



Wednesday, 17 September 2025

Dear Sir/Madam

A meeting of the Overview and Scrutiny Committee will be held on Thursday, 25 September 2025 in the Council Chamber, 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

Interim Chief Executive

|                 |                       |                   |
|-----------------|-----------------------|-------------------|
| To Councillors: | S Dannheimer (Chair)  | H Land            |
|                 | S Webb (Vice-Chair)   | D L MacRae        |
|                 | J M Owen (Vice-Chair) | A W G A Stockwell |
|                 | S J Carr              | C M Tideswell     |
|                 | H L Crosby            | E Winfield        |
|                 | H J Faccio            | K Woodhead        |
|                 | K A Harlow            |                   |

## A G E N D A

1. Apologies

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

2. Declarations of Interest

(Pages 5 - 12)

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

3. Minutes

(Pages 13 - 16)

The Committee is asked to confirm as a correct record the minutes of the meeting held on Thursday, 26 June 2025.

4. Consideration of Call-in

To consider any matter referred to the Committee for a decision in relation to the call in of a decision.

5. ICT Services report

(Pages 17 - 20)

To provide Overview and Scrutiny Committee with up-to-date information relating to ICT Services performance, and recent security upgrades and improvements.

6. Update report – Environmental Enforcement

(Pages 21 - 34)

To provide an update on the environmental enforcement pilot project, which was approved by Cabinet on 3 September 2024.

7. Update: Equality, Diversity and Inclusion in Council Parks

(Pages 35 - 50)

To provide an update on the ten recommendations made following the Overview and Scrutiny Committee meeting on 28 November 2024, regarding Equality, Diversity and Inclusivity across the Borough's parks.

8. Update on review of the D.H. Lawrence Birthplace Museum

(Pages 51 - 72)

The report outlines progress on the recommendations of the overview and scrutiny review of the D.H. Lawrence Birthplace Museum.

9. Progress on Review of Equality, Diversity and Inclusion at the D.H. Lawrence Birthplace Museum

(Pages 73 - 78)

The report outlines progress on the recommendations of the overview and scrutiny review of equality, diversity and inclusion (EDI) at the D.H. Lawrence Birthplace Museum.

10. Antisocial Behaviour Procedure

(Pages 79 - 90)

For the Committee to consider the recent recommendation of the 21 July 2025 meeting of the Governance, Audit & Standards Committee that the Overview and Scrutiny Committee consider undertaking a review of the Council's Anti-Social Behaviour procedure, following a determination of maladministration by the Housing Ombudsman. This

Committee will consider adding this as an item to its work programme.

11. Cabinet Work Programme (Pages 91 - 92)

To inform the Committee of items on the Cabinet's work programme, from which items for scrutiny may be identified.

12. Work Programme (Pages 93 - 96)

Committee is asked to approve its Work Programme, including identifying topics for scrutiny, that will help to achieve the Council's key priorities and associated objectives.

13. Scoping document of the Cemetery Memorials Task and Finish Group (Pages 97 - 102)

This report is intended to accompany the completed draft scoping document that sets the terms of reference, remit and intended reporting timescale of the scrutiny task and finish group considering the subject of unauthorised cemetery memorials in borough cemeteries.

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## Report of the Monitoring Officer

### DECLARATIONS OF INTEREST

#### 1. Purpose of Report

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda. The following information is extracted from the Code of Conduct, in addition to advice from the Monitoring Officer which will assist Members to consider any declarations of interest.

### **Part 2 – Member Code of Conduct**

#### **General Obligations:**

#### **10. Interest**

10.1 You will register and disclose your interests in accordance with the provisions set out in Appendix A.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members of the Council. The register is publically available and protects you by demonstrating openness and willingness to be held accountable.

You are personally responsible for deciding whether or not you should disclose an interest in a meeting which allows the public, Council employees and fellow Councillors know which of your interests gives rise to a conflict of interest. If in doubt you should always seek advice from your Monitoring Officer.

**You should note that failure to register or disclose a disclosable pecuniary interest as defined in Appendix A of the Code of Conduct, is a criminal offence under the Localism Act 2011.**

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#### **Advice from the Monitoring Officer:**

On reading the agenda it is advised that you:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## **Declarations and Participation in Meetings**

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

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

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

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

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

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

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

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

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

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

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

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

#### **BIAS and PREDETERMINATION**

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

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

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

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



## **BIAS**

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

- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

## **PREDETERMINATION**

Where a decision maker has completely made up his/her mind before the decision is taken or that the public are likely to perceive you to be predetermined due to comments or statements you have made:

- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

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## Registerable Interests

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

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

### Disclosable Pecuniary Interests

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

### Other Registerable Interests

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

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

No

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

No

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

No

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

No

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

No

You must:

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

You must:

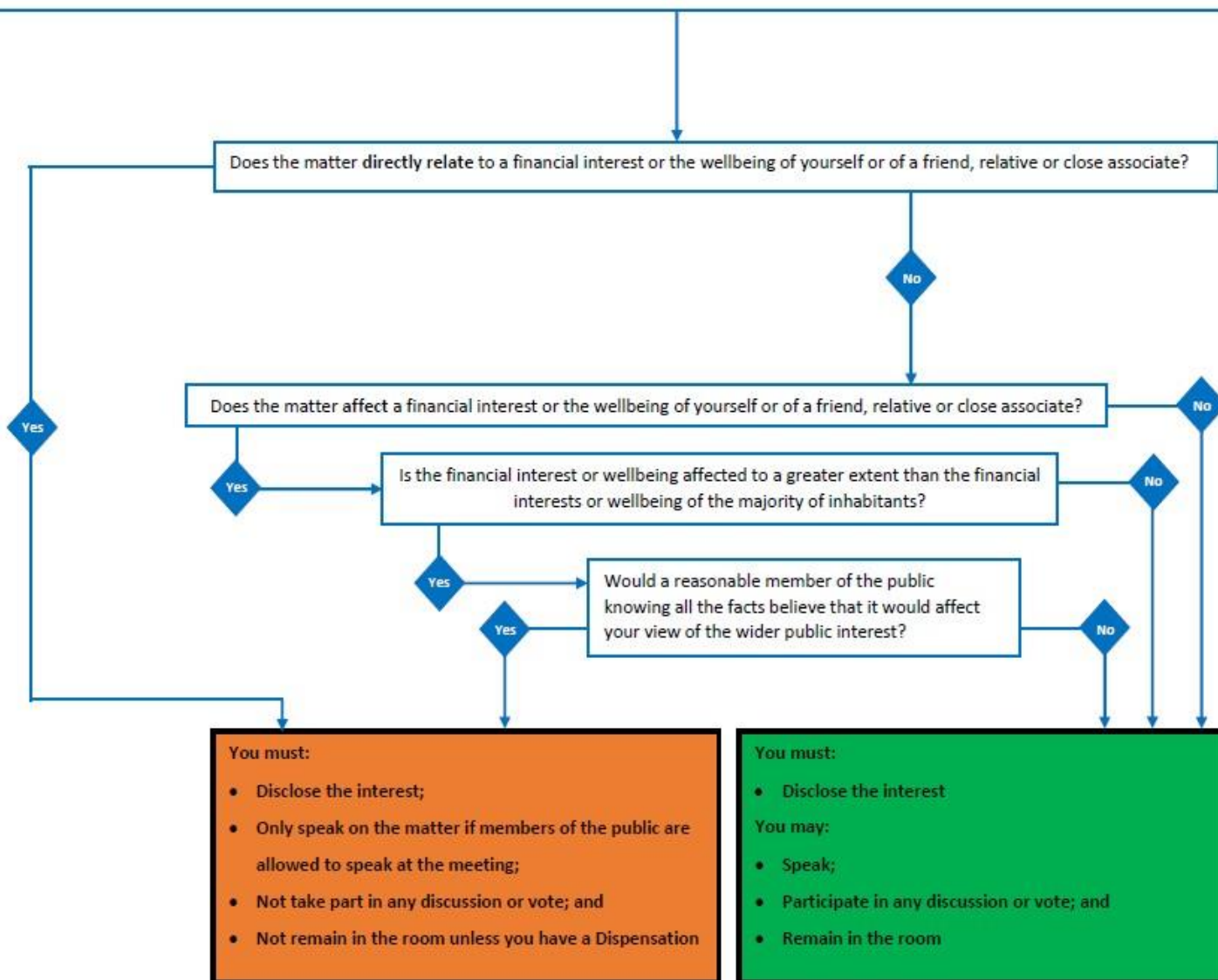
- Disclose the interest;
- Only speak on the matter if members of the public are allowed to speak at the meeting;
- Not take part in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

You must:

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

## Non-Registerable Interests

These are interests that you are not required to register but may become relevant when a particular item arises. These are usually interests that relate to other people you are connected with (e.g. friends, relatives or close associates) but can include your own interests where you would not have been expected to register them.



## **OVERVIEW AND SCRUTINY COMMITTEE**

**THURSDAY, 26 JUNE 2025**

Present: Councillor S Dannheimer, Chair

Councillors: J M Owen (Vice-Chair)  
S J Carr  
H L Crosby  
H J Faccio  
A W G A Stockwell  
C M Tideswell  
E Winfield  
K Woodhead  
T J Marsh  
P A Smith  
D K Watts

Apologies for absence were received from Councillors S Webb, K A Harlow, H Land and D L MacRae.

47 **APOLOGIES**

The minutes of the meeting were confirmed and signed.

48 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

49 **MINUTES**

The minutes of the meeting held on 27 February 2025 were confirmed and signed as a correct record.

50 **CONSIDERATION OF CALL - IN**

There were no call-ins to be considered.

51 **GAMCARE RESPONSES**

Members noted a presentation by the Licensing Manager in relation to responses from GamCare.

52 ANNUAL SCRUTINY REPORT 2024/25

Members noted that the Overview & Scrutiny Committee continues to be an active and integral part of the Council's governance arrangements, with Committee members acting as a critical friend and scrutinising a range of topics throughout 2024/25. It provides a vehicle for elected Members to influence the development of Council policies and enhances transparency and accountability to residents. It was also noted that the Committee suggest service improvements through recommendations.

Scrutiny engagement has included appointing working groups, receiving presentations and taking reports with question-and-answer sessions. This has enabled scrutiny to take an in-depth look at specific areas within the Council and has provided a variety of opportunities for Members to discuss and add value to key service areas. During 2024/25, the Committee received no call-ins.

**RECOMMENDED to Council that the Overview and Scrutiny Committee's Annual Scrutiny Report 2024/25 be noted.**

53 SCRUTINY REQUESTS FOR THE COMMITTEE TO CONSIDER TO ADD TO THEIR WORK PROGRAMME.

The Committee considered two requests for scrutiny from Councillor A Cooper. The first involved councillors' use of ICT and it was stated that there had been inconsistencies which had affected the councillors' abilities to use their IT systems. It was requested that members be contacted before further information is presented at the meeting in September 2025. Councillor Cooper's second suggestion involved health and safety issues regarding overgrown trees on Council property which threatened damage to private property. The Assistant director of Environment Services was present to explain processes within the service and it was agreed that the policy be circulated to Members for information and assist them further in understanding timescales within the service.

**RESOLVED that:**

- 1. The issue of Members' use of ICT services be reported back to the meeting for further information and consideration.**
- 2. A Task and Finish Group be formed to consider the issue of Cemetery Memorials.**
- 3. The subject of Occupational Therapy be added to the Committee Work Programme.**
- 4. A delegation be granted to the Head of Democratic Services, in consultation with the Chair of the Overview and Scrutiny Committee, to contact councillors to form Task and Finish Groups and schedule the Group meetings.**

54 CABINET WORK PROGRAMME

The Committee noted the Cabinet Work Programme.

55 WORK PROGRAMME

The Committee considered the Work Programme and noted the previous additions to the Work Programme of Cemetery Memorials and Occupational Health.

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

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**Report of the Executive Director**

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| <b>ICT Services Report</b> |
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1. Purpose of Report

To provide Committee with up-to-date information relating to ICT Services performance, and recent security upgrades and improvements.

2. Recommendation

**The Committee is asked to NOTE the report.**

3. Detail

ICT Services provides support to approximately 500 users, consisting of Officers and Members. The service covers all business systems and infrastructure, with an annual target to ensure all systems are available and accessible 99.5% of the time.

In 2024/25, ICT Services reported 99.67% of all systems were available and accessible, and from April up to July 2025, all systems have been accessible 99.98% of the time. This shows that ICT Services performs an excellent job in maintaining those environments, and this report can confirm the following:

- The shared network is working
- The laptop build is functioning correctly
- The email service is accessible and stable
- The Council's Internet connectivity is stable and consistent across users
- The automated software / security updates are working as expected.

The Committee is asked to note that there are several dependencies which are outside of ICT Services' control. These elements include:

- The speed of the Internet service at users' homes. To help users confirm Internet speeds at home, ICT Services can provide a tool to check the speed should issues of delays occur.
- Infrequent use of Council-issued laptops may result in delayed performance due to pending updates. Guidance on regular login practices is available.
- Privately owned devices must be kept up to date to maintain compatibility. ICT Services can assist in diagnosing issues related to outdated software or error messages.
- Training may be required to adapt to changes introduced by mandatory security enhancements or Microsoft updates.

A small group of Members informed ICT Services about difficulties accessing Council systems, including emails, and indicated that others might be experiencing similar issues. In response, the Assistant Director of Corporate Services initiated a review to assess the extent of the problem, which included making personal contact with Members. The findings revealed that over 70% (31) of Members reported no access issues. For the remaining 30% (13), most concerns were resolved through password resets; however, a minority encountered delays due to outstanding device updates.

With regards to password resets, the ICT Service attempts to mitigate any difficulties by sending an automated email reminder six days prior to password expiration, and every day thereafter up to the day of password expiration. If Members do not logon frequently, at least once every six days, they will miss these reminders and may experience difficulties.

With regards to device updates, the ICT Service routinely notifies users via email at least one week in advance of any updates or changes that could affect system access. With regards to the most recent changes, in addition to following those usual communication procedures, a workshop was held on 19 March 2025 to support Members with any technical or training needs. Members that logon frequently will experience fewer issues with outstanding device updates.

Over the past 12 months, ICT Services have delivered on a large programme of activity, successfully upgrading key systems such as the rollout of Windows 11, Office 365, and a firewall enhancement to improve cyber security defences. The Council's main data centre which hosts all its systems and data was also migrated to a new, robust, and secure infrastructure without causing any business impact or downtime. These are excellent achievements for the team and the Council. There are still more changes happening throughout 2025/26: for example, a new network infrastructure will be installed across all Council sites. ICT Services will continue to ensure that all updates are communicated in advance, and any changes completed with minimal disruption to individual users and the wider business.

### Conclusion

In summary, ICT systems remain stable and secure. While most Members report no issues, continued support and training will help ensure consistent access across all devices. Members will find that they will experience fewer difficulties as they begin accessing the Council's ICT environment more frequently.

#### 4. Financial Implications

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

There are no additional financial implications to consider as part of this report. The cost of ICT Services operations and the ongoing investment and

development of the Council's systems is contained within the approved revenue and capital development budgets.

5. Legal Implications

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

There are no direct legal implications arising from this report.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Not Applicable.

7. Union Comments

The Union comments were as follows:

Not Applicable.

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.

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**Report of the Executive Director**

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| <b>Update Report – Environmental Enforcement</b> |
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1. Purpose of Report

To provide an update on the environmental enforcement pilot project, which was approved by Cabinet on 3 September 2024.

2. Recommendation

**The Committee is asked to NOTE the report.**

3. Detail

In September 2024, Cabinet approved the appointment of a third-party environmental enforcement contractor (WISE) to support the work of the Neighbourhood Wardens. The contract is intended to complement local enforcement activities and enhance the Council's ability to enforce environmental regulations for littering, fly tipping and dog fouling (the latter when there is a PSPO in place). The arrangement was proposed as an initial 12-month trial.

