



Monday, 22 June 2026

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 30 June 2026 in the Council Offices, Foster Avenue, Beeston, NG9 1AB, commencing at 6.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Zulfiqar Darr  
Chief Executive

To Councillors: M Radulovic MBE (Chair)                      T J Marsh  
                         G Marshall (Vice-Chair)                      J W McGrath  
                         G Bunn    S Paterson  
                         T A Cullen    V C Smith  
                         R D MacRae    E Williamson

## A G E N D A

1. Apologies

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

2. Declarations of Interest

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

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

3. Minutes

(Pages 5 - 10)

Cabinet is asked to confirm as a correct record the minutes of the meeting held on Tuesday, 2 June 2026.

4. Scrutiny Reviews (Pages 11 - 14)
- The purpose of this report is to make members aware of matters proposed for and undergoing scrutiny.
5. Resources and Personnel Policy
- 5.1 Local Government Reorganisation (Pages 15 - 20)
- To provide Members with an update on the ongoing preparatory work being undertaken across Nottingham and Nottinghamshire in relation to Local Government Reorganisation.
- 5.2 Senior Management Restructure (Pages 21 - 32)
- Following the recent appointment of the permanent Chief Executive and the interim Directors, this report recommends the current interim management structure being made permanent.
- 5.3 Performance Management Review of Business Plans - Outturn Report 2025/26 (Pages 33 - 106)
- To present the Business Plan Performance Report for 2025/26 detailing progress against all the outcome targets linked to the Corporate Plan priorities and objectives.
- 5.4 Statement of Accounts Update and Outturn Position 2025/26 (Pages 107 - 130)
- To report on the revenue and capital outturn position for 2025/26, provide an update on progress with the preparation of the draft annual Statement of Accounts for 2025/26 and approve the revenue and capital carry forward requests to the 2026/27 financial year. This is in accordance with all of the Council's objectives and key priorities.
- 5.5 Treasury Management and Prudential Indicators Annual Report for the Financial Year Ended 31 March 2026 (Pages 131 - 150)
- To inform Members of the treasury management activity and the actual prudential indicators for 2025/26. This is in accordance with all the Council's objectives and key priorities.

- 5.6 Grants to Voluntary and Community Organisations, Charitable Bodies and Individuals Involved in Sports, the Arts and Disability Matters 2026/27 (Pages 151 - 154)

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

- 5.7 Sexual Harassment Policy (Pages 155 - 174)

To approve adoption of the Sexual Harassment Policy.

- 5.8 Employee Domestic Abuse Policy (Pages 175 - 196)

To present Cabinet with the amended Employee Domestic Abuse Policy and ask that Cabinet resolve to approve its adoption.

- 5.9 Regulation of Investigatory Powers Act (RIPA) 2000 Policy (Pages 197 - 238)

To seek Cabinet approval for the Regulation of Investigatory Powers Act 2000 (RIPA) Policy and to inform Members that none of the RIPA powers have been used in 2025.

## 6. Housing

- 6.1 Housing Service Improvement Plan Update (Pages 239 - 258)

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

- 6.2 Allocations Policy (Pages 259 - 332)

To obtain feedback on the updated Allocations Policy.

## 7. Environment and Climate Change

- 7.1 Bramcote Quarry Consultation (Pages 333 - 346)

To update Members on the Bramcote Quarry consultation results and to seek agreement on the proposed name for the site.

- 7.2 D.H. Lawrence Walking Route (Pages 347 - 354)
- To approve the proposed extension to the D. H. Lawrence walking route to incorporate key green spaces and wider mining heritage in the north of the Borough.
- 7.3 Glyphosate update (Pages 355 - 370)
- To provide Members with an update on pesticide usage across the Borough and to seek approval to implement a targeted trial of reduced pesticide use, including alternative management approaches, within selected parks and open spaces.
8. Cabinet Work Programme (Pages 371 - 372)
- 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.
9. Exclusion of Public and Press
- The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1, 2 & 3 of Schedule 12A of the Act.**
- 9.1 Housing Repairs Restructure (Pages 373 - 388)
- 9.2 Planning Staffing Restructure (Pages 389 - 410)
- 9.3 Environment: Enhancing Capacity to Support Project Delivery (Pages 411 - 418)
- 9.4 Additional Private Sector Housing Officer (Pages 419 - 422)
- 9.5 Water Supply Works at Factory Lane Industrial Estate (Pages 423 - 426)
- 9.6 Viaduct Enterprise Park - Budget Allocations (Pages 427 - 430)

## CABINET

**TUESDAY, 2 JUNE 2026**

Present: Councillor M Radulovic MBE, Chair

Councillors: G Marshall (Vice-Chair)  
G Bunn  
R D MacRae  
T J Marsh  
J W McGrath  
S Paterson  
V C Smith

1 APOLOGIES

Apologies for absence were received from Councillors T A Cullen and E Williamson.

2 DECLARATIONS OF INTEREST

Councillor J W McGrath declared a non-disclosable pecuniary interest in item 10 due to a family member being employed by Liberty Leisure Ltd, minute number 9 refers.

3 MINUTES

The minutes of the meeting held on 14 April 2026 were confirmed and signed as a correct record.

4 SCRUTINY REVIEWS

Cabinet noted the matters proposed for and undergoing scrutiny.

4.1 LOCAL GOVERNMENT REORGANISATION

Cabinet noted the update on the Local Government Reorganisation. It was stated that an announcement was expected before the government recess and the Chief Executive was to provide a response that had been requested that did not preclude the Authority from participation in the future.

4.2 CAPITAL GRANT AID REQUEST

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

**RESOLVED that the grant application from Attenborough Cricket Club for 25% of the total scheme costs up to a maximum of £20,000 be approved.**

Reason

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

**4.3 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2026/27**

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

**RESOLVED that:**

**1. The Grant Aid requests be granted as follows:**

<b>New Stapleford Community Association</b>	<b>£4,000</b>
<b>5<sup>th</sup> Stapleford Scout Group</b>	<b>£7,000</b>
<b>MishMash Productions</b>	<b>£3,500</b>
<b>Friends of Bennerley Viaduct</b>	<b>£3,000</b>

**2. The application from the Pythian Club be deferred to a future meeting.**

Reason

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

**4.4 GRANT AID REQUESTS FROM PARISH/TOWN COUNCILS**

Members considered a request from Kimberley Town Council for a grant of up to £2,773 towards the cost of traffic management, crowd management and first aid provision for the Kimberley Food Festival and a request from Nuthall Parish Council for up to £8,535 to replace the children's slide at the Basil Russell Park in Nuthall.

**RESOLVED that:**

- 1. The grant aid request from Kimberley Town Council of up to £2,733 be approved.**
- 2. The grant aid request from Nuthall Parish Council of up to £8,535 be approved.**

Reason

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

5 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

5.1 HOMES ENGLAND COMPLIANCE AUDIT REPORT

Cabinet noted the positive outcome of the Homes England compliance audit report 2025/26 and stated that Broxtowe was a good place to do business with. Officers were commended for their work.

5.2 PROGRESS UPDATE: EASTWOOD DEVELOPMENT SITES

Cabinet noted the update on progress at the development sites at Church Street, Lawrence Avenue and Cross Street, Eastwood.

6 HOUSING

6.1 HOUSING SERVICE IMPROVEMENT PLAN UPDATE

Cabinet noted the report and the key activities aligned to the revised Housing Service Improvement Plan and was informed that the Council continues to implement actions within the refreshed Plan following the inspection from the Regulator for Social Housing in October 2025.

6.2 HOUSING INCOME POLICIES

Members were informed that the purpose of the Financial Inclusion Policy was to support tenants and applicants to have access to affordable financial products and services that meet their needs, and to reduce their outgoings. The Income Collection Policy set out the approach to the management and collection of rent for properties and garages. The Rent Setting Policy outlined how the Council would calculate rent for the housing stock that it owned and managed within the Housing Revenue Account.

**RESOLVED that the Financial Inclusion Policy, the Income Collection Policy and the Rent Setting Policy, be approved.**

Reason

These policies outline how the Council will continue to be effective in its income collection arrangements for the HRA, which is essential for the sustainable provision of Housing services and ongoing investment in the Council's Housing portfolio.

6.3 HOUSES IN MULTIPLE OCCUPATION SUPPLEMENTARY PLANNING DOCUMENT

Members considered the updated Houses in Multiple Occupation (HMO) Supplementary Planning Document (SPD). The existing SPD was adopted in July 2022 and applies to all planning applications in relation to HMO, including those outside of the existing Article 4 area. However, it was considered that the SPD required updating with a number of key changes being made. It was stated that the document gave local people and elected members the opportunity to comment and

allowed for openness and transparency. The document was described as a huge step forward for the Council, which gave greater representation to local people.

**RESOLVED that the updated Houses in Multiple Occupation Supplementary Planning Document for June 2026 be adopted.**

Reason

The Council as Planning Authority has a power to adopt Supplementary Planning Documents (SPD) which add more detail and guidance in relation to Local Plan policies and which then become material planning considerations when planning applications are determined. This is in accordance with the Council's Corporate Priority of Housing – a good quality home for everyone.

6.4 BROXTOWE LOCAL PLAN - NOTICE OF INTENTION

The Levelling-up and Regeneration Act introduced a new plan-making framework, replacing the former system with a streamlined 30-month plan preparation process, structured around defined 'gateways'. Under this new system, local planning authorities must give notice of their intention to commence plan-making before starting the 30-month process. This is a statutory requirement intended to ensure transparency, early engagement and readiness prior to Gateway 1. Gateway 1 then comprises a self-assessment to ensure that the authority is ready to start the 30-month process of producing the plan.

Cabinet considered the report which sought approval to give notice that the Council intended to start producing the new Broxtowe Local Plan and to begin scoping work.

It was stressed that the Council had to ensure there was a Broxtowe Local Plan in place should Local Government Reform not take place.

**RESOLVED that:**

1. **Formal notice be given to commence preparation of a new Broxtowe Local Plan in June 2026 in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2026.**
2. **Delegated authority be given to the Interim Director of Planning and Economic Development, in consultation with the Leader and Deputy Leader, to agree and publish the local plan timetable in accordance with the government template and agree subsequent updates to the Broxtowe Local Plan timetable when necessary.**
3. **Delegated authority be given to the Interim Director of Planning and Economic Development to undertake necessary scoping work and evidence gathering to support the new Broxtowe Local Plan.**

Reason

The new Broxtowe Local Plan will be in accordance with all of the Council's corporate priorities, particularly providing a good quality home for everyone.

## 6.5 RENTERS RIGHTS ACT 2025 - PRIVATE SECTOR HOUSING ENFORCEMENT POLICY AND OFFICER AUTHORISATIONS

Cabinet noted that the Head of Environmental Health, Licensing and Private Sector Housing be delegated to deal with Housing functions which include the new responsibilities under The Renters Rights Act 2025 and the authorisation of Officers as necessary.

It was agreed that the Act was a step in the right direction despite there being a number of concerns and what were described as inherent weaknesses in the legislation. It was stated the Overview and Scrutiny Committee would be requested to monitor the progress and implementation of the Policy and receive regular updates.

### **RESOLVED that:**

- 1. The Private Sector Housing Enforcement Policy incorporating the Renters Rights Act 2025 provisions be approved.**
- 2. The updated Housing Civil Penalties Policy be approved.**
- 3. Delegation be granted to the Head of Environmental Health, Licensing and Private Sector Housing to carry out minor policy changes and updates including the addition of new offences as they are enacted.**
- 4. The Overview & Scrutiny Committee be requested to conduct regular reviews of the progress and implementation of the Policy.**

### Reason

This is in accordance with the priorities/objectives for Housing - 'a good quality home for everyone' by regulating housing effectively and responding to housing needs and contributing to the Council's vision to create 'a greener, safer, healthier Borough, where everyone prospers'.

## 7 CABINET WORK PROGRAMME

Members considered the Work Programme.

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

### Reason

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

## 8 EXCLUSION OF PUBLIC AND PRESS

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

## 9 UPDATE - NEW REPLACEMENT BRAMCOTE LEISURE CENTRE

**RESOLVED that the capital budget to fund the construction stage of the new replacement Bramcote Leisure Centre project be increased by £1.1 million and added to the Capital Programme accordingly.**

Reason

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

(Councillor J W McGrath, having declared non-registerable interests, left the meeting without voting or discussion thereon.)

10 APPLICATION FOR VOLUNTARY REDUNDANCY

**RESOLVED that the application for voluntary redundancy request approved.**

Reason

The Voluntary Redundancy would provide the Council with revenue savings.

11 AIDS AND ADAPTATIONS

**RESOLVED that the aids and adaptations works outlined in appendices 1 and 2, be approved.**

Reason

These works comply with the legal and statutory requirements as per the Equality Act 2010 in relation to the provision of disabled adaptations and good practice guidance, including 'Delivering Housing Adaptations for Disabled People'.

## Report of the Monitoring Officer

### Scrutiny Reviews

#### 1. Purpose of Report

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

#### 2. Recommendation

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

#### 3. Detail

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

At the Overview and Scrutiny Committee meeting held on 26 March 2026 the Committee considered items submitted as suggestions for scrutiny in order to formulate a work programme for 2026/27. The Committee resolved to investigate the topics of Lime Bikes and Missed Bins. Working Groups have commenced into the subjects and will update the next Committee meeting on 18 June 2026.

#### 4. Key Decision

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

#### 5. Updates from Scrutiny

Not applicable.

#### 6. Financial Implications

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

There are no direct financial implications arising from this report.

**7. Legal Implications**

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

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

**8. Human Resources Implications**

The comments from the Human Resources Manager were as follows:

Not applicable.

**9. Union Comments**

The Union comments were as follows:

Not applicable

**10. Climate Change Implications**

The climate change implications are contained within the report.

**11. Data Protection Compliance Implications**

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

**12. Equality Impact Assessment**

Not required.

**13. Background Papers**

Nil.

## Appendix

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

	Topic	Topic suggested by
1.	Lime Bikes	Councillor B C Carr
2.	Missed Bins	Assistant Director of Environment

## 2. Update Reviews

	Topic	Topic suggested by	Proposed date to Overview and Scrutiny Committee
1.	Cemetery Memorials	Cabinet	18 June 2026
2.	D.H. Lawrence Museum	Overview and Scrutiny Committee	24 September 2026
3.	Equality, Diversity and Inclusion at the Council.	Councillor S Dannheimer	24 September 2026

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## Report of the Chief Executive

### Local Government Reorganisation

#### 1. Purpose of Report

To provide Members with an update on the ongoing preparatory work being undertaken across Nottingham and Nottinghamshire in relation to Local Government Reorganisation.

#### 2. Recommendation

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

#### 3. Detail

Work relating to Local Government Reorganisation (LGR) continues across all nine councils within the Nottingham and Nottinghamshire area following the submission of proposals and subsequent engagement with the Ministry of Housing, Communities and Local Government (MHCLG).

This report provides an update on programme activity, recruitment to programme management arrangements, and recent correspondence from MHCLG relating to matters which may potentially form part of a future Structural Change Order (SCO), subject to any proposed decision by the Secretary of State.

##### Programme Management Office (PMO) Recruitment

At the point of writing this report, recruitment to the initial Programme Management Office (PMO) positions hosted by Nottinghamshire County Council has commenced.

These posts are being offered as secondment opportunities and are open to officers from all nine councils involved in the LGR process. The first wave of recruitment consists of 15 positions covering a range of programme and workstream functions designed to support the ongoing development of the reorganisation programme.

##### Ongoing Workstreams

Alongside recruitment activity, work continues collectively across all councils to gather, review and develop the relevant information required to support the programme.

This activity is currently being undertaken through nine established workstreams, which continue to gather information with the view to analyse across a range of service, organisational, financial, governance and operational areas associated with LGR.

MHCLG Request for Information Relating to Structural Change Order

MHCLG has recently issued a request for information relating to matters that may potentially be included within a future Structural Change Order, once the Secretary of State makes a proposed decision to proceed with LGR in Nottinghamshire.

The request included the following series of questions,

- Whether you would prefer a preparing council and implementation executive model (where geographies align) or a new council model with a joint committee?
- How many members from each relevant council would you prefer to sit on each joint committee or implementation executive, including the balance of members from different councils?
- Would you prefer for any individuals to be specified for the Chair/Deputy Chair roles, and if so, who?
- What are your views on any requirement for political balance in the implementation executive/joint committee(s)?
- What would be your preferences for the membership of the Implementation Team and whether roles should be specified?
- Who should be the returning officer for the first election to each of the new unitary councils, that proposals would see established (anticipating that the SCO would specify the role at a particular council rather than an individual person)?
- Confirm if you would prefer the SCO to align future parish council elections with those of the new councils and set out when parish council elections currently take place across the four-year electoral cycle for each of the new council areas?
- What are the current legal names of the councils and what would be your preferred names for new councils? If different to the proposals, has there been any further modelling of your preferred councillors for each new council that you would like the Secretary of State to consider, alongside any information on the rationale for the numbers?

Following receipt of the request, a meeting was held with all Group Leaders of the Council to consider an appropriate response.

Following discussion, it was agreed that, in light of the Council's previously submitted representations to the Secretary of State regarding the Council's view that LGR should be paused and further developed based upon service need and taking in to the consideration the views of the Broxtowe residents (as evidenced by the Council's survey conducted in August 2025), it would not be appropriate

to provide a substantive response to the questions posed by MHCLG at this stage. However, it was felt that a letter responding to the request should be provided by the Leader of the Council confirming this position. This letter is provided in the **Appendix**.

#### 4. Financial Implications

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

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

#### 5. Legal Implications

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

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

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

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

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

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

The Union comments were as follows:

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

8. Climate Change Implications

Not applicable.

9. Data Protection Compliance Implications

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

10. Equality Impact Assessment

Not applicable.

11. Background Papers

Nil.

Ask for: Zulfiqar Darr  
Ext: 0115 917 7777  
Email: [zulfiqar.darr@broxtowe.gov.uk](mailto:zulfiqar.darr@broxtowe.gov.uk)  
Our Ref:  
Your Ref:  
Date: 16 June 2026



**Broxtowe  
Borough  
COUNCIL**

Beatrice Andrews  
Co-Deputy Director, Local Government Reorganisation  
Via E-mail  
[LGReorganisation@communities.gov.uk](mailto:LGReorganisation@communities.gov.uk)

Dear Beatrice,

Thank you for the letter dated 19 May 2026 addressed to Chief Executives across Nottingham and Nottinghamshire regarding Local Government Reorganisation and the proposed Structural Change Order process.

Broxtowe Borough Council has carefully considered the matters raised within the correspondence, including the questions relating to governance arrangements, joint committees and representation across the Nottingham and Nottinghamshire area to assist in the potential development of the Structural Change Order.

As previously outlined in correspondence sent to the Department on 24 October 2025 and 28 November 2025, Broxtowe Borough Council continues to hold significant concerns regarding the current approach being taken towards Local Government Reorganisation within Nottingham and Nottinghamshire. These concerns remain unchanged and are fundamental to the Council's position at this stage of the process.

The Council's position is not one of opposition to Local Government Reorganisation in principle. However, Members remain firmly of the view that the current process requires pause and further consideration to ensure that any future proposals are genuinely service-led, evidence-based and reflective of the needs and views of local residents and communities.

As referenced in previous correspondence, Broxtowe Borough Council undertook a comprehensive resident consultation exercise regarding Local Government Reorganisation. A total of 12,507 residents responded, with 71% stating that they did not support any of the options being proposed at that time. The scale of this response significantly exceeded previous consultation exercises undertaken by the Council and demonstrated the strength of feeling amongst residents regarding the current proposals and process.

Given this clear expression of public concern, the Council believes it would be inappropriate to provide definitive views on governance mechanisms associated with implementation, including detailed arrangements relating to joint committees and representation, whilst these wider concerns regarding the process itself remain unresolved.

Cont'd...



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Notwithstanding this position, the Council does wish to highlight a broader concern arising from previous Local Government Reorganisation arrangements implemented elsewhere across the country. Experience from other areas has demonstrated that governance structures established through joint committees have not always provided proportionate or balanced representation for borough and district councils. This raises a significant concern regarding the ability of district and borough residents to have an appropriately weighted voice during transitional decision-making processes.

Should any joint committee arrangements ultimately be progressed within Nottingham and Nottinghamshire, it is important that governance and representation arrangements properly reflect population distribution and ensure fair and proportionate representation for all communities affected by the process.

The Council is also concerned about the wider democratic implications arising from Local Government Reorganisation proposals and the potential reduction in local representation. Experience from previous iterations of Local Government Reorganisation elsewhere in the country has demonstrated that the ratio of constituents per councillor can increase significantly, in some cases moving from approximately 2,500 residents per councillor to 5,000 residents per councillor. The Council believes this has the potential to materially impact the ability of elected Members to provide effective support and community representation for residents.

Broxtowe Borough Council remains committed to constructive engagement with partners and Government throughout this process. However, the Council continues to believe that a pause and review of the current programme is necessary to ensure that future arrangements are driven by service need, democratic accountability and the clearly expressed views of local residents.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Zulfiqar Darr', written in a cursive style.

Zulfiqar Darr  
Chief Executive  
Broxtowe Borough Council

## Report of the Chief Executive

### Senior Management Structure

#### 1. Purpose of Report

Following the recent appointment of the permanent Chief Executive and the interim Directors, this report recommends the current interim management structure being made permanent. The report also recommends the next steps in appointing permanently to the four interim Chief Officer posts, namely the Deputy Chief Executive and Section 151 Officer; the Director of Housing, Environmental Health and Communities; the Director of Environment and Leisure; and the Director of Planning and Economic Development. The senior management structure aligns with the Council's objectives, key priorities and outcomes, ensures that the Council continues to deliver its agreed Corporate Plan and meet the demands of local government reorganisation.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that:**

- 1. The permanent senior management structure, as outlined in Appendix 1 be approved.**
- 2. The Chief Executive's recommendation to convene a Chief Officers Appointment Committee to agree the process for making permanent appointments to the four interim Chief Officer posts be approved.**

**Cabinet is asked to NOTE that:**

- 1. Following the approval of the interim senior management structure, the use of the Chief Executives delegation powers to re-allocate the delegated powers to the newly appointed interim Directors. Appendices 2, 3 and 4 reflect the new delegations.**

#### 3. Detail

Following the recent appointment of the new permanent Chief Executive and interim Directors, it important for organisational continuity and stability that the interim senior management structure is now made permanent. The permanent management structure will ensure that the Council can effectively:

- Continue to the deliver the approved Corporate Plan.
- Meet the expected demands of local government reorganisation.
- Respond appropriately to the outcomes of the Regulator for Social Housing inspection.
- Deliver its ambitious capital investment programme.

Further details of the permanent management structure are shown in the **Appendix 1**. The new management structure ensures that there are clear lines of responsibility, accountability and communication to deliver the Council's objectives during a period of change.

To agree the process for appointing the four senior interim Chief Officer posts on a permanent basis, the Chief Executive recommends convening a Chief Officers Appointment Committee, so that the most appropriate appointment process can be agreed.

In order to meet essential service delivery and priorities, the interim Directors are presenting separate Cabinet reports with departmental staffing proposals for consideration.

#### 4. Key Decision

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

#### 5. Updates from Scrutiny

Not applicable.

#### 6. Financial Implications

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

The earlier deletion of the vacant Executive Director (S1) post from the establishment has saved £141,850 including oncosts based upon in 2026/27 budgets. It is proposed that the backfilling of all posts and the creation of new posts will be contained within this budget envelope, thereby creating a potential budget saving for the General Fund and the Housing Revenue Account.

#### 7. Legal Implications

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

In accordance with the Council's Constitution Chapter 3 part 1: Transfer of Functions

5.1 Where the name of a post is changed, or its relevant functions become vested in a different post, any delegated powers possessed by the post shall be retained by the renamed post or transferred to the different post as the case may be. This includes any delegated powers vested in a post by resolution of the Council, the Cabinet, or a Committee/Sub Committee.

5.2 In the event of a restructure the Chief Executive shall have authority to re-allocate the delegated powers to other posts and shall give notice of this to the

Monitoring Officer. Any use of this delegated power must be reported to Cabinet as soon as practicable.

#### 8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

HR support the proposals.

Any new roles must be advertised in accordance with the Council's Recruitment Policy:

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

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

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

Occasionally it may be decided to 'ring-fence' posts for a specific reason. These may include:

- Internal promotion opportunities when the specific skills and experience are available within a department
- In the situation where an employee is facing the possibility of redundancy or redeployment
- When the post is ring-fenced to a specific group of employees in order to make savings by deleting the successful candidate's post

GMT must be consulted in relation to ring-fencing requests.

The Council's Redundancy/Reorganisation Policy states the following:

Where a post in the new structure is fundamentally the same as the existing post and where there is just one employee for the job, then the Head of Service should slot in the employee automatically (assimilate them to the new post), without the need for an interview.

For slotting to take place, the post has to be fundamentally the same. There

is no agreed specific criteria for this and it will be a matter of judgement by the Head of Service in consultation with the Head of HR whether the post is fundamentally the same taking account the range and scope of accountabilities and context in which the post operates. This will usually be outlined during the consultation phase of any proposed changes.

Where the Council creates a different structure with different jobs, or where there is a reduction in the number of jobs in the new structure, there will normally be a ring-fence and initially only those employees currently employed in the service affected can apply for identified posts.

For the recruitment and appointment of Assistant Directors and above, the Council will use a Member Appointment Panel.

Any new roles or substantively changed roles as part of any restructure will be subjected to job evaluation, with the job descriptions and persons specifications for any new role at Head of Service level requiring external job evaluation through the Kornferry Hay scheme in accordance with Policy.

9. Union Comments

The Union comments were as follows:

We have no issues regards the attached structure other than we have reviewed the proposal and are satisfied with the outcomes.

10. Climate Change Implications

Not applicable.

11. Data Protection Compliance Implications

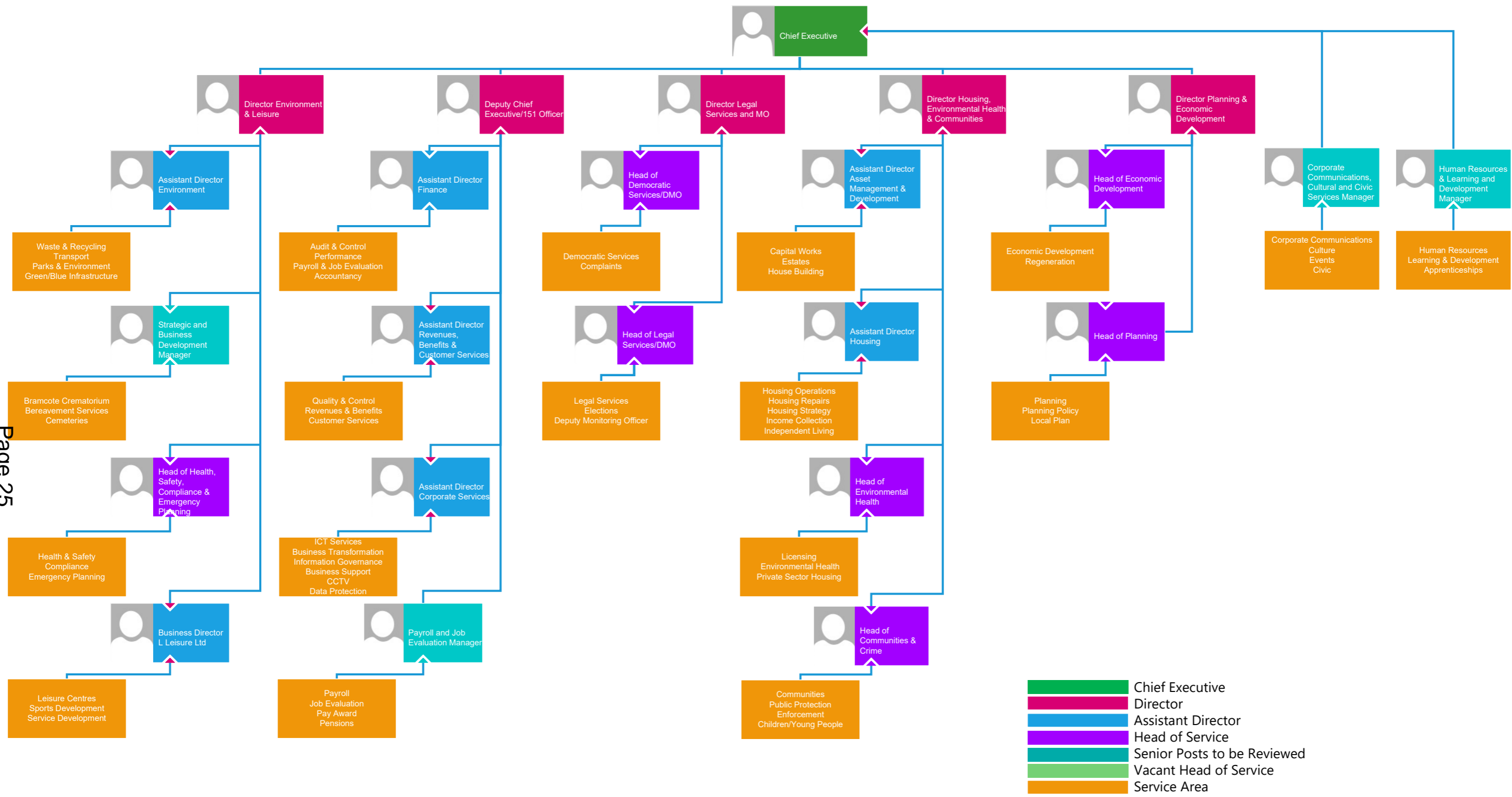
This report does not contain any OFFICIAL(SENSITIVE) information although there are no Data Protection issues in relation to this report.

12. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

13. Background Papers

Nil.



- Chief Executive
- Director
- Assistant Director
- Head of Service
- Senior Posts to be Reviewed
- Vacant Head of Service
- Service Area

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**DIRECTORATE OF CHIEF EXECUTIVE**

**M E M O R A N D U M**

**To: MONITORING OFFICER, HEAD OF LEGAL AND HEAD OF DEMOCRATIC SERVICES (DEPUTY MONITROING OFFICERS).**

From: ZULFIQAR DARR Ref: Delegated Authority

CHIEF EXECUTIVE

Date: 15 June 2026

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**DELEGATED AUTHORITY – Authorised Onward Delegation**

In accordance with the Scheme of Delegation Chapter 3, Part 1 of the Council's Constitution) –

**5. Transfer of Functions**

5.1 Where the name of a post is changed, or its relevant functions become vested in a different post, any delegated powers possessed by the post shall be retained by the renamed post or transferred to the different post as the case may be. This includes any delegated powers vested in a post by resolution of the Council, the Cabinet, or a Committee/Sub Committee.

5.2 In the event of a restructure the Chief Executive shall have authority to re-allocate the delegated powers to other posts and shall give notice of this to the Monitoring Officer. Any use of this delegated power must be reported to the Council and/or to the Cabinet as soon as practicable.

**8. Delegation of General Powers**

**1. Delegation of General Powers**

8.1 The delegation to Chief Officers and Senior Officers shall include:-

8.1.1 All powers under all present and future legislation relevant to their areas of responsibility and the discharge of their duties and functions, including all powers incidental and/or conducive to that legislation, their areas of responsibility and the discharge of their duties and functions. All such functions must be managed in accordance with Council policies, strategies and procedures and all applicable laws. It shall be the responsibility of each chief Officer to liaise with their senior Officers as to the discharge of their delegated functions to ensure it aligns with corporate policy.

8.1.2 The power to authorise the exercise of the delegated powers of decision by such other Officers as may be deemed appropriate for the proper and efficient

performance of the work. A record of any delegations shall be provided to the Monitoring Officer and Head of Legal and Head of Democratic Services (The Deputy Monitoring Officers) for their retention.

8.2 If the Officer to whom a function has been delegated is unable to act due to a conflict of interest, a conflict of opinion with a Chief Officer or any other reason, then it is for the Chief Executive to determine who should exercise that function. If the Chief Executive is unable to act due to a conflict of interest, or any other reason, then it is for the Deputy Chief Executive/Section 151 Officer to determine who should exercise that function. If the Chief Executive and Deputy Chief Executive/Section 151 Officer are unable to act due to a conflict of interest, or any other reason, then the function can be exercised by any Chief Officer from the General Management Team.

8.3 Subject to any statutory restrictions or as otherwise provided for in this Constitution, the powers of a Statutory Officer/Chief Officer, Proper Officer or Senior Officer may be exercised by their nominated deputies or any other authorised Officer.

8.4 A Statutory Officer/Chief Officer, Proper Officer or Senior Officer may, so far as permissible under the law or otherwise as provided for in this Constitution, sub delegate their powers within their area of responsibility (including cross -service delegation where appropriate).

### **Authorisation**

I authorise specific delegated powers without limitation and the responsibilities to the Interim Director of Environment and Leisure:

To perform functions relating to Waste and Recycling including the operation of the Waste Transfer Station at Kimberley Depot.

To perform functions relating to Street Cleansing

To perform functions relating to Transport and Fleet

To perform functions relating to Parks and Open Spaces

To perform functions relating to Strategic and Business Development

To perform functions relating to Climate Change

To perform functions relating to Environmental Enforcement

To perform functions relating to Bramcote Crematorium, Bereavement Services and Cemeteries

To perform functions relating to Health, Safety, Compliance and Emergency Planning

To perform functions relating to Leisure Services

Signed:



Zulfiqar Darr  
Chief Executive

## DIRECTORATE OF CHIEF EXECUTIVE

### MEMORANDUM

**To: MONITORING OFFICER. HEAD OF LEGAL AND HEAD OF DEMOCRATIC SERVICES (DEPUTY MONITORING OFFICERS).**

From: ZULFIQAR DARR Ref: Delegated Authority  
CHIEF EXECUTIVE

Date: 15 June 2026

---

#### **DELEGATED AUTHORITY – Authorised Onward Delegation**

In accordance with the Scheme of Delegation Chapter 3, Part 1 of the Council's Constitution) –

#### **5. Transfer of Functions**

5.1 Where the name of a post is changed, or its relevant functions become vested in a different post, any delegated powers possessed by the post shall be retained by the renamed post or transferred to the different post as the case may be. This includes any delegated powers vested in a post by resolution of the Council, the Cabinet, or a Committee/Sub Committee.

5.2 In the event of a restructure the Chief Executive shall have authority to re-allocate the delegated powers to other posts and shall give notice of this to the Monitoring Officer. Any use of this delegated power must be reported to the Council and/or to the Cabinet as soon as practicable.

#### **8. Delegation of General Powers**

##### **1. Delegation of General Powers**

8.1 The delegation to Chief Officers and Senior Officers shall include:-

8.1.1 All powers under all present and future legislation relevant to their areas of responsibility and the discharge of their duties and functions, including all powers incidental and/or conducive to that legislation, their areas of responsibility and the discharge of their duties and functions. All such functions must be managed in accordance with Council policies, strategies and procedures and all applicable laws. It shall be the responsibility of each chief Officer to liaise with their senior Officers as to the discharge of their delegated functions to ensure it aligns with corporate policy.

8.1.2 The power to authorise the exercise of the delegated powers of decision by such other Officers as may be deemed appropriate for the proper and efficient

performance of the work. A record of any delegations shall be provided to the Monitoring Officer and Head of Legal and Head of Democratic Services (The Deputy Monitoring Officers) for their retention.

8.2 If the Officer to whom a function has been delegated is unable to act due to a conflict of interest, a conflict of opinion with a Chief Officer or any other reason, then it is for the Chief Executive to determine who should exercise that function. If the Chief Executive is unable to act due to a conflict of interest, or any other reason, then it is for the Deputy Chief Executive/Section 151 Officer to determine who should exercise that function. If the Chief Executive and Deputy Chief Executive/Section 151 Officer are unable to act due to a conflict of interest, or any other reason, then the function can be exercised by any Chief Officer from the General Management Team.

8.3 Subject to any statutory restrictions or as otherwise provided for in this Constitution, the powers of a Statutory Officer/Chief Officer, Proper Officer or Senior Officer may be exercised by their nominated deputies or any other authorised Officer.

8.4 A Statutory Officer/Chief Officer, Proper Officer or Senior Officer may, so far as permissible under the law or otherwise as provided for in this Constitution, sub delegate their powers within their area of responsibility (including cross -service delegation where appropriate).

### **Authorisation**

I authorise specific delegated powers without limitation and the responsibilities to the Interim Director of Planning and Economic Development:

To perform functions relating to Planning Regeneration and Economic Development.

To perform functions relating to Planning and Development Management.

To perform functions relating to Planning Policy.

To perform functions relating to Building Control.

Signed:

A handwritten signature in blue ink, appearing to read 'Zulfiqar Darr', written in a cursive style.

Zulfiqar Darr  
Chief Executive

## DIRECTORATE OF CHIEF EXECUTIVE

### MEMORANDUM

**To: MONITORING OFFICER, HEAD OF LEGAL AND HEAD OF DEMOCRATIC SERVICES (DEPUTY MONITORING OFFICERS).**

From: ZULFIQAR DARR Ref: Delegated Authority  
CHIEF EXECUTIVE

Date: 15 June 2026

---

#### **DELEGATED AUTHORITY – Authorised Onward Delegation**

In accordance with the Scheme of Delegation Chapter 3, Part 1 of the Council's Constitution) –

#### **5. Transfer of Functions**

5.1 Where the name of a post is changed, or its relevant functions become vested in a different post, any delegated powers possessed by the post shall be retained by the renamed post or transferred to the different post as the case may be. This includes any delegated powers vested in a post by resolution of the Council, the Cabinet, or a Committee/Sub Committee.

5.2 In the event of a restructure the Chief Executive shall have authority to re-allocate the delegated powers to other posts and shall give notice of this to the Monitoring Officer. Any use of this delegated power must be reported to the Council and/or to the Cabinet as soon as practicable.

#### **8. Delegation of General Powers**

##### **1. Delegation of General Powers**

8.1 The delegation to Chief Officers and Senior Officers shall include:-

8.1.1 All powers under all present and future legislation relevant to their areas of responsibility and the discharge of their duties and functions, including all powers incidental and/or conducive to that legislation, their areas of responsibility and the discharge of their duties and functions. All such functions must be managed in accordance with Council policies, strategies and procedures and all applicable laws. It shall be the responsibility of each chief Officer to liaise with their senior Officers as to the discharge of their delegated functions to ensure it aligns with corporate policy.

8.1.2 The power to authorise the exercise of the delegated powers of decision by such other Officers as may be deemed appropriate for the proper and efficient

performance of the work. A record of any delegations shall be provided to the Monitoring Officer and Head of Legal and Head of Democratic Services (The Deputy Monitoring Officers) for their retention.

8.2 If the Officer to whom a function has been delegated is unable to act due to a conflict of interest, a conflict of opinion with a Chief Officer or any other reason, then it is for the Chief Executive to determine who should exercise that function. If the Chief Executive is unable to act due to a conflict of interest, or any other reason, then it is for the Deputy Chief Executive/Section 151 Officer to determine who should exercise that function. If the Chief Executive and Deputy Chief Executive/Section 151 Officer are unable to act due to a conflict of interest, or any other reason, then the function can be exercised by any Chief Officer from the General Management Team.

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8.4 A Statutory Officer/Chief Officer, Proper Officer or Senior Officer may, so far as permissible under the law or otherwise as provided for in this Constitution, sub delegate their powers within their area of responsibility (including cross -service delegation where appropriate).

### **Authorisation**

I authorise specific delegated powers without limitation and the responsibilities to the Interim Director of Housing:

To perform functions relating to Asset Management and Development.

To perform the functions relating to the Council as a housing provider and homelessness.

To perform functions relating to Private Sector Housing.

To perform functions relating to Environmental Health.

To perform functions relating to Licensing.

To perform functions relating to Communities and Public Protection.

Signed:

A handwritten signature in blue ink, appearing to read 'Zulfiqar Darr', written in a cursive style.

Zulfiqar Darr  
Chief Executive

## Report of the Portfolio Holder for Resources and Personnel Policy

### Performance Management Review of Business Plans - Outturn Report 2025/26

#### 1. Purpose of Report

To present the Business Plan Performance Report for 2025/26 detailing progress against all the outcome targets linked to the Corporate Plan priorities and objectives.

#### 2. Recommendation

**Cabinet is asked to NOTE the Business Plan Performance Outturn Report for 2025/26.**

#### 3. Detail

The Corporate Plan 2024-2029 was approved by Council on 10 July 2024. Business Plans are primarily linked to the five corporate priority areas of

- Housing
- Business Growth
- Environment
- Health
- Community Safety

In addition, the support service areas of Resources, Revenues, Benefits and Customer Services and ICT and Business Transformation are considered. The Business Plans for this period were approved by the Overview and Scrutiny Committee and then Cabinet in January and February 2025.

This outturn report is intended to provide Members with an overview of progress towards Corporate Plan priorities from the perspective of the Council's Business Plans. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2025/26, Critical Success Indicators (CSI) and Key Performance Indicators (KPI). The first report, at **Appendix 1**, relates to the Council, with the second, at **Appendix 2**, to Liberty Leisure Limited.

#### 4. Key Decision

There are no key decisions to consider.

#### 5. Updates from Scrutiny

There are no updates from Scrutiny.

6. Financial Implications

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

Any financial implications are considered within the report and appendices.

7. Legal Implications

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

There are no specific legal implications that arise from this report, as the suggested proposals are in accordance with relevant legislation, Council policy and procedures. The recommendation is within the Council's statutory and fiduciary powers.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

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

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

13. Background Papers

Nil.

## Performance Management – Broxtowe Borough Council

### 1. Background - Corporate Plan

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

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

### 2. Business Plans

A series of Business Plans linked to the five corporate priority areas were approved by full Council on 5 March 2025. In addition, the Business Plans for the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were also approved.

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






### 3. Performance Management

As part of the Council's performance management framework, Committees / Cabinet and Members receive reports of progress against the Business Plans. This report provides the outturn data relating to Critical Success Indicators (CSI) for each area and a summary of the progress made to date on key tasks and priorities for improvement in 2025/26 (as extracted from the performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).






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

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

#### Action Status Key

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

#### Performance Indicator Key






Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only

The Performance Indicator Status in the tables shows the position related to the frequency of reporting as described in the column titled "Frequency".

**Performance Summary – Priority Areas**

The tables below provide a summary of Business Progress for the Council's priority areas at quarter 4 2025/26 (Q4).

**Priority Areas – Key Tasks and Areas for Improvement 2025/26**





	<b>Completed</b> 	<b>In Progress</b> 	<b>Warning</b> 	<b>Overdue</b> 	<b>Cancelled</b> 
<b>Housing</b>	3	8	-	-	-
<b>Business Growth</b>	-	8	-	-	-
<b>Environment</b>	1	11	-	-	-
<b>Leisure and Health</b>	3	10	-	-	-
<b>Community Safety</b>	14	19	-	-	-
<b>TOTAL*</b>	21	56	-	-	-

\* The table above includes all key tasks and actions within the Business Plan to provide information on the work undertaken during the year.

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

The summary below shows the Q4 2025/26 outturn performance data and targets for the Critical Success Indicators and Key Performance Indicators in the Business Plans. The table includes the Performance Indicators that are monitored annually.

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

	<b>Satisfactory</b> 	<b>Warning</b> 	<b>Alert</b> 	<b>Data Only</b> 
<b>Housing</b>	13 (10)	2 (1)	7 (2)	- (-)
<b>Business Growth</b>	6 (3)	1 (1)	1 (-)	1 (-)
<b>Environment</b>	9 (3)	4 (1)	3 (1)	4 (-)
<b>Leisure and Health</b>	5 (2)	2 (-)	- (-)	4 (2)
<b>Community Safety</b>	3 (-)	- (-)	2 (-)	12 (8)
<b>TOTAL</b>	36 (18)	9 (3)	13 (3)	21 (10)




Progress for the Priority Areas: Summary of Performance Indicators at Q4 that are reported throughout the year


The below table provides a breakdown of the above summary table showing the contribution of the Performance Indicators towards the Council's objectives in 2025/26 that are monitored and reported each quarter.



	<b>Satisfactory</b> 	<b>Warning</b> 	<b>Alert</b> 	<b>Data Only</b> 
<b>Housing</b>	10 (7)	1 (1)	4 (1)	- (-)
<b>Business Growth</b>	6 (3)	1 (1)	1 (-)	1 (-)
<b>Environment *</b>	6 (-)	4 (1)	3 (1)	3 (-)
<b>Leisure and Health</b>	- (-)	- (-)	- (-)	1 (1)
<b>Community Safety</b>	3 (-)	- (-)	2 (-)	7 (4)
<b>TOTAL</b>	25 (10)	6 (3)	10 (2)	12 (5)





\* Includes performance indicators for income that are reported quarterly and the annually reported Play Score that is available in the autumn annually.




**Housing - Critical Success Indicators 2025/26**

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>HSTOP10_02</b> Gas Safety	Monthly	99.85%	100%	100%	100%	Achieved 100% compliance in 2025/26. HouseMark benchmarking for Q3 2025/26 for LA and ALMO is: Quartile 3 – 99.84%; Median 99.97%; Quartile 1 – 100%.
Green 	<b>HSLocal_33</b> Legionella compliancy	Monthly	100%	100%	100%	100%	Achieved 100% compliance in 2025/26.
Green  Page 39	<b>HSLocal_44</b> Asbestos compliancy	Monthly	14.5%	100%	100%	100%	Performance indicator linked to new regulatory requirements from the Regulator of Social Housing which is calculated annually. Number of properties requiring an asbestos survey = 4,271 Number of asbestos surveys complete = 4,022 In terms of compliance with the current Tenant Satisfaction Measures, the Council is 100% and has commenced a reinspection programme, which covers 267 blocks. The Council has undertaken an exercise to review its current asbestos data, ensuring it meets the requirements of the Control of Asbestos Regulations 2012 and conforms with best industry practice. Following review, a data cleansing exercise has taken place. A contractor was appointed following a procurement exercise to undertake asbestos surveys. All communal areas have now been surveyed; the authority is 100% compliant. Benchmarking from HouseMark from 2024/25 for England (based on 200 landlords) is Median 100%, Fully Compliant: 78.5%. HouseMark's benchmarking for Central LA and ALMO in 2023/24 is Median 100%, Fully Compliant: 86.8%


Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>HSLocal_45</b> Blocks and schemes with a Fire Risk Assessment (FRA)	Monthly	70%	100%	100%	100%	<p>CSI is linked to the new regulatory requirements from the Regulator of Social Housing which is calculated annually. All 1,646 communal area FRS have been completed as at June 2025.</p> <p>There are currently 3,254 FRA remedials to work through, this has reduced from 4,000. The majority of these actions are low risk housekeeping issues, which are being worked through with Housing Management colleagues.</p> <p>The performance measure in terms of compliancy is around a valid FRA for each block with a common area, which the authority is 100% compliant on. The outstanding remedial actions are high, and work is underway to address this, however this is not measured within this indicator.</p> <p>Housing Services has 870 (81.7% are completed) outstanding properties to be tested, including the difficult no accesses properties that have been passed back. The contractors have made several attempts to contact the tenants, including phone calls, and letters.</p> <p>According to HouseMark, 67.7% of landlords in England are fully compliant (based on 200 landlords). In the Central region consisting of Local Authorities and ALMOs, 81.3% of landlords are compliant.</p>



Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>AMDLocal_03</b> Proportion of homes (with communal areas) for which all required fire risk assessments have been carried out (%)	Monthly	-	70.2%	100%	100%	<p>New Performance Indicator to replace <b>AMD2528_04</b></p> <p>Fire Safety Risk assessments for communal areas will all (1,646) be refreshed by a contractor by the end of October 2025. All 1,646 communal area Fires Safety Risk surveys were completed by June 2025.</p> <p>Presently, all General Needs properties are covered by a simultaneous evacuation process, with communal areas covered by a smoke detection system, connected to detection within the dwellings. These properties will not require an FRA. In addition, the current Fire Safety Order legislation does not require dwellings to have an FRA completed. All-purpose built Independent Living Scheme properties are being checked, as they are part of a stay put process, to ensure they are capable to performing to the necessary standard, however as they are purpose built, this will have been covered within the design of the blocks upon construction.</p>
Red 	<b>AMDLocal_04</b> Number of outstanding Fire Safety Risk remedial actions	Monthly	-	TBC	TBC	TBC	<p>New Performance Indicator to replace <b>AMD2528_04</b></p> <p>Undertake Fire Safety Risk action remediation.</p> <p>Currently 811 remedial actions have been completed out of 3,254 FRA remedials to work through. The completed remedial actions include around 800 physical work items. The majority of these actions are low risk housekeeping issues, which are being worked through with Housing Management colleagues. A full review of all current FRAs was undertaken. The baseline is 3,254 a significant reduction from 4,000.</p>




Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Amber 	<b>HSLocal_29</b> Electrical compliancy	Monthly	89.1%	95.5%	98.3%	100%	The Repairs team are proactively working with residents and Legal Services to gain access to the remaining outstanding properties.  HouseMark benchmarking for England in Q3 2025/26 is upper quartile = 99.9%; median = 99.7%; and third quartile = 98.1%  HouseMark's Smaller LA's/ALMOs with under 10k units in Q3 2025/26 is upper quartile = 99.9%; median = 98.5%; and third quartile = 95.0%
Green 	<b>BV66a</b> Rent Collection: Rent collected as a proportion of the rent owed	Monthly	100.2%	99.5%	100.3%	99%	Arrears at year end were £164,772, which is £17,000 less than 2024/25.
Green 	<b>HSLocal_42</b> Homelessness cases successfully intervened or prevented rather than relieved/a main duty being accepted	Monthly	82.7%	78.4%	83.2%	70%	Throughout 2025/26 the Housing Options team has successfully intervened or prevented 537 instances in which households had a threat of homelessness, this includes if there is a threat within the next 56 days or if there is likely to be a threat without intervention, this is made up of 114 Preventions and 423 Interventions, the annual average was 83.2% this is a 4.8% increase on the previous year.
Green 	<b>NI 154</b> Net additional homes provided	Annually	512	446	579	430	The large increase in 2023/34 is due to some large student and care home developments completing in 2023-2024. The 2025/26 data includes Communal dwellings.



Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Red 	<b>HSTOP10_01</b> Overall Satisfaction	Annually	66%	71%	68%	79%	<p>Overall satisfaction figure was captured during the Tenant Satisfaction Measures survey conducted by Acuity.</p> <p>1,135 households completed the survey, 216 more than 2024/25. There has been a 3% decrease in satisfaction since 2024/25. Of those satisfied, 80% (-2%) of tenants were in Independent Living and were in 64% (-3%) in General Needs.</p> <p>Whilst the overall satisfaction decreased, we saw an increase in satisfaction in Repairs (in both recent repairs and the time taken), We Listen and Act and treating tenants Fairly and with Respect.</p> <p>HouseMark's benchmarking for 2024/25 for England (based on 200 landlords) is: Quartile 3: 65%; Median: 72.5%, Quartile 1: 79%</p> <p>HouseMark's benchmarking for Central LA and ALMO is Quartile 3: 66%; Median 71.1%; Quartile 1: 77%</p>
Green 	<b>HSLocal_39</b> Number of new Council houses built or acquired	Annually	25	44	68	45	<p>During 2025/26, 68 properties were added to the Council's housing stock – 11 x 1 bed 31 x 2 bed and 26 x 3 bed. The breakdown is as follows: 44 new builds (20 built by the Council), 20 existing homes acquired by the Development team, 4 buy backs/ acquisitions by the Houring Team</p>
Green 	<b>HSLocal_43</b> Lift checks compliancy	Annually	93.4%	100%	100%	100%	<p>LOLER lift checks were conducted on 15 out of 15 schemes within 2025/26.</p> <p>HouseMark benchmarking for 2024/25 for England (based on 200 landlords) is: Median: 100%, Fully Compliant: 75.9%</p> <p>HouseMark's benchmarking for Central LA and ALMO is: Median: 100%, Fully Compliant: 94.4%</p>




Housing - Key Tasks and Areas for Improvement 2025/26


Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>HS1922_02</b> Refresh and implement 10-year housing new build delivery plan	Add to the social housing stock Produce affordable homes to rent	<b>85%</b>	Dec-2029	<p>212 properties have been acquired into the social housing stock since 2019. The position by the end of Q4 2025/26 will be 220 properties added to the social Housing stock (a further 8 properties due to handover by Peter James Homes (PJH) by end of February 2026).</p> <ul style="list-style-type: none"> <li>• 8 new Council homes were handed over by PJH (site off Coventry Lane also known as Hemlock Gate development site) in Q4 2025/26.</li> <li>• 8 new Council homes were handed over by Peveril Homes at Field Farm site, Stapleford during Q2 2025/26.</li> <li>• During Q1 2025/26 the Inham Nook and Farm Cottage sites added a total of 20 social rent homes.</li> </ul> <p>Development is continuing at the following sites:</p> <ul style="list-style-type: none"> <li>• 4 dwellings on Chiltern Drive / Spring Close, Watnall</li> <li>• The Council are in contract to purchase a total of 51 affordable homes at the PJH. 8 properties were handed over by PJH on Friday 17 January 2026 (4 social rent and 4 shared ownership properties). There will be another 8 properties handing over by end of February 2026.</li> </ul> <p>The Council has purchased a site to produce 8 flats in Eastwood and the purchase of another site in Eastwood is with Legal Services.</p> <p>A review of garage sites and other opportunities for potential development with feasibility assessments / appraisals is ongoing.</p> <p>Housing Delivery Plan approved by July Cabinet, active pipeline covered for the next 18 months.</p>

Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>HS2124_02.1</b> Implement Asset Management Strategy (AMS) 2025-20230 (Asset Management and Development)	Plan to fully utilise assets held within the Housing Revenue Account. Ensure all Council housing achieves the Decent Homes Standard	<b>70%</b>	Dec-2030	Second draft of the Asset Management Strategy 2025-2030 was consulted on. A report was presented to Policy Overview Group in June 2025. The AMS 2025-2030 was approved by Cabinet on 4 November 2025.
Completed 	<b>CP2326_01b</b> Energy Efficiency Schemes (Housing Stock) (Asset Management and Development)	To achieve Carbon Neutral and all dwellings to be EPC level C or above	<b>100%</b>	Due Date is in line with the Council's net zero Target of 2027	<p>The council's current baseline energy performance across its housing stock reflects a mixed position, with a substantial proportion of homes requiring further improvement to meet forthcoming regulatory standards.</p> <p>At present, there are 460 properties without a current, valid Energy Performance Certificate (EPC). To address this gap, the Council commissioned Nottingham City Council to undertake a Minimum Energy Efficiency Standards (MEES) modelling assessment for these homes. This exercise has now been completed, providing a robust estimate of energy performance across the entire housing portfolio.</p> <p>Based on this combined dataset (existing EPCs and modelled results), the Council's housing stock has an average Standard Assessment Procedure (SAP) rating of 65, which places it broadly within the SAP Band D range.</p> <p>The distribution of SAP ratings across the stock is as follows:</p> <ul style="list-style-type: none"> <li>• 1,161 dwellings at SAP Band D</li> <li>• 93 dwellings at SAP Band E</li> <li>• 5 dwellings at SAP Band F</li> <li>• 1 dwelling at SAP Band G</li> </ul> <p>This indicates that while the majority of homes sit at Band D, a smaller but important cohort falls below the current minimum energy efficiency expectations, particularly those rated E, F, and G.</p> <p style="text-align: right;">Continued...</p>



Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>CP2326_01b</b> Energy Efficiency Schemes (Housing Stock) ( <i>Asset Management and Development</i> ) (Continued)	To achieve Carbon Neutral and all dwellings to be EPC level C or above	<b>100%</b>	Due Date is in line with the Council's net zero Target of 2027	Looking ahead to the Government's 2030 target of achieving a minimum SAP Band C for all social housing, the modelling identifies a significant investment requirement. The assessment projects that the Council will need to invest approximately: <ul style="list-style-type: none"> <li>£4.6 million in total,</li> <li>Equating to an average cost of £3,661 per dwelling,</li> </ul> These costs reflect the financial requirement to bring all properties up to at least a SAP Band C and ensure compliance with future legal standards. In summary, the authority now has a clearer and more complete understanding of its housing stock's energy performance baseline. While the average rating of SAP 65 demonstrates progress, achieving full compliance with 2030 targets will require continued focused investment and the continuation of a structured, externally grant supported programme of energy efficiency improvements across the HRA portfolio.
In Progress 	<b>HS2427_01.1</b> Implement Housing Strategy 2025-28	To achieve actions to help support the corporate plan priorities, for all housing services including out landlord services	<b>33%</b>	Mar-2028	The 2025-28 Housing Strategy was approved by Cabinet on 4 February 2025, and the Year 1 Action Plan is currently being implemented. At the end of Q3, 83% of the Year 1 actions have been completed.
Completed 	<b>HS2427_02</b> Implement Housing Improvement Board Performance Improvement Plan (2025 - 2026)	To improve the services of the Housing Repairs and Capital Works team	<b>100%</b>	Mar-2026	The Board continues to meet regularly with an improvement plan underpinning the discussions. This includes reviewing outcomes of the Housing Ombudsman's regular Spotlight on Knowledge and Information, and exploring improvements to processes and procedures to ensure compliancy with their Complaint Handling Code.




Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>HSG2528_01</b> Review Lifeline Service, by undertaking consultation with current and potential customers, and adapt service accordingly	Improves service for elderly and vulnerable people in the Borough	<b>100%</b>	Mar-2026	Benchmarking with competitors was undertaken alongside a full review of alternative systems available.
In Progress 	<b>COMS2427_02</b> To consider whether an additional licensing scheme for private rented dwellings would be appropriate	To determine whether the evidence exists to meet the criteria for the implementation of an additional property licensing scheme	<b>40%</b>	Initial scoping exercise by end January 2026  Ongoing work in 2026/27	Discussions on the scope of an additional licensing scheme have begun. A private sector housing stock condition exercise has been procured to assist in this process. The ongoing work on the Housing Strategy is relevant to any consideration of a need for additional licensing. New requirements to regulate social housing providers are also being reviewed. The Renters Rights legislation is also likely to address one of the key benefits of an additional licensing scheme – accurately identifying such properties that may require intervention, and this in itself would assist in the evidence base required for demonstrating that any additional or selective licensing schemes would be necessary. Currently gathering information on different options and consideration of a Planning Article 4 for HIMOs as a mechanism for control. Once the decision has been made on whether such controls are to be implemented and the areas they will cover, this information will be fed into any evidence on any licensing scheme. <b>Due date extended in line with business planning cycle 2026/29.</b>





Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>COMS2427_03</b> Produce a policy on HIMO licensing	To provide a framework to support the existing procedures for HIMO Licensing	<b>85%</b>	Mar-2026  Ongoing work in 2026/27	A report was presented to the Policy Overview Working Group in March 2025. The review of HIMO licences and processes to support development of a Policy on HIMO licensing to ensure it is relevant has been deferred. Currently the approach to enforcing HMO licensing requirements is covered by the Corporate Enforcement Policy and the Housing Civil Penalty Policy (CPP). Reviews of the CPP and associated processes are undertaken as business as usual on a regular basis or as required by changes in legislation.  A refreshed Housing Enforcement Policy, incorporating the Renters Rights Act 2025 provisions and an updated Housing Civil Penalties Policy were approved by Cabinet on 2 June 2026.
Progress 	<b>AMD2528_02</b> Develop and implement a Damp and Mould Action Plan	To ensure the Council meets the legislative requirements in relation to damp and mould  Improve the health outcomes for tenants  Provide information to residents  Ensure compliance with legislation	<b>80%</b>	Ongoing	A new Damp and Mould Policy and tracker have been introduced. Additional resource is being provided on an interim basis, with plans to submit a report to Cabinet for approval of a permanent role.
In Progress 	<b>AMD2528_03</b> Undertake Asbestos Management Surveys	To ensure the Council meets the legislative requirements in relation to asbestos management	<b>75%</b>	Ongoing	All communal asbestos management surveys now fully complete, register updated (Alpha Tracker), 3,300 domestic dwellings have been issued for survey, with 1,300 completed. No access process being explored, with potential injunction proceedings for persistent cases.

Status Icon	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>AMD2528_04</b> Undertake Fire Safety Risk action remediation	To ensure the Council meets the legislative requirements in relation to Fire Safety	60%	Ongoing	This task has been replaced with the performance indicators <b>AMDLocal_03</b> Proportion of homes (with communal areas) for which all required fire risk assessments have been carried out (100%) and <b>AMDLocal_04</b> Number of outstanding Fire Safety Risk remedial actions. These were introduced in June 2025 to better monitor and assess progress. Fire Risk Assessments for communal areas will all be refreshed through our Contractor by the end of October 2025. All action items will be on Risk Hub. Actions being allocated through the Risk Hub system, and all staff have received guidance on how to interact. 2,679 outstanding remedial actions, 148 medium to low priority items to be completed as overdue actions by contractors, all issued for completion.





### Housing – Key Performance Indicators 2025/26

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>HSLocal_03a</b> Void Rent Loss	Quarterly	£239k	£245k	£302k	£300k	The cumulative total of rent loss since April 2025 is £301,797. There has been a total of 22,044 void days since April 2025.
Red 	<b>HSTOP10_03</b> Average Relet Time - General Needs ( <i>Time taken to relet from the end of one tenancy and the start of a new tenancy</i> )	Quarterly	63	51	43	20	The average relet time has reduced over the last 3 months. In comparison to Q3 for 2024/25, the average relet time reduced by 9 days in Q4. During the year a number of posts within the team have been vacant, this has impacted on the number of properties that could be let and the average relet time.


Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Red 	<b>HSTOP10_03a</b> Average Relet Time - Independent Living ( <i>Time taken to relet from the end of one tenancy and the start of a new tenancy</i> )	Quarterly	45	72	102	40	During Q3 2025/26, 10 Independent Living properties that were difficult to let (mainly due to being 1st floor properties) have been successfully let. This has significantly affected average relet time as these properties were all void for 100 or more days. If the difficult to let properties were to be excluded, the average relet time for Independent Living would be 32 days which is well within the target of 40 days.
Green 	<b>HSLocal_BM05</b> Reactive appointments made and kept	Quarterly	97.7%	97.0%	98.5%	98.0%	During 2025/26 14,096 appointments were made. Of these 13,805 were kept. The reasons for the 291 appointments not kept are as follows: 40 due to the weather and unsafe working conditions, 124 due to operative sickness and 127 jobs were due to operative needing to attend an emergency
Green  Page 50	<b>HSLocal_46</b> Total number of nights bed and breakfast accommodation is used	Monthly	-	-	546	1,400	New performance indicator 2025/26. The Council currently has 22 units for Temporary Accommodation and only uses Bed and Breakfast for emergency placements or when Council units are not available. During December 2025 the Severe Weather Emergency Protocol (SWEP) was activated due to temperatures falling below zero, which increased the use of Bed and Breakfast for a short period of time.



Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Red 	<b>HSLocal_11</b> Number of cases closed in the last 3 months where a property has been returned to occupation  This is the number returned to use with intervention from the Private Sector Housing Team, which may include at least one of the following actions:  <ul style="list-style-type: none"> <li>• Correspondence by letter/ email/ meeting/ telephone with person responsible – this includes providing general or bespoke advice</li> <li>• Visit to assess property (external or internal)</li> <li>• Referral to other department or other organisation (e.g. Building Control, NCC Highways, NCC deputyship team)</li> <li>• Enforcement action</li> </ul>	Quarterly	34	18	20	24	The target is a cumulative target. This PI includes the Policy Requirement to identify 5 properties where partnership working is required to resolve long standing issue preventing re-occupation. In addition, this covers the work in the Empty Properties Strategy. A reduction of Officers in the team over the last 18 months has resulted in the prioritisation of types of cases with disrepair in private rented property cases taking priority over empty home cases
Amber 	<b>NI159</b> Supply of ready to develop housing sites	Annually	100%	100%	96.2%	100%	The 5-year supply of the Council is equivalent to 4.81 years' requirement. This is against a housing target of 649 homes per year. This will be addressed through the adoption of the Greater Nottingham Strategic Plan.
Red 	<b>DSDData_20</b> Residential Planning Commitments	Annually	831	1,082	658	950	The number of planning commitments reflects the net gain of dwelling units from approved applications. This fluctuates based on the number of applications the Council receives.
Red 	<b>NI 155</b> Affordable homes provided	Annually	79	64	69	85	The Council is undertaking a house building programme which is reflected in the numbers in recent years.



**Business Growth – Critical Success Indicators 2025/26**




Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>TCLocal_01a</b> Percentage of town centre units occupied: Beeston	Quarterly	92.0% (Mar24)	93.2% (May25)	96.0% (May-26)	95%	The occupancy rate has risen substantially however there are multiple long-term vacant units that are up for sale. The significant difference is the arrival of Glass & Co and U Canteen around Beeston Square.
Green 	<b>TCLocal_01b</b> Percentage of town centre units occupied: Kimberley	Quarterly	92.0% (Mar24)	92.0% (May25)	90.5% (May-26)	*85%	The occupancy rate has declined slightly. There are two new units beneath the new flats with one vacant. Multiple units have changed ownership with a minimal vacancy time. <b>* Target for 2025/26 reviewed and revised at mid-year review.</b>
Green 	<b>TCLocal_01c</b> Percentage of town centre units occupied: Eastwood	Quarterly	86.0% (Mar24)	87.3% (May25)	90.0% (May-26)	90%	Small alteration at the entrance of Nottingham Road of where a business ceased operation their unit's lease has been taken over by an existing trader on the high-street since the Q3 2025/26 report. A further unit has been filled by a 24/7 mini-market. No significant change since Q3 2025/26.
Amber 	<b>TCLocal_01d</b> Percentage of town centre units occupied: Stapleford	Quarterly	91.0% (Mar24)	89.9% (May25)	88.6% (May-26)	90%	Occupancy rate has declined again. One unit has changed ownership and significantly, a long-standing business has vacated the high street, but we understand the unit is under offer. There are several long-term properties that will be empty for the foreseeable future. Work is underway as part of the High Street Rental Auctions to address this issue.

**Business Growth – Key Tasks and Areas for Improvement 2025/26**






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BG2023_05</b> Bring forward and adopt the Greater Nottinghamshire Strategic Plan [Core Strategy]	Successfully steer the Core Strategy through its examination process receiving a report recommending adoption from the appointed Planning Inspector	<b>70%</b>	Adoption is currently anticipated by end of 2026	The Strategic Plan was submitted for examination in December 2025. Hearing sessions are expected to start taking place in summer 2026, with an adoption in late 2026.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BG2124_01</b> Implement the Broxtowe Economic Growth and Regeneration Strategy 2022-2027 and review	A new framework for economic development within the Borough aligned the Mayoral Combined Authority and other plans for local and regional growth. Including specific plans for Stapleford, Eastwood and Kimberley	<b>65%</b>	Mar-2027	The Strategy was completed in January 2025, and the final printed and web versions were finalised in April 2025. Implementation has commenced and the major regeneration programmes are progressing well.
In Progress   Page 53	<b>BG2225_01</b> Deliver Stapleford Town Fund	Develop and deliver the 6 projects identified for Stapleford Town Deal.	<b>91%</b>	Mar-2028	The Council is the accountable body for £21.1m which had been extended to March 2028. Work continues at pace for the Stapleford Towns Deal projects, however the Executive Board is going to review all outstanding projects and assess the viability and value for money against other potential projects. Two Projects are fully completed and two nearing full completion. The Community Pavilion and Skate park was completed in 2025, with some final snagging work underway for the Community Pavilion. The cricket pitch project is underway. The Pencil Works (Enterprise Hub) is in the construction phase due to be completed in October 2026. A contractor has been appointed for Walter Parker VC Square and designs and public consultation due to commence this summer; the Street Scape works will follow this project to ensure the projects align. The Parks team are completed path and access improvement works to Pasture Road Recreation ground due to be completed by the end of 2026. Works are underway on Pasture Road and Albany School crossing in the next month and due to be complete by the end of Summer 2026. <b>Due date extended inline with the programme due date which has been extended.</b>





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BG2326_02</b> Deliver the Kimberley Means Business Fund Programme	Develop and deliver the three projects identified for Kimberley Levelling Up Programme	<b>80%</b>	Mar-2028	<p>The Council is the accountable body for £16m which must be committed by the end of the 2027/28 financial year.</p> <p>The Bennerley Ramp project is now complete and re-opened. Cost overrun has been negotiated with the contractors with a final figure agreed with the Strategic Board.</p> <p>The Visitor Centre works will complete before June 2026.</p> <p>The active travel element of the project has now been abandoned except for a short stretch of the Great Northern Path. This is to allow for changing priorities and cost overruns on other projects. The cycle route design/planning has been completed.</p> <p>Construction of the Stag Ground pavilion is complete, and the new Parish Hub construction is well underway with completion expected by the end of 2026.</p> <p>Industrial unit construction at Bennerley is also complete. The site for additional industrial units land at Giltway is currently going through the planning process.</p> <p>Town Centre work for Kimberley is largely completed. Business grants are now fully administered, and the illuminations project is in its second full annual cycle of events.</p>
In Progress 	<b>BG2326_05</b> Creation of a new Markets and Retail Events Programme for the Borough	Delivery of events-based model for markets and retail events. Programme for 2024/2025 requires updating based on the UKSPF resources agreed in April 2025	<b>31%</b>	2025/26	<p>No additional funding allocation was available for 2025/26 to provide a retail events programme. Focusing on high street synergy, a Markets Action Plan has been launched to revitalise Beeston and relaunch Stapleford Market without displacing local shops. Finding a location for Eastwood market is a priority.</p>


Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BG2326_06a</b> Deliver the UK Shared Prosperity Fund (UKSPF) 2025-26 Programme	Deliver all strands of the UKSPF programme actions before end of September 2026	<b>90%</b>	Sept-2026	A new reduced programme is being funded in year 4, which has been extended to September 2026 all the funding is committed and around a third 90% of the programme has been paid out or Purchase Orders raised. A reduction in employees is having an impact on overall delivery. <b>Due date updated in line with revised delivery date</b>
In Progress 	<b>JBG1518_06</b> Assist in the preparation of Neighbourhood Plans	Approve Neighbourhood Plan Area designations for all parish areas where they are wanted and progress to 'adoption' of the Plans  <ul style="list-style-type: none"> <li>•Brinsley <a href="#">JBG1518_06.2</a></li> <li>•Eastwood <a href="#">JBG1518_06.3</a></li> <li>•Greasley <a href="#">JBG1518_06.4</a></li> <li>•Kimberley <a href="#">JBG1518_06.6</a></li> <li>•Stapleford <a href="#">JBG1518_06.9</a></li> <li>•Bramcote <a href="#">JBG1518_06.10</a></li> </ul>	<b>70%</b>	Target dates will vary depending on the details of each emerging Plan.	The Nuthall and Awsworth Neighbourhood Plans were 'made' (adopted) in previous years. The Cossall Neighbourhood Plan was adopted on 12 March 2024, following a successful referendum result on 15 February 2024. The Chetwynd: The Toton and Chilwell Neighbourhood Plan was adopted on 15 May 2024 following a successful referendum on 2 May 2024. Work on other Neighbourhood Plans in Eastwood, Stapleford and Bramcote is ongoing but there is uncertainty regarding further plans coming forward due to the removal of Government grants. There are not further updates at Q4 2025/26.
In Progress 	<b>AMD2528_01</b> Carry out condition surveys and develop a maintenance plan for all the Council's General Fund stock (including industrial units)	Completion of condition surveys and maintenance plans to ensure compliance	<b>50%</b>	Dec-2026	Stock condition survey has commenced with Contractor, The Property Management system is due to be launched December 2025, which will house all stock data for commercial portfolio. <b>Due date revised at business planning 2026/29.</b>

**Business Growth – Key Performance Indicators 2025/26**




Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>NI 157a</b> Processing of planning applications: Major applications determined within 13 weeks or agreed timescales	Monthly	90.65%	81.78%	100%	90%	Out of the nine major applications determined during this period, all nine were determined within 13 weeks or agreed timescales. The Council proportionally only receives a few major applications therefore if a few are not determined within the 13-week timeframe the percentage difference can be stark. <b>Target reviewed and revised at business planning 2026/29.</b>
Green 	<b>NI 157b</b> Processing of planning applications: Minor applications determined within 8 weeks	Monthly	91.70%	100%	97%	92%	Out of 113 applications determined during this period 110 applications were determined on time. <b>Target reviewed and revised at business planning 2026/29.</b>
Green 	<b>NI 157c</b> Processing of planning applications: Other applications determined within 8 weeks.	Monthly	98.39%	96.81%	98%	98%	Out of 357 applications, 352 were determined in time. <b>Target reviewed and revised at business planning 2026/29.</b>
Red 	<b>BV204</b> Percentage of appeals allowed against authority decision to refuse planning permission (Delegated or Committee Decisions with Officer Recommendations)	Quarterly	36.0%	71.0%	53%	10%	2022/23 - 15 of 27 appeals allowed 2023/24 - 9 of 25 appeals allowed 2024/25 - 12 of 17 appeals allowed 2025/26 – 8 of 15 appeals allowed
Data Only 	<b>DSDData_18</b> Percentage of appeals allowed against refusals (Committee Overturns)	Quarterly	85.7%	100%	60%	10%	In 2025/26 five appeals were refused by committee against an officer recommendation to approve. Out of those five appeals three were allowed.




**Environment Critical Success Indicators 2025/26**




Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>CCGF_001</b> Annual Reduction in Broxtowe Borough Council own operation emissions (tCO <sub>2e</sub> )	Annually	-1%	-30%	Data not yet available	-10%	Full data required to complete the 2025/26 carbon footprint calculation is not yet available. An updated report outlining footprint progression and performance will be prepared and presented to Cabinet in July 2026.
Green 	<b>CCGF_002</b> Cut carbon emissions by 50% by 2026/27 based on a 2018/19 baseline (tCO <sub>2e</sub> )	Annually	2,343tCO <sub>2e</sub>	1,620tCO <sub>2e</sub>	Data not yet available	1,549 tCO <sub>2e</sub>	Full data required to complete the 2025/26 carbon footprint calculation is not yet available. An updated report outlining footprint progression and performance will be prepared and presented to Cabinet in July 2026.
Green 	<b>CCGF_003</b> Green Rewards: Tonnes of carbon emissions avoided through Green Rewards (tCO <sub>2e</sub> )	Annually	202.2tCO <sub>2e</sub>	206tCO <sub>2e</sub>	298.4tCO <sub>2e</sub>	200 tCO <sub>2e</sub>	The target of 200 tonnes has been exceeded, with 298.4 tonnes achieved. This represents an increase of approximately 25% compared to the previous year's total of 238.7 tonnes, demonstrating strong year-on-year progression. The scheme continues to grow, with around 3,700 subscribers currently registered on the platform, equating to roughly 7% of the Borough's households.
amber 	<b>NI192</b> Household waste recycled and composted (This includes all waste and recycling material collected from households in the borough. It excludes material collected from the household waste and recycling sites)	Quarterly	35.93%	35.54%	34.36%	37.00%	Total recycling and composting tonnage compared to the previous year has decreased by 1%. This has been driven primarily by reduced volumes of garden waste (-13%) and kerbside glass (-9.7%). However, performance remains broadly stable, and there are encouraging trends within the service. Recycling collected in the green-lidded bin has increased by around 3.5%, reflecting positive household behaviour. Black-bin waste has fallen by 2% despite growth in the number of properties on the collection round. The introduction of Simpler Recycling in March 2026 and Food Waste in 2027 is expected to enhance material recovery.



Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Red 	<b>PSData_09</b> Percentage of Parks achieving the Broxtowe Parks Standard	Annual	96%	96%	85%	98%	The proportion of parks achieving the Park Standard has reduced to 85%. Although performance has dipped, the team has already initiated a series of improvements to strengthen both the robustness and representativeness of future assessments. The sample size will be increased to provide a more balanced view, and survey methods will be widened to include face-to-face engagement and potential incentives to boost participation. Officers are currently being trained to apply a revised scoring system aligned with Green Flag judging, and they will also complete independent assessments to ensure a consistent and reliable picture of park quality.

### Environment – Key Tasks and Areas for Improvement 2025/26





Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>COMS2223_05.2</b> Produce DEFRA Annual Air Quality Report 2024	Council has a fit for purpose Air Quality Status Report	100%	Jun-2025	The report was approved by Cabinet on 29 July 2025. DEFRA Approved the 2025 Air Quality report in September 2025.
In Progress 	<b>ENV2124_01</b> Implement the actions identified within the Council's Waste Strategy 2021-2025	Increase in the Council's recycling rate, reduced amount of residual waste and improved awareness of waste minimisation	90%	Mar-2028	The Environment Act was mandated in November 2021. An interim high-level strategy was produced as a holding document and will be reviewed in 2026/27 to incorporate Simpler Recycling and weekly food waste collections.
In Progress 	<b>ENV2124_02</b> Implement the strategic actions of the Climate Change and Green Futures programme	Decrease in Council's own operation carbon emissions. Creation of a net zero target	95%	Dec-2027	A revised Climate Change and Green Futures Strategy was adopted by the Council in July 2024. A refresh of the current Climate Change and Green Futures Strategy is being undertaken in 2026/27.




Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>ENV1518_04.1</b> Implement Key Actions in Blue/Green Infrastructure Strategy 2025 -2030	Develop, improve and promote Green and Blue infrastructure in the Borough incorporating strategic actions in Climate Change and Green Futures programme and the Tree Management Strategy 2023-2027	60%	Mar-2027	The refreshed Blue Green Infrastructure Strategy was successfully adopted by Cabinet in November 2025. Work is now underway to develop a supporting action plan, which will operate in a similar way to the Climate Change and Green Futures programme. In parallel, the Tree Strategy is currently being revised and is expected to be presented to Cabinet in late 2026.
In Progress 	<b>ENV2124_03.1</b> Wildflower sowing and meadow management	New wildflower areas created, and grass managed as wildflower meadows. New areas identified each year.	60%	Mar-2027	A review of annual bedding areas has been completed, with beds now being prepared for the summer season. Peat-free compost has been introduced in new planting, supporting more sustainable horticultural practices. A number of beds are also being transitioned to include perennial planting to enhance biodiversity and better support pollinators, reducing the need for frequent replanting. In addition, suitable areas across the park's estate are being identified for relaxed maintenance regimes, contributing to improved habitat creation and ecological value.
In Progress 	<b>ENV2427_01</b> Implement the actions from the Tree Management Strategy 2023-2027	Work with partners, land owners and other agencies to plant 2,000 trees per year.	60%	Mar-2027	Delivery of actions within the Tree Management Strategy continues to progress well. In January 2026, 300 fruit trees and 200 fruit plants were distributed to residents, proving highly popular and supporting community engagement; this initiative is planned to be replicated next year. The annual tree planting target has been exceeded by over 100 trees (3,100), demonstrating strong delivery performance. Work is ongoing to embed wider strategic actions, ensuring long-term resilience and improved management of the Borough's tree stock. The Tree Strategy is also currently under review and will be presented to Cabinet in late 2026.




Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>GREEN0912_14.1</b> Further develop sites with Local Nature Reserve status	Maintain existing 121 hectares of land identified as Local Nature Reserves. Investigate possible additional sites as opportunities arise through: <ul style="list-style-type: none"> <li>• new housing development</li> <li>• the acquisition of additional open space.</li> </ul> Increase and develop local pocket park nature sites	<b>90%</b>	Mar-2027	The former Biffa landfill site has now been formally adopted, representing a positive step forward in its ongoing management and environmental enhancement. Public consultation on the site has been successfully completed, with feedback being used to update and refine the management plan. The team is preparing to apply for Local Nature Reserve status later this year, demonstrating clear ambition for the site's future. An Ecologist is currently undertaking a survey to identify Biodiversity Net Gain (BNG) potential across the site, helping to inform future management and enhancement plans.
In Progress  Page 60	<b>ENV1821_03.1</b> Improve Play Areas and Parks & Open Spaces	All play area improvements as identified in the Play Strategy 2017-2025 to be completed in 2023/24. Develop a new Parks and Play Strategy 2025 -2030.	<b>50%</b>	Mar-2027	Work on the new Parks and Play Strategy is progressing well, with the first workshop successfully held in April. Public consultation is scheduled for the summer, ensuring stakeholder and community input helps shape the final approach. The strategy is on track for formal adoption in November 2026 and will provide a clear framework to support delivery of the Pride in Parks programme and future investment in parks and play provision.
In Progress 	<b>ENV2023_03.1</b> Identify areas of new Green Space for public use	Increase the total area of publicly accessible green space in Broxtowe	<b>60%</b>	Mar-2027	The former Biffa landfill site at Bramcote has now been formally adopted, alongside additional sites at Acorn Avenue, Giltbrook and The Hassocks, representing positive progress in expanding the managed open space portfolio. Environment are continuing to work closely with the Planning team to identify further adoptable open spaces. The team is also actively reviewing key sites, including the proposed Country Park allocation at Toton and Beeston Fields.





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>ENV2023_05.1</b> Implement actions deriving from the Governments 'Our Waste, Our Resource: A Strategy for England'	Increase in the Council's recycling rate and increased awareness of climate change and waste and recycling issues.	<b>20%</b>	Mar-2028	The Environment Act was mandated in November 2021. An interim high-level strategy was produced as a holding document and will be reviewed during 2026/27 to incorporate Simpler Recycling (April 2026) and Weekly Food Waste collections (October 2027)
In Progress 	<b>ENV2528_01</b> Income generated through Trade Waste	Review the effectiveness of the marketing Strategy. Implementation of food waste and simpler recycling collections for trade waste customers.	<b>75%</b>	Mar-2026	Food waste and Simpler Recycling collections for SMEs commenced in April 2025. A pricing review has been completed for 2026/27, ensuring the service remains competitive and sustainable. Further development of the trade waste offer is planned, with a review through the Overview and Scrutiny Committee in 2026 to support future service improvements and opportunities for growth.
In Progress Page 61	<b>TR2124_01</b> Implement the strategic actions of the Transport and Fuel Strand of the Climate Change and Green Futures programme	Reduce the Council's emissions from the fleet and make a positive contribution to the Council's target of being net carbon zero by 2027	<b>75%</b>	Mar-2027	The Council's fleet now includes 10 electric vehicles, marking a significant step towards lower-emission operations. As the fleet evolves, options for further EV replacement will be explored, alongside the need for expanded charging capacity at the depot to support future growth. The transition to HVO fuel has also been very positive, delivering a 26.4% reduction in the Council's own operation carbon emissions.


**Environment – Key Performance Indicators 2025/26**

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>WMData_13</b> Percentage of Bins and Bags missed	Quarterly	0.27%	0.24%	0.22%	Tracking Indicator	The percentage of missed collections has reduced to 0.22%, with 14,233 missed bins compared to 14,331 last year. This improvement has been achieved despite a significant increase in total collections, rising from just under 6 million to nearly 6.5 million. While performance remains under review, this area will be considered by Overview and Scrutiny, alongside continued efforts to refine reporting methodology and drive further reductions.
Data Only  Page 62	<b>WMData_03b</b> Number of garden waste subscriptions	Quarterly	22,671	22,229	21,851	22,300	Subscriber numbers have decreased by 1.7% (378) compared to 2024/25. Despite this modest decline, the garden waste service continues to perform strongly and generated over £1 million in gross income. A key positive decision was Cabinet's agreement in November 2025, to freeze the price of the first bin at £45, helping maintain affordability. It is anticipated that this price stability will support customer retention and help reverse current attrition trends as the service moves into the new subscription period from April 2026.
Amber 	<b>WMData_03c</b> Income generated by Garden Waste Subscriptions	Quarterly	£925k	£1,028k	£1,058k	£1,070k	Garden-waste income is slightly below expectations (-1.1%), primarily due to a reduction in subscriber numbers. However, performance remains strong overall, generating over £1 million in gross income. To stabilise the subscriber base, in November 2025 Cabinet agreed to maintain the first-bin price at £45. These measures are expected to support retention and provide a more stable platform for future growth.
Green 	<b>WMData_06a</b> Income generated through Trade Waste	Quarterly	£670k	£624k	£627k	£633k	Income is slightly down on the target set for 2025/26 due to a reduction in trade accounts. The pricing review and marketing strategy for trade waste services should help strengthen performance and support future growth.





Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>WMDData_08</b> External income generated through Environmental Services	Quarterly	£209k	£244k	£325k	£190k	Income generated through Environmental Services has exceeded expectations this year, delivering £325k against a target of £190k (a 33.2% increase on the previous year). However, the notification from the landowners of Kimberley Precinct to cease the Council's cleansing contract will reduce external income from 2026/27 onwards. This impact will be reflected in future financial planning. Overall, the service continues to perform positively and remains well-positioned to support income-generation objectives.
Green 	<b>NI 195a</b> Cleanliness of the streets and open spaces within the Borough (levels of litter)	3 x per Year	96%	99%	99%	99%	The Council's cleanliness surveys use the Keep Britain Tidy Local Environmental Quality (LEQ) standards. The reported percentage reflects the proportion of sites assessed as either Grade A (no visible litter) or Grade B (predominantly clean with only minor issues). Cleanliness levels (litter), have remained stable and on target, reflecting consistent service performance and effective maintenance of public spaces across the Borough.
amber 	<b>NI 195b</b> Levels of detritus on the public highway	3 x per Year	87%	95%	93%	96%	The Councils cleanliness surveys use the Keep Britain Tidy Local Environmental Quality (LEQ) standards. The reported percentage reflects the proportion of sites assessed as either Grade A (no visible detritus) or Grade B (predominantly clean with only minor issues). Performance has not met the target this year, with a 2% decrease compared to the previous year. This has primarily been due to challenges in maintaining a full complement of sweeper drivers. However, this issue is being proactively addressed, with a comprehensive Street Cleansing Review planned for 2026 to strengthen service resilience and support improved performance moving forward.

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>SSData_01</b> Reduce the number of fly tipping incidents	Quarterly	700	1,052	356	631	The introduction of WISE as the Council's environmental-enforcement partner in late April 2025 has had a significant and positive impact on fly-tipping levels. Since the start of the contract, 356 fly tipping incidents have been recorded for 2025/26, compared with 1,052 during 2024/25. This represents a 66% reduction. This improvement is mirrored in the volume of waste collected, with a 51% reduction in fly-tipped tonnage, further demonstrating the effectiveness of the new approach.
Red  Page 64	<b>SSData_10</b> Clean and Green environmental engagement events undertaken (including school visits)	Quarterly	65	381	57	150	The number of engagement events delivered in 2025/26 is considerably lower than in the previous year. This reflects a period where the Waste and Recycling Engagement Officer role has been vacant. Positive steps are already being taken to strengthen future delivery, including the development of a structured engagement programme to ensure activities are planned, coordinated and targeted more effectively.
Amber 	<b>BV82a(ii)</b> Tonnes of Household Waste Recycled ( <i>This is all waste and recycling material collected from households. It excludes trade waste and material collected from the household waste and recycling sites</i> )	Quarterly	7,343	7,345	7,364	7,500	Total household recycling tonnage is slightly below the annual target, achieving 7,364 tonnes (1.8% below 7,500 tonnes). However, performance shows a positive year-on-year increase of 0.3% compared to 2024/25, indicating steady progress despite ongoing challenges. This position has been influenced in part by a 9% reduction in kerbside glass collections.





Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Red 	<b>BV82b(ii)</b> Tonnes of household waste composted	Quarterly	7,053	6,892	5,840	7,000	Composted waste tonnage is below the annual target, achieving 5,840 tonnes against a target of 7,000 tonnes (approximately 16.6% below target). This also represents a decrease of around 15.3% compared to the previous year's total of 6,892 tonnes. This has been influenced by a combination of factors, including extended dry weather conditions last year and reduced participation in the garden waste subscription service. Despite this, performance remains positive overall, with substantial volumes of organic material continuing to be diverted from incineration, supporting broader waste reduction and environmental objectives.
Green  Page 65	<b>BV84a</b> Household waste collected per head (Kgs) ( <i>This is all waste and recycling material collected from households. It excludes trade waste and material collected from the household waste and recycling sites</i> )	Quarterly	349.62	349.52	335.77	340	Collected household waste per head is below target, representing a positive outcome and demonstrating progress in waste reduction. Total waste collected has decreased by around 4.0% (from 40,103 to 38,487), reflecting a continued downward trend. This is a strong indicator of improved waste behaviours, although it is recognised that part of this reduction is linked to lower recycling levels. Overall, this represents positive progress towards waste minimisation objectives.
Green 	<b>NI 191</b> Residual household waste per household (Kgs) ( <i>This includes all waste collected from black lidded bins, clinical and bulky waste</i> )	Quarterly	498.77	498.87	484.86	496	Residual household waste per head is below target at 484.96 kg (2.2% below the 496 kg target), representing a very positive outcome and continued progress in waste reduction. This also reflects a 2.8% decrease compared to the previous year, reinforcing the sustained downward trend. This performance demonstrates effective waste minimisation.
Green 	<b>WMData_11</b> Residual (black lidded bin) Waste per household (Kg) ( <i>This is waste collected from the black-lidded bin only</i> )	Quarterly	460.27	462.00	449.31	460	Black bin waste per household is below target at 449.3 kg (2.3% below the 460 kg target), representing a very strong performance. This also reflects a 2.7% reduction compared to the previous year, highlighting excellent progress in waste minimisation.








Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>TRData_01</b> Electric Vehicles	Annually	9	9	10	10	The number of electric vehicles within the Council's fleet has increased to 10, representing approximately 10% of the total fleet. This reflects positive progress towards fleet decarbonisation, with further opportunities being explored to expand EV uptake, particularly for smaller vehicles. Ongoing development will also consider the provision and capacity of charging infrastructure to support future growth and ensure operational effectiveness.



**Health – Critical Success Indicators 2025/26**

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>ComS_091</b> No. of Dementia Friends trained	Quarterly	33 (not including online)	57 (not including online)	49 27 (Q2/3) 18 (Q1)	45 (plus, online)	Dementia Friends trained online up to 2025/26 are not counted within this figure as the data from the Alzheimer's online training package was not available. Data for the number of Dementia Friends trained online via Virtual Sessions will be available from 2026/27.
Green 	<b>LLLocal_G09</b> Percentage of Inactive Adults in Broxtowe	Annually	23.7% (Nov-2023)	21.7% (Nov-2024)	Data not yet available	20%	
Green 	<b>ComS_090</b> Air Quality – number of NO <sub>2</sub> diffusion tube samples with annual mean reading at or below 40 micrograms m-3	Annually	100%	100%	100%	100%	
Green 	<b>CCCSLocal_06</b> Residents who feel the Council listens to them (results from an annual consultation)	Annually	68% (32% disagreed/strongly disagreed)	66% (34% disagreed/strongly disagreed)	70% (2025/26 Actual)	70%	







**Health – Key Tasks and Areas for Improvement 2025/26**

Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>COMS2223_05.2</b> Produce DEFRA Annual Air Quality Report 2024	Council has a fit for purpose Air Quality Status Report	<b>100%</b>	Jun-2025	The report was approved by Cabinet on 29 July 2025. DEFRA Approved the 2025 Air Quality report in September 2025.
In Progress 	<b>BBC2022b</b> Work with Liberty Leisure Limited to develop and implement a Leisure Facility Strategy	Develop a financial model for identified new facilities To have a strategy that details maintaining the provision of three leisure facilities with a costed timetable to replace two of the existing facilities	<b>60%</b>	Ongoing	See notes for Support Services – Finance Services
In Progress 	<b>CCCS2326_E01</b> Develop and deliver the Culture and Events Strategy 2023-26	Increase the number of local people accessing a cultural service	<b>96%</b>	Mar-2027	The existing strategy will be refreshed during 2026/27 to ensure it is still fit for purpose and a new annual action plan developed. The costs of event infrastructure to make public events legal and safe continues to rise above the current rate of inflation and there will be further requirements expected when Martyn's Law is introduced.
In Progress 	<b>CCCS2326_H01</b> Deliver Museum Strategy and Forward Plan 2023-2027	Increase the number of local people accessing the Museum	<b>98%</b>	Mar-2027	All actions in plan complete or in progress. The plan was reviewed in 2025 to ensure it was still reflective of the Museum's offer and operations following the move back into the Council in 2022. During early 2027 the Museum will be assessed by the Arts Council to retain its accreditation, and this will inform further requirements of the strategic plan moving forward.





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BHWP</b> Produce and deliver the Broxtowe Health and Wellbeing Plan 2023-2026	Working with partners to deliver services to improve the health and wellbeing of residents in the Borough. The plan combines work focussed on supporting Armed Forces; Children and Young People; Dementia; Health; Mental Health; Older People; Child Poverty; Tobacco Control; Access to Food; and Learning Disabilities.	<b>74%</b>	Nov-2026	The Health and Wellbeing Plan is a 3-year dynamic multi-agency plan which relies on external partners for updates on progress and it is therefore problematic to accurately assess progress. Refresh of action plan to start April 2026. It is expected that the plan will be fully completed within the timeframe of the plan
In Progress 	<b>BCRPSMA_12</b> Produce and implement a Broxtowe Drug and Alcohol Strategy to support the Countywide strategy	Increase in numbers of residents accessing support services	<b>0%</b>	2025/26	This action has been deferred until December 2026 due to the post being vacant for 10 months.
In Progress 	<b>COMS2528_04</b> Deliver five equalities events and a voluntary sector event	Increase community cohesion	<b>60%</b>	Mar-2026	60% of the target has been reached in 2026 due to the post being effectively vacant for 6 months in 2025/26.
Completed 	<b>COMS2427_15</b> Maintain strong partnerships to deliver action plans	Deliver an efficient and effective service for residents	<b>100%</b>	Mar-2026	All the Borough partnerships are strong, and action plans are being delivered
Completed 	<b>BHWPCYP_07</b> School talks on Healthy Relationships and Mental Health	Better mental health and reductions in incidents of Domestic Abuse	<b>100%</b>	Mar-2026	Completed.
In Progress 	<b>BHWPAF_02</b> Update Armed Forces webpage	Better access to resources and information for veterans	<b>55%</b>	Mar-2026	The final phase of this work has been deferred to the 2026/27 business plan due to the post being vacant for 10 months and the officer being required to prioritise the Children and Young Persons conference.
In Progress 	<b>BHWPAF_10</b> Update Armed Forces resources	Better access to resources and information for veterans	<b>50%</b>	Mar-2026	The final phase of this work has been deferred to the 2026/27 business plan due to the post being vacant for 10 months and the officer being required to prioritise the Children and Young Persons conference.






