly focused on improving the delivery of public services.

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10 I confirm that I have not provided any information that identifies an individual in the free text box.

Yes

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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 2026/27

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 2026/27 is as follows:

	<u>£</u>
Revenue Grant Aid Budget	168,800
Less: Citizens' Advice Central Nottinghamshire	(73,750)
Less: Provision for Rent and Related Expenses	(78,750)
Balance Available for Distribution	16,300

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 Interim Deputy Chief Executive and Section 151 Officer 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 2026/27 if the budget is not to be exceeded. The total 'cash' grants requested in this report is £6,200 (including up to £5,150 capital grant) with the additional sums requested in this report, when compared to the previous year, amounting to £6,200 if all applications are fully supported.

7. Legal Implications

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

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

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

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

Application

The following grant application has been received for consideration:

		<u>Previous Grant Award</u> £	<u>Current Grant Request</u> £
Canalside Heritage Centre Trust	1	-	6,200*
			<u>6,200</u>

*This includes a capital grant request of up to an estimated £5,150, with the balance being considered a revenue contribution.

1. CANALSIDE HERITAGE CENTRE TRUST

The Canalside Heritage Centre Trust ('the Trust') was established in 2014 with the aim to renovate and restore the weir cottages at Beeston Lock into sustainable use as a heritage, education and arts centre for all.

Since then, the Trust has become a community hub for the local and wider community to come along and connect with other people through a range of activities they deliver. These include educational activities and workshops, art and craft groups, wellbeing groups among others. The Trust also facilitates a Tea Room and shop and has an exhibition space with rotating exhibitions.

With a strong and active volunteer base, who support delivery of activities and help to maintain our centre and garden areas, the Trust considers itself to be established as a place for people to come along and improve their mental wellbeing by being near the water and the natural environment and by taking part in Trust activities.

The Trust estimates that approximately 80,000 people (around half of which are Broxtowe residents) visit the centre each year and has provided detailed narrative on the benefits it brings to the community, as follows:

Community Facilities and Social Opportunities

The Heritage Centre operates as a community hub where local residents can meet, learn and take part in activities. Facilities include:

- Community rooms used for social groups, arts and crafts, reading clubs and wellbeing sessions
- Regular social activities such as craft groups, family sessions and large community events
- Affordable tearoom and meeting space encouraging social interaction
- Volunteer opportunities that help residents gain skills and confidence.

These activities help reduce isolation and promote community cohesion.

Heritage and Educational Benefits

The Trust preserves and shares the history of Beeston's waterways and local heritage by:

- Providing exhibitions and interpretation about canal and river history
- Running educational workshops and school visits
- Offering heritage related events, exhibitions and learning activities
- Engaging schoolchildren with local history and conservation.

This supports lifelong learning and helps residents connect with the area's history.

Health and Wellbeing Benefits

The centre promotes physical and mental wellbeing through:

- Walking and outdoor activities along the canal and river
- Social groups and creative activities supporting mental health
- Access to a peaceful environment and community garden
- Wellbeing programmes held at the site
- Providing opportunities for co-curated community led exhibitions.

These opportunities encourage healthy lifestyles and social inclusion.

Environmental and Outdoor Facilities

Residents benefit from:

- A community garden and green space maintained by volunteers
- Wildlife friendly planting
- Access to scenic walking and cycling routes.

This supports environmental awareness and outdoor recreation.

Cultural and Economic Value

The centre contributes to the cultural life of Broxtowe by:

- Hosting and delivering exhibitions, workshops and community events
- Supporting local artists and craftspeople through exhibitions and shop sales
- Acting as a recognised heritage asset in the borough
- Preserving and making accessible a collection of museum artefacts.

Financial Information

As a registered charity, the Canalside Heritage Centre Trust holds both unrestricted and restricted reserves.

For the year ended 31 March 2025, unrestricted income totalled £15,516, comprising primarily of grants, donations and income from fundraising efforts. Total expenditure was £39,007, consisting entirely of charitable activities relating to the running of the centre. Unrestricted reserves as at 31 March 2025 were £19,684 (2024: £43,175).

Restricted reserves, which relate entirely to the renovation of the Weir cottages at Beeston Lock, as at 31 March 2025 were £610,958 (2024: £679,232).

The Trust has stated its cash balance as at the date of this request to be £52,315.

Grant Request

For 2026/27, the Canalside Heritage Centre Trust has requested a grant of £6,200 as a contribution towards the cost of a Community Heritage Exhibition in September 2026. This includes a capital grant of up to an estimated £5,150, being the cost of restoring the Mission Hall Banner (below) which is intended as the central exhibit, with the balance being considered a contribution to the revenue costs associated with the exhibition event itself.



In support of this, the Trust has provided detailed narrative, as follows:

This project will deliver a community heritage exhibition in September 2026 celebrating the social history and community life of Beeston Rylands, with the restored Mission Hall Banner (1926) as the central exhibit.

The exhibition will explore the history, people, and traditions of Beeston Rylands and highlight the role of the Mission Hall as a focal point for community life during the twentieth century. Through photographs, documents, and personal memories, the exhibition will bring together the stories of local residents and showcase the area's rich heritage.

The restored Mission Hall Banner will feature as a key part of the exhibition. The banner represents an important piece of local heritage and reflects the values, beliefs, and community spirit of earlier generations.

The project will begin with a series of workshops where residents will have the opportunity to discover the artefacts in the care of the Canalside Heritage Centre. Through these workshops the local community will also be encouraged to share memories and their own historical materials. This will help ensure the exhibition reflects the voices and experiences of the community.

The exhibition will be free and open to all.

Project Aims

The project aims to:

- Celebrate the heritage of Beeston Rylands
- Preserve and share local history
- Strengthen community identity
- Encourage participation from local residents
- Increase access to local heritage
- Showcase the restored Mission Hall Banner.

Project Activities

Activities will include:

- Community research and memory collection
- Preparation of exhibition materials
- Restoring and displaying the Mission Hall Banner
- Public exhibition in September 2026
- Opportunities for schools and community groups to attend
- Bringing together individuals and/or their family members to attend exhibition and provide memories.

Beeston Rylands has areas where residents experience social and economic disadvantage, and there are fewer opportunities to access local heritage and

cultural activities. One specific area of Beeston Rylands is in the top 40% deprived LSOA's in England.

This project has been designed to ensure that residents who may not normally engage with heritage activities are able to take part and feel represented.

Improving Access to Heritage

The project will:

- Provide a free exhibition open to everyone
- Be located within the local community
- Be accessible to people with limited mobility
- Use clear and easy-to-read interpretation.

By holding the exhibition locally, the project removes barriers such as travel costs and unfamiliar venues.

Community Participation

Residents will be invited to:

- Share photographs and memories
- Contribute stories
- Help with research
- Volunteer during the exhibition.

This approach helps people feel ownership of their local history.

Reducing Social Isolation

The project will provide opportunities for people to meet and share memories. Older residents in particular will be encouraged to contribute their experiences of life in Beeston Rylands.

Activities such as memory sessions and talks will help bring people together.

Supporting Young People

Local schools and youth groups will be invited to visit the exhibition.

Young people will be able to:

- Learn about their local area
- Connect with older generations
- Develop a sense of belonging.

Celebrating Local Identity

People living in disadvantaged areas often feel their history is overlooked. This project will highlight the importance of Beeston Rylands and the contribution of its residents.

The exhibition will show that local stories matter and deserve to be preserved.

Long-Term Benefits

The project will:

- Create a permanent record of memories and photographs
- Strengthen local partnerships
- Encourage future heritage activities
- Build confidence within the community.

In addition to the above, such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by The Canalside Heritage Centre Trust benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of The Canalside Heritage Centre Trust target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough, as well as providing educational and co-curricular benefits to local children.

Report of the Portfolio Holder for Resources and Personnel Policy

Electoral Services and Land Charges Establishment Review and Proposed Restructure

1. Purpose of Report

To seek Cabinet approval on the proposed Electoral Services and Land Charges restructure, which includes the creation of a new permanent Electoral Services and Land Charges Support Officer part-time role. This is in accordance with all the Council's corporate priorities.

2. Recommendation

Cabinet is asked to RESOLVE that the creation of a new Electoral Services and Land Charges Support Officer post (part-time at 25 hours per week) at Grade 5 be approved, with the additional cost of up to £25,500 being met from General Fund Reserves.

3. Detail

A review of the Electoral Services and Land Charges structure and current service demand has been carried out to establish the following:

- The Council's current and future service needs
- Whether the roles, responsibilities and skills within the current structure are enabling the service to offer the appropriate level of resources to meet the Council's current and future legal obligations, corporate objectives, future challenges and ambitions, in particular Local Government Organisation.
- Whether the current structure has the capacity, resilience and budget to be able to effectively deliver a responsive, proactive and resilient service to enable the Council to fulfil its legal obligations.

In summary the service review found an increasing demand for the Electoral and Land Charges service. Analysis has shown there is a gap in the current structure and by amending an existing post and creating a new permanent post would enable better developmental and succession planning in the service. The introduction of the proposed new post and revising current post responsibilities would make the team more resilient and enable the more junior roles to support with the increase in service demand.

Further details on the review findings and proposals can be found in **Appendix 1** with the job description and person specification for the new post in **Appendix 2**.

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 Interim Deputy Chief Executive and Section 151 Officer were as follows:

The cost of the new Electoral Services and Land Charges Support Officer post at Grade 5 (part-time 25 hours) is £25,500, including oncosts for employers' national insurance and pension contributions, at the top of its pay scale.

Following a recent job evaluation exercise, the nominal cost of the uplift in the Land Charges/ Electoral Services Officer (L16) from Grade 5 to Grade 6 will be contained within existing budgets in 2026/27 and then fully reflected in the establishment budget thereafter.

7. Legal Implications

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

The Elections and Land Charges Services are statutory required to discharge functions under relevant legislation, including the Representation of the People Act 1983 (as amended), the Electoral Administration Act 2006 and the Local Land Charges Act 1975 (as amended). Any restructure must ensure sufficient capacity and appropriate service configuration to maintain compliance with statutory duties, statutory timetables and prescribed service standards.

The proposed changes to the Council's staffing establishment and employee contractual terms will need to be in accordance with the recruitment and selection policy.

Formal approval is required by Cabinet as the proposals are outside of Officer delegations.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

HR supports the proposals.

9. Union Comments

The Union comments were as follows:

The report demonstrates a clear need for the new post. UNISON supports this proposal and the reasons for advertising the role internally in line with the Recruitment and Selection Policy.

10. Climate Change Implications

Not applicable.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.

Appendix 1**Review of Electoral Services and Land Charges**Statutory Function

It is crucial for the Council to ensure elections are run transparently and in line with the Representation of the People Act 1983 (as amended), the Electoral Administration Act 2006 and the forthcoming Representation of the People Bill to maintain the integrity of elections and local democracy.

Additionally, the Council must comply with the Land Charges Act 1975 (as amended) to ensure the economic functioning of the local economy in relation to property transactions.

Background

Historically there were two officers in the Land Charges team, two officers in Electoral Services and a Head of Service who was the lead on election planning and organisation (i.e. Five full-time officers carrying out both functions).

The Administration team (prior to the centralisation of Business Support) was also based alongside the Electoral Services and Land Charges team and were available to support, particularly with phone calls and election preparation. The Electoral Services and Land Charges teams were combined in 2010 following the resignation of the Electoral Services Manager. Additionally, when the Land Charges Officer took redundancy, it was thought that roles could be cross-trained, which would mean that the two areas of work would be covered for leave and sickness absence. This did not happen due to the demand increase in both functions due to legislation changes.

Electoral Services

In recent years electoral registration work generally and especially event led registration (i.e. in the run up to an election) has increased significantly. All applications for registration or absent votes must be made individually, not as a household, and all applications (registration, absent vote, voter authority certificate) must be accompanied by a National Insurance number or other documentary evidence as proof of identity.

Types of Elections and Referendums

The potential elections and referendums that can occur include:

- UK Parliamentary – no longer than five years apart but can be called at any time
- Nottinghamshire Police and Crime Commissioner – every four years (although likely to be abolished at the end of their current term)
- East Midlands Combined Authority Mayoral – every four years
- Broxtowe Borough Council – every four years
- Parish Council Elections – every four years
- Shadow Authority – date to be confirmed but likely within the next two years.
- By-elections – casual vacancies for any of the above could occur at any point

- National and local Referendums – as and when required
- Neighbourhood Plan Referendums on completion of plan before adoption
- Bid Ballots – if required
- Parish Polls – if required
- Recall Petitions – Quite rare but knowledge needs to be within the team to understand what they are and the requirements of a recall petition due to the stringent legal deadlines.

Before Individual Elector Registration and Elections Act changes were implemented applications were limited and received on a sporadic basis.

The table below illustrates the frequency in which the different applications (Postal Voting, Proxy Voting, Overseas Electors, Voter Authority Certificates (VACs), Electoral Registration (ITRs) are processed. The figures show the increases during certain times of the year – especially canvass (September/October), in the run up to an election particularly a Parliamentary and during postal vote reapplication. Parliamentary elections are the biggest risk because they could be called at any time with only six weeks' notice. The number of applications being received dramatically increases as soon as the election is announced. If the applications cannot be processed in good time and followed up for necessary verification and evidence if required, then there is a risk that electors will be disenfranchised.

Date	Postal	Proxy	Overseas	VACs	ITRs	Total Apps
May-24	839	56	83	22	1,138	2,138
Jun-24	2,252	389	127	92	4,015	6,875
Jul-24	125	20	18	14	515	692
Aug-24	42	1	7	4	710	764
Sep-24	109	3	12	5	1,141	1,270
Oct-24	144	1	2	5	950	1,102
Nov-24	98	1	2	2	701	804
Dec-24	46	1	4	3	531	585
Jan-25	27	3	3	1	606	640
Feb-25	34	2	1	4	504	545
Mar-25	130	11	4	6	637	788
Apr-25	380	71	4	21	909	1,385
May-25	40	0	4	6	405	455
Jun-25	51	0	0	2	463	516
Jul-25	38	0	1	2	532	573
Aug-25	93	10	2	3	1,232	1,340
Sept-25	1,934	1	3	1	1,553	3,492
Oct-25	1,334	1	4	1	1,000	2,340
Nov-25	2,746	3	0	1	920	3,670
Dec-25	2,452	0	1	2	352	2,807
Jan-26	855	0	1	0	668	1,524

The Elections Act 2022 (the Act) introduced online applications for postal votes, proxy votes, overseas elector applications and the new Voter Authority Certificates, whilst this reduced some processing time it also increased the complexity, as it included the need to verify all applicant's identities, and increased the number of applications received, again increasing the burden on the team. The Act also extended the UK Parliamentary General Election ('UKPGE') overseas elector franchise to any British Citizen however long they have been out of the country and limited the eligibility to vote to certain EU nationals, again increasing workload and complexity in dealing with such applications. This has led to an increase in demand for the service.

In addition to this there will be further demands on the service because of the forthcoming Government Strategy on Electoral Reform. The Representation of the People Bill was laid in the UK Parliament on 12 February 2026; this is due to become law in time for the next UK Parliamentary general election which must be held before 15 August 2029. Amongst other things the Bill includes votes for 16/17-year-olds, the introduction of automated voter registration, changes to statutory deadlines and the introduction of UK-issued bank cards as ID in polling stations. The team will need to amend or incorporate processes to ensure the Council align and are legally compliant with all forthcoming changes.

Current Structure

The Electoral Services and Land Charges team consists of:

- Electoral Services Manager
- Senior Electoral Services/Land Charges Officer
- Land Charges/Electoral Services Officer
- Temporary Electoral Services Support Officer.

The Temporary Electoral Services Support Officer was recruited in September 2025 to support the postal vote reapplication process which was introduced as part of the Elections Act 2022. Of the 15,500 postal voters 13,185 were contacted to inform them their postal vote would expire on 31 January 2026 unless they reapplied. Incoming applications are received online through the Government's ERO Portal and also on paper, all applicants must provide identity verification in the form of a National Insurance Number or by supplying documentary evidence eg a passport. This high number of applications will then need renewing every three years, with a smaller number required to reapply in intervening years. This project has been a success with over 9,000 electors successfully reapplying for their postal vote. However, 3,800 electors did not reapply by the deadline, so it is expected there will be a peak in applications following the despatch of cancellation letters and prior to future elections, particularly the next UKPGE. The temporary member of staff also assists the senior Electoral Officers with other admin tasks to enable both Officers to focus on more complex work and supports the Land Charges Officer with the registering of searches.

Reason for proposalFuture Work

Along with the day-to-day electoral registration/land charges workload the following additional work will be required of the team over the next few years.

- Any unscheduled by-elections or Neighbourhood Plan Referenda (as required in August 2025 and December 2025).
- The Representation of the People Bill will introduce strategic changes to the Electoral timetable, changes to postal and proxy voting, communication and registration, improvements to the nomination process and the extension of the voting franchise to 16- and 17-year-olds, amongst other changes.
- Since October 2023 postal voters must reapply every 3 years, prior to this they just had to refresh their signature every 5 years. The old process only required the team to scan paper forms with the signature on. New applications now require processing individually as they must include full details including verification information (DOB, NINO, name and address). The 3-year cycle will result in a large number of electors needing to reapply every 3 years.
- Prior to January 2024 overseas electors could only remain registered for 15 years. They can now register for life, even if they were never registered to vote before leaving the UK (they have to prove that they resided in the UK either with evidence or attestation). They must also renew their registration and absent votes every 3 years in November.
- In 2014 registration changed to Individual Elector Registration – electors must now register individually and provide verification information (DOB, NINO). Prior to this, registration was mainly completed during the annual canvass where a whole household could be added to one form and only names were required. Thousands of applications are now received each year, either online or on paper.

Other functions

The Electoral Services team are also responsible for other functions which are outside the elections remit such as:

- Updating electoral register database with new properties following information received from street naming and numbering.
- Data mining work – change of address forms, university data, NCC education data, council tax records – to ensure register is as accurate as possible
- Democratic engagement
- Engagement with Parish Councils, particularly regarding casual vacancies
- LGR considerations - timing and planning of shadow elections for the new authority, the Council and Parish Councils data collection and GDPR, combining processes (nominations, counts, postal vote opening etc), IT

contract (different authorities use different systems) and all associated work with LGR which is currently unknown but expected to be substantial.