The WISE contract commenced towards the end of April 2025, with progress and outcomes being monitored throughout the pilot period. To date, 758 Fixed Penalty Notices (FPN) have been issued with 741 (97.8%) for various littering offences and 17 (2.2%) for fly tipping). Further details can be found in **Appendix 1**.

Members agreed that a report would be presented back to Cabinet on 6 January 2026 detailing progress, impact and resident feedback. Depending on the outcome, Members were to consider a further one-year extension.

As the environmental enforcement contract has been in place for just over four months, only three months of complete data is currently available for analysis. Early indications suggest a positive impact from the enforcement approach, with details outlined in **Appendix 1**.

Details on FPN issuance, fine levels and the process to challenge an FPN are provided in **Appendix 2**.

This initial snapshot will be complemented by fuller data as the pilot progresses, informing ongoing assessment and decision-making.

4. Financial Implications

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

The contract with WISE is provided at nil cost to the Council. The revenues received from the FPN issued are being used to support free bulky waste collection days and to offset fly-tipping collection costs, which will help to relieve pressures on the Council's budgets.

When the contract is benchmarked against the proposed in-house option, with estimated initial set-up and first year running cost of around £450,000 and annual running costs thereafter of £290,000, the current pilot presents a compelling financial business case.

5. Legal Implications

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

There are no direct legal implications arising from this report.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Climate Change Implications

The environmental enforcement contract supports climate resilience by reducing litter, fly tipping and waste from entering the environment, which in turn lowers emissions with associate waste collection and disposal and mitigates local pollution.

By promoting greater waste prevention and responsible disposal practices, the contract complements broader climate goals and helps improve land and water quality. While the primary focus is enforcement and cleanliness, the initiative also encourages behavioural change and community engagement, contributing to more sustainable waste management and small-step carbon reductions across the Borough.

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.

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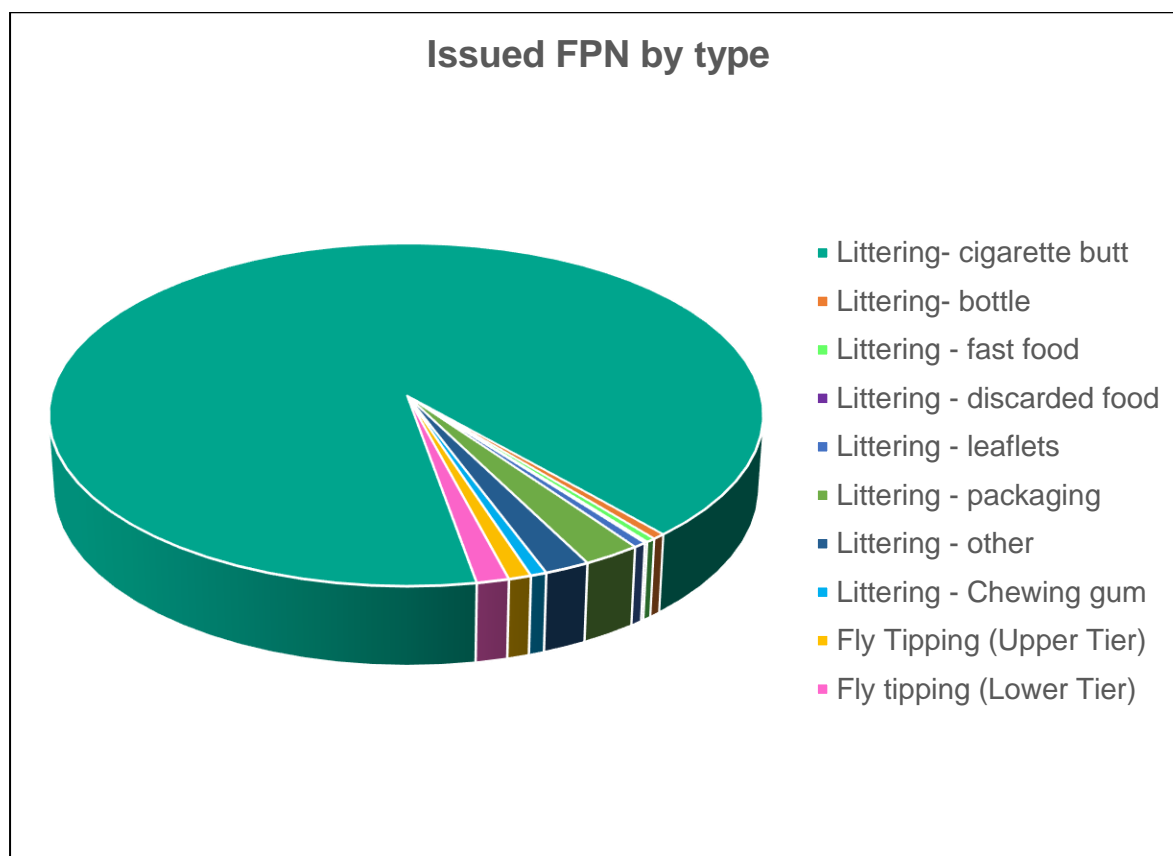


## Appendix 1

Background

The decision by Cabinet in September 2024 to approve the one-year environmental enforcement pilot aligned with resident feedback received via the budget consultation survey, which highlighted concerns about declining street cleanliness. Education and engagement initiatives have been undertaken, but with little success. The Council took the decision to proceed with WISE to strengthen enforcement and improve street cleanliness. WISE began undertaking environmental enforcement for the Council at the end of April 2025. This report uses the most complete set of data available at the time of writing, which is up to the end of July 2025.

To date, WISE has issued 758 FPNs, of which the majority are for littering cigarette butts (692 or 91%). Further detail is provided in Graph 1 and Table 1.



Graph 1: Issued FPNs by type.

|                          | April     | May        | June       | July       | Total      |
|--------------------------|-----------|------------|------------|------------|------------|
| Littering cigarette butt | 9         | 136        | 274        | 273        | 692        |
| Littering bottle         | -         | -          | -          | 4          | 4          |
| Littering fast food      | 1         | -          | 1          | 1          | 3          |
| Littering discarded food | -         | -          | -          | 1          | 1          |
| Littering leaflets       | -         | -          | -          | 4          | 4          |
| Littering packaging      | -         | 2          | 2          | 14         | 18         |
| Littering other          | -         | -          | 6          | 8          | 14         |
| Littering chewing gum    | -         | -          | 1          | 4          | 5          |
| Fly-tipping (Upper Tier) | -         | 1          | 5          | 1          | 7          |
| Fly-tipping (Lower Tier) | -         | -          | 10         | -          | 10         |
| <b>Total</b>             | <b>10</b> | <b>139</b> | <b>299</b> | <b>310</b> | <b>758</b> |

Table 1: FPNs issued by month and type.

FPNs issued by Ward

As part of the agreement with WISE, they are undertaking patrols across all wards. Council officers provide a hotspot list (informed by residents and Members) highlighting areas with notable fly-tipping or littering activity. Resources are focused on these hotspots whilst maintaining comprehensive patrols across all wards.

Table 2 presents a ward-by-ward breakdown of the number of FPNs issued to date. The rows highlighted in light green indicate areas currently under review by the team; it is anticipated that some of the FPNs from other wards will be reattributed once the review is complete.

|                                | April | May | June | July | Total |
|--------------------------------|-------|-----|------|------|-------|
| Attenborough and Chilwell East | 3     | 14  | 12   | 22   | 51    |
| Awsworth, Cossall and Trowell  | 0     | 22  | 171  | 218  | 411   |
| Beeston Rylands                | 0     | 10  | 2    | 1    | 13    |
| Beeston West                   | 0     | 70  | 58   | 25   | 153   |
| Beeston Central                | 0     | 0   | 0    | 0    | 0     |
| Beeston North                  | 0     | 0   | 0    | 0    | 0     |
| Bramcote                       | 0     | 3   | 2    | 0    | 5     |
| Brinsley                       | 0     | 0   | 0    | 0    | 0     |
| Chilwell West                  | 4     | 0   | 2    | 0    | 6     |
| Eastwood Hall                  | 0     | 1   | 5    | 3    | 9     |
| Eastwood Hill Top              | 0     | 0   | 0    | 0    | 0     |
| Eastwood St. Marys             | 0     | 1   | 16   | 8    | 25    |
| Greasley                       | 2     | 6   | 9    | 23   | 40    |

|                            | April | May | June | July | Total |
|----------------------------|-------|-----|------|------|-------|
| Kimberley                  | 0     | 2   | 8    | 5    | 15    |
| Nuthall East and Strelley  | 0     | 4   | 3    | 1    | 8     |
| Stapleford North           | 0     | 1   | 1    | 0    | 2     |
| Stapleford South East      | 0     | 1   | 3    | 0    | 4     |
| Stapleford South West      | 1     | 1   | 2    | 0    | 4     |
| Toton and Chilwell Meadows | 0     | 3   | 4    | 4    | 11    |
| Watnall and Nuthall West   | 0     | 0   | 1    | 0    | 1     |

Table 2: Number of FPNs issued by Ward

Impact from enhanced environmental enforcement

Although it is still very early in the pilot, initial results regarding fly-tipping and littering suggest positive green shoots from the additional environmental enforcement action.

Based on a Quarter 1 comparison for 2024/25 and 2025/26, fly-tipping incidents are down by 70% (potentially as a result of the publicity; both negative and positive)), whilst collected fly-tipped waste is down by 20% (Table 3). There has been no change in the Cleanliness survey results for litter and detritus; however, the levels remain positively high especially when compared to previous years.

Caution is recommended given the early stage of the rollout, and a more comprehensive picture will be available when the planned pilot review report is presented to Cabinet in January 2026.

| KPI area                      | Q1 2024/25   | Q1 2025/26   | Difference |
|-------------------------------|--------------|--------------|------------|
| Fly-tipping incidents         | 241          | 72           | -70%       |
| Fly-tipped waste              | 15.92 tonnes | 12.54 tonnes | -20%       |
| Cleanliness Survey – Litter   | 100%         | 100%         | 0%         |
| Cleanliness Survey – Detritus | 96%          | 96%          | 0%         |

Table 3: Street Cleanliness KPI data

### Challenges to FPNs

The process for challenging an FPN is designed to be fair, transparent and proportionate. Residents who believe an FPN has been issued incorrectly can initiate a challenge/representation, with the summary procedure outlined in **Appendix 2**.

Challenges can follow a three-stage process:

**Stage 1** is conducted by a senior officer at WISE.

**Stage 2** is conducted by Council Officers.

**Stage 3** is the option to appeal to the Magistrates court if the resident remains dissatisfied after stage 2.

Residents may also opt to proceed directly to the Magistrates court, bypassing stages 1 and 2 if preferred.

To date, there have been three, stage 2 challenges that have resulted in an 2 FPNs being revoked.

There are three tests applied to each of the cases, at the Stage 2 review:

1. Is there sufficient evidence to uphold the FPN?
2. Is it in the public interest to issue the FPN?; and
3. Whether the action aligns with existing Council policies.

To date there have been three stage 2 challenges. Two FPNs were revoked and one upheld (Table 4).

| Number of FPN's challenged at stage 2 | July | August |
|---------------------------------------|------|--------|
| Revoked                               | 2    | 0      |
| Upheld                                | 0    | 1      |

Table 4: Number of Stage 2 challenges received by the Council.

### Communication

While there have been some negative press stories about fly-tipping cases, there has also been a lot of positive feedback for the actions of the Council from residents regarding the enhanced environmental enforcement. This section includes a selection of just a few of those positive comments, highlighting appreciation for clearer action and visible improvements in street cleanliness.

*'More power to them the streets are full of rubbish, especially cans, bottles, vape packets, and used vapes, even used nappies and I hope they also prosecute dog owners'.*

*'Looks like to me. Two waste bags dumped on the street. Good shout by the Council'...*

*'There has been warning signs for ages. So it's about time they started to fine litter loats [sic]'*

*'or just don't litter 🗑️ plenty of bins around'*

*'More simple way is don't throw the cigarette on the road'*

*'perhaps don't throw litter in the first place!'*

*'Some of us know how to use a bin let alone how to spell it, and don't want to live in an outdoor tip'*

It is important to acknowledge that receiving a fine can be upsetting for those involved; however, the overarching aim remains to improve the environment and quality of life across the Borough.

The team will continue to communicate the Council's approach clearly, emphasising fairness and transparency (whilst safeguarding personal data), and highlight the tangible environmental benefits being achieved through consistent enforcement.

### Financial implications

The Council does not pay WISE for the environmental enforcement service; income generated from the FPNs fund the service. A portion of the income generated is given to the Council, but the exact commercial terms cannot be disclosed due to commercial sensitivity.

To date, approximately 65% of issued FPNs have been paid. For unpaid FPNs, the Council retains responsibility to pursue collection through the courts. Importantly, the income earned from the FPNs must be ring-fenced and cannot be spent on other services; it is dedicated to preventing fly-tipping and littering. Using this allocation of funds, the Environment team has scheduled dates for free bulky waste collections later in the year, with on-going plans to build on those prevention initiatives to improve the Borough's cleanliness.

It should be noted that if the Council were to provide a similar in-house service to that provided by WISE, the proposed structure would comprise of a team of four officers and a senior team leader. The initial set-up cost has been estimated at £450,000 for the first year, with annual running costs projected at approximately £290,000, with ongoing service continuity, succession planning, training and resilience issues that manifest in this type of service.

### Conclusion

The pilot is in its early stages and is already highlighting areas of positive impact. While there has been a small amount of negative publicity, early data and resident feedback suggest support for the service and an improvement in environmental standards.

The initiative was introduced in response to community concerns, and the current trajectory indicates meaningful progress without compromising fairness or privacy. A fuller picture will emerge as the pilot progresses and is reviewed by Cabinet in January 2026. The team remain confident that the approach will deliver tangible benefits for the environment and its residents.

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## Appendix 2

### Frequently Asked Questions: Littering & Fly-Tipping

#### 1. What is considered littering?

Littering is the act of throwing down or leaving waste in public places. This includes items like cigarette butts, fast food packaging, chewing gum, and drink cans. If it's not disposed of in a bin, it's littering.

#### 2. What is fly-tipping?

Fly-tipping is the illegal dumping of rubbish or bulky items on land that isn't licensed to receive waste. This includes anything from black bags and furniture to electrical appliances and construction waste.

#### 3. What is the fine for littering?

A Fixed Penalty Notice (FPN) of up to £500 can be issued for littering. If payment is made within 14 days, then the fine is reduced to £100. If the fine isn't paid, the case may go to court where you could face a larger fine and legal costs.

#### 4. What is the fine for fly-tipping?

Fly-tipping is a more serious offence and can result in a Fixed Penalty Notice of up to £1000. There are two tiers of fines for fly tipping:

| Fly tipping tier | Description                                                                                                        | Fine   | Reduced Fee (If paid within 14 days) |
|------------------|--------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------|
| Upper Tier       | More than the equivalent of six black bags worth of waste or more than a single item of furniture/electrical item. | £1,000 | £500                                 |
| Lower Tier       | The equivalent of up to five black bags worth of waste or a single item of furniture/electrical item.              | £500   | £200                                 |

In Broxtowe, the pricing for fly-tipping offences is determined by the size of the waste deposited. A small fly-tip, defined as the equivalent of one black bag's worth of waste, carries a Fixed Penalty Notice (FPN) of £500. However, if payment is made within 14 days, the fine is reduced to £200. For larger fly-tips classified as more than one black bag's worth of waste, the FPN is £1,000, with a discounted rate of £500 if settled within the same 14-day period. These penalties are in place to deter environmental offences and promote responsible waste disposal.

In serious cases, prosecution in court can lead to fines of up to £50,000 or even imprisonment.

**5. What should I do if I see someone littering or fly-tipping?**

You can report it to the Council with details such as the time, location, and description of the person or vehicle. Many councils now accept reports online or through dedicated mobile apps. Please do not approach or challenge the person/s who are fly-tipping.

**6. What happens if I drop litter accidentally or forget to pick it up?**

Even accidental littering can result in a fine. Everyone has a responsibility to properly dispose of their waste in a bin or take it home.