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BHWPAF_04</b> Achieve Armed Forces Employer Recognition Gold Award status	Gold Award status achieved	<b>25%</b>	Mar-2028	This is an HR accreditation. HR have contacted the MoD to request next steps for Gold Award application. HR attending an open day at Trent Vineyard on 22 May 2026. This action has been deferred to the 2026/27 business plan.
In Progress 	<b>BHWPBS_01 to BHWPNB_07</b> Delivery of Bursary Scheme projects in North Broxtowe	Increase in active residents in North Broxtowe <ul style="list-style-type: none"> <li>• Young Peoples Centre <b>H&amp;WBS_01 (Project withdrew from scheme)</b></li> <li>• Sight Loss <b>H&amp;WBS_02 (100%)</b></li> <li>• Boccia <b>H&amp;WBS_03 (100%)</b></li> <li>• Nordic Walking <b>H&amp;WBS_04 (100%)</b></li> <li>• Tai Chi <b>H&amp;WBS_05 (Project withdrew from scheme)</b></li> <li>• Intergenerational Exercise <b>H&amp;WBS_06 (100%)</b></li> <li>• Menopause Group <b>H&amp;WBS_07 (100%)</b></li> </ul>	<b>78%</b> For projects completed	Mar-2027	<p><b>Sight Loss</b> discussed cane types &amp; training, guided walks using sight loss apps. Volunteers running group with help of macular society. Reduced social isolation / loneliness.</p> <p><b>Boccia</b> progressing well, with. Around 20 individuals play. Reduced social isolation / loneliness.</p> <p><b>Nordic Walking</b> progressing well, 16 people registered. Carers and wider family attend. Reduced social isolation / loneliness.</p> <p><b>Intergenerational Exercise</b> sessions well attended by young families and care home residents. Looking to extend to other care homes</p> <p><b>Menopause Group</b> WhatsApp Group created, and Menopause Directory created (to support signposting to additional services / help). Walking, yoga and planning open water swimming in Aug / Sept. Talks given on mental health, weight management / healthy eating. Supported litter pick events. Group signposted to Liberty Leisure Limited wellbeing workshops. Funding not used.</p> <p>All projects (five out seven) completed except Tai Chi and Young Peoples Centre as they withdrew their projects from the Bursary Scheme. Underspend of £6k has been reallocated to continue Intergenerational Exercise ( January 2026) and create two new projects – Eastwood Parkinsons Exercise Group (from March 2026) and Thrive (cancer support group in April 2026).</p>

**Health – Key Performance Indicators 2025/26**






Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Amber 	<b>CCCSLocal_E01</b> Subsidy per head per visit - Events	Annually	£2.94	£2.80	£2.80	£2.70	Figure for 2025/26 is estimated and cannot be confirmed until final year-end financial figures are available.
Green 	<b>CCCSLocal_H02</b> Subsidy per head per visit – D H Lawrence Birthplace Museum	Annually	£16.17	£15.10	£12.00	£14.50	Figure for 2025/26 is estimated and cannot be confirmed until final year-end financial figures are available.
Data Only 	<b>COMS_41</b> Food complaints /Service requests	Annually	146	194	168	Tracking indicator	
Amber 	<b>ComS_050</b> Food complaints – percentage responded to in timescales	Annually	100%	98%	98%	100%	Small number of requests for food hygiene re-ratings did not get an initial response with the target, although the inspections and rescores took place in accordance with expectations.
Data Only 	<b>ComS_042</b> Infectious disease notifications	Annually	43	36	22	Tracking indicator	
Green 	<b>ComS_51</b> Infectious disease notifications responded to within timescales	Annually	93%	94%	100%	100%	









**Community Safety – Critical Success Indicators 2025/26**










Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>ComS_011</b> Reduction in reported ASB cases in Broxtowe (Nottinghamshire Police Strategic Analytical Unit)	When available	1,975	1,898	1,443	1,850	National guidelines require every complaint to be recorded so single incidents maybe recorded several times where complainant reports to multiple agencies or where multiple witnesses report to a single or multiple agencies resulting in double counting it is not possible to strip these out of data.
Data Only 	<b>ComS_012</b> Reduction in ASB cases reported in the Borough to Environmental Health	Quarterly	412	433	460 2025/26 Q4 = 98	400	Q4 2024/25 = 103 Q1 2025/26 = 126 Q2 2025/26 = 142 Q3 2025/26 = 94
Data Only  Page 71	<b>ComS_013</b> Reduction in ASB cases reported in the Borough to Housing (gen Housing)	Quarterly	134	130	161 2025/26 Q4 = 37	100	Q4 2024/25 = 34 Q1 2025/26 = 56 Q2 2025/26 = 37 Q3 2025/26 = 31 The accessibility of the Tenancy Services team has increased, with Housing Services now hosting regular housing drop-in sessions and estate inspections throughout the Borough, Housing Officers have also attended community events. This has led to customers being able to report issues easily contributing to the rise in cases recorded
Data Only 	<b>ComS_014</b> Reduction in ASB cases reported in the Borough to Community Services	Quarterly	103	114	165 2025/26 Q4 = 51	60	Q4 2024/25 = 26 Q1 2025/26 = 33 Q2 2025/26 = 55 Q3 2025/26 = 26









Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>ComS_024</b> High risk domestic abuse cases re-referred to the Multi Agency Risk Assessment Conference [expressed as a % of the total number of referrals]	Quarterly	24%	27%	16%	20%	Q4 2024/25= 27% Q1 2024/25= 11% Q2 2025/26 = 13% Q3 2025/26 = 20%
Data Only 	<b>ComS_001</b> Reduce the All Crime figures for Broxtowe	Annually	7,123	6,689	7,138	Tracking Indicator	
Data Only  Page 72	<b>ComS_025</b> Domestic Crimes and incidents re-reported in the Borough	Annually	Domestic Crime High = 89 Medium = 473 Standard = 383	Domestic Crime High = 70 Medium = 534 Standard = 372	Domestic Crime High = 52 Medium = 587 Standard = 453	Baseline will be 2025/26 for target setting	Domestic crime recorded now includes domestic related Criminal Damage, Arson, Theft, Robbery, Stalking, Malicious communication, Sexual Offences, Harassment, Controlling or Coercive behaviour and Racially or Religious Aggravated Harm so it should be noted that this data is already reported within those crime types and these figures are not in addition to those.
Data Only 	<b>ComS_033</b> Residents surveyed who feel safe outside in the local area after dark (Nottinghamshire County)	Annually	59%	62.2%	56.1% [not yet published] 65%	80%	Nottinghamshire Police and Crime Commissioner Resident's Survey – data is for the county area. The data for South Notts is 65%. Anxiety within the population is increasing which will have an impact on the result.
Data Only 	<b>ComS_100</b> Number of residents referred to Substance Misuse Support Services	Annually	400	118	241	450	Data from 2023/2024 is not comparable with the new PI data collected from 2024/25 therefore the 2025/26 target is unachievable. 115 alcohol referrals 126 drug referrals.




**Community Safety – Key Tasks and Areas for Improvement 2025/26**

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BCRP</b> Produce and deliver a Broxtowe Crime Reduction Plan 2023-2026	Reduction in all crime types and improvements in community confidence	<b>72%</b>	Nov-2026	The Broxtowe Crime Reduction Plan is a 3-year dynamic multi-agency plan which relies on external partners for updates on progress and it is therefore problematic to accurately assess progress. It is expected that the plan will be fully completed by its end date of November 2026. A new plan is being created for 2026/29.
Completed 	<b>BCRP</b> Produce and implement a new Broxtowe Crime Reduction Plan (including ASB action plan) (New)	Reduction in all crime types and improvements in community confidence	<b>100%</b>	Mar-2027	The plan has been developed and will be implemented from November 2026 when the current plan is completed. The plan is due to be presented to Cabinet as a noting report in August.
Completed  Page 73	<b>BCRPASB_27</b> Review and update ASB documentation	Deliver an efficient and effective service to residents by ensuring to update all ASB documents to ensure they remain accurate, comprehensive and in line with current legislation	<b>100%</b>	Nov-2026	Documentation has been reviewed and has incorporated changes in legislation.
Completed 	<b>BCRPASB_28</b> Create poster/ signage for E-scooters, Cycles and Off-Road bikes	Deliver an efficient and effective service to residents by ensuring residents use the high road in Beeston correctly. Safety for users of the high road from E scooters/Cycles	<b>100%</b>	Apr-2025	Nottinghamshire County Council (NCC) would not allow signs to be put up on the High Road due to their part time cycle path which runs down the road. The malfunctioning electronic sign has been reported to NCC (Highways); the repair work has not been undertaken. This prevents the Police from enforcing the no cycling period of the day. Communications for social media and newsletter distribution are being prepared.
In Progress 	<b>BCRPASB_29</b> Review ASB Policy (including ASB action plan – <i>this is now within the BCRP action plan and will be renewed in 2026</i> )	Deliver an efficient and effective service for residents	<b>0%</b>	Mar-2028	This work will commence in 2027 as part of the 3-year policy review cycle



Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BCRPASB_30</b> Review ASB Case Review Policy	Deliver an efficient and effective service for residents	0%	Mar-2028	This work will commence in 2027 as part of the 3-year policy review cycle
Completed 	<b>BCRPASB_17</b> School talks on ASB, White Ribbon and Healthy Relationships	Better mental health and reductions in incidents of ASB and Domestic Abuse	100%	2025/26	Five visits to schools completed which have all been successful, however some schools are still reluctant to let us in (we think this may be they fear it will send a message to parents there is an issue at the school) a myth buster leaflet on ASB, knife crime, staying safe and information on mental wellbeing has been produced to mitigate this.
In Progress 	<b>COMS2527_01</b> Produce and deliver South Notts Community Safety Partnership Serious Violence Response Plan (New)	Reduce Violence across South Notts	75%	Jan-2027	All Council actions have been completed. Updates on actions are awaited from partners.
Completed 	<b>BCRPDA&amp;V_15</b> Create Joint Communities and Housing Repairs Sanctuary Database	New joint departmental sanctuary database to improve efficiency and effectiveness	100%	Mar-2026	The joint database was completed in March 2025 and has worked effectively during 2025/26.
Completed 	<b>COMS2526_05</b> Produce and implement Food Service Plan 2025	Council has a fit for purpose Food Service Plan which informs activity in this area	100%	Jul-2025	The Food Safety Plan was approved by Cabinet on 29 July 2025.
In Progress 	<b>BCRPDA&amp;V_16</b> Develop and distribute Home Target Hardening Infographic	Infographic of measures that can be taken to make homes more secure against unwanted entry reducing referrals	50%	Mar-2026	The infographic is being prepared and will be publicised once available.
Completed 	<b>COMS2526_01</b> Consult, Review and renew Public Spaces Protection Orders (PSPO) (New)	PSPOs renewed where appropriate and removed where not	100%	Apr-2026	The PSPO renewal report was approved by Cabinet in February 2026.
In Progress 	<b>COMS2324_05.1</b> Review Vulnerable Persons Policy	Support vulnerable residents in the Borough	0%	Mar-2027	This work will commence in 2026 as part of the 3-year policy review cycle







Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>COMS2224_08a</b> Renew Accreditation and deliver the multi-agency partnership White Ribbon Action Plan 2024-2027	Raise awareness of and reduce Domestic Abuse and male violence against women	0%	Mar-2028	This work will commence in 2027 to meet the white ribbon reaccreditation deadline of March 2028
Completed 	<b>COMS2224_09</b> Deliver Sanctuary Scheme (2025/26 tasks)	Provide security for survivors of Domestic abuse to enable them to continue to live in their own homes	100%	Mar-2026	Ongoing. Tasks for 2025/26 were completed.
Completed 	<b>BCRPHC_01</b> Renew Hate Crime Pledge	Reduce Hate Crime and improve reporting and support for victims in the borough	100%	Mar-2026	The renewed Hate Crime Pledge was presented to Cabinet in February 2026 and was formally signed on 9 April 2026.
Completed 	<b>BCRPMS_01</b> Deliver Modern Slavery Statement	Update the Modern Slavery Statement and publish on website ( <i>This is to be refreshed annually</i> )	100%	Nov-2026	The 2025 Statement was updated in July 2025.
Completed 	<b>COMS2427_08</b> Deliver Serious Violence Duty	Ensure compliance with the duty	100%	Mar-2026	Tasks for 2025/26 have been completed.
Completed 	<b>COMS2427_09</b> Deliver PREVENT Duty	Ensure compliance with the duty	100%	Mar-2026	Tasks for 2025/26 have been completed.
Completed 	<b>COMS2427_10</b> Review and update the Adult Safeguarding Policy	Deliver an efficient and effective service for residents	100%	Mar-2026	The Adult Safeguarding Policy was approved by Cabinet on 29 July 2025. Will be reviewed and amended in 2028/29 in line with the Communities Policy and Strategy review plan
Completed 	<b>COMS2427_11</b> Review and update the Child Safeguarding Policy	Deliver an efficient and effective service for residents	100%	Mar-2026	The Child Safeguarding Policy was approved by Cabinet on 29 July 2025 and will be reviewed and amended in 2028/29 in line with the Communities Policy and Strategy review plan.
In Progress 	<b>COMS2427_12</b> Review and update the Hate Crime Policy	Deliver an efficient and effective service for residents	30%	Mar-2027	Work has commenced in line with the 3-year policy review cycle. The Hate Crime Policy will be merged with the Hate Crime Strategy to aid more efficient management.


Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>COMS2427_13</b> Review and update the Hate Crime Strategy	Deliver an efficient and effective service for residents	<b>30%</b>	Mar-2027	Work has commenced in line with the 3-year policy review cycle the Hate Crime Strategy will be merged with the Hate Crime Policy to aid more efficient management
In Progress 	<b>COMS2427_14</b> Review and update the Serious Organised Crime Strategy	Deliver an efficient and effective service for residents	<b>0%</b>	Mar-2027	Work will commence in 2026 in line with the 3-year policy review cycle
In Progress 	<b>COMS2324_03</b> Review Serious Violence and Violence Against Women and Girls Strategy	Reduce violence and violence against women and girls	<b>0%</b>	Mar-2028	Work will commence in 2027 in line with the 3-year policy review cycle
In Progress 	<b>BCRPFRAUD_01</b> Renew Fraud Covenant	Reduce fraud and improve reporting and support for victims in the borough	<b>0%</b>	Mar-2028	This is to be reviewed in 2027/28.
In Progress 	<b>BCRPDA&amp;V_07</b> Review Sanctuary Policy	Deliver an efficient and effective service for residents	<b>0%</b>	Mar-2029	Renewed in 2025 due to significant increase in referrals the next review is planned for 2028 in line with the 3-year policy review cycle.
In Progress 	<b>COMS2528_01</b> Review Prevent Strategy (New)	Deliver an efficient and effective service for residents	<b>0%</b>	Mar-2028	Work will commence in 2027 in line with the 3-year policy review cycle
In Progress 	<b>BCRPDA&amp;V_14</b> Review Domestic Abuse Policy	Deliver an efficient and effective service for residents	<b>90%</b>	Mar-2028	A new employee and a separate residents and tenants Domestic Abuse Policies have been produced to support Housing Services application for Domestic Abuse Housing Alliance (DAHA) accreditation. Both policies are expected to be presented to Cabinet in April 2026.
In Progress 	<b>BCRPSMA_11</b> Create BLZ package for substance misuse (including nitrous oxide)	Staff awareness raised and clear referral pathways to support	<b>0%</b>	Mar-2027	Deferred to 2026/27 due to post being vacant for 10 months. <b>Due date revised due to resources.</b>

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BCRPSMA_12</b> Produce and implement a Broxtowe Drug and Alcohol Strategy to support the Countywide strategy (including nitrous oxide)	Increase in numbers of residents accessing support services	0%	Mar-2026	Deferred to 2026/27 due to post being vacant for 10 months.
In Progress 	<b>COMS2528_02</b> Enhance existing substance misuse action plan to support countywide strategy and action plan (New)	Enhance existing substance misuse action plan to support countywide strategy and action plan.	0%	Completion date subject to county plan being published	Deferred to 2026/27 due to post being vacant for 10 months.
In Progress 	<b>ComS_2528_03</b> Review the resource allocated to Licensing Enforcement (New)	To undertake an exercise to review the resource allocated to Licensing Enforcement and ensure adequate capacity to carry out a programme of proactive and reactive monitoring of activities requiring licensing	30%	Mar-2028	Options are currently being considered and will be presented in a separate cabinet report in due course.






**Community Safety – Key Performance Indicators 2025/26**



Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>ComS_012</b> Reduction in ASB cases reported in the Borough to Environmental Health	Monthly	438	433	460	400	Q4 2024/25 = 103 Q1 2025/26 = 126 Q2 2025/26 = 142 Q3 2025/26 = 94
Red 	<b>ComS_012d</b> ASB cases Environmental Health closed in 3 months	Monthly	78.64%	66.74%	48.98%	82%	48 cases closed in under 3 months in Q4 2025/26. The indicator includes complex ongoing cases which require careful monitoring and may take longer than three months to close.





Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>ComS_013</b> Reduction in ASB cases reported in the Borough to Housing (General Housing)	Monthly	92	130	161	100	Q4 2024/25 = 34 Q1 2025/26 = 56 Q2 2025/26 = 37 Q3 2025/26 = 31  The accessibility of the Tenancy Services team has increased, with Housing Services now hosting regular housing drop-in sessions and estate inspections throughout the Borough, Housing Officers have also attended community events. This has led to customers being able to report issues easily contributing to the rise in cases recorded
Red 	<b>ComS_013d</b> ASB cases Housing closed in 3 months	Monthly	69.40%	65.38%	79.5%	85%	22 cases closed in under 3 months in Q4 2025/26. Closure is based on complexity of open cases.
Data Only 	<b>ComS_014</b> Reduction in ASB cases reported in the Borough to Community Services	Monthly	103	114	165	110	Q4 2024/25 = 26 Q1 2025/26 = 33 Q2 2025/26 = 55 Q3 2025/26 = 26
Green 	<b>Coms_014d</b> ASB Cases Community Services closed in 3 months	Monthly	102.91%	86.84%	95.76%	70%	38 cases closed in under 3 months in Q4 2025/26. Closure is based on complexity of open cases. Neighbour nuisance cases are complex, and often relate to multiple types of ASB and involve counter complaints which prevent early closure
Data Only 	<b>ComS_101</b> Residents feeling people from different backgrounds get on well (New)	Annually	62%	60% (Data is for Q1 and Q2)	Data not yet available	60%	Annual survey of the Police and Crime Commissioner for Nottinghamshire 2025/26 survey not published. 2024/25 only Q1 & Q2 data has been published to date.
Green 	<b>Coms_048</b> Food Inspections: High Risk	Quarterly	100%	100%	100%	100%	Overdue inspections from the previous quarters in 2025/26 also completed.








Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>Coms_049</b> Food Inspections: Low Risk	Quarterly	100%	100%	100%	100%	Overdue inspections from the previous quarters in 2025/26 also completed.





**Support Services – Key Tasks and Areas for Improvement 2025/26**




	Completed 	In Progress 	Warning 	Overdue 	Cancelled 
Finance Services	3	2	-	-	-
Legal Services	-	1	-	-	-
Democratic Services	2	1	-	-	-
Human Resources	1	3	-	-	-
Payroll and Job Evaluation	-	-	-	-	-
Asset Management and Property Services	2	2	-	-	-
Public Communications, Cultural and Civic Services	-	1	-	-	-
Health and Safety	-	3	-	-	-
ICT and Corporate Services	8	1	-	1	-
Revenues, Benefits and Customer Services	1	4	-	-	-
<b>TOTAL</b>	<b>17</b>	<b>18</b>	<b>-</b>	<b>1</b>	<b>-</b>



Status	Code and Action	Action Description	Progress	Due Date	Comments
Complete 	<b>FP2023_07</b> Produce draft statement of accounts in accordance with statutory deadlines (Finance)	Draft accounts to be produced and published by 30 June for external auditors to scrutinise	<b>100%</b>	Jun-2025	Draft accounts completed and published on 26 June 2025, before the statutory deadline, and submitted to the external auditors ready for audit scrutiny.
Complete 	<b>FP2023_02</b> Complete the installation of new Civica Income Management system and undertake post implementation review (Finance)	Fully operational income management system to include functional bank reconciliation modules to provide an efficient and effective process.	<b>100%</b>	Jul-2025	System administration allocated to Finance Services and training provided. New contract from September 2024, awarded via framework, with new Income Management System installed and operational in March 2025.



Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>FP2427_01</b> Review and update the Housing Revenue Account (HRA) 30-Year Business Plan and to develop a medium-term financial strategy (MTFS) for the HRA (Finance) (New)	Internal review of the HRA 30-Year Business Plan last updated in 2023/24. Development of a new MTFS for the HRA to bridge the gap between the annual budget and long-term business plan	<b>60%</b>	June-2026	Progress ongoing to produce a Medium-Term Financial Strategy for the HRA to provide a link between the updated HRA 30 Year Business Plan and the annual budget setting process. Outcomes will be reported to Cabinet in Q2 2026/27.
In Progress 	<b>RBCS2528_04</b> Complete the migration and upgrade of Revenues system to the Cloud platform (Revenues/ICT) (New)	Fully operational revenue and benefits system and to provide additional business continuity arrangements	<b>50%</b>	Sept-2027	An upgrade to a Cloud Platform was included as part of the contract renewal. This process is in the initial phase of roll out with Civica customers with Broxtowe commencing this process in 2026/27. Work has commenced with CIVICA to define requirements for implementation. An issue was identified that may impact project cost and quality; this is under assessment. Currently, the Cloud offering is not sufficiently developed to be used, but its suitability will be reviewed during the contract period. <b>Target date updated from June 2026 at review of 2025/26 Business Plans.</b>
Complete 	<b>FP2326_02</b> Review and enhance the Council's contract management framework across the Council (Finance)	Review of the corporate contract management framework to include performance management arrangements and reporting	<b>100%</b>	Mar-2026	Updated Contract Procedure Rules now adopted following approved at full Council on 12 July 2023. A review of the Contract Management Framework was completed in May 2024. Participation in a Contract Management Working Group with other Nottinghamshire authorities, attended by the Chief Audit and Control Officer and other relevant Contract Managers as required. Framework will be kept under periodic review going forward and updated / refreshed as necessary.
In Progress 	<b>LS2528_01</b> Community Governance Review 2025 (Legal Services)	Revision of parish boundaries in the North of the Borough	<b>1%</b>	Timetable to be agreed	This is pending a review to ensure it aligns with pending Local Government Reorganisation (LGR).






Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>DEM2427_01</b> Roll Out Phase 3 of the Committee Management System (Democratic Services) (Democratic Services)	Introduce paper light Committee meetings by using e-Agendas	<b>20%</b>	May-2027	Member Working Group is considering the subject with support from the Assistant Director Corporate Services.
Complete 	<b>DEM2528_01</b> Complaint Handling Annual Self-Assessment Form (Democratic Services) (New)	The Complaint Handling Annual Self-Assessment form be completed and published by April 2025 as recommended by the Joint Complaint Code. From April 2025 to update the annual self-assessment as required by the Joint Complaint Code	<b>100%</b>	Apr-2025	Housing Ombudsman has provided feedback on the Complaints Policy following their adjudication work undertaken during 2025/26. Minor revisions to be presented to Cabinet in summer 2026.
Complete 	<b>DEM2528_02</b> Introduce a new Unreasonable Complainant Behaviour Policy (Democratic Services) (New)	The Unreasonable Complainant Behaviour framework to be updated to consider behaviour towards Members and contact by non-complainants	<b>100%</b>	Mar-2026	Cabinet approved the Unreasonable Complainant Behaviour Policy at its meeting on 3 June 2025.
In Progress 	<b>HR2326_01.1</b> Complete an annual review of the People Strategy 2025-29 (Human Resources)	Review the People Strategy and incorporate it into the Organisational Development Strategy	<b>50%</b>	Jan-2026	Annual review for 2025/26 was completed. The Organisational Development Strategy has been incorporated into the People Strategy.
In Progress 	<b>HR2427_01.2</b> Consolidate Family Friendly Policies (Human Resources)	Amalgamate all Family Friendly Policies (Maternity/Paternity etc.)	<b>85%</b>	Apr-2026	Family friendly Policies were amalgamated into the HR Policy Group by April 2025. Parental Leave changes in effect from April 2026. Awaiting final decision from the House of Lords.
Complete 	<b>HR2427_01.4</b> Quality Mark for Carers In Employment (Human Resources)	Achieve Standard	<b>100%</b>	Dec-2025	Foster Care Policy was reviewed at LJCC in November 2024 and was presented to Cabinet in December 2024.
In Progress 	<b>HR2427_01.5</b> Armed Forces Covenant (Human Resources)	Achieve Gold Award Status	<b>30%</b>	Dec-2026	HR have contacted the MoD to request next steps for Gold Award application. HR attending an open day at Trent Vineyard on 22 May 2026. HR are working with the Communities Team in relation to progressing an application.







Status	Code and Action	Action Description	Progress	Due Date	Comments
Complete 	<b>CP2124_01a</b> Complete the installation Property Management system (Phase 1) (Asset Management and Development)	Fully operational property management system that is able to generate reporting and invoicing to ensure efficient solution.	<b>100%</b>	Sept-2025	A Property Management system procured and implemented. First integration session (full day) has been conducted, in line with an agreed timetable.
In Progress 	<b>CP2124_01</b> Introduce effective management and ICT systems in the Estates Team (Phase 2) (Asset Management and Development)	Readily available information on a day-to-day basis to enable efficient estate management	<b>90%</b>	June-2026	A Property Management system procured and implemented. First integration session (full day) has been conducted, in line with an agreed timetable. All council assets have been loaded, component data in the process of being added. <b>Due date for Phase 1 extended to March 2026 while the system is embedded. Phase 2 implementation commencement to be extended to June 2026</b>
Complete 	<b>CP2225_01</b> Maximise commercial revenue from Beeston Square (Asset Management and Development)	Ensure the development income exceeds borrowing costs and provides a revenue income stream for the Council	<b>100%</b>	Mar-2025	Beeston Square is now fully tenanted The attraction of a dentist and foot clinic has gone some way to meet the commitments to bring more health orientated businesses to the town, the addition of a play group and bar / restaurant business will further support the local economy.
In Progress 	<b>CP2326_01a</b> Energy Efficiency Schemes (Asset Management and Development)	To achieve Carbon Neutral on all Commercial premises and to be EPC level C or above	<b>10%</b>	Due Date is in line with the Council's net zero Target of 2027	Faithful and Gould (now Atkins Realis) are providing feasibility on the Council's four principal assets. Unfortunately, we were unsuccessful in our bid to Phase 5 Public Sector Low Carbon Skills Fund. We are currently discussing potential funding opportunities with Atkins Realis including Phase 4 of the Public Sector Decarbonisation Scheme (expected to open to applications later this year). The decarbonisation plans currently being prepared by Atkins Realis will help identify a works programme.




Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>BBC2022a</b> Review the existing Management Agreement between Broxtowe Borough Council and Liberty Leisure Limited (LLL) (Council)	To have an updated agreement that accurately details the roles and responsibilities of Broxtowe Borough Council and Liberty Leisure Ltd (LLL) in the provision of leisure in Broxtowe	<b>50%</b>	Mar-2027	Work on specific priorities as follows: <ul style="list-style-type: none"> <li>Ongoing review of service agreements with Council services</li> <li>Reserve Policy approved by the LLL Board</li> <li>Repairs and renewals governance agreed at meetings with Assistant Director Asset Management every six months. Usual issues associated with a 60-year-old leisure centre.</li> </ul> Overall, the management agreement requires a review to reflect the areas that LLL are no longer operating e.g. Kimberley Leisure Centre, Cultural Services and Events.
In Progress  Page 84	<b>BBC2022c</b> Replacement Gym Equipment (Council)	Provide a scope of the equipment required, digital capabilities, meet with suppliers, site visits, support with scoping the details of a procurement. Redesign available gym space and work with the contractor to ensure installation is to specification and on time	<b>53%</b>	Dec-2026	Implementation delayed as timing of the new equipment needs to coincide with facility developments. The capital programme 2025/26 included £120k for gym equipment replacement, most of which was for the new Hickings Lane Community Pavilion. The wider programme will now be aligned to the new Bramcote Leisure Centre development. LLL will review costs and timeline required to provide the maximum value for money. Any equipment delivered will require consultation, procurement and lead times.
In Progress 	<b>CCCS2326_01</b> Deliver Communication and Engagement Strategy 2023-26 (Communications)	Increase reach of Council's communications to encourage behaviour change and improve the Council's reputation	<b>95%</b>	Mar-2026	Actions in progress or completed 36 out of 38 for Communications and Engagement Strategy. Two actions have not been able to be completed during the strategy life span due to staffing issues. These will be carried forward into the strategy refresh which is due as part of the 2026/27 Resources Business Plan.

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>H&amp;S2528_01</b> Embed the management system to manage Asbestos and Fire Registers for the Council (Health and Safety) (New)	Ensure all relevant actions are identified as a result of the FRA and Asbestos Assessments and remedial actions are taken timely	<b>80%</b>	Mar-2028	The management system for Fire using RiskHub commenced in September 2025 and is now well embedded. This will later be moved over to a new Asset Management System on a platform hosted by Total Mobile (Implementation deferred, project timeline is 18 months). <b>Due date extended due to deferral of the Asset Management System.</b> Asbestos information is retained in our management plan within a system called Alpha Tracker hosted in the cloud by the appointed external contractor, and then transfer data into Capita Housing management system for the direct labour Operatives to have sight off. This also has to be transferred to Total Mobile once the project starts.
Progress  Page 85	<b>H&amp;S2427_02</b> Devise a Health and Safety management framework and process to review procedures and compliance - to include site visits, regular reviews, assessments and feedback (Health and Safety)	Ensure compliance with Health and Safety legislation and guidance. Have a workable system that is easy to understand to enable Officers to evaluate the risks and address them to react appropriately	<b>50%</b>	Mar-2027	A Health and Safety model is already being followed that aligns with the 'Managing for Health and Safety' guidance document' (HSG65). The compliance / assurance framework is being developed so it becomes more robust. The legal register has been completed, and a risk profile has been completed. A work plan is currently being developed that incorporates the statutory compliance tasks for all departments across the council. Both these documents are reviewed and updated in April and October. A report is due to go to GMT on our wider compliance position that identifies key issues that are causing performance issues across the business that we identified during the Regulator of Social Housing Inspection and will support the regrading to C2/C1. Due date extended in line with business planning 2026/29. <b>Due date extended in line with business planning 2026/29.</b>





Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>H&amp;S2528_02</b> Emergency Planning Proficiency (Health and Safety) (New)	Embed the Emergency Planning arrangements with all relevant Employees and Members	<b>65%</b>	Mar-2027	Emergency Planning Booklet was updated in January 2026; next revision is due August 2026. This is a 6 monthly review and update process. The Council's Emergency Plan is currently under review. Business Continuity Plans have been updated (January to March 2026) by Assistant Directors / Heads of Service and will be reviewed by 30 August 2026. The weakest of the plans will be tested via a live exercise with support from LRF Emergency Planning Team at Nottinghamshire County Council by 30 March 2027. Our new Emergency Planning Officer is holding account management meetings with all Heads of Service and Assistant Directors from January 2026. All SLT will be given access to Resilience Direct and training how to use the system during their account management meeting. <b>Due date extended due to staff shortages and recruitment delays due to candidate availability.</b>
Completed 	<b>IT2326_01</b> Digital Strategy Implementation: Implementation of the technology and processes required to provide digital services to our customers choose as their preferred channel (ICT)	To enable organisational transformation, creating customer focused online service delivery and gaining maximum business efficiency. <ul style="list-style-type: none"> <li>• Implementation of Licensing forms</li> <li>• Investigate mobile technology solution for Environmental Health</li> <li>• Continue delivery of the appropriate technology to support agile working</li> </ul>	<b>100%</b>	Mar-2026	Four projects are captured on the BBSi programme for digital enhancements. <ul style="list-style-type: none"> <li>• Implementation of Licensing eforms, which provide digital access to online forms</li> <li>• Investigate into suitable mobile technology for the Environmental Health team</li> <li>• FOI System automation</li> <li>• Email listener for FOI System</li> </ul>


Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>IT2326_02</b> ICT Security Compliance: PCI-DSS and Government Connect - Maintain compliance with latest Security standards and support annual assessments (ICT)	<ul style="list-style-type: none"> <li>• Compliance with latest Government and Payment Card Industry security standards.</li> <li>• Ensure organisation is aware of Cyber Security threat vector and employees and Members are trained accordingly.</li> <li>• Renew Cyber Essentials Accreditation</li> </ul>	<b>100%</b>	Mar-2026	The Council is PCI-DSS compliant – the expiry date was 28 February 2025. ICT have achieved Code of Connection (PSN) compliance and started along the CAF journey being sponsored by NCSC.
In Progress  Page 87	<b>IT2326_03</b> Core Network Infrastructure: Refresh core network infrastructure (ICT)	Replacement and enhancement of current equipment to support future business growth and reliable delivery of Council services	<b>90%</b>	Mar-2026	A major incident occurred, which destroyed the old core network switches. This set the team back on the delivery of this project and therefore had to make the decision to defer the Edge and CCTV switch replacements until 2026/27. The new core switches were installed and configured ready to go live, but the supplier was unable to resolve an issue that is still outstanding.
Completed 	<b>IT2326_04</b> New Ways of Working /Mobile/Agile Working: The Council will continue work to ensure agile working approaches continue to be fit for purpose (ICT)	Review NWOW implementation across the Council to ensure arrangements are appropriate and applicable for Business needs	<b>100%</b>	Mar-2026	All users across the Council have access to agile remote working. Future mobile devices for service areas continue to be reviewed.
Completed 	<b>IT2428_03</b> Replacement Storage and Computing Servers	Replacement of data centre Storage and Computing server infrastructure	<b>100%</b>	Sep-2025	Main data centre storage and computing servers were replaced for new, providing the Council with improvement performance and security enhancements to protect against Ransomware attacks.
Completed 	<b>IT2428_05</b> Telephony: The Council will continue to leverage and look to enhance the benefits of Microsoft Teams and Contact Centre	Additional modules and enhancement for Microsoft Teams and Contact Centre	<b>100%</b>	Jun-2025	Additional modules and enhancements provided to both Teams and Contact Centre system to better utilise IVR systems, reporting, integration, and visibility.






Status	Code and Action	Action Description	Progress	Due Date	Comments
Overdue 	<a href="#">IT2528_07</a> WAN Site Connectivity & Resiliency Upgrade	Replacement of existing WAN connectivity between remote sites and the Council Office	87%	Mar-2026	New WAN Connectivity was replaced at all sites. The last sites to be replaced was Chilwell Olympia and Bramcote Leisure Centre. New links have been installed but have been unable to go live due to an outstanding issue that the supplier is still trying to resolve.
Completed 	<a href="#">IT2528_08</a> Civica Property Management System Implementation	Procure and implementation of a new Property Management System	100%	Dec-2025	Completed
Completed 	<a href="#">IT2528_09</a> Civica Open Revenues System Software Enhancements	Implement Open Revenues system enhancements such as electronic billing.	100%	Dec-2025	Completed
Completed 	<a href="#">IT2528_10</a> NEC Information@work to Enterprise Software Upgrade	Perform system upgrade to the latest version of Information@Work	100%	Sep-2025	Completed
Completed 	<a href="#">RBCS1620_01</a> Manage the introduction of Universal Credit (UC) (Benefits)	Transfer of working age HB claims will be administered by the DWP	100%	Mar-2026	National Migration of the Working Age claimants on to UC continues. There will remain specific categories of claims that will remain with the Council, most notably those in supported accommodation.
In Progress 	<a href="#">RBCS2528_01</a> Manage the Introduction of Housing Element within Pension Credit (Benefits) (New)	Transfer of pension age HB claims to Pension Credit will be administered by the DWP.	0%	Mar-2028	The Council received notification from the DWP of the proposal to start a migration of Pension Credit claimants on to receive their Housing Element through this benefit rather than Housing Benefit. However, to date, there have been no proposed dates for the commencement of this. Further updates will be provided when known. <b>Due date revised in line with business planning 2026/29.</b>







Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>RBCS2023_01</b> Business Rates Review (Revenues)	To review the relevant Rateable Value of Businesses.	<b>95%</b>	Sep-2027	The project continues and is working well in identifying new businesses and updated businesses to increase the Business Rates charged. The Project due date has been extended to September 2027 due to its success, with discussions taking place to extend until March 2028.
In Progress 	<b>RBCS2124_01</b> Evaluate and implement OpenChannel, subject to Business Case (Revenues)	To implement the OpenChannel module giving end to end online functionality for Customers in Council Tax and Benefits	<b>50%</b>	Sept-2026	This project has commenced. Initial project plan has been developed breaking the role of this into four phases over the coming 12 months. Phase one and two have been implemented with the final two phases being implemented over the coming months to perform self-service in respect of Council Tax.
In Progress 	<b>RBCS2528_03</b> Review of Council Tax Exemptions (Revenues) (New)	To review the level of Council Tax exemptions and recommend potential improvements to promote a return to use for empty properties	<b>95%</b>	Mar-2026	Further analysis is being conducted however, no additional changes are being proposed for the 2026/27 financial year.








**Support Services – Performance Indicators 2025/26**







	Satisfactory 	Warning 	Alert 	Data Only 
Finance Services	3 (1)	1 (-)	- (-)	- (-)
Legal Services	4 (-)	- (-)	- (-)	- (-)
Democratic Services	5 (-)	- (-)	- (-)	1 (-)
Human Resources	2 (-)	1 (-)	- (-)	- (-)
Payroll and Job Evaluation	- (-)	1 (-)	1 (1)	- (-)
Asset Management and Property Services	4 (-)	- (-)	1 (-)	- (-)
Communications, Cultural and Civic Services	8 (-)	- (-)	- (-)	- (-)
Health and Safety	- (-)	- (-)	- (-)	- (-)
ICT and Corporate Services	5 (2)	1 (-)	- (-)	- (-)
Revenues, Benefits and Customer Services	6 (3)	- (-)	1 (1)	2 (-)
<b>TOTAL</b>	<b>37 (6)</b>	<b>4 (-)</b>	<b>3 (2)</b>	<b>3 (-)</b>






Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>CSI BV 8</b> Percentage of undisputed invoices paid within 30 days of receipt (Finance)	Monthly	97%	85%	87%	90% (revised)	The invoice processing procedure has been updated. Officers are reminded to authorise payments in a timely manner and to follow established procedures. Officers are also reminded straightaway when an invoice is processed for their action to review and/or authorise. The upgrade to Civica Financials and review of processes has supported efforts towards achieving the target. Business Support are working with Finance Services to achieve improvements.








Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>FPLocal_02</b> Sundry debtors collected in years as a proportion of the annual debit (Finance)	Monthly	86%	56%	93%	87%	This KPI is significantly influenced by the timing of invoices being raised and the statutory time frame for payments to be made. At the end of Q3, there were several significant amounts outstanding relating to Section 106 contributions and one to a partner local authority for a capital investment contribution. These bills have since been paid in Q4. It is anticipated that the year-end position will meet the target when these are factored in.
Amber 	<b>FPLocal_09</b> Percentage of invoices paid within 20 days (Finance)	Monthly	94%	74%	75%	80% (Revised)	The Business Support invoice review and expanded use of intelligent scanning to enhance efficiency of processes should increase the speed of paying invoices. Current focus has been on improving performance against the standard target of 30 days (CSI BV 8). As such, GMT agreed on 14 January 2026 to no longer report on this KPI beyond 2025/26. <b>Target revised at business planning cycle 2026/29.</b>
Green 	<b>FPLocal_11</b> Procurement compliant contracts as identified in the Contracts Register (Finance)	Quarterly	96%	98%	98%	95%	Compliance by spend value is 99%. This is calculated using data on the contract register. All relevant senior managers are contacted to confirm details on the Contract Register with regular contact to discuss budgets and future requirements for procurement input and support.
Green 	<b>LSLocal_002</b> First draft of Section 106 Agreement completed within 10 working days from receipt of full instruction (Legal Services)	Quarterly	80%	90%	95%	90%	
Green 	<b>LSLocal_003</b> Review and advise on contract within 10 working days from receipt of full instruction (Legal Services)	Quarterly	80%	90%	95%	90%	








Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>LSLocal_004</b> First draft of commercial lease completed within 10 working days from receipt of full instruction (Legal Services)	Quarterly	80%	90%	95%	90%	
Green 	<b>ES_S1.2</b> Individually registered electors in the Borough (Legal Services)	Annually	84,635	85,752	85,815 (Actual Dec-2025)	87,500	Annual canvass 2025 has been completed to ensure that it is as accurate as it can be.
Data Only  Page 92	<b>GSLocal_002</b> Members attending training opportunities as a percentage of the whole (Democratic Services)	Quarterly	100%	78%	82%	100%	Members attend training to support them with their attendance meetings to ensure they have the knowledge to make informed decisions. A Member training programme has been created. Courses are delivered on MS Teams are being recorded to allow Members to view in their own time. Members can, in addition access learning through Broxtowe Learning Zone and external training has been offered to Members provided by East Midlands Councils, LGA, and Centre for Governance and Scrutiny.
Green 	<b>GSLocal_006</b> Publish Cabinet Minutes within 3 working days of the meeting (Democratic Services)	Quarterly	100%	100%	100%	100%	KPI to be further developed with the Member Development Group.
Green 	<b>GSLocal_007</b> The percentage of Call-Ins following Cabinet decisions responded to in full within legislative timescale (Democratic Services)	Quarterly	100%	100%	100%	100%	Two Call-ins were made during 2023/24 and were resolved within legislative timescales No Call-ins were made during 2024/25 or 2025/26.
Green 	<b>LALocal_04</b> The percentage of Stage 1 complaints acknowledged within the specified time (Democratic Services)	Quarterly	100%	100%	100%	100%	Officers are provided with the necessary tools to ensure complaints are handled effectively and a high level of performance is being achieved. Specific training has been provided to all Managers and Heads of Service regarding the handling of complaints under the new Complaints Policy. Furthermore, all staff are required to complete a Broxtowe Learning Zone complaint course to ensure compliance with the Complaint Policy.




Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>LALocal_04a</b> The percentage of Stage 2 complaints acknowledged within the specified time (Democratic Services)	Annually	100%	100%	100%	100%	Acknowledgements to be made in five working days in accordance with legislation. The Complaints Team are provided with the necessary tools to ensure complaints are handled effectively and a high level of performance is being achieved.
Green 	<b>DEM_02</b> The percentage of Stage 2 complaints responded to fully within 20 working days (Democratic Services) (New)	Annually	-	97%	100%	100%	New Performance Indicator 2024/25. None of the 102 complaints responded to at Stage 2 required an extension of time under the complaints procedure.
Amber 	<b>BV16a</b> Percentage of Employees with a Disability (Human Resources)	Quarterly	7.99%	8.33%	8.76%	9.00%	Not all employees declare a disability. Additionally, some employees may gain a diagnosis during their employment.
Green 	<b>BV17a</b> Ethnic Minority representation in the workforce – employees (Human Resources)	Quarterly	10.06%	10.74%	11.74%	10.0%	The value shown is for those employees who have declared their ethnicity.
Amber 	<b>HRLocal_06</b> Percentage of annual employee turnover (Payroll & Job Evaluation)	Quarterly	15.53%	14.94%	13.38%	13.0%	Turnover percentage has continually lowered for the last three years. If this trend continues, the hope is the target will be met in 2026/27.
Green 	<b>HRLocal_07</b> Percentage of employees qualified to NVQ Level 2 and above (Human Resources)	Quarterly	88%	87%	89%	89%	Learning & Development team have identified free training for those without Level 2 qualifications however interest remains low. Increased interest for upcoming courses due to Local Government Reorganisation and upskilling. In Q3 2025/26 there have been more new starters who have attended university. Learning and Development continue to upskill employees with regular ILM Level 3 and 5 cohorts.
Red 	<b>CSI BV12</b> Working Days Lost Due to Sickness Absence per FTE (Rolling Annual Figure) (Payroll & Job Evaluation)	Quarterly	8.86	8.85	10.01	7.50	The figures for each month in Q4 are January at 9.86 working days per FTE, February at 9.91 days; and March at 10.01 days. The breakdown of the total figure in March is short-term absences at 2.88 working days per FTE and long-term absences at 7.13 working days per FTE.

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>CPLocal_01a</b> Percentage of Industrial units occupied in the previous 3 months (Asset Management and Development)	Quarterly	95.4%	97.8%	99.0 %	90% (Revised)	Total industrial units – 43
Green 	<b>CPLocal_02</b> Percentage of tenants of industrial units with rent arrears (one month) (Asset Management and Development)	Quarterly	2.3%	2.3%	4.7%	5%	Total industrial units – 43 Work to reduce arrears continues, little impact from the rent review earlier in 2025/26.
Green 	<b>CPLocal_05a</b> % Beeston Square Shops occupied in the previous 3 months (Asset Management and Development)	Quarterly	80%	85%	100%	85%	Total units – 20
Green 	<b>CPLocal_08a</b> Percentage Occupancy of Business Hub Units - Beeston (Asset Management and Development)	Quarterly	58%	100%	100%	85%	One unit is occupied by the Council's Economic Development team. Total units – 12
Red 	<b>CPLocal_08b</b> Percentage Occupancy of Business Hub Units - Stapleford (Asset Management and Development)	Quarterly	89%	78%	78%	85%	Total units – 9
Green 	<b>CCCSLocal_01</b> Online Transactions (Communications, Cultural and Civic Services)	Annually	469,277	*488,106	879,735	500,000	Greater promotion of direct debits for housing tenants and changes to how some services are delivered has seen a decrease in online transactions. * Data from April 2024 to January 2025 due to a technical issue. <b>The 2025/26 target was increased from 400,000 following the mid-year review.</b>

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>CCCSLocal_02</b> Social media reach	Annually	1,208,300	1,320,205	4,196,786	1,350,000	A number of high-profile press issues, including Local Government Reorganisation have increased the Council's social media reach. Meta the social media platform that reports these insights has this year changed how this figure is calculated, therefore this figure is much higher than previous years.
Green 	<b>CCCSLocal_03</b> Email Me subscribers	Annually	30,073	31,154	31,789	32,000	The Email Me Service is proactively promoted to support quick and timely updates to residents on a range of topics.
Green 	<b>CCCSLocal_04</b> Employees who are aware of the Council's vision and long-term goals	Annually	77%	83%	81% (Actual 2025/26)	82%	This is assessed through the annual Employee Survey. Work in undertaken to embed the vision and goals through physical displays, the employee briefings and GMT question time. Specific roadshows were organised to promote the new Corporate Plan in 2024.
Green 	<b>CCCSLocal_05</b> Employees who feel informed	Annually	67%	72%	72% (Actual 2025/26)	72%	This is assessed through the annual Employee Survey. Various engagement programmes have been developed to help make improvements including GMT Question Time, weekly employee briefings, face to face events and SMT Briefings which include a '5 things to tell you teams' feature. Employees are also reminded about the ways they can keep themselves up to date.
Green 	<b>CCCSLocal_06</b> Residents who feel the Council listens to them ( <i>results from an annual consultation</i> )	Annually	68% (32% disagreed or strongly disagreed)	66% (34% disagreed/strongly disagreed)	70% (Actual 2025/26) (30% disagreed/strongly disagreed)	68%	This is assessed through the annual budget consultation. The options are strongly agree, agree, neutral, disagree, strongly disagree.

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>CCCSLocal_07</b> Residents who are satisfied or very satisfied with the services the Council provides	Annually	58%	55%	60% (Actual 2025/26)	+2% on previous year	This is assessed through the annual Budget consultation. By way of national comparison, the Local Government Association's local government customer satisfaction survey in October 2025 gave a score of 51% of people being very or fairly satisfied with the service their Council provides.
Green 	<b>CCCSLocal_08</b> Residents who are satisfied or very satisfied with the Borough as a place to live	Annually	71%	69%	72% (Actual 2025/26)	+2% on previous year	This is assessed through the annual Budget consultation. By way of national comparison, the LGA's local government customer satisfaction survey in October 2025 gave a score of 72% of people being very or fairly satisfied with area where they live.
Green 	<b>CSI ITLocal_01</b> System Availability (ICT)	Quarterly	99.7%	99.8%	99.6%	99.5%	
Green 	<b>ITLocal_02</b> Service Desk Satisfaction (ICT)	Quarterly	Not available	Not available	98.3%	98%	
Amber 	<b>ITLocal_04</b> Percentage of Capital Projects in the annual BBSi Programme completed in the current year (ICT)	Quarterly	81%	80%	98.2%	100%	Unable to meet 100% due to outstanding issues with two projects, which are with the supplier to resolve.
Green 	<b>CSI ITLocal_05</b> Virus Protection / Cyber Security (ICT)	Quarterly	100%	100%	100%	100%	
Green 	<b>GSLocal_001</b> Subject Access Requests responded to within one month (Corporate Services)	Quarterly	100%	100%	100%	100%	Regularly monitored to ensure Subject Access requests are responded to within deadlines and meet the Data Protection requirements.

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Green 	<b>LALocal_12</b> The percentage of Freedom of Information requests dealt with within 20 working days (Corporate Services)	Quarterly	100%	100%	97.1%	85%	ICO guidance suggests a target of 85% of requests being sent a response within the appropriate timescales is acceptable. Target set in Business Plan matched to the ICO suggested target. 2024/25 = 1,439 of 1,439 requests in time 2025/26 = 1,254 of 1,257 requests in time up to Q3 <b>(LADData_07)</b>
Green 	<b>CSI BV9</b> % of Council Tax collected in year (Revenues)	Quarterly	97.63%	97.65%	97.8%	98.50%	The Council continues to recover outstanding debt after the year end process and the overall collection rate will be above the target.
Green 	<b>CSI BV10</b> % of Non-domestic Rates Collected in the year (Revenues)	Quarterly	97.64%	99.19%	98.0%	98.50%	The Council continues to recover outstanding debt after the year end process and the overall collection rate will be above the target.
Green 	<b>BV78a</b> Average time (days) to process new Benefit claims (Benefits)	Quarterly	7.2	7.5	7.6	9.0	The Benefits team have provided an excellent service, and this would be upper quartile performance.
Green 	<b>BV78b</b> Average time (days) to process Benefit change of circumstances	Quarterly	4.4	3.3	2.5	4.0	The Benefits team have provided an excellent service, and this would be upper quartile performance.
Green 	<b>BV79b(ii)</b> Housing Benefit Overpayments (HBO) recovered as a percentage of the total amount of HBO outstanding (Benefits)	Quarterly	23.61%	28.11%	27.57%	25%	Performance is above expected target.
Data Only 	<b>CSData_02</b> Calls Answered in the Contact Centre (Customer Services)	Quarterly	73,170	56,654	71,777	60,000	The Customer Services Team continues to perform well and is achieving the challenging target that has been set.

Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>CSData_11</b> Switchboard calls answered (Customer Services)	Quarterly	45,229	39,010	32,610	48,500	Although the number of calls answered has reduced this is relative to the number of calls received. In May 2025, the Council introduced a new telephony system with more detailed approach to directing calls which has had a positive reduction in the number of calls being needed to be answered by the switchboard.
Red 	<b>CSI CSLocal_14</b> Number of online payment transactions to the Council (Customer Services)	Quarterly	78,869	*56,478	76,221	125,000	Online payments made through the website including Council Tax, Housing Rent, Garage Rent, Sundry Debtors, NNDR, Miscellaneous Payments, Housing Benefit Overpayment and Garden Waste Subscriptions. The majority of transactions take place towards the end of the financial year as a result of Garden Waste subscriptions.
Green 	<b>CSI FRLocal_15</b> Percentage of DHP contribution compared to DWP grant (Benefits)	Quarterly	143%	103%	163%	100%	The Council was provided an additional amount of funding through Nottinghamshire County Council's Household Support Fund which allowed an increase in expenditure above the 100% DWP contribution.

## Performance Management – Liberty Leisure Limited

### 1. Background - Corporate Plan

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

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

### 2. Business Plans

The Liberty Leisure Limited Business Plan is reviewed annually. The Business Plan 2024/27 was approved by the Liberty Leisure Limited Board in January 2025. The Liberty Leisure Limited Business Plan 2025/28 was noted at Full Council on 5 March 2025.

The Liberty Leisure Limited Business Plan links to the Council's corporate priority of Health that was approved by Council on 5 March 2025. The Council's priority for Health is to 'Healthy and supported Communities'. Its objectives are to:

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

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






### 3. Performance Management

This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2025/26 (as extracted from the performance management system). It also provides the latest data relating to Key Performance Indicators (KPIs).






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

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

#### Action Status Key







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




#### Performance Indicator Key

Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only




The Performance Indicator Status in the tables shows the position related to the frequency of reporting as described in the column titled "Frequency". Where the frequency is annually this will be for the previous year 2024/25.





Liberty Leisure Limited- Performance Indicators 2025/26



Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Data Only 	<b>LLData_G05</b> Management Fee paid by the Council to Liberty Leisure Limited	Annually	£519k	£271k	£135k	£269k	The company manages its finances through a monthly cash flow review. <b>Target revised at Business Planning 2026/29.</b>
Green 	<b>LLLocal_G02</b> Total Attendance - Liberty Leisure Limited (All)	Monthly	927,716 (incl. KLC)	800,736	817,572 202,469 Q1 200,201 Q2 204,977 Q3 209,926 Q4	777,500	Achieved target for attendance across swim, fitness, and exercise referral. Estimated Greasley Sports and Community Centre and Bramcote Leisure Centre swim school figures due to timing delay.
Green 	<b>LLLocal_G04</b> Operating Expenditure - Liberty Leisure Limited (Including central charges)	Monthly	-£3,907k	-£2,753k	-£2,923k -£645k Q1 -£595k Q2 -£631k Q3 -£1,055 Q4	-£3,078k	Reduction in staffing through rota efficiencies. Reduction in gas charges but some cost accrued due to expected future bills. Increase in water and electricity charges. <b>Target revised at Business Planning 2026/29.</b>
Green 	<b>LLLocal_G05</b> Total Income (excluding Management Fee) - Liberty Leisure Limited	Monthly	£3,356k	£2,582k	£2,810k £687k Q1 £642k Q2 £719k Q3 £761k Q4	£2,752k	Gym memberships are on track with the addition of Stapleford Pavilion. Swim memberships are currently below financial budget but increasing. Swim public is forecasting ahead of budget. <b>Target revised at Business Planning 2026/29.</b>
Red 	<b>LLLocal_G06</b> DD Total Number of Annual Direct Debits collected	Annually	83,767	62,234	61,866	65,950	
Green 	<b>LLLocal_G07</b> Subsidy pre visit all service areas	Annually	£0.56	£0.31	£0.17	£0.35	





Status	Code / Indicator	Frequency	2023/24 Achieved	2024/25 Achieved	2025/26 Achieved	2025/26 Target	Notes
Amber 	<b>LLLocal_G12</b> Total number of members (Fitness and Swim School)	Monthly	6,166	5,513	5,615	5,778	Figures are the combined totals for Fitness and Swim School Memberships and include Direct Debit and annual payers. Memberships were 163 down from end of year target.
Green 	<b>LLLocal_G13</b> Percentage of Direct Debits collected	Annual	96.4%	98.0%	98.1%	98.4%	
Green 	<b>LLLocal_G15</b> Liberty Leisure Limited – Reserve Balance	Annually	£442k	£412k	£443k	£423k	*2025/26 figure to be confirmed after end of year accounts completed.

**Liberty Leisure Limited – Actions 2025/26**

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>LL2427_G02</b> Investigate the possibility of adopting the 'Agency Agreement' model for the operating leisure services	Review the possibility of minimising the operators VAT liability	0%	Mar-2027	This will be reviewed in the 2026/27 financial year. <b>Due date extended in line with revised review date.</b>
In Progress 	<b>LL2427_G03</b> Review the support services and charges provided by Broxtowe Borough Council	Rationalise the support services provided to the company by BBC so that there are improved financial and operational efficiencies	71%	Mar-2027	Ongoing reviews with Heads of Service to review charges for 2026/27 and to review process moving forwards.
Complete 	<b>LL2427_G04</b> Alternative leisure provision in the north of the Borough	Continuation of Exercise Referral in the north of the Borough at Greasley Sports and Community Centre	100%	Mar-2027	Complete. Partnership with Greasley Sports and Community Centre is progressing well.

Status	Code and Action	Action Description	Progress	Due Date	Comments
Complete 	<b>LL2427_G05</b> Planning, opening and operation of the new Stapleford Community Pavilion	Liberty Leisure Ltd to operate a financially sustainable facility at Hickings Lane from 2025/26	<b>100%</b>	Oct-2025	Official facility opening took place on 28 October 2025 with all facilities available. Usage increasing as months go by with improvements in weather improving padel utilisation.
In Progress 	<b>LL2427_G05a</b> Operation and development of the new Stapleford Community Pavilion	Liberty Leisure Limited (LLL) to operate a financially sustainable facility at Stapleford Community Pavilion from 2025/26	<b>10%</b>	Mar-2028	LLL are continuing to develop usage of the site and working with economic development to get lights and canopy operational on the padel courts. This action will be superseded by <b>LL2629_02</b> Operation of the new Stapleford Community Pavilion.
In Progress 	<b>LL2225_G01</b> Support Broxtowe Borough Council in the development of a new leisure facility at the Bramcote site	LLL provide operational expertise to the council to ensure that any new facilities have an achievable business plan, that design and layout will meet customer expectation and enable efficiencies to be achieved	<b>50%</b>	Summer 2027	The company has provided facility mix and financial related data to the Council's leisure consultant regarding a new build leisure centre at the Bramcote site. The new centre was granted planning permission on 14 January 2026.
In Progress 	<b>LL2326_G01a</b> Grow fitness memberships	To grow all areas of fitness income to support the objective of improving operational efficiencies. Specifically, at Bramcote Leisure Centre to ensure that the fitness membership at the site is sufficient to support the financial requirements of a potential future new facility and the potential opening of a gym facility at the Stapleford Community Pavilion	<b>93%</b>	Mar-2029	Gym membership on track to achieve targets. Reviewed and improved the digital journey to increase the number of members accessing health improvement programmes as well as improving the take up for corporate health checks and workshops. Monitoring the fitness class programme across both sites to ensure high occupancy. New memberships at Stapleford Community Pavilion. <b>Due date extended in line with Business Planning 2026/29.</b>

Status	Code and Action	Action Description	Progress	Due Date	Comments
In Progress 	<b>LL2427_G06</b> Expand Exercise Referral opportunities	Increase the number of people on the exercise referral programme. Specifically targeting young people to encourage exercise adoption from an earlier age	<b>75%</b>	Mar-2029	Exercise Referral memberships exceeding targets. Continuing to grow Exercise Referral through direct marketing being undertaken by General Practices and delivering exercise referral in the North of the Borough with Greasley Sports and Community Centre. Active Lifestyles Team created double sided business cards to market wise moves and exercise referral with QR codes for people to scan and be directed to the referral form. This means health professionals can give out the business cards as a form of targeted self-referral and reduce admin time. Started a Parkinson Stronger exercise group in January 2026. The Wise Move scheme is currently at 95% capacity. The process to resource a further employee is underway. Review of the Bursary Scheme- Botcha as numbers are lower than expected whereas the Nordic walking is popular. <b>Due date extended in line with Business Planning 2026/29.</b>
In Progress 	<b>LL2528_G01</b> Grow Swimming Income	Increase the operational income from Liberty Leisure Ltd Swim School, NCC School Swimming and the public swimming programme at Bramcote Leisure Centre (BLC)	<b>80%</b>	Mar-2029	Monitoring the swim programme and public swim programme to increase occupancy and identify ways to improve retention and attendance. Continuing to recruit and support volunteers to enable them to become swim teachers to increase the number of available swim teachers to deliver the programme.

Status	Code and Action	Action Description	Progress	Due Date	Comments
Completed 	<b>LL2427_G08</b> Implement price changes	Increase the overall operational income to mitigate against expenditure increases and a reduction in the management fee received from Broxtowe Borough Council	<b>100%</b>	Mar-2026	Completed.
Completed 	<b>LL2427_G09</b> Implement updated digital sales and bookings processes	Improve the ease of bookings to support the increase sales and attendances at the Liberty Leisure operated sites	<b>100%</b>	Mar-2026	Continuing to improve the implemented Chat Bot (BOB AI) to encourage online joining and respond to queries, also reducing admin time. Introduced marketing automation, to allow direct marketing to customers via the LLL app and direct customers to certain products. Introduced Les Mills at Home for free to customers on a live fitness membership, to allow them to access workouts from home. Working on implementing access control Stapleford Pavilion to assist with member management.
Progress 	<b>LL2427_G10a</b> Implementation of new gym equipment at Stapleford Community Pavilion and across the estate	Capital investment to provide the gym at the Stapleford Community Pavilion (operating from 2025/26), and equipment for the new Bramcote Leisure Centre and Chilwell Olympia in 2026/27. Support the continued growth of the fitness membership to support the delivery of annual financial targets.	<b>75%</b>	Dec-2027	The equipment Stapleford Pavilion was procured and installed within Q3 2025/26. The equipment for Bramcote and Chilwell is included in the capital expenditure for 2026/27 The new Bramcote Leisure Centre has been pushed back slightly for a slight redesign. The gym equipment procurement for this and Chilwell Olympia will be delayed accordingly. Procurement to take place in 2026/27 and install in 2027/28. Pre-market engagement taking place in Q1 2026/27.
In Progress 	<b>LL2326_G04</b> Manage the reduction in the allocated management fee being made to the company by Broxtowe Borough Council	Deliver a balanced financial budget for 2025/26	<b>50%</b>	Mar-2026	Budget forecasted to reduce which is allowed for by adding a new replacement Bramcote Leisure Centre and the Stapleford Community Pavilion, efficiencies and increasing income in other areas.

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## Report of the Portfolio Holder for Resources and Personnel Policy

### Statement of Accounts Update and Outturn Position 2025/26

#### 1. Purpose of Report

To report on the revenue and capital outturn position for 2025/26, to provide an update on progress with the preparation of the draft annual Statement of Accounts for 2025/26 and to approve the revenue and capital carry forward requests to the 2026/27 financial year. This is in accordance with all of the Council's objectives and key priorities.

#### 2. Recommendation

Cabinet is asked to RESOLVE that:

1. **The accounts summary for the financial year ended 31 March 2026, subject to audit, be approved.**
2. **The revenue budget carry forward requests outlined in the report be approved and included as supplementary revenue estimates in the 2026/27 budget.**
3. **The capital budget carry forward requests outlined in the report be approved and included as supplementary capital estimates in the 2026/27 budget.**

#### 3. Detail

The Council's draft Statement of Accounts for 2025/26 have been finalised, subject to audit. The accounts show a budget underspending on the General Fund of £2.506m and a budget overspend on the Housing Revenue Account (HRA) of £276k when compared to the revised estimates. A summary of the General Fund revenue accounts is provided in **Appendix 1**, with a summary of the HRA accounts provided in **Appendix 2** and a summary on the capital position at **Appendix 3**.

In accordance with the latest Accounts and Audit Regulations, the draft Statement of Accounts for 2025/26 will be approved by the Interim Deputy Chief Executive and Section 151 Officer and published on the Council's [website](#) in advance of the 30 June statutory deadline. The accounts will then be subject to inspection by Forvis Mazars, the Council's external auditors.

Dependent upon the availability of the external auditors and the successful resolution of any issues identified, it is envisaged that the final audited Statement of Accounts 2025/26 should be presented for approval to the Governance, Audit and Standards Committee on 23 November 2026.

#### 4. Key Decision

This report is a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 resulting in the Council incurring revenue or capital expenditure or savings of £250,000 or more and be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Council's area

#### 5. Updates from Scrutiny

Not applicable.

#### 6. Financial Implications

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

Further details are included in the above narrative and appendices.

The underspend on the General Fund when compared to the revised estimates, after financing and transfers to and from earmarked reserves, has resulted in a net contribution to General Fund balances of £183k. The General Fund Reserve balance as at 31 March 2025 is £5.740m.

The overspend on the HRA when compared to the revised estimates has increased the anticipated deficit on the HRA Working Balance which amounted to £946k as at 31 March 2026. With the budget deficit being higher than anticipated, the HRA Working Balance has now dipped below the Section 151 Officer's minimum recommended level of £1 million.

This outturn position has resulted from an accumulation of rising costs over several years and lower than anticipated rent incomes being received in 2025/26. Whilst there is no specific statutory minimum working balance, and a dip below the minimum recommended balance can be tolerated in the short-term, sustained efforts are required to bring the working balance back up above the minimum level. An HRA Medium-Term Financial Strategy and Business Strategy is being developed for this purposes which will complement the long-term HRA 30 Year Business Plan. Further narrative is provided in Appendix 2.

#### 7. Legal Implications

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

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

#### 8. Human Resources Implications

There were no comments from the Human Resources Manager.

9. Union Comments

Not applicable.

10. Climate Change Implications

Any climate change implications are contained within the report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

13. Background Papers

Nil.

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## Appendix 1

## Revenue Account Outturn Summary 2025/26 – General Fund

1.1 General Fund Revenue Account Summary Position

The following table shows the summary position for the General Fund revenue account and the movement in reserves.

General Fund	Revised Estimate 2025/26 £	Actual 2025/26 £	Variation £
<u>Net Expenditure:</u> <i>(Note 1)</i>			
Housing (General Fund)	689,350	619,506	(69,844)
Environment	7,119,170	6,240,610	(878,560)
Business Growth	4,465,700	3,364,524	(1,101,176)
Community Safety	2,709,845	2,583,213	(126,632)
Health	1,462,855	1,415,175	(47,680)
Resources	(478,483)	(761,023)	(282,540)
<b>Total General Fund</b>	<b>15,968,437</b>	<b>13,462,005</b>	<b>(2,506,432)</b>
<u>Financed by:</u>			
Revenue Support Grant	(55,387)	(55,387)	-
Services Grant	(7,983)	(7,983)	-
Funding Floor Grant	(360,451)	(360,451)	-
New Homes Bonus	(167,557)	(167,557)	-
Council Tax	(6,862,179)	(6,862,179)	-
Share of previous Council Tax Collection Fund (surplus)/deficit	49,791	49,791	-
NNDR (Business Rates) <i>(Note 2)</i>	(4,609,931)	(4,612,864)	(2,933)
Share of previous NNDR Collection Fund deficit <i>(Note 3)</i>	55,177	59,177	4,000
NNDR Section 31 Grant <i>(Note 4)</i>	(2,753,542)	(2,863,375)	(109,833)
NNDR Growth Levy/Safety Net to/(from) Business Rates Pool	1,491,271	1,333,681	(157,590)
NNDR Growth Returned from Notts Business Rates Pool	(850,000)	(795,084)	54,916
<b>Total Funding</b>	<b>(14,070,791)</b>	<b>(14,282,231)</b>	<b>(211,440)</b>

General Fund	Revised Estimate 2025/26 £	Actual 2025/26 £	Variation £
Transfer to/(from) Earmarked Reserves	(195,517)	636,750	832,267
<b>Net Deficit / (Surplus)</b>	<b>1,702,129</b>	<b>(183,476)</b>	<b>(1,885,606)</b>
General Fund Reserves B/F	(5,557,383)	(5,557,383)	-
Net Deficit / (Surplus)	1,702,129	(183,476)	(1,885,606)
<b>General Fund Reserves C/F</b>	<b>(3,855,254)</b>	<b>(5,740,859)</b>	<b>(1,885,606)</b>

**The net transfer into the General Fund Reserve balance is £183k.**

Note 1 – Net expenditure is presented based on corporate priority. The budget split over priorities may differ from those previously presented, with the main reason being that the outturn figures now include technical accounting adjustments for capital charges. These include revenue expenditure funded from capital under statute (REFCUS) which is a capital spend for which there is no asset acquired by the Council (e.g. capital grants and renovation grants) and impairment where the value of an asset has been reduced. These adjustments are technical in nature and reversed out again within ‘Resources’ so do not impact on the ‘bottom line’ and the General Fund Reserve.

Note 2 – Outturn for Business Rates is largely based upon the estimated income for the year that is calculated as part of NNDR1 return in advance of the financial year (2025/26 NNDR income was estimated in January 2025). The benefit of any additional growth in Business Rates during the year will not begin to flow into the General Fund until the following year as part of the Collection Fund surplus/deficit accounting arrangements.

Note 3 – Due to the inherent nature of Collection Fund accounting, the NNDR Collection Fund surplus/deficit shown here reflects the budgeted position as estimated in January 2025. Although Collection Fund outturn is not reported here, the Broxtowe element of the Collection Fund balance for 2025/26 is a £689k deficit (as anticipated but increased due to the impact of rating appeals). This deficit will be recovered from the General Fund in 2026/27 and, as such, an amount has been transferred to the Collection Fund Equalisation Reserve in 2025/26 to mitigate the impact of this potential budget deficit.

Note 4 – The majority of income from Business Rates is generated from the rates payable by local businesses. For specific reliefs and discounts schemes that are applied, the government provides compensation through Section 31 grants (S31). These grants, in accordance with the regulations are paid into the General Fund as opposed to the Collection Fund. As such, the estimation of rates payable and the application of S31 grants does create a timing issue for the General Fund. Any variations are typically balanced out over time through the distribution of Collection Fund surplus/deficits in the following year.

1.2 Movement in Other Reserves

The table below shows the movement in other earmarked reserves.

Other Revenue Reserves	Balances Brought Forward 1-Apr-25 £	Transfer to/(from) General Fund £	Balances Carried Forward 31-Mar-26 £
Elections	(82,215)	-	(82,215)
Homelessness Grant Initiatives	(286,600)	13,453	(273,147)
Stapleford Towns Fund Programme Management	(1,082,257)	772,807	(309,450)
Planning Reserve	(181,071)	(50,000)	(231,071)
Kimberley Capacity Fund	-	(117,700)	(117,700)
Noise Monitoring Equipment	(9,400)	-	(9,400)
Leisure Development Reserve	(123,000)	(134,000)	(257,000)
Charity Accounts	(11,790)	4,004	(7,786)
Collection Fund Equalisation	(275,383)	(400,000)	(675,383)
Local Government Reorganisation	-	(300,000)	(300,000)
Fair Value Financial Instruments	-	(250,000)	(250,000)
Unapplied Revenue Grants	(996,156)	(175,314)	(1,171,470)
<b>TOTAL</b>	<b>(3,047,872)</b>	<b>(636,750)</b>	<b>(3,684,622)</b>

Description of Reserves

Elections Reserve – A regular contribution avoids the need to find large funding in the year that the Borough Council elections take place. The reserve also contains monies set aside that will contribute towards costs associated with running individual registration, including the annual canvass and maintaining the electoral register. No contribution has been made in 2025/26 due to impending Local Government Reorganisation.

Homelessness Grants Initiatives Reserve – This represents funding received from the Government in respect of various Homelessness grants and New Burdens funding. The reserve is earmarked to fund specific initiatives to prevent and manage homelessness within the Borough.

Stapleford Towns Fund Programme Management – Reserve initially created from revenue towards the delivery of the Stapleford Town capital project. The purpose of this fund is to cover additional officer and revenue costs incurred from the delivery of this project.

Planning Reserve – This reserve was created from grants received from the government that will contribute towards the costs associated with setting up and maintaining the custom/self-build properties and brownfield sites registers. This reserve also includes previously agreed and unspent budget provisions for the Core Strategy Review and Neighbourhood Plans.

Kimberley Capacity Fund – This reserve been created from revenue grants received from the government to cover building internal capacity.

Noise Monitoring Equipment Reserve – A contribution from an earlier unspent budget which will fund the required spend to replace or upgrade the equipment every two or three years.

Leisure Development Reserve – A contribution from the unused balance of the management fee paid to Liberty Leisure Limited, the Council's wholly owned leisure services company, which has been earmarked for future leisure development activities.

Charities Account – Balances held by the Council on behalf of Bramcote Consolidated Charities.

Collection Fund Equalisation Reserve – Earlier Government funding was provided to local authorities to help offset the reduction in Council Tax and Business Rates received during to the pandemic. A proportion of this funding was set aside to offset any Collection Fund deficits in future years. A further contribution has been made to this reserve in 2025/26 to mitigate against the risk of an anticipated Collection Fund deficit in future years.

Local Government Reorganisation – An amount set aside from balances to cover potential future costs relating to the anticipated reorganisation of council in Nottingham and Nottinghamshire from April 2028.

Fair Value Financial Instruments – An amount set aside to cover any losses made on long-term investments in property funds. Current legislation prevents any accumulated capital losses from being charged to the General Fund, but this exemption expires in March 2029. The reserve has therefore been established to mitigate the anticipated losses at that time.

Unapplied Revenue Grants – A reserve to receive the various revenue grants for which the associated spending has not yet taken place. This grant funding will be duly released to match expenditure in future financial years. A total of £242k was released in 2025/26 to match expenditure with a further £415k of revenue grants being received in the same year where associated spending had not yet taken place.

### 1.3 Reasons for Variations – General Fund

The overall General Fund underspend is £2.506m. After financing and the transfer of monies to be set aside in earmarked reserves the surplus of £183k is transferred back into the General Fund Reserve balance against a budgeted reduction of £1.702m.

The main variations from the revised estimates are as follows, noting that underspends/ additional income figures are shown in brackets:

	Variation £'000	Comments
1.	(273)	Total revenue budget carry forward requests which are detailed in section 1.4 below.
2.	(370)	Employee Related Expenses – Overall, there was a significant net underspend in employee salaries and associated costs against the budget. This included meeting a challenging vacancy target of £1.0m applied across the General Fund establishment. Spending under this category includes the cost of the pay award, pension strains, agency and interim staff used to cover vacancies, apprenticeship levy, courses and training fees and the cost of recruitment. There were vacancy savings across most budget lines with the main areas including Grounds Maintenance (£152k), Customer Services (£152k), Planning (£128k), Business Support (£91k), Parking Services (£78k) and Environmental Health and Protection (£70k). There was also £153k savings in relation to the General Management Team following the retirement of two senior managers.
3.	(407)	Net underspending on premises expenses was largely due to lower than anticipated spend on repairs and maintenance budgets and other premises costs of £127k across all sites. There was also a saving of £186k on gas and electricity budgeted spending with energy prices dropping significantly from previous years when the baseline budget was set. Other smaller variances contributed to the net underspend position on premises costs.
4.	(127)	An underspend on all transport expenses was mainly achieved due to lower than anticipated repairs and servicing costs on the vehicle fleet including refuse collection freighters (£96k). Fuel and oil costs was also lower than anticipated by £51k due to price fluctuations.

	Variation £'000	Comments
5.	(515)	Total net budget variance on supplies and services and third-party payments (non-recharges) across a range of services. The main underspends included Planning Policy £184k not required in year including Core Strategy Review, Neighbourhood Planning Support, Community Infrastructure Levy and Local Plan Examination (of which £50k has been moved into an earmarked reserve) and £52k saved on Environment sub-contractors. There was a positive movement on the bad debts provision which £147k was released plus £39k contingency budget not used. Various third-party payments made £105k of the net saving. Budget overspends included publicity £92k (mostly used on the Local Government Reorganisation consultation) and miscellaneous expenses £55k (mainly linked to homelessness).
6.	(251)	An overall net reduction in grounds maintenance recharges compared to the original budgets. This was largely due to staffing establishment vacancies and other cost efficiencies.
7.	85	Net cost of Housing Benefits was higher than originally budgeted, which was partly covered by the Benefits Subsidy received from central government.
8.	(163)	Capital Charges - There was a £163k underspend on the Minimum Revenue Provision (MRP). This is the amount set-aside each year to repay borrowing principal and is based on the forecast capital expenditure to be financed by borrowing. Slippage in the capital programme led to spending on the schemes financed by borrowing being lower than forecast. The MRP charge was lower as a result.
9.	299	This relates to the General Fund element of additional borrowing interest costs required in year to finance the Capital Programme. The budget overspend was impacted by borrowing rates being higher than anticipated. The overall cost of borrowing is shared proportionally with the HRA through the Item 8 calculation.
10.	(508)	Income from Planning fees was lower in both 2023/24 and 2024/25 when compared to 2022/23 where larger schemes that took place resulted in an over-achievement of income. In 2025/26, the Council received eight significant application fees totalling £518k. These included fees related to the development of 575 new homes in Stapleford, 880 homes off the A52 Stapleford/Chilwell, 93 dwellings in Chilwell, an application at Bennerley and a new school at Bramcote. Whilst this provided a boost to income in year, it also demonstrated the potential volatility with total income from planning fees being skewed towards the larger development schemes.

Variation £'000		Comments
11.	(20)	A small surplus of revenue income generated from car parking charges compared to the budget.
12.	(251)	This relates to the General Fund element of additional investment income being generated in year due to positive cash flow management and movements in interest rates during the year. This benefit is shared with the HRA through the Item 8 calculation.
13.	(602)	Net additional amount of central government grants, other grants, local authority contributions and miscellaneous income received during the year was higher than originally anticipated. These included grants in respect of planning policy, cyber risk, Renters Rights, community safety and crime reduction amongst others. These grants were either used to support in year spending on specified activities expenditure or moved into earmarked reserves for application in future years.
14.	653	An overall net reduction in corporate recharges compared to the original budgets. This includes recharges to the HRA (£268k lower due to underspend in central support services including finance, HR, legal and ICT); capital salaries recharges to the capital programme (£65k mainly lower due to recharges from Capital Works and Estates) and central support recharges to the General Fund (£320k similarly lower due to budget underspends in central support services).
15.	(56)	Other net variations across the various General Fund budgets that have provided a net revenue overspend/(saving).
	<b>(2,506)</b>	<b>TOTAL</b>

#### 1.4 General Fund Revenue Items to be Carried Forward

The total amount of revenue items proposed to be carried forward for the General Fund is £272,650 as follows:

Comments	Budget to C/F £
Environmental Services – Consultancy required for the Broxtowe Play Strategy 2026-2035 to be utilised in 2026/27.	35,050
Environmental Services – Cabinet agreed a budget to complete initial groundwork investigations at Kimberley Depot, and this work is ongoing into 2026/27.	30,350

Comments	Budget to C/F £
Environmental Services – Repairs budget held back to support any significant works expected at Kimberley Depot in 2026/27.	15,450
Environmental Services – Tree Survey budget not utilised as quotes was expensive and now required to top-up 2026/27 budget.	110,000
Community Health Bursary – Following delays to project start dates, request for the underspend to be carried forward for schemes completing in 2026/27.	2,000
Civic Affairs – Balance of budget underspend to carry forward specifically earmarked for the C-City Project Conference in 2026.	13,000
Cultural Services – Balance of underspend on events programme and conference expenses to carry forward specifically earmarked for the C-City Project Conference in 2026.	14,600
Cemeteries – Additional £21k one-off funds approved by Cabinet on 3 June 2025 for cemetery safety inspections catch up and associated actions. This is a rolling 18-month programme with the additional budget expected to be used during 2026/27	19,200
Asset Management – Consultancy support required for feasibility work for under-used land assets owned by the Council.	33,000
<b>TOTAL</b>	<b>£272,650</b>

## Appendix 2

## Housing Revenue Account Summary 2025/26

2.1 Housing Revenue Account (HRA) Summary Position

The table below shows the summary position for the HRA:

HRA	Revised Estimate 2025/26 £	Actual 2025/26 £	Variation £
Expenditure	22,267,620	21,827,179	(440,441)
Income	(21,823,450)	(21,106,912)	716,538
<b>Deficit / (Surplus)</b>	<b>444,170</b>	<b>720,267</b>	<b>276,097</b>
HRA Working Balance B/F	(1,666,066)	(1,666,066)	-
Deficit / (Surplus)	444,170	720,267	276,097
<b>HRA Working Balance C/F</b>	<b>(1,221,896)</b>	<b>(945,799)</b>	<b>276,097</b>

With the budget deficit being higher than anticipated in 2025/26, the HRA Working Balance has now dipped below the Section 151 Officer's minimum recommended level of £1 million.

This outturn position has resulted from an accumulation of rising costs over several years linked to spending on compliance and safety, costs relating to damp and mould, housing disrepair claims and increased borrowing costs with higher interest rates (particularly where re-financing maturing loans taken out at favourable rates as part of the 2012 Housing Finance Reforms). In 2025/26, there has been the added impact of rent income levels not being as high as anticipated. This was due to an increasing rate of void properties, and several housing delivery schemes not coming into the portfolio as early as expected.

The HRA is a ring-fenced fund and must be maintained in a surplus position. There is however no specific statutory minimum working balance, so whilst this dip below the minimum recommended balance can be tolerated in the short-term, sustained efforts are required to bring the working balance back up above the minimum level.

An HRA Medium-Term Financial Strategy and Business Strategy is being developed for this purposes which will complement the long-term HRA 30 Year Business Plan. It is normal for the HRA to experience peaks and troughs in its working balances, and this was shown in the longer-term plan.

## 2.2 Reasons for Variations – HRA

The overspend of £276k on the HRA budget is due to the following factors:

Type	Variation £'000	Comments
Employee Related Expenses	(159)	An underspend on salaries due to vacancies across the whole Housing service, particularly within the Strategy and Performance, Independent Living, and Housing Repairs teams. These savings are partially offset by an increase on sub-contractors and agency costs required to meet the resources shortfall in providing services. The total underspend on employees related expenses was £609k, which met the £450k vacancy saving target.
Premises Related Expenses	24	A net overspend on premises was mainly due to: <ul style="list-style-type: none"> <li>• A £76k overspend on electricity costs, particularly in Independent Living schemes access lighting.</li> <li>• A £51k net overspend on repairs and maintenance, which was largely due to housing disrepair spends. These are essentially unavoidable as neglecting to carry out this work would result in action that would lead to further costs.</li> <li>• Legionella testing was overspent by £22k, largely at Independent Living schemes. This is an important aspect of ensuring tenant safety and must be carried out to ensure compliance with relevant standards.</li> <li>• This was partially offset by underspends on areas such as Sheltered Scheme equipment (£35k), energy costs (£33k), estate management (£30k), water charges (£25k) and the Internal Decoration Scheme (£13k).</li> </ul>
Transport Expenses	(3)	Small net underspend on fleet vehicle costs due to lower than expected maintenance costs.
Supplies and Services	36	The main drivers of this net overspend include: <ul style="list-style-type: none"> <li>• A net £181k overspend on repairs sub-contractors, largely driven by a £338k overspend on electrical sub-contractors for EICR inspections and certificates that are a legal requirement for all lettings. There were also smaller overspends of £31k and £26k on damp repairs and void works. These overspends were partially offset by savings of £222k on day-to-day repairs.</li> </ul>

Type	Variation £'000	Comments
		<ul style="list-style-type: none"> <li>• Compensation costs relating to housing disrepairs were £48k over budget. The Council has little choice in meeting these costs as not paying would see further legal action against the Council, leading to higher costs</li> <li>• A £34k increase in the provision for housing disrepair claims related court costs. A provision is a liability created to fund future costs.</li> <li>• There was a £64k overspend on council tax due to the higher-than-expected number of voids.</li> </ul> <p>Several underspends do partially offset the above:</p> <ul style="list-style-type: none"> <li>• A net underspend of £117k across Housing Repairs on materials from stores and external suppliers. This was due to more work being done by external contractors due to staff vacancies and therefore partially nets off the overspends on sub-contractors above.</li> <li>• Insurance premiums and related claims costs were £81k lower than forecast.</li> <li>• Alarm system monitoring costs were £40k lower than expected.</li> <li>• There was a saving of £46k on ICT software charges.</li> </ul>
Central Support Services	(243)	Central support recharges to the HRA (from Finance, HR, Legal, ICT etc.) were lower than initially expected. This is due to underspends in those support service areas which reduced the net value of recharges required.
Capital Financing Costs	58	The depreciation charge for Council Dwellings was £86k higher than initially forecast which was partially offset by the non-dwelling depreciation being £28k lower than forecast. This was due to late adjustments to asset values as part of the audit of the 2024/25 accounts.
Income	717	<p>Income was significantly lower than budget. This was largely due to:</p> <ul style="list-style-type: none"> <li>• Significantly higher void losses beyond expected and delays on the Retlaw Court development being brought into the portfolio resulted in £452k less dwelling rent being received compared to forecast.</li> <li>• Recharges to Leaseholders were £122k lower than budgeted. This was partially offset by a reduction in expenditure on leasehold properties</li> </ul>

Type	Variation £'000	Comments
		<ul style="list-style-type: none"> <li>When the Government increased National Insurance rates it was anticipated that the Council would be fully compensated for this. However, only partial funding was received which has resulted in £61k less in grant funding being received than forecasted.</li> <li>Supporting People income was £15k lower than expected due to higher void rates.</li> <li>Various small reductions in income, such as recovered court fees, and recharges to capital and other services resulted in income being a further £71k below budget.</li> </ul>
Other	(154)	<ul style="list-style-type: none"> <li>Net financing interest costs (net of borrowing interest paid and investment interest received) was underspent by £137k. This was due to good cash management leading to lower than expected borrowing costs.</li> <li>The recharge for Corporate Management, Democratic, and Audit costs were £25k lower than budgeted due to savings across the Council.</li> </ul>
<b>TOTAL</b>	<b>276</b>	

## 2.2 Revenue Items to be Carried Forward – HRA

There was no revenue budget carry forward requests for the HRA in 2025/26.

## Appendix 3

## Capital Programme Outturn Summary 2025/26

The summary table below shows overall capital expenditure in 2025/26 totalling £42.5m (£31.5m in 2024/25) which equates to a 61% spend against the budget. The net underspend was mainly due to slippage on major housing delivery and economic regeneration schemes, much of which was outside the Council's control. Details of the individual capital schemes are provided further below with a list of the requested capital budget carry forwards also included.

Capital Expenditure Summary	Budget 2025/26 £	Actual 2025/26 £	Spend %
Housing Revenue Account (HRA)	31,810,300	21,095,598	66%
Housing – General Fund	1,857,800	999,094	54%
Business Growth	28,393,300	17,956,688	63%
Community Safety	19,500	7,581	39%
Environment and Climate Change	4,350,850	1,637,708	38%
Leisure and Health	668,200	458,715	69%
Resources	1,079,600	342,142	32%
<b>TOTAL</b>	<b>68,179,550</b>	<b>42,497,526</b>	<b>62%</b>

The financing of the capital programme is shown below.

Capital Financing Summary	Budget 2025/26 £	Actual 2025/26 £	Variance £
<b>Capital Expenditure</b>	<b>68,179,550</b>	<b>42,497,526</b>	<b>(25,682,024)</b>
Financed by:			
Major Repairs Reserve – HRA	5,015,000	5,988,496	973,496
Direct Revenue Financing – GF	-	-	-
Usable Capital Receipts – GF	360,900	327,124	(33,776)
Better Care Fund	1,857,800	999,094	(858,706)
Borrowing	21,945,350	9,947,502	(11,997,848)
Section 106 Receipts	3,589,900	2,162,178	(1,427,722)
Usable Capital Receipts – HRA	2,601,300	2,149,339	(451,961)
MHCLG Grants	31,059,700	20,775,115	(10,284,585)
Other Bodies	1,749,600	148,678	(1,600,922)
<b>Total Capital Financing</b>	<b>68,179,550</b>	<b>42,497,526</b>	<b>(25,682,024)</b>

Most of the General Fund capital receipts remaining as at 31 March 2026 are earmarked towards part-funding capital schemes in later years. This is in line with the assumptions made when the budget for 2025/26 was approved. All HRA capital receipts accumulated up to 31 March 2026 will be utilised to part-fund the Housing new build and property acquisition programme in line with the government guidance on the use of capital receipts.

The main reason for variations to the financing are due to the overall underspend on the Capital Programme. The requested capital budgets to be carried forward, totalling £20.686m, are set out further below.

### Capital Programme 2025/26 – Outturn

Scheme	Revised Budget £	Actual Spend £	%
<b>Housing</b>			
Disabled Facilities Grants	1,782,800	960,293	54%
Warm Homes on Prescription (WHOP)	75,000	38,801	52%
Energy Efficiency Works	2,075,000	1,352,885	65%
Retrofit Works - Scalby Close, Eastwood	67,000	88,427	132%
Boiler Replacement	850,000	801,577	94%
Housing Modernisations (Kitchens/Bathrooms)	880,000	1,164,749	132%
Re-roofing Works	465,000	370,089	80%
Internal Communal Areas Works	100,000	89,601	90%
Social Housing Decarbonisation Fund	25,000	25,927	104%
Electrical Periodic Improvement Works/Rewires	55,000	10,392	19%
Aids and Adaptations - Disabled Persons Works	675,000	592,631	88%
Pre-Paint Repairs, Soffits and Fascias and Redecoration	20,000	13,269	66%
Fire Safety Assessment and Remedial Works	2,036,000	1,324,948	65%
Asbestos Surveys and Remedial Works	620,000	280,262	45%
Windows and Doors Replacement	520,000	417,193	80%
Structural Remedial Repairs (including Damp Proofing and Damp and Mould Related Works)	360,000	396,028	110%
Major Relets	130,000	58,070	45%
Emergency Insurance Works	140,000	102,603	73%
Total Mobile Modules	215,000	123,627	58%
Planned Maintenance Module (Capital)	50,000	-	-

<b>Scheme</b>	<b>Revised Budget £</b>	<b>Actual Spend £</b>	<b>%</b>
Special Call Units and Lifeline Services	120,000	26,183	22%
Garage Refurbishment and Replacement	25,000	-	-
Estate Impact/Decent Neighbourhoods	1,210,000	251,043	21%
Sheltered Scheme Alarm System	235,000	258,507	110%
Capital Salaries (allocated across schemes)	525,000	Allocated	-
HRA Capital Contingency	50,000	-	-
<b>Housing Delivery Programme</b>			
Acquisition of Properties	1,400,000	1,336,106	95%
Acquisition/Development - Pamela Cottage	643,500	-	-
Acquisition - Church Street, Stapleford	10,000	550	6%
Acquisition - Derby Road, Bramcote	10,000	550	6%
Acquisition - Church Hill, Kimberley	10,000	(14,867)	-
Acquisition - Newmanleys Road, Eastwood	10,000	6,435	64%
Acquisition - Retlaw Court, Hall Drive, Beeston	2,970,000	3,416,489	115%
Acquisition - Truman Street, Kimberley	40,000	47,769	119%
Acquisition/Development - Nottingham Rd, E'wd	1,245,000	-	-
Acquisition - Cross Street, Eastwood	142,500	42,796	30%
Acquisition - 52 Church Street, Eastwood	800,000	758,251	95%
Development - Farm Cottage Site	892,000	243,760	27%
Development - Former Inham Nook Site	2,427,000	546,768	23%
Development - Chilwell Garages Sites	1,506,000	20,813	1%
Development - Watnall Garage Sites	1,385,000	1,256,710	91%
Development - Hemlock Gate, Coventry Lane	4,030,000	4,221,525	105%
Development - Field Farm Site	1,011,300	813,233	80%
Acquisition/Development - 84 Church Street, E'd	1,300,000	341,250	26%
New Build - Housing Feasibility Costs	250,000	9,935	4%
Housing Delivery Plan Officer Posts	275,000	299,517	109%
<b>Business Growth</b>			
Stapleford Towns Fund (Combined)	14,757,050	9,043,828	61%
Kimberley Means Business (Combined)	12,886,300	8,290,401	64%

<b>Scheme</b>	<b>Revised Budget £</b>	<b>Actual Spend £</b>	<b>%</b>
UK Shared Prosperity Fund (UKSPF)	462,950	401,453	87%
High Street Retail Auction (2026/27)	-	30,000	-
Car Parks - Replacement Pay and Display	36,000	-	-
Car Parks - Resurfacing Works	30,000	30,428*	101%
High Hazels Court Industrial Units Roofing	40,000	-	-
Craft Workshop Repairs	56,000	75,987*	136%
Eastwood Health Hub - Walker Street Regeneration Project	100,000	60,688	61%
Beeston Square – Surface Refurbishment	25,000	23,903	96%
<b>Community Safety</b>			
Surveillance Camera Upgrade/Wireless Network	19,500	7,581	39%
<b>Environment and Climate Change</b>			
Fleet Vehicles and Plant Replacement	1,459,000	537,860	37%
Implementation of Food Waste Collection	830,850	14,932	2%
Kimberley Depot - Vehicle Wash Refurbishment	32,400	-	-
Kimberley Depot - Garage Cladding Upgrade	25,000	-	-
Kimberley Depot - Reposition Security Barriers	25,000	-	-
Kimberley Depot - LED Lighting	4,000	-	-
S106 Improvements - Beeston Parks	74,200	43,250	58%
S106 Improvements - Coventry Lane Access	80,000	57,288	72%
S106 Improvements - Jubilee Park, Eastwood	37,000	32,577	88%
S106 Improvements - Smithurst Road, Giltbrook	141,700	-	-
Brinsley Headstocks Refurbishment	192,300	55,077	29%
Chilwell Quarry - Rockface Stabilisation Works	290,000	41,240	14%
Pride in Parks	191,000	198,090*	104%
Security on Parks	6,000	6,612*	110%
Kimberley Cemetery Extension (Land Purchase)	1,000	-	-
Stapleford Cemetery Extension	150,000	-	-
Chilwell Cemetery Extension (2026/27)	-	33,629	-
Bramcote Crematorium - Cremator Replacement and Associated Works	610,000	612,353*	100%

<b>Scheme</b>	<b>Revised Budget £</b>	<b>Actual Spend £</b>	<b>%</b>
Improvements - Beauvale Park	10,200	-	-
Improvements - Hickings Lane Rec. Ground	4,200	4,801*	114%
Pasture Road Improvements (STF)	80,000	-	-
Bramcote Quarry Improvement Scheme	107,000	-	-
<b>Leisure and Health</b>			
New Bramcote Leisure Centre Development	310,900	277,124	89%
Bramcote Leisure Centre - Building Repairs	153,300	152,924	100%
AED Units and Bleed Control Units	10,000	-	-
Gym Equipment Replacement	120,000	-	-
Pitch Replacement Fund - Stapleford Community Pavillion	47,000	-	-
Queen Elizabeth Pavillion - Cladding	27,000	28,668*	106%
<b>Resources</b>			
ICT - Technical Infrastructure Architecture	215,000	13,101	6%
ICT - Replacement and Development	153,500	46,134	30%
ICT - eFacilities (Digital and Design)	60,000	12,200	20%
Income Management System	15,000	11,475	77%
Civica Open Revenues System	46,600	46,610	100%
Civica Financial Management System	76,900	76,903	100%
Civica Property Management System	8,800	-	-
Beeston Square Ph2 Unit 4 Fitting Out Works	137,000	4,877	4%
Beeston Square - Former Argos Block Works	10,000	7,938	79%
Capital Grants to Voluntary Organisations	13,450	12,248	91%
Lighting Renewal - Council Offices, Beeston	16,000	21,468*	134%
Fire Safety Works - Council Offices, Beeston	250,000	89,188	36%
General Fund Capital Contingency	77,350	-*	-
* Overspends offset by available Contingency Budget			
<b>GRAND TOTAL</b>	<b>68,179,550</b>	<b>42,497,526</b>	<b>62%</b>

## Proposed Capital Budgets to be Carried Forward into 2026/27

Scheme	Amount £
<b>Housing</b>	
Disabled Facilities Grants (GF)	822,500
Warm Homes on Prescription (GF)	36,200
Energy Efficiency Works	700,000
Boiler Replacement	48,000
Re-roofing	95,000
Aids and Adaptations	75,000
Fire Assessments and Remedial Work	550,000
Replacement Exterior Doors and Windows	45,000
Major Relets	70,000
Asbestos Surveys and Remedial Works	200,000
Speech Call Units and Life Services	93,800
Total Mobile System Modules	91,300
Acquisition/Development - Church Street, Eastwood	958,750
Acquisition/Development - Pamela Cottage, Bramcote	643,500
Acquisition - Nottingham Road, Eastwood	1,245,000
Acquisition - Cross Street, Eastwood	20,000
Acquisition - 52 Church Street, Eastwood	40,000
New Build - Farm Cottage, Bramcote	648,250
New Build - Inham Nook Development	350,000
New Build - Chilwell Garage Sites Felton, Selside and Gayrigg	100,000
New Build - Watnall Garage Sites Chilton Drive/Spring Close	128,300
Development - Hemlock Gate, Coventry Lane	(191,500)
Development - Field Farm Site	198,000
<b>Business Growth</b>	
Stapleford Towns Fund (Combined Schemes)	5,713,200
Kimberly Means Business (Combined Schemes)	4,595,900
UK Shared Prosperity Fund (Capital)	61,500
High Street Rental Auctions (2026/27)	(30,000)
Eastwood Health Hub - Walker Street Regeneration Project	39,300

Scheme	Amount £
Car Parks - Replacement Pay and Display Machines	36,000
High Hazels Court Industrial Units Re-roofing	40,000
<b>Environment and Climate Change</b>	
Fleet Vehicles and Plant Replacement Programme	921,100
Implementation of Food Waste Collection	815,900
Kimberley Depot Capital Improvements	70,000
Chilwell Quarry - Stabilisation and Maintenance Works	245,000
Bramcote Quarry Improvement Scheme	107,000
S106 Improvements - Dovecote, Broadgate, Leyton Parks	30,950
S106 Improvements - Access at Coventry Lane, Bramcote	22,700
S106 Improvements - Jubilee Park, Eastwood	4,400
Pasture Road Improvements (STF)	80,000
Brinsley Headstocks Refurbishment	137,200
Stapleford Cemetery Extension	150,000
Chilwell Cemetery Extension (2026/27)	(33,650)
<b>Leisure and Health</b>	
New Redeveloped Bramcote Leisure Centre	33,700
AED Units and Bleed Control Units	10,000
<b>Community Safety</b>	
Surveillance Camera Upgrade/Wireless Network	11,900
<b>Resources</b>	
ICT Technical Infrastructure Architecture	201,800
ICT Replacement and Development Programme	107,300
ICT eFacilities (Digital and Design)	47,800
Civica Property Management	8,800
Beeston Square Capital Works	130,000
Fire Safety Works – Council Offices Beeston	160,800
<b>Total Capital Budget Carry Forward</b>	<b>20,685,700</b>

The total of carry forwards is lower than in previous years, with the majority (around £15.5m) relating to schemes which are significant multi-year projects, such as the Stapleford Towns Fund and Kimberley Means Business regeneration schemes, and the Housing Delivery Programme.

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## Report of the Portfolio Holder for Resources and Personnel Policy

### Treasury Management and Prudential Indicators Annual Report for the Financial Year Ended 31 March 2026

#### 1. Purpose of Report

To inform Members of the treasury management activity and the actual prudential indicators for 2025/26. This is in accordance with all the Council's objectives and key priorities.

#### 2. Recommendation

**Cabinet is asked to NOTE the Treasury Management and Prudential Indicators Annual Report for the year ended 31 March 2026.**

#### 3. Detail

This report meets the requirements of the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through regulations issued under the Local Government Act 2003.

During 2025/26, the minimum reporting requirements were that an annual Treasury Management Strategy be approved in advance of the year, with update reports and an annual report being produced following the year describing the activity compared to the Strategy. This report fulfils this requirement.

The CIPFA Code of Practice on Treasury Management requires the Deputy Chief Executive to operate the Treasury Management function in accordance with the Treasury Management Strategy approved by Cabinet on 4 February 2025 and Council on 5 March 2025. Details of all borrowing and investment transactions for 2025/26 together with the balances at 31 March 2026 and treasury management limits on activity are also provided in **Appendix 1**. All treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice on Treasury Management and the approved Treasury Management Strategy.