- Polling district and polling place reviews
- Parliamentary boundary reviews
- Local government boundary reviews
- Annual Canvass which includes contacting every property in the borough (53,000+), including household (door knock) canvass and employment of canvassing team, followed by publication of the revised register on 1 December
- Register sale and supply
- Community Governance Review was concluded in 2024 with a pending review. Following the LGR announcement this now must be reconsidered to potentially include the south of the Borough with the potential to establish town or parish councils in the unparished areas.

Land Charges

In May 2024 part of the land charges search (the LLC1 element) was migrated to His Majesty's Land Registry ('HMLR'). Early in the process it was thought that this would reduce the amount of work, but the Council are still required to register all charges, which are uploaded to HMLR and still need to process and respond to all Con29 searches. As well as full searches there are still a high number of personal searches and other searches submitted through FOI.

The table shows below shows an increase in the number of searches since the migration to HMLR.

	Official Searches	Personal Searches	TOTAL
April 2023 – March 2024	373	1,604	1,977
April 2024 – March 2025	396	2,001	2,397
April 2025 – March 2026 (estimated)	420	2,150	2,570

The cross working that was envisaged has not worked in this team. Capacity is very limited; the most efficient way of working is for staff to focus on and manage their own specific areas of work. At election time and during annual canvass the two Elections Officers have no capacity to support land charges work and consequently the Land Charges Officer has little time to support election processes.

There is little resilience in this area with there being one Land Charges Officer, it would be difficult to cover it should the Officer take leave or leave the Council. HMLR have expressed concern that the Land Charges Officer is the only member of staff providing this function and if they are unavailable, it will not be covered.

HMLR rate the service provided to them based on the timeliness of recording charges and the quality of data supplied. The Council is currently a gold ranked local authority due to the hard work of the Land Charges Officer. However, when they are on leave there is no-one available due to capacity to oversee their work, to ensure this level of service continues (and for the Council to continue its gold star

ranking) the Land Charges Officer requires support which the proposed restructure should achieve.

To reflect the specialist knowledge required by the Land Charges Officer the post was reviewed under Job Evaluation and increased from Scale 5 to Scale 6. A permanent Support Officer would assist the Land Charges Officer in day to day work but the more technical queries and liaison with HMLR would remain with the Land Charges Officer.

Future Vision

The Electoral and Land Charges purpose statement is to support the Council in ensuring that all aspects of registration, elections and Land Charges are in accordance with all relevant legislation, we achieve the Council's corporate objectives for the local community.

- 1) To make the most effective use of service resources and to provide a quality, comprehensive and value for money Electoral and Land Charges service to meet the existing and future demands.
- 2) To be able to offer more skilled cover across both functions, to be self-sufficient where possible and using our skills and knowledge in a timely and proactive manner where they can add most value, so that the service can effectively and proactively meet service needs.
- 3) To have a resilient service, with increased ability and availability.

The proposals within this restructure document are designed to optimise the Electoral and Land Charges Services structure as effectively as possible.

Measures to avoid or minimise disruption

Job Evaluations

The proposed new post has been reviewed under job evaluation.

Staff Consultation

During the consultation period, an employee is entitled to challenge the decision regarding which post(s) they are deemed to be comparable with or not. Any challenges should be submitted in writing to the Head of Legal Services (Deputy Monitoring Officer) within the first 10 working days of the consultation period, in order to give adequate time for consideration and to make any alterations to the proposals. Consultation will not end until after the challenge has been considered and the outcome communicated in writing to all affected employees (as a successful challenge may result in changes in the posts available to other employees).

Working Arrangements

The working hours for all posts will be discussed on a one-to-one basis to ensure sufficient office cover to meet business needs under the proposed new structure.

Selection Process

The Recruitment and Selection Procedure states 'Normally all permanent vacancies are advertised externally and internally. Where however, it is considered appropriate, a position may be advertised for internal applicants only.'

The proposal is for the temporary role to be advertised internally to avoid a lengthy and costly recruitment exercise, to ensure that applicants already have a good understanding of the Council and the to ensure succession planning.

Where a job is to be advertised for internal applicants only, the unions must be consulted by the Human Resources Division prior to the advert being placed, and one of the following conditions must apply:

- The restructuring of a Directorate;
- The redeployment of employees (i.e. ill health, redundancy);
- Another employee (temporary or permanent) has effectively covered the post for a considerable period of time and the necessary trade union consideration has been given to the circumstances;
- The appointment can be filled directly and the unions have been contacted and are in agreement.

Subject to obtaining Union approval the intention would be to advertise to internal applicants only.

BROXTOWE BOROUGH COUNCIL**JOB DESCRIPTION**

Directorate	Monitoring Officer Director
Division	Legal and Elections
Post No & Job Title:	Electoral Services and Land Charges Support Officer
Grade:	Grade 5
Responsible to:	Senior Electoral Services/Land Charges Officer
Responsible for:	None
Main purpose of the job	<p>To assist the Electoral Services Team with the registration of electors, applications absent votes and the organisation and administration of elections.</p> <p>To assist in the provision of an efficient Land Charges Service in accordance with agreed policies.</p>

Main Duties and Responsibilities:**Electoral Registration/Elections**

1. To assist the Electoral Services Team with the effective and efficient delivery of the electoral registration process, annual canvass, all elections, referenda and periodic reviews.
2. To undertake day-to-day electoral registration processes to maintain an accurate register of electors, including the processing and determination of new applications, requests for documentary evidence and the removal of ineligible electors.
3. To process and determine absent vote applications, requesting documentary evidence if required, and rejecting applications that do not meet the specified requirements.
4. To use data from available sources, including council tax and education records, to identify potential electors and invite them to register. Also use those records to identify electors who are no longer eligible and reviewing their registration.
5. To prepare the contents of ballot boxes for elections.
6. To assist with the opening of postal ballot papers.

7. To arrange and confirm bookings of polling station and count venues for all elections.
8. To audit all stationery, equipment and supplies necessary for elections.
9. To contribute to the review of polling stations and consider ways of improving facilities for voters with disabilities.
10. To provide assistance to councillors, candidates, agents, government officials, senior officers, other Council employees, external organisations and members of the public in person, over the phone or via email.
11. To keep informed and up to date with developments within the electoral services area and with new laws and legislation relevant to the service.

Land Charges

12. To be directly responsible for the accuracy and verification of completed searches prior to return to the originator, ensuring that they are returned in accordance with prescribed procedures and required timescales.
13. To register and maintain comprehensive records relating to the Land Charges Register, both data entry and ensuring the accuracy of associated spatial data sets is maintained.
14. To request and interpret data held by internal departments and external bodies in order to compile and provide an accurate and up to date search result.
15. To accurately calculate required fees, then record and monitor the income received for local Land Charges searches. To also include raising purchase orders, confidentially processing telephone payments and chasing late payments and outstanding fees.
16. To respond to correspondence and enquiries from search agencies, solicitors, conveyancers, officers and members of the public either by telephone, email or face to face.
17. To refer searches of an unusual or contentious nature to a solicitor for guidance and verification.

General

18. To attend training covering all aspects of the duties.
19. To comply with the statutory provisions of the Health and Safety at Work Act 1974.
20. To ensure that confidentiality is respected and maintained at all times in accordance with the provisions of the Data Protection Act.

21. To carry out any other duties which are within the scope and grading of the post which could also be requested by the Head of Service or Electoral Services Manager.

DESIGNATED CAR USER

A designated car user status has not been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Post No ?- Title but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:			
Job description authorised by:			

Date of issue:

Additional notes for JE/HR. JGRID

PERSON SPECIFICATION

ELECTORAL SERVICES/LAND CHARGES SUPPORT OFFICER

	Requirements	E/D	Measurement
Personal Skills	• Clear understanding of IT systems including Microsoft Office	E	1, 2
	• Excellent communication skills, both verbal and written	E	1, 2
	• Ability to use tact when dealing with the public	E	1, 2
	• Ability to work with a range of groups and individuals	E	1, 2
	• Ability to work under pressure	E	1, 2
	• Ability to make decisions and show initiative	E	1, 2
	• Ability to work to tight deadlines	E	1, 2
Experience	• Working in electoral registration and elections	D	1, 2
	• Working in a Local Land Charges Service	D	1, 2
	• Experience of working in a customer service environment	E	1, 2
Attainment/Qualifications	• Maths and English GCSE at Grade C/4 or above or equivalent	E	1, 2
	• Willingness to complete the AEA Foundation Course in Electoral Administration	E	1, 2
	• Willingness to attend training on Local Land Charges	E	1, 2
Knowledge	• Basic office procedures and practices	E	1, 2
	• Local authority practices and procedures	D	1, 2
Special Requirements	• Able to work outside normal office hours	E	1, 2
	• Possession of a full driving licence and access to vehicle	D	1, 3
Car Allowance	• Occasional		

Measurement: 1. From application form
2. At interview

3. Documentary evidence

	Name	Signature	Date
Person specification written by:			___/___/___
Person specification agreed by			___/___/___

Additional notes for JE/HR.
LAE21 Posts

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Report of the Portfolio Holder for Resources and Personnel Policy

Quarterly Complaint Report

1. Purpose of Report

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

2. Recommendation

Cabinet is asked to NOTE the report.

3. Detail

This report outlines the performance of the Council in dealing with complaints, including, at Stage 1 those managed by the service areas, at Stage 2 managed by the Complaints and Compliments Officer and at Stage 3 passed to the Local Government Ombudsman (LGO) or Housing Ombudsman (HO).

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

Of the 96 Stage 1 complaints received overall, 22 were investigated under the Stage 2 complaints procedure and three were investigated by the LGO/HO. Under the stage 2 complaints procedure, 16 complaints (73%) were not upheld, 6 complaints (27%) were upheld. Further details can be found in **Appendix 2**.

The Ombudsman investigated three complaints made against the Council. Two complaints were recorded as not upheld resulting in no further action being required by the Council. One complaint was upheld. Further details can be found in **Appendix 3**.

4. Key Decision

This is not a key decision.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Interim Deputy Chief Executive and Section 151 Officer were as follows:

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

7. Legal Implications

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

Whilst there are no direct legal implications arising from this report, it is important to note that the Council's approach to handling complaints is within the parameters of the following key pieces of legislation: Part III of the Local Government Act 1974 and Chapter 6 of the Localism Act 2011 (for Housing Services complaints).

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

Not applicable.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.

Complaints received – Quarter 3 2026

	Total	Chief Executive	Deputy Chief Executive	Executive Director	Monitoring Officer	LLeisure
Number of Stage One complaints	96	62	8	24	0	2
No. of complaints concluded under Stage Two	22	21	0	1	0	0
No. of complaints determined by the Ombudsman	3	3	0	0	0	0

The table below highlights the complaints received in Q3 2024/25 for comparison to the Q3 2025/26 complaint submissions.

Complaints received – Quarter 3 2025 comparative information

	Total	Chief Executive	Deputy Chief Executive	Executive Director	Monitoring Officer	Liberty Leisure Ltd
Number of Stage One complaints	110	88	4	18	0	0
No. of complaints concluded under Stage Two	22	20	2	0	0	0
No. of complaints determined by the Ombudsman	3	3	0	0	0	0

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

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Development Control	3	2	0	0
Housing and Income	9	3	0	0
Housing Repairs	24	6	1	5
Housing Operations	20	6	2	7
Housing Strategy	5	3	0	0
Environmental Health	1	1	0	0
Total	62	21	3	12

Deputy Chief Executive's Department

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Customer Services	0	0	0	0
Capital Works	0	0	0	0
Revenues	8	0	0	0
Total	8	0	0	0

Executive Director's Department

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Communications	0	0	0	2
Environment	0	0	0	2
Waste and Recycling	23	1	0	0
Bereavement	1	0	0	5
Total	24	1	0	9

Monitoring Officer's Department

Service Areas	Stage 1 Complaints	Stage 2 Complaints	Ombudsman Complaints	Compliments
Democratic Services	0	0	0	0
Total	0	0	0	0

Liberty Leisure Ltd

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

STAGE 1 - FORMAL COMPLAINTS TO THE SERVICE DEPARTMENT**Time taken to acknowledge receipt of stage one complaints:**

	Total	Chief Executive	Deputy Chief Executive	Executive Director	Monitoring Officer	Liberty Leisure
Time taken to acknowledge complaints – 1 to 5 days	96	62	8	24	0	2
Time taken to acknowledge complaints - more than 5 days	0	0	0	0	0	0

Time taken to respond to stage one complaints:

	Total	Chief Executives	Deputy Chief Executive	Executive Director	Monitoring Officer	Liberty Leisure Ltd
Less than 10 working days	76	42	8	24	0	2
Over 10 working days	20	20	0	0	0	0

Directorate / Section	Chief Executive	
	Number responded to outside of 10 working days	Number of complaints where an extension was sought
Housing Operations	9	9
Housing Repairs	10	10
Housing Strategy	1	1
TOTAL	20	20

Stage 2 - Formal Complaints

22 formal complaints have been responded to in the third quarter; all of which were acknowledged within the 5 working day timescale, and 100% were responded to within the 20 working day timescale.

Time taken to respond to stage two complaints:

	Total	Chief Executives	Deputy Chief Executive	Executive Director	Monitoring Officer	Liberty Leisure Ltd
Less than 20 working days	22	21	0	1	0	0
Over 20 working days	0	0	0	0	0	0

Planning**1. Complaint against Planning**

Response – 20 working days

Complaint upheld**Complaint**

The complainant contacted the Council and complained regarding the erection of a fences at a neighbouring property which were considered to be a breach of planning, and the subsequent lack of any response to their emails by the Planning Enforcement Team.

Council's response

It was determined that there had been delays in communication and a lack of response being issued to the complainant regarding the planning enforcement case.

Furthermore, the Council recognised that there had been a delay in the Planning Enforcement Team concluding the planning enforcement case.

The Planning Enforcement Team determined that a section of the fence was a breach of planning regulations. This section of fence was removed, at the request of the Planning Enforcement Team, and no further action is now required.

An apology was offered to the complainant.

Assistant Director Comments

It is recognised that an appropriate level of service was not provided. The Planning Team recognises the importance of good communication especially when delays are likely.

2. Complaint against Planning

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Planning Team did not provide the Planning Committee with all the relevant information to determine a planning application.

Council's response

It was determined that all the relevant information was included in the report which was subsequently reviewed by the Planning Committee.

Furthermore, the Planning Committee visited the proposed development and determined that the original plans did not protect the complainant's amenity enough. This was subsequently altered at the Planning Committee to impose a condition to erect screening to protect their privacy. This condition was approved and the screening has since been erected.

The complainant addressed the Planning Committee under the Council's public speaking to raise their concerns regarding the application.

The Planning Committee considered this information, the information provided as part of the report; and the site visit and determined that the application was acceptable subject to condition to erect a screen to protect their privacy.

Assistant Director Comments

The Planning Team had correctly included all the relevant information in the reports.

Housing Repairs

1. Complaint against Housing Repairs

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that the Housing Repairs did not repair a sewage leak in a timely manner.

Council's response

It was determined that while the Housing Repairs Team had acknowledged the complaint in the correct timeframe, the response exceeded the 10-working day timeframe.

It was noted that as part of the stage 1 complaint, the complainant was offered £250 compensation in recognition of the delays in the complaint response being issued.

There was no evidence to suggest that the Housing Repairs Team acted inappropriately when dealing with the drain blockage.

The Housing Repairs Team attended and cleared the blockage on the same day it was reported. It had been identified that the blockage was the responsibility of Severn Trent by two external contractors. However, the works were completed by the Housing Repairs Team despite this.

The Housing Repairs Team acted appropriately to clear the blockage, cleaned the complainant's property and offer them alternative accommodation while the works were undertaken.

The £250 compensation was re-offered and accepted.

Assistant Director Comments

The Council recognises the inconvenience caused by not responding to the complaint in a timely manner.

All works were correctly undertaken to remove the blockage and leak.

Complaint Team Recommendations/actions

- The Housing Repairs Team has been reminded of their responsibility to effectively communicate with individuals where complaints are delayed.
- The Housing Repairs Team has been reminded to their responsibility to effectively deal with complaints within the correct timeframes.

2. Complaint against Housing Repairs

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that their property was let to them in a poor standard.

Council's response

It was determined that an appropriate level of service was not provided as the property was let in a sub-standard condition.

While works were completed before the property was let, the works were not completed to an acceptable standard.

This resulted in the property having several outstanding repairs and substandard decorating.

The works to repair the property and bring it up to standard have since been completed.

An apology and £500 compensation was offered and accepted.

Assistant Director Comments

The Council recognises the inconvenience caused by letting the property in a poor standard. All subsequent works have since been completed to a satisfactory standard.

Complaint Team Recommendations/actions

- The Housing Repairs Team has been reminded to appropriately review properties before they let.
- The Housing Repairs Team has been reminded to book and complete all necessary works before the properties are let.

3. Complaint against Housing Repairs

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that an issue of damp and mould had not been rectified at their property.

Council's response

It was determined that an appropriate level of service was provided as the Housing Repairs Team correctly removed the damp and mould when reported.

The Council recognises that delays occurred in the damp and mould being identified at the property in 2023. This issue had previously been concluded and compensation was awarded at this stage.

The current damp and mould issues that the complainant was encountering was caused by condensation at the property. This had been identified by two separate specialist contractors.

As part of the complainant's disrepair claim, the contractor identified that the damp and mould was caused by condensation. This was identified as the Council as being not liable for this issue.

All works relating to the damp and mould had been undertaken promptly. However, access could not be gained to the property to complete a mould wash.

Following further reports of damp and mould, the Council arranged for a contractor to review the issues at the property.

It was identified that an internal wall required a damp proof course. However, this works is not linked to the condensation at the property due to the location of the wall and areas that are affected by the condensation.

The work to install a damp proof course has not been scheduled at the complainant's request as they requested the works to be completed after the holiday period.