**7. I paid someone to take my rubbish. Why am I being fined?**

You are legally responsible for checking that anyone you pay to remove waste is a licensed waste carrier. If they dump it illegally, you can still be fined or prosecuted.

**8. How can I dispose of bulky items or extra waste legally?**

The Council operates a bulky waste collection service. There is an initial non-refundable service charge of £13 per order, plus £10 per item. Further details can be found on the Councils Bulky waste webpage. Alternatively, you can take items to a local household waste recycling centre.

**9. If I put items out for the scrap man, will I get fined?**

The Environmental Enforcement Team will note any items left out for potential collection. They will not approach the householder or ask for them to bring the item back in. They will wait a further 24 hours, after which they will return to check if the item/s are still there. If the items have gone, no FPN will be issued. If the items remain after this period, officers may consider this a potential fly-tip and will investigate. An FPN may then be issued.

**10. Why is littering and fly-tipping such a serious issue?**

It harms the environment, costs money to clean up, and creates an eyesore in our communities. It also poses risks to wildlife, public health, and road safety.

**11. Can businesses be fined too?**

Yes. Businesses must dispose of their waste legally and provide proper documentation. Failure to comply can lead to enforcement action and heavy fines.

**12. Challenging your Fixed Penalty Notice (FPN)**

Paying an FPN is an invitation for you to discharge your liability to prosecution. This means that while this is not an admission of your guilt, you do agree that an offence has been committed. By paying the fine, no further action will be taken by the Council or on our behalf.



WISE (Stage 1) and the Council (Stage 2) will consider representations made to challenge FPNs, if you do not believe the penalty should have been issued. Whilst your representation is being considered, the FPN is suspended. This means that no further action will be taken until a decision is made.

The legislation that governs FPNs also means that a person who receives an FPN can appeal this at a Magistrates' Court (Stage 3). Should you wish to appeal the FPN direct to the Magistrates' Court without challenging the FPN at Stage 1 and Stage 2, you are able to do so within 21 days from the date the FPN was issued.

| Stage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Appeal process led by | Timeframe                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------|
| Stage 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | WISE                  | Response within five days from the date of receiving the representation. |
| <p><b>Stage 1:</b> A representation is lodged with a WISE Designated Appeal Officer. The officer will investigate the representation. They will write back to the appellant with an outcome of their appeal. The outcome will be either to uphold the FPN or withdraw the FPN. No reasons will be stated in either case.</p> <p>To lodge your challenge to WISE please email:<br/> <a href="mailto:broxtowe@wasteenforcement.co.uk">broxtowe@wasteenforcement.co.uk</a></p> <p>WISE prefer to be contacted via email, if possible, as this ensures a clear and traceable record (which also details when it has been received) of correspondence.</p> <p>Should a response be issued via letter, it will be posted prior to the expiration of the five-day response period. Once posted, this response will be deemed to have been delivered.</p>                                                                                                        |                       |                                                                          |
| Stage 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | The Council           | Ten days from the date of receiving the representation from WISE.        |
| <p><b>Stage 2:</b> If the appellant is not satisfied with the outcome of the Stage 1 appeal and wishes the Council to review the decision made at Stage 1, they are then able to make representations to the Council. This will be through WISE. WISE will prepare a pack containing all the information from the investigation and send this across to the Council. The representation will be considered by the Assistant Director – Environmental Services and the Head of Legal (and in their absence, their nominated deputies). The outcome will be to either uphold the decision made at Stage 1 or to withdraw the FPN. They will write back to the appellant with the outcome of their representation. No reasons will be stated in either case.</p> <p>Should a response be issued via letter, it will be posted prior to the expiration of the ten-day response period. Once posted, this response will be deemed to have been delivered.</p> |                       |                                                                          |

| Stage                                                                                                                                                                                                                                                                            | Appeal process led by | Timeframe |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|
| Stage 3                                                                                                                                                                                                                                                                          | Magistrates'          |           |
| <b>Stage 3:</b> If the appellant is not satisfied with the outcome of either Stage 1 or Stage 2, then they can lodge an appeal with the Magistrates' Court. This needs to be undertaken within 21 days from the date the FPN was issued. This is the final stage of the process. |                       |           |
| <b>Please note should you wish to appeal the FPN direct to the Magistrates' Court without challenging the FPN at Stage 1 and Stage 2, you are able to do so within 21 days from the date the FPN was issued.</b>                                                                 |                       |           |

Please note that the following are not grounds for cancellation:

- You did not know the law and did not know it was being enforced.
- This was the first time you committed the offence.
- You believe the officer issuing the Fixed Penalty Notice was rude or did not behave appropriately (This will be considered as a complaint).
- You have always done this and never received a penalty or warning before.
- There wasn't any signage informing you of the applicable legal requirements.

### **13. I would like to have a family member/friend act on my behalf. Is this possible?**

Yes, that is possible. You will need to complete an authorisation form, which can be found on our website: <https://www.broxtowe.gov.uk/for-you/litter-and-street-cleansing/environmental-enforcement/> . Once the form is completed and submitted to WISE, the individual acting on your behalf will be required to provide valid identification to verify their identity before they can act on your behalf.

**Report of the Executive Director**

|                                                                   |
|-------------------------------------------------------------------|
| <b>Update: Equality, Diversity and Inclusion in Council Parks</b> |
|-------------------------------------------------------------------|

1. Purpose of Report

To provide an update on the ten recommendations made following the Overview and Scrutiny Committee meeting on 28 November 2024, regarding Equality, Diversity and Inclusivity across the Borough's parks.

2. Recommendation

**The Committee is asked to NOTE the report.**

3. Detail

There are 62 Parks and Opens Spaces across the Borough, of which 37 have a play area. These play areas vary in size, as does the variety of play equipment pieces available at each site.

There are 323 pieces of play equipment installed and maintained in these play areas. All equipment is installed to BS EN 1176 (which is the British and European Standard for playground equipment) and BS EN 1177 (which covers playground surfacing and provides guidance on critical fall height and impact safety). Of the 37 play areas in the Borough, 33 feature inclusive or accessible play equipment.

Accessible play areas

According to a report by Scope, the disability equality charity, it was found that less than half of playgrounds in the UK are currently accessible for people that have a disability. This sparked a national campaign aimed at enhancing inclusivity in play areas.

Various strategies exist for enhancing inclusivity in park play equipment. This involves incorporating accessible and inclusive pieces of equipment. The definitions of accessibility and inclusivity used by Scope are derived from a joint position statement by the Children's Play Policy Forum and the UK Play Safety Forum regarding the inclusion of disabled children in play provision.

These are:

- 'Accessible' Play Space is a space which is barrier-free, allows users access to move around the space and offers participation opportunities for a range of differing abilities. Not every child of every ability will be able to actively use everything within an accessible play space.

- ‘Inclusive’ Play Space provides a barrier-free environment, with supporting infrastructure, which meets the wide and varying play needs of every child. Disabled children and non-disabled children will enjoy high levels of participation opportunities, equally rich in play value.

(Source: <https://playsafetyforum.wordpress.com/wp-content/uploads/2022/06/including-disabled-children-in-play-provision-2022.pdf> referenced 23 May 2024)

Following the meeting of this Committee on 28 November 2024, the working group presented a summary of findings to the Committee from the review conducted in late summer 2024. Ten recommendations were made. **Appendix 1** provides an update on those recommendations and sets out the status and actions taken.

#### 4. Financial Implications

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

The accessibility improvements highlighted in the Parks accessibility audit will be captured in next year’s Capital Programme for the Pride in Parks initiative. This will then be aligned with the Play Strategy review which is being undertaken this financial year.

A detailed cost estimate and funding plan will be provided after the Play Strategy review, to ensure that implementing accessibility enhancements and ongoing maintenance requirements is in line with existing budgets.

#### 5. Legal Implications

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

The Public Sector Equality Duty came into force in April 2011, s.149 of the Equality Act 2010 requires Councils when carrying out their functions, to have due regard to the need to achieve the objectives set out under s149 of the Equality Act 2010.

This is to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The recommendations support compliance with the above legal obligation.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

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.

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**Appendix 1**

Following the Overview and Scrutiny Committee meeting held on the 28 November 2024, ten recommendations were approved. These recommendations, together with an update on the corresponding actions, are detailed in this appendix.

**Recommendation 1**

**That all entrances to parks are audited, to allow wheelchair/mobility access where possible.**

An audit was undertaken of all park entrances to assess wheelchair and mobility scooter accessibility. The findings are provided in Appendix 2. The audit indicates that enhancing accessibility will require approximately £49,000, which will form the basis of the 2026/27 capital programme for the Pride in Parks initiative. While the Play Strategy is being reviewed, potential further enhancements may also be identified (this will also be supported by the results of this year's Parks Standard survey) and any enhancements from that process will be captured in the developed five-year programme.

**Recommendation 2**

**Where a play park is fenced around, to ensure the access gate for a wheelchair is close to any accessible/inclusive play equipment or to consider the surface for the travel to the equipment.**

Recommendation 2 is challenging to implement retrospectively; however, where feasible the Parks and Open Spaces team will look to implement. For new retrofit projects such as Bramcote Hill and Dovecote Lane, Beeston, this approach has been incorporated. The matter will be revisited within the Play Strategy review, with a key emphasis on Diversity, Equality and Inclusivity.

**Recommendation 3**

**Where possible, that every play park in the Borough has access to a minimum of one piece of accessible/inclusive play equipment.**

Among the 37 parks managed by the Council, 33 of these currently include at least one piece of accessible equipment. This development priority will be further addressed and expanded upon under the forthcoming Play Strategy review, which will outline its approach to accessibility across the park estate.

**Recommendation 4**

**To introduce further sensory play panels to the parks with some possibly away from climbing frames in quiet areas.**

Three sensory panels have been installed in the parks this year. These are at:

- Mansfield Road Recreation Ground, Eastwood
- Redbridge Drive, Nuthall

- College Way Open Space, Nuthall

Further panels will be considered and assessed during the refurbishment programme stage as part of ongoing accessibility enhancements.

#### Recommendation 5

**When replacing play equipment that a double slide be provided instead of a single slide option.**

A double slide unit will only be considered where a whole play unit is being replaced. It is acknowledged that double slides are typically priced at approximately double that of a single slide. These principles will be applied during the Eastcote Avenue, Bramcote refurbishment in 2025/26, where a double slide is being planned for the entrance of the play area.

#### Recommendation 6

**Exploring options to provide sensory gardens in parks and, where appropriate, to provide a sensory experience for all users to touch, smell, hear and see. To consider utilising parks already established with garden areas in the first instance.**

The Parks and Open Spaces team are currently delivering the first sensory garden at Bramcote Hills, near to the walled garden. This will incorporate carefully chosen sensory plants, a rain garden to support biodiversity and manage runoff and paving to improve accessibility.

A newly resurfaced and clearly marked disabled parking bay adjacent to the walled garden is being provided, with additional accessibility improvements across the surrounding area.

Depending on stakeholder feedback, the team will assess the feasibility and timing of a broader rollout across the Borough.

#### Recommendation 7

**To provide signage across all parks for users to establish areas of rewilding, butterfly and bee planting, sensory and park areas.**

The Parks and Open Spaces team have completed the installation of 30 signs across the Borough, and they are planning to expand this further.

The team are currently refining bedding strategies, moving away from formal planting in favour of perennial led schemes to enhance biodiversity and support sustainability. In addition, plans are in place to rest approximately 50% of the beds over the winter to restore soil nutrients, supporting healthier growth in the following seasons.





**Recommendation 8**

**To consider the toilet options in large multi-use parks that are not near town centre facilities.**

The option to extend toilet provision across the Borough's parks remains under consideration with the Asset Management and Development team; however, it is presently cost prohibitive.

**Recommendation 9**

**To consider accessibility/inclusive benches as standard across all parks in the Borough and investigate the triangular benches with back supports as the standard park bench.**

Accessible and inclusive benches are now being installed as standard across the Borough's parks. This standardisation will be implemented as part of any on-going capital scheme replacement.

**Recommendation 10**

**The results from the Parks Survey are made available to the Overview and Scrutiny Committee.**

The parks standard survey is currently out for consultation, with findings to be reported to Cabinet on 2 December 2025. Once the report has been approved a copy will be circulated to the Overview and Scrutiny Committee.

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## Appendix 2

Park Accessibility Audit

| Area         | Name of park.          | Number of entrance points onto the park? | How many are accessible for wheelchair users? | How many could be made accessible? | Approximate cost for accessible works       |
|--------------|------------------------|------------------------------------------|-----------------------------------------------|------------------------------------|---------------------------------------------|
| Attenborough | Long Lane              | 1                                        | 1 to playground                               | N/A                                | N/A                                         |
| Awsworth     | Meadow Road Open Space | 2                                        | 1                                             | 1                                  | Widen/remove fencing £200                   |
| Beeston      | Beeston Fields         | 2                                        | 2                                             | N/A                                | N/A                                         |
| Beeston      | Broadgate Park         | 5                                        | 5                                             | N/A                                | N/A                                         |
| Beeston      | Dovecote Lane          | 4                                        | 4                                             | N/A                                | N/A                                         |
| Beeston      | Hetley Pearson         | 4                                        | 3                                             | 1                                  | Easy Gate and path install £5,200           |
| Beeston      | Leyton Crescent        | 3                                        | 3                                             | N/A                                | N/A                                         |
| Beeston      | Weirfields             | 3                                        | 3                                             | N/A                                | N/A                                         |
| Bramcote     | Alexandrina Plantation | 4                                        | 2                                             | 1                                  | Removal of barriers on Maidstone Drive £300 |

| Area     | Name of park.              | Number of entrance points onto the park? | How many are accessible for wheelchair users? | How many could be made accessible? | Approximate cost for accessible works |
|----------|----------------------------|------------------------------------------|-----------------------------------------------|------------------------------------|---------------------------------------|
| Bramcote | Bramcote Hills Park        | 6                                        | 5                                             | 0 - (Steps off Coventry Lane)      | N/A                                   |
| Bramcote | Eastcote Avenue Open Space | 3                                        | 3                                             | N/A                                | N/A                                   |
| Bramcote | King Georges Park          | 2                                        | 1                                             | 0                                  | N/A                                   |
| Bramcote | Sandgate Open Space        | 5                                        | 3                                             | 0 - Steps due to incline           | N/A                                   |
| Brinsley | Brinsley Headstocks        | 6                                        | 5                                             | 0 - Steps under bridge             | N/A                                   |
| Chilwell | Cator Lane                 | 3                                        | 3                                             | N/A                                | N/A                                   |
| Chilwell | Chetwynd Road              | 4                                        | 3                                             | 1                                  | Easy Gate £1,300                      |
| Chilwell | Inham Nook                 | 5                                        | 5                                             | N/A                                | N/A                                   |
| Chilwell | Sherman Drive Open Space   | 5                                        | 5                                             | N/A                                | N/A                                   |

| Area      | Name of park.                           | Number of entrance points onto the park? | How many are accessible for wheelchair users? | How many could be made accessible? | Approximate cost for accessible works         |
|-----------|-----------------------------------------|------------------------------------------|-----------------------------------------------|------------------------------------|-----------------------------------------------|
| Chilwell  | Swiney Way Open Space                   | 2                                        | 2                                             | N/A                                | N/A                                           |
| Chilwell  | Eskdale Drive Open Space/Field Lane Est | 3                                        | 2                                             | 0 Steps                            | N/A                                           |
| Eastwood  | Coronation Park                         | 6                                        | 5                                             | 1                                  | Shorten vehicle gate from Chewton Street £300 |
| Eastwood  | Hall Park                               | 2                                        | 1                                             | 1                                  | Easy Gate £1,300                              |
| Eastwood  | Jubilee Park                            | 2                                        | 1                                             | 1                                  | Easy Gate £1,300                              |
| Eastwood  | Mansfield Road                          | 4                                        | 4                                             | N/A                                | N/A                                           |
| Giltbrook | Smithurst Road Open Space               | 14                                       | 10                                            | 4                                  | Removal of slalom fencing £600                |
| Giltbrook | Acorn Avenue Open Space                 | 1                                        | 0                                             | 1                                  | Easy Gate £1,300                              |
| Kimberley | Flixton Road Open Space                 | 4                                        | 2                                             | 2                                  | Shorten vehicle gate, 1 x Easy Gate £1,500    |