Under the CIPFA Prudential Code for Capital Finance in Local Authorities, the Council is required to prepare a number of prudential indicators against which treasury management performance should be measured. Performance against the prudential indicators is given in **Appendix 2**.

The CIPFA Prudential Code for Capital Financing in Local Authorities was revised in December 2021 and introduced a requirement for the production of a Capital Strategy. This is considered alongside the Treasury Management Strategy Statement and the Investments Strategy by this Committee as part of the Budget Proposals and Associated Strategies report each year before being presented to full Council for approval in March.

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

This report meets the requirements of the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. All treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice on Treasury Management and the approved Treasury Management Strategy. Further comments are incorporated in the narrative in the executive summary and appendices.

7. Legal Implications

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

Treasury Management activities have to conform to the Local Government Act 2003, the Local Authorities (Capital; Finance and Accounting) (England) Regulations 2003 (SI 2003/3146), which specifies that the Council is required to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice and also the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 (SI 2008/414), which clarifies the requirements of the Minimum Revenue Provision guidance. This report demonstrates compliance with the legislative framework.

8. Human Resources Implications

There were no comments from the Human Resources Manager.

9. Union Comments

Not applicable.

10. Climate Change Implications

The are no climate change implications in relation to this report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

13. Background Papers

Nil.

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## Appendix 1

## Treasury Management Activity 2025/26

1. Borrowinga) Debt Outstanding and Transactions during the Year

The amount of loan debt outstanding on 31 March 2026, together with comparative figures for the previous year, is summarised in the table below:

	Amount Outstanding at 31-Mar-25 £'000	Amount Outstanding at 31-Mar-26 £'000
Short Term Loans	12,344	14,333
Long Term Loans:		
Public Works Loan Board (PWLB)	94,957	101,239
Local Authorities	-	-
Barclays Bank	3,000	3,000
<b>TOTAL</b>	<b>110,301</b>	<b>118,572</b>

This level of borrowing should be considered in the context of the assets held by the Council. The latest valuation used for the Balance Sheet on 31 March 2026 will show that the Council held fixed assets with a total value of around £350m\*, including both the General Fund and Housing Revenue Account (HRA) assets. **The market valuation of Council dwellings is estimated at £656m.** This compares favourably with the current debt portfolio.

\* This is an estimate and is subject to change as the external valuers final valuation report has not yet been received.

The Local Government Act 2003 requires local authorities to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out its capital budgeting and treasury management activities. The objectives of the Prudential Code are to ensure that local authority **capital investment plans are affordable, prudent and sustainable**. Fundamental to this is the calculation of a number of prudential indicators, which provide the basis for the management and monitoring of capital expenditure, borrowing and investments. These indicators are considered further below at Appendix 2.

b) Short Term Loans

There was no new short-term borrowing taken during 2025/26. Most of the short-term loans outstanding on 31 March 2026 were previously long-term PWLB loans, totalling £7.9m, which are now due to mature within the next 12 months.

Short term loans outstanding also include PWLB Equal Instalments of Principal (EIP) loans instalments due for repayment in 2025/26, totalling £6.4m, plus nominal PWLB Annuity loans due for repayment totalling £19k.

Short term loans also included £343k invested with the Council by the Bramcote Bereavement Services Joint Committee (2024/25 in £379k).

c) Long Term Loans

All the Council's long-term loans are currently borrowed from the PWLB, except for a £3.0m loan with Barclays Bank that is due to mature on 4 February 2073. Much of the balance of long-term loans from the PWLB comprises the remaining balance of the £66.4m borrowed on 28 March 2012 as part of the Council Housing Finance reforms.

New long-term loans taken from the PWLB in 2025/26 to support capital investment comprised of:

- £1.0m borrowed on 12 August 2025 for three years at 4.05%
- £5.0m borrowed on 24 October 2025 for eight years at 4.28%
- £3.0m borrowed on 29 October 2025 for six years at 4.12%
- £2.0m borrowed on 4 November 2025 for eight years at 4.19%
- £3.0m borrowed on 20 November 2025 for six years at 4.13%
- £2.0m borrowed on 4 December 2025 for seven years at 4.22%
- £3.0m borrowed on 14 January 2026 for seven years at 4.19%
- £2.0m borrowed on 19 January 2026 for six years at 4.12%
- £1.0m borrowed on 20 February 2026 for four years at 4.02%.

PWLB loans maturing in the year included £1.5m dating from 2000 at 5.13% which was repaid on 13 April 2025 and £7.4m dating from 2012 at 2.92% which was repaid on 28 March 2026.

There is a movement of £7.9m in maturity loans, £6.4m for EIP loans and £19k in annuity loans in the long term PWLB loans to reflect the re-classification to short term loans from 31 March 2026 with these due to be paid within the next 12 months.

d) Borrowing Strategy

Overall, debt was kept under review to match the level of borrowing with the financing requirement for assets, based on analysis of the Council's balance sheet with the aim of maintaining the Council's borrowing at the most efficient level in line with the prudential framework for capital finance.

The approved revised budget for 2025/26 indicated that further prudential borrowing of up to £21.945m would be required to help finance the revised 2024/25 capital programme. A total of £22.0m of additional external borrowing was actioned however this was a mixture of both new borrowing and replacement borrowing for principal maturing and due to be repaid in-year.

e) Debt Profile

The Council's debt had an average of 7.11 years to maturity on 31 March 2026, compared to 7.62 years on 31 March 2025. The average interest rate payable in the year was 3.66% (2024/25 in 3.50%).

The one-off preferential rates offered by the PWLB for the £66.4m additional loans taken out in March 2012 continue to have a substantial impact upon both the average interest rate payable and the outstanding debt profile.

f) Debt Restructuring

The Deputy Chief Executive and Section 151 Officer, in association with the Council's treasury management advisors, Arlingclose, carefully scrutinise the loan portfolio to identify potential opportunities to achieve a reduction in risks and/or savings in interest costs by prematurely repaying loans and refinancing them on similar or different terms.

No suitable debt restructuring opportunities were identified in 2025/26 as the cost associated with premiums payable on the premature repayment of loans could not be offset by lower refinancing rates.

2. Investmentsa) Investment Policy

The Council's investment policy is governed by guidance from MHCLG, which was implemented in the Investment Strategy approved by Cabinet on 4 February 2025 and Council on 5 March 2025. This gives priority to security and liquidity, and the aim is to achieve a yield commensurate with these principles. The investment activity during 2025/26 conformed to the approved strategy with security of capital being the Council's main investment objective.

Counterparty credit quality was assessed and monitored with reference to credit ratings and other available information. The minimum long-term counterparty credit rating determined for the investment strategy was the Long-Term 'A'-rating (or equivalent) from the Fitch, Moody's and Standard and Poor credit rating agencies.

In keeping with MHCLG guidance, the Council sought to maintain a sufficient level of liquidity through the use of money market funds (MMF) and overnight deposit and call accounts. The Council had no liquidity difficulties in 2025/26

b) Interest Received

Total interest receivable for the year amounted to £944k (2024/25 in £990k), which included interest from the following long-term investments:

- Interest of £84k from a £2.0m investment with the CCLA Local Authorities Property Fund (LAPF) (£93k in 2024/25).
- Interest of £59k from a £2.0m investment with the CCLA Cautious Multi Asset Fund (£66k in 2024/25).
- Interest of £87k from a £2.0m investment in the Ninety-One Diversified Income Fund (£90k in 2024/25).
- Interest of £79k from a £2.0m investment in the Royal London Enhanced Cash Plus Fund (£88k in 2024/25).

The average interest rate received on investments in 2025/26 was 3.98% (2024/25 4.62%). The UK Bank Rate decreased several times during 2025/26, from 4.50% at the start of the year to 3.75% in December 2025 (compared to starting 2024/25 at 5.0% reducing to 4.5% in February 2025). This decrease was reflected in short-term money market rates with a corresponding impact on investment income. The rates of return on investments also continues to reflect the priorities of security and liquidity before yield.

c) Investments Placed

A summary of all investments placed in 2025/26 is set out below.

	Average Credit score	Balance at 1-Apr-25 £000s	Investment Made £000s	Investment Repaid £000s	Balance at 31-Mar-26 £000s	Movement £000s
<b>UK Banks and Building Societies</b>	A+	-	-	-	-	-
<b>Local Authorities</b>	A+	-	-	-	-	-
Cheshire East Council		-	5,000	(5,000)	-	-
Bedfordshire Council		-	5,000	(5,000)	-	-
<b>Money Market Funds</b>						
Aberdeen	A+	3,270	39,750	(41,190)	1,830	(1,440)
Legal & General (LGIM)	AA-	5,000	13,620	(13,620)	5,000	-
Federated	A+	-	63,890	(63,890)	-	-
Public Sector Deposit Fund	A+	2,000	6,500	(6,000)	2,500	500
DMADF	AA	-	21,900	(21,900)	-	-
<b>Other Funds</b>						
Royal London Enhanced Cash Plus Fund	AA-	2,000	-	-	2,000	-
Ninety-One Diversified Income Fund	A+	2,000	-	-	2,000	-
CCLA Diversified Income Fund	A+	2,000	-	-	2,000	-
CCLA Property Fund	A+	2,000	-	-	2,000	-
<b>Total</b>		<b>18,270</b>	<b>155,660</b>	<b>(156,600)</b>	<b>17,330</b>	<b>940</b>

Investments with counterparties such as the Money Market Funds are set up as individual accounts where funds can be placed short-term (often overnight) and monies withdrawn as and when required. This increases the volume and value of investments made with these institutions during the year.

Money Market Fund credit ratings are indicative only due to the disparate investment strategies utilised by the funds.

The Council also considers the environmental, social and governance (ESG) aspects in its investing and banking. Counterparties which are highly rated for ESG are prioritised for investing, subject to the primary objectives of security and liquidity being achieved. There has been no significant impact on yields in 2025/26 when compared to other investment options.

On 10 March 2026, Cabinet considered a report on ethical considerations for pension fund investments, treasury management activity and banking services. Members noted the tensions in the Middle East, with reported breaches of international law and the worsening humanitarian situation in Palestine. There is growing public support for divestment from companies and entities complicit in breaches of international law and serious human rights violations in Gaza. Cabinet resolved to commit to a review of the Treasury Management Strategy and the Procurement Strategy to incorporate, wherever possible and in line with applicable legislation, the UN Principles for Responsible Investment (UN PRI) and the UN Guiding Principles on Business and Human Rights (UNGP) for the selection of suppliers, investments, financial institutions, and counterparties. The Council will also continue to monitor that the provider of the Council's banking services and other financial institutions included as part of treasury management activity continue to be compliant with defined ESG criteria.

d) Credit Risk Score Analysis

The security of capital remains a key investment objective. The Council aims to achieve a score of '7' or lower (equivalent to a minimum credit rating threshold of 'A-' for investment counterparties) to reflect its overriding priority of maintaining the security of any sums invested.

Counterparty credit quality has been maintained in accordance with the approved Treasury Management Strategy. The Council has complied with this indicator by achieving an average credit rating of 'A+' for its investment portfolio in 2024/25. No investments were made with institutions where the credit rating exceeded a score of 7. All deposits were made with institutions achieving an average score of 5 or better.

The table below shows how credit risk scores relate to long-term credit ratings:

Rating	AAA	AA+	AA	AA-	A+	A	A-	BBB+	BBB	BBB-
Score	1	2	3	4	5	6	7	8	9	10

e) Liquidity

The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing. The target is over £10.0m. The Council has complied with this indicator by maintaining an average of £24.5m in cash available in 2025/26.

f) Interest Rate Exposures

This indicator is set to control the Council's exposure to interest rate risk. The Bank of England 'Bank Rate' dropped by 75 basis points from 4.50% on 1 April 2025 to 3.75% by 31 March 2026.

The upper limits on the one-year revenue impact of a 1% rise or fall in interest rates for 2024/25 is £1.0m. The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at new market rates.

Although Bank Rate fell during the financial year, average PWLB rates increased. For example, the Council replaced a maturing PWLB loan of £7.4m at 2.92% (part of the Housing Finance Reform loans) in March 2026 along with various other loans which averaged 4.15%. The uplift in interest payments will provide an additional budget pressure of around £190k per annum.

Despite the increases in rates, the target limits for 2025/26 were achieved and compliance has been maintained.

For context, the changes in interest rates during the year were:

	31-Mar-25	31-Mar-26
Bank Rate	4.50%	3.75%
1-year PWLB certainty rate, EIP loans	5.02%	5.26%
5-year PWLB certainty rate, EIP loans	5.04%	5.37%
10-year PWLB certainty rate, EIP loans	5.21%	5.52%
20-year PWLB certainty rate, EIP loans	5.66%	5.97%
50-year PWLB certainty rate EIP loans	6.18%	6.49%

3. Treasury Management Limits on Activity

There are four treasury management indicators that were previously prudential indicators. The indicators are:

- Upper limits on fixed rate exposure to identify a maximum limit for fixed interest rates based upon the debt position net of investments.
- Upper limits on variable rate exposure, which similarly covers a maximum limit on variable interest rates.

- Maturity structures of fixed rate borrowing, with limits set to reduce the Council's exposure to large fixed-rate sums falling due for refinancing and are required for upper and lower limits.
- Total principal funds invested for periods longer than one year to reduce the risk of long-term investments needing to be realised before their natural maturity dates due to cash flow requirements, which could result in the investment being realised when market conditions are unfavourable.

The purpose of these indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council's overall financial position.

	2025/26 Planned Upper		2025/26 Actual 31-Mar-25	
<b>Limits on fixed interest rates</b>	100%		88%	
<b>Limits on variable interest rates</b>	40%		12%	
<b>Maturity Profile of Borrowings</b>	Lower	Upper	Lower	Upper
Under 12 months	0%	50%	0%	12%
12 months to 2 years	0%	50%	0%	13%
2 years to 5 years	0%	50%	0%	36%
5 years to 10 years	0%	75%	0%	32%
10 years to 20 years	0%	100%	0%	0%
20 years to 30 years	0%	100%	0%	4%
30 years to 40 years	0%	100%	0%	0%
40 years to 50 years	0%	100%	0%	3%
50 years and above	0%	100%	0%	0%

The CIPFA Prudential Code for Capital Finance in Local Authorities requires indicators to be set for the maturity structure of fixed borrowing only. The above limits applied equally to total borrowing (fixed and variable borrowing).

As suggested in the CIPFA Code of Practice on Treasury Management, all investments (whether fixed or variable rate) with a period of less than twelve months to maturity are regarded as variable rather than fixed rate investments as they are potentially subject to movements in interest rates when they mature. Likewise, any fixed rate borrowing that is due to mature within twelve months is regarded as being at a variable rate as the rate to be paid on any replacement loan could differ from the rate currently being paid.

With regards to the total principal funds invested, the Investment Strategy 2025/26 proposed that investments would only be made with those institutions on the counterparty list that were viewed as presenting the least risk.

On 31 March 2026 the Council's investments with a duration more than one-year totalled £8.0m. This consisted of £2.0m invested in the Royal London Enhanced Cash Plus Fund; £2.0m invested in the CCLA Local Authorities Property Fund (LAPF); £2.0m invested in the CCLA Cautious Multi Asset Fund (BWCF); and £2.0m invested in the Ninety-One Diversified Income Fund.

#### 4. Regulatory Framework, Risk and Performance

The Council has complied with relevant statutory and regulatory requirements which require the Council to identify and, where possible, quantify the levels of risk associated with its treasury management activities. In particular, the adoption of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities means that capital expenditure is prudent, affordable and sustainable and that treasury management practices demonstrate a low-risk approach.

#### 5. Money Market Brokers

The Treasury Management Strategy Statement, approved by Cabinet on 6 February 2024 and by Council on 6 March 2024, included details of the external money market brokers to be used for Treasury Management.

- Tradition (UK) Limited, Beaufort House, 15 St Botolph Street, London
- Sterling International Brokers, 1 Churchill Place, Canary Wharf, London.
- Martins Brokers (UK) Ltd, 1 Churchill Place, Canary Wharf, London
- King and Shaxson Limited, 6<sup>th</sup> Floor, 120 Cannon Street, London.
- Imperial Treasury Services, 25 St Andrew Street, Hertford.

Whilst the treasury management advisors, Arlinglose, provide support to the internal treasury function, market rules and the CIPFA Treasury Management Code confirms that the final decision on treasury management matters rests with the Council. The service provided by the Council's treasury management advisors is subject to regular review.

## Appendix 2

## Prudential Indicators 2025/26

1. Introduction

The Local Government Act 2003 requires local authorities to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out their capital budgeting and treasury management activities. Fundamental to this is the calculation of a number of prudential indicators, which provide the basis for the management and monitoring of capital expenditure, borrowing and investments. The indicators are based on the Council's planned and actual capital spending.

2. Capital Expenditure and Financing

The Council undertakes capital expenditure on assets which have a long term value. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.) which has no resulting impact upon the Council's borrowing need; or
- If insufficient financing is available or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

Actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

	2024/25 Actual £000s	2025/26 Actual £000s
General Fund	11,242	21,402
HRA	20,080	21,095
<b>Total Capital Expenditure</b>	<b>31,321</b>	<b>42,497</b>
Financed by:		
Capital Receipts	3,361	2,476
Capital Grants	9,604	24,085
Other	5,392	5,988
<b>Unfinanced Capital Expenditure</b>	<b>12,964</b>	<b>9,948</b>

Further details of capital expenditure are included in the Statement of Accounts Update and Outturn Position 2025/26 report elsewhere on this agenda.

### 3. The Council's Overall Borrowing Need

The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a gauge of the Council's debt position and represents net capital expenditure in 2025/26 and prior years that has not yet been paid for by revenue or other resources.

Part of the Council's treasury management activity seeks to address this borrowing need, either through borrowing from external bodies or utilising temporary cash resources within the Council.

Whilst additional borrowing can be undertaken or existing loans repaid at any time within the confines of the treasury management strategy, the Council is required by statute to make an annual revenue charge to reduce the CFR. This charge is effectively a repayment of the General Fund borrowing need and is known as the Minimum Revenue Provision (MRP).

Total CFR can also be reduced by applying additional capital resources, such as unapplied capital receipts, and/or charging more than the MRP statutory revenue charge each year through a voluntary revenue provision (VRP).

The Council's 2025/26 MRP Policy, as required by Central Government guidance, was approved by Cabinet on 4 February 2025. For expenditure incurred before 1 April 2008, the General Fund MRP was based upon 4% of the CFR at that date utilising a reducing balance approach. For all unsupported borrowing incurred since 1 April 2008, the MRP was based upon the estimated life of the assets that the borrowing was intended to finance using an annuity based, as opposed to equal instalment, approach to more accurately reflect the time value of money.

Whilst there is no statutory requirement to charge MRP to the HRA, the Council can charge VRP to the HRA should it wish to do so. No VRP was charged to the HRA in 2025/26.

The Council's CFR for 2025/26 represents a key prudential indicator and is shown below.

Capital Financing Requirement (CFR)	General Fund £'000	HRA £'000	Total £'000
<b>Opening Balance as at 1 April 2025</b>	<b>31,795</b>	<b>98,943</b>	<b>130,738</b>
Add: Unfinanced Capital Expenditure 2025/26	2,115	7,833	9,948
Less: MRP/VRP in 2025/26	(1,528)	-	(1,528)
<b>Closing Balance as at 31 March 2026</b>	<b>32,382</b>	<b>106,776</b>	<b>139,158</b>

#### 4. Treasury Position as at 31 March 2026

Whilst the Council's gauge of its underlying need to borrow is the CFR, the Deputy Chief Executive and Section 151 Officer can manage the Council's actual borrowing position by either:

- Borrowing to the CFR; or
- Choosing to utilise some temporary internal cash flow funds in lieu of borrowing (under borrowing); or
- Borrowing for future increases in CFR (borrowing in advance of need)

The figures in this report are based upon the principal amounts borrowed and invested and so may differ from those in the final accounts by items such as accrued interest.

The Interim Deputy Chief Executive and Section 151 Officer managed the debt position in 2025/26 by occasionally choosing to utilise some temporary internal cash flow funds in lieu of additional borrowing. The borrowing position at 31 March 2026 compared with the previous year was:

Actual Borrowing Position	Principal 31-Mar-25 £000s	Av. Rate	Principal 31-Mar-26 £000s	Av. Rate
Fixed Interest Rate Debt	109,922	3.65%	118,572	3.74%
Variable Interest Rate Debt	-	-	-	-
<b>Total Debt</b>	<b>109,922</b>	<b>3.65%</b>	<b>118,572</b>	<b>3.74%</b>
<u>Capital Financing Requirement</u>				
CFR – General Fund	31,795		32,382	
CFR – HRA	98,943		106,776	
<b>Total Capital Financing Requirement</b>	<b>130,738</b>		<b>139,158</b>	
<b>Over/(Under) Borrowing</b>	<b>(20,816)</b>		<b>(20,586)</b>	

#### 5. Prudential Indicators and Compliance Issues

Some of the prudential indicators provide either an overview or specific limits on treasury management activity. These are as follows:

##### i) Gross Borrowing and the Capital Financing Requirement (CFR)

In order to ensure that over the medium-term gross borrowing will only be for a capital purpose, the Council needs to ensure that its gross borrowing does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional increases to the CFR for the current and the following two financial years.

This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue purposes. The table below highlights the Council's gross borrowing position against the CFR.

	31-Mar-25 Actual £'000	31-Mar-26 Actual £'000
Gross Borrowing		
- PWLB and Market	109,922	118,572
- Bramcote Crematorium	379	379
<b>Gross Borrowing Position</b>	<b>110,301</b>	<b>118,951</b>
<b>Capital Financing Requirement (CFR)</b>		
CFR – General Fund	31,795	32,382
CFR – HRA	98,943	106,776
<b>Total CFR</b>	<b>130,738</b>	<b>139,158</b>

The Interim Deputy Chief Executive and Section 151 Officer reports that gross borrowing was below the CFR at 31 March 2026, as it was previously in 31 March 2025.

There was a net increase of £8.6m in PWLB loans in 2025/26. This was due to two maturity loans being repaid totalling of £8.9m, EIP repayments of £4.4m and annuity repayments of £18k. These were offset by nine new PWLB loans totalling £22.0m taken between August 2025 and February 2026 to refinance maturing debt, to provide additional prudential capital borrowing and to replace internal borrowing. There was no change in the level of money market and local authority loans during 2025/26.

The additional borrowing undertaken in 2025/26 was intended to bring greater alignment between the overall borrowing level and the Council's underlying need to borrow as measured by the CFR, replacing some previous internal borrowing.

The CFR increase shown here is analysed in section 3 above. As stated above, gross borrowing at 31 March 2026 was below the CFR and it is anticipated that gross borrowing will continue to be below the CFR over the current and following two financial years. Any borrowing decisions will take account of the effect upon the total CFR.

## ii) Liability Benchmark

This indicator compares the Council's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or a long-term investor in the future and so shape its strategic focus and decision making.

It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £10.0m required to manage day-to-day cash flow.

	31-Mar-25 Actual £'000	31-Mar-26 Actual £'000	31-Mar-27 Forecast £'000	31-Mar-28 Forecast £'000
CFR – General Fund	31,795	32,382	32,882	33,382
CFR – HRA	98,943	106,776	113,776	120,776
Balance Sheet Resources	(26,859)	(32,961)	(27,000)	(27,000)
<b>Net Loans Requirement</b>	<b>103,879</b>	<b>106,197</b>	<b>119,658</b>	<b>127,158</b>
Add: Liquidity Allowance	10,000	10,000	10,000	10,000
<b>Liability Benchmark</b>	<b>113,879</b>	<b>116,197</b>	<b>129,658</b>	<b>137,158</b>
<b>Existing Borrowing</b>	<b>110,301</b>	<b>118,951</b>	<b>126,451</b>	<b>133,951</b>

Following on from the medium-term forecast above, the long-term liability benchmark below assumes capital expenditure funded by prudential borrowing of £7.5m per annum; minimum revenue provision (MRP) on new capital expenditure based upon varying assets lives dependant on asset type; and income, expenditure and reserves all increasing by inflation of 2.5% per annum.

	31-Mar-29 Forecast £'000	31-Mar-30 Forecast £'000	31-Mar-31 Forecast £'000	31-Mar-32 Forecast £'000
CFR – General Fund	33,882	34,382	34,882	35,382
CFR – HRA	127,776	134,776	141,776	148,776
Balance Sheet Resources	(27,000)	(27,000)	(27,000)	(27,000)
<b>Net Loans Requirement</b>	<b>134,658</b>	<b>142,158</b>	<b>149,658</b>	<b>157,158</b>
Add: Liquidity Allowance	10,000	10,000	10,000	10,000
<b>Liability Benchmark</b>	<b>144,658</b>	<b>152,158</b>	<b>159,658</b>	<b>167,158</b>
<b>Existing Borrowing</b>	<b>141,451</b>	<b>148,951</b>	<b>156,451</b>	<b>163,951</b>

iii) Authorised Limit and Operational Boundary for External Debt

The authorised limit is a statutory limit determined under section 3(1) of the Local Government Act 2003 and represents the limit beyond which borrowing is prohibited. It reflects the level of borrowing which could be afforded in the short term to maximise treasury management opportunities and cover temporary cash flow shortfalls but is unlikely to be sustainable over the longer term.

The table below demonstrates that during 2025/26 the Council has maintained gross borrowing within its authorised limit.

The operational boundary is based on the probable external debt during the year. The operational boundary is not a limit and actual borrowing can vary around the levels shown for short times. The operational boundary should act as an indicator to ensure the authorised limit is not breached and is a key management tool for in year monitoring of treasury management activities by the Deputy Chief Executive and Section 151 Officer.

Actual external debt is gross borrowing plus other long-term liabilities. As mentioned previously, gross borrowing includes sums invested with the Council by the Bramcote Bereavement Services Joint Committee. Other long-term liabilities are liabilities outstanding (other than borrowing) in relation to the financing of capital expenditure. They relate to, for example, private finance initiative (PFI) credits or finance leases. The Council did not have such long-term liabilities at any stage during 2025/26.

	Operational Boundary 31-Mar-26 £000	Authorised Limit 31-Mar-26 £000	Actual External Debt 31-Mar-26 £000
Borrowing	127,770	159,710	118,572
Other Long-Term Liabilities	-	-	-
<b>Total</b>	<b>127,770</b>	<b>159,710</b>	<b>118,572</b>

The Interim Deputy Chief Executive and Section 151 Officer reports that there were no breaches of the authorised limit during 2025/26. The maximum level of borrowing during 2025/26 was £125.9m for five weeks (20 February to 28 March 2026).

iv) Total Principal Sums Invested for More than One Year

This limit is intended to contain exposure to the possibility of any loss that may arise as a result of the Council having to seek early repayment of any investments made. If an investment has to be re-paid before its natural maturity date due to cash flow requirements, then, if market conditions are unfavourable, there could be an adverse impact upon the Council.

The Council's policy for 2025/26 as set out in the annual investment strategy was to retain the flexibility to invest a proportion of its available balances for a period in excess of one year should credit conditions continue to show signs of stabilisation or improvement. An estimated amount of £8.0m was identified in the strategy as being available for longer term investment. Details of sums invested over more than one-year are identified in section 4 of Appendix 1.

v) Ratio of Financing Costs to Net Revenue Stream

This indicator shown below compares net financing costs (borrowing costs less investment income) to net revenue income from business rates, council tax and rent income. The purpose of the indicator is to show how the proportion of net income used to pay for financing costs is changing over time.

	2024/25 Actual	2025/26 Actual
General Fund	9.8%	8.9%
HRA	15.4%	18.1%

The increase in the level of funding being used to finance debt in the HRA reflects an increase in borrowing to finance the capital programme and lower than forecast dwelling rents received.

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**Report of the Portfolio Holder for Resources and Personnel Policy**

**Grants to Voluntary and Community Organisations, Charitable Bodies and Individuals Involved in Sports, the Arts and Disability Matters 2026/27**

1. Purpose of Report

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

2. Recommendation

**Cabinet is asked to CONSIDER the request and RESOLVE accordingly.**

3. Detail

Details of the grant application received are included in the **Appendix** for consideration. The amount available for distribution in 2026/27 is as follows:

	<u>£</u>
Revenue Grant Aid Budget	168,800
Broxtowe Lotto Fund	23,000
Less: Citizens' Advice Central Nottinghamshire	(73,750)
Less: Provision for Rent and Related Expenses	(62,500)
Less: Grants Awarded	(18,900)
 <b>Balance Available for Distribution</b>	 <b><u>36,650</u></b>

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

Any grant awards will be met from the grant aid budget shown above. Members are reminded that they will need to suitably constrain grant awards in 2026/27 if

the budget is not to be exceeded. The total 'cash' grant requested in this report is £1,500 with the additional sum requested in this report, when compared to the previous year, amounting to £1,500 if the application is fully supported.

7. Legal Implications

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

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

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

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

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

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

13. Background Papers

Nil.

## Appendix

Application

The following grant application has been received for consideration:

		<u>Previous Grant Award</u> £	<u>Current Grant Request</u> £
The Pythian Club	1	-	1,500
			<u>1,500</u>

1. THE PYTHIAN CLUB

The Pythian Club is a Community Interest Company, incorporated in June 2014, based in Basford, Nottingham. The Pythian Club states that it provides a range of benefits through its community-focused activities. These include:

- Community Outreach programmes that build positive relationships and create safe spaces for residents to engage.
- Connecting with local businesses to strengthen community partnerships, share information, and encourage investment back into the area.
- Connecting with local residents, listening to their concerns and ensuring their voices are heard.
- Identifying hotspots for anti-social behaviour, which helps The Pythian Club work with partners to reduce issues and make neighbourhoods safer.
- Finding out the interests and hobbies of young people, so The Pythian Club can offer meaningful activities that keep them engaged, supported, and on positive pathways.

Through this combined approach, The Pythian Club believes that it not only addresses immediate community challenges but also builds long-term benefits by creating stronger connections, safer spaces and more opportunities.

Financial Information

For the year ended 30 June 2025, The Pythian Club generated income of £134,704 (2024: £235,990) from sales, grants and donations. Total expenditure amounted to £213,011 (2024: £175,052) which included primarily staff and contractor costs (£183,727) and miscellaneous office expenditure. Closing reserves as at 30 June 2025 were £18,379 (2024: £93,280) including £12,709 in cash.

As at the time of the application, The Pythian Club has stated that it holds approximately £17,000 in cash and bank balances with a further £50,000 in investments.

### Grant Request

For 2026/27, The Pythian Club has requested a grant of £1,500 to cover the costs associated with the provision of a 10-week community outreach programme in and around Kimberley.

The Pythian Club states that its programme goes beyond typical community activities by specifically addressing the needs of disadvantaged sections of the Broxtowe community. The programme is expected to engage with approximately 20 residents and 20 young people per session, many of whom are from vulnerable or underserved backgrounds.

The programme will focus on identifying hotspots for anti-social behaviour and addressing the safety concerns of residents, which disproportionately affect disadvantaged groups. Additionally, the programme will actively listen to the interests and aspirations of young people, many of whom have limited access to positive recreational or developmental activities, ensuring that sessions are both inclusive and responsive to their needs.

The Pythian Club states that by fostering strong connections with residents, providing targeted support, and creating meaningful opportunities for engagement, it directly supports disadvantaged individuals and families, helping to improve wellbeing, reduce social isolation, and enhance community cohesion.

This is the first application for grant aid that has been received from The Pythian Club in recent years. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by The Pythian Club benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of The Pythian Club target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat anti-social behaviour and related social exclusion within the Borough.

## Report of the Portfolio Holder for Personnel and Resources

### Sexual Harassment Policy

1. Purpose of Report

To approve adoption of the Sexual Harassment Policy.

2. Recommendation

**Cabinet is asked to consider the amended policy, which has been reviewed by the Policy Overview Working Group and the Local Joint Consultative Committee and RESOLVE that the new Sexual Harassment Policy be approved.**

3. Detail

A new Sexual Harassment Policy has been introduced as a result of The Worker Protection (Amendment of the Equality Act 2010) Act. This Act places a legal duty for employers to proactively take reasonable steps to prevent sexual harassment in the workplace. Under the new Act, organisations are required not only to respond to incidents of harassment but to take proactive measures to prevent such incidents from occurring in the first place.

The measures include:

- Implementing policies that actively prevent harassment in the workplace,
- A guide to all employees and managers on recognising and addressing inappropriate behaviour
- Creating a safe and supportive environment where employees feel comfortable reporting any concerns.

Sexual Harassment has been split from the existing Bullying and Harassment Policy due to the new Legislation and seriousness of occurrence in the workplace. Whilst the process is largely the same, the creation of a separate policy indicates the Council's proactive approach to changing legislation in the workplace.

A Change Table has been added to the appendices to outline further changes.

All policies have been drafted in line with ACAS best practice and legal and statutory requirements.

4. Financial Implications

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

There are no additional financial implications for the Council at this stage with any costs being contained within existing 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 Monitoring Officer / Head of Legal Services were as follows:

There are no direct legal implications arising from this report, the policy has been updated in line with ACAS best practice and where relevant legal/statutory requirements.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Further Human Resources comment will be provided at the meeting.

7. Union Comments

The Union comments were as follows:

Further Union comment will be provided at the meeting.

8. Climate Change Implications

Any 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, an equality impact assessment is included in the appendix to this report.

11. Background Papers

Nil.



# SEXUAL HARASSMENT POLICY

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## **1.0 Objective**

The Council is committed to providing a working environment free from sexual harassment and ensuring all employees are treated, and treat others, with dignity and respect. The Council recognises that there is a risk that sexual harassment can occur both in and outside the workplace, such as on business trips, or at work-related events or social functions, or on social media.

Sexual harassment or victimisation of any employee, or anyone they come into contact with during the course of their work, is unlawful and will not be tolerated. The Council will take active steps to help prevent the sexual harassment and victimisation of all employees. Anyone who is a victim of, or witness to, sexual harassment is encouraged to report it in accordance with this policy. This will enable the Council to take appropriate action and provide support. Sexual harassment can result in legal liability for both the business and the perpetrator, whether they work for the Council or are a third party outside of our control. Sexual harassment may result in disciplinary action up to and including dismissal.

The law requires employers to take reasonable steps to prevent sexual harassment in the workplace.

The purpose of this policy is to prevent sexual harassment in the workplace and to set out a framework for line managers to deal with any sexual harassment that occurs by Employees (which may include consultants, contractors and agency workers) and by third parties such as customers, suppliers or visitors to our premises.

This policy does not form part of any contract of employment or contract to provide services, and the Council may amend it at any time

This policy deals with sexual harassment only. The Council is committed to preventing all types of harassment at work and other forms of harassment are covered in our Anti-Bullying and Harassment Policy.

## **2.0 Scope**

This policy shall apply to all employees, temporary workers, agency workers, contractors, consultants and anyone else engaged to work at the Council, (collectively referred to as 'Employees' throughout this policy) save for any complaints relating to the Chief Executive and Officers appointed under the Conditions of the Joint National Council for Chief Officers of Local Authorities for whom separate procedures apply.

## **3.0 What is sexual harassment?**

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to sexual harassment.

The Equality Act 2010, section 26, also states harassment includes treating someone less favourably because they have submitted or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex, in the past. For example, failing to promote an individual because they refused to kiss a colleague on a work night out.

A person may be sexually harassed even if they were not the intended target. For example, a person may be sexually harassed by pornographic images displayed on a colleague's computer in the workplace.

Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- Bringing proceedings under the Equality Act 2010;
- Giving evidence or information in connection with proceedings under the Equality Act 2010;
- Doing any other thing for the purposes of or in connection with the Equality Act 2010; or
- Alleging that a person has contravened the Equality Act 2010.

Sexual harassment and victimisation are unlawful and will not be tolerated. They may lead to disciplinary action up to and including dismissal if they are committed:

- In a work situation.
- During any situation related to work, such as at a social event with colleagues.
- Against a colleague or other person connected to the Council outside of a work situation, including on social media.
- Against anyone outside of a work situation where the incident is relevant to your suitability to carry out your role.

The Council will take into account any aggravating factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take.

If any sexual harassment or victimisation of an employee occurs, the Council will take steps to remedy any complaints and to prevent it happening again.

Third-party harassment occurs where a person is harassed or sexually harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, unwelcome sexual advances from a service user or supplier visiting the employer's premises, or where a person is visiting a service user or supplier's premises or other location in the course of their employment.

Whilst there is no current entitlement to bring a stand-alone complaint against an employer for third-party harassment alone, third-party sexual harassment can result in legal liability when raised in other types of claims and will not be tolerated. All employees are encouraged to report any third-party harassment they are a victim of, or witness, in accordance with this policy.

Any sexual harassment by an employee, against a third party may lead to disciplinary action up to and including dismissal.

The law requires the Council to take active steps to try to prevent third-party sexual harassment of employees.

If any third-party harassment of an employee, occurs, the Council will take steps to remedy any complaints and to prevent it happening again. (These may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.)

## **4.0 Procedure**

### **4.1 Informal Procedure**

If an employee, is being sexually harassed, they should consider whether they feel able to raise the problem informally with the person responsible. It is recognised that the informal route may not always be suitable. They should explain clearly to the person responsible that their behaviour is not welcome or makes them uncomfortable. If this is too difficult, they should speak to the HR Department. If an employee feels unable to speak to their Line Manager because the complaint concerns them, they should speak informally to the HR Section. If this does not resolve the issue, the Formal Procedure below should be followed.

Additionally, if an employee is not certain whether an incident or series of incidents amounts to sexual harassment, they should initially contact the HR Section informally for confidential advice.

If informal steps are not appropriate, or have been unsuccessful, the Formal Procedure set out below should be followed. Mediation can also be considered if appropriate.

Mediation is a process whereby an independent third party, including a trained Council employee or external professional mediator, attempts to help parties reach agreement in the event of a dispute. Mediation may be requested or recommended at any stage in dealing with a complaint if both parties are agreeable. However, it is usually preferable for any mediation to take place before a formal complaint is made. HR will arrange the mediation.

### **4.2 Formal procedure**

An employee who wishes to make a formal complaint about sexual harassment should submit it in writing to their line manager. There is no requirement to use a specific form. If the matter concerns their line manager, they should submit it to the HR Section.

The written complaint should set out full details of the conduct in question, including the name of the harasser, the nature of the sexual harassment, the

date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

An employee, who wish to make a formal complaint about victimisation should submit it in writing to their line manager. If the matter concerns their line manager, they should submit it to the HR Section.

The written complaint should set out full details of the conduct in question, including the name of the person or persons the employee, believes have victimised them, the reason they believe they have been victimised, the nature of the victimisation, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

As a general principle, the decision whether to progress a complaint is up to the employee, However, the Council has a duty to protect all employees, and may pursue the matter independently if, in all the circumstances, the Council considers it appropriate to do so.

#### **4.3 Investigations**

The Council will investigate complaints in a timely, respectful and confidential manner. Employees who are not involved in the complaint or the investigation should not be told about it.

A Deciding Officer will be appointed by GMT. The Deciding Officer will appoint an independent investigator. The investigator will be a senior manager grade 12 or above.

The Council will arrange a meeting with the complainant, usually within 10 working days of receiving a complaint, so that they can give their account of events. The complainant has the right to be accompanied by a colleague or a trade union representative of their choice, who must respect the confidentiality of the investigation.

Where a complaint is about an Employee, the Council may consider suspending them on full pay or making other temporary changes to working arrangements pending the outcome of the investigation, if circumstances require. The investigator will also meet with the alleged harasser who may also be accompanied by a colleague or trade union representative of their choice to hear their account of events. They have a right to be told the details of the allegations against them, so that they can respond.

Where a complaint is about someone other than a member of Employees, such as a customer, supplier or visitor, the Council will consider what action may be appropriate to protect the complainant and anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the business and the rights of that person. Where appropriate, the Council will attempt to discuss the matter with the third party.

The Council will also consider any request that the complainant makes for changes to their own working arrangements during the investigation. For

example, they may ask for changes to duties or working hours to avoid or minimise contact with the alleged harasser.

It may be necessary to interview witnesses to any of the incidents mentioned in the complaint. If so, the importance of confidentiality will be emphasised to them and they will be informed that breach of confidentiality is a disciplinary offence. Confidentiality will be subject to any legal or regulatory obligations.

Following the investigation, the investigator will submit a report to a Deciding Officer (a Head of Service or above). The Deciding Officer will arrange a meeting with the complainant, in order to discuss the outcome and what action, if any, should be taken. The complainant has the right to bring a colleague or a trade union representative to the meeting. A copy of the report and the Investigators findings will be given to the complainant and to the alleged harasser.

#### **4.4 Action**

If the Deciding Officer considers that there is a case to answer and the harasser is an employee (excluding agency workers, contractors, consultants and anyone else engaged to work at the Council without a contract), the matter will be dealt with as a case of possible misconduct or gross misconduct under the Council's Disciplinary Procedure. The investigation into a complaint may be put on hold pending the outcome of the Disciplinary Procedure. Where the disciplinary outcome is that sexual harassment occurred, prompt action will be taken to address it. If the harasser is a third party, such as a service user or supplier, the Council will consider what action would be appropriate to deal with the problem.

Whether or not the complaint is upheld, the Council will consider how best to manage the ongoing working relationship between the complainant and the person concerned. It may be appropriate to arrange some form of mediation or counselling, or to change the duties, working location or reporting lines of one or both parties.

Any employee who deliberately provides false information in bad faith, or who otherwise acts in bad faith as part of an investigation, may be subject to action under the Council's Disciplinary Procedure. However, a complainant will not be disciplined or treated detrimentally because their complaint has not been upheld.

#### **4.5 Appeals**

If the complainant is not satisfied with the outcome they may appeal in writing to the HR team, stating their full grounds of appeal, within 10 working days of the date on which the decision outcome letter was received.

The Council will hold an appeal meeting, normally within 10 working days of receiving a written appeal. Where practicable, the appeal hearing will be conducted by a Chief Officer who has not been previously involved in the case and is senior to the individual who conducted the previous meeting.

They may ask anyone previously involved to be present. The complainant has the right to bring a colleague or trade union representative to the meeting.

The Council will confirm its final decision in writing, usually within 10 working days of the appeal hearing. This is the end of the procedure and there is no further appeal.

## **5.0 Witnessing sexual harassment or victimisation**

Any employees, who witness sexual harassment or victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:

- intervening where an employee, feel able to do so;
- supporting the victim to report it or reporting it on their behalf;
- reporting the incident where an employee, feel there may be a continuing risk if they do not report it; or
- co-operating in any investigation into the incident.

All witnesses will be provided with appropriate support and will be protected from victimisation.

## **6.0 Protection and support for those involved**

Employees who make complaints, report that they have witnessed wrongdoing, or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Any employees found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

If Employees believe they have suffered any such treatment they should inform the HR team. If the matter is not remedied, they should raise it formally using the Council's Grievance Procedure or this procedure if appropriate.

The Council will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation the Council receives to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately and workforce training is targeted where needed.

The Council offers access to confidential counselling, which is available on request for anyone affected by, or accused of, sexual harassment.

## **7.0 Support and guidance**

Support and guidance can also be obtained from the employee assistance programme and other external service. Reporting outcomes, confidentiality and record keeping.

Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to disciplinary action under the Council's Disciplinary Procedure.

When appropriate and possible, where a complaint is upheld, the Council will advise the complainant of the action that has been taken to address their specific complaint and any measures put in place to prevent a similar event happening again.

Information about a complaint by or about a Employees member may be placed on their personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. The Council will keep appropriate records of complaints in order to assess the effectiveness of our steps to prevent sexual harassment in the workplace. These will be processed in accordance with our Data Protection Policy.

The Council's employee assistance programme can also provide additional confidential advice and assistance.

## **8.0 Training**

The eradication of Sexual Harassment is a one of the key priorities of the Council, following legislative changes to the Employment Rights Act 2025.

The Council will provide Training via its e-learning platform and further training may be arranged for relevant Officers, which could include webinars, face-to-face training or other mediums as and when appropriate. All employees are required to undertake Code of Conduct training which requires annual recertification.

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Policy Section	Suggested Change	Reason for Change
1.0	Objective	In line with legislation
2.0	Scope	In line with legislation
3.0	What sexual harassment?	In line with legislation
4.0	Informal and Formal procedure	In line with legislation
5.0	Witness sexual harassment or victimisation	In line with legislation
6.0	Protection and support for those involved	In line with legislation
7.0	Support and guidance can also be obtained from the employee assistance programme and other external service. Reporting outcomes, confidentiality and record keeping	In line with legislation
8.0	Training section added	Clarification on Training expectations

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## Appendix 3

**Equality Impact Assessment**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where

a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

### EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive's	Title of the Lead Officer responsible for EIA	HR Manager
Name of the policy or function to be assessed:		Sexual Harassment Policy	
Title of the Officer undertaking the assessment:		HR Manager	
Is this a new or an existing policy or function?		New	
<p><b>1. What are the aims and objectives of the policy or function?</b> To outline the Council's approach to dealing with Sexual Harassment in light of recent Employment Law changes.</p>			
<p><b>2. What outcomes do you want to achieve from the policy or function?</b> To eliminate sexual harassment from the workplace and outline support for victims and consequences for alleged perpetrators.</p>			
<p><b>3. Who is intended to benefit from the policy or function?</b> All employees and Managers</p>			
<p><b>4. Who are the main stakeholders in relation to the policy or function?</b> Employees Managers Public Third-parties</p>			
<p><b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b> Number of sexual harassments reported to HR. Disciplinary data. Suspension data</p>			

Directorate:	Chief Executive's	Title of the Lead Officer responsible for EIA	HR Manager
Absence data Leave data Nolan Principles of Public Life			
<b>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</b> Incidents reported to HR. Employment Law changes			
<b>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</b> To be consulted with Elected Members and Trade Unions at LJCC.			
<b>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</b>			
<input type="checkbox"/> <b>Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</b>  No			
<input type="checkbox"/> <b>Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</b>  Yes			
<input type="checkbox"/> <b>Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</b>  No			
<input type="checkbox"/> <b>Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</b> Yes – by ensuring all employees are able to raise concerns through a recognised and formal process.			

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

None

**9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?**

**Age:** Neutral Impact – the policy covers all employees, regardless of age.

**Disability:** Neutral Impact – the policy covers all employees.

**Gender:** Neutral Impact – the policy covers all employees, although statistically more women are subject to sexual harassment in the workplace.

**Gender Reassignment:** Neutral Impact – the policy covers all employees

**Marriage and Civil Partnership:** Neutral Impact – the policy covers all employees

**Pregnancy and Maternity:** Neutral Impact – the policy covers all employees

**Race:** This policy does not discriminate against any race, and there may be some ethnicities where cultural norms may need to be taken into account.

**Religion and Belief:** This policy does not discriminate against any religion, belief or lack of belief, and there may be some instances where religious/belief practices may need to be taken into account

**Sexual Orientation:** Neutral Impact – the policy covers all employees

**Care Experience:** Neutral Impact – the policy covers all employees

**Executive Director:**

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

**Signature:**

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## **Report of the Portfolio Holder for Community Safety**

### **Employee Domestic Abuse Policy**

#### 1. Purpose of Report

To present Cabinet with the amended Employee Domestic Abuse Policy following review by the Policy Overview Working Group (POWG) and Local Joint Consultative Committee (LJCC) and ask that Cabinet resolve to approve the new policy.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that the Employee Domestic Abuse Policy be approved.**

#### 3. Detail

The Employee Domestic Abuse Policy was last reviewed in November 2023.

The Head of Communities and Community Safety is the lead officer responsible for Domestic Abuse Policies and it has been necessary to review the policy to ensure it remains fit for purpose and in line with any practice changes.

The policy clarifies who falls within its remit and the definition of Domestic Abuse has been tightened to align with legislation. Additional employee support is outlined, such as Occupational Health and the Council's Employee Assistance Programme. Detailed recording has been tightened and home safety is now reference. Training is also a mandatory requirement.

The Employee Domestic Abuse Policy can be found at **Appendix 1**.

The Equality Impact Assessment can be found at **Appendix 2**.

#### 4. Key Decision

This report is not a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. It is not significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Council's area

#### 5. Financial Implications

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

There are no additional financial implications for the Council at this stage with costs being contained within existing budgets. Any significant budget

implications in the future, over and above virement limits, would require approval by Cabinet.