Assistant Director Comments

The Housing Repairs Team take all reports of damp and mould seriously. All works were completed in a timely manner when reported and have been reviewed by specialist contractors.

4. Complaint against Housing Repairs/Capital Works

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that an issue of a crack at their property had not been correctly investigated.

Council's response

It was determined that an appropriate level of service was not provided as the Council had failed to undertake a survey at the property to review any potential structural issues.

While this work was passed to the appropriate Department within the Council, due to an oversight, this survey had not taken place.

The survey was booked and subsequently undertaken.

An apology and £250 compensation was offered and accepted.

Assistant Director Comments

It is recognised that distress has been caused by the survey not being booked correctly. This was subsequently prioritised and regular communication is being issued to the complainant.

Complaint Team Recommendations/actions

- The Capital Works Team have been reminded to book works in an appropriate timeframe. Where these cannot be met, the Capital Works Team have been reminded to communicate with residents to ensure that delays are fully explained.

5. Complaint against Housing Repairs

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that an issue of a sink leak causing damage to their flooring was not correctly handled.

Council's response

It was determined that an appropriate level of service was not provided as the repairs to kitchen plinths following the leak was not undertaken correctly.

As the plinths were not repaired correctly in the first instance this delayed the overall repair.

An apology was offered for this issue.

The Housing Repairs Team attended the leak in a timely manner and repairs were undertaken on the same day.

There was no information to suggest that the Council has acted inappropriately when repairing the leak. It was understood that this leak may have occurred for a period of time in which the flooring had been damaged.

As the Housing Repairs Team were unaware of the leak, repairs could not be undertaken to prevent further damage to the flooring until it was reported.

Furthermore, the flooring is none standard and would not be repaired by the Housing Repairs Team.

The complainant was advised to make an insurance claim either through their own insurer or the Council's.

Assistant Director Comments

It is recognised that the distress has been caused by not repairing the plinths correctly in the first instance. However, the leak was repaired on the same day when reported.

6. Complaint against Housing Repairs

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that a vermin issue had not been correctly dealt with.

Council's response

It was determined that an appropriate level of service was not provided as the repairs to the roof to stop the ingress of vermin was not undertaken correctly.

The Housing Repairs Team had delayed the erection of scaffolding at the property to complete the works to prevent vermin entering the loft space.

The scaffolding erection was delayed by 12 months

Furthermore, by delaying this work, the Council recognises that the preventative measures originally undertaken were not effective.

An apology and £500 compensation was offered and accepted.

Assistant Director Comments

The Council recognises that this delay is unacceptable and caused significant distress.

Complaint Team Recommendations/actions

- The Housing Repairs Team have been reminded for the necessity to complete works in a timely manner.
- Where delays are expected, the Housing Repairs Team have been reminded to contact individuals and inform them of these delays.

Housing Operations**1. Complaint against Housing Operations**

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Council had not dealt with an issue of Anti-Social Behaviour.

Council's response

It was determined that an appropriate level of service was provided as the Tenancy Services Team are unable to act upon instances of Anti-Social Behaviour (ASB) without the necessary evidence.

In this instance, as the complainant had not provided any evidence to substantiate the alleged ASB they were experiencing, the Tenancy Services Team were unable to undertake any action.

Assistant Director Comments

The Council had acted appropriately and in line with Policies to investigate the Anti-Social Behaviour reports.

2. Complaint against Housing Operations

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Council had requested that they remove their belongings from the communal areas.

Council's response

It was determined that an appropriate level of service was provided as the Tenancy Services Team had appropriately requested that the complainant remove their items from the communal areas following a fire safety assessment.

The Council undertook this action to ensure that residents are safe in their homes by reducing fire risks.

Assistant Director Comments

The Council had acted appropriately and in line with the tenancy agreement.

3. Complaint against Housing Operations

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Council had requested that they remove their belongings from the communal areas.

Council's response

It was determined that an appropriate level of service was provided as the Tenancy Services Team had appropriately requested that the complainant remove their items from the communal areas following a fire safety assessment.

The Council undertook this action to ensure that residents are safe in their homes by reducing fire risks.

Assistant Director Comments

The Council had acted appropriately and in line with the tenancy agreement.

4. Complaint against Housing Operations

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Council had not dealt with their homelessness application correctly.

Council's response

It was determined that an appropriate level of service was provided as the Housing Options Team had correctly assessed the homelessness applications in line with the Council's Allocations Policy.

There was no information to suggest that the homelessness applications had been incorrectly dealt with. The Council's records indicate that the correct advice and processes had been followed.

Assistant Director Comments

The Council had acted appropriately and in line with the Allocations Policy.

5. Complaint against Housing Operations/Capital Works

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Council had requested that they remove their belongings from the communal areas.

Council's response

It was determined that an appropriate level of service was provided as the Capital Works Team and Tenancy Services Team had correctly undertaken the actions relating to the fire risk assessments.

In order for the Council to ensure that residents are safe within their homes, the decision had been made to remove all items from communal areas and areas which could be used to escape a potential fire.

This decision was factored by the recommendation provided by the fire risk assessment undertaken by the contractor.

Assistant Director Comments

The Council had acted appropriately and in line with the tenancy agreement.

6. Complaint against Housing Operations

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Council had not dealt with their homelessness application correctly.

Council's response

It was determined that an appropriate level of service was provided as the Housing Options Team had appropriately assessed the complainant's homelessness case.

During the complainant's initial homelessness case in 2024, the Council correctly discharged its duty when the offer of Derventio Housing Trust accommodation was presented and accepted.

While Derventio Housing Trust was supported housing, and not permanent accommodation, the complainant was appropriately housed for the Council to discharge its homelessness duty as they had accommodation.

Following the complainant's eviction from Derventio Housing Trust, the Housing Options Team had attempted to contact the complainant to assess their current homelessness situation. This contact had been unsuccessful and the Housing Options Team could not progress the current application due to the lack of communication.

Assistant Director Comments

The Council had acted appropriately and in line with the Allocations Policy.

Housing Strategy

1. Complaint against Housing Strategy

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that their service charge estimate bill was higher than it should be.

Council's response

It was determined that an appropriate level of service was provided as the Leaseholder Team had appropriately issued a service charge estimate.

This estimate is intended to give Leaseholders an overview of the intended charges and this is subject to change.

Assistant Director Comments

The correct actions were undertaken to produce the service charge estimate. This is only an estimate and a final bill is issued detailing all charges.

2. Complaint against Housing Strategy

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that they had been asked to remove a gate that they had installed.

Council's response

It was determined that an appropriate level of service was provided as the Leaseholder Team had appropriately requested that the complainant remove the gate that had been identified as a potential fire risk.

The Council are obligated to comply with the outcomes of the fire risk assessment.

In this case, as the gate has been identified as a risk, the Council is obligated to request that it be removed.

Assistant Director Comments

The Council had acted appropriately and in line with the tenancy agreement.

3. Complaint against Housing Strategy

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that they the Leaseholder Team had not dealt with their complaints of Anti-Social Behaviour correctly.

Council's response

It was determined that an appropriate level of service was provided as the Tenancy Services Team had appropriately investigated the complaints of Anti-Social Behaviour (ASB).

The Tenancy Services Team reviewed the information that had provided in a timely manner and it was determined that there was not enough evidence to pursue any further action.

Assistant Director Comments

The Council had acted appropriately and in line with the Anti-Social Behaviour Policy.

Housing Income

1. Complaint against Housing Income

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Council had requested that they remove their belongings from the communal areas.

Council's response

It was determined that an appropriate level of service was provided as the Tenancy Services Team had appropriately requested that the complainant remove their items from the communal areas following a fire safety assessment.

Council undertook this action to ensure that residents are safe in their homes by reducing fire risks.

Assistant Director Comments

The Council had acted appropriately and in line with the tenancy agreement.

2. Complaint against Housing Income

Response – 20 working days

Complaint not upheld

Complaint

The complainant contacted the Council and complained that the Council contacted them excessively regarding rent arrears.

Council's response

It was determined that an appropriate level of service was provided as the Income Collection Team appropriately contacted the complainant regarding their rent arrears.

The Income Collection Team are obligated to contact individuals with rent arrears. There was no information to suggest that this contact has been inappropriate or harassing in nature.

Assistant Director Comments

The Council had acted appropriately when contacting the complainant regarding their rent arrears.

3. Complaint against Housing Income

Response – 20 working days

Complaint upheldComplaint

The complainant contacted the Council and complained that the Independent Living Team are required to test their pull cords.

Council's response

It was determined that an appropriate level of service was not provided as the complainant was allowed to enter into an agreement that allowed you to test your own pull cord.

This should not have been offered in the first place and is not standard procedure for the testing of pull cords.

The Independent Living Team subsequently provided the correct information regarding the pull cord testing.

The Council are obligated to test this equipment to ensure that it is working correctly and free of any damage or faults.

The Council will continue to test the pull cord equipment.

This is undertaken to ensure that residents are safe within their homes.

Assistant Director Comments

The Council recognises that this has caused confusion and inconvenience.

Environmental Health**1. Complaint against Environmental Health**

Response – 20 working days

Complaint not upheldComplaint

The complainant contacted the Council and complained that the Environmental Health Team have not reconnected their gas supply to their property.

Council's response

It was determined that an appropriate level of service was provided as the appropriate advice had been provided regarding the gas being disconnected from complainant's property.

The Council does not have the power to reconnect the gas or dictate the method in which Cadent would reconnect the gas. This remains an issue between the complainant and Cadent to resolve as a private homeowner.

There was no information to suggest that the Environmental Health Team have misinterpreted their enforcement powers. The Environmental Health Team cannot undertake enforcement on Cadent.

Under the Housing Act 2004, if the Council identifies hazards with a dwelling and deem enforcement action is required the action must be taken against the person who has a legal responsibility for the dwelling where the hazard is identified. It does not allow the Council to take action against any person who does not have a legal interest in the property affected.

Assistant Director Comments

The correct actions were undertaken to advise the complainant that as the legal owner of their property they are responsible for the reconnection of the gas supply.

Environment**1. Complaint against Environment**

Response – 20 working days

Complaint upheld

Complaint

The complainant contacted the Council and complained that the Waste Team had failed to collect their waste bin on the correct day.

Council's response

It was determined that an appropriate level of service was not provided as the bins had not been collected on the correct day.

This was a service error and the bin was collected following its reporting.

Assistant Director Comments

The Council recognises the inconvenience of not collecting the bin on the designated day.

STAGE 3 – COMPLAINTS TO THE LOCAL GOVERNMENT OMBUDSMAN (LGO) / HOUSING OMBUDSMAN (HO)**Stage 3 - Ombudsman Complaint****1. Complaint against Housing Repairs (complaint concluded in 2023/24)****Complaint Upheld.**Complaint

The concern raised was that the Council did not deal with an issue of noise being created by an adjoining staircase.

Ombudsman's conclusion

The Council's stage 1 complaint response set out its position in relation to any repairs needed to the stairs. Which was appropriate. However, its response failed to address the specific concerns the resident raised in their complaint, the noise disturbance. This was an error in its handling of the matter. The resident was inconvenienced by the lack of response to the actual concerns raised.

The Council's stage 2 complaint response went some way to putting the above error right by setting out its position on the noise disturbance from the stairs. It explained its position that no repairs were needed. It also explained it needed recommendations from an Occupational Therapist (OT) before it would install sound proofing. While evidently disappointing for the resident, the Council's position was reasonable. OTs are best placed to understand what specific adaptations are needed based on the needs of an individual. The Council's stage 2 complaint response failed to address the lack of detail and shortcomings of its stage 1 complaint response.

While an appropriate position to take, the Council should have been more supportive in terms of assisting the resident with an OT referral/assessment.

The HO ordered the Council to issue an apology and £100 compensation.

2. Complaint against Housing Operations (complaint concluded in 2023/24)**Complaint not Upheld.**Complaint

The concern raised was that the Council did not deal with an issue of noise generated by the building of new Council properties.

Ombudsman's conclusion

It was determined that the complaint was outside of the HO's jurisdiction.

3. Complaint against Housing Operations (complaint concluded in 2024/25)

Complaint not upheld.

Complaint

The concern raised was that the Council did not deal with an issue of housing allocation correctly during a homelessness application.

Ombudsman's conclusion

The LGO would not investigate the complaint about the Council's decision to end the relief duty after the complainant refused an offer of housing because they have appeal rights, which are reasonable for them to exercise.

In any case, there is insufficient evidence of fault in the Council's decision-making to justify the LGOs involvement.

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Report of the Portfolio Holder for Housing

Housing Service Improvement Plan Update

1. Purpose of Report

To provide Cabinet with an update on the Housing Service Improvement Plan following the recent judgement from the Regulator of Social Housing.

2. Recommendation

Cabinet is asked to NOTE the report and the key activities aligned to the revised Housing Service Improvement Plan.

3. Detail

The Council continues to implement actions within the refreshed Housing and Asset Management Service Improvement Plan following the inspection from the Regulator for Social Housing (RSH) in October 2025.

Progress continues to be made to meet the Regulator requirements and improve service delivery. This includes:

- Officers contacting tenants to check that their records are up to date. This is helping the Council to clarify the diverse needs of our tenants, which will enable us to proactively tailor services. Officers have now contacted over 2,100 General Needs tenants, an increase of 200 since last month.
- The implementation of the system that captures and distributes each fire safety action to colleagues and contractors, alongside more robust programme governance, has contributed to the reduction of fire safety actions to circa 2,750 (a reduction of around 250 actions since last month). These actions have been allocated to contractors (circa 1,550) and internal teams (circa 1,200) for completion, which include:
 - Replacing identified common area doors and frames with ones that meet the E30S (FD30S) standard
 - Installing fire resisting glazing where required
 - Updating signs and notices
 - Sealing identified gaps with suitable fire-stopping material
 - Checking compartmentation within identified roof spaces over common areas to confirm that there is adequate separation.

- Detailed performance reports are now being shared with Housing Improvement Board. This gives the Portfolio Holder for Housing more information to scrutinise performance of Housing and Asset Management.
- A further 220 stock condition surveys have been completed since last month's update
- The Total Mobile Statement of Works has been signed off, and the kick-start meeting has been scheduled for 16 April 2026
- The Damp and Mould Policy has been refreshed so that the timescales are presented better.

Meetings continue to take place with the Leader of the Council, the Deputy Leader and the Portfolio Holder for Housing, with colleagues receiving the key message that improvement to meet the Regulatory standards is a top priority.

Officers are also meeting with representatives from the RSH on a monthly basis to share progress and give assurance.

Please refer to the **Appendix** for an overview of the key activities within the revised Service Improvement Plan.

4. Key Decision

This report is not a key decision.

5. Updates from Scrutiny

This report is not required to be considered by the Policy Overview Working Group or the Overview and Scrutiny Committee.

6. Financial Implications

The comments from the Interim Deputy Chief Executive and Section 151 Officer were as follows:

There are no financial implications to consider for the Housing Revenue Account (HRA) at this stage. Any uplift in costs going forward that cannot be contained within existing resources would require approval by Cabinet.

7. Legal Implications

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

The legislative powers of the Regulator of Social Housing are set out in the Social Housing (Regulation) Act of 2023 however S.193 of the Housing and Regeneration Act 2008 introduced the inspection programme which states that the 'regulator may set Standards for registered providers as to the nature, extent,

safety, energy efficiency and quality of accommodation, facilities or services provided by them in connection with social housing’.

The regulatory judgement is a formal process as part of the assessment on the Council’s Landlord functions. The report sets out the details around the judgement and actions required. Failure to adhere to the recommendations of the Regulator will have consequences. It is imperative that the Regulators recommendations are considered and implemented as soon as practicably possible.

8. Human Resources Implications

Not applicable.

9. Union Comments

The Union comments were as follows:

This report did not contain any direct or negative impact on Broxtowe employees so no further comment required by Unison.

10. Climate Change Implications

Any climate change implications are contained within the report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

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

13. Background Papers

Nil.

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Appendix

Service Improvement plan – Key Activities

The Council's focus remains on delivering safe, high-quality homes for our residents. It is committed to learning from the inspection and demonstrating progress. The Council will continue to work closely with the Regulator as officers continue to implement actions within the Service Improvement Plan over the coming months. The plan focuses on a number of activities to improve service delivery, including:

	Action	Update
Compliance	<ul style="list-style-type: none"> Review the governance and associated structure aligned to compliance 	<ul style="list-style-type: none"> Recommendations paper submitted to GMT Next steps to commence following the recruitment to the Director position
	<ul style="list-style-type: none"> Development and implementation of a written and clear interim action plan to resolve the issues aligned to FRA and Asbestos 	<ul style="list-style-type: none"> Action plans for both FRA and asbestos have been developed and are currently being implemented
	<ul style="list-style-type: none"> Clarify the responsibility of C3 actions from EICR services - and implement the process 	<ul style="list-style-type: none"> Meeting scheduled with Assistant Director of Asset Management to agree next steps
	<ul style="list-style-type: none"> Ensure there is external and internal auditing for the 'Big 6' (including Co2 and Fire) 	<ul style="list-style-type: none"> External and internal auditing in place for Gas and EICR. Replication for other compliance streams to be developed by May 2026
	<ul style="list-style-type: none"> Create a safety performance report for frequent review 	<ul style="list-style-type: none"> Performance reports for FRA, Gas, EICR, Legionella and LOLER now in place Report for asbestos to be developed by May 2026

	Action	Update
Knowledge and Information Management (KIM)	<ul style="list-style-type: none"> Review of the governance, structure and procedures aligned to record-keeping / KIM 	<ul style="list-style-type: none"> Initial discussions have taken place regarding data quality options Added as an agenda item for HIB in April 2026
	<ul style="list-style-type: none"> Development and implementation of a written and clear action plan to resolve the issues aligned to KIM 	<ul style="list-style-type: none"> To be developed following guidance from HIB
	<ul style="list-style-type: none"> Develop a clear plan for collection and use of tenant data and ensure there is a tested process so that any changes required to Capita system are easily implemented 	<ul style="list-style-type: none"> Investigation currently ongoing on how data within iPlans can be linked with Capita system
	<ul style="list-style-type: none"> Strengthen the scrutiny of Housing, Repairs and Asset Management performance 	<ul style="list-style-type: none"> Detailed performance reports are now being shared with Housing Improvement Board. This gives the Portfolio Holder for Housing more information to scrutinise performance of Housing and Asset Management
	<ul style="list-style-type: none"> Create a definitive list of policies and procedures that either need updating or creating 	<ul style="list-style-type: none"> To commence in July 2026
	<ul style="list-style-type: none"> For learning purposes, consider introducing an annual report on tenancy outcomes 	<ul style="list-style-type: none"> To commence in July 2026
	<ul style="list-style-type: none"> Development and implementation of a written and clear action plan to fully understand the diverse needs of all our tenants so we can tailor services to meet needs 	<ul style="list-style-type: none"> Colleagues continue to contact our tenants to check that their records are up to date. Officers have now contacted over 2,100 General Needs tenants (an increase of 200 since last month's update). The aim is to reach out to all relevant tenants by 31 May 2026.