| Area       | Name of park.              | Number of entrance points onto the park? | How many are accessible for wheelchair users? | How many could be made accessible? | Approximate cost for accessible works                      |
|------------|----------------------------|------------------------------------------|-----------------------------------------------|------------------------------------|------------------------------------------------------------|
| Kimberley  | Hall Om Wong Open Space    | 7                                        | 3                                             | 4                                  | 3 x Ramps and removal of railing £5,000                    |
| Kimberley  | Millfield Road Open Space  | 4                                        | 0                                             | 3                                  | Easy Gate, radar gate and removal of slalom barrier £2,500 |
| Newthorpe  | Colliers Wood              | 5                                        | 5                                             | N/A                                | N/A                                                        |
| Nuthall    | Redbridge Drive            | 3                                        | 3                                             | N/A                                | N/A                                                        |
| Nuthall    | The Spinney Open Space     | 1                                        | 0                                             | 1                                  | Path installation £7,000                                   |
| Nuthall    | Castleton Court Open Space | 2                                        | 2                                             | 0                                  | N/A                                                        |
| Nuthall    | College Way Open Space     | 2                                        | 2                                             | N/A                                | N/A                                                        |
| Stapleford | Archers Field              | 4                                        | 0                                             | 4                                  | 4 x Easy Gates £5,200                                      |
| Stapleford | Central Avenue             | 1                                        | 1                                             | N/A                                | N/A                                                        |

| Area       | Name of park.            | Number of entrance points onto the park? | How many are accessible for wheelchair users? | How many could be made accessible? | Approximate cost for accessible works               |
|------------|--------------------------|------------------------------------------|-----------------------------------------------|------------------------------------|-----------------------------------------------------|
| Stapleford | Hemlock Stone Open Space | 2                                        | 1                                             | 0                                  | N/A                                                 |
| Stapleford | Hickings Lane            | 7                                        | 3                                             | 4                                  | 4 x Easy Gates £5,200                               |
| Stapleford | Ilkeston Road            | 4                                        | 4                                             | N/A                                | N/A                                                 |
| Stapleford | Judson Avenue Open Space | 2                                        | 0                                             | 2                                  | Easy Gate £1,300                                    |
| Stapleford | Pasture Road             | 4                                        | 2                                             | 1                                  | Easy Gate £1,300                                    |
| Stapleford | Queen Elizabeth Park     | 2                                        | 2                                             | Vehicle gates for entrances        | 2 x Shorten vehicle gates £2,000                    |
| Toton      | Banks Road Open Space    | 4                                        | 3                                             | 1                                  | Shorten vehicle gate and possible radar gate £1,700 |
| Toton      | Manor Farm               | 4                                        | 4                                             | N/A                                | N/A                                                 |
| Trowell    | Pit Lane                 | 3                                        | 2                                             | N/A                                | Path work - £500                                    |
| Trowell    | Trowell Park Open Space  | 7                                        | 4                                             | 3                                  | Removal of barriers - £500                          |

| Area      | Name of park.               | Number of entrance points onto the park? | How many are accessible for wheelchair users? | How many could be made accessible? | Approximate cost for accessible works    |
|-----------|-----------------------------|------------------------------------------|-----------------------------------------------|------------------------------------|------------------------------------------|
| Watnall   | Watnall Green               | 4                                        | 4                                             | N/A                                | N/A                                      |
| Watnall   | Watnall Spinney             | 3                                        | 1                                             | 1                                  | Ramp installation - £3,000               |
| Watnall   | Buckingham Way Open Space   | 2                                        | 2                                             | N/A                                | N/A                                      |
| Watnall   | Chilton Drive Open Space    | 4                                        | 4                                             | 4                                  | N/A                                      |
| Watnall   | Corbierre Avenue Open Space | 3                                        | 2                                             | 1                                  | Remove 'A' Frame - £300                  |
| Chilwell  | Sandby Court Open Space     | N/A                                      | N/A                                           | N/A                                | N/A                                      |
| Beeston   | The Willows Open Space      | 1                                        | 1                                             | N/A                                | N/A                                      |
| Giltbrook | Halls Lane, Wessex Drive    | 6                                        | 4                                             | 2                                  | Removal of slalom fence and stile - £300 |
| Broxtowe  | Nottingham Canal            | Over 30                                  | 20                                            | 10                                 | £5,000                                   |



If agreed Environment will create a prioritised work programme to address parks without any or limited accessible access points first. Any additional works to path infrastructure to enable accessible access points will be picked up in the Pride In Parks / Play Strategy review documents.

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**Report of the Executive Director**

|                                                                |
|----------------------------------------------------------------|
| <b>Update on Review of The D.H. Lawrence Birthplace Museum</b> |
|----------------------------------------------------------------|

1. Purpose of Report

The report outlines progress on the recommendations of the overview and scrutiny review of the D.H. Lawrence Birthplace Museum.

2. Recommendation

**The Committee is asked to NOTE the report.**

3. Detail

In December 2023, Cabinet approved the recommendations of the Overview and Scrutiny Committee following a review of the D.H. Lawrence Birthplace Museum.

11 recommendations were approved, and Officers have been undertaking work to progress the recommendations, along with additional initiatives to promote and market the museum, the Lawrence legacy and Broxtowe's heritage.

The table in **Appendix 1** outlines the progress of each recommendation to date. **Appendix 2** details the most recent performance and financial data. **Appendix 3** highlights some of the other activities and achievements of the museum since the last review.

4. Financial Implications

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

The cost of operational activities at the D.H. Lawrence Birthplace Museum is contained within existing approved budgets. Further financial and performance management analysis is provided in Appendix 2.

5. 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.

6. Human Resources Implications

Not applicable.

7. Union Comments

There were no Union comments received for this report.

8. Climate Change Implications

The climate change implications are contained within the report.

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.

**D.H. Lawrence Birthplace Museum – Overview and Scrutiny Review Recommendations Progress**

In December 2023, Cabinet approved the recommendations of an Overview and Scrutiny Review on the D.H. Lawrence Birthplace Museum. The table below provides an update on the progress of these recommendations.

| Overview and Scrutiny Recommendation | Action                                                                                                                | Progress                                                                                                                                                                                                                                                                  |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                    | Produce new leaflets to advertise the D.H. Lawrence Museum in Nottinghamshire Places of Interest and Tourist Centres. | Completed. Leaflets were sent to locations including Inspire Libraries in Broxtowe and the wider Nottinghamshire area, Nottingham Tourist Information Centre, local businesses around Eastwood and hotels in Nottinghamshire. They are also given out at outreach events. |
| 2                                    | Request that Eastwood Town Council add an item on their agenda for updates from the Museum.                           | Officers have attended meetings of the Arts and Events Committee regularly and this has also enabled an additional £500 of funding being secured to support the D.H. Lawrence Festival.                                                                                   |

| Overview and Scrutiny Recommendation | Action                                                                                                   | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3                                    | Identify external funding opportunities to support appropriate projects within the D.H. Lawrence Museum. | <p>£98,500 UKSPF funding was secured for a project to create an augmented reality and audio trail about D.H. Lawrence and Eastwood heritage. This project has been managed by the Economic Development Team and launched during summer 2025.</p> <p>The Economic Development Team are also working on a funding bid to support the development of The Breach House.</p> <p>Work is ongoing in conjunction with the Asset Management and Development Team to identify external funding for works to support the ongoing maintenance and improvement of the museum building. This has included an application to the Arts Council's Museum Estate and Development (MEND) Fund in June 2025, which was unfortunately unsuccessful. Work is underway to assess the museum's eligibility for the Government's new Creative Foundations Fund, as well as Heritage Lottery Funding.</p> <p>Further details on funded projects can be found under item 6.</p> |
| 4                                    | Consider the feasibility of Sunday opening hours and the associated costs                                | <p>A business case has been completed to assess the viability of Sunday opening hours. The business case has determined that based on footfall and staffing resources at the museum, it would not be feasible at this time. The Museum opens annually for the National Heritage Open Days which falls on a Sunday and the team also attend ad hoc outreach events on Sundays. Consideration will be given as to any other local events in Eastwood which take place on Sundays when the Museum could open to take advantage of enhanced numbers of visitors to the town.</p>                                                                                                                                                                                                                                                                                                                                                                          |

| Overview and Scrutiny Recommendation | Action                                                                                                                            | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5                                    | Review the current entrance prices to the D.H. Lawrence Museum, including the consideration of subsidies for those on low incomes | Completed. New admission charges were agreed as part of the Council budget for 2024/25. In 2024/25 an additional £1,833 income was generated as a result.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6                                    | Identify funding to support re-establishment of the Blue Line Trail and consider options for enhancing the offer digitally.       | A bid to refresh the Blue Line Trail was successful in securing £10,000 of UKSPF funding. A further £500 was secured from the D.H. Lawrence Society to support the project. Due to the condition of the pavements along the trail and the potential for any investment to be lost as a result of ongoing maintenance of the pavements, it was decided not to re-institute the Blue Line Trail. As an alternative, the trail has been adapted and reinterpreted (in consultation with the Leader). The trail includes QR codes which visitors can scan to access online resources such as videos and images about the sites and their significance to Lawrence. It was launched as part of the D.H. Lawrence Festival in August. |

| Overview and Scrutiny Recommendation | Action                                                                                                                                                          | Progress                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7                                    | Liaise with partners such as Nottinghamshire County Council and Eastwood Town Council to improve signage around Eastwood to promote the D.H. Lawrence Museum.   | <p>A new town centre monolith has been installed to promote the museum and provide directional signage.</p> <p>Discussions have taken place with Nottinghamshire County Council and the Museum is continuing to follow this up as no progress has been made.</p>                                                                                                                                                  |
| 8                                    | Suggest to Trent Barton that the Museum be added as a departure point at the bus stop for Alexandra Street, Eastwood within their communications to passengers. | Promotions about the D.H. Lawrence Festival have taken place through Trent Barton social media channels and in their summer 'what's on' leaflet. Amended announcements to add the museum as a departure point have been agreed in principle but no date has been given yet as to when this will be completed, as the recordings are updated on an ad hoc basis. The Museum Team are asking for updates regularly. |



| Overview and Scrutiny Recommendation | Action                                                                                                                                                                                                                                      | Progress                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9                                    | Review the D.H. Lawrence action plan and financial data in 6 to 12 months' time to allow for a full twelve months of data and for recommendations from the Arts Council to be made available as part of the Museum re-accreditation process | The museum has not yet been selected for re-accreditation so there have been no further recommendations to take on board from the Arts Council. Re-accreditation is expected during 2025/26. The Museum Strategic Plan and Action Plan will also be reviewed during 2025/26. A dashboard has been developed to provide monthly performance and financial data on the Museum. |
| 10                                   | Consider obtaining a blue plaque                                                                                                                                                                                                            | An application was submitted in May 2024 but has been rejected on grounds of the large numbers of applications received. Further feedback is not provided as part of the rejection. A new proposal will be developed and submitted in 2026.                                                                                                                                  |
| 11                                   | Carry out a review of costs six months after any implementation of the recommendations.                                                                                                                                                     | A review of performance and financial data has been completed and is available in <b>Appendix 2</b> .                                                                                                                                                                                                                                                                        |

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# Finance and Visitor Analysis – 2019/20 to 2024/25

## Context

The following information is important context for understanding the data.

- In 2020/21 the museum was closed to the public due to COVID-19 restrictions.
- Museum opening times reduced from Tuesday to Saturday to Thursday to Saturday following the pandemic.
- In 2022/23, the museum transferred back into the Council within the Communications, Cultural and Civic Services Team to enable it to sit alongside other mutually supportive services such as culture and events, the civic office, and communications and marketing, all sharing in the broad objectives of attracting visitors to the Borough and promoting the cultural offer to both visitors and residents.

## Highlights

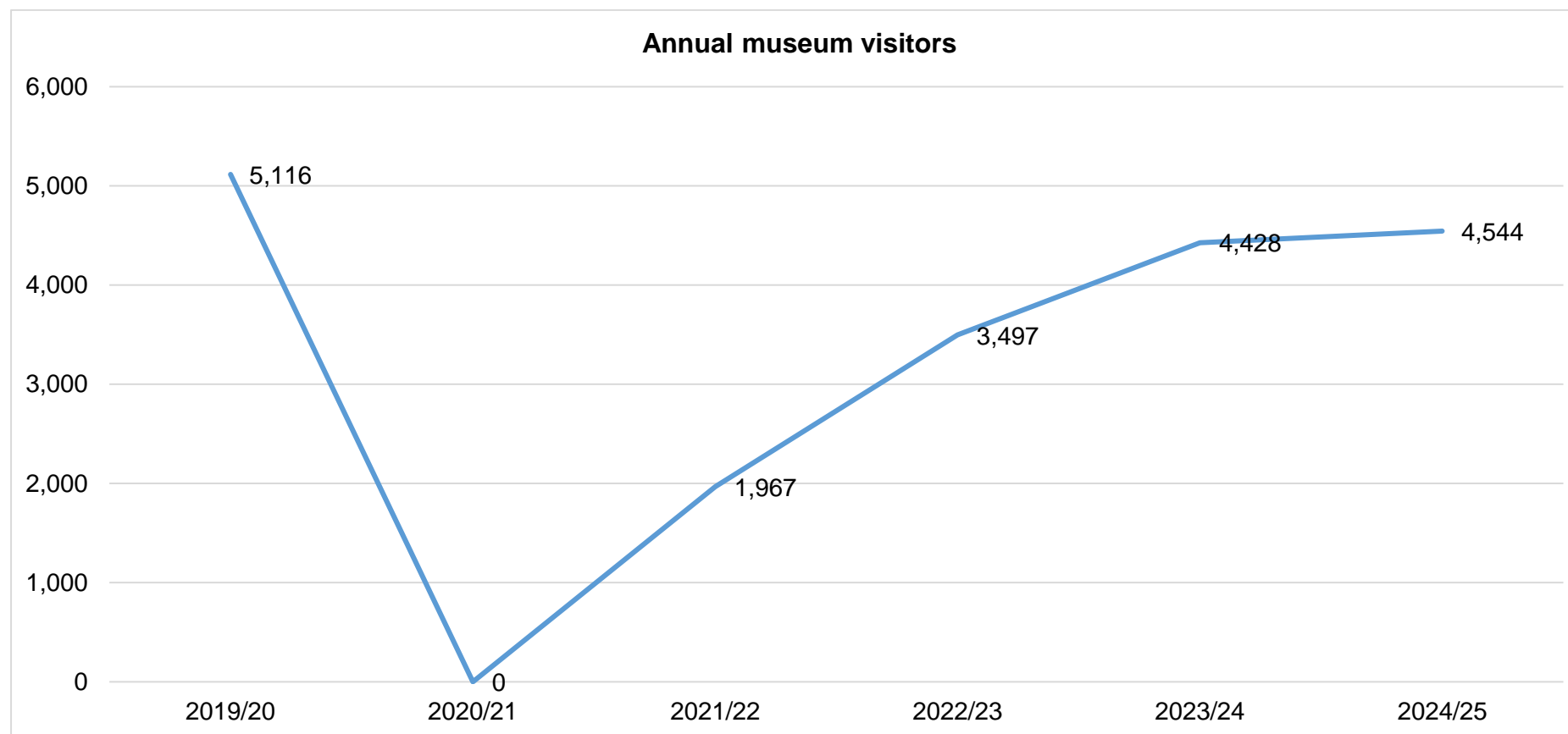
- Visitors have increased year on year since the pandemic.
- Income has increased year on year since the pandemic.
- Expenditure has decreased since the museum transferred back into the Council.
- The subsidy per visitor has decreased for the last four financial years and is now lower than pre-pandemic levels.
- The subsidy per engagement (new measure since 2023/24) has decreased.
- The number of volunteer hours delivered to support the museum has increased.