6. Legal Implications

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

There are a number of legislative requirements placed on the Council both as a local authority and employer to meet various safeguarding obligations. This policy and its implementation will assist the Council in approaching its safeguarding obligations towards its employees in relation to domestic violence

7. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Further Human Resources comment will be provided at the meeting.

8. Union Comments

The Union comments were as follows:

Further Union comment will be provided at the meeting.

9. Climate Change Implications

The climate change implications are contained within the report.

10. Data Protection Compliance Implications

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

11. Equality Impact Assessment

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

12. Background Papers

Nil.



# Employee Domestic Abuse Policy

<b>Document title</b>	Employee Domestic Abuse Policy
<b>Document version</b>	1.2
<b>Department</b>	Communities
<b>Title of Author</b>	Marice Hawley
<b>Date document approved</b>	
<b>Review cycle</b>	3 years
<b>Date of next review</b>	07/01//2029

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## **1. Purpose**

- 1.1 This policy applies to Broxtowe Borough Council (BBC).
- 1.2 The purpose of this policy is to enable the support of employees experiencing problems at work arising from domestic violence and abuse. It will ensure confidentiality and sympathetic handling of situations at work arising from domestic violence and abuse and removes fears of stigmatisation at work for employees experiencing domestic violence and abuse. It will provide guidance for managers on how to support survivors of domestic violence and abuse and on how to deal with perpetrators of domestic violence and abuse. It will raise awareness and understanding amongst all employees in the workplace of the effects of domestic violence and abuse. The Council also does additional awareness raising for employees through both mandatory and additional training, through the dissemination of literature and resources around domestic abuse and through regular awareness raising campaigns both internally and externally.

## **2. Scope**

- 2.1 This policy applies to those employees that are directly employed by BBC and for whom BBC has legal responsibility. For those covered by a letter of authority/honorary contract or work experience this policy is also applicable whilst undertaking duties on behalf of BBC or working on BBC premises and forms part of their arrangements with BBC. As part of good employment practice, agency workers are also required to abide by BBC policies and procedures, as appropriate, to ensure their health, safety and welfare whilst undertaking work for BBC.

## **3. Policy**

### **3.1 Principles**

- 3.1.1 BBC is committed to promoting zero tolerance of domestic violence and abuse. It will ensure that the working environment promotes the view that domestic violence is unacceptable and will not be tolerated. BBC acknowledges that domestic abuse is a serious issue within our society and affects many people's lives and we have a responsibility for health, safety and welfare at work. Employees or line managers who are approached by another employee experiencing domestic abuse are expected to follow the good practice outlined in this policy.
- 3.1.2 Domestic violence is a pattern of behaviour characterised by the misuse of power and control which commonly includes physical, psychological, emotional and sexual abuse. Within BBC there may be those who have

Employee Domestic Abuse Policy  
experienced or are experiencing domestic violence, and those who may be perpetrators of violence.

- 3.1.3 We recognise that domestic abuse can negatively impact employees and that as an employer we have a responsibility for the health, safety and welfare of employees at work, and seek to provide support to those affected.

## **3.2 Employees Experiencing Domestic Violence and Abuse**

- 3.2.1 It is understood that victims of domestic violence and abuse may feel unable to talk to anyone about their situation. They may be afraid or worried about the consequences that this may have for them, their family, home, job or income.
- 3.2.2 Employees have the right to work in a supportive and confidential environment that does not discriminate against or stigmatise people who are experiencing domestic abuse (whether physical or emotional). Employees are not obliged to inform anyone at work about their domestic situation but there are support mechanisms available such as their line manager, human resources representative, trade union representative, Occupational Health and Employee Assistance Programme. In addition, there are a number of people within the BBC that can offer support and advice in relation to domestic abuse, child protection and safeguarding of adults and children. Employees are therefore encouraged to speak to someone at work if they feel their personal situation is affecting work, specific details are not necessary but a joint approach to problem solving to resolve work issues is essential.
- 3.2.3 Employees who raise concerns will be treated with respect and dignity and BBC will provide a supportive environment.
- 3.2.4 Employees are assured of confidentiality however there may be some circumstances where, in order to safeguard the employee, this may be breached and a disclosure made to the relevant agency.

## **3.3 Responding to Domestic Abuse**

- 3.3.1 Managers should respond promptly sympathetically and confidentially to an employee who has disclosed domestic violence and abuse. If an employee alleges abuse, they should be believed for the purposes of safeguarding and support.

- 3.3.2 Managers should also provide support to an employee who discloses they are the perpetrator of domestic violence or abuse and are seeking help. Managers should inform the HR Team and signpost the employee to the relevant Domestic Abuse support organisation to discuss entry into a perpetrator programme.
- 3.3.3 Managers should provide a private space to enable the employee to talk and should assure them of their confidentiality unless there are child protection issues which must be reported. The manager should ask the employee what they want to do, if anything, and respect their decision.
- 3.3.4 The employee should be asked if they want to report the abuse to the police and if they need to see their GP for medical attention. This is again up to the employee. If the employee is injured, they should be encouraged to seek medical attention to have the injury/injuries assessed, treated and documented. In some circumstances a decision may be made to report an incident to the police where a crime has been committed or to refer to a Multi- Agency Risk Assessment Conference (MARAC) where it is believed an individual is at risk. A Domestic Abuse, Stalking or Honour-based violence Risk Assessment Checklist (DASH-RIC) can be filled out by the police, or a qualified Domestic Support worker were warranted
- 3.3.5 The manager should provide information, not advice, about domestic violence and abuse support services or helplines and also information about workplace support such as occupational health services, counselling services and the Employee Assistance Programme.
- 3.3.6 The employee should be offered the same standard of support on all occasions no matter how many times the same employee comes forward. Because of the nature of persistent domestic violence and abuse, victims often find it very difficult to leave abusive relationships. A record will be maintained on the number of times an employee comes forward as repeat incidents and escalation of seriousness are risk factors which may require referral to MARAC.
- 3.3.7 Managers should assist employees to make contact with support services. (see Appendix 1)
- 3.3.8 It is important to remember that pressuring employees experiencing domestic violence and abuse to leave the abuser is not helpful. In most cases the employee will want to remain in their home and be safe. In many cases violence escalates after an attempt to leave and therefore managers and colleagues aware of an individual's circumstances should be extra vigilant particularly with regard to absence from work. Leaving the situation either temporarily or permanently is a step that should be planned carefully with support from a specialist.

3.3.9 The employee can be offered special leave to enable them to take time off work in order to visit solicitors, banks, schools, support agencies etc. consideration given to extended leave should it be required to flee violence.

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

### 3.3.11 **Good Practice Guidelines**

- Do take up training for yourself and your team to raise your awareness of domestic abuse and if necessary, risk assessment
- Do give priority to ensuring the employees immediate safety
- Do ensure that the employee understands the confidentiality policy
- Do be sensitive and believe what the employee is telling you
- Do find out what the employee wants and see if you can help to achieve it
- Do help to explore ways of maximising the employee's safety.
- Do give up to date information on what other agencies have to offer
- Do place the responsibility for the violence with the perpetrator. The violence is not the employee's fault
- Do take personal responsibility for ensuring that appropriate information and support is offered
- Do use open questions
- Do always allow time for the person to talk
- DO NOT ignore your intuition if you suspect an employee is being abused
- DO NOT ask her/him what she/he did to provoke the violence
- DO NOT just focus on what she/he alone can do in the situation
- DO NOT assume the perpetrator's age or gender
- DO NOT share your own experiences
- DO NOT act as a go-between, between victim and perpetrator

## **3.4 Recording Information**

3.4.1 Consent must be gained from the employee to share any information, except in cases where there is a legal requirement to do so, and employees should be made aware that absolute confidentiality may not be possible in such circumstances. Managers will record a summary of any discussions that take place about domestic violence together with any actions agreed or outcomes. The record should then be passed to HR to be held confidentially. This information may be required as evidence in any potential legal action within the criminal or civil justice system or in any

internal review but should not under any circumstances, be used to the detriment of an employee who has experienced abuse.

3.4.2 If a manager is unsure how to approach a domestic abuse or related situation, then they should take further confidential advice from their human resources representative.

3.4.3 Offering relevant training to the abused employee, where appropriate.

3.4.4 Any records must be stored in accordance with the Data Protection Act 2018.

### **3.5 Safety at Work**

3.5.1 The Council will protect the health, safety and welfare of all employees at work, including those employees directly or indirectly affected by domestic abuse. This includes situations where the perpetrator of the abuse is harassing the employee at work, for example, turning up at the Council's business premises unannounced, constantly telephoning, e-mailing or texting the employee during the working day or harassing the employee's work colleagues. Advice and information will be provided around safety in the home where possible.

### **3.6 Responsibilities**

<b>HR Manager</b>	<ul style="list-style-type: none"><li>- Maintain an overview of the policy in regard to ratification, implementation and review</li><li>- Support managers and employees with queries relating to the policy and procedures</li><li>- Ensure all cases of domestic violence and abuse are treated sensitively and in confidence in line with this policy</li><li>- Sourcing of relevant awareness training in relation to domestic violence and abuse.</li><li>- Facilitating access to the relevant support systems available such as occupational health, counselling and the Employee Assistance Programme.</li><li>- Ensuring the policy and procedure is reviewed and updated as required.</li><li>- Collation of reported data relating to domestic abuse as necessary for annual reporting.</li></ul>
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	<ul style="list-style-type: none"> <li>- Solicit advice from the Head of Communities and Community Safety and the Senior Communities Officer for Violence and Domestic Abuse where necessary for information about available services or help with referrals for external support.</li> </ul>
<b>Senior Management Team</b>	<ul style="list-style-type: none"> <li>- Provide a strategic overview for domestic abuse</li> <li>- Nominate and maintain a champion on the board who will support and advise the board on its key responsibilities</li> <li>- Ensure there is a robust process in place for escalating concerns externally or through named non-executive directors if the alleged perpetrator might be in the Senior Management Team or another senior member of the organisation.</li> </ul>
<b>Line Managers</b>	<ul style="list-style-type: none"> <li>- Ensuring they understand and adhere to their obligations in relation to this policy with awareness and ability to apply it effectively. The role of the manager is not to deal with the abuse itself but to make it clear that employees will be supported and to outline what help is available, from where and to escalate as appropriate.</li> <li>- Line Managers should be trained to spot common signs of possible domestic abuse in employees, such as unexplained injuries, being distressed, uncharacteristic deterioration of work performance, unexplained periods of time off work, receiving numerous calls from partners/ex-partners, frequent visits at work by a partner/ex-partner, appearing unable to have autonomy outside of their relationship or appearing uncharacteristically timid or appeasing in front of their partner/ex-partner</li> <li>- Work with employees who are experiencing domestic abuse to manage attendance and be understanding that the situation may affect attendance and performance in the short or long term. See the Council's Leave Policy for further guidance.</li> <li>- Enable employees to remain at work where possible and potentially consider if a return to office working is appropriate in instances where the employee is working from home and the home environment is unsafe.</li> <li>- Ensuring this policy is applied fairly to all with sensitivity towards age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity,</li> </ul>

	<p>race, religion or belief and sexual orientation – in line with the Council’s existing policy for Equalities and Diversity. Maintaining the confidentiality of any information relayed to them concerning cases of domestic violence and abuse. Managers are strongly advised to contact HR regarding any disclosures of domestic abuse.</p>
<b>All Employees</b>	<ul style="list-style-type: none"> <li>- Being aware of the policy and informing their line manager or Human Resources regarding any concerns or suspicions that a colleague may be a potential or actual victim, or a perpetrator of domestic abuse.</li> <li>- In the course of their duties employees may have contact with customers and or/colleagues about whom they form concerns. In these circumstances support should be sought from their line manager/HR</li> <li>- Employees who may be affected by colleagues or customers experiencing domestic should also seek support where necessary through the same channels listed within this policy.</li> <li>- Complete Mandatory training as and when required.</li> </ul>
<b>Organisational Safeguarding Leads</b>	<ul style="list-style-type: none"> <li>- Offer advice and support to HR on domestic abuse issues</li> <li>- Advise on training needs and provide oversight of delivery via statutory and mandatory training requirements.</li> <li>- A requirement of the Domestic Abuse Bill is to produce an annual report of the prevalence of domestic abuse within the organisation, using anonymised data collected via the HR team.</li> <li>- Where it is assessed that there is a safeguarding issue for any children due to domestic abuse, appropriate safeguarding referrals will be made and information shared in line with current legislation.</li> </ul>

### 3.7 Training

Domestic abuse is one of the key priorities of the Council, which has a statutory duty to respond to domestic abuse under the Crime and Disorder Act 1998. The Council provides Domestic Abuse Training via its e-learning platform. This training is mandatory for all employees across the Authority. This course provides an overview of domestic abuse; what it means, what the warning signs are and where to go for advice, if you are concerned about someone who may be affected by domestic abuse.

To complete the training, an assessment is required with a mandatory pass rate. The HR and Learning and Development Team, with input from the Head of Communities will ensure that e-learning is up to date and in line with legislative changes and periodically review the audience that the training is rolled out to. Re-certification is required from time to time. Further training may be arranged for relevant Officers, which could include webinars, face to face training or other mediums as and when appropriate.

#### **4. Related Policies, Standards and Guidelines**

- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Government Strategy to tackle Violence against Women and Girls (VAWG)
- Home Office 'Domestic Violence & Abuse'  
(<https://www.gov.uk/domesticviolence-and-abuse>)
- Draft Domestic Violence Bill 2018
- Domestic Violence Bill 2019
- Domestic Abuse Act 2021
- Broxtowe Borough Council Leave Policy

#### **5. Terms and Definitions**

5.1 Broxtowe Borough Council applies the Domestic Abuse Bill statutory definition of domestic abuse as “Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality” ([Domestic Abuse Act 2021](#))

5.2 Whilst the majority of abuse is perpetrated by men against women, domestic violence may also be carried out by women against men and within same sex relationships. Abuse can be perpetrated by partners, ex-partners and family members, including children under the age of 18, adult children or siblings.

5.3 Such abuse may be actual or threatened and can manifest itself in a variety of ways including physical violence, emotional or psychological abuse, sexual violence and abuse, financial control, controlling or coercive behaviour and abuse, and the imposition of social isolation or deprivation.

5.4 Controlling behaviour can be a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

5.5 Coercive behaviour can be an act, or a pattern of acts, of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victims.

5.6 Domestic abuse occurs in all groups and sections of society and may be experienced differently, due to, and compounded by, race, sexuality, disability, age, religion, culture, class or mental health. This definition includes all nuances of domestic abuse for example “honour based” abuse (HBA), forced marriage (FM) and female genital mutilation (FGM) as well as adolescent to parent/carer abuse and elder abuse.

5.7 Domestic abuse can have a devastating impact on children exposed to it in their own home. Under the statutory definition of domestic abuse, a child who sees or hears, or experiences the effects of domestic abuse and who is related to the person being abused or the perpetrator, is also to be regarded as a victim of domestic abuse.

5.8 The impact of domestic abuse can range from loss of self-esteem to loss of life.

## **6. Enforcement**

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

## **7. Review**

This document will be reviewed annually as a minimum or wherever there may be a change of influencing circumstances.

## 8. Appendices

### Appendix 1

#### Domestic Abuse Organisations and Contacts

##### Refuge

**0808 2000 247** (24-hour helpline)

Advice on dealing with domestic violence.

[www.refuge.org.uk](http://www.refuge.org.uk)

##### Rape Crisis

**0808 500 2222** 24/7 Rape & Sexual Abuse Support Line

[www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)

##### Victim Support

**0808 168 9111** (24-hour helpline)

<http://www.victimsupport.org>

##### Childline

**0800 1111** for Childline for children (24-hour helpline)

**0808 800 5000** NSPCC Helpline for adults concerned about a child (24-hour helpline)

Children's charity dedicated to ending child abuse and child cruelty.

[www.nspcc.org.uk](http://www.nspcc.org.uk)

##### Broxtowe Women's Project

**01773 719 111** Domestic Abuse Helpline

Broxtowe based women's support charity

<https://broxtowewomensproject.org.uk/>

##### Juno Women's Aid

**0808 8000 340** 24hr Helpline

National Women's aid charity

<https://junowomensaid.org.uk/>

##### Equation

**0800 995 6999**

Domestic abuse charity for men

<https://equation.org.uk/>

## Appendix 2

Policy Section	Suggested Change	Reason for Change
2.1	Clarification on who falls under the policy	Clarification
3.1.1	Zero Tolerance	Organisational stance
3.1.2	Domestic Abuse definition	To align to Legislation
3.2.2	Occupational Health and EAP included	Additional employee support
3.3.2	Managers to inform HR	Make clear who to report to
3.3.2	Added perpetrator signposting	Formal referral to programmes
3.3.4	Step by step process	More prescriptive safeguarding
3.3.10	Inserted excerpt from Leave scheme	Consistency
3.3.11	Moved Appendix 2 to body of policy	Formatting
3.4.1	Detailed recording and GDPR	Compliance requirement
3.4.2	Moved the consent section higher	As per Trade Union suggestion
3.5.1	Include home safety	Expanded coverage
3.6	Mandatory training added	Formal requirement
3.7	Training section added	Clarification on Training expectations

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## Appendix 3

**Equality Impact Assessment**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive's	Title of the Lead Officer responsible for EIA	HR Manager
Name of the policy or function to be assessed:		Employee Domestic Abuse Policy	
Title of the Officer undertaking the assessment:		HR Manager	
Is this a new or an existing policy or function?		Existing	
<p><b>1. What are the aims and objectives of the policy or function?</b> To outline the Council's approach and practices supporting employees experiencing Domestic Abuse.</p>			
<p><b>2. What outcomes do you want to achieve from the policy or function?</b> To clearly outline the Council's commitment and support to employees experiencing Domestic Abuse, including signposting and eradication of Domestic Abuse.</p>			
<p><b>3. Who is intended to benefit from the policy or function?</b> All employees</p>			
<p><b>4. Who are the main stakeholders in relation to the policy or function?</b> Employees Managers Police Public Third-party support agencies</p>			

Directorate:	Chief Executive's	Title of the Lead Officer responsible for EIA	HR Manager
<p><b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b></p> <p>Number of incidents reported to Communities or HR.  Disciplinary data.  Suspension data  Absence data  Leave data  Equality Act 2010 and Domestic Abuse legislation/good practice and guidance</p>			
<p><b>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</b></p> <p>Incidents reported to HR.</p>			
<p><b>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</b></p> <p>To be consulted with Elected Members and Trade Unions at LJCC.</p>			
<p><b>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</b></p>			
<p><input type="checkbox"/> <b>Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</b></p> <p>No</p>			
<p><input type="checkbox"/> <b>Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</b></p> <p>Yes</p>			
<p><input type="checkbox"/> <b>Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</b></p> <p>No</p>			
<p><input type="checkbox"/> <b>Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</b></p> <p>Yes – by ensuring that recruitment practice is fair and equal opportunities are offered to all applicants and employees.</p>			

<input type="checkbox"/> <b>What further evidence is needed to understand the impact on equality?</b> None

<b>9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?</b>
<b>Age:</b> Anyone can be a victim of DA, no matter their age.
<b>Disability:</b> Disabled people may have increased vulnerabilities.
<b>Gender:</b> Applicable to all sex, although statistically women are at an increased risk of domestic abuse.
<b>Gender Reassignment:</b> LGBTQ individuals may be victims of DA.
<b>Marriage and Civil Partnership:</b> Anyone may be a victim of DA
<b>Pregnancy and Maternity:</b> Women who are pregnant have increased risk of DA
<b>Race:</b> This policy does not discriminate against any race, and there may be some ethnicities where DA risk is increased due to cultural practices.
<b>Religion and Belief:</b> This policy does not discriminate against any religion, belief or lack of belief, and there may be some religions or beliefs where DA risk is increased due to cultural practices.
<b>Sexual Orientation:</b> LGBTQ individuals may be victims of DA
<b>Care Experience:</b> Those in care or care leavers may be at an increased risk of DA

<b>Executive Director:</b>
----------------------------

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

**Signature:**

## Report of the Chief Executive

### Regulation of Investigatory Powers Act 2000 Policy

#### 1. Purpose of Report

To seek Cabinet approval for the Regulation of Investigatory Powers Act 2000 (RIPA) Policy and to inform Members that none of the RIPA powers have been used in 2025. This relates to the Council's Corporate Plan Priority for the Community Safety priority: to make Broxtowe a safe place for everyone.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that the Policy for ensuring compliance with RIPA is appropriate and remains fit for purpose and to note that there has been no use of the RIPA powers in 2025.**

#### 3. Detail

The RIPA Policy document should be reviewed at least once a year by Members to ensure it remains fit for purpose.

The RIPA Policy is included at **Appendix 1** and the proposed changes to it are in the change table at **Appendix 2**. This review has been procedural rather than operational, as no substantive changes have been made, and the existing Policy remains fit for purpose.

The Policy also requires Members to consider the use of the RIPA powers (on an annual basis) to ensure it is being used in accordance with the legislation. There has been no use of the RIPA powers since July 2015. Additionally, these powers should only be used in exceptional circumstances, as the Council has not used them reflects a positive position.

In addition to monitoring RIPA usage, the RIPA Co-ordinating Officer is required, in line with the Council's policy, to ensure refresher training on RIPA is available to Officers on an annual basis. Due to the recent change in the Senior Responsible Officer and the proposed permanent changes to the General Management Team (GMT), external RIPA training will be provided to relevant Officers during 2026. This will ensure Officers properly understand their responsibilities and operate within regulatory requirements.

#### 4. Key Decision

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

5. Update from Scrutiny

Not applicable.

6. Financial Implications

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

There are no financial implications to consider as part of this report.

7. Legal Implications

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

If the Council does not adopt a revised RIPA Policy and there is no common reference point, there is a risk that covert surveillance is inconsistently applied across different service areas. This might increase the risk of legal challenge and reduce the fairness and effectiveness of the Council's approach to covert surveillance. The adoption of a policy is considered to be best working practice and will also assist the Council to demonstrate that it has regard to the relevant legislation and Codes of Practice.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

Not applicable.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

Not applicable as no substantive amendments made.

13. Background Papers

Nil.



Broxtowe  
Borough  
COUNCIL

**Regulation of Investigatory Powers  
Act 2000 (RIPA) Policy**

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## Introduction

Broxtowe Borough Council ('the Council') only carries out covert surveillance where such action is justified and endeavors to keep such activities to a minimum. It recognises the importance of complying with the Regulation of Investigatory Powers Act 2000 ('RIPA/the Act') when such an investigation is for the purpose of preventing or detecting crime or preventing disorder and has produced this guidance document to assist Officers.

## Applications for Authority

An Officer of at least the level of Head of Service (Authorising Officer) will consider all applications for authorisation in accordance with RIPA. Any incomplete or inadequate application forms (see Appendix A for forms) will be returned to the applicant for amendment. The Authorising Officer shall ensure that:

- there is a satisfactory reason for carrying out the surveillance, and the serious crime threshold is met (see 6.2)
- any directed surveillance passes the 'serious crime' threshold
- the covert nature of the investigation is necessary
- proper consideration has been given to collateral intrusion
- the proposed length and extent of the surveillance is proportionate to the information being sought
- Chief Executive's authorisation is sought where legal / medical / clerical / parliamentary issues are involved or a juvenile covert human intelligence source is proposed.
- the authorisations are reviewed and cancelled
- the authorisations are sent to Legal Services for entry onto the Central Register.

Once authorisation has been obtained from the Authorising Officer, the Investigating Officer will attend the Magistrates' Court to obtain Judicial Approval for the authorisation. See flowchart at Appendix B

## **Training**

Each Authorising Officer shall be responsible for ensuring that relevant employees are aware of the Act's requirements.

The Head of Legal Services and Deputy Monitoring Officer shall ensure that refresher training is offered at least once a year to all directorates of the Council and also provide advice and training on request. Officers working in this area are also required to complete the e-learning training provided by the Council.

## **Central Register and Records**

Legal Services shall facilitate and retain the Central Register of all authorisations issued by the Council. The Head of Legal Services and Deputy Monitoring Officer will monitor the content of the application forms and authorisations to ensure conformity and compliance with RIPA.

## **Senior Responsible Officer ("SRO")**

The Senior Responsible Officer is a role required by the Investigatory Powers Commissioners Office (IPCO) with oversight of the Council's use of RIPA powers. The SRO is the Council's Chief Executive and will only act as an Authorising Officer in exceptional circumstances to avoid any conflicts with the SRO role.

## **RIPA Co-ordinating Officer**

The RIPA Co-ordinating Officer has the responsibility for day-to-day RIPA management and any administrative processes observed in obtaining authorisation and advice thereon and this role is performed by the Head of Legal and Deputy Monitoring Officer

# REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

## GUIDANCE – PART I

### DIRECTED SURVEILLANCE AND COVERT HUMAN INTELLIGENCE SOURCE

#### 1. Purpose

The purpose of this guidance is to explain:

- the scope of RIPA – Chapter 1 of Part II
- the circumstances where it applies
- the authorisation procedures to be followed – **Appendix B.**

#### 2. Introduction

- 2.1 This Act came into force in 2000 is intended to regulate the use of investigatory powers exercised by various bodies including local authorities, and to ensure that they are used in accordance with the human rights legislation. This is achieved by the requirement for certain investigations to be authorised by an appropriate Officer together with judicial approval. From 1 November 2012 local authority authorisations and notices under RIPA will only be given effect once an order has been granted by a Justice of the Peace. See **Appendices C and D** for Home Office Guidance.
- 2.2 The investigatory powers which are relevant to a local authority are directed covert surveillance and covert human intelligence sources ('CHIS') in respect of specific operations involving criminal offences that are either punishable, whether on summary conviction or indictment by a term of imprisonment of at least six months, or are related to the underage sale of alcohol and tobacco. The Act makes it clear for which purposes they may be used, to what extent, and who may authorise their use. There are Codes of Practice relevant to the use of these powers which are attached as **Appendix E.**
- 2.3 Consideration must be given, prior to authorisation as to whether or not the surveillance and associated collateral intrusion is **necessary** and **proportionate** i.e. whether a potential breach of the human rights legislation is justified in the interests of the community as a whole, or whether the information could be obtained in other ways.

2.4 A public authority may only engage the RIPA when in performance of its **core functions**, that is the specific public functions undertaken by the authority in contrast to the ordinary functions that are undertaken by every authority for example employment issues, contractual arrangements, etc.

### 3. Scrutiny and Tribunal

#### 3.1 External

3.1.1 From 1 November 2012 the Council must obtain an Order from a Justice of the Peace approving the Grant or Renewal of any authorisation for the use of directed surveillance or Covert Human Intelligence Sources (CHIS) before the authorisation can take effect and the activity carried out. The Council can only appeal a decision of a Justice of the Peace on a point of law by the Judicial Review process.

3.1.2 The Investigatory Powers Commissioners Office (IPCO), a role established by the Investigatory Powers Act 2016 was set up to monitor compliance with RIPA. The IPCO has “a duty to keep under review the exercise and performance by the relevant persons of the powers and duties under Part II of RIPA”, and the Surveillance Commissioner will from time to time inspect the Council’s records and procedures for this purpose.

3.1.3 In order to ensure that investigating authorities are using the powers accordingly, the Act also established an Investigatory Powers Tribunal (IPT) to hear complaints over the exercise of RIPA powers and breaches of the Human Rights Act. Applications will be heard on a judicial review basis. Such claims must be brought no later than one year after the taking place of the conduct to which it relates, unless it is just and equitable to extend this period.

The Tribunal rules of 2018 govern the IPT’s conduct it can:

- Quash or cancel any warrant or authorisation
- Order the destruction of any records or information obtained by using a warrant or authorisation
- Order the destruction of records or information held by a public authority in relation to any person.

- Award compensation

The Council has a duty to disclose to the IPT all documents they require if any Council Officer has:

- granted any authorisation under RIPA
- engaged in any conduct as a result of such authorisation.

### 3.2 Internal Scrutiny

3.2.1 The Council will ensure that the Head of Legal Services and Deputy Monitoring Officer is responsible for:

- the integrity of the process in place within the Council to authorise directed surveillance and CHIS compliance with Part II of the 2000 Act and with the accompanying Codes of Practice
- engagement with the Commissioners and Inspectors when they conduct their inspections
- where necessary oversee the implementation of any post-inspection action plans recommended or approved by a Commissioner.

3.2.2 The elected Members of the Council will review the authority's use of RIPA powers the Council's policy and guidance documents at least once a year. They will also consider internal reports on the use of the 2000 Act to ensure that it is being used consistently with the Council's policy and that that policy is fit for purpose. The Members will not, however, be involved in making decisions on specific authorisations.

3.3 If an Officer is concerned that no authorisation has been obtained under RIPA for surveillance taking place then they should contact the Head of Legal to seek advice.

3.4 If an activity is deemed to be unauthorised it will be reported to the IPOC.

## 4. **Benefits of RIPA authorisations**

The Act states that, if authorisation confers entitlement to engage in a certain

conduct and the conduct is in accordance with the authorisation, then it will be lawful for all purposes. Consequently, RIPA provides a statutory framework under which covert surveillance can be authorised and conducted compatibly with Article 8 of the Human Rights Act 1998 – a person's right to respect for their private and family life, home and correspondence.

Material obtained through properly authorised covert surveillance is admissible evidence in criminal proceedings.

Section 78 Police and Criminal Evidence Act 1984 allows for the exclusion of evidence if it appears to the court that, having regard to all the circumstances in which the evidence was obtained, the admission of the evidence would have such an adverse effect on the fairness of the proceedings that the court ought not to admit it. Evidence obtained through covert surveillance will not be excluded unless the test of unfairness is met.

## **5. Definitions**

- 5.1 'Covert' is defined as surveillance carried out in such a manner that is calculated to ensure that the person subject to it is unaware that it is or may be taking place. (s.26 (9)(a)).
- 5.2 'Covert human intelligence source' (CHIS) is defined as a person who establishes or maintains a personal or other relationship with a person for the covert process of obtaining/providing access to/disclosing, information obtained through that relationship or as a consequence of the relationship (s.26 (8)).
- 5.3 'Directed surveillance' is defined as covert but not intrusive and undertaken:
- for a specific investigation or operations
  - in such a way that is likely to result in the obtaining of private information about any person
  - other than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorization under this Part to be sought for the carrying out of the surveillance (s.26(2) ( C )
- 5.4 'Surveillance' includes monitoring, observing, listening, with or without the

assistance of a surveillance device, and includes recording of any information obtained.

- 5.5 'Private information' includes, and possibly goes beyond, information relating to a person's private or family life, and aspects of business and professional life.
- 5.6 'Intrusive' surveillance is covert surveillance that is carried out in relation to anything taking place on any residential premises or in any private vehicle and involves the presence of an individual on the premises or in the vehicle or using a surveillance device. Broxtowe Borough Council may not authorise such surveillance.
- 5.7 'Authorising Officer' in the case of local authorities these are specified as the Deputy Chief Executive (and more senior Officers), Heads of Service, Service Managers or equivalent, responsible for the management of an investigation (see Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 (SI 2010 No.521) As amended (from 1st November 2012) by the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources (Amendment) Order 2012 No. 1500. At Broxtowe Borough Council, they are nominated Heads of Service and above. (see Appendix F).
- 5.8 'Senior Responsible Officer' (see **Appendix G**) is responsible for:
- The integrity of the process in place within the public authority for the management of CHIS
  - Compliance with Part II of the Act and with the Codes
  - Oversight of the reporting of errors to the relevant oversight Commissioner and the identification of both the cause(s) of errors and the implementation of processes to minimize repetition of errors
  - Engagement with the IPCO inspectors when they conduct their inspections, where applicable
  - Where necessary, oversight of the implementation of post-inspection action plans approved by the relevant oversight Commissioner.

Within local authorities, the senior responsible Officer should be a member of the

General Management Team and should be responsible for ensuring that all authorising Officers are of an appropriate standard in light of any recommendations in the inspection reports prepared by the IPCO. Where an inspection report highlights concerns about the standards of authorising Officers, this individual will be responsible for ensuring the concerns are addressed.

5.9 'RIPA Co-ordinating Officer' (see **Appendix G**) is responsible for:

- Maintaining the central record and collation of documents
- Day to day oversight of the RIPA process
- Organising training in RIPA
- Raising awareness of RIPA within the Council.

## 6. When does RIPA apply?

6.1 RIPA applies where the directed covert surveillance of an individual or group of individuals, or the use of a CHIS is necessary for the purpose of preventing or detecting crime, (see below).

6.2 The Council can only authorise **Directed Surveillance** to prevent and detect a criminal offence if it is punishable, whether on summary conviction or indictment, by a period of imprisonment of at least six months, or would constitute an offence under:

- (a) Section 146 Licensing Act 2003 (sale of alcohol to children)
- (b) Section 147 Licensing Act 2003 (allowing the sale of alcohol to children)
- (c) Section 147a Licensing Act 2003 (persistently selling alcohol to children)
- (d) Section 7 of the Children and Young Persons Act 1933 (sale of tobacco, etc to persons under eighteen).

### 6.3 CCTV

The normal use of CCTV is not usually covert because members of the public are informed by signs that such equipment is in operation. However, authorisation should be sought where it is intended to use CCTV in a covert and pre-planned manner as part of a specific investigation or operation, for the surveillance of a

specific person or group of people. Equally a request, say by the police, to track particular individuals via CCTV recordings may require authorisation (from the police).

#### 6.4 Online Covert Activity

The use of the internet and social media sites may be required to gather information prior to and during an operation/investigation. Officers should exercise caution when utilising such sites during an investigation and be alert to situations where authorisations under RIPA may be required

If Officers have any concerns over the use of social media during an investigation, they should contact the Head of Legal and Deputy Monitoring Officer. As a general rule of thumb however, reviewing open-source sites such as Facebook pages where no privacy settings are in place does not require an authorisation under RIPA unless reviews are carried out often usually to build a profile, when directed surveillance authorisation may be required.

Use of the internet prior to an investigation should not normally engage privacy considerations but where observing an individual's online presence becomes persistent, or where material obtained from any check is to be extracted and recorded and may engage privacy considerations, a RIPA authorisation may be required.

If the Officer then, for the purposes of gleaning intelligence breaches privacy controls and becomes for example a "friend" within a subject's Facebook account, utilising a pseudo account to conceal his/her identity as a Council official, this is a covert operation which, by its nature, is intended to obtain private information and should be authorised as a minimum as directed surveillance.

If the Officer engages in any form of relationship with the account operator, then s/he is likely to become a CHIS requiring authorisation and management by a Controller and Handler with a record being kept and a risk assessment created. In deciding whether online surveillance should be regarded as covert, consideration should be given to the likelihood of the subject knowing that surveillance is or may be taking place. This is regardless of what privacy settings the individual may have in place.

## **7. Covert Human Intelligence Source**

7.1 The RIPA definition (section 26 (8)) is anyone who:

- (a) Establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within paragraphs (b) or (c);
- (b) Covertly uses such a relationship to obtain information or provide access to any information to another person; or
- (c) Covertly discloses information obtained by the use of such a relationship or as a consequence of the existence of such a relationship

Any reference to the conduct of a CHIS includes the conduct of a source which falls within (a) to (c) or is incidental to it.

References to the use of a CHIS are references to inducing, asking or assisting a person to engage in such conduct.

Section 26(9) of RIPA goes on to define:

- a purpose is covert, in relation to the establishment or maintenance of a personal or other relationship, if, and only if, the relationship is conducted in a manner that is calculated to ensure that one of the parties to the relationship is unaware of that purpose
- a relationship is used covertly, and information obtained as mentioned in 7 (c) above and is disclosed covertly, if, and only if it is used or as the case may be, disclosed in a manner that is calculated to ensure that one of the

parties to the relationship is unaware of the use or disclosure in question.

7.2 There is a risk that an informant who is providing information to the Council voluntarily may in reality be a CHIS even if not tasked to obtain information covertly. It is the activity of CHIS in exploiting a relationship for a covert purpose which is ultimately authorised in the 2000 Act, not whether or not the CHIS is asked to do by the Council. When an informant gives repeat information about a suspect or about a family, and it becomes apparent that the informant may be obtaining the information in the course of a neighborhood or family relationship, it may mean that the informant is in fact a CHIS. Legal advice should always be sought in such instances **before** acting on any information from such an informant.

### 7.3 Juvenile Sources

Special safeguards apply to the use or conduct of juvenile sources; that is sources under the age of 18 years. On no occasion should the use or conduct of a source under the age of 16 years be authorised to give information against their parents or any person who has parental responsibility for them. The duration of a juvenile CHIS is **one** month. The Regulation of Investigatory Powers (Juvenile) Order 2000 SI No 2793 contains special provisions which must be adhered to in respect of juvenile sources. Can only be authorised by Chief Executive or Deputy Chief Executive.

### 7.4 Vulnerable Individuals

A vulnerable individual is a person who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation. Any individual of this description should only be authorised to act as a source in the most exceptional circumstances. Can only be authorised by Chief Executive or Deputy Chief Executive.

### 7.5 Legal Advice

Please consult the Senior Responsible Officer and RIPA Co-ordinating Officer before taking any practical steps to authorise a CHIS.

### 7.6 Handler and Controller

There needs to be in place arrangements for the proper oversight and management of CHIS, including appointing individual Officers as defined in section 29(5)(a) and (b) of the 2000 Act for each CHIS.

The Handler has day to day responsibility for:

- Dealing with the CHIS on behalf of the authority
- Directing the day to day activities of the CHIS
- Recording the information supplied by the CHIS, and
- Monitoring the CHIS's security and welfare.

The Handler will usually be a rank or position below that of the authorising Officer.

The Controller will normally be responsible for the management and supervision of the "handler" and general oversight of the use of the CHIS.

## 8. Authorisations

### 8.1 Applications for directed surveillance

All application forms (**see Appendix A**) must have a Unique Operation Reference Number (URN) and must be fully completed with the required details to enable the Authorising Officer to make an informed decision. Sections 12 and 13 of the form must be completed by the Authorising Officer.

An authorisation under the 2000 Act will only ensure that there is a justifiable interference with an individual's Article 8 rights if it is **necessary** and **proportionate** for these activities to take place. Therefore, the grant of authorisation should indicate that consideration has been given to these points, and no authorisation shall be granted unless the Authorising Officer is satisfied that the investigation is:

- **necessary** for either the prevention or detection of crime, involving a criminal offence punishable whether by summary or on indictment by a maximum sentence of at least six months' imprisonment or related to the underage sale of alcohol or tobacco (see paragraph 6.2 for offences) Covert surveillance cannot be said to be necessary if the desired information can reasonably be

obtained by overt means, and

- **proportionate** - if the activities are necessary, the person granting the authorisation must believe that they are **proportionate** to what is sought to be achieved by carrying them out. This involves balancing the intrusiveness of the activity on the target and others (see 8.4 Collateral intrusion) who might be affected by it against the need for the activity in operational terms.

The method of surveillance proposed must not be **excessive** in relation to the seriousness of the matter under investigation. It must be the method which is the **least invasive** of the target's privacy.

The activity will not be proportionate if it is excessive in the circumstances of the case or if the information which is sought could reasonably be obtained by other less intrusive means. All such activity should be carefully managed to meet the objective in question and must not be arbitrary or unfair.

The **privacy** of innocent members of the public must be respected and collateral intrusion minimised – see 8.4 below.

It must be at an **appropriate** level (i.e. not excessive) and no other form of investigation would be appropriate.

## 8.2 Necessity

The authorising Officer must be satisfied that the use of covert surveillance is necessary for one of the purposes specified in Section 28(3) of RIPA. In order to be satisfied, the conduct that it is aimed to prevent or detect must be identified and clearly described, particularly if it is questionable whether the serious crime criteria are met.

## 8.3 Proportionality

Proportionality is not only about balancing the effectiveness of covert methods over overt methods but of explaining why a particular covert method, technique or tactic is the least intrusive. It is insufficient to make a simple assertion or to say that the `seriousness` of the crime justifies any or every method available. It may be unacceptable to advance lack of resources or a potential cost saving as sufficient ground to use technological solutions which can be more intrusive than

a human being. This critical judgment can only be reached once all aspects of an authorisation have been fully considered. It will be helpful to consider the following elements:

- (i) That the proposed covert surveillance is proportional to the misconduct under investigation
- (ii) That it is proportional to the degree of anticipated intrusion on the target and others
- (iii) It is the only option, other overt measures having been considered and discounted.

The following elements of proportionality should therefore be considered:

- balancing the size and scope of the operation against the gravity and extent of the perceived misconduct
- explaining how and why the methods to be adopted will cause the least possible intrusion on the target and others
- that the activity is an appropriate use of the legislation and the only reasonable way, having considered all others, of obtaining the necessary result
- providing evidence of other methods considered and why they were not implemented.

The authorising Officer should set out, in his own words, "*I am satisfied*" and "*I believe*" why he is satisfied or why he believes the activity is necessary and proportionate.

#### 8.4 Collateral intrusion

The privacy rights of members of the public who are not the subject of the investigation, must be minimised and the surveillance must be carefully controlled so as to respect those rights.

The Authorising Officer must also take into account the risk of '**collateral intrusion**' i.e. intrusion on, or interference with, the privacy of persons other than the subject of the investigation, particularly where there are special sensitivities e.g. premises used by lawyers, MPs, doctors or priests e.g. for any form of medical or professional counselling or therapy. The application must include an **assessment** of any risk of collateral intrusion for this purpose.

Steps must be taken to avoid unnecessary collateral intrusion and minimise any necessary intrusion.

Those carrying out the investigation must inform the Authorising Officer of any unexpected interference with the privacy of individuals who are not covered by the authorisation as soon as these become apparent.

Where such collateral intrusion is unavoidable, the activities may still be authorised, provided the intrusion is considered proportionate to what is sought to be achieved.

#### 8.5 Special consideration in respect of confidential information

Particular attention is drawn to areas where the subject of surveillance may reasonably expect a high degree of privacy e.g. where confidential information is involved.

Confidential information consists of matters subject to legal privilege, communication between a Member of Parliament and another person on constituency matters, confidential personal information or confidential journalistic material. (Sections 98-100 Police Act 1997).

#### 8.6 Legal privilege

Generally, this applies to communications between an individual and his/her legal adviser in connection with the giving of legal advice in connection with or in contemplation of legal proceedings. Such information is unlikely ever to be admissible as evidence in criminal proceedings.

If in doubt, the advice of the Head of Legal Services and Deputy Monitoring Officer should be sought in respect of any issues in this area.

#### 8.7 Confidential personal information

This is oral or written information held in (express or implied) confidence, relating to the physical or mental health or spiritual counselling concerning an individual (alive or dead) who can be identified from it. Specific examples provided in the codes of practice are consultations between a health professional and a patient, discussions between a minister of religion and an individual relating to the latter's **spiritual welfare** or matters of **medical or journalistic confidentiality**.

#### 8.8 Confidential journalistic material

This is material acquired or created for the purposes of journalism and held subject to an undertaking to hold it in confidence.

It should be noted that matters considered to be confidential under RIPA may not necessarily be properly regarded as confidential under section 41 Freedom of Information Act.

**Where confidential information as referred to in sections 8.4 to 8.8 is likely to be acquired, the surveillance may only be authorised by the Chief Executive, or, in her absence, a Chief Officer, and should only be authorised where there are exceptional and compelling circumstances.**

#### 8.9 Authorisations must be in writing.

The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources (Amendment) Order 2012 amended the 2010 Order - see the new 7A which states that the serious crime threshold of investigating criminal offences with a sentence of at least six months' imprisonment and those offences related to the underage sale of alcohol and tobacco apply.

#### 8.10 Notifications to Inspector/Commissioner

The following situations must be brought to the Inspector/Commissioner's attention at the next inspection:

- where an Officer has had to authorise surveillance in respect of an investigation in which he/she is directly involved
- where a lawyer is the subject of an investigation or operation
- where confidential personal information or confidential journalistic information has been acquired and retained.

#### 8.11 Applications for CHIS

The application is the same as for directed surveillance except that the serious crime threshold of investigating criminal offences with a sentence of at least six months' imprisonment does not apply. The authorisation must specify the activities and identity of the CHIS and that the authorised conduct is carried out for the purposes of, or in connection with, the investigation or operation so specified.

There are additional requirements in s29(5) relating to responsibility for dealing with the source and maintenance of records relating to the source.

All application forms (**Appendix A**) must be fully completed with the required details to enable the Authorising Officer to make an informed decision.

In addition to the requirements of RIPA, the duties set out in the Source Records Regulations (S.I.2000/2725) must also be observed.

Please consult the Head of Legal Deputy Monitoring Officer before taking any practical steps to authorise a CHIS.

#### 8.12 Judicial Approval of authorisations

Once the Authorising Officer has authorised the directed surveillance or CHIS, the Investigating Officer who completed the application form should contact the Magistrates Court to arrange a hearing for the authorisation to be approved by a Justice of the Peace.

The Investigating Officer or Authorising Officer will provide the Justice of the Peace with a copy of the original authorisation or notice and the supporting documents setting out the case. This forms the basis of the application to the

Justice of the Peace and should contain all information that is relied upon.

In addition, the Investigator will provide the Justice of the Peace with two copies of a partially completed judicial application/order form.

The hearing must be in private (unless the Court otherwise directs) and the Officer will be sworn in and present evidence as required by the Justice of the Peace. Any such evidence should be limited to the information in the authorisation. It is not sufficient for the local authority to provide oral evidence where this is not reflected or supported in the papers provided.

The Justice of the Peace will consider whether he/she is satisfied that, at the time the authorisation was granted or renewed or the notice given or renewed, there was reasonable grounds for believing that the authorisation or notice was necessary and proportionate and whether that continues to be the case. They will also consider whether the authorisation was given by the appropriate designated person at the correct level within the Council and whether (in the case of directed surveillance) the crime threshold has been met.

The Order Section of the above mentioned form will be completed by the Justice of the Peace and will be the official record of his/her decision. The local authority need to retain a copy of the form after it has been signed by the Justice of the Peace.

The Justice of the Peace can:

- (a) approve the Grant or of Renewal of an Authorisation or Notice, which means the authorisation will then be effective
- (b) refuse to approve the Grant of Authorisation or Notice, which means that the authorisation will not take effect, but the Council could look at the reasons for refusal, make any amendments and reapply for judicial approval
- (c) refuse to approve the Grant of Authorisation or Renewal and quash the original authorisation. The Court cannot exercise its power to quash the authorisation unless the applicant has at least two business days from the date of the refusal to make representations.

## Appeals

A local authority may only appeal a Justice of the Peace's decision on a point of law by making an application for judicial review in the High Court. The Investigatory Powers Tribunal (IPT) will continue to investigate complaints by individuals about the use of the RIPA techniques by public bodies, including local authorities. If, following a complaint to them, the IPT finds fault with a RIPA authorisation or notice it has the power to quash the Justice of the Peace's order which approved the grant or renewal of the authorisation or notice.

### 8.13 Working in partnership with the police

Authorisation can be granted in situations where the police rather than Broxtowe Borough Council require the surveillance to take action, as long as the behaviour complained of meets all criteria to grant and in addition is also of concern to the Council. Authorisation cannot be granted for surveillance requested by the police for a purely police issue.

## 9. **Duration and Cancellation**

- An authorisation for **directed surveillance** shall cease to have effect (if not renewed) 3 months from the date the Justice of the Peace approves the grant
- If renewed the authorisation shall cease to have effect 3 months from the expiry of the original authorisation
- An authorisation for **CHIS** shall cease to have effect (unless renewed) 12 months from the date the Justice of the Peace approves the grant or renewal
- An authorisation or renewal shall cease to have effect (unless renewed) 72 hours from the date of grant or renewal.

**This does not mean that the authorisation should be given for the whole period so that it lapses at the end of this time. The Authorising Officer, in accordance with s.45 of the Act, must cancel each authorisation as soon as that Officer decides that the surveillance should be discontinued. Authorisations should continue for the minimum period reasonable for the purpose they are given and in any event will not last longer than 3 months.**

On cancellation, the cancellation form should detail what information has been obtained as a result of the surveillance activity. The forms should include the dates and times of any activity, the nature of the information obtained and its format, any associated log or reference numbers, details of where the information is to be held and the name of the Officer responsible for its future management. Documentation of any instructions to cease surveillance should be retained and kept with the cancellation form.

## 10. Reviews

The Authorising Officer should review all authorisations at intervals determined by him/her. This should be as often as necessary and practicable. **The reviews should be recorded.**

If the directed surveillance authorisation provides for the surveillance of unidentified individuals whose identity is later established, the terms of the authorisation should be refined at review to include the identity of these individuals.

Particular attention should be paid to the possibility of obtaining confidential information.