	Action	Update
	<ul style="list-style-type: none"> Improve performance / learning in responding to complaints 	<ul style="list-style-type: none"> Standard agenda item at the quarterly Housing Management Team performance meeting Regular discussions taking place with the Complaints Group (aligned with the Housing Influence Panel) on how we can learn from complaints and implement changes
	<ul style="list-style-type: none"> Improve the visibility of reporting on analysis and associated service improvements. This includes Tenant Satisfaction Measures (TSM) action plan being published for tenants online 	<ul style="list-style-type: none"> TSM information can be found on the website and is also shared via current communication channels TSM action plan progress report to be sent to the Housing Influence Panel for feedback in May 2026
	<ul style="list-style-type: none"> Implementation of Total Mobile Solutions 	<ul style="list-style-type: none"> Final Statement of Works have been signed off Internal resource plan to be approved by HIB April 2026 Reset meeting with Total Mobile scheduled for 16 April 2026
Asset Management and Development	<ul style="list-style-type: none"> Continue with the implementation of the 2025-2030 asset management strategy. Developed from and aligned to the stock condition survey and the future investment program 	<ul style="list-style-type: none"> Asset Management ‘away-day’ completed with colleagues to review progress of the strategy, identify barriers that are restricting progress and opportunities for improvement A further 220 stock condition surveys have been completed since last month’s update
	<ul style="list-style-type: none"> Review the adaptations service – agree clear service measures with tenants, implement and monitor service delivery 	<ul style="list-style-type: none"> To commence in July 2026

	Action	Update
Housing	<ul style="list-style-type: none"> Refresh the new Damp and Mould Policy so that the timescales are presented better 	<ul style="list-style-type: none"> Policy has been refreshed and approved via the relevant governance process Website and tenant comms to be updated
	<ul style="list-style-type: none"> Ensure the Damp and Mould Policy is fully resourced to enable all desired action aligned to Awaab's Law 	<ul style="list-style-type: none"> Interim senior inspector has been in position for the last five months. Permanent resources currently being reviewed
	<ul style="list-style-type: none"> Implement estate walkabouts as promised 	<ul style="list-style-type: none"> Reviewing best-practice examples from other authorities to ascertain how to improve current process Pilot to commence in July 2026
	<ul style="list-style-type: none"> Develop a clear lettable property standard, publish for tenants 	<ul style="list-style-type: none"> Standard recently approved at Cabinet and currently being implemented
	<ul style="list-style-type: none"> Improve management of void properties – to support providing homes to more people (considering the recommendations from Housing Influence Panel review) 	<ul style="list-style-type: none"> In-house tracker system developed that gives colleagues an overview of pinch-points within the process to then implement mitigation
	<ul style="list-style-type: none"> Improve the information available for tenants reporting ASB and hate crime, to enable the Council to take prompt and appropriate action 	<ul style="list-style-type: none"> Website search terms have been simplified The link to the Housing section is more prominent on the home page Further communications being developed to highlight improvements and achievements

	Action	Update
Staff engagement	<ul style="list-style-type: none"> Develop and implement a staff engagement and behaviour guidance document / code of conduct (aligned to the upcoming additional Standard) that defines expected behaviours and engagement principles aligned to organisational values (including continuous improvement) 	<ul style="list-style-type: none"> Meeting scheduled with the Assistant Director of Housing and Assistant Director of Asset Management to plan next steps
	<ul style="list-style-type: none"> Complete a service-wide training needs analysis and produce a role-based training needs matrix (e.g. operatives) in preparation for the upcoming additional Standard 	<ul style="list-style-type: none"> Being developed as part of the appraisal process Annual 'training needs' spreadsheet currently being refreshed following appraisals
	<ul style="list-style-type: none"> Introduce mechanisms to improve team cohesion and collaboration 	<ul style="list-style-type: none"> Meeting scheduled with the Assistant Director of Housing and Assistant Director of Asset Management to plan next steps

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Joint report of the Portfolio Holder for Housing and the Portfolio Holder for Economic Development and Asset Management

Creation of a Permanent Project Surveyor

1. Purpose of Report

To seek approval for the creation of a permanent Project Surveyor (Capital Works) post within the Asset Management and Development service to provide technical surveying support, project management and quality assurance across the Capital Works and Development teams (30%), including responsibility for managing the 12-month defects liability period for all new-build schemes.

2. Recommendation

Cabinet asked to RESOLVE that the creation of a permanent Project Surveyor (Capital Works) post in Asset Management and Development at Grade 8 be approved. The maximum cost of the Grade 8 post at £46,500 will be funded through capital salaries with the net cost being met by the Housing Revenue Account (HRA).

3. Detail

The Council delivers significant capital, compliance and improvement projects that require structured technical oversight, monitoring and quality assurance. The Project team in Asset Management and Development currently has no dedicated surveying capacity, resulting in delivery constraints, compliance risks and increased dependency on external consultancy.

Furthermore, there is no dedicated resource to oversee the defects liability period for new-build developments. This creates inconsistent performance, delays, and unnecessary outsourcing costs.

Key technical gaps include:

- Professional building surveying
- CDM compliance and client duties
- Contractor management
- Quality inspections
- Defects resolution
- Technical project delivery and monitoring.

Without strengthening internal capacity, the Council faces increased operational, safety and statutory risk.

There is a significant risk that capital and compliance projects will not be completed or sufficiently progressed before Local Government Reorganisation (LGR). A lack of technical staffing increases the likelihood of programme delays,

non-compliance, and continuity issues. A dedicated Project Surveyor strengthens resilience ahead of transition.

It is therefore proposed to create a permanent Project Surveyor (Capital Works) post within Asset Management and Development, allocated as 70% to Capital Works and 30% to the Development team (with a specific focus on managing defects liability). The post will deliver technical surveying; project and contractor management; CDM compliance; quality inspections; cost control; defects resolution; and programme monitoring.

Risk Register

Risk	Consequence	Mitigation
Insufficient defects management	Increased long-term liabilities; unresolved defects; customer dissatisfaction	Allocate 30% of Development team capacity to defects management
Compliance gaps due to insufficient technical capacity	H&S breaches; statutory non-compliance; regulatory challenge	Strengthen technical oversight and embed enhanced QA processes
Programme delays or cost overruns	Financial pressure; contractor claims; reduced programme efficiency	Introduce in-house project control and reduce reliance on consultants
Capital/compliance schemes not delivered before LGR	Failure to meet statutory obligations; reputational risk; handover issues	Establish Project Surveyor post to increase capacity
Resource shortages requiring reprioritisation	Reduced programme output; delayed timescales; stakeholder dissatisfaction	Prioritise based on statutory need and risk; reallocate resources

Options Appraisal

Option 1 – Do Nothing – Not recommended. This maintains existing capacity gaps, increases compliance risk, delays programme delivery, and increases reliance on consultancy.

Option 2 – Use External Consultants – Not recommended. Consultancy costs are significantly higher, with fees up to 20% of project value (i.e. £200k on £1m works) and defects management outsourcing also adds £10k annually.

Option 3 – Create an in-house Project Surveyor post – Recommended. Provides best value, improves delivery, strengthens compliance, and supports readiness for LGR.

The financial appraisal summary includes:

- Agency staff costs around £90,000 per year (market rate £350 per day)
- Consultancy fees up to 20% of project value (i.e. £200k per £1m works)
- Outsourced defects management around £10,000 per annum
- Proposed salary around £35,000 plus oncosts.

The expected annual savings is therefore around £130,000 with net savings delivered through reduced consultancy spend and improved project management efficiency.

The Asset Management Project team does not currently have the technical capacity required to deliver the Council's major capital, compliance, and improvement programmes. The annual programme value is around £8 million, with an additional £1 million of projects sitting outside the managed capital programme requiring professional oversight.

The Development team also has no in house resource to manage the defects liability period for new build housing schemes, resulting in inconsistent outcomes and consultancy costs of around £10,000 per year.

Creating an in-house Project Surveyor offers improved delivery, greater control, and a cost neutral or cost saving alternative to reliance on consultants.

A job description and persons specification for the new role is provided in the **Appendix**.

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 Interim Deputy Chief Executive were as follows:

The cost of the proposed Project Surveyor (Capital Works) post in Asset Management and Development at Grade 8 is up to £46,500 including oncosts. The post would be largely funded by the Housing Revenue Account (HRA), through the 'capital salaries' recharge to the Capital Programme. Any of the cost which is not supported by external funding would require an increase in prudential borrowing for the Housing Capital Programme the cost of which will ultimately be met by the HRA.

7. Legal Implications

Not applicable.

8. Human Resources Implications

HR comments will be updated as necessary at the meeting.

9. Union Comments

Union comments will be updated as necessary at the meeting.

10. Climate Change Implications

Any 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.

Appendix 1

BROXTOWE BOROUGH COUNCIL**JOB DESCRIPTION**

Directorate:	DCEX – Deputy Chief Executive
Division:	Asset Management & Development
Post No & Job Title:	Project Officer
Grade:	TBC
Responsible to:	Senior Project Officer
Responsible for:	No responsibility for employees.

Main purpose of the job

This is an exciting opportunity to join our Asset Team, delivering excellent surveying and clerk of works services within the Capital and Development section of Landlord Services. Reporting to the Senior Project Officer, with guidance and direction from the Housing Development Manager, you will play a lead role in the successful management of specific capital works and development programmes from start to finish. These projects, delivered under various contracts, aim to improve our housing stock of circa 4,500 properties.

Working in partnership with internal and external stakeholders, you will ensure that objectives around quality, communication, and customer care are achieved, budgets are adhered to, and key performance indicators are met.

The role requires a detailed knowledge of building construction methods, procurement regulations, and materials—sufficient to identify and diagnose defects and deliver appropriate, cost-effective solutions.

Main Duties and Responsibilities:

1. Conduct surveys to identify scope of works, defects and remedies on issues including construction, non-decency, and development projects, requiring improvements and other work required on Council properties and new builds,

specifying remedies and work to be carried out, estimating costs, preparing tender documents and commissioning work.

2. Support the delivery of a wider range of housing projects across the Asset Management & Development Team, ensuring time and budgetary milestones are met, and to the necessary quality standards.
3. Responsible for conducting pre and post inspections, work in progress and handover inspections, accepting at handover only properties and projects that meet the specification and quality standards. Ensure robust snagging processes are conducted. Overseeing all work, monitoring progress, ensuring that work is completed on time, to specification, to budget and that all necessary planning, building control and other statutory permissions are identified and appropriately and timely obtained.
4. Co-ordinate a range of capital projects, and contractors conducting works to Council properties and development sites, including decent homes works, disabled adaptations, door entry, environmental improvements, estate improvement works, parking, planned and cyclical maintenance, and other necessary work, assessing and agreeing variations and final costs.
5. Provide accurate reporting to all necessary stakeholders, working collaboratively with internal teams, external partners and contractors, to achieve project objectives, whilst ensuring compliance with relevant policies, procedures and statutory requirements.
6. Drive efficiency and manage risk at every stage of project delivery, to ensure the successful implementation of strategic initiatives that enhance service delivery and asset performance.
7. Ensure that comprehensive records are kept of all specifications, tender documents, estimates, variations, handover documents and all other documents in relations to work conducted.
8. Ensure that all health and safety requirements are met, including asbestos, fire and compliance, and monitoring compliance by contractors.
9. Produce detailed tender documents and conduct procurement exercises for varies projects within capital and development.
10. To build and maintain relationships with Broxtowe Borough Council's customer/resident's experience, and other internal departments regarding defects.
11. To build and maintain relationships with contractors and consultants regarding defects, specification and scope of works agreed.
12. To monitor and action defects on behalf of development and capital works, consulting with customers and contractors.

13. Obtain quotes for repairs outside the defects process on new build properties and capital works.
14. Work with Broxtowe Council surveyors and clerk of works to resolve latent defects and process warranty claims when required.
15. Conduct feasibility studies, identifying remedies, costs and producing specifications of works.
16. Process invoices within financial limits.
17. Help develop audit files for development schemes ready for internal and external audit.
18. Support Complaints Team with information regarding formal complaints raised.
19. Help develop and improve our customer communication channels.
20. Any other duties to support the development team.
21. Carry out any duties or responsibilities that fall within the scope and grading of the post as directed by a line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

NOTE

The Project Officer role should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council’s policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:			___/___/___

Job description agreed by			___/___/___
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Date of issue: June 2025

Additional notes for JE/HR.

Appendix 2

PERSON SPECIFICATION

Project Officer

	Additional/changed requirements	E/D	Measure
Personal Skills	• Ability to work within a diverse team.	E	1,3
	• Effective interpersonal and communication skills.	E	1,3
	• Numerate and analytical.	D	1,3
	• Ability to maintain attention to detail whilst working within deadlines.	E	1,3
	• Ability to provide information and briefing notes for officers and members.	D	1,3
Experience	• Local Government experience	D	1,3
	• Previous work within a relevant area.	E	1,3
	• Experience of supervising contractors	D	1,3
	• Experience of prioritising own workloads.	E	1,3
	• Experience of managing health and safety of contractors.	E	1,3
	• Experience of budget control	E	1,3
	• Experience of disabled adaptations	E	1,3
	• Experience of Energy Efficiency retrofit works.	E	1,3
	• Construction project management.	E	1,3
	• Managing KPIs and contract management and performance	E	1,3
	Attainments/Qualifications	• HNC Building Studies.	D
• Relevant time served experience		E	1,3
Knowledge	• An understanding of relevant construction legislation and council requirements.	E	1,3
	• A sound knowledge of construction design.	E	1,3
	• An understanding of relevant building trades and the principles of asset management.	E	1,3
	• Computer literate.	E	1,3
	• An understanding of procurement and contract documentation.	E	1,3
	• A sound knowledge of Building regulations	E	1,3
	• An understanding of disabled access design, including relevant legislation, British Standards and best practise.	E	1,3
	• An understanding of energy efficiency retrofit solutions, and sustainable construction.	D	1,3
	• A sound knowledge of Construction Health and Safety legislation.	E	1,3
	Special Requirements	• Able to work outside office hours, including evening meetings.	D

Car Allowance	This post carries a designated car user status.
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Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
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	Name	Signature	Date
Person specification written by:	Darren Ibell		___/___/___
Person specification agreed by			___/___/___

Date of issue: 7th July 2025

Additional notes for JE/HR. TC302.

Report of the Portfolio Holder for Economic Development and Asset Management

Major Development Drainage

1. Purpose of Report

To make Cabinet aware of the approach the Planning Department will take to address and mitigate issues of on-site drainage of major developments, during the construction phase. This is following a few recent incidents of off-site flooding during the construction of recent housing developments.

2. Recommendation

Cabinet is asked to NOTE the approach taken by the Council to include a relevant planning condition to cover issues of site drainage, during the construction phase in addition to the inclusion of a relevant policy in the forthcoming Broxtowe Local Plan.

3. Detail

Due to the increased rainfall over the winter months and a lack of suitable drainage during the construction phase of developments, the construction of housing sites in both the north and south of the Borough have caused issues of off-site flooding. This has caused local disruption to pathways, gardens, roads and, in some more severe cases, damage to homes and property.

Historically, major housing developments have usually been coupled with appropriate planning conditions to cover issues of drainage, but usually with the caveat of 'before the houses are occupied or completed' or such similar wording. Consequently, the issues of flooding are assessed and mitigated, but not until the point at which houses are finished or due to be occupied. As such, there is limited protection for off-site flooding during the construction phase. This usually has not created an issue but due to the recent wetter winters and the impact of climate change, this scenario no longer seems to be sufficient. To that end, for all major housing schemes moving forward the Planning Department will include a suitable drainage condition to address this issue, during the construction phase of development. This should help prevent issues of off-site flooding in the future.

Future Policy

The Council will shortly be commencing work on a new Broxtowe Local Plan. As part of a new flooding and drainage policy, specific requirements can be included to require developers to ensure that adequate drainage measures are implemented during the initial site clearance and construction phases to prevent increasing flood risk to neighbouring properties. This would include temporary measures prior to the permanent drainage infrastructure being constructed. This will therefore ensure that this issue is addressed, in formal planning policy, in due course.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Interim Deputy Chief Executive and Section 151 Officer were as follows:

There are no additional financial implications for the Council at this stage with any costs being contained within existing Planning Policy 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 Services were as follows:

Planning conditions will be considered and written following the usual planning guidelines and in line with six tests as outlined within the National Planning Policy Guidance. The planning policies, and adoption thereof, will go through the usual statutory procedures at the relevant time.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

There are not considered to be any significant 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

Not applicable.

13. Background Papers

Nil.

Report of the Portfolio Holder for Housing

Housing Delivery Development Pipeline Approval 2026

1. Purpose of Report

To inform Cabinet of the proposed pipeline of schemes intended to be put forward in 2026 for Homes England funding under the 2026 - 2036 SAHP programme and to seek approval for submitting all bids. This is in accordance with the Council's Corporate Priority of Housing – a good quality home for everyone.

2. Recommendation

Cabinet is asked to RESOLVE that submission of the proposed Housing Delivery development pipeline funding bids be approved.