## Visitors and engagement

### Total visitors per year

The graph below shows the total number of visitors to the museum.

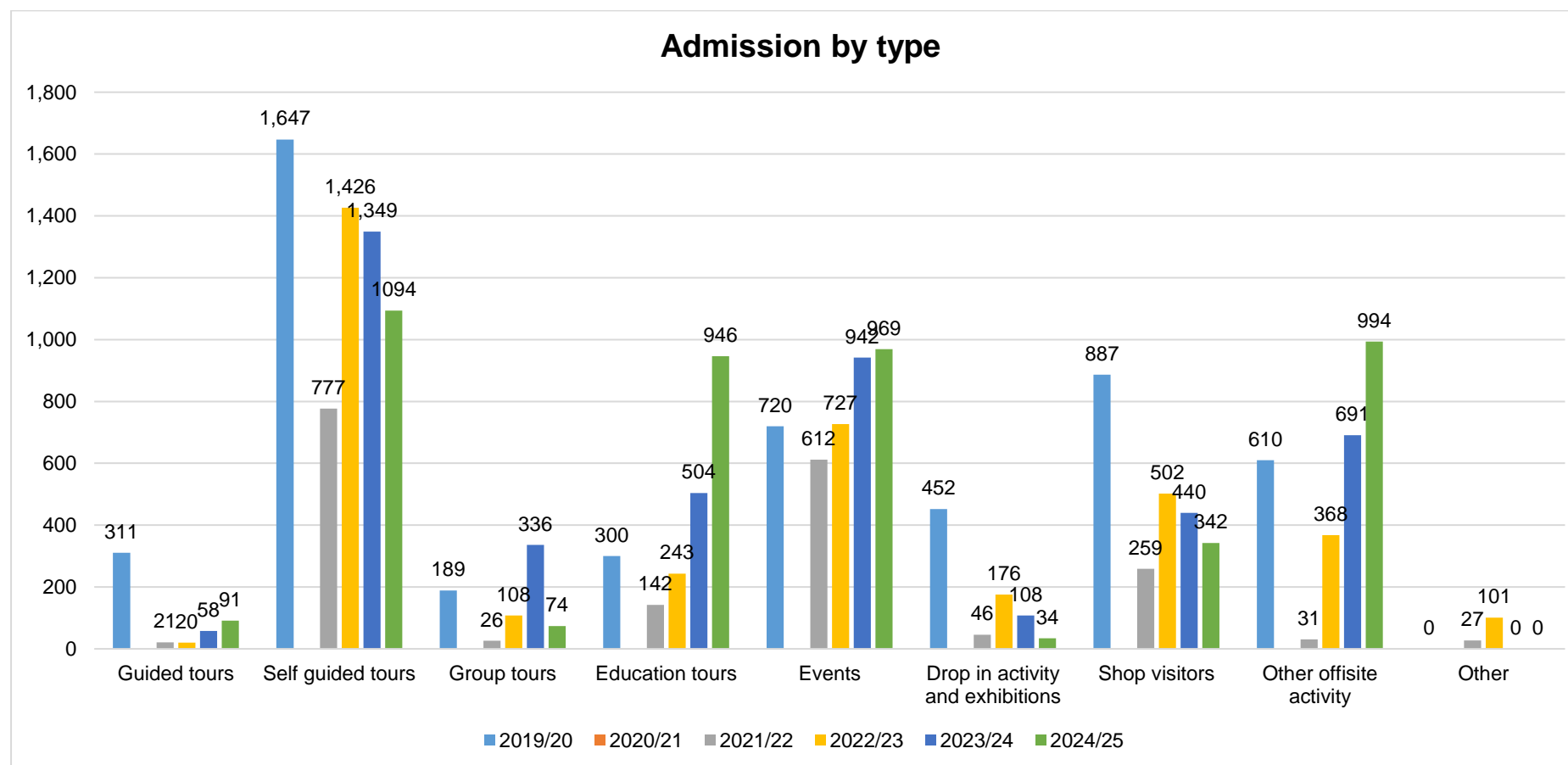
Museum opening times reduced from Tuesday to Saturday to Thursday to Saturday following the pandemic.



### Visitors by type

The graph below shows the number of visitors to the museum by type of visit.

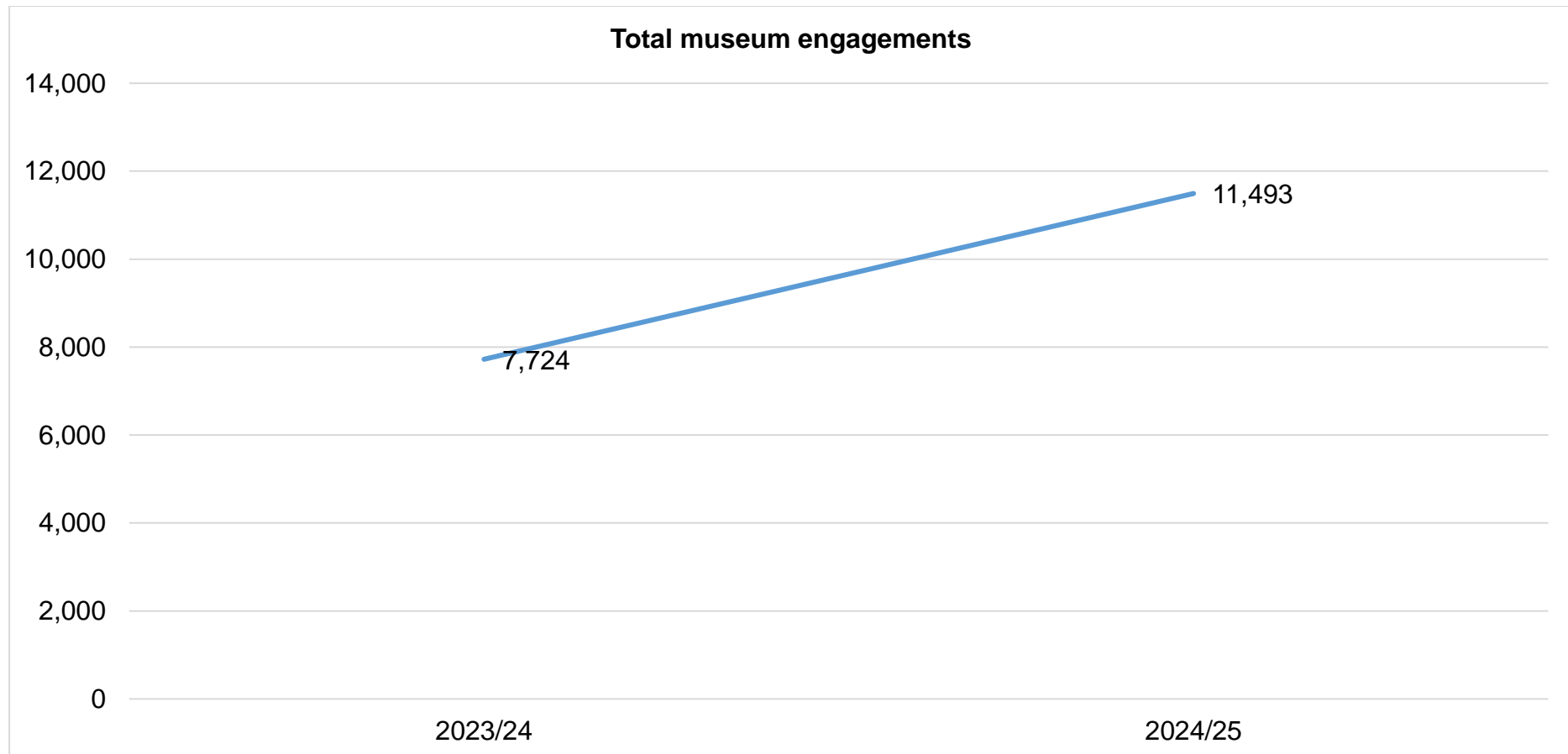
Admission types have shifted as museum priorities have also shifted to incorporate wider forms of outreach and engagement activity.



**Museum engagements**

Since 2023/24, engagements have also been recorded as the museum has explored ways to engage audiences about D.H. Lawrence and local heritage in new ways, beyond the museum building itself. Activities have included the D.H. Lawrence Music Festival, the D.H. Lawrence Children's Writing Competition and travelling exhibitions in other cultural venues in the Borough.

The graph below shows the number of engagements through this activity.

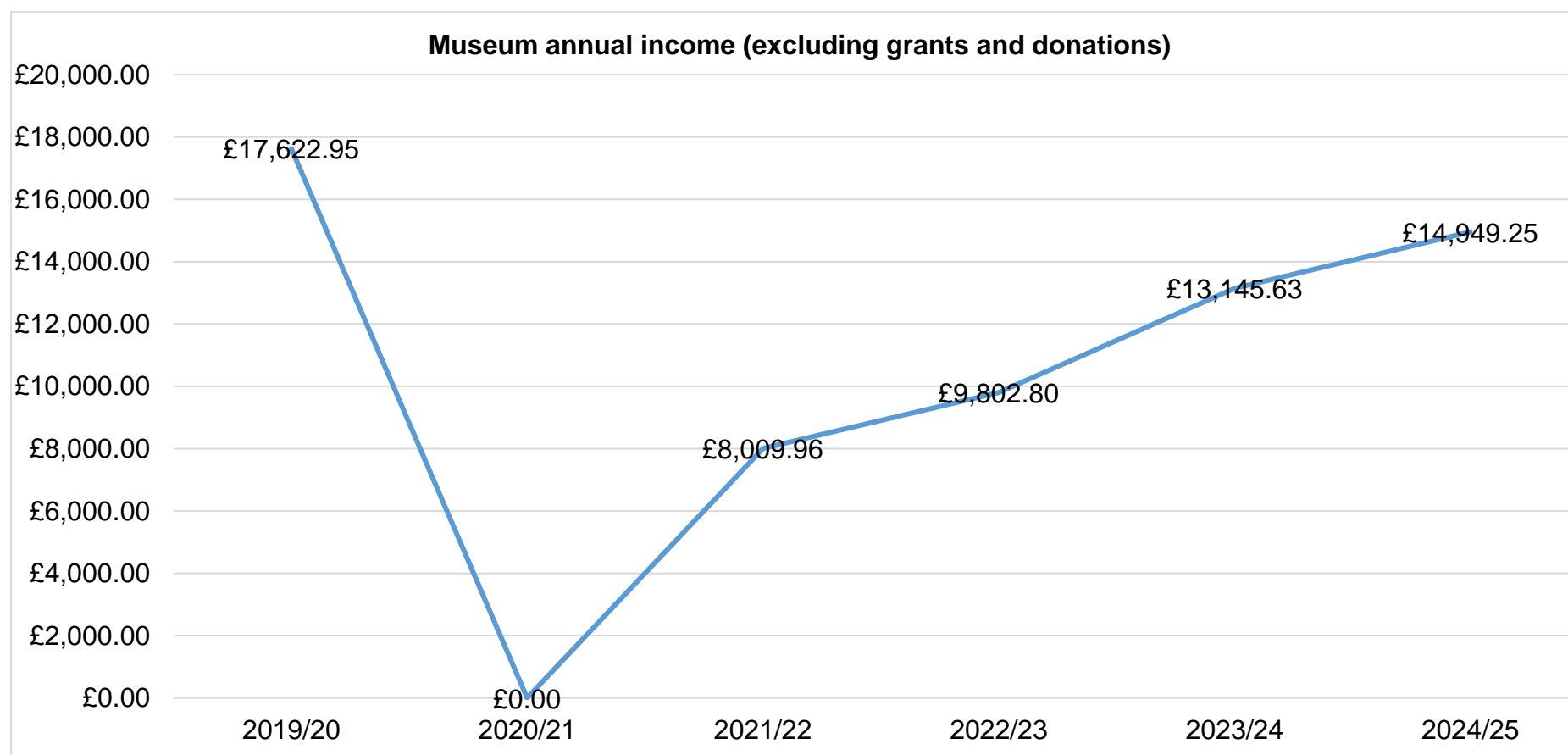


## Financial Data

### Annual income

The graph below shows the overall income of the museum.

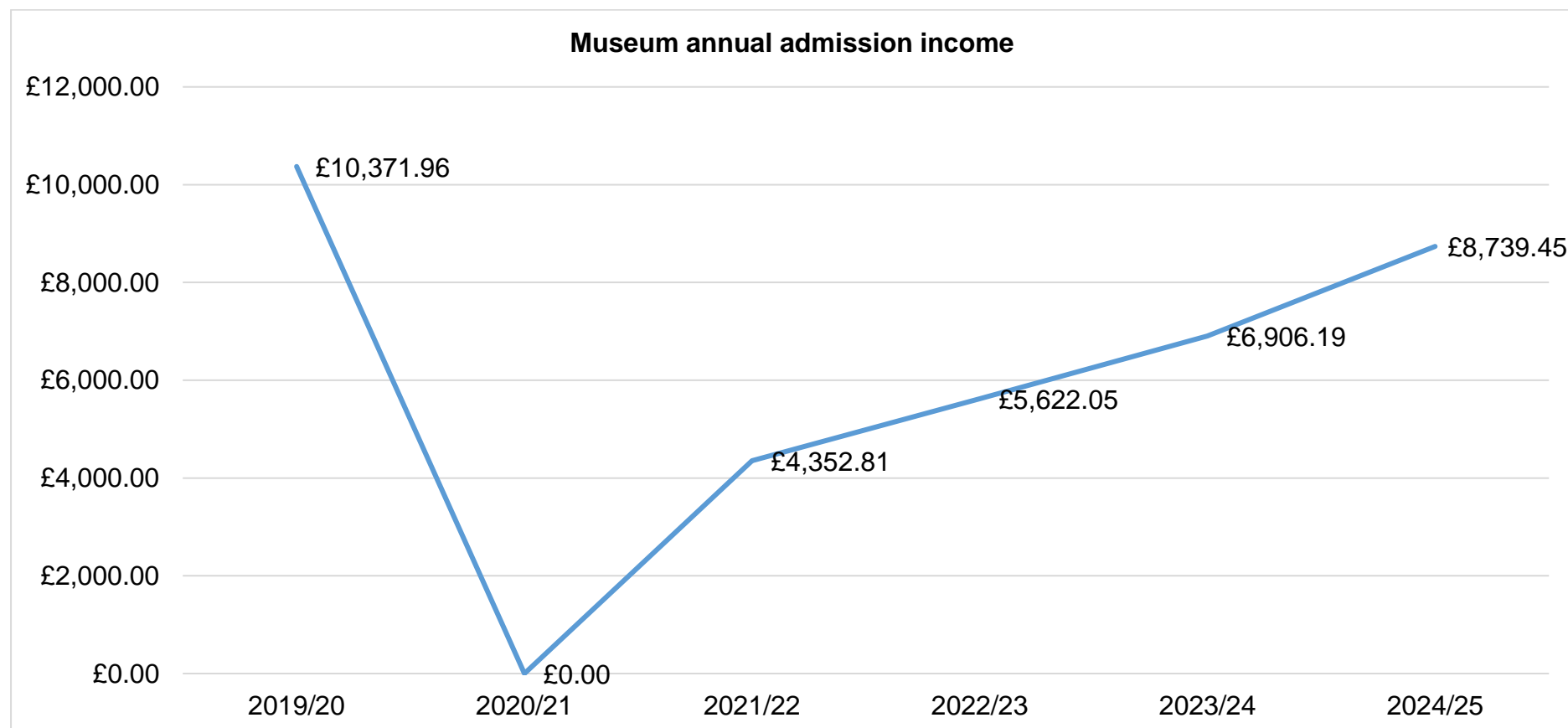
In 2024/25, admission charges were reviewed and increased.



**Income by type**

The graph below shows the total annual admission income of the museum.