## 11. Renewals

If for any reason a Review is not carried out on time the Head of Legal Services may cancel the authorisation. Notice of this cancellation must be given to the Authorising Officer immediately.

Any authorised Officer may renew an existing authorisation on the same terms as the original at any time before the original ceases to have effect. The renewal must then be approved by a Justice of the Peace in the same way the original authorisation was approved. The process already outlined in paragraph 8.1 should be followed.

A CHIS authorisation must be thoroughly reviewed before it is renewed.

## 12. Central Register of authorisations

12.1 The authority must maintain the following documents:

- copy of the application and a copy of the authorisation together with any supplementary documentation and notification of the approval given by the authorised Officer
- a record of the period over which the surveillance has taken place
- the frequency of reviews prescribed by the authorising Officer
- a record of the result of each review of the authorisation
- a copy of any renewal of an authorisation and Order made by the Magistrates' Court together with supporting documentation submitted when the renewal was requested
- the date and time when any instruction to cease surveillance was given
- the date and time when any instruction was given by the Authorising Officer.

12.2. To comply with section 12.1 the Head of Legal Services and Deputy Monitoring Officer will hold the Central Register of all authorisations issued by an Officer of Broxtowe Borough Council. A copy of every authorisation, renewal and cancellation issued should be lodged immediately with the Head of Legal Services and Deputy Monitoring Officer in an envelope marked 'Private and Confidential'.

Any original authorisations and renewals taken to the Magistrates' Court should be retained by the Council because the Court only keeps copies of the authorisations or renewals.

12.3 The Council must also maintain a centrally retrievable record of the following information:

- type of authorisation
- date the authorisation was given

- date the Approval Order was by the Justice of the Peace
- name and rank/grade of the authorising Officer
- confidential information
- self-authorisations
- unique reference number of the investigation/operation
- title (including brief description and names of the subjects) of the investigation/operation
- reviews
- details of renewal
- dates of any Approval Order for renewal given by the Justice of the Peace
- whether the investigation/operation is likely to result in obtaining confidential information
- date of cancellation.

These records will be retained for at least **three years** and will be available for inspection by the Investigatory Powers Commissioners Office.

### **13. Retention of records**

The authority must ensure that arrangements are in place for the secure handling, storage and destruction of material obtained through the use of directed surveillance. The Authorising Officers, through their relevant Data Controller, must ensure compliance with the appropriate data protection requirements under the UK General Data Protection Regulations (as defined in Part 1, section 3, paragraph 10 of the Data Protection Act 2018 (as amended)) and any relevant Codes of Practice relating to the handling and storage of material.

### **14. Complaints procedure**

14.1 The Council will maintain the standards set out in this guidance and the Codes of

Practice (**See Appendices C and E**). The Investigatory Powers Commissioner has responsibility for monitoring and reviewing the way the Council exercises the powers and duties conferred by RIPA.

- 14.2 Contravention of UK General Data Protection Regulations may be reported to the ICO. Before making such a reference, a complaint concerning a breach of this guidance should be made using the Council's own internal complaints procedure. To request a complaints form, please contact the Complaints and Compliments Officer, Council Offices, Foster Avenue, Beeston, Nottingham, NG9 1AB or telephone 0115 9177777 or submit an online complaint at [www.broxtowe.gov.uk](http://www.broxtowe.gov.uk).

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

## APPENDIX A

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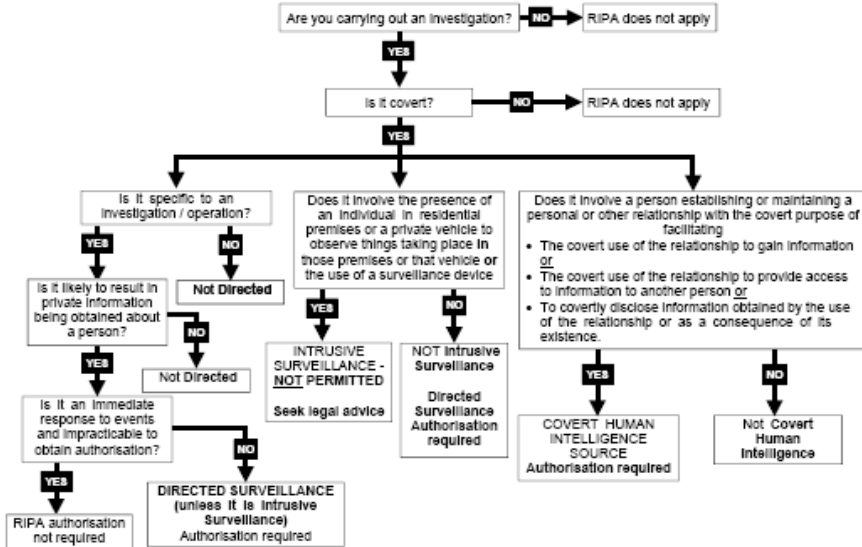
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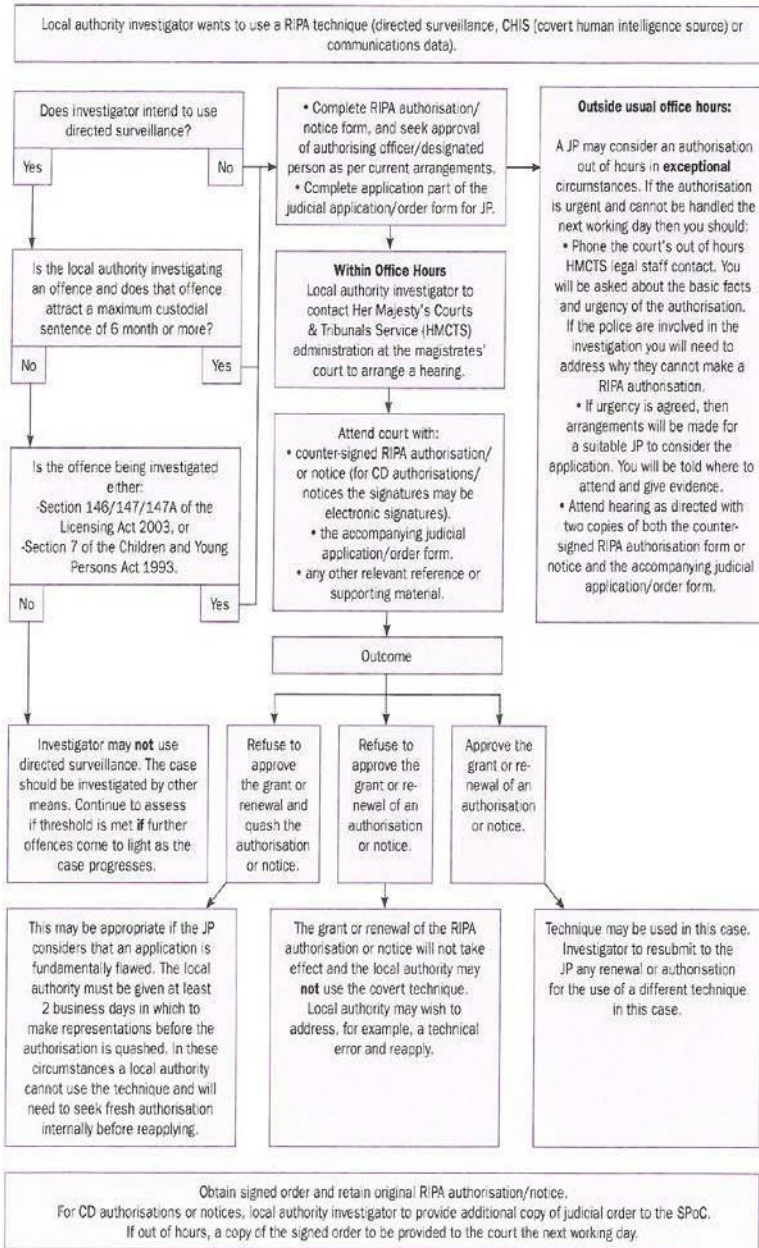
REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

## APPENDIX B

**DIRECTED SURVEILLANCE**  
 Regulation of Investigatory Powers Act 2000 - Do you need Authorisation?



**LOCAL AUTHORITY PROCEDURE: APPLICATION TO A JUSTICE OF THE PEACE SEEKING AN ORDER TO APPROVE THE GRANT OF A RIPA AUTHORISATION OR NOTICE**



REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

## APPENDIX C

[..\local-authority-england-wales.pdf](#)

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

## APPENDIX D

[..\magistrates-courts-eng-wales.pdf](#)

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

## APPENDIX E

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/384975/Covert\\_Surveillance\\_Property\\_Interference\\_web\\_2\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384975/Covert_Surveillance_Property_Interference_web_2_.pdf)

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

## APPENDIX F

### ***BROXTOWE BOROUGH COUNCIL'S AUTHORISING OFFICERS***

***CHIEF EXECUTIVE***

***DEPUTY CHIEF EXECUTIVE/SECTION 151 OFFICER***

***ASSISTANT DIRECTOR OF REVENUES AND BENEFITS AND  
CUSTOMER SERVICES.***

***INTERIM DIRECTOR OF HOUSING, ENVIRONMENTAL HEALTH  
AND COMMUNITIES***

***HEAD OF LEGAL AND DEPUTY MONITORING OFFICER***

REGULATION OF INVESTIGATORY POWERS ACT 2000  
(RIPA)

## APPENDIX G

**Senior Responsible Officer**

Chief Executive

**RIPA Co-ordinating Officer**

Head of Legal Services and Deputy Monitoring Officer

RIPA POLICY SECTION	SUGGESTED CHANGES	REASON FOR CHANGE
Application for Authority paragraph. Page 3	Inserted:  'See flowchart at Appendix B'.	Administrative change
Central Register and Records Paragraph. Page 4	<p>Inserted:</p> <p>Senior Responsible Officer ("SRO")</p> <p>The Senior Responsible Officer is a role required by the Investigatory Powers Commissioners Office (IPCO) with oversight of the Council's use of RIPA powers. The SRO is the Council's Chief Executive and will only act as an Authorising Officer in exceptional circumstances to avoid any conflicts with the SRO role.</p> <p>RIPA Co-ordinating Officer</p> <p>The RIPA Co-ordinating Officer has the responsibility for day-to-day RIPA management and any administrative processes observed in obtaining authorisation and advice thereon and this role is performed by the Head of Legal and Deputy Monitoring Officer</p>	Provide more clarity in terms of roles and responsibilities
Definitions Paragraph 5.3 Page 8	<p>Deleted:</p> <p>S.26 (2) (-2)</p> <p>Replaced with:</p> <p>S.26 (2) (C)</p>	Administrative change.
Benefits of RIPA authorisation Paragraph 5.9 Page 10	<p>Deleted:</p> <p>see APPENDIX H</p> <p>Replaced with</p> <p>See APPENDIX G</p>	Administrative change.

<p>Special Considerations in respect of social networking sites Paragraph 6.4 Page 11</p>	<p>Deleted:</p> <p>6.4 Special considerations in respect of social networking sites</p> <p>The fact the digital investigations are routine, easy to conduct or apparently public does not reduce the need for authorisation. Any surveillance carried out on the internet must be carried out in accordance with this policy if the criteria are met.</p> <p>Guidance issued by the Investigatory Powers Commissioners Office in connection with the use of Social Media offers the following:</p> <p>“Authorising Officers must not be tempted to assume that one service provider is the same as another or that the services provided by a single provider are the same.</p> <p>Whilst it is the responsibility of an individual to set privacy settings to protect unsolicited access to private information, and even though data may be deemed published and no longer under the control of the author, it is unwise to regard it as “open source” or publicly available; the author has a reasonable expectation of privacy if access controls are applied. In some cases, data may be deemed private communication still in transmission (instant messages for example). Where privacy settings are available but not applied the data may be considered open source and an authorisation is not usually required. Repeat viewing of “open source” sites may constitute directed surveillance on a case by case basis and this should be borne in mind.</p>	<p>Guidance no longer available, deleted reference to it and inserted relevant wording setting out Council’s position regarding social media sites.</p>
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	<p>Providing there is no warrant authorising interception in accordance with section 48(4) of the 2000 Act, if it is necessary and proportionate for a public authority to breach covertly access controls, the minimum requirement is an authorisation for directed surveillance. An authorisation for the use and conduct of a CHIS is necessary if a relationship is established or maintained by a member of a public authority or by a person acting on its behalf (i.e. the activity is more than mere reading of the site's content).</p> <p>It is not unlawful for a member of a public authority to set up a false identity but it is inadvisable for a member of a public authority to do so for a covert purpose without authorisation. Using photographs of other persons without their permission to support the false identity infringes other laws.</p> <p>A member of a public authority should not adopt the identity of a person known, or likely to be known, to the subject of interest or users of the site without authorisation, and without the consent of the person whose identity is used, and without considering the protection of that person. The consent must be explicit (i.e. the person from whom consent is sought must agree (preferably in writing) what is and is not to be done).”</p> <p>Replaced with:</p> <p><b>Online covert Activity</b></p> <p><b>The use of the internet and social media sites may be required to gather information prior to and</b></p>	
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	<p>during an operation/investigation. Officers should exercise caution when utilising such sites during an investigation and be alert to situations where authorisations under RIPA may be required</p> <p>If Officers have any concerns over the use of social media during an investigation they should contact the Head of Legal and Deputy Monitoring Officer. As a general rule of thumb however, reviewing open-source sites such as facebook pages where no privacy settings are in place does not require an authorisation under RIPA unless reviews are carried out often usually to build a profile, when directed surveillance authorisation may be required.</p> <p>Use of the internet prior to an investigation should not normally engage privacy considerations but where observing an individual's online presence becomes persistent, or where material obtained from any check is to be extracted and recorded and may engage privacy considerations, a RIPA authorisation may be required.</p> <p>If the Officer then, for the purposes of gleaning intelligence breaches privacy controls and becomes for example a "friend" within a subject's facebook account, utilising a pseudo account to conceal his/her identity as a Council official, this is a covert operation which, by its</p>	
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	<p>nature, is intended to obtain private information and should be authorised as a minimum as directed surveillance.</p> <p>If the Officer engages in any form of relationship with the account operator then s/he is likely to become a CHIS requiring authorisation and management by a Controller and Handler with a record being kept and a risk assessment created. In deciding whether online surveillance should be regarded as covert, consideration should be given to the likelihood of the subject knowing that surveillance is or may be taking place. This is regardless of what privacy settings the individual may have in place.</p>	
Covert Human Intelligence Paragraph 7 Page 12	<p>Inserted: (section 26 (8) ...)</p>	Administrative change
Renewals Paragraph 11 Page 22	Deleted '0' so now reads 8.1	Administrative change
Appendix F Page 33	<p>Deleted: 'Head'</p> <p>Inserted: Assistant Director</p>	Administrative Change
Appendix F Page 33	<p>Deleted: 'Head of Housing'</p> <p>Inserted: Interim Director of Housing, Environmental Health and Communities'.</p>	Administrative change

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## Report of the Portfolio Holder for Housing

### Housing Service Improvement Plan Update

#### 1. Purpose of Report

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

#### 2. Recommendation

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

#### 3. Detail

The Council continues to implement actions within the refreshed Housing and Asset Management Service Improvement Plan following the inspection from the Regulator for Social Housing (RSH) in October 2025. Progress continues to be made to meet the Regulator requirements and improve service delivery.

Attached to this report are two appendices that were shared with Housing Improvement Board on the 11 June 2026.

- **Appendix 1** is a copy of the safety performance report giving a detailed overview of the 'big 6' compliance areas (including damp and mould). With regards to Fire Risk Management, officers and contractors continue to focus on reducing the number of outstanding fire safety actions. A further 180 actions have been completed since the last update, bring the total down to 2,240.
- **Appendix 2** is a copy of the detailed Service Improvement plan, highlighting the various actions that are being implemented aligned to the Regulatory Judgement.

The initial stage of the Total Mobile project (which is to provide key datasets to enable core system configuration) continues. As of writing, the Council still awaiting further information from Total Mobile on project plans and milestones.

Officers continue to contact tenants to check that their records are up to date. This is helping the Council to clarify the diverse needs of our tenants, which will enable us to proactively tailor services. Officers have contacted a further 320 General Needs tenants since the last update, with a remaining 220 to be contacted. The project will soon be moving into phase 2, which will involve formally writing to those tenants that could not be contacted via phone.

Officers continue to meet with representatives from the RSH monthly to share progress and give assurance. Going forward, a quarterly report will be shared with Governance, Assurance and Standards to enhance the scrutiny of activity within the Service Improvement Plan.

4. Key Decision

This report is not a key decision.

5. Updates from Scrutiny

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

6. Financial Implications

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

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

7. Legal Implications

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

The legislative powers of the Regulator of Social Housing are set out in the Social Housing (Regulation) Act of 2023 however S.193 of the Housing and Regeneration Act 2008 introduced the inspection programme which states that the 'regulator may set Standards for registered providers as to the nature, extent, safety, energy efficiency and quality of accommodation, facilities or services provided by them in connection with social housing'.

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

8. Human Resources Implications

Not applicable.

9. Union Comments

The Union comments were as follows:

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

10. Climate Change Implications

Any climate change implications are contained within the report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

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

13. Background Papers

Nil.

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## Appendix 1

## Report as presented to the Housing Improvement Board – June 2026

<b>Safety Performance Report</b>
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1. Purpose of Report  
To provide Housing Improvement Board with an update on key areas of Housing and Asset management, including the 'Big 6' compliance themes (plus Damp & Mould).
2. Recommendation  
**To NOTE the contents of the report and provide guidance on the considerations within 'additional information' sections**
3. Detail

Figure 1: Month end figures (n.b. FRA data captured from 8/6/26)

		Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	RAG
1(a).	FRA % compliance (assessment)	100	100	100	100	100			Green
1(b).	FRA % compliance (action)	95	95	95	95	94			Red
1(c).	FRA No. outstanding (action)	3,117	2,876	2,691	2,447	2,330			Grey
1(d).	FRA No. overdue (action)	115	160	148	124	117			Red
2.	Gas % compliance	100	100	100	100				Green
3.	LOLER % compliance	100	100	100	100				Green
4.	Legionella % compliance	100	100	100	100				Green
5.	Electrical % compliance	98.1	98.3	98.38	97.91				Red
6(a).	Asbestos % communal compliance (assessment)	100	100	100	100				Green
7(a)	D&M No. outstanding	233	142	104	106				Grey
7(b)	D&M No. outstanding >12 weeks	119	41	30	31				Red
7(c)	D&M No. new cases reported	60	67	43	26				Grey

<b>Fire Risk Management</b>
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1. Detail

Figure 2 highlights the number of current actions related to the prioritisation and risk level identified by Savills Any information in 'red' identifies the categories where actions are overdue. These actions (133 in total) are being acted upon as a matter of urgency.

Priority	Responsible function	Risk Level 1	Risk Level 2	Risk Level 3	Totals
<b>U</b>	Urgent	1 day (0)	1 day (0)	1 day (0)	<b>0</b>
<b>A</b>	Contractor	3 months (33 / 27)	6 months (4 / 2)	12 months (408 / 21)	445
<b>B</b>	Contractor	12 months (58)	18 months (4)	24 months (372)	434
<b>C</b>	Contractor	18 months (49)	24 months (5)	30 months (116)	170
<b>R</b>	Contractor Recommended	Unlimited (25)	Unlimited (1)	Unlimited (73)	99
<b>Man1</b>	Management function	1 month (2 / 2)	1 month (1 / 1)	1 month (0 / 0)	3
<b>Man2</b>	Management function	3 months (94 / 64)	12 months (6)	24 months (1,076)	1,176
<b>Man3</b>	Management function	6 months (0)	18 months (0)	30 months (0)	0
<b>ManR</b>	Management function (Recommended)	Unlimited (0)	Unlimited (0)	Unlimited (3)	3
	total	267	22	2,057	<b>2,330</b>

Figure 3 highlights the current state of actions.

Item	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26
Contractor actions	1683	1440	1319	1134	1148		
A	(606)	(487)	(476)	(473)	(445)		
B	(620)	(539)	(492)	(466)	(434)		
C	(316)	(276)	(248)	(195)	(170)		
R	(141)	(138)	(102)	(98)	(99)		
(overdue)	(19)	(32)	(29)	(32)	(50)		
(overdue <60 days)	(34)	(16)	(15)	(3)	(9)		
Management actions	1434	1,436	1,372	1,215	1,182		
Man 1	(15)	(23)	(16)	(6)	(3)		
Man 2	(1,413)	(1,407)	(1,350)	(1,203)	(1,176)		
Man 3	(0)	(0)	(0)	(0)	(0)		
Man R	(6)	(6)	(6)	(6)	(3)		
(overdue)	(96)	(128)	(119)	(92)	(67)		
(overdue <60 days)	(52)	(16)	(2)	(38)	(8)		
Total	<b>3,117</b>	<b>2,876</b>	<b>2,691</b>	<b>2,447</b>	<b>2,330</b>		

## 2. Additional information

- **Mitigation**

- Change Delivery Manager has worked with key colleagues to develop the mitigation plan. Please refer to appendix 1 for an overview of the plan.
- Please refer to appendix 2 for an overview of the overdue actions.

- **Communication**

- The tenant fire safety booklets and leaflets have been distributed to relevant tenants.

- **Resource**

- The Capital Works Manager has taken back accountability of the FRA programme.

- **Risks / Issues**

- The number of overdue actions has decreased from 124 to 117. Extra scrutiny in place to review and mitigate.
- There are currently delays to the implementation of actions related to doors due to procurement timelines

- **HIB to consider the following...**

- There may be periods where the completion run rate may drop (e.g. the completion of more technical / structural actions)
- Completion of some FRA actions may generate further work or follow-up recommendations (e.g. upgrading of emergency lighting)

**Gas Servicing**1. Detail**Gas**

100% compliance was achieved in this period.

2. Additional information

There were 330 completed services throughout the month. Two properties had a legal letter, but no cases required progression to court. One external meter was capped to maintain compliancy.

**LOLER (Lifts)**1. Detail

100% compliance was achieved in this period.

2. Additional information

One lift required inspection in this period. All lifts remain compliant.

**Legionella**1. Detail

100% compliance was achieved in this period.

2. Additional information

All sites have had new risk assessments completed, which has identified 85 remedial actions:

High risk - 2

Medium risk - 56

High risk - 24

Completed in this period

High risk - 12

Medium risk - 3

Low risk - 2

High risk actions will be completed within one month of the survey. Medium and low risk actions will be completed within three months of the survey. There are no concerns that these deadlines will not be met.

**Electrical**1. Detail

97.91% compliance was achieved in this period.

2. Additional information

There are currently 99 properties overdue.

There are no communal areas overdue.

There has been admin resource issues to upload certificates into the system. We believe we have approximately 15 properties which are overdue to upload which would sit us around the 84 overdue mark which would be approx. 98.2%

## Asbestos

### 1. Detail

All communal blocks (318 identified for this work stream) have received an annual survey. A rolling programme of re-inspection has commenced with our contractor MCP (as each report is valid for 12 months). With regards to current inspections...

- A total of 19 blocks have been identified as having no asbestos.
- 17 areas of asbestos have been identified as needing removing (the 4 highest priority areas have been completed)
- 3 areas of asbestos have been identified as needing encapsulation

Our Asset Management Consultants (Focus) continue to work with MCP and the removals specialists EAS to plan and complete the remedial action.

Figure 4 highlights the status of the 17 areas of removal

Building Name	Location Description	Item	Material	Status
Block 6 Martell Court	External	Debris	Cement	Complete
1-15 Bradley Court	External	Profiled roof sheets	Cement	Complete
1-15 Bradley Court	External	Profiled roof sheets debris	Cement	Complete
2-12 Manor Road	Flat 2/4 Entrance Hall 1	Floor	Thermoplastic floor tiles & bitumen adhesive	Complete
Regency Court	Electric cupboard	Flue seal	Woven product	To be programmed
Blocks 1-4 Beacon Flats	Block 1	Cowls	Bituminous product	To be programmed
Blocks 1-4 Beacon Flats	Block 1	Undercloaking	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 1	Wall panels	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 2	Cowls	Bituminous product	To be programmed
Blocks 1-4 Beacon Flats	Block 2	Undercloaking	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 2	Wall panels	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 3	Cowls	Bituminous product	To be programmed
Blocks 1-4 Beacon Flats	Block 3	Undercloaking	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 3	Wall panels	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 4	Undercloaking	Cement	To be programmed
Blocks 1-4 Beacon Flats	Block 4	Wall panels	Cement	To be programmed
1-36 Yew Tree Court	External	Roof tiles	Cement	To be programmed

## Damp and Mould

### 1. Detail

As this is the first time Damp and Mould has been included in the Safety Performance Report, it was deemed prudent to give an overview of recent activity. Over the last nine months, significant progress has been made in strengthening the Council's approach to damp and mould in line with the implementation of Awaab's Law. Key achievements include:

- A comprehensive review and re-write of the Damp and Mould Policy
- Development and implementation of an in-house damp and mould tracking system.
- Recruitment of an interim D&M Inspector to provide additional operational oversight and support.
- Strengthened working arrangements with the Council's repairs contractor (Bagley & Jenkins)

Whilst the service is responding effectively to the highest-risk cases, several operational challenges continue to affect overall performance and the Council's ability to adhere to policy timescales. Challenges include:

- Difficulties gaining entry into properties can delay inspections, surveys and remedial works
- Not having any dedicated administrative support to help the interim D&M inspector with coordination, progress monitoring and performance reporting
- The absence of key colleagues within other areas of Housing reducing operational oversight on Damp and Mould performance
- Limited number of internal painters dedicated to this workstream

Although there have been challenges, the number of outstanding cases has reduced by 55% over the last 4 months. The Housing Repairs and Compliance Manager is planning to review the performance of this workstream during the summer period to ensure readiness for increased winter demand. This planning will also coincide with the proposed restructure of compliance.

## Appendix 1: FRA mitigation plan

No.	Theme	Action Item	Priority	Lead Officer (s)	Support team	Target Date
1	Fire booklet / leaflets	approval of draft documents	complete	Andy		
2	Fire booklet / leaflets	send to printers	complete	Jon		
3	Fire booklet / leaflets	Update distribution spreadsheet	complete	Clare		
4	Fire booklet / leaflets	Liaise with Business Support re: General Needs distribution	complete	Andy		
5	Fire booklet / leaflets	Arrange for volunteers to help with IL distribution	complete	Andy		
6	Fire booklet / leaflets	distribute to General Needs	complete	BS		
7	Fire booklet / leaflets	distribute to IL	complete	Clare		
8	Fire booklet / leaflets	Handover of process	medium	Clare		30/06/2026
9	Fire booklet / leaflets	plan for 2027 (review / refresh literature)	low	Harriet		31/12/2026
10	Toolbox talks re: bin storage	Liaise with Emma G re: dates for toolbox talk	medium	Steve	Harriet	31/07/2026
11	Toolbox talks re: bin storage	meet with operatives to share key message	medium	Steve	Harriet	31/07/2026
12	Toolbox talks re: bin storage	monitor impact of toolbox talk / arrange follow-up session if required	medium	Steve	Harriet	31/07/2026
13	Charley P training	Liaise with relevant training providers on potential rollout	complete	Louise		
14	Charley P training	Arrange for all relevant tenancy and IL colleagues to receive face-to-face Charlie P training	complete	Louise		
15	Charley P training	Organise online training for all new starters (or in person if running)	complete	Louise		
16	Charley P training	Train tenancy team on the development of PCRA when relevant vulnerability is identified	complete	Louise		
17	Charley P training	Train allocations team on process of passing information across to tenancy team relevant vulnerability is identified	complete	Louise		
18	Charley P training	Rollout online training for all relevant tenant-facing staff (e.g. mods officers / operatives)	medium	Louise		on-going
19	Monitor the sterile area approach	Communication to tenants on sterile areas approach	complete	Louise	Clare	
20	Monitor the sterile area approach	complete all actions aligned to sterile areas from FRA	complete	Louise	Clare	
21	Monitor the sterile area approach	Housing Officers to identify and resolve any sterile area issues within estate inspections	complete	Louise		
22	Monitor the sterile area approach	ILC to identify and resolve any sterile area issues within estate inspections	complete	Clare		
23	Monitor the sterile area approach	Train mobile cleaners / caretakers on process to identify / and report issues with sterile areas	complete	Louise		
24	Monitor the sterile area approach	Monitor progress and report any issues to HIB	medium	Louise	Clare	on-going
25	Monitor the sterile area approach	prepare teams for FRA anniversary	medium	Louise	Clare	on-going
26	Programme of coffee mornings re: Fire safety advice / NRFS	Liaison with the Fire service on options for rollout	medium	April	Tuesday	31/05/2026
27	Programme of coffee mornings re: Fire safety advice / NRFS	ensure key messages from NRFS align with policy	high	April	Tuesday	10/06/2026
28	Programme of coffee mornings re: Fire safety advice / NRFS	schedule a programme of rollout (aligned to the FRA remedial plans)	high	April	Andy	10/06/2026
29	Programme of coffee mornings re: Fire safety advice / NRFS	Work with the activities coordinators to schedule the dates	medium	April		10/06/2026
30	Programme of coffee mornings re: Fire safety advice / NRFS	Liaise with internal colleagues regarding invites / sessions	medium	April		30/06/2026
31	Programme of coffee mornings re: Fire safety advice / NRFS	Agree with senior management attendees (e.g. Cllrs)	medium	April		30/06/2026
32	Programme of coffee mornings re: Fire safety advice / NRFS	Organise supplies (e.g. refreshments / freebies etc)	medium	April		30/06/2026
33	Programme of coffee mornings re: Fire safety advice / NRFS	create feedback process	medium	April		30/06/2026
34	Programme of coffee mornings re: Fire safety advice / NRFS	Communicate / invite tenants	medium	April		30/07/2026
35	Programme of coffee mornings re: Fire safety advice / NRFS	review feedback and improve	medium	April		30/09/2026
36	Community events / pop ups	Trial and test pop up at Hemlock Happening (6/6/2026)	medium	April		06/06/2026
37	Community events / pop ups	Organise supplies (e.g. refreshments / freebies / fliers / games / quizzes etc)	medium	April		06/06/2026
38	Community events / pop ups	review feedback and improve	medium	April		10/06/2026
39	Community events / pop ups	Plan to utilise the organised Playdays across the summer	medium	April		30/06/2026
40	Community events / pop ups	Utilise Housing News for compliance articles	medium	April		30/07/2026
41	Community events / pop ups	Utilise Housing Magazine for compliance articles	medium	April		30/08/2026
42	Community events / pop ups	Rolling programme of Socials - for compliance topics	medium	April		30/08/2026
43	Contractor method statements	develop, share and communicate	medium	Steve	Harriet	30/08/2026

**Appendix 2: overview of overdue actions**

The Grade A common area fire alarm system should be confirmed as having been designed and installed to support the Stay Put strategy. This requires there to be no common system smoke detectors and sounders in flats and that the sound pressure level within flats from the common system does not exceed 45dB(A). (No. of Flats to check is 36)	24
Common area doors and frames as noted should be replaced with E30S (FD30S) lockable fire door sets, installed strictly in accordance with the manufacturer's test certification, including appropriate 'Fire door keep locked' signage to the outer face.	19
30-minute fire resisting material should be installed in the fanlights and/or side panels to common area fire doors as noted.	17
It should be confirmed/ensured that the wall/ceiling linings noted achieve the required period of fire resistance.	8
Compartmentation within the roof space over the common area should be checked to confirm that there is adequate separation between the flats and the common area, and where applicable, between individual flats.	7
A sample check should be made of the boxed-in services ductwork to confirm that the construction is adequately fire resisting and that compartmentation behind has not been compromised at services penetrations etc.	4
An inspection of the hidden voids noted should be undertaken to confirm/ensure that compartmentation within is adequate.	3
It should be confirmed/ensured that the external attachments as noted are suitably non-combustible to reduce the possibility of external fire spread.	3
Minor joinery repairs are required to the door/frame as noted - Common area doors where incorrectly fitted or missing the floor plate/threshold plate should be remediated. This should ensure the threshold gaps do not exceed 10mm when correctly fitted. This related to cross corridor doors, stairway doors and cupboard doors.	3
E 30 (30-minutes integrity) fire resisting glazing (and associated glazing channel and beading) should be installed in the common area fire doors as noted.	2
It should be arranged for an assessment of the external wall construction to be completed by a competent person. The findings of this assessment should be shared with Savills so that any impact on fire safety can be considered before reviewing this FRA.	2
It should be confirmed/ensured that the fire blankets provided in the kitchen are serviced annually in accordance with BS 5306-3 and records kept on-site or in a central database.	2

It should be confirmed/ensured that the infill panels are adequate to reduce the possibility of external fire spread.	2
It should be confirmed/ensured that the scaffolding contractor's fire risk assessment has taken account of the potential for external fire spread and any possible impact on smoke ventilation from protected routes within the building.	2
The locking device to the gate on the escape route as noted should be removed or replaced with a lock which can be easily opened without the use of a key.	2
All fire extinguishers and associated signage should be removed from this general needs, purpose-built block of 18 flats, operating a stay put policy	1
An effective self-closing device should be fitted to the doors as noted.	1
Doors and frames as noted should be replaced with E30S (FD30S) self-closing fire door sets, installed strictly in accordance with the manufacturer's test certification.	1
It should be confirmed/ensured that staff are nominated to use fire extinguishing appliances in the event of a fire.	1
It should be ensured that all common area cupboard/riser doors are kept locked when not in use.	1
Management should confirm the guest room has the required means of escape and AFD.	1
Services casing as noted should be checked to confirm that they are appropriately enclosed with fire-resisting construction and adequately fire-stopped where services pass through compartment walls/floors.	1
The BS5839-1 category L5 common area automatic fire detection system should be checked to confirm that it has been extended into individual flats if required in accordance with the NFCC publication 'Guidance to support a temporary change to a simultaneous evacuation strategy in purpose-built blocks of flats', Version 4, Appendix A (25 flats). This is in addition to any Waking Watch/Evacuation Management service provided.	1
The central mechanical ventilation system should be confirmed as being designed and installed to prevent the transfer of fire and smoke through the building.	1
The damaged lock fitted to the building entrance door should be replaced with an easy opening device (e.g. thumb turn) to enable the door to be opened from the inside without the use of a key. 'Turn to Open' signage indicating the turn direction of the lock should be provided where appropriate.	1
The detector heads as noted should be checked by an approved competent fire alarm engineer to determine if the type is suitable for the risk presented. The correct detector types should be fitted where appropriate.	1

The Euro key lock on the door should be replaced with an easy opening device (e.g. thumb turn) to enable the door to be opened from the inside without the use of a key. 'Turn to Open' signage indicating the turn direction of the lock should be provided where appropriate.	1
The locked riser/cupboard doors as noted should be checked to confirm that adequate intumescent strips and smoke seals are fitted.	1
The self-closing devices fitted to the doors as noted should be repaired or adjusted to ensure the door closes fully from all angles.	1
The Tunstall fire alarm systems can be configured to meet a BS 5839-6 Grade A Category LD2 system common area fire alarm system should be confirmed as having been designed and installed to support the Stay Put strategy. This requires there to be no common system smoke detectors and sounders in flats and that the sound pressure level within flats from the common system does not exceed 45dB(A). (No. of Flats to check is 4)	1
The ventilation points should be confirmed as being designed and installed to prevent the transfer of fire and smoke through the building.	1
The windows between the balconies and the common area, as noted, should be upgraded with fixed shut fire-resistant units to provide 30 minutes fire resistance (integrity and insulation).	1

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	Theme	RSH STANDARD	RJ	ACTION	Priority	RAG	Lead Officer	Support team	Target Date	Progress	Comment	Source
1	01 Compliance	S&Q	Fire safety: a lack of clarity about the length of time the outstanding remedial actions (3000+) had been open, as well as a lack of evidence of mitigations in place while these actions remain outstanding.  Compliance data quality: Lack of assurance of data quality across areas of health and safety.	Review / decision of the governance and associated structure aligned to compliance	HIGH		Tuesday	Darren Rachel Andy	31/12/26	High level report shared with GMT re: recommendations for change.  Detailed plan required re: next steps (aligned to roles and responsibilities / proposed structure etc)  Tuesday to present the report at HIB (liaise with Zulf first)  Progress has been paused whilst recruitment to the CEO and Director roles take place.  Whilst the recruitment takes place, a number of measures are being implemented to improve compliance. Such measures include more robust monitoring of compliance at Housing Improvement Board and additional resource hired for FRA.  Proposed structure going to Cabinet on 30/06/2026	Target date amended from 31/03/2026  the word 'urgent' removed from the action due to the new Director role being proposed / recruited to	HQN
2	01 Compliance	S&Q	Fire safety: a lack of clarity about the length of time the outstanding remedial actions (3000+) had been open, as well as a lack of evidence of mitigations in place while these actions remain outstanding.  Compliance data quality: Lack of assurance of data quality across areas of health and safety.	Development and implementation of a written and clear interim action plan to resolve the issues aligned to FRA and Asbestos.	HIGH		Darren	Andy Steve Harriet Lewis	31/12/26	Action plans for both FRA and asbestos have been developed and are currently being implemented	the word 'urgent' removed from the action due to plans being developed and implemented	HQN
3	01 Compliance	S&Q	General feedback from RSH	Clarify the responsibility of C3 actions from EICR services - and implement the process	MEDIUM		Andy	Darren Steve James	31/05/26	Meeting scheduled with Assistant Director of Asset Management to agree next steps .	Clarity to be agreed once the compliance restructure is implemented .  Request to amend the target date	RSH
4	01 Compliance	S&Q	Compliance data quality: Lack of assurance of data quality across areas of health and safety.	Ensure there is external and internal auditing for the Big 6 (including Co2 and Fire)  Consider options for further lines of defence (e.g. internal / external dip-tests and review of sub-contractor model, where appropriate)	MEDIUM		Tuesday	Darren Rachel Andy	31/05/26	Tuesday and Chris to agree the approach External and internal auditing in place for Gas and EICR. Replication for other compliance streams to be developed by May 2026	Request to amend the target date due to challenges with colleague availability	RSH
6	02 KIM	ALL	(example)  Compliance data quality: Lack of assurance of data quality across areas of health and safety.  Stock Condition: Lack of accurate and up to date information on the quality of all of its tenants' homes (including any potential hazards in homes).  Engagement activities: Due to the lack of data on its tenants, we cannot provide equitable access to tenant engagement activities.  does not hold data on the protected characteristics of its tenants	Review of the governance, structure and procedures aligned to record-keeping / KIM, including agreement on; · roles & responsibilities aligned to data management · resource required to meet required to sustain data quality · 'single version of the truth' getting to a point where what is reported is what is	HIGH		Andy	Kim	30/06/26	Initial discussions have taken place regarding data quality options  Added as an agenda item for HIB in May 2026  Further work required on the review  This will align closely with the Total Mobile project	Target date amended from 31/03/2026	HQN
7	02 KIM	ALL	As above	Development and implementation of a written and clear action plan to resolve the issues aligned to KIM.  Develop a clear plan for collection and use of tenant data and ensure there is a tested process so that any changes required to Capita are easily implemented	HIGH		Andy	Kim	31/12/26	Some positive activities have been implemented, including data quality exercise on 'smokes' / new temporary officer.  Action plan is required  To be developed following guidance from HIB		HQN
8	02 KIM	ALL	general feedback from RSH	Strengthen the scrutiny of Housing, Repairs and Asset Management performance. To include offering Cabinet members training on Regulator and H&S responsibilities  n.b. The annual Housing report does not have the level of performance information RSH had hoped to see.	HIGH		Rachel	tbc	30/06/26	Detailed performance reports continue to be shared with Housing Improvement Board. This gives the Portfolio Holder for Housing more information to scrutinise performance of Housing and Asset Management  Some positive activities have been implemented, including minuted meeting with Portfolio holder  Monthly report being shared with Cabinet  Currently investigating options to request scrutiny from GAS and O&S	Target date amended from 31/03/2026	RSH
9	02 KIM	ALL	general feedback from HQN	Create a definitive list of policies and procedures that either need updating or creating  Ensure the policy review process is implemented so that policies are reviewed every 3 years and updated/ readopted/ replaced as required.	low		Andy	tbc	31/12/26	To commence in July 2026	Target date amended from 30/06/2026	HQN
10	02 KIM	Tenancy	general feedback from HQN	For learning purposes, consider introducing an annual report on tenancy outcomes (sustainability), identifying; · number of evictions / not evicted but bailiff stage · number tenancies that are failing · Introductory tenancies that are subsequently abandoned	low		Louise	tbc	31/12/26	To commence in July 2026	Target date amended from 30/06/2026	HQN

11	02 KIM	TIA	Diverse needs: does not fully understand the diverse needs of all its tenants.  no evidence of a formal plan or targets for how we will collect data for all tenants.  does not hold data on the protected characteristics of its tenants  unable to proactively tailor services to meet all tenants' needs, or demonstrate that tenants are receiving fair and equitable outcomes (relies on tenants to inform of additional needs when they report a repair or require another service).	Development and implementation of a written and clear action plan to fully understand the diverse needs of all our tenants so we can tailor services to meet needs  To include understanding / feasibility of how Capita and the iPlans could potentially be linked. If not feasible, alternative countermeasure to be agreed	HIGH		Kim D	tbc	30/06/26	Colleagues continue to contact our tenants to check that their records are up to date. Officers have now contacted over 2,100 General Needs tenants (an increase of 200 since last month's update). The aim is to reach out to all relevant tenants by 31 May 2026.  Phase 2 of the project, visiting tenants where contact has not been made, is likely to start week commencing 13th April 2026.  In regard to phase 3 of the project, it has been confirmed that the current Capita Open Housing system does not have the capacity to store all of the information held within iPlans. However, there is an additional module which offers this functionality. A demonstration is being arranged and quotes have been requested to explore this option further.	Target date amended from 31/03/2026  The plan is three-fold...  •Stage 1: Data in Capita via phone call / visits •Stage 2: Investigate how info in iPlans can be transferred into Capita •Stage 3: Integration of data  HIB to review the KIM actions to see if they could / should be amalgamated into other projects (e.g. total Mobile / Tenant Data)	RSH
11b	02 KIM	TIA	Due to the lack of data on its tenants, Broxtowe BC cannot be assured it provides equitable access to tenant engagement activities. Broxtowe BC has made recent changes to how it engages with tenants, with a newly established scrutiny panel.*	New action: Development and implementation of a written and clear action plan to improve equitable access to tenant engagement activities.	MEDIUM		Kim D	April	31/07/26		the link between the Housing Influence Panel and Housing Improvement Board is improving, with the tenant reps on the Board becoming more confident on how it operates.	
11c	02 KIM	TIA	We also found weaknesses in the council's approach to collecting and providing performance information to tenants; there was limited performance information accessible for tenants to scrutinise the housing service's performance	New action: agreement with HIP on what performance data is to be shared on a regular basis (and in what format)	MEDIUM		Kim D	Andy / April	31/07/26		performance information is an agenda topic for the next Housing Influence Panel (10th June)	
12	02 KIM	TIA	Complaints: limited evidence of how we identify and share lessons learnt	Improve performance in responding to complaints on time, including... * Implement a system to identify and record learning * improve the communication on how to raise a complaint (i.e. on the website)	MEDIUM		Jeremy	Arron Andy	30/06/26	Standard agenda item at the quarterly Housing Management Team performance meeting  Regular discussions taking place with the Complaints Group (aligned with the Housing Influence Panel) on how we can learn from complaints and implement changes  Meeting scheduled with key stakeholders for 6/05/26 to agree the next steps	the tenant complaints panel to be a sub-group of HIB with clear ToR  Recruitment to (tba) additional resource required  Review of process (when recruitment embedded)  Review of reporting to be completed (meeting scheduled)	RSH
13	02 KIM	TIA	general feedback from RSH	Improve the visibility of reporting on analysis and associated service improvements. This includes TSM action plan being published for tenants online.	MEDIUM		Rachel	Kim	31/03/26	TSM information can be found on the website and is also shared via current communication channels  TSM action plan progress report to be sent to the Housing Influence Panel for feedback in May 2026	Request to amend the target date due to challenges with colleague availability	RSH
14	02 KIM	ALL	(example)  Stock Condition: Lack of accurate and up to date information on the quality of all of its tenants' homes (including any potential hazards in homes).	Implementation of Total Mobile	HIGH		Rachel	Andy Darren James	31/12/26	Final Statement of Works has been signed off  Internal resource plan approved by HIB April 2026  Reset meeting with Total Mobile completed 16 April 2026  Order of rollout internally agreed  Total Mobile to share PID / POAP		in-house
15	03 Asset Management	S&Q	Stock Condition: Lack of accurate and up to date information on the quality of all of its tenants' homes (including any potential hazards in homes).	Continue with the implementation of the 2025-2030 asset management strategy. Developed from and aligned to the stock condition survey and the future investment program.	MEDIUM		Darren	Andy Steve	31/12/26	Asset Management 'away-day' completed with colleagues to review progress of the strategy, identify barriers that are restricting progress and opportunities for improvement  A further 220 stock condition surveys have been completed  New Housing Development Manager recruited		HQN
16	03 Asset Management	S&Q	general feedback from HQN	Review adaptations service– agree clear service measures with tenants, implement and monitor service delivery	MEDIUM		Darren	Steve	31/12/26	To commence in July 2026	Target date amended from 31/03/2026	HQN
18	04 Housing	S&Q	general feedback from HQN	Ensure the (currently draft) Damp and Mould policy is fully resourced to enable all desired action aligned to Awaab's Law.	HIGH		Rachel	James	30/06/26	Interim senior inspector has been in position for the last five months. Permanent resources currently being reviewed	Target date amended from 31/03/2026	HQN
19	04 Housing	N&C	general feedback from HQN	Implement process improvements aligned to estate walkabouts – ensuring there is: · a regular schedule in place · monitoring of attendance and issues identified/ follow up actions delivered · a clear and tested process so that any changes required to Capita are easily updated · good publicity captured and shared	MEDIUM		Kim D	Kim	31/07/26	Reviewing best-practice examples from other authorities to ascertain how to improve current process  Pilot to commence in July 2026		HQN
22	04 Housing	N&C	ASB: the accessibility of information available for tenants reporting ASB and hate crime, and how we take prompt and appropriate action.  there are weaknesses in the accessibility of information available for tenants reporting ASB and hate crime, and how it is assured that it is taking prompt and appropriate action	Improving the information available for tenants reporting ASB and hate crime, to enable the Council to take prompt and appropriate action  Action plan to be developed to identify how BBC are assured that it is taking prompt and appropriate action	MEDIUM		Louise	Kim	31/03/26	Website search terms have been simplified  The link to the Housing section is more prominent on the home page  Further communications being developed to highlight improvements and achievements	Request to amend the target date due to challenges with colleague availability	RSH

23	05 Staff Engagement	ALL	Internal feedback	Develop and implement a staff engagement and behaviour guidance document / code of conduct (aligned to the upcoming additional Standard) that defines expected behaviours and engagement principles aligned to organisational values (including continuous improvement)	MEDIUM		Kim D	Andy Aaron	31/05/26	Meeting scheduled with the new Director and Assistant Director of Asset Management to plan next steps	<i>Request to amend the target date due to challenges with colleague availability</i>	
24	05 Staff Engagement	ALL	Internal feedback	Complete a service-wide training needs analysis and produce a role-based training needs matrix (e.g. operatives) in preparation for the upcoming additional Standard	MEDIUM		Kim D	Andy Aaron	31/08/26	Being developed as part of the appraisal process Annual 'training needs' spreadsheet currently being refreshed following appraisals		
25	05 Staff Engagement	ALL	Internal feedback	Introduce mechanisms to improve team cohesion and collaboration	MEDIUM		Rachel	Darren	31/08/26	Meeting scheduled with the new Director and Assistant Director of Asset Management to plan next steps		

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## Report of the Portfolio Holder for Housing

### Allocations Policy

#### 1. Purpose of Report

To obtain feedback on the updated Allocations Policy

#### 2. Recommendation

**Cabinet is asked to APPROVE the updated Allocations Policy.**

#### 3. Detail

The Allocations Policy sets out who can apply for social housing; how priority is given to different applicants; and how the housing register is maintained.

The draft Allocations Policy has been considered by the Tenants Influence Panel, and a workshop held with Housing employees who use the Policy prior to being submitted to the Policy Overview Working Group for consideration.

The current Policy was approved in 2024. There are many changes in the proposed document, some of which are due to changes in guidance. The draft Allocations Policy can be found in **Appendix 1** with the changes that have been made are outlined in **Appendix 2**.

An Equalities Impact Assessment is provided in **Appendix 3**.