3. Detail

In March 2026, Homes England opened the latest bidding round for the SAHP 2026 - 2036 programme. On 9 March 2026, the Housing Delivery Managers met with Homes England to discuss the Council's proposed pipeline of schemes that it intends to bid for in 2026/27.

Homes England confirmed that they would prefer an early bid submission for all firm pipeline schemes that could demonstrate deliverability by meeting the following criteria:

- Schemes that are in the Council's ownership
- Schemes that have Cabinet approval to bid
- Schemes that have received planning advice indicating support for the proposed scheme.

The Council is therefore seeking approval to bid for the schemes listed in the **Appendix** work up to the planning stage.

Clearly, the Council will still submit individual project approval requests prior to commencement of the procurement process, once detailed feasibility studies have been completed, and each scheme is determined to meet all our viability criteria.

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 Interim Deputy Chief Executive and Section 151 Officer were as follows:

There are elements of the Housing Delivery development pipeline already included within the approved Capital Programme for 2026/27, however, some schemes listed are not presently included. These schemes still require the development of a robust and sustainable business case and financial analysis for consideration by Cabinet later in order to approve the required capital investment budget and respective financing of each scheme.

7. Legal Implications

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

There are no direct legal implications arising from this report.

8. Human Resources Implications

There were no comments from the Human Resources Manager.

9. Union Comments

Not applicable.

10. Climate Change Implications

Any climate change implications are contained within the report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

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

13. Background Papers

Nil.

Appendix

Scheme Name	Units	Tenure	Site	Acquisition	SOS date (estimate)	PC Date (estimate from SoS)	Comments
Farm Cottage (2), Stapleford	2	SR	Brownfield	1990s	01/02/2027	12-months	Land and cottage owned by Broxtowe, Planning required for demolishing of the cottage and rebuild to 2 flats with individual access ideally. Programme Dates TBC.
Cross Strett flats, Eastwood	6	SR	Brownfield	23/10/2024	01/02/2027	15-months	Broxtowe owned and acquired land. Planning required for redesign of the site for 6 flats on this site. There are gradients issues and existing foundations on this site which will need to be addressed and reviewed within the design.
52 Church Street, Eastwood	8	SR	Brownfield	2024	01/02/2027	15-months	Site formerly used as nursery which had been empty/closed for a several years. Broxtowe purchased this site in 2025 for development for social rent homes. Demolition will be required of existing nursery building and planning permission required for 8 flats on this site.
84 Church Street, Eastwood	5	SR	Brownfield	31/03/2026	01/02/2027	9-months	Broxtowe is currently purchasing this site (legals in progress) to develop and refurbish for a change of use to SR units of 4 flats and 1 bungalow. Existing building was previously used for housing/care for adults with disabilities which had been empty/closed for a number of years due to costs of building works required to meet current housing standards.
Lawrence Avenue, Eastwood	2	SR	Brownfield	1950s	01/02/2027	15-months	Currently garage site owned by Broxtowe which requires demolition of existing garages to build 2 houses on this site. Planning is required.

Scheme Name	Units	Tenure	Site	Acquisition	SOS date (estimate)	PC Date (estimate from SoS)	Comments
41 Peveril Road, Beeston	1	SR	Brownfield	2025	01/03/2027	12-months	Site is a small piece of land at the rear of an existing social rented house owned by Broxtowe. It has potential for 1 house that could use MMC e.g. via PBH or other MMC contractors as trial (subject to usual due diligence checks).
Community Centre, Toton	6	SR	Brownfield	1950s	01/03/2027	15-months	An existing community centre in Toton which requires a lot of refurb/repairs work e.g. asbestos roof. Broxtowe own this site and this site will need demolition of the existing community centre, consultation with residents and design 6 houses potentially for social rent. There is another community centre opposite the site potentially user of this community centre could use.
Total	30						

Report of the Portfolio Holder for Environment and Climate Change

Food Waste Implementation

1. Purpose of Report

To update Members on progress to date with food-waste implementation, outline the requirement for additional budget to purchase food-waste collection vehicles, and provide an update on potential delays to the delivery of the new fleet.

2. Recommendation

Cabinet is asked to note the progress made on food waste collection implementation and to RESOLVE that an additional capital budget of £241,000 for the increased cost of purchasing food waste vehicles be approved. The budget uplift will be added to the Capital Programme in 2026/27 and funded by an additional New Burdens funding allocation and/or prudential borrowing with delegation given to the Interim Deputy Chief Executive and Section 151 Officer to determine the most appropriate and cost-effective way of financing the scheme.

3. Detail

The Environment Act 2021 introduced a package of statutory measures designed to improve resource efficiency and increase recycling performance nationally. A key outcome of the Act is the implementation of Simpler Recycling, which requires all local authorities in England to provide weekly, separate food waste collections to households.

To support local authorities in delivering these changes, the Government committed to providing New Burdens funding to cover the capital and transitional costs associated with service transformation. Broxtowe Borough Council is currently subject to a transitional implementation deadline of 1 October 2027, by which time weekly food waste collections must be fully operational.

The Council received just over £1 million in total New Burdens capital funding for food waste implementation. Within this, just over £700,000 was specifically allocated for the purchase of food waste collection vehicles. However, it was identified early on that this allocation would be insufficient to meet the full capital requirement. This was due to:

- Inflationary pressures in the vehicle manufacturing sector.
- High national demand for specialist waste collection vehicles.
- Growth within the Borough, increasing the number of properties to be serviced.

A challenge to the Department for Environment, Food and Rural Affairs (Defra) regarding the adequacy of the New Burdens allocation was submitted; however, this was rejected, leaving the Council with a capital budget funding gap.

Fleet Requirements and Procurement Position

Operational modelling undertaken through the recent review of the Council's Recycling and Waste services confirmed that six frontline food waste vehicles are required to deliver an efficient weekly service across the Borough. In addition, two further vehicles are required as operational spares to ensure service resilience during breakdowns, maintenance, MOT, and peak-demand periods. A total fleet of eight vehicles is therefore required.

The New Burdens funding allocation for caddies and containers was also insufficient, so amendments were made to the Council's 2026/27 Capital Programme to address the shortfall in these items. At the time, it was anticipated that this adjustment would ensure adequate funding for both containers and vehicles. However, due to further significant increases in vehicle prices since the Capital Programme was set, the amount allocated for vehicles in 2026/27 is no longer sufficient. As a result, there remains a £241,000 funding gap to enable the purchase of the two remaining vehicles for the fleet.

There is sufficient funding within the Capital Programme to cover the cost of caddies and containers following the amendments made, but the gap relating to the vehicle fleet must be addressed to enable the Council to meet its statutory implementation deadline.

To progress delivery, officers have placed vehicle orders as follows:

- Three vehicles were ordered in November 2025 with the supplier indicating that these should arrive shortly before the service commencement deadline.
- A further three vehicles were ordered recently, following completion of the operational round review. However, the supplier has confirmed delivery will not occur until January 2028, which is after the mandated launch date of 1 October 2027.

The full eight-vehicle order could not be placed earlier because the Council was still completing its service and route redesign work, without which the required fleet size could not be accurately determined. This work is now complete, confirming the operational need.

Exploration of Alternative Options

Considering the funding gap and confirmed delivery delays, officers have explored alternative approaches to ensure statutory compliance, including:

- Short-term rental of food waste vehicles. While feasible, this would introduce unbudgeted revenue expenditure. Officers consider it inappropriate for the Council to incur rental costs when the statutory New

Burdens funding provided is insufficient to meet national policy requirements.

- Exploration of alternative vehicle makes and models that may be available sooner or at lower cost. However, the specialist nature of food waste collection vehicles limits opportunities for meaningful savings or faster availability without compromising service delivery.

End-Destination of collected Food Waste

All food waste collected by the Council will be sent for treatment via anaerobic digestion (AD). Anaerobic digestion is a natural biological process in which organic materials, such as household food waste, are broken down by microorganisms in a sealed, oxygen-free environment. Although the final disposal point is still to be confirmed, it is likely that it may be treated at Colwick in Nottingham.

This treatment route delivers a range of environmental benefits. As the material breaks down, it produces biogas, a renewable energy source that can be used to generate electricity and heat. The process also produces a nutrient-rich digestate suitable for agricultural use.

Impact on the Council's Recycling Performance

The introduction of weekly food waste collections is expected to result in a significant uplift in the Council's overall recycling rate. Modelling undertaken by WRAP projected that the Borough's recycling rate will increase from the current level of approximately 35% to just over 45% once the new service (and Simpler Recycling) is fully implemented.

This forecast improvement reflects the significant proportion of food waste currently present in the residual waste stream. Officers will continue to work proactively to maximise performance, with a particular focus on removing as much food waste as possible from the black-bin stream. The food waste trial taking place in September 2026 will also provide valuable data on resident participation and capture rates, helping to shape targeted engagement activity and supporting the Borough-wide rollout in 2027/28.

Engagement with Defra

Officers have written again to Defra to:

- Formally notify them of the supplier's inability to deliver the final three vehicles before the statutory implementation deadline, and the resulting risk to service commencement.
- Request that Defra reconsider the New Burdens funding allocation, given that vehicle costs have increased significantly and the current allocation is

no longer sufficient to meet the statutory requirements imposed by central government.

Revenue

The Council has not yet received confirmation of the revenue New Burdens funding package required to fund the future employee resourcing model for ongoing food waste collections. Although the Council has received just over £300,000 in revenue funding, this only covers implementation activity such as communications, project management and caddy delivery, and does not fund the future employee model. It is hoped that further information will be provided soon, as a separate report will need to be presented to Cabinet setting out the ongoing employee and operational revenue implications. Given the significant shortfall experienced in the capital funding allocation, there is concern that this may be replicated within the revenue funding, thereby creating an additional financial pressure for the Council.

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

The comments from the Interim Deputy Chief Executive and Section 151 Officer were as follows:

Whilst the Council remains committed to meeting its statutory obligations under the Environment Act; the amount of New Burdens funding being provided falls significantly short of the actual cost of implementing weekly food waste collections. A sharp increase in the price of vehicle has created an unavoidable capital budget and funding gap despite careful financial planning. In order to ensure service resilience and statutory compliance, it is necessary to provide an additional budget for the vehicle fleet.

There is no budgetary provision within the approved Capital Programme for the additional cost of food waste vehicles at up to £241,000. Any shortfall in New Burdens funding would have to be met from the Council's own capital resources i.e. prudential borrowing. If approved, the Interim Deputy Chief Executive and Section 151 Officer would determine the most appropriate and cost-effective way of financing the scheme. The revenue impact of prudential borrowing on the General Fund would be up to £46,000 per annum for seven years, with the annual cost of Minimum Revenue Provision (MRP) and borrowing interest costs.

7. Legal Implications

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

The Council has a statutory duty under the Environment Act 2021 to implement weekly separate food waste collections by 1 October 2027. Despite taking all reasonable steps, the Council is currently unable to meet this deadline due to vehicle delivery delays outside its control, arising from national supply chain constraints. This creates a compliance risk; however, the Council continues to engage with Defra and suppliers and is pursuing all appropriate mitigation measures to demonstrate best endeavours in meeting its obligations.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

The introduction of weekly food waste collections will strengthen the Council's climate commitments by diverting food waste away from Energy-from-Waste facilities and into more sustainable treatment processes such as anaerobic digestion, which delivers higher carbon-reduction benefits. Ensuring the timely procurement of the vehicle fleet is essential to achieving these environmental

gains. While delays may slow the realisation of these benefits, the service remains a key component of the Council's wider carbon neutral ambition.

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.

Report of the Portfolio Holder for Environment and Climate Change

Blue Infrastructure Audits

1. Purpose of Report

To update Members on the ownership and maintenance responsibilities relating to the major brooks in Broxtowe and to present the key findings from recent blue-infrastructure audits.

2. Recommendation

Cabinet is asked to NOTE the Blue Infrastructure report.

3. Detail

Blue infrastructure is an important part of the Borough's natural environment, helping to manage surface water, support biodiversity and contribute to climate resilience. Each year, the Environment team undertakes audits of the six main brooks to review their condition (**Appendix 1 and Appendix 2**), identify any emerging issues and, where necessary, remind riparian owners of their responsibilities or address matters affecting Council-owned land.

Responsibility for managing flood risk does not rest primarily with the Borough Council. The Environment Agency holds key regulatory and enforcement powers for main rivers, while Nottinghamshire County Council, as the Lead Local Flood Authority, has the principal statutory role for local flood risk from surface water, groundwater and ordinary watercourses.

The Council's duties are more limited and relate mainly to its own landholdings, riparian interests, and routine inspections. By identifying issues early, passing them to the appropriate authority and engaging with landowners, the Council provides valuable local insight that supports the wider flood-risk management framework without assuming responsibilities that sit with the Environment Agency or Lead Local Flood Authority.

Blue Infrastructure across the Borough

Broxtowe's blue-infrastructure network is centred on six major brooks, namely Nether Green Brook, Beauvale Brook, Dairy Farm Brook, Brinsley Brook, Boundary Brook and the Moorbridge Lane–Mill Road channel, together with the River Erewash and the River Trent, which form the main receiving watercourses across the Borough.

The Nottingham Canal has also been included in the audits. Although man-made, it intercepts several minor streams, contains significant culverts (including one carrying Boundary Brook) and discharges overflow water into the

River Erewash. Its interaction with natural drainage systems means it plays an important role in local water movement and therefore forms part of the overall blue-infrastructure picture.

Annual Audits

Each year, the Council undertakes a structured audit of all six major brooks and relevant canal sections. These inspections help identify emerging issues, confirm the condition of Council-owned assets, and highlight where riparian owners may need to take action.

The Borough Council does not hold the primary statutory responsibilities for managing flood risk. These rest with Nottinghamshire County Council as Lead Local Flood Authority, and the Environment Agency, particularly for enforcement and regulation on main rivers.

The Council's role is supporting and facilitating, focused on:

- Checking the condition of the brooks and canal structures.
- Addressing any issues on land it owns.
- Notifying riparian owners when responsibilities lie with them.
- Escalating matters to the Lead Local Flood Authority or the Environment Agency where regulatory action may be required.

This work helps ensure that water courses remain unobstructed and function effectively, which is increasingly important given the higher rainfall patterns experienced in recent years.

What happens after the Audits

Following each annual audit, the Council:

- Writes to riparian owners to remind them of their responsibilities and request action where needed.
- Schedules works on Council-owned sections, such as clearing vegetation, maintaining screens, or repairing minor defects.
- Refers issues to the appropriate authority, either Nottinghamshire County Council or the Environment Agency, where enforcement intervention may be required.
- Keeps a record of actions, allowing issues to be tracked and ensuring that risk areas are monitored through subsequent inspections.

Emerging flooding risk

A growing concern is the increased surface-water run-off from new developments, which is not only placing added pressure on local watercourses but is also causing run-off to enter gardens, curtilages and in some cases properties, particularly during periods of intense and prolonged rainfall. This

trend highlights the need for robust drainage systems to be designed and installed at the very start of any new build, ensuring that water is managed properly before developments begin.

To address this, the Council is working closely with Nottinghamshire County Council, as Lead Local Flood Authority, and with Planning colleagues to ensure surface-water requirements are properly considered, that developers implement suitable drainage features, and that the cumulative impact of new development on surrounding homes and land is effectively managed.

Conclusion

In summary, the wider programme of annual audits across the Borough's brooks and the Nottingham Canal continues to provide an essential early-warning function, helping the Council identify issues quickly, notify riparian owners, carry out work on its own land and escalate concerns to the Lead Local Flood Authority LLFA or the Environment Agency where required. Given the increasingly intense rainfall the Borough has experienced, this proactive approach, combined with successful measures such as the natural flood-management works at Boundary Brook and ongoing collaboration with key stakeholders, remains vital to keeping watercourses clear and functioning effectively.

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 Interim Chief Executive and Section 151 Officer were as follows:

There is an existing revenue budget for the maintenance of drainage ditches and watercourses. Should any works be identified through the audit process that have wider financial implications beyond the scope of this budget, a separate report would be presented to Cabinet setting out the costs and options for consideration.

7. Legal Implications

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

Nottinghamshire County Council, as the Lead Local Flood Authority, holds the principal statutory responsibilities for the regulation and management of local flood risk from ordinary watercourses, including consenting, enforcement and the investigation of significant flooding incidents.

Broxtowe Borough Council's role is more limited and arises primarily from its position as a landowner and riparian owner, together with its general powers to manage and maintain assets within its control. In this context, the Council may undertake inspections, maintain its own watercourse-related infrastructure, and share relevant information with the Lead Local Flood Authority and the Environment Agency, which retains regulatory and enforcement powers over main rivers.

The Council's functions in this area are therefore practical, permissive and enabling, rather than regulatory. Actions taken by the Council, such as identifying obstructions, addressing issues on Council-owned land, or notifying partner agencies of matters requiring their intervention, are undertaken within the scope of its established powers, duties and landownership responsibilities, and do not displace or diminish the statutory functions exercised by the Lead Local Flood Authority or the Environment Agency.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

Climate change is resulting in more frequent and intense rainfall, increasing surface-water run-off and placing additional pressure on the Borough's brooks, rivers, culverts and drainage channels. This elevates the risk of localised flooding and highlights the need for regular inspection, timely maintenance and coordinated management of blue-infrastructure assets.

Effective blue-infrastructure management also strengthens the Borough's climate-adaptation response by improving resilience to extreme weather, reducing flood risk and supporting ecological networks.

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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BROOK MAINTENANCE WORK PROGRAMME OCTOBER 2025

Note: Any reference to “contact land owners” means making them aware of their responsibilities to keep the brook clear and undertake vegetation removal and litter/rubbish clearance as appropriate.