In 2024/25, admission charges were reviewed and increased.





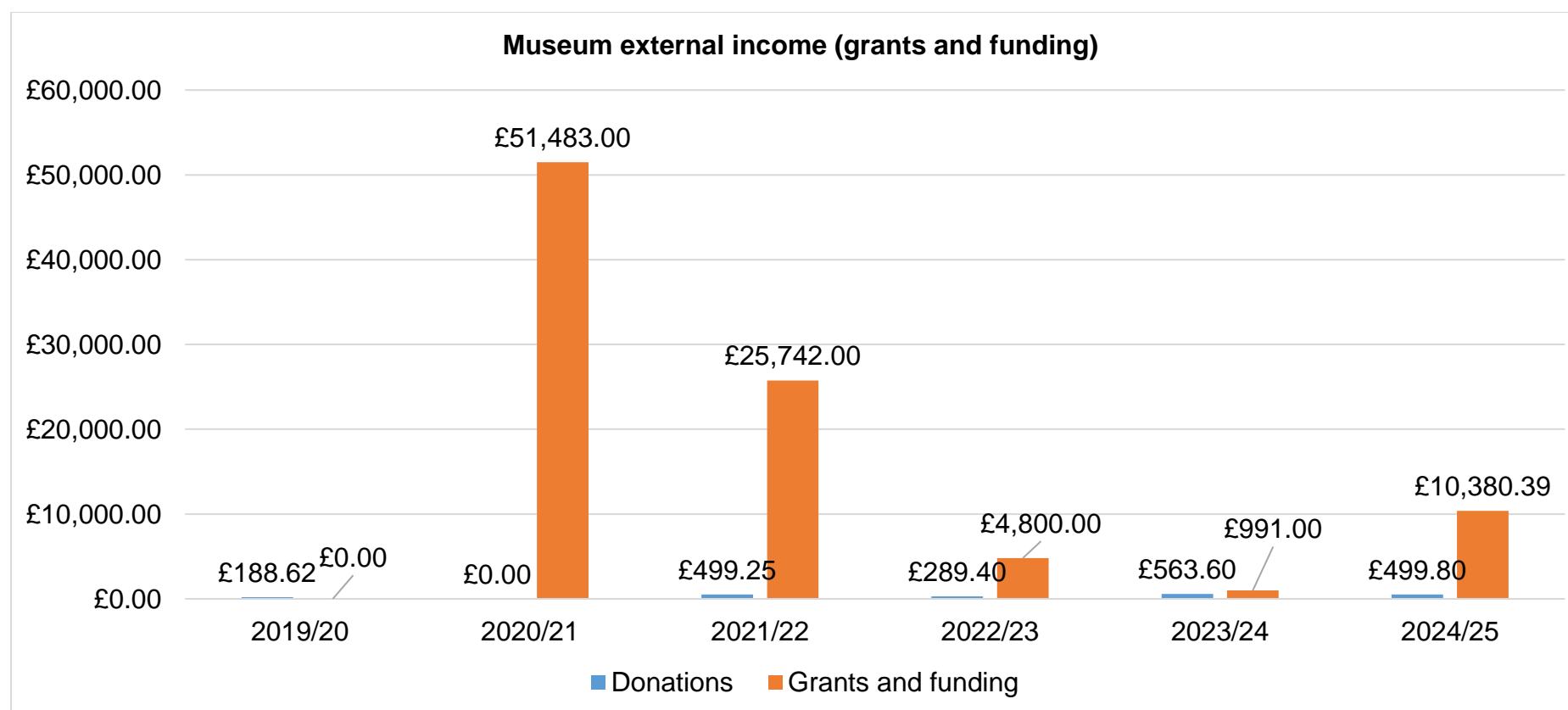
The graph below shows the total annual retail income from the museum shop.



## Grants and funding

The graph below shows the total external funding secured for the museum.

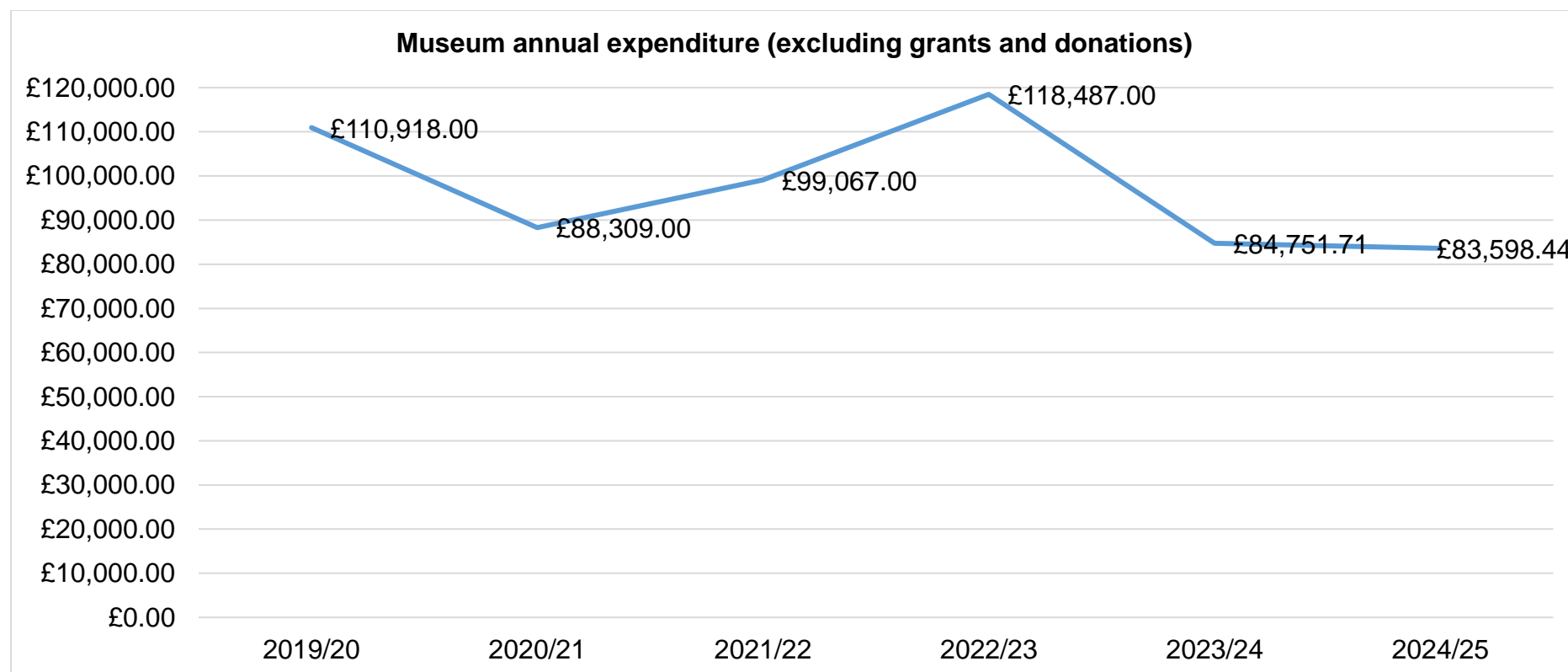
In 2020/21 and 2021/22, funding was received from government to support leisure facilities during the pandemic lockdown measures and their re-opening. Other funding has included Town Council grants, UKSPF funding and Museum Development grants for education resources and the preservation and replication of an important collections item.



### Annual expenditure

The graph below shows the total expenditure of the museum.

- Employee costs make up the majority of expenditure at the museum (1FTE and 1 PTE).
- The museum's transfer back to the Council enabled savings to be made on suppliers and contracts as part of the Council's existing arrangements. A restructure in the Communications, Cultural and Civic Services Team has also provided greater resilience as part of the wider team, reducing the amount of overtime undertaken to support museum activities.
- In 2024-25 there was a one-off cost for replacement of the intruder alarm at the museum.



**Subsidy Per Head (Visits)**

The graph below shows the subsidy per visitor for the last five financial years.

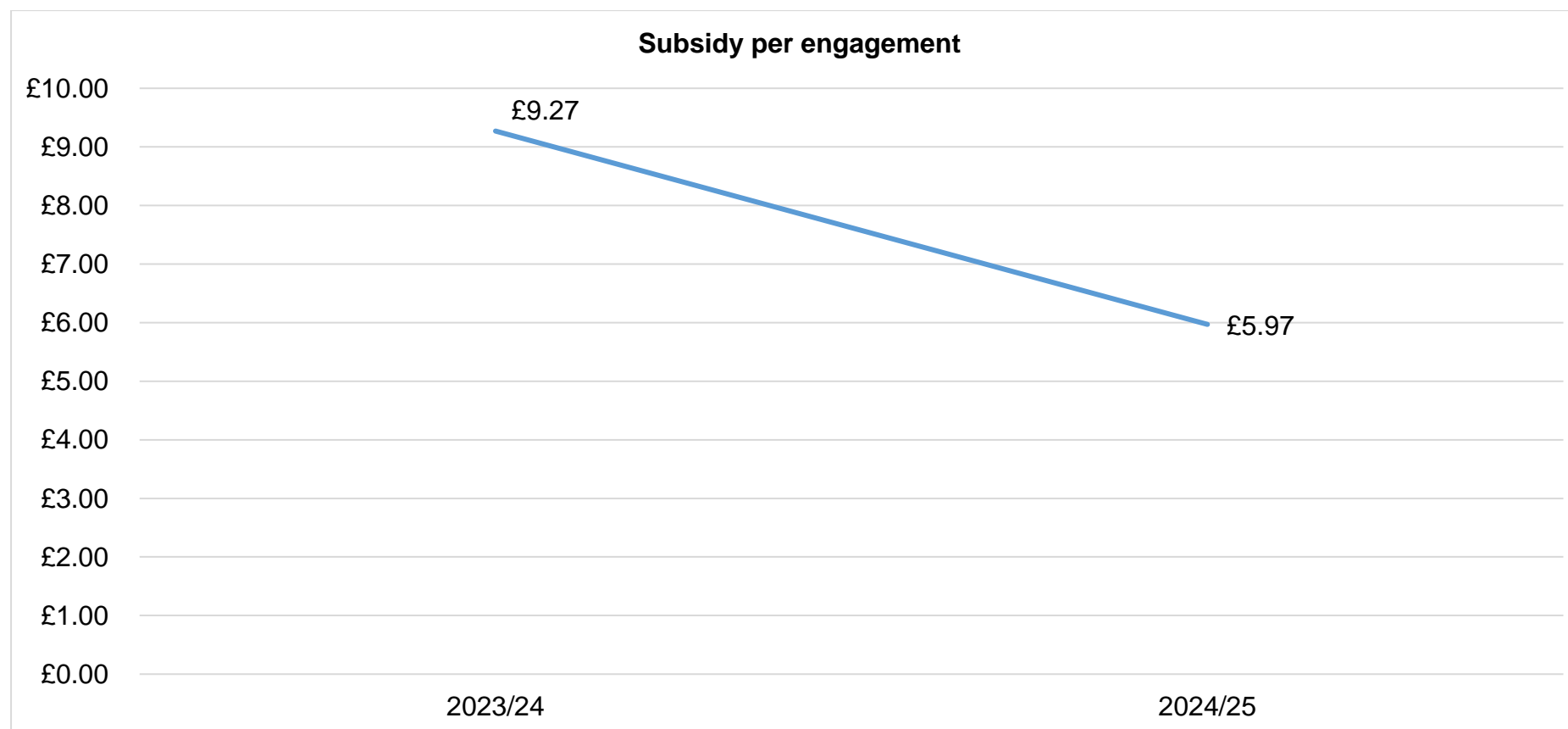
A reduction in expenditure and an increase in income and visitors has supported a decrease in the subsidy per visitor since the museum transferred back into the Council.



**Subsidy Per Head (Engagements)**

The graph below shows the subsidy per engagement for the last two financial years (engagement data has only been recorded since 2023-24).

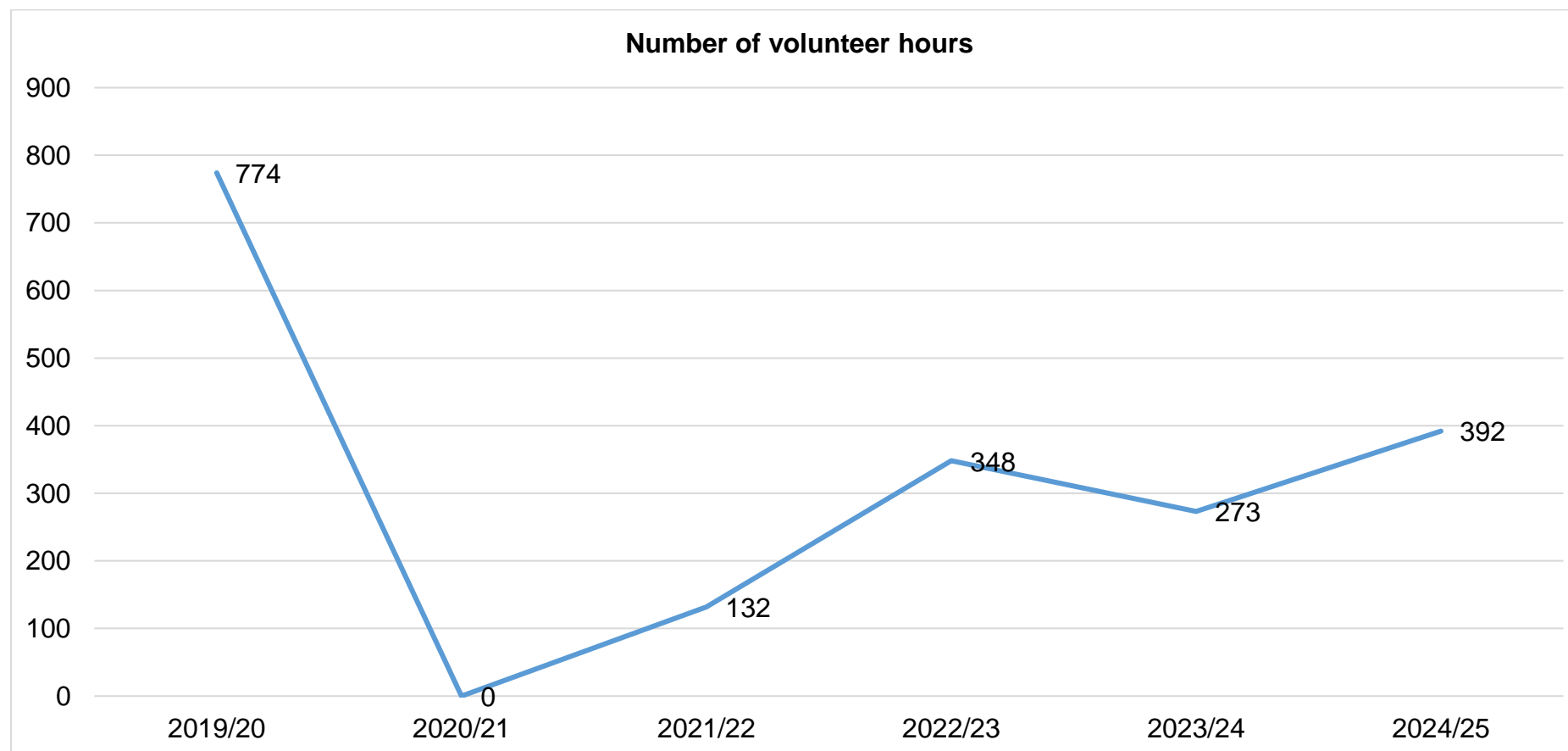
A reduction in expenditure, an increase in income and work to identify new ways to reach people and engage them about Lawrence and local heritage has supported a decrease in the subsidy per engagement since the measure was introduced in 2023-24.



## Volunteers

The graph below shows the number of hours of work undertaken by volunteers.

Volunteers have been increased thanks to promotional messages, new partnerships with the University and through other museum activities such as the wellbeing walks.



## Appendix 3

**Other Museum Achievements**Education

A new educational programme leaflet and promotional campaign were produced during 2024/25 to highlight the offer to schools. This has resulted in:

- 228 children engaged through loan boxes which were borrowed by four schools.
- 190 children engaged at two outreach visits to schools.
- 138 children engaged through digital tours with two schools.
- 208 children engaged at in-person visits to the museum during two school visits.

In 2023/24, the Council launched a children's writing competition, inspired by D.H. Lawrence which has been repeated annually (part of the wider CCity Programme of activity). To date, 1,021 entries have been received across the three years the competition has been running and a further 1,781 children have been engaged through their school about the competition. The entries for 2025/26 have exceeded expectations, creating engagement with children from all over the country, as well as internationally from USA, Thailand, India, South Korea, Spain, Ireland and the United Arab Emirates.

Since 2023/24, the Council has taken part in the Nottinghamshire Festival of Curiosity which has included workshops at the D.H. Lawrence Museum for schoolchildren.

Community Engagement

The museum has seen an increase in the number of hours volunteered from 273 in 2023/24 to 392 in 2024/25.

The Museum has visited Hopkins Court Independent Living Scheme, Eastwood and Moorlands Care Home Brinsley to conduct outreach activity.

An extended D.H. Lawrence Festival has taken place since 2024/25 providing enhanced opportunities for people to engage in cultural activities across the themes of literature, music, art, theatre, heritage and community.

The Museum has developed a strong working relationship with Broxtowe Women's Project, with a number of events taking place which provide ways for families to get involved with cultural activity, whilst also providing a discreet and accessible way for people to reach out for help.

In 2024/25 the Museum engaged with 149 people via digital tours. This has benefited international audiences and those for whom travel is a barrier to access. There are two digital exhibitions planned to bring the Gallery Space to a wider audience.

As part of the 2024/25 D.H. Lawrence Festival a new 'Five facts about D.H. Lawrence' campaign was launched to promote the Lawrence legacy more widely amongst local people. This included social media posts, pull up banners and beer mats which were given to pubs in Eastwood as part of the D.H. Lawrence Music Festival. This was repeated as part of the 2025 Festival.

### National Coverage

The Museum provided the setting for a BBC Radio 4 series on Lawrence. The second episode of Artworks, Three Faces of D.H. Lawrence was recorded at the Museum, exploring the important role that class played in Lawrence's life and work.

BBC's Bargain Hunt also recorded at the Museum recently, looking at some of the items in the collection and their significance to Lawrence and the local area. An air date for the episode is TBC and publicity will be arranged in line with this.



**Report of the Executive Director**

|                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|
| <b>Progress on the Review of Equality, Diversity and Inclusion at the D.H. Lawrence Birthplace Museum</b> |
|-----------------------------------------------------------------------------------------------------------|

1. Purpose of Report

The report outlines progress on the recommendations of the overview and scrutiny review of equality, diversity and inclusion (EDI) at the D.H. Lawrence Birthplace Museum.

2. Recommendation

**The Committee is asked to NOTE the report.**

3. Detail

In July 2024, Cabinet approved the recommendations of the Overview and Scrutiny Committee following a review of EDI measures at the Council.

Four of the recommendations that were approved related to the D.H. Lawrence Birthplace Museum. Officers have been undertaking work to progress the recommendations, along with additional work to ensure that the Museum offers accessible and inclusive opportunities for local heritage to be explored.

The table in **Appendix 1** outlines the progress of each recommendation to date. **Appendix 2** outlines additional work that has been undertaken outside of these recommendations.

4. Financial Implications

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

There are no additional financial implications to consider at this stage with the cost of activities being contained within existing budgets. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

5. Legal Implications

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

The Public Sector Equality Duty came in to force in April 2011, s.149 of the Equality Act 2010 requires Councils when carrying out their functions, to have due regard to the need to achieve the objectives set out under s149 of the Equality Act 2010.

This is to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The recommendations as set out in the report supports compliance with the above legal obligation.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

There were no HR comments on this report.

7. Union Comments

The Union comments were as follows:

There were no Union comments on this report.

8. Climate Change Implications

The climate change implications are contained within the report.

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

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

11. Background Papers

Nil.

### D.H. Lawrence Birthplace Museum Equality, Diversity and Inclusion – Overview and Scrutiny Review Recommendations Progress

In July 2024, Cabinet approved the recommendations of an Overview and Scrutiny Review in relation to equality, diversity and inclusion at the Council. Some of these recommendations related to the D.H. Lawrence Birthplace Museum and the table below provides an update on the progress of these recommendations.

| Overview and Scrutiny Recommendation – Action                                                                                                                                              | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. To consider changing the counter space at the D.H. Lawrence Museum to be more accessible to customers and incorporate an area for a wheelchair user to access the digital tour.         | <p>A pop-up laptop table has been installed in the downstairs area of the Museum to provide a more comfortable space for those accessing digital tours, including wheelchair users.</p> <p>Work is ongoing in conjunction with the Asset Management and Development Team to identify external funding for works to support the ongoing maintenance and improvement of the museum building, which includes the counter space.</p> <p>An application to the Arts Council's Museum Estate and Development (MEND) Fund was submitted in June 2025 but was unfortunately unsuccessful. Further bids are being developed as part of the Government's new Creative Foundations Fund and Heritage Lottery Funding.</p> |
| 2. To consider the provision of ear defenders, to offer visitors who may have sensory processing differences and additional audio headsets to enhance the D.H. Lawrence experience to all. | <p>A pair of ear defenders are now available for use. These are visible on reception, with the hearing-loop, with a sign prompting visitors to ask if they would like to use them.</p> <p>An audio tour of the Museum is currently being developed, which can be downloaded via QR code on arrival at the site, enabling visitors to use their own devices, which may be adapted to their needs as required.</p>                                                                                                                                                                                                                                                                                               |

| <b>Overview and Scrutiny Recommendation – Action</b>                                                                                                                      | <b>Progress</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. To increase signage within the museum to increase awareness of health and safety issues and accessibility and to provide signposting to the nearest accessible toilet. | <p>Various health and safety notices are on display for visitors to advise of any hazards. As part of the introduction on their arrival, a brief health and safety overview is also provided, highlighting any particular areas to be aware of.</p> <p>A new banister has been installed to aid the use of the stairs.</p> <p>Signage has also been installed to direct visitors to the nearest accessible toilet to the Museum building.</p>                                                                                                                                                                                                         |
| 4. To increase advertising of the D.H. Lawrence digital experience to promote live tours to Groups.                                                                       | <p>Digital tours have been promoted through social media, on the Museum webpages and through direct engagement to schools. In 2024/25 the Museum engaged with 149 people via digital tours. The Museum is currently developing its first digital exhibitions which are due to launch in October 2025. £98,000 UKSPF funding has supported the development of new augmented reality and audio trails which launched in September 2025 and provide new digital ways to explore Lawrence and his life in and around Eastwood. This will be promoted through displays and signage in the town and more directly through local businesses and schools.</p> |

**Appendix 2****Other work on equality, diversity and inclusion**

The Museum has an annual placement from the University of Nottingham for a Heritage student. In 2025/26, there will also be a research placement, paid for by the University of Nottingham's Manuscripts and Special Collections. They will be undertaking a project to identify ways to make the Museum's interpretation more accessible.

Special Educational Needs and Disability (SEND) inclusive outreach sessions are delivered to schools.

The monthly Wellbeing Walks at the Museum help support the mental and physical health of people in the community. An NHS Social Prescriber now brings patients along to the walks and Nottinghamshire Child and Adolescent Mental Health Services (CAMHS) have also attended.

In July 2025, a Deafblind women's group visited for a tour of the Museum and provided feedback on their visit and how the Museum could support more disability groups to attend. They praised the friendly and accommodating employees at the Museum who supported them with the visit and particularly enjoyed the touch and smell session that was organised. They highlighted that some of the exhibitions were too small to be easily seen and suggested the introduction of QR codes to access BSL interpretation. The Museum is looking at options for providing this.

The Museum has visited Hopkins Court Independent Living Scheme, Eastwood and Moorlands Care Home Brinsley to conduct outreach activity.

During 2024/25, an exhibition on the 2024 Children's Writing Competition from the Museum's gallery space was displayed at Eastwood Library providing opportunities for those who are not able to access the upper area of the Museum with a chance to learn about the creative output of young people and how the museum helps to foster this.

The Museum now delivers an annual programme of Pop Up Museum events as part of the Council's summer events programme providing alternative means of accessing the Museum's offer for those not able to travel to or access the Museum building. A similar event has also taken place for Council employees within the Council Offices.

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**Report of the Executive Director**

|                                       |
|---------------------------------------|
| <b>ANTISOCIAL BEHAVIOUR PROCEDURE</b> |
|---------------------------------------|

1. Purpose of Report

To consider whether the Overview and Scrutiny Committee should add an item to its work programme to consider the Council's Antisocial Behaviour Procedure, following a recommendation of the Governance, Audit and Standards Committee.

2. Recommendation

**The Committee is asked to CONSIDER the recommendation of the Governance, Audit and Standards Committee that a review of the Council's Antisocial Behaviour procedure be undertaken.**

3. Detail

At its 21 July 2025 meeting, the Governance, Audit and Standards Committee considered papers on cases where the Local Government and Social Care Ombudsman (LGSCO) and Housing Ombudsman (HO) found fault with the Council's handling of resident enquiries and complaints. One of these involved the Council's handling of a matter raised by a social housing tenant that involved an accusation of antisocial behaviour (ASB). The Governance, Audit and Standards Committee therefore made the following recommendation:

**RECOMMENDED that the Overview and Scrutiny Committee give consideration that a review of the Council's Antisocial Behaviour procedure be undertaken.**

The covering report seen by the Governance, Audit and Standards Committee, as well as the relevant complaint report from the Housing Ombudsman are attached under this agenda item for the Committee's consideration.

4. Financial Implications

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

There are no additional financial implications to consider at this stage, with the costs of associated with the ASB procedure being contained within existing budgets. Any significant net budgets required following any recommendations by this Committee would require approval by Cabinet.

5. Legal Implications

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

Local Authorities have a number of statutory duties in relation to anti-social behaviour. These predominantly arise through its duties in respect of statutory nuisances which are often the result of anti-social behaviour. In addition, the Crime and Disorder Act 1998 requires the Council to have regard to reducing crime and disorder when discharging its functions, and to co-operate with the Police and other agencies to reduce crime and disorder in the borough. The Anti-Social Behaviour, Crime and Policing Act 2014 gives the Council and those other agencies a range of powers to use in order to discharge those duties.

Government guidance updated in August 2019 focuses on putting the needs of victims first, whilst undertaking inter-agency ASB Case Reviews to ensure that locally determined thresholds have been met, and that the use of powers is proportionate to the specific behaviour that is causing harm or nuisance, without impacting adversely on behaviour that is neither unlawful nor anti-social.

Having a review of the Council's Anti-social Behaviour procedure will ensure that the Council and its partners have a transparent framework setting out when and how the relevant powers and procedures will be used.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

There were no HR comments arising from this report.

7. Union Comments

The Union comments were as follows:

There were no Union comments arising from this report.

8. Climate Change Implications

The climate change implications are contained within the report.

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

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

11. Background Papers

Nil.



**Report of the Monitoring Officer**

|                                                                     |
|---------------------------------------------------------------------|
| <b>Findings of Fault Determinations Reported from the Ombudsman</b> |
|---------------------------------------------------------------------|

1. Purpose of Report

To provide Members with the recent findings of fault determinations made by the Local Government and Social Care Ombudsman and the Housing Ombudsman.

2. Recommendation

**The Committee is asked to NOTE the report.**

3. Detail

This report outlines the recent determinations made by the Local Government and Social Care Ombudsman (LGSCO) or Housing Ombudsman (HO) where a finding of fault has been recorded. The full reports by the LGO and HO are attached at **Appendices 1 to 7**.

4. Financial Implications

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

The cost of compensation is charged either directly to the service or recognised in a central corporate budget. Any significant financial implications relating to compensation and/or the operational recommendations from the Ombudsmen, over and above existing budgets and virement limits, would require approval by Cabinet.

5. Legal Implications

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

Under s5A of the Local Government and Housing Act 1989 the council's Monitoring Officer is legally obliged to report to Cabinet any findings of fault by the Local Government and Social Care Ombudsman.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Not applicable.

7. Union Comments

The Union comments were as follows:

Not applicable.

8. Climate Change Implications

The climate change implications are contained within the report.

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.

# Housing

## Ombudsman Service

# REPORT

*COMPLAINT 202402396*

*Broxtowe Borough Council*

*7 January 2025*

## **Our approach**

The Housing Ombudsman's approach to investigating and determining complaints is to decide what is fair in all the circumstances of the case. This is set out in the Housing Act 1996 and the Housing Ombudsman Scheme (the Scheme). The Ombudsman considers the evidence and looks to see if there has been any 'maladministration', for example whether the landlord has failed to keep to the law, followed proper procedure, followed good practice or behaved in a reasonable and competent manner.

Both the resident and the landlord have submitted information to the Ombudsman and this has been carefully considered. Their accounts of what has happened are summarised below. This report is not an exhaustive description of all the events that have occurred in relation to this case, but an outline of the key issues as a background to the investigation's findings.

## **The complaint**

1. The complaint is about the landlord's handling of the resident's reports of anti-social behaviour (ASB).

## **Background**

2. The resident holds a secure tenancy of the property, a 2 bedroom flat, where she lives with her young child. The property has a communal area which is shared with other flats. The landlord is a local authority.
3. The resident reported to the landlord on 1 February 2024 that her neighbour had 5 dogs that were running loose in the communal area. She reported that the dogs were fouling in the area, and this was being left for days and sometimes weeks before being cleaned. The resident said that she was scared of the dogs and felt unsafe being in the area with her young daughter.
4. The resident contacted the landlord numerous times in March, April and May 2024 and said the dogs were aggressive and her daughter was terrified of the dogs. She said the neighbour left the dogs to roam free and foul the area, and did not pick up the dog faeces. She said that delivery drivers were not coming into the property because of the dogs.
5. The resident made a stage 1 complaint on 17 May 2024 about the dogs being left unsupervised in the communal area and said that her daughter was scared of the dogs. She emailed the landlord on 23 May 2024 and said she was pregnant, and the ongoing situation was causing her stress.
6. The landlord responded to the resident's stage 1 complaint on 31 May 2024. It apologised for the inconvenience caused to the resident and the time she had

taken to make the complaint. It said it was working with the dog warden and the resident's neighbour to resolve the issue, and that it had responded to all the resident's reports made about the dogs since 1 February 2024. It said that the resident had stated that the dog fouling had been cleared, but the dogs were still running loose in the communal area and that it was still investigating this matter. It said that positive action had been taken and therefore it "did not feel that it had failed to provide an appropriate level of service." It did not uphold the resident's complaint.

7. The resident escalated her complaint to the landlord on 19 June 2024. She said she did not feel that the landlord had provided a proper service and that the situation was not safe for her and her daughter. She said that whenever they left or returned to the property they had to check if the dogs were in the communal area, and this was very stressful. She said that the 5 dogs were still being left to run free and foul the communal area, and she was now considering moving home because of the situation.
8. The resident continued to report the issue to the landlord in July 2024 and sent the landlord emails and video evidence of the dogs running loose and fouling the area.
9. The landlord responded to the resident's stage 2 complaint on 17 July 2024 and said:
  - a. It understood the resident had reported the issue on multiple occasions since December 2022.
  - b. It had appropriately dealt with the resident's reports on each occasion and was currently working with the neighbour and the dog warden to resolve the issue.
  - c. It understood that the dog fouling had now been cleared.
  - d. It apologised if the resident felt the situation was taking an extended time to resolve. It said it empathised with her and her daughter not feeling safe.
  - e. It would not look to take tenancy enforcement action in "the first instance" and would work with the resident to resolve the issue.
  - f. It would continue to monitor the situation until the issues were resolved.
  - g. It had provided an appropriate level of service.
10. The resident referred the matter to this Service in August 2024. She said that the 5 dogs were still running free in the communal area and fouling the area. She said the area smelled and she and her family were prevented from using it because of the dogs. She said she wanted the landlord to take effective action to resolve the issue. She said she wanted the landlord to ensure the dogs were

kept on leads and the communal areas kept tidy, and if the landlord could not do this she said she wanted to move.