Work programme prepared following site visits W/C 6 October 2025. Site visits undertaken by: CR/EM/HT

Name of Brook	Nether Green		
Section Description	Ownership	Proposed Actions	Progress
Section 1 CH 000 Northern side A610 to CH 294 boundary to Broxtowe Borough Council	Industrial Units off A610	Contact landowners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.
CH 000 Southern side A610 to Broxtowe Borough Council boundary of Hall Park Nature Reserve.	Mushroom Farm Industrial Units – Broxtowe Borough Council	Contact landowners/estates team to remind them of riparian responsibilities.	Letters prepared and sent October 2025.
Section 2 CH 294 Northern side from Mushroom Farm boundary to boundary with Eastwood Hall CH 742	Industrial Units off A610	Monitor to make sure there is no adverse flood risk associated with fallen limbs.	No issues noted. Continue monitoring.
CH 294 Southern side from start of Broxtowe Borough Council boundary to CH 742	Broxtowe Borough Council Hall Park	Continue with existing inspection and cleansing regime and inspect after storm/flooding conditions. Vegetation clearance and tree limbs need to be cleared as necessary and sensitively to ensure there is no adverse	Inspections ongoing, as and when required.

Name of Brook	Nether Green		
Section Description	Ownership	Proposed Actions	Progress
		flooding risk associated with fallen limbs and excessive vegetation.	Maintenance ongoing, as and when required.
Section 3 CH 742 Northern side Eastwood Hall boundary to end of Broxtowe Borough Council ownership CH 1023	Eastwood Hall	Correspond with Eastwood Hall as necessary and make them aware of their responsibilities to keep the brook clear.	Letters prepared and sent October 2025.
CH 742 Southern side Broxtowe Borough Council ownership to boundary of private property CH 1023	Broxtowe Borough Council Hall Park	Continue with existing inspection and cleansing regime and inspect after storm/flooding conditions. Vegetation clearance and tree limbs to be cleared as necessary and sensitively to make sure there is no adverse flooding risk associated with fallen limbs and excessive vegetation	Inspections ongoing as and when required. Maintenance ongoing as and when required.
Section 4 CH 1023 Northern side Eastwood Hall to Mansfield Road Eastwood	Eastwood Hall	Correspond with Eastwood Hall as necessary and make them aware of their responsibilities to keep the brook clear.	Letters prepared and sent October 2025. Fallen tree limb from Eastwood Hall side was cleared from the brook by Eastwood Hall maintenance team October 2025.

Name of Brook	Nether Green		
Section Description	Ownership	Proposed Actions	Progress
CH 1023 Southern side from Broxtowe Borough Council ownership boundary to Mansfield Road Eastwood	Private ownership, property on Mansfield Road.	Contact land owners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.
Section 5 CH 1089 Mansfield Road culvert	Nottinghamshire County Council.	Given the significance in controlling potential flood risk officers from Broxtowe Borough Council continue to inspect on a 6 monthly basis and advise Nottinghamshire County Council of findings.	Inspections ongoing as and when required.

Name of Brook	Beauvale Brook		
Section Description	Ownership	Proposed Actions	Progress
Section 1 CH 000 to CH 1106 Moorgreen Reservoir to start of housing	Private ownership either side of watercourse.	Contact landowners to remind them of their riparian responsibilities.	Letters prepared and sent October 2025.
Section 2 CH 1106 Open land to the western side. On eastern side housing to CH 1640 at Bridleway 4	Private ownership either side of watercourse.	Contact landowners to remind them of riparian their responsibilities.	Letters prepared and sent October 2025.
Section 3 CH 1640 to CH 3043 From Bridleway 4 to start of Eastwood cricket ground boundary	Northern boundary private ownership.	Contact landowners on both north and south boundaries to remind them of riparian responsibilities. Greasley Parish Council are responsible for the	Letters prepared and sent October 2025.

Name of Brook	Beauvale Brook		
Section Description	Ownership	Proposed Actions	Progress
	Southern boundary Greasley Parish Council ownership.	maintenance of part of this section. Continue to work with the Parish Council making them aware of their responsibilities.	Letters prepared and sent October 2025.
Section 4 CH 3043 to CH 3183 Start of Eastwood cricket ground to boundary of private housing	Broxtowe Borough Council (Eastwood cricket ground). Private ownership. Nottinghamshire County Council.	Continue with existing inspection and cleansing regime and inspect after storm/flooding conditions. Contact landowners reminding them of their riparian responsibilities. Broxtowe Borough Council to continue to be proactive and bring any problems to Nottinghamshire County Council flood risk team.	Letters prepared and sent October 2025.
Section 5 CH 3183 to CH 3671 From boundary of Eastwood cricket ground to Mansfield Road	Broxtowe Borough Council responsible for small pockets of land Private ownership. Nottinghamshire County Council	Contact landowners reminding them of their riparian responsibilities. Broxtowe Borough Council to continue to be proactive and bring any problems to Nottinghamshire County Council flood risk team.	Letters prepared and sent October 2025.

Name of Brook	Daisy Farm Brook		
Section Description	Ownership	Proposed Actions	Progress
Section 1 CH 000 from start of brook after culvert to CH 165 Smithurst Road	Broxtowe Borough Council Smithurst Road Open Space Local Nature Reserve	Vegetation to be cleared back sensitively (Nature Reserve status) every 6 months, or as required. Litter/debris clean up every 3 months. Monitor any pollution noted to be entering the brook during 3 monthly clean up and report to Environment Agency.	Maintenance ongoing as and when required. No pollution problems noted.
Section 2 CH 165 to CH 177 Smithurst Road Newthorpe	Nottinghamshire County Council	Continue to work with Nottinghamshire County Council and establish a set maintenance regime. Broxtowe Borough Council to continue to be proactive and bring any problems to Nottinghamshire County Council flood risk team.	No problems at present.
Section 3 CH 177 From end of culvert to boundary of Broxtowe Borough Council ownership CH 217	Broxtowe Borough Council eastern boundary. Western boundary private ownership.	Contact landowners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.
Section 4 CH 217 From southern boundary of Broxtowe Borough Council Open Space to new balancing pond off Davenport Drive	Private ownership with housing either side.	Contact land owners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.

Name of Brook	Daisy Farm Brook		
Section Description	Ownership	Proposed Actions	Progress
<p>Section 5 CH 280 Western side from private property Broxtowe Borough Council ownership to CH 325 end of Broxtowe Borough Council ownership Eastern side private property as part of new housing development</p>	<p>Broxtowe Borough Council. Private ownership. Nottinghamshire County Council.</p>	<p>Vegetation to be cleared back sensitively (Nature Reserve status) every 6 months, or as required. Litter/debris clean up every 3 months. Monitor any pollution noted to be entering the brook during 3 monthly clean up and report to Environment Agency. Contact landowners to remind them of riparian responsibilities. Broxtowe Borough Council to continue to be proactive and bring any problems to Nottinghamshire County Council attention, to keep culvert and grillages clear.</p>	<p>Maintenance ongoing as and when required. Letters prepared and sent October 2025. No problems noted.</p>
<p>Section 6 CH 325 to CH 371 Nottinghamshire County Council structure (5215C) taking surface water under the A610</p>	<p>Nottinghamshire County Council.</p>	<p>Has been susceptible to silting up in the past. Broxtowe Borough Council to continue to be proactive and bring any problems to Nottinghamshire County Council flood risk team.</p>	<p>No problems noted.</p>

Name of Brook	Brinsley Brook		
Section Description	Ownership	Proposed Actions	Progress
Section 1 CH 000 Boundary Broxtowe Borough Council/Ashfield Borough Council to bottom of meadow at Brinsley Headstocks CH508	Private ownership. Nottinghamshire County Council.	Contact landowners to remind them of riparian responsibilities. Broxtowe Borough Council to continue to be proactive and bring any problems to Nottinghamshire County Council flood risk team.	Letters prepared and sent October 2025. No problems noted.
Section 2 CH 508 Brinsley Headstocks Local Nature Reserve to CH 1108	Broxtowe Borough Council Brinsley Headstocks	Vegetation to be cleared back sensitively (given Local Nature Reserve status) every 6 months/if required. Continue with existing inspection and cleansing regime and inspect after storm/flooding conditions.	Works completed with contractor Jan 26. Friends of Group undertake bi-monthly litter picks, complementing Broxtowe Borough Council cleansing teamwork.

Name of Brook		Brinsley Brook	
Section Description	Ownership	Section Description	Ownership
Section 3 From CH 1108 boundary of Brinsley Headstocks to CH 2186 Nottinghamshire County Council grillage	Private Ownership	Contact landowners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.
Section 4 From Nottinghamshire County Council grillage at CH 2186 to CH 2303 where the Brinsley Brook joins Beauvale Brook.	Private Ownership	Contact landowners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.

Name of Brook	Boundary Brook (Sections 6,7 and 8 are classed as a Main River and are the responsibility of the Environment Agency to manage)		
Section Description	Ownership	Proposed Actions	Progress
Section 1 CH 000 Nottingham Canal culvert to CH 383 boundary of Pit Lane Local Nature Reserve	Private farmland.	Contact landowners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.
Section 2 Northern side is private land to CH 383. Southern boundary includes part of Stapleford Hill Local Nature Reserve and land proposed for housing	Broxtowe Borough Council Private farmland on Northern boundary forms part of proposed Field Farm Development Developer (Peveril Homes)	Make the Environment Agency aware of any obstructions along the brook. Contact landowners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.
Section 3 CH 703 –CH 1153 Northern side Pit Lane Recreation Area Local Nature Reserve. Southern boundary forms part of Field Farm development	Northern side Pit Lane Recreation Area Local Nature Reserve Broxtowe Borough Council Southern boundary Field Farm Development	Contact landowners to remind them of riparian responsibilities. Vegetation clearance and tree limbs to be cleared as necessary and sensitively to make sure there is no adverse flooding risk associated with fallen limbs and excessive vegetation. Inspect after storm/flooding conditions. Remove invasive Himalayan Balsam.	Letters prepared and sent October 2025 Contractor instructed to remove Balsam Aug 25, to repeat 2026. Substantial work carried out in partnership with Nottinghamshire County Council Flood management team creating scrapes and bunds along the brook to create habitat and control overflow in extreme weather events. Aug-Oct 2025.

Name of Brook	Boundary Brook (Sections 6,7 and 8 are classed as a Main River and are the responsibility of the Environment Agency to manage)		
Section Description	Ownership	Proposed Actions	Progress
			Bi-annual inspections ongoing.
Section 4 CH 1153 – CH 1516 Northern side end of Pit Lane Recreation Area to Trowell Road	Northern side – Field Farm Development Southern boundary Westerman Homes as part of Field Farm Development	Contact landowners to remind them of riparian responsibilities. Vegetation to be cleared as necessary to make sure there is no adverse flooding risk associated with excessive vegetation. Inspect after storm/flooding conditions.	Letters prepared and sent October 2025. Substantial works taken place in Aug-Oct 2025 by Nottinghamshire County Council to create new meandering brook structure designed to naturally control water flow. The old section of brook has been infilled partially to ensure the section remains disused Water safety signage and throwline installed by Broxtowe Borough Council in December 2025. Fence installed along new brook section following Broxtowe Borough Council boundary line, this was following water safety audit Jan/Feb 2026.
Section 5 CH 1516 - CH 1527	Nottinghamshire County Council Culvert	Continue to work with Nottinghamshire County Council and establish a maintenance regime. Broxtowe Borough Council to continue to be proactive and	Ongoing

Name of Brook	Boundary Brook (Sections 6,7 and 8 are classed as a Main River and are the responsibility of the Environment Agency to manage)		
Section Description	Ownership	Proposed Actions	Progress
		bring any problems to Nottinghamshire County Council flood risk team.	
Section 6 CH 1527 to CH 1849 both sides private housing	Private ownership with housing either side. Management responsibility is with Environment Agency	Liaise with Environment Agency and landowners and make them aware of their responsibilities to keep the brook clear. Liaise with Environment Agency as this section has a history of flooding.	Letters prepared and sent October 2025.
Section 7 CH 1849 to CH 1937 Trowell Park Open Space	Broxtowe Borough Council Open space on North/West boundary. South/East Boundary private Ownership Management responsibility is Environment Agency	Broxtowe Borough Council to be proactive with a routine inspection regime and liaise with the Environment Agency to minimise any flood risk. Contact landowners.	Ongoing
Section 8 CH1937 from edge of residential area to CH 2359 River Erewash	Private land Riparian Ownership Management responsibility is Environment Agency	Liaise with Environment Agency and landowners and make them aware of their responsibilities to keep the brook clear.	Letters prepared and sent October 2025

Name of Brook	Moorbridge Lane to Mill Lane, Stapleford		
Section Description	Ownership	Proposed Actions	Progress
Section 1 CH 000 to CH 203	Landowner of agricultural land to the west of the watercourse. East side of brook is in private	Contact landowners to remind them of riparian responsibilities.	West side of watercourse last cleared by landowner in 2020.

Name of Brook	Moorbridge Lane to Mill Lane, Stapleford		
Section Description	Ownership	Proposed Actions	Progress
	ownership with a section of verge at the side of Hartwood Drive to Moorbridge Lane.	Given its significance in controlling potential flood risk, Broxtowe Borough Council to continue to be proactive and bring any problems to Nottinghamshire County Council flood risk team.	Letters prepared and sent October 2025.
Section 2 CH203 to CH 218 Moorbridge Lane	Nottinghamshire County Council asset culvert (5509C)	Broxtowe Borough Council to continue to be proactive and bring any problems to Nottinghamshire County Council flood risk team.	Broxtowe Borough Council proactive approach and continuing to liaise with Nottinghamshire County Council.
Section 3 CH218 to CH 229 Short section of Highway Verge adjacent to Moorbridge Lane	Nottinghamshire County Council	Given its significance in controlling potential flood risk Broxtowe Borough Council to inspect on a 6 monthly basis and advise Nottinghamshire County Council of findings. Continue to work with Nottinghamshire County Council and establish a set maintenance regime. Broxtowe Borough Council to continue to be proactive and bring any problems to Nottinghamshire County Council flood risk team.	Broxtowe Borough Council proactive approach and continuing to liaise with Nottinghamshire County Council.

Name of Brook	Moorbridge Lane to Mill Lane, Stapleford		
Section Description	Ownership	Proposed Actions	Progress
CH 229 – CH 271	To the west of the brook landowner/farmer's field private ownership. To the east is Moorbridge Lane Community Hall	Contact landowners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.
Section 4 CH 271 – CH 339	To the west of the brook landowner/farmer's field private ownership. To the east is Broxtowe Borough Council New Road Industrial Estate	Contact landowners to remind them of riparian responsibilities. Continue with existing inspection regime and inspect after storm/flooding conditions. Vegetation clearance and any tree limbs to be cleared as necessary sensitively to make sure there is no adverse flooding risk associated with fallen limbs and excessive vegetation.	Letters prepared and sent October 2025. Ongoing
Section 5 CH 339 – CH 465	To the west of the brook landowner/farmer's field private ownership. To the east Pasture Road Recreation Ground maintained by Broxtowe Borough Council.	Contact landowners to remind them of riparian responsibilities. 6 monthly inspection regime and inspected after storm/flooding conditions.	Letters prepared and sent October 2025.

Name of Brook	Moorbridge Lane to Mill Lane, Stapleford		
Section Description	Ownership	Proposed Actions	Progress
Section 6 CH 465 – CH 608	<p>To the west of the brook landowner/farmer's field private ownership.</p> <p>To the east Broxtowe Borough Council housing land to the rear of properties on Peatfield Road</p>	<p>Contact landowners to remind them of riparian responsibilities.</p> <p>Liaise with the Housing Section. 6 monthly inspection regimes in place. Inspect after storm/flooding conditions. Important to keep the brook clear and undertake vegetation/debris removal as appropriate.</p> <p>Vegetation clearance and any tree limbs to be cleared as necessary and sensitively to make sure there is no adverse flooding risk associated with fallen limbs and excessive vegetation.</p>	Letters prepared and sent October 2025
Section 7 CH 608 – CH 732	<p>To the west of the brook landowner/farmer's field private ownership.</p> <p>To the east of the watercourse the area is owned by Stapleford Town Council. This area is an allotment site.</p>	Contact landowners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.
Section 8 CH 732 – CH 832	To the west of the brook landowner/farmer's field private ownership.	Contact landowners to remind them of riparian responsibilities.	Letters prepared and sent October 2025.