#### *Events after the end of the landlord's complaints process*

11. The resident continued to report to the landlord on numerous occasions from July to November 2024 that the situation was still going on. She provided video evidence which she said was of the dogs running free and fouling the area on various occasions during this time.
12. The resident contacted this service on 20 December 2024. The resident informed this Service that the landlord said it was considering taking legal action against the neighbour in the new year.

### **Assessment and findings**

#### *Scope of the investigation*

13. The resident has reported to this Service that the situation with the neighbour's dogs has been ongoing since December 2022. The landlord acknowledged in its response to the complaint that the resident had reported the issues "on an occasional basis" since December 2022, but since February 2024 had reported the issues a further 4 times. This Service encourages residents to raise complaints in a timely manner, normally within 12 months of issues arising, so that the landlord can consider them whilst they are still 'live' and whilst the evidence is available for it to properly investigate. The occasional reports made since December 2022 are noted above for context, however there is no evidence the resident complained to the landlord until May 2024. Therefore, this investigation will focus on events from February 2024.
14. As set out above the resident has informed this Service that the ASB situation is ongoing. We appreciate that this may be distressing for the resident, our role is to investigate complaints brought to us that have exhausted a landlord's internal complaints process. This investigation report, therefore, concerns the matters which were the subject of the resident's formal complaint in May 2024, and which were the subject of the landlord's final response on 17 July 2024.

#### *The landlord's handling of the resident's reports of anti-social behaviour (ASB)*

15. It is evident that this situation has been distressing to the resident. It may help to firstly explain that the Ombudsman's role is not to decide if the actions of the neighbour amounted to ASB, but rather, whether the landlord dealt with the resident's reports about this appropriately and reasonably.

16. The resident reported to the landlord on 1 February 2024 that her neighbour had 5 dogs that were being allowed to run freely in the communal area. The resident said that the dogs were fouling the area and that she and her young daughter were scared to come and go from her property. The landlord said it would visit the neighbour and advise her that the dogs should be on a lead and discuss the dogs fouling the area. The landlord said that the neighbour should not have permission to have 5 dogs in a flat. The landlord has a pet policy which states that a resident must ask for permission to keep dogs. It states that permission will only be given for a maximum of 2 dogs. Its pet policy says it will withdraw permission by giving 28 days' notice in instances where the pets cause nuisance and annoyance to residents.
17. The resident contacted the landlord on 14 March 2024 and said that the neighbour was still allowing the dogs to foul the communal area. The landlord contacted the resident on 15 March 2024 and said that steps were being taken to resolve the situation and that it had carried out a site inspection on that day.
18. The resident contacted the landlord on 16 and 21 March 2024 and said she was concerned for her daughter's safety. She said that the dogs were still running off the lead and fouling the communal area and if the situation didn't improve, she wanted to request a move. The landlord contacted the resident on 23 March 2024, in line with timescales in its ASB policy, and said the area would be inspected regularly and that it was considering further tenancy action. Its ASB policy states it will keep residents updated on the progress of a case so it would have been appropriate to give more information to the resident at this stage on the proposed actions and expected timescales.
19. The resident contacted the landlord in April and May 2024 to report that the dogs were still running loose and fouling the area. She said she could not allow her daughter to play outside because of the dogs and the dog fouling which was being left for days at a time.
20. The resident contacted the landlord on 9, 10 and 11 July 2024 and said there was no improvement with the situation. She sent video evidence of the dogs to the landlord, and it responded on 11 July 2024 and said it would "look to take further action". The landlord was aware of the distress the situation was causing, and it was therefore unreasonable not to provide further information to the resident. This was 4 months after it had told the resident it would look to take further action. Its ASB policy states it will keep the complainant fully informed of how the investigation is progressing. The policy says it will take the necessary early action to protect people and property once facts are established. The situation had been ongoing for many months and was having a considerable effect on the resident and therefore the landlord's actions were unreasonable.

21. The landlord has informed the resident that it issued a tenancy warning to the neighbour and served the neighbour with a Community Protection Notice. While these actions were in line with its ASB policy it is unclear when it informed the resident that it had taken these actions.
22. The landlord made apologies in its complaint responses for the length of time the situation had been going on and said it empathised with the resident that she and her daughter did not feel safe. It said it did not look to take tenancy enforcement action, "in the first instance." This situation had been reported for many months and therefore it would have been appropriate to consider further action, taking in to account the effect on the resident and her daughter. The landlord's ASB policy states it will escalate to more formal action where appropriate and enforcement action should not be a last resort but a proportionate response which will stop problems. It would have been proportionate to consider a Community Protection Notice in line with its policy, following the service of the Community Protection Warning, as it was clear the issues had not been resolved. The landlord could have also considered other measures such as an acceptable behaviour contract (ABC) or formally withdrawing permission for the neighbour to keep the dogs. These measures were not taken and therefore this was a failing.
23. The landlord failed to put things right during its complaints process and this Service has received evidence from the resident that shows the issue has not been resolved. Therefore, this investigation has found maladministration, and we have made an order for the landlord to pay the resident £300 in line with the Ombudsman's remedies guidance for situations such as this, where there was a failure which adversely affected the resident. We have also ordered the landlord to contact the resident and provide a clear plan on the actions it intends to take, with timescales.

## **Determination**

24. In accordance with paragraph 52 of the Scheme, there was maladministration in the landlord's handling of the resident's reports of ASB.

## **Orders**

25. Within 4 weeks of the date of this report the landlord is ordered to:
  - a. Pay the resident compensation of £300 for the distress and inconvenience incurred by the resident because of the landlord's response to her reports of ASB. This amount should be paid direct to the resident and not used to offset any monies she may owe the landlord.
  - b. Contact the resident to confirm whether she is currently experiencing any ASB. If the resident confirms that she is, within 2 weeks of contacting the



resident the landlord should agree a plan with her, with timescales for actions to be taken.

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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 \*.

|                   |                                                                                                                                                                                                                                                                                                                    |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30 September 2025 | <ul style="list-style-type: none"> <li>Budget Timetable and Consultation 2026/27</li> <li>Grants to Voluntary and Community Organisations</li> <li>Local Government Reorganisation Update</li> <li>Asset Management Policy</li> <li>Foster Avenue Fire Safety Work</li> </ul>                                      |
| 4 November 2025   | <ul style="list-style-type: none"> <li>Medium Term Financial Strategy and Business Strategy</li> <li>Capital Programme Update 25/26</li> <li>Complaints Report</li> <li>Blue/Green Infrastructure</li> <li>Broxtowe Design Code Householder Development</li> <li>Local Government Reorganisation Update</li> </ul> |

#### 4. Key Decisions

This is not a key decision.

#### 5. Financial Implications

There are no additional financial implications.

#### 6. Legal Implications

The terms of reference are set out in the Council's constitution. It is good practice to include a work programme to help the Council manage the portfolios.

7. Human Resources Implications

There are HR implications purely from the point of view of clarifying roles and responsibilities of Council Officers and responsibilities of partner agencies.

8. Union Comments

There were no comments received.

9. Climate Change Implications

There were no comments received.

10. Data Protection Compliance Implications

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

11. Equality Impact Assessment

There are no Equality Impact Assessment issues.

12. Background Papers

Nil.

### Report of the Monitoring Officer

### Scrutiny Work Programme

#### 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

**The Committee is asked to CONSIDER the report and RESOLVE to agree subjects to be considered for review including those submitted as suggestions for scrutiny.**

#### 3. Detail

Details of the reviews currently suggested on the work programme are within **Appendix 1**.

Members may wish to consider new topics using the criteria below for their current programme:

- Issues identified by Members as a key issue for the public
- Issue has a significant local impact
- Significant public dissatisfaction (e.g. through complaints)
- Issue raised by auditors
- New government guidance/legislation
- New evidence provided by external organisation
- Poor performance (e.g. evidence from performance indicators)
- High level budgetary commitment
- Pattern of budgetary overspending.

The work programme for the next meetings are as follows:

|                  |                                                                                                                |
|------------------|----------------------------------------------------------------------------------------------------------------|
| 27 November 2025 | <ul style="list-style-type: none"> <li>• Markets.</li> <li>• Cemetery Memorials Draft Final Report.</li> </ul> |
| 19 January 2026  | <ul style="list-style-type: none"> <li>• Business Plans and Financial Estimates 2025/26 – 2027/28</li> </ul>   |
| 20 January 2026  | <ul style="list-style-type: none"> <li>• Business Plans and Financial Estimates 2025/26 – 2027/28</li> </ul>   |
| 26 March 2026    | <i>none received</i>                                                                                           |

**4. Financial Implications**

The comments from the Head of Finance were as follows:

There are no additional financial implications.

**5. Legal Implications**

The comments from the Head of Legal were as follows:

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.

**6. Human Resources Implications**

Not applicable.

**7. Union Comments**

Not applicable.

**8. Climate Change Implications**

This report does not contain any climate change implications.

**9. Data Protection Compliance Implications**

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

**10. Equality Impact Assessment**

There are no Equality Impact Assessment issues.

**10. Background Papers**

Nil.

## Appendix 1

## 1. Topics Agreed by the Overview and Scrutiny Committee

|    | Topic               | Topic suggested by                                                                                                             | Link to corporate priorities/values                            |
|----|---------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1. | Child Poverty       | Overview and Scrutiny Committee                                                                                                | Support people to live well, A good quality home for everyone. |
| 2. | Budget Consultation | Overview and Scrutiny Committee                                                                                                | All Corporate Priorities.                                      |
| 3. | Building Control    | Councillor B C Carr agreed by the Overview and Scrutiny Committee to put on hold. Awaiting the outcome of a report to Cabinet. | A good quality home for everyone.                              |

## 2. Update items

|    | Title   | Length           | Expected date | Link to corporate priority          |
|----|---------|------------------|---------------|-------------------------------------|
| 1. | Markets | Six Month Update | November 2025 | Invest in our towns and our people. |

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**Report of the Monitoring Officer**

|                                                                             |
|-----------------------------------------------------------------------------|
| <b>SCOPING DOCUMENT OF THE CEMETERY MEMORIALS TASK<br/>AND FINISH GROUP</b> |
|-----------------------------------------------------------------------------|

1. Purpose of Report

This report is intended to accompany the completed draft scoping document that sets the terms of reference, remit and intended reporting timescale of the scrutiny task and finish group considering the subject of unauthorised cemetery memorials in borough cemeteries.

2. Recommendation

**The Committee is asked to CONSIDER the draft task and finish group scoping document and RESOLVE to agree its contents.**

3. Detail

At its 29 July 2025 meeting, Cabinet suggested that the Overview and Scrutiny Committee form a task and finish group to consider the subject of unauthorised cemetery memorials in the borough's cemeteries. This came after the deferral of a decision from the 3 June 2025 meeting of Cabinet, where a report was tabled on the matter. The decision was referred to this committee for review. It was decided at the previous meeting of this committee that the matter will be reviewed via a task and finish exercise.

4. Financial Implications

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

Members will need to be mindful of strategic and operational risks in these matters and allow consideration for any necessary mitigations required. Whilst there are no additional financial implications to consider at this stage, any recommendations by Members that would result in additional costs being incurred would have to be funded directly from General Fund Reserve balances in 2025/26.

5. Legal Implications

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

The legal implications have and will arise during the task and finish group meetings. Where relevant, a legal advisor will also be present at the meetings as and when legal considerations arise.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

There were no HR comments arising from this report.

7. Union Comments

The Union comments were as follows:

There were no Union comments arising from this report.

8. Climate Change Implications

The climate change implications are contained within the report.

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

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

11. Background Papers

Nil.

### Scoping Report

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Title of review</b>                         | Cemetery Memorials Task and Finish Group [August 2025]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Expected outcomes</b>                       | <ul style="list-style-type: none"> <li><i>[This section should list what the group hope to achieve through its work: developing recommendations on a topic, improving measurable results for service users, altering a policy, &amp;c.]</i></li> </ul> <p>To produce a final report of the Task and Finish group regarding cemetery memorials to be considered by Cabinet. The report should detail the history of the discussions and previous reports on the matter, the legislative landscape and the council's obligations under relevant regulations and make recommendations accordingly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Terms of reference/Key lines of enquiry</b> | <p><i>What will the group consider as part of its work?</i></p> <p>Differing views of residents in relation to the implementation and enforcement of the burial regulations. Also, the views of the relevant stakeholders.</p> <p><i>What will it state as its remit, and what policies, practices or procedures will it reference?</i></p> <p>The history of issue: All relevant policies and legislation relating to the operation of the cemetery and the duties and responsibilities of Broxtowe as a burial authority.</p> <p><i>What are the key questions that will organise the work of the group? Which issues does it need to come to clear conclusions on?</i></p> <p>List of stakeholders: grave owners, Protected characteristic groups, employees, visitors and mourners, ICM.</p> <p>Have grave owners signed a written contract stating that they would comply with these?</p> <p>Any consequences of the above.</p> <p>What are the issues and difficulties in enforcing the existing rules and regulations and written contracts entered into by grave owners?</p> <p>Is the council meeting its legislative and other obligations?</p> |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | Are there any risks associated with the issues under consideration?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Possible sources of information</b> | <p><i>What sources of information – internal, external, sector-wide – should it consult throughout this process?</i></p> <p>Broxtowe meeting papers and briefings, interment forms, primary and secondary legislation, governmental guidance and other statutory instruments, practice of other authorities, court judgements, guidance from sector-leading organisations.</p> <p>Ombudsman complaint reports.</p> <p>Papers from Bramcote Bereavement Services Joint Committee, policies and practices documents from the Bereavement and H&amp;S teams.</p> |
| <b>How review could be publicised</b>  | <p><i>E.g. Website, Members Matters, Report to Cabinet, EmailMe, briefings.</i></p> <p>Report to Cabinet.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Specify site visits</b>             | <p><i>The group may consider organising a site visit to an appropriate cemetery site.</i></p> <p>Beeston Cemetery</p> <p>Chilwell, Kimberley or Rushcliffe Cemeteries.</p> <p>Nottingham City Cemeteries.</p> <p>Sothorn Cemetery and Wilford Hill Crematorium.</p>                                                                                                                                                                                                                                                                                           |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |                                |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------|
| <b>Possible witnesses</b>        | <p><i>:: For example: senior and other relevant officers, cemetery staff, residents*, officers from other authorities experiencing similar issues, other affected groups.</i></p> <p>The Leader of the Council</p> <p>Richard Mott, Strategic Business Development Manager – Bereavement Services<br/>Kevin Powell, Executive Director<br/>Emma Georgiou, Assistant Director of Environment<br/>Tuesday Hanley, Head of Health and Safety, Compliance and Emergency Planning</p> <p>Each member of the community group, <i>Save Our Cemetery Memorials</i>.</p> <p>Other constituents with strong and opposing views on memorials, such as any who object to specific memorials, support the present cemetery regulations, or have experienced access or health and safety issues due to graveside memorials.</p> <p><i>*representation from any community group would require balance by considering the view of any group with an opposing opinion, should one exist.</i></p> |                              |                                |
| <b>Resource requirements</b>     | <p><i>To list any resource implications or requirements of undertaking the review work.</i></p> <p>One Democratic Services Officer to conduct the body of the review, with guidance of the Head of Democratic Services.</p> <p>Time of other officers in contributing to witness sessions and providing feedback on the report. Time of councillors conducting the review.</p> <p>Requirement to drive to cemeteries for site visits may require some councillors to give their fellow members a lift, etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |                                |
| <b>Projected start date</b>      | 13 August 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Draft report deadline</b> | November 2025 (to O&S meeting) |
| <b>Projected completion date</b> | December Cabinet, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                              |                                |

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