Name of Brook		Moorbridge Lane to Mill Lane, Stapleford	
Section Description	Ownership	Proposed Actions	Progress
	To the east Broxtowe Borough Council are riparian owners of these Council Housing properties.	<p>Liaise with the Housing Section and continued with existing inspection regime and inspect after storm/flooding conditions.</p> <p>Vegetation clearance and any tree limbs to be cleared as necessary and sensitively to make sure there is not adverse flooding risk associated with fallen limbs and excessive vegetation.</p>	
Section 9 CH 832 – CH 990	<p>To the west of the brook landowner/farmer's field private Ownership.</p> <p>To the East in private Ownership</p>	<p>Contact landowners.</p> <p>Maintain 6 monthly inspection regime to make sure necessary works are being undertaken.</p>	Letters prepared October 2025
Name of watercourse		Nottingham Canal – Eastwood to Bramcote	
Section Description	Ownership	Proposed Actions	Progress
Section 1 Anchor Road to Tinsley Road CH 00 to CH 600	<p>Broxtowe Borough Council.</p> <p>This section is mostly infilled, with a small section of canal remaining, which is only seasonally wet.</p>	Management of young woodland on infilled section.	Woodland management works Undertaken Jan/Feb 2026 HT

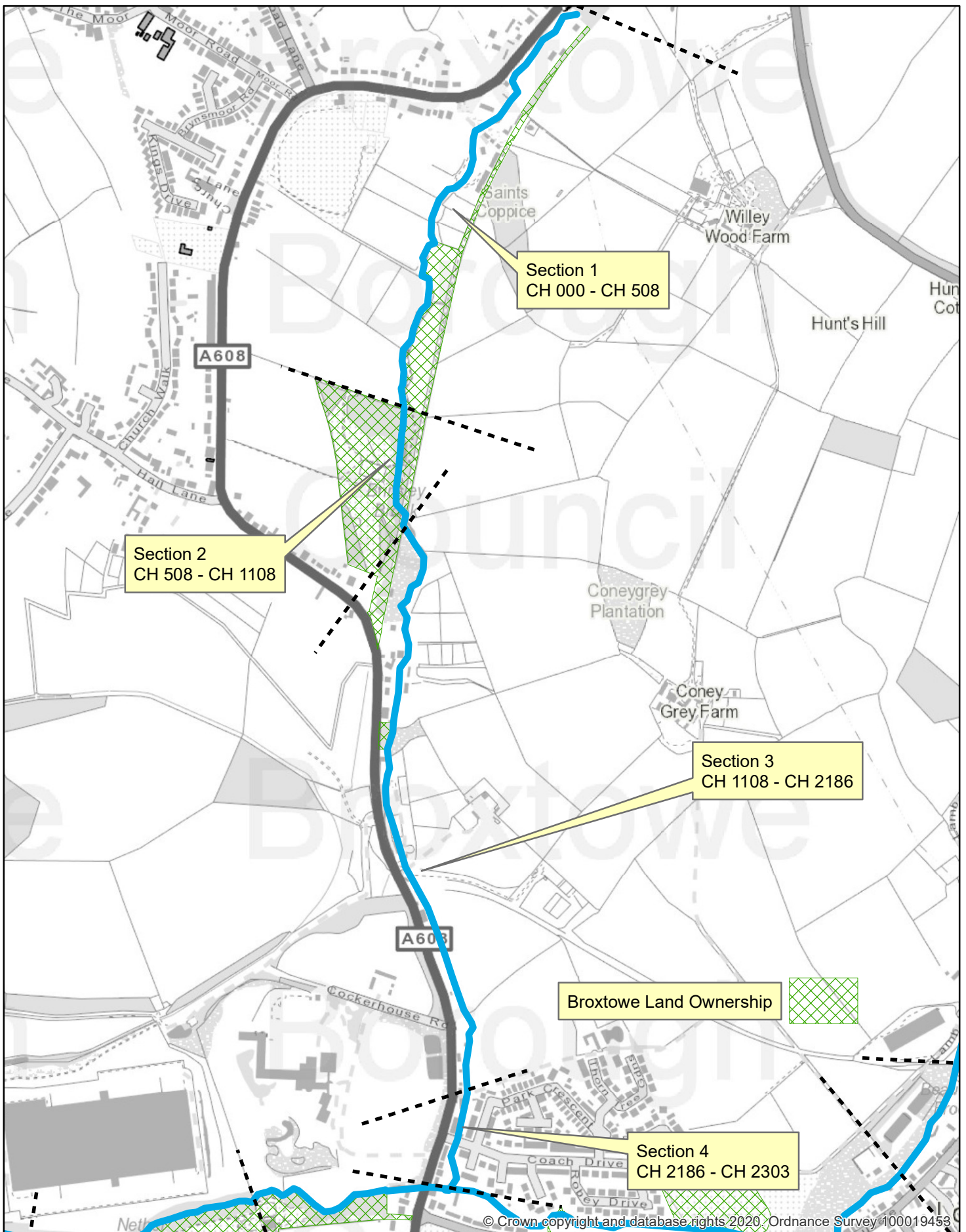
Name of watercourse	Nottingham Canal – Eastwood to Bramcote		
Section Description	Ownership	Proposed Actions	Progress
Section 2 Tinsley Road to Newmanleys Road CH00 to 680	Broxtowe Borough Council. A short section of open canal which holds water most of the year, depending on summer rainfall.	Removal of self-set saplings along towpath edge of canal. Clearance of vegetation on and around swing bridge. (Mechanical removal of in-channel vegetation undertaken September 2025)	Scrub clearance works undertaken Jan/Feb 2026. CR
Section 3 Newmanleys to section lost to opencast coal extraction. CH00 to 570	Broxtowe Borough Council. An infilled section of the canal.	None, other than routine maintenance	Partially obstructed grillage to culvert cleared November 2025.
Section 4 Naptha House to Newtons Lane leased as fishery. CH 00 to 365	Broxtowe Borough Council. Leased to Awsworth Fishing Club	Continue to monitor inputs from culvert under Shilo Way. Report any pollution to Environment Agency.	
Section 5 Newtons Lane to Shilo Way CH 00 to 365	Broxtowe Borough Council. (Culvert under Newtons Lane Nottinghamshire County Council Highways/VIA)	Continue to monitor for self-set saplings along towpath edge.	
Section 6 Shilo Way to Coronation Road	Broxtowe Borough Council.	Clearance of accumulated debris and vegetation at grillage to aqueduct over Coronation Road.	Grillage cleared December 2025.

Name of watercourse	Nottingham Canal – Eastwood to Bramcote		
Section Description	Ownership	Proposed Actions	Progress
CH 00 to 310	(Culvert under Shilo way Nottinghamshire County Council Highways/VIA)	Removal of self-set saplings/scrub along towpath edge.	Sapling removal undertaken Jan/Feb 2026
Section 7 Coronation Road to Mill Lane CH00 to 960	Broxtowe Borough Council An in-water section with levels managed by pumping from Mill Lane pump on the River Erewash	Ongoing management of aquatic vegetation in open channel.	Vegetation control planned spring 2026.
Section 8 Mill Lane to infill Car Park. CH 00 to 1490	Broxtowe Borough Council An in-water section with levels managed by pumping from Mill Lane pump on the River Erewash	Ongoing management of aquatic vegetation in open channel.	Mechanical removal of in- channel vegetation undertaken September 2025. Scrub clearance and willow encroachment undertaken Jan/Feb 2026.
Section 9 Robinettes Arm CH 00 to 400	Broxtowe Borough Council. (Culvert under Dead Lane Nottinghamshire County Council Highways/VIA) This section of the canal is fed by a significant feeder stream from adjacent farmland.	Management of aquatic vegetation and de-silting of channel to avoid drying out in summer. Improved access point. Installation of accessible path.	Mechanical vegetation removal and de-silting planned Jan/Feb 2026. Access improvements undertaken Feb 2026.

Name of watercourse	Nottingham Canal – Eastwood to Bramcote		
Section Description	Ownership	Proposed Actions	Progress
Section 10 Infilled section from car park to A609 Trowell CH 00 to 1620	Broxtowe Borough Council This section of the canal was infilled in the 1980's and now provides a green route with footpath and bridleway	Resurfacing and repair of bridleway and footpath to improve accessibility.	Resurfacing undertaken February 2026.
Section 11 Section from A609 to M1 motorway. Ch 00 to 260	Broxtowe Borough Council	Ongoing inspection and monitoring	
Section 12 M1 to Swansea Bridge	Broxtowe Borough Council	Ongoing inspection and monitoring. Obtain engineers report for Swansea bridge.	Engineer inspection scheduled May 2026.
Section 13 Trowell Garden Centre to Coventry Lane CH 00 to 1525	Broxtowe Borough Council The Boundary brook passes under the canal via brick culvert in this section, which also has historic Swancar Bridge pass over the canal.	Ongoing inspection and monitoring. Obtain engineers report for Swancar bridge. Clear vegetation and re-point Swancar Bridge.	Bridge re-pointing scheduled March 2026. Engineer inspection scheduled May 2026.

Name of watercourse	Nottingham Canal – Eastwood to Bramcote		
Section Description	Ownership	Proposed Actions	Progress
Section 14 Coventry Lane to Latimer Drive CH 00 to 370	Broxtowe Borough Council Mostly infilled, with just a small pond remaining at the point where railway line crosses over the line of the canal.	Ongoing inspection of woodland along path and line of canal.	

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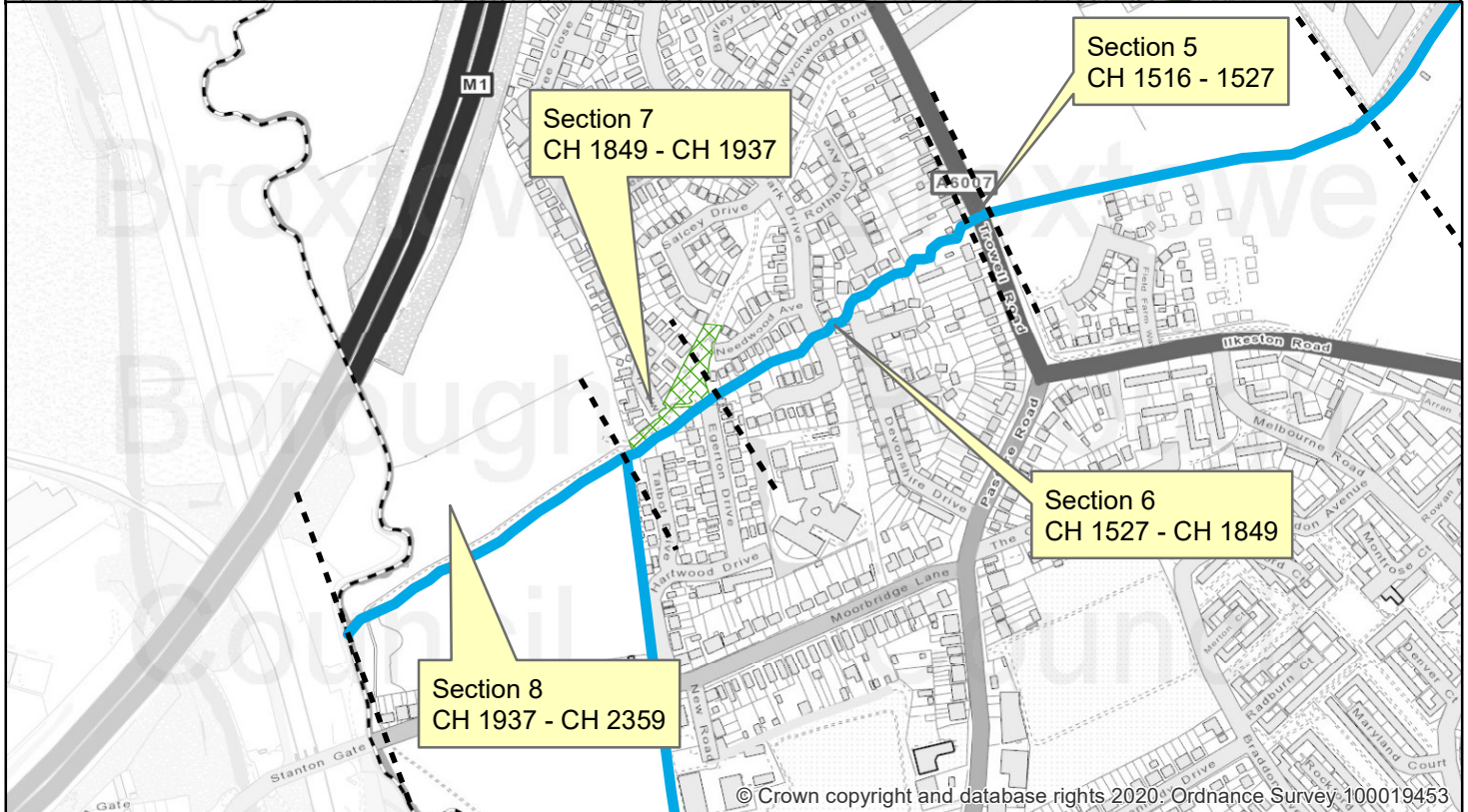
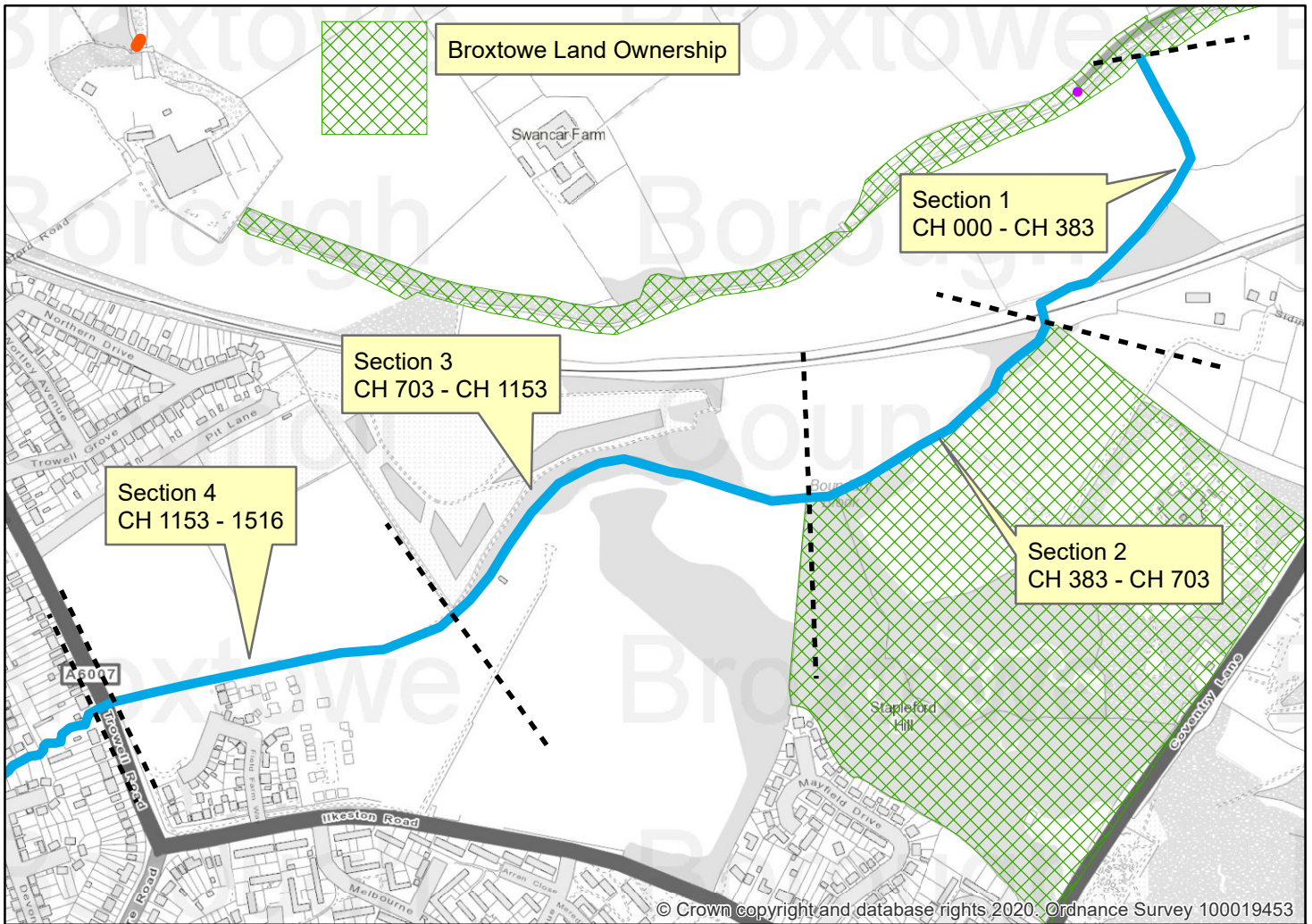


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Borough
COUNCIL

Strategic Director's Department
Environment
Kimberley Depot, Eastwood Road
Kimberley, Nottingham NG16 2HX
Tel:- 0115 9177777

Management of Brook
Brinsley Brook Brinsley

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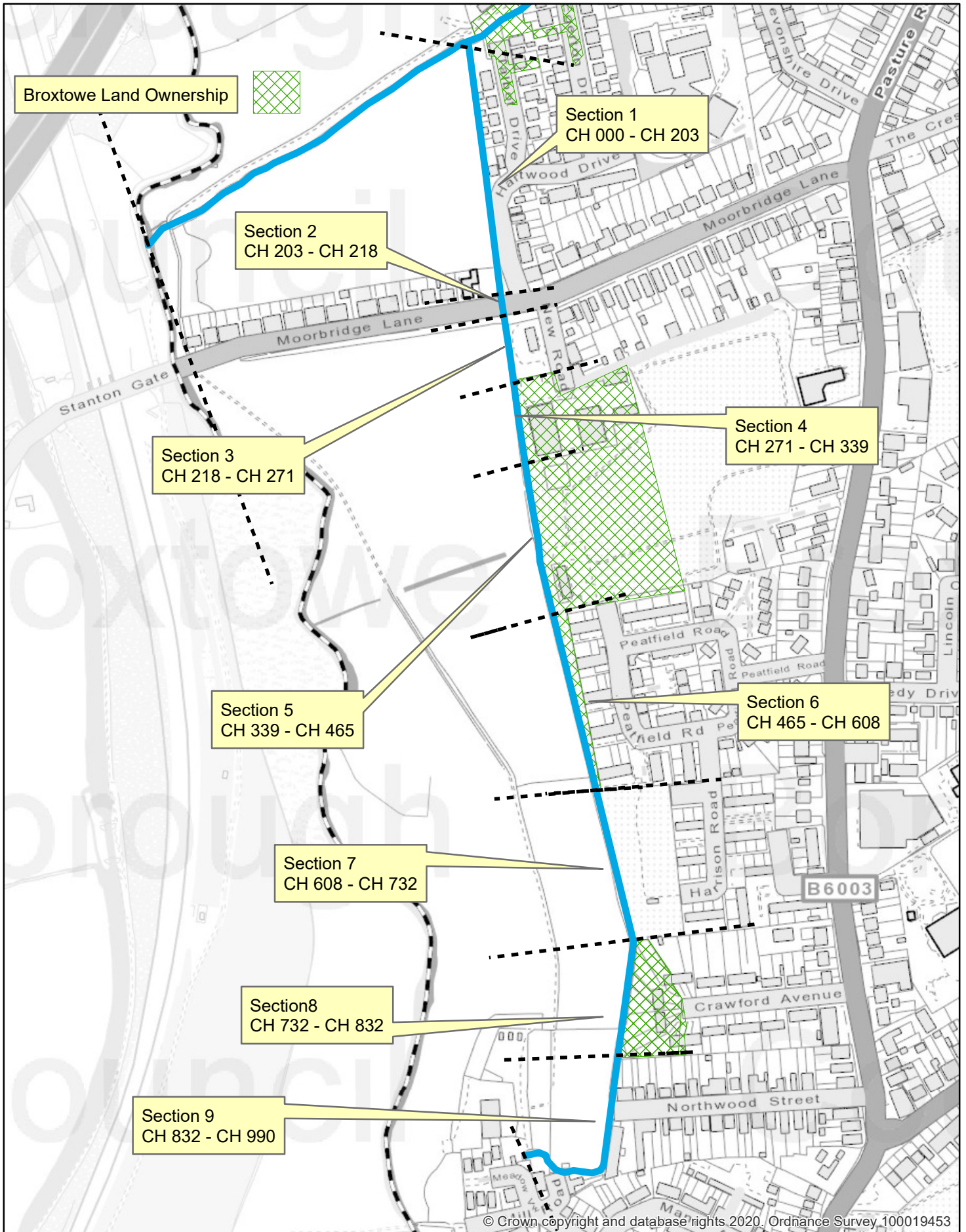
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Environment
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Tel:- 0115 9177777

**Management of Brook
Boundary Brook Stapleford**

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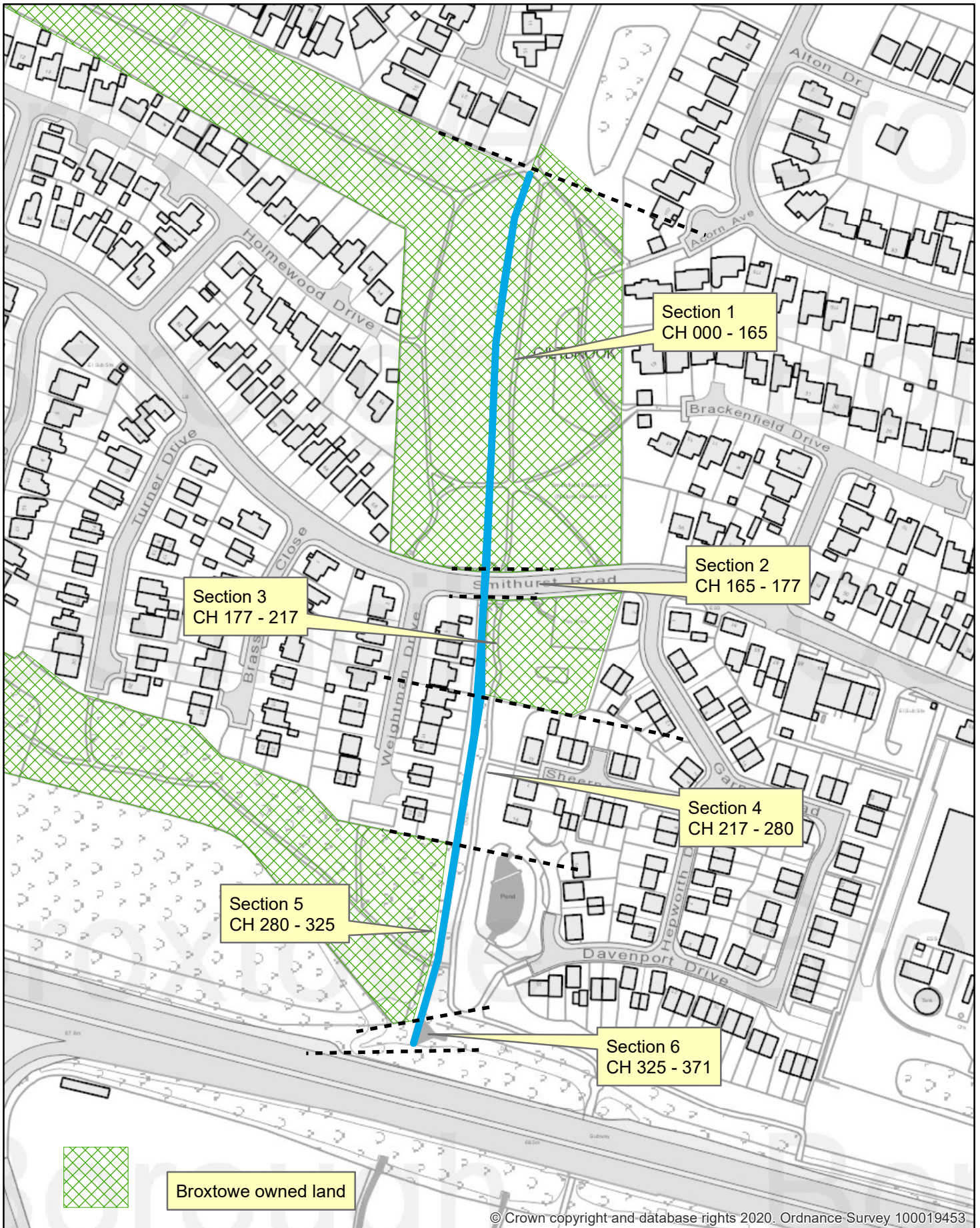


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Strategic Director's Department
Environment
Kimberley Depot, Eastwood Road
Kimberley, Nottingham NG16 2HX
Tel:- 0115 9177777

Management of Brook
Moorbridge to Mill Lane Stapleford

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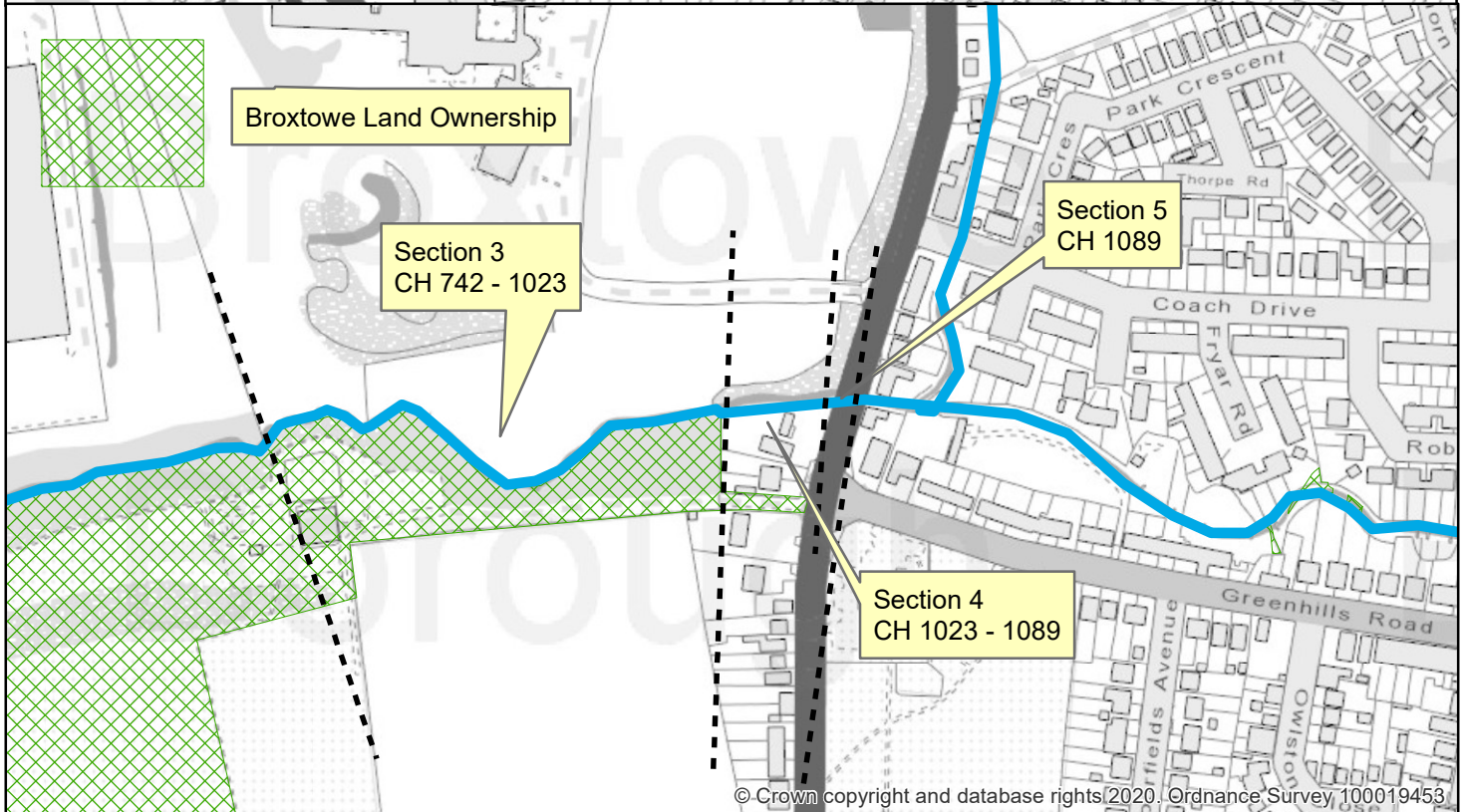
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Strategic Director's Department
Environment
Kimberley Depot, Eastwood Road
Kimberley, Nottingham NG16 2HX
Tel:- 0115 9177777

Management of Brook
Daisy Farm Brook Giltbrook

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Strategic Director's Department
Environment
Kimberley Depot, Eastwood Road
Kimberley, Nottingham NG16 2HX
Tel:- 0115 9177777

Management of Brook
Nether Green Brook Eastwood

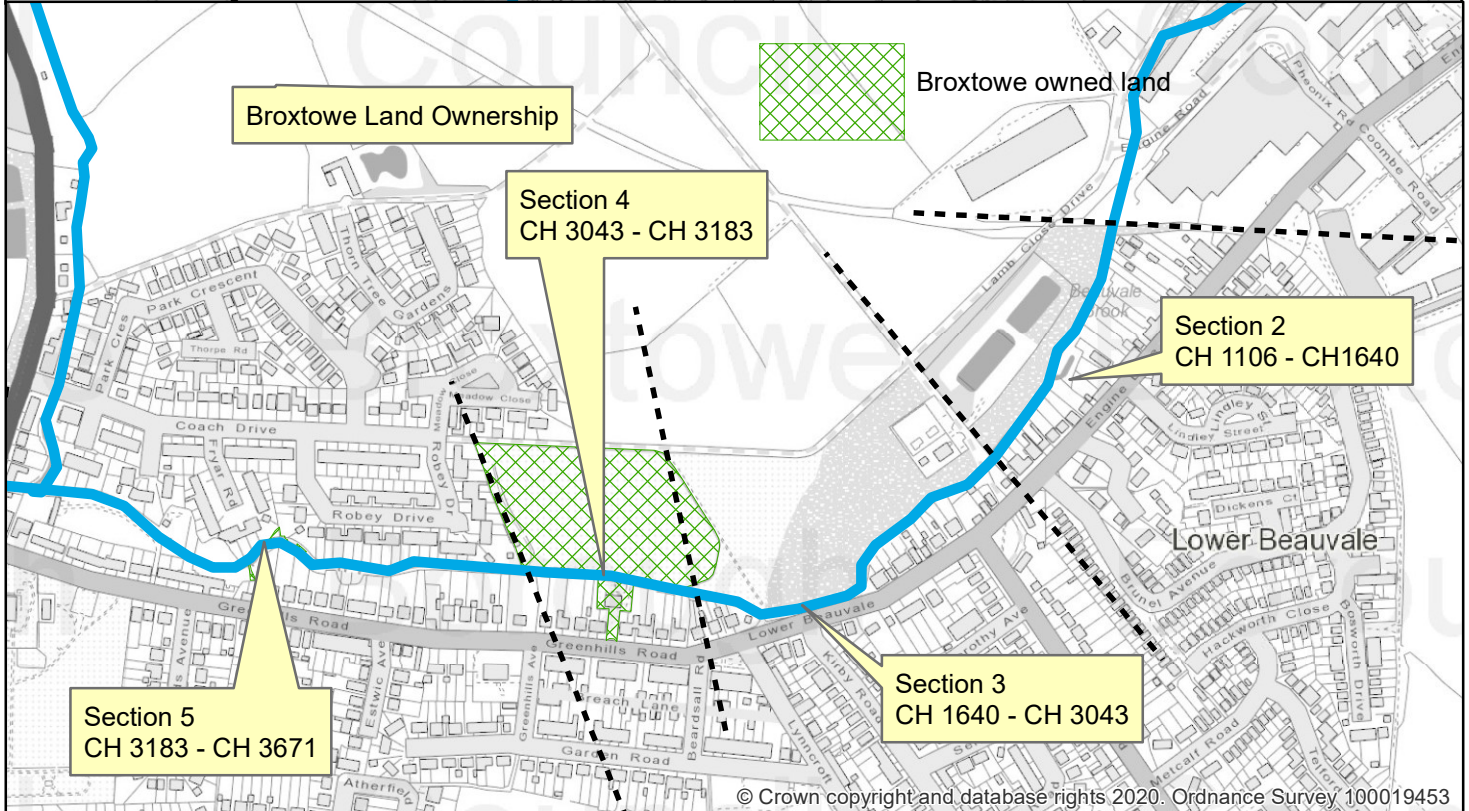
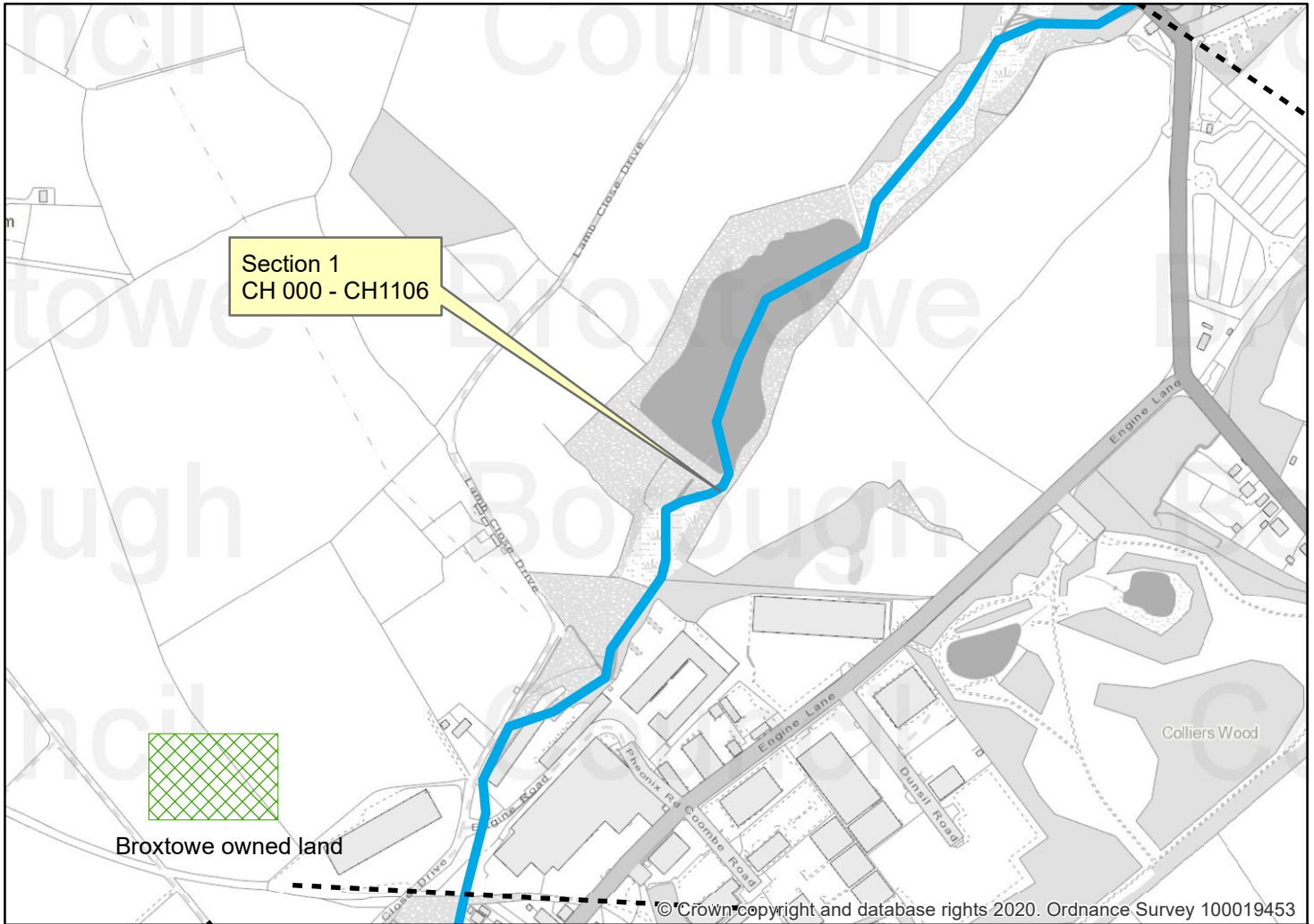
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Strategic Director's Department
Environment
Kimberley Depot, Eastwood Road
Kimberley, Nottingham NG16 2HX
Tel:- 0115 9177777

Management of Brook
Beauvale Brook Eastwood

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Report of the Leader of the Council

Cabinet Work Programme

1. Purpose of Report

Cabinet is asked to approve its Work Programme, including potential key decisions that will help to achieve the Council’s key priorities and associated objectives.

2. Recommendation

Cabinet is asked to RESOLVE that the Work Programme, including key decisions, be approved.

3. Detail

The Work Programme for future meetings is set out below. Key decisions and exempt items are marked with *.

2 June 2026	<ul style="list-style-type: none"> • Sexual Harassment Policy • Employee Domestic Abuse Policy • Income Collection Policy • Residents and Tenants Domestic Abuse Policy • Rent Setting Policy • Financial Inclusion Policy • Allocations Policy • Blue Infrastructure Audit • Economic Development Reorganisation • Local Government Reorganisation Update • Update on the Housing Regulator’s Report • Renters Rights Act 2025 – Private Sector Housing Enforcement Policy and Officer Authorisations • Broxtowe Local Enterprise Agency Business & Development Options
30 June 2026	<ul style="list-style-type: none"> • Glyphosate update • Local Government Reorganisation Update • Update on the Housing Regulator’s Report
21 July 2026	<ul style="list-style-type: none"> • Complaints Report Quarter 4 • Local Government Reorganisation Update • Update on the Housing Regulator’s Report

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 as required.

8. Union Comments

Not applicable.

9. Climate Change Implications

Not applicable.

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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