#### 4. Key Decision

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

#### 5. Updates from Policy Overview Working Group

Policy Overview Working Group considered the policy. Changes to have been made to the section regarding teenage parents following feedback.

#### 6. Financial Implications

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

There are no additional financial implications to consider with any costs being contained within existing budgets.

7. Legal Implications

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

The relevant legislation is contained within the policy document, the most relevant one is Part VI of the Housing Act 1996 that requires a local housing authority to adopt an allocations scheme, and, except in defined circumstances, to allocate property only in accordance with the scheme. When framing the scheme, the Council must have regard to statutory guidance issued by the Secretary of State and to its own homelessness and tenancy strategies.. This, ultimately ensures there is a robust structure in place for the allocation of social housing.

8. Human Resources Implications

There were no comments from the Human Resources Manager.

9. Union Comments

Not applicable.

10. Climate Change Implications

Any climate change implications are contained within the report.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

As this is a change to policy an equality impact assessment is included as an appendix to this report.

13. Background Papers

Nil.

Policy Section	Suggested Change	Reason for Change
1.0 Scope	<b>Remove:</b> which is shared with Gedling Borough Council and Rushcliffe Borough Council.	The Policy is no longer shared with other districts
4.0 Regulatory Code and Legal Framework	<p><b>Add:</b> This policy has been written with specific regard to;</p> <ul style="list-style-type: none"> <li>The Domestic Abuse Act 2021</li> <li>The Allocation of Housing (Qualification Criteria for Armed Forces England) (Amendment) Regulations 2024</li> <li>Statutory Guidance 2025 – Improving access to social housing for victims of Domestic Abuse</li> <li>Statutory Guidance 2024 - Improving access to social housing for members of the Armed Forces</li> <li>Section 11 of The Children’s Act 2004</li> </ul> <p>This Policy is written with due consideration of:</p> <ul style="list-style-type: none"> <li>Reasonable preference</li> <li>Non digital routes for accessing choice based lettings</li> <li>Support for tenants with vulnerabilities</li> </ul> <p>We are publishing a free summary of this policy and a full copy of this scheme will be available on our website</p> <p>Applicants can view information on waiting times via our Homechoice website</p>	<p>Legislation updated</p> <ul style="list-style-type: none"> <li>• The Allocation of Housing (Qualification Criteria for Armed Forces England) (Amendment) Regulations 2024</li> <li>• Statutory Guidance 2025 – Improving access to social housing for victims of Domestic Abuse</li> <li>• Statutory Guidance 2024 - Improving access to social housing for members of the Armed Forces</li> </ul> <p>Additional section on visibility of information</p>

	<p>This information will also be available in our twice-yearly tenant publication.</p> <p>For residents without access to digital channels information will be displayed in the reception area and cascaded to relevant partner agencies</p>	
5.2 Choice	<p><b>Add:</b> Errors &amp; incorrect information - The council will take all steps to ensure that any information published in adverts placed by ourselves is accurate and free from error In the unlikely event that an error occurs the Council will ensure that applicants will not be negatively impacted in the event of any material error.</p> <p>Adverts placed by our Choice Based Lettings Partners are subject to each individual providers Allocations Policy. Please refer to our website for a full list of current Choice Based Lettings Partners</p>	For information purposes and clarity of information around CBL partners
	<p><b>Add:</b> In rare circumstances, it may be necessary to suspend the advertising of available properties through the Choice Based Letting (banding) scheme. These circumstances may include in times of emergency or disaster.</p>	Provision made in policy for to allow for the Council to suspend Choice Based Lettings in the event of an emergency / disaster
6.2 Qualification	<p>To join the housing register, applicants must:</p> <ol style="list-style-type: none"> <li>1. Be aged over 18, unless due to the following exceptional circumstances: <ul style="list-style-type: none"> <li>• Homeless young people to</li> </ul> </li> </ol>	Reworded to provide clearer information

	<p>whom a duty is owed under Housing Act 1996, Part 7</p> <ul style="list-style-type: none"><li>• Care Leavers with a recommendation from Children's Services</li><li>• Teenage parents</li></ul> <p>Any tenancy granted to a person under the age of 18 will be held in trust for them by a responsible adult, appointed to act on their behalf</p> <p><b>Replace with</b></p> <p>By law, a landlord cannot grant a tenancy to a person who is under the age of 18.</p> <p>Accommodation allocated to a person under the age of 18 must be 'held in trust' for them by a responsible adult/legal guardian until the person is 18.</p> <p>The trustee is required to act in their best interests. The responsible adult must be someone appointed to act on his or her behalf.</p> <p>To join the housing register, applicants must:</p> <ol style="list-style-type: none"><li>1. Be aged over 18</li></ol>	
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	<p>Applicants aged under 18 can be accepted to the housing register under the following exceptional circumstances:</p> <ul style="list-style-type: none"> <li>• Homeless young people to whom a duty is owed under Housing Act 1996, Part 7</li> <li>• Care Leavers with a recommendation from Children’s Services</li> <li>• Teenage Parents</li> </ul> <p>Applicants who meet the above exceptional criteria will have a tenancy held in trust until they reach the age of 18.</p>	
<p>Members of the armed forces</p>	<p><b>Remove:</b> within 5 years preceding the allocation of social housing</p>	<p>Legislation update</p> <ul style="list-style-type: none"> <li>• The Allocation of Housing (Qualification Criteria for Armed Forces England) (Amendment) Regulations 2024</li> <li>• Statutory Guidance 2024 - Improving access to social housing for members of the Armed Forces</li> </ul>

Care Leavers	<p><b>Remove:</b> Broxtowe Borough Council care leavers who have been placed outside of the borough</p> <p><b>Replace with:</b> Care leavers aged under 25</p>	<p>Legislation update</p> <p>The Allocation of Housing (Qualification Criteria for Victims of Domestic Abuse and Care Leavers) (England) Regulations 2025</p>
Domestic Abuse	<p><b>Remove:</b> Applicants who are survivors of domestic abuse who cannot return to their home or require rehousing away from their home due to fear of violence</p> <p><b>Replace with:</b> Applicants who are or have been a victim of domestic abuse carried out by another person and who needs to move for reasons connected with that abuse</p>	<p>Legislation update</p> <p>The Allocation of Housing (Qualification Criteria for Victims of Domestic Abuse and Care Leavers) (England) Regulations 2025</p>
	<p><b>Add:</b> Applicants from 'relevant persons' who fall within the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015)</p>	<p>Clarity for applicants</p>
Refugees	<p><b>Add:</b> Refugees who were dispersed to and are living within the borough and who have been granted leave to remain within the last six months</p>	<p>Section added for clarity</p>
Supported accomodation	<p><b>Add:</b> Applicants who are moving on from supported accommodation outside of the borough who were referred by The Councils Housing Options Team</p>	<p>To facilitate move on for Broxtowe Borough Council applicants from supported accommodation.</p>
Non qualifying applicants	<p><b>Add:</b></p>	

	<p>People in the following categories will <b>not</b> normally be considered as meeting the local connection residency criteria:-</p> <ul style="list-style-type: none"> <li>• Those placed within the borough in temporary accommodation by another local authority exercising their homeless function except in cases of domestic abuse</li> <li>• Those placed within the borough in residential or supported housing by a local authority or other agency</li> </ul>	Clarity to confirm that accommodation which is not accommodation of choice does not build Local Connection
Savings over £16000	<p><b>Add:</b> Any applicants with £16,000 or more savings will not be entitled to join the housing register, including any adult member of the household</p> <p>(Excluding applicants who are serving or former armed forces personnel who have savings exceeding this amount due to a compensatory payment due to injury in service.)</p>	Section added for clarity
Homeowners	<p><b>Add:</b> This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Being named on a mortgage</li> <li>• Being a joint owner and or</li> </ul>	Reworded for clarity for applicants

	having/owning a percentage share interest in a property	
	<b>Add:</b> Further information and guidance can be found in our Homeowners procedure	To inform applicants on where to find further guidance
	<b>Remove:</b> Applicants who have an equity value of over half of the average property price (based on information from the Land Registry) in the Broxtowe Borough	Applicants will be assessed on a case by case basis using affordability calculations and their personal circumstances
	<b>Add:</b> This policy will not operate to exclude someone who has reasonable preference unless lawful, prior to exclusion a full assessment of applicant circumstances will be carried out in line with suspension and exclusion of application procedure	Clarification for applicants
	<b>Remove:</b> Head of Housing <b>Replace with:</b> Assistant Director of	Job title change
6.6 Armed Forces	<b>Add:</b> When assessing applicants from members or former members of the armed forces the below documents will be accepted as evidence of service.  HM Armed Forces Veteran Card Service Record (Including Certificate of Discharge or Statement of Service) Other documents may be considered such as: Pension Documents Unit discharge papers Official letters referencing service	Added for clarity

	number, dates of service and identifying details	
6.7 Care Leavers	<b>Remove</b> If an applicant is a care leaver aged under 25 <b>Replace with:</b> If an applicant is a care leaver	Clarification for applicants
	<b>Remove:</b> The applicant will qualify if they have previously lived or been placed in local authority care within Nottinghamshire, not just the Borough of Broxtowe.	Legislation update The Allocation of Housing (Qualification Criteria for Victims of Domestic Abuse and Care Leavers) (England) Regulations 2025
	<b>Remove A</b> Care leaver's will be given additional priority if they join the scheme and have not found accommodation that is suitable within 8 weeks <b>Replace with:</b> Nottinghamshire Care leavers will be given additional priority if they join the scheme and have not found accommodation that is suitable within 8 weeks	Due to the change in legislation on local connection for care leavers' the policy has been amended to reflect the difference between Nottinghamshire Care Leavers and care leavers outside of the area.
	<b>Add:</b> Nottinghamshire Care Leavers will join the housing register in Band 2, this will be increased to Band 1 after 8 weeks if no suitable offer of accommodation has been made.	Reworded for clarity
	<b>Remove:</b> A Care Leaver who refuses an offer of suitable accommodation will be placed into band 3. <b>Replace with</b> A Care Leaver who refuses one offer of suitable accommodation will be placed into band 3.	Reworded for clarity for applicants

	<p><b>Remove:</b> Care leavers who have an existing suitable social housing tenancy will not receive additional preference; applications of this type will be assessed using standard banding criteria</p> <p><b>Replace with:</b> Care Leavers who hold an existing tenancy will be placed in Band 3</p>	Wording changed to reflect applicants who have any type of existing tenancy
6.9 Banding	<b>Add:</b> Further information on how banding is assessed can be found in the Assessing & Reviewing applications procedure	Further guidance on procedures added for applicants' information
Band 1 <b>Urgent Medical Priority</b>	<p><b>Remove:</b> Applicants who have a permanent or chronic illness or disability and as a result of their condition are unable to continue to occupy their current accommodation. This includes both physical and mental health. Applicants must provide supporting information to evidence how the condition affects their current accommodation</p> <p><b>Replace with:</b> This band is reserved for the most severe cases, such as applicants who have significant difficulty or are unable to access essential facilities within their property and adaptations cannot be completed to resolve this problem. Applicants will not be awarded this band for a medical condition, however severe, if an applicant's present home does not</p>	Reworded for clarity

	<p>affect their medical condition or their ability to live there</p> <p>Applicants will need to supply supporting evidence from medical professionals which detail how their condition impacts their current accommodation</p>	
<b>Refuge</b>	<p><b>Remove:</b> Refuge: Applicants who currently residing in a refuge and are unable to return to their previous address due to Domestic Abuse.</p> <p><b>Replace with:</b></p> <p>Refuge - Those living temporarily in a refuge within the borough</p> <p>Applicants living temporarily in a refuge based within the Borough, who are unable to return to their previous address due to Domestic Abuse.</p> <p>Applicants in this band will be placed on autobid and receive one suitable offer of accommodation, should this offer be refused the applicant will be placed in Band 3</p>	Policy changed to prioritise applicants living in refuge within the Borough
<b>Severe Under Occupation</b>	<p><b>Remove:</b> Choice Based Lettings partners</p> <p>Replace with: Broxtowe Borough Council</p>	To prioritise Council tenants wishing to downsize to a smaller property
<b>UK Protected Persons Scheme</b>	<p><b>Remove:</b> formally the National Witness Protection Scheme</p>	No longer required
<b>Homelessness – Main Duty</b>	<p><b>Remove:</b> likely</p> <p><b>Replace with</b> on the balance of probability</p>	One word change for clarity in the event of legal challenge
<b>Care Leavers</b>	<p><b>Remove:</b> Care leavers will be placed in Band 1 if they have previously been in</p>	Reworded to reflect legislation changes to local connection requirements for care

	<p>Band 2 in accordance with the Policy and Nottinghamshire County Wide Care Leavers Protocol and have not found suitable housing in 8 weeks.</p> <p><b>Replace with:</b> Nottinghamshire Care leavers will be placed in Band 1 if they have previously been in Band 2 in accordance with the Policy and Nottinghamshire County Wide Care Leavers Protocol and have not received a suitable offer of housing in 8 weeks. Applicants in this band will receive one suitable offer of accommodation, should this offer be refused, the applicant will be placed in Band 3</p>	leavers. Band 1 is awarded to Nottinghamshire care leavers only
<b>Band 2 Refuge</b>	<p><b>Add:</b> Applicants living temporarily in a refuge outside of the borough, who are unable to return to their previous address due to Domestic Abuse.</p> <p>Applicants in this band will be placed on autobid and receive one suitable offer of accommodation, should this offer be refused the application will be closed.</p>	Provision for applicants living outside of the borough in refuge added.
<b>Serious Harassment or Domestic Abuse</b>	<p><b>Remove:</b> Applicants who are at risk in their current property because they are experiencing serious and sustained harassment, violence or threats of violence and likely to be owed the main housing duty if they were to make a formal homelessness declaration. This includes applicants fleeing domestic abuse</p>	Reworded for clarity

	<p><b>Replace with:</b> Applicants who are experiencing serious harassment, domestic abuse or other threats of violence, where there is a serious risk of harm to a member of the household, if they were to stay in their current accommodation.</p> <p>Applicants in this band will not be offered a property in an area which has links to or is within 5 miles of their previous / current address</p> <p>Applicants in this band will be offered one suitable offer of accommodation, should this be refused applicants will be placed in Band 3</p>	
<b>Succession</b>	<p><b>Add:</b> For applicants in this band with medical conditions assessment will be made in line with the Assessment of application procedure</p> <p>All applicants will be offered one suitable offer of accommodation, applicants who refuse this offer will be placed in Band 3.</p>	Additional information added for clarity
<b>Unauthorised Occupiers</b>	<p><b>Add:</b> Occupiers in a Broxtowe Borough Council property after the death of a tenant or a tenancy termination, where that person has no right in law to succeed to the tenancy or applicants who are non-tenant occupiers residing in a Broxtowe Borough Council property.</p> <p>Applicants in this band will receive one suitable offer of accommodation, should</p>	No current provision for these circumstances in Policy. Added to ensure these applicants have the correct priority.

	this offer be refused the applicant will be placed in Band 3	
<b>Move on from specialist and supported accommodation</b>	<b>Remove:</b> Applicants must have local connection to the Broxtowe Borough in accordance with the guidance within the Policy <b>Add:</b> applicants who refuse a suitable offer of accommodation shall be placed in Band 3	Removed due to contradictory information within policy. Applicants in this section do not require local connection as set out section 6.2  Additional priority will only be given for one offer of accommodation.
<b>Under Occupation</b>	<b>Remove:</b> Tenants of one of the Choice Based Lettings partners Replace with: Broxtowe Borough Council tenants	To prioritise Council tenants wishing to downsize to a smaller property
<b>Band 3 Homelessness</b>	<b>Remove:</b> or where they have been served with a Section 21 Notice by their landlord and have not approached/do not wish to approach the Housing Options Team <b>Add:</b> Applicants in this band must meet the qualification criteria set out in section 6.2 of this policy	Removed in line with legislation update Renters Rights Act Abolishment of section 21 notice
<b>Domestic Abuse</b>	<b>Add:</b> Applicants who need to move for reasons connected to domestic abuse, but a move is <b>not</b> essential for safety reasons. This includes applicants who are safe to remain in the same geographic location but require a move from their current address. Applicants who need to move due to a risk to their safety will be placed in Band 2 and not located in an area which has links to or within 5 miles of their previous	New band created for applicants who need to move but not for safety reasons. This band ensures priority is given to those who need to move for safety reasons

	/ current address.	
<b>Care Leavers</b>	<b>Add:</b> Care leavers who are outside of the Nottinghamshire County Wide Care Leavers Protocol or Care leavers who have refused a suitable offer of accommodation	New band added for care leavers from outside of Nottinghamshire. This band ensures Nottinghamshire care leavers are given priority.
<b>Moderate welfare need</b>	<b>Add:</b> This category also includes applicants who fall within the Right To Move Regulations 2015	Clarity provided for which band applicants fall under
<b>Band 4 Deliberately worsening circumstances</b>	<b>Add:</b> Where there is evidence that an applicant has worsened their circumstances by deliberately taking action or failing to take an action in order to qualify for higher housing need Band they will be placed in Band 4. This decision will be reviewed after a period of 12 months	New band added as a deterrent to discourage applicants from deliberately changing their housing circumstances to get additional priority on the housing register
<b>6.10 Verification</b>	<b>Add:</b> Photo Identification	Photo ID added as a required document to support the prevention and detection of fraud
	<b>Remove:</b> An applicant who has current and/or former rent arrears will be accepted. When an offer of property is made the applicant will need to provide proof that a payment plan has been arranged and maintained for a minimum of 12 weeks. Partner Landlords may wish to include current and/or former arrears in the terms of their tenancy agreement. Broxtowe Borough Council will do this on all occasions.	Section removed and added into table in section 8.6 of the policy

Applicants will be asked to declare if they are a 'related party', these are applicants who are either:	<b>Add:</b> Local Authority staff	Staff members need to be expressly mentioned in this section of the policy
	<b>Remove:</b> Head of Housing <b>Replace with:</b> Assistant Director of Housing	Job title change
<b>7.1 Pre- tenancy checks and risk assessments</b>	<b>Remove:</b> All pre-tenancy checks will be completed following the pre-tenancy checks procedure.  <b>Add:</b> Applicants who are subject to the withdrawal of an offer of a property on 2 occasions will be suspended from the Housing Register for a period of 6 months in accordance with the Suspension and exclusion of application procedure	Section added to ensure applicants are not unnecessarily bidding on properties they do not want to accept
	<b>Remove:</b> There is no distance specified as safe within the Policy, but a distance greater than 5 miles or an area that has few if any ongoing links with the previous address, such as employment, family members or schooling, may be considered suitable as convention.  <b>Replace with:</b> There is no distance specified as safe within the Policy, but a distance greater than 5 miles or an area that has no ongoing links with the previous address, such as employment, transport,	Reworded for clarity

	<p>family members or schooling may be considered suitable</p>	
<p><b>7.3 Independent Living accommodation</b></p>	<p><b>Remove:</b> Properties that are designated as Independent Living will only be allocated to applicants over the age of 60 unless the applicant is over the age of 45 and has a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation. This will be supported by documentation that shows that the applicant is in high rate (mobility and daily living) Personal Independence Payment.</p> <p><b>Replace with:</b> Properties that are designated as Independent Living will only be allocated to applicants over the age of 60 unless the applicant has a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation. Any applicants identified that fit into this category will be subject to approval of both of the Housing Operations Manager and Income and Housing Manager, or an authorised deputy in the absence of either post holder.</p>	<p>Minimum age amended to prevent Housing Management issues, all candidates will be reviewed on a case-by-case basis in line with their individual needs.</p>

	<p><b>Remove:</b> Properties that are designated as Independent Living can be offered to those applicants who are under 60 if the property is difficult to let and the applicant is being placed through the Community Living Network or equivalent scheme.</p> <p><b>Replace with:</b> Properties that are designated as Independent Living can be offered to those applicants who are under 60 if the property is difficult to let and the applicant would benefit from the Independent Living Service. Properties let under this section will be subject to approval of both the Housing Operations Manager and Income and Housing Manager, or an authorised deputy in the absence of either post holder.</p>	<p>Reworded to give clarity around the eligibility difficult to let properties to prevent long term voids</p>
	<p><b>Remove:</b> Properties that are designated as Independent Living accommodation and are larger than one bedroom will be allocated to applicants over the age of 45 and will be allocated in accordance with household needs, such as disabilities, rather than whether they need the support available within Independent Living</p> <p><b>Replace with:</b> Properties that are designated as Independent Living accommodation and are larger than one bedroom may be allocated to applicants</p>	<p>Reworded to give clarity around eligibility of family applicants under the age of 60 in larger bungalows</p>

	aged under 60 and in accordance with household needs, such as disabilities, rather than whether they need the support available within Independent Living. Properties let under this section will be subject to approval of both the Housing Operations Manager and Income and Housing Manager	
	<b>Remove:</b> The relevant documentation and support from a Specialist Occupational Therapist will be required as necessary.	Unnecessary information, this is already captured in the assessment of the application / banding section
	<b>Add:</b> Preference will be given to applicants requiring adaptations when advertising bungalows and adapted properties. The property advert will state if a property is designated as Independent Living or if preference is given to applicants requiring an adapted property.	Gives provision under policy to advertise properties for priority of applicants requiring adapted properties, under the current policy all applicants of qualifying age can bid these properties
<b>7.4 Local Lettings Policies</b>	<b>Add:</b> The Council's Guidance for the use of Local Lettings Policies provides further information and is available to download via our website	Information for applicants on how to find guidance on Local Lettings Policies
<b>7.5 Sensitive Allocations</b>	<b>Remove:</b> Head of Housing <b>Add:</b> Assistant Director of Housing	Job Title Change
<b>7.6 Direct Allocations</b>	<b>Remove:</b> It is expected that the majority of allocations will be made following the bidding process via the Council's Choice Based Lettings System, but there are	Section reworded for clarity and transparency

	<p>some cases where it is necessary to make offers to applicants outside of these arrangements. There are three categories of direct allocations: Urgent housing management cases – such cases are exceptional and an offer must be approved by the Head of Housing, each case will be considered in regards to its individual circumstances. A direct allocation will reflect the urgency of the issue that the tenant is experiencing, this can include issues regarding tenant welfare or property condition.</p> <p><b>Replace With:</b></p> <p>It is expected that the majority of allocations will be made following the bidding process via the Council's Choice Based Lettings System, but there are some cases where it is necessary to make offers to applicants outside of these arrangements.</p> <p>These circumstances include the below scenarios (this list is not exhaustive)</p> <p>Urgent housing management cases, supported by evidence from The Tenancy Services Team or Independent Living Team</p> <p>Applicants with management recommendations who are occupants with no rights to statutory succession</p> <p>Exceptional or highly confidential cases, for example witness protection</p>	
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	<p>To discharge a legal duty by making a direct offer of a property, for example in the case of a court order or in compliance with our homelessness duties</p> <p>In exceptional circumstances to assist the Council in discharging their homelessness duties and where that need cannot be met in the private rented sector, such as where there are medical, mobility or other support needs</p> <p>In respect of existing tenancies, for example a tenancy alteration to change a joint tenancy to a sole tenancy following the service of a Notice to Quit by one party or a Court Order</p> <p>Applicants with specific needs - such as requirements for adapted properties; or properties suitable for tenants with high support needs</p> <p>Downsizing / Home Release Scheme – This enables social housing tenants who are under - occupying their home to move to a smaller or more appropriate social housing property</p> <p>In the event of an emergency or disaster that results in people being displaced from their homes within the Borough. Where it is demonstrated that an</p>	
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	<p>applicant is unable to return to his/her home, a direct offer of accommodation may be made in order to resolve the emergency/disaster</p> <p>The Direct allocations will be approved by the Assistant Director of Housing, the decision will be recorded as a delegated decision with overview by Democratic Services</p>	
	<p><b>Remove:</b> Lower demand properties – if a property has been advertised and shortlisted via Choice Based Lettings and the property has not been let, then the property can be offered directly to an applicant, in accordance with the Difficult to Let procedure. It is important to note that if direct offers are made by registered provider partners then the allocation is not subject to this policy. All offers made by Broxtowe Borough Council are subject to this policy. The Council may approach the Community Living Network with properties that are difficult to let to assist with the placing of applicants within difficult to let properties</p> <p><b>Replace with:</b> <i>Lower demand properties</i> – if a property has been advertised and shortlisted via Choice Based Lettings and the property has not been let, then the property can be offered directly to an applicant, in accordance with the Difficult</p>	<p>Section reworded to remove out dated service title (Community Living Network) and clarify approval level</p>

	<p>to Let procedure.</p> <p>These allocations are subject to approval by the Housing Operations Manager as set out in the Difficult to Let Procedure</p>	
<b>7.7 Right to move</b>	<p><b>Add:</b> A relevant person has a need to move for the purpose of this Regulation if they are existing Social Housing Tenants without any other local connection to the borough who:-</p> <p>a) Work in the district of the Local Housing Authority,</p> <p>or b) i) Have been offered work in the district of the local Housing Authority and ii) The Authority is satisfied that the relevant person has a genuine intention of taking up the offer of work.</p> <p>The regulation does not apply if work is short term or marginal, ancillary to work in another district or voluntary.</p> <p>For the purpose of this policy the hardship reasonable preference category referred to as Band 3 Moderate Welfare Need applies to relevant persons as defined by the 2015 Regulations.</p>	Additional information added for clarity
<b>8.4 Application Suspension</b>	<p><b>Remove:</b> If an applicant fails to respond, or refuses 3 offers of accommodation</p> <p><b>Replace with:</b> Applicants who fail to respond or refuse 2 offers of accommodation</p>	Reduced number of offers to ensure applicants are only placing bids on properties that they have a genuine interest in, to prevent delays in void turnaround time

<p><b>8.5 Closing Applications</b></p>	<p><b>Add:</b> Applications will be closed in the following circumstances:</p> <ul style="list-style-type: none"> <li>• An offer of accommodation has been accepted and signed for by the applicant from the Council, a Choice Based Lettings partner or by other means e.g. private tenure or owner occupation etc</li> <li>• As a result of a re-assessment the applicant is no longer eligible for housing</li> <li>• An applicant no longer meets the qualifying criteria at any time from the point of registration, to the point of allocation</li> <li>• The applicant does not reply to an offer letter, a review letter, or any other letter or contact made requesting a response</li> <li>• Where identification, proof of any medical needs, proof of income, savings and other information in support of their application have not been provided within the requested time frame</li> <li>• The applicant refuses two reasonable offers of accommodation</li> <li>• All bids placed by applicants via the Homechoice portal will be considered a reasonable offer</li> <li>• Bids placed by autobid will be</li> </ul>	<p>New section created for detail around when applications can be closed by the Council</p>
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	<p>reviewed on a case by case basis</p> <ul style="list-style-type: none"> <li>• The applicant fails to bid at least once every year where there are suitable properties available to bid</li> <li>• The applicant completes a Right to Buy</li> </ul>	
	<p><b>Add:</b> The Council will take into account applicants' vulnerabilities and support needs before closing the application and contact will be made with any support networks listed prior to the application closure. If an applicant supplies suitable reasons for non-contact the Council will consider reopening the application. All applicants whose applications are closed will receive confirmation in writing and this will have the right to request a review of the decision within 28 days.</p>	Section added for clarity for applicants
<b>8.6 Application Exclusion / Removal from the register</b>	<p><b>Remove:</b> An applicant will be excluded if following reassessment, the applicant is no longer eligible for housing. An applicant will be excluded if an applicant no longer meets the qualifying criteria at any time from the point of registration, to the point of allocation. An applicant will be removed if an offer of accommodation has been made, has been accepted and signed for</p>	Section reworded to clarify exclusion criteria and timeframes

	<p>by the applicant from the Council or a partner within the Choice Based Lettings Scheme.</p> <p>If requested documentation is not provided within 21 days of it being requested, and an appropriate reason has not been provided, the application will be closed. If an applicant fails to respond to communications from the Council within the specified time limit within the individual communication, the application will be closed. If a suitable reason is provided, the Council will consider reopening the application.</p>	
	<p><b>Remove:</b> If an applicant displays conduct in a previous tenancy that is of cause for concern for Broxtowe Borough Council</p> <p><b>Replace With:</b> If an applicant displays conduct that is of cause for concern for Broxtowe Borough Council</p>	Reworded to allow other risks relating to conduct to be assessed
	<p><b>Remove:</b> Where upon review, the applicant is a homeowner with significant equity</p> <p><b>Replace with:</b> Where upon review, the applicant is a homeowner with equity</p>	Reworded to fit in with changes in section 6.2
	<p><b>Remove:</b> unacceptable behaviour, which would justify possession proceedings of a tenancy,</p> <p><b>Replace with:</b> Applicants or prospective members of their household who have engaged in behaviour, which is</p>	Reworded for clarity

	considered unacceptable to the Council, will not be qualifying persons	
	<b>Remove:</b> Criminal behaviour relating to the loss of previous accommodation <b>Replace with:</b> Conduct that has resulted in any unspent criminal sanction, any Court Order, including civil Court Order being made against them that affects their suitability to be a tenant. For example, any possession order, criminal conviction or antisocial behaviour injunction	Additional criteria added
	<b>Add:</b> Financial behaviour such as benefit fraud or any other criminal offence of a similar nature	Additional criteria added
	<b>Add:</b> Unacceptable behaviour including but not limited to non-payment of rent, antisocial behaviour or any behaviour that would be considered a breach of the terms and conditions of the Council's tenancy agreement. This includes any variation on those terms in future	Additional criteria added
	<b>Add:</b> Where an applicant gives intentionally false information or gives false statements on any part of their application. If such information comes to the attention of The Council or one of the Choice Based Lettings partner after registration an applicant may be removed from the housing register, and legal	Section added to support the prevention and detection of fraud

	action may be considered													
	<p><b>Add:</b> If persons are disqualified for reasons of their unacceptable behaviour, they will be able to re-apply or request a review as follows</p> <table border="1"> <thead> <tr> <th>Issue</th> <th>Re-application period</th> </tr> </thead> <tbody> <tr> <td>Unacceptable Behaviour</td> <td>Five years from the date of the unacceptable behaviour</td> </tr> <tr> <td>Rent arrears</td> <td>Below £500 – 12 months from the date of the original application or when account is cleared if earlier Above £500 – Two years from the date of the original application or when account is cleared</td> </tr> <tr> <td>Non-disclosure or False Information</td> <td>Five years from the date of the original Application</td> </tr> <tr> <td>Criminal convictions</td> <td>Applicants may apply after the conviction is spent</td> </tr> <tr> <td>Multiple reasons</td> <td>Periods will run concurrently</td> </tr> </tbody> </table>	Issue	Re-application period	Unacceptable Behaviour	Five years from the date of the unacceptable behaviour	Rent arrears	Below £500 – 12 months from the date of the original application or when account is cleared if earlier Above £500 – Two years from the date of the original application or when account is cleared	Non-disclosure or False Information	Five years from the date of the original Application	Criminal convictions	Applicants may apply after the conviction is spent	Multiple reasons	Periods will run concurrently	Table added for clarity
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	<p><b>Remove:</b> The exclusion will only apply to the member(s) of the household who were considered to be participative in the unacceptable behaviour with other members of the family able to make separate applications subject to them meeting the qualification criteria of the Policy.</p> <p><b>Replace with:</b> The disqualifications in this section include the past or present behaviour of the applicant and/or any member of the applicant's household either at the time they are making the application for housing, or at any point before or during which they receive any offer of accommodation if their application is registered</p> <p>On deciding whether an application is disqualified as a result of unacceptable behaviour the allocations team will undertake an assessment, which will take into account steps taken to address the behaviour.</p> <p>Steps taken can include: -</p> <ul style="list-style-type: none"><li>• Adhering to a payment plan for a minimum of 12 weeks to actively reduce the level of rent arrears.</li><li>• Demonstrable change of behaviour. Support needs will also need to be taken into consideration. In exceptional circumstances, the Council may waive or reduce the periods</li></ul>	
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	of disqualification referred to above.	
	<p><b>Remove:</b> Exclusion from the register will last for 12 months</p> <p><b>Replace with:</b> The exclusion of application procedure will be followed.</p>	Exclusion periods are in line with table above
	<p><b>Remove:</b> At the end of the exclusion period, a review will be completed to assess whether exclusion should still apply</p> <p><b>Replace with:</b> At the end of the exclusion period, new applicants will be required to submit a new application for housing via the Choice Based Lettings website.</p> <p>Previous applicants will be required to complete an application update form to update their circumstances at the end of the exclusion period. The application date will be from the date the exclusion period expires</p>	Exclusion periods vary, as such applicants will need to update or complete new applications after the exclusion has ended

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# ALLOCATIONS POLICY

<b>Document title</b>	Allocations Policy
<b>Document version</b>	DRAFT
<b>Department</b>	Housing
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## 1.0 Scope

This policy covers all properties for social rent or affordable rent allocated through the Broxtowe Borough Council's Choice Based Lettings (CBL) system. Although homeless applicants will be allocated properties through the Choice Based Lettings system this policy does not set out the Council's approach to Homelessness. This is detailed in the South Nottinghamshire Homelessness and Rough Sleeping Strategy.,

This policy does not cover allocations of social housing made by registered providers outside of the choice based lettings system, mutual exchanges or temporary decants to another property.

## 2.0 Purpose

The purpose of the policy is to set out who can apply for social housing, how priority is given to different applicants and how the housing register is maintained.

This policy does not set out how applicants can apply to the housing register or bid for properties. Full details can be found on the Broxtowe Borough Council Website [www.broxtowe.gov.uk](http://www.broxtowe.gov.uk) or by contacting a member of the Lettings Team at Broxtowe Borough Council.

## 3.0 Aims and Objectives

We aim to make the best use of the social housing stock in the Borough to meet the needs of residents. The aims of the policy are:

- To ensure that all regulatory and legal requirements are met
- To set out the requirements for considering eligibility and qualification
- To ensure that applicants are given choice
- To set out the categories of applicants who will be given reasonable preference
- To set out the categories of applicants who will be given additional preference
- To confirm when local lettings policies and direct lets may be used
- To set out a framework for reviews and appeals

## 4.0 Regulatory Code and Legal Framework

The 'Allocation of accommodation: guidance for local housing authorities in England' is statutory guidance issued in 2012 to local housing authorities in England under s169 of the Housing Act 1996. Housing Authorities are required to have regards to it in exercising their functions under Part 6 of the Housing Act 1996 and Localism Act 2011.

Additional guidance 'Providing social housing for local people' was issued in 2013 to assist housing authorities to make best use of the flexibilities within allocation legislation to better meet the needs of their local residents and their local communities.

S166A of Housing Act 1996 provides that authorities must have regard to their homelessness and tenancy strategies when framing their allocations scheme.

The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 and the DLUHC Statutory Guidance – Right to Move (March 2015) apply where a local authority has introduced a local connection qualification within its lettings policy.

This policy has been written with specific regard to;

- The Domestic Abuse Act 2021
- The Allocation of Housing (Qualification Criteria for Armed Forces England) (Amendment) Regulations 2024
- Statutory Guidance 2025 – Improving access to social housing for victims of Domestic Abuse
- Statutory Guidance 2024 - Improving access to social housing for members of the Armed Forces
- Section 11 of The Children's Act 2004

This Policy is written with due consideration of:

- Reasonable preference
- Non digital routes for accessing choice-based lettings
- Support for tenants with vulnerabilities

We are publishing a free summary of this policy, and a full copy of this scheme will be available on our website.

Applicants can view information on waiting times via our Homechoice website  
This information will also be available in our twice-yearly tenant publication.

For residents without access to digital channels information will be displayed in the reception area and cascaded to relevant partner agencies

## 5.0 Allocation and Choice

### 5.1 Definition of an 'Allocation'

Housing Act 1996, Part 6 states a housing authority allocates accommodation when it:

- Selects a person to be a secure or introductory tenant of accommodation held by that authority
- Nominates a person to be a secure or introductory tenant of accommodation held by another housing authority
- Nominates a person to be an assured tenant of accommodation held by a Private Registered Provider

For the purpose of this policy an allocation will be considered to be a nomination if the property has been advertised and shortlisted through the Choice Based Lettings Choice Based Lettings system.

This applies to existing tenants if:

- The allocation is made at the tenant's request
- The tenant has reasonable preference (as defined in this policy)

This policy and definition does not apply if the Council initiates a transfer for management purposes.

### 5.2 Choice

Broxtowe Borough Council is committed to enabling applicants to play an active role in choosing where they want to live whilst continuing to house those in greatest need and making the best use of the social housing stock in the Borough.

Through the choice based letting platform applicants have a choice about where they wish to live, the type of accommodation they wish to occupy and who they wish to have as a landlord. The promotion of choice to applicants will help create sustainable tenancies and communities.

In rare circumstances, it may be necessary to suspend the advertising of available properties through the Choice Based Letting (banding) scheme. These circumstances may include in times of emergency or disaster.

Errors and incorrect information - The council will take all steps to ensure that any information published in adverts placed by ourselves is accurate and free from error. In the unlikely event that an error occurs the Council will ensure that applicants will not be negatively impacted in the event of any material error.

Adverts placed by our Choice Based Lettings Partners are subject to each individual

providers Allocations Policy.

Please refer to our website for a full list of current Choice Based Lettings Partners.

## 6.0 Joining the Housing Register

### 6.1 Eligibility

There are certain groups of people who are eligible for social housing. If an applicant is already a secure, introductory or assured tenant of a registered provider, including housing association and councils, these eligibility checks do not apply.

Accommodation will not be allocated to persons from abroad who are ineligible for housing if:

- They are subject to immigration control unless he or she comes within a class prescribed in regulations made by the Secretary of State
- They are to be treated as ineligible for an allocation of accommodation as prescribed in regulations made by the Secretary of State

The term 'person subject to immigration control' is defined in s13(2) of the Asylum and Immigration Act as a person who under the Immigration Act 1971 required leave to enter or remain in the United Kingdom (whether or not such leave has been given)

The following categories of people do not require leave to enter or remain in the UK:

- British citizens
- Certain Commonwealth citizens with a right to abode in the UK
- Irish citizens, who are not subject to immigration control in the UK because the Republic of Ireland forms part of the Common Travel Area with the UK which allows free movement
- EEA nationals, and their family members, who have a right to reside in the UK that derives from EU law
- Persons who are exempt from immigration control under the Immigration Acts

All potential circumstances cannot be included in the policy. The UK Border Agency provides a service to housing services to confirm the Immigration Status of an applicant from abroad. If there is any uncertainty regarding eligibility, enquiries will be made before accepting an application.

A joint tenancy, for two or more people, will not be granted if any of the applicants are ineligible. However, if one of the applicants is eligible then the tenancy may be offered to that applicant only. Ineligible family members may be taken into account in determining the size of accommodation which is allocated.

All applicants accepted by Broxtowe Borough Council as homeless will be eligible.

All applicants will sign a declaration to confirm that they are eligible for \_\_\_\_\_

accommodation.

## 6.2 Qualification

By law, a landlord cannot grant a tenancy to a person who is under the age of 18.

Accommodation allocated to a person under the age of 18 must be 'held in trust' for them by a responsible adult/legal guardian until the person is 18.

The trustee is required to act in their best interests. The responsible adult must be someone appointed to act on his or her behalf.

To join the housing register, applicants must:

1. Be aged over 18

Applicants aged under 18 can be accepted to the housing register under the following exceptional circumstances:

- Homeless young people to whom a duty is owed under Housing Act 1996, Part 7
- Care Leavers with a recommendation from Children's Services
- Teenage Parents

Applicants who meet the above exceptional criteria will have a tenancy held in trust until they reach the age of 18.

2. Have been a resident in the borough of Broxtowe for 3 out of the last 5 years, unless one of the exceptions below applies:

- Members of armed forces who have been discharged
- Bereaved spouses and civil partners of members of the armed forces leaving Services Family Accommodation following the death of their spouse or partner
- Serving or former members of the Reserved Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service
- Care leavers aged under 25
- Applicants who are permanently employed in the Borough or have confirmation of a permanent job offer in the Borough. This includes those who are self-employed within the Borough. When applicants are self-employed, they must provide proof of their self-employment status. This can be in the form of tax returns, VAT registrations certificate or similar documentation relating to the business. The location of the business base will be considered.

- Applicants who are or have been a victim of domestic abuse carried out by another person and who needs to move for reasons connected with that abuse
- Applicants from 'relevant persons' who fall within the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015
- Applicants who are part of the UK Protected Persons Scheme
- Applicants that have support needs associated with their household and their housing needs cannot reasonably be met or provided outside of the Borough
- Applicants who provide care to people within the Borough and whose care needs are not able to be met in any other way, subject to the applicant meeting the other eligibility and qualification criteria.
- Applicants over the age of 60 who are applying for Independent Living accommodation (excluding bungalows). These applicants will be placed in Band 4.
- Refugees who were dispersed to and are living within the borough and who have been granted leave to remain within the last six months
- Applicants who are moving on from supported accommodation outside of the borough who were referred by The Councils Housing Options Team

People in the following categories will **not** normally be considered as meeting the local connection residency criteria:-

- Those placed within the borough in temporary accommodation by another local authority exercising their homeless function except in cases of domestic abuse
- Those placed within the borough in residential or supported housing by a local authority or other agency

Applicants will not qualify if they are not available to occupy accommodation, if they were to be offered a property. This includes prisoners and those in tied accommodation. In these circumstances applicants should reapply when their circumstances change.

Any applicants with £16,000 or more of savings will not be entitled to join the housing register, including any adult member of the household (Excluding applicants who are serving or former armed forces personnel who have savings exceeding this amount due to a compensatory payment due to injury in service.) If an applicant declares that they have a current or former financial interest in a property, a full review will be completed following the Application from Home Owners procedure to establish if they qualify.

This includes, but is not limited to:

- Being named on a mortgage

- Being a joint owner and or having/owning a percentage share interest in a property

Exceptions could include;

- Owner occupiers who live in conditions of disrepair or in unsuitable accommodation who are vulnerable due to age, long-term medical condition or disability and cannot resolve or adapt their property to make this suitable. Supporting evidence will be required.
- Owner occupiers who experience a change of circumstances so that their home is at risk. Applicants must have approached their local Housing Options Team or have received independent housing advice and their potential homelessness cannot be prevented
- Owner occupiers who cannot remain in their home due to safety concerns such as fleeing domestic abuse

Broxtowe Borough Council will take all the resources available to the applicant into account. Applicants who own or used to own a property and those with equity must declare any interests in land, property or equity that they have.

Further information and guidance can be found in our Homeowners procedure

All applications will be reviewed on an individual basis considering the equity available, ability to resolve their own housing situation and if they are able to access or sell their property. Applicants will be expected to resolve their own housing circumstances, unless mitigation applies. If the applicants home is outside the Broxtowe Borough, local connection criteria will be applied first. Home owners or those with a financial interest in property may be excluded following the completion of the review.

Home owners over the age of 60 who are applying for Independent Living accommodation only, excluding bungalows, will be exempt from review and will be placed in Band 4. These applicants will be exempt from all other additional preference criteria. All applicants will sign a declaration to confirm they qualify for accommodation.

This policy will not operate to exclude someone who has reasonable preference unless lawful, prior to exclusion a full assessment of applicant circumstances will be carried out in line with suspension and exclusion of application procedure

In exceptional circumstances, applicants may be allowed to join the housing register if the usual qualification criteria does not apply. In these situations, this will be approved by the Assistant Director of Housing, in consultation with the Portfolio Holder for Housing.

### **6.3 Types of Applicant**

*Single applicants* – The majority of these applicants will be those who want to live alone but also includes those who want to live with others but not have a joint application. If a single applicant accepts a tenancy, the tenancy must be granted in their name only.

*Joint applicants* – Applicants who have a long-term commitment to live together. If joint applicants accept a tenancy, the tenancy must be granted in the name of all of the joint applicants.

*Family applicants* – Applicants who have at least one dependent child (aged up to 18). This includes adopted and foster children. Applicants who are pregnant will be considered as family applicants as soon as their pregnancy has been confirmed.

*Applicants no longer wishing to apply jointly* – If applicants in a joint application no longer wish to apply jointly, each application will be reassessed. If the applicant is awarded the same or lower band then the original registration date will be used. If they are awarded a higher band then the registration date will be the date that they are placed in the higher band.

## 6.4 Reasonable Preference

Broxtowe Borough Council is required to give 'reasonable preference' to certain groups over other groups. These groups are:

- Applicants who are homeless (in accordance with Part 7 of the Housing Act 1996 as amended and extended by the Homelessness Act 2002) including those who are intentionally homeless and those who are not priority need
- People who are owed a duty by any housing authority under s190 (2) or 195 (5) of the Housing Act 1996 (or under s65(2) or 68(2) of the Housing Act 1985 or who are occupying accommodation secured by any housing authority under s192 (3)
- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- People who need to move on medical or welfare grounds
- People who need to move to a particular locality in the borough, where failure to meet that need would cause hardship (to themselves or others).
  - This would include, for example, a person who needs to move to a different locality in order to give or receive care, to access specialised medical treatment, or to take up a particular employment, education or training opportunity which would not be possible without residence within the borough.

The Allocations Policy has been framed to ensure that the groups listed above have been given reasonable preference within the appropriate band.

## 6.5 Additional Preference

Housing authorities have the power to frame their allocation scheme to give additional preference to particular descriptions of people who fall within the statutory reasonable preference categories and have urgent housing needs. All housing authorities must consider, in the light of local circumstances, the need to give effect to this provision. People with urgent housing need include:

- Those who need to move urgently because of a life-threatening illness or sudden disability
- Families in severe overcrowding which poses a serious health hazard
- Those who are homeless and require urgent re-housing as a result of violence or threats of violence, including those escaping domestic abuse

The Allocations Policy has been framed to ensure that groups with urgent housing need, including those listed above have been given additional preference within the appropriate band.

## 6.6 Armed Forces

Additional preference must also be given to:

- Former members of the Armed Forces
- Serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
- Bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner
- Serving or former members of the Reserved Forces who need to move because of serious injury, medical conditions or disability sustained as a result of their service

Additional preference will be given to these applicants by awarding the applicant one band higher than if their application was assessed solely on their other circumstances. For example, if an applicant is assessed as Band 3 but is a former member of the armed forces their application will be awarded Band 2.

When assessing applicants from members or former members of the armed forces the below documents will be accepted as evidence of service;

- HM Armed Forces Veteran Card
- Service Record (Including Certificate of Discharge or Statement of Service)
- Other documents may be considered such as:
  - Pension Documents
  - Unit discharge papers

- Official letters referencing service number, dates of service and identifying details

## **6.7 Care Leavers**

If an applicant is a care leaver aged under 25, then the local connection criteria specified in 5.4 is not applicable. Nottinghamshire Care leavers will be given additional priority if they join the scheme and have not found accommodation that is suitable within 8 weeks, this is in accordance with the Nottinghamshire County Wide Care Leavers Protocol. Nottinghamshire Care Leavers will join the housing register in Band 2, this will be increased to Band 1 after 8 weeks if no suitable offer of accommodation has been made.

Care leavers who are not part of the Nottinghamshire County Wide Care Leaver Protocol will be placed in Band 3.

All Care Leavers will be placed on autobid to ensure that they are considered for all suitable properties.

A Care Leaver who refuses one offer of suitable accommodation will be placed into band 3.

Care leavers who have not lived independently will be considered for Supported Accommodation, an offer of unsupported accommodation via a tenancy with the Council will only be provided if appropriate.

For any assessment that is completed with the applicant, the applicant may be accompanied by the Care Leaving Service.

Care Leavers who hold an existing tenancy will be placed in Band 3, this criteria does not apply to former Care Leavers over the age of 25.

## **6.8 Medical Assessments**

Officers will make assessments following the medical assessment procedure to ensure that the appropriate band is awarded. Applicants will be asked to provide supporting information from medical professionals who currently work with them.

If further guidance is needed, or conflicting information has been provided from medical professionals then the Council will make a referral to an independent specialist advisor.

If the Council has evidence or has witnessed that the property will be unsuitable for medical reasons, the offer of the property will be withdrawn. This includes offers that are unreasonable for the reasons of health and safety, such as those in an Independent Living where the only method of escape is by using a lift.

## 6.9 Banding

Broxtowe Borough Council has a duty to offer choice and to ensure that the needs of reasonable preference and additional preference categories are met. The most appropriate way to achieve this is to operate a needs based banding system with bands arranged to reflect the level of housing need.

The current housing circumstances and needs of each applicant will be the determining factor in deciding which Band an applicant receives. Once placed in an appropriate band, applicants will be ordered within the band by date order so that priority within a band is given to the applicant with the earliest date.

If an applicant's circumstances reflect more than one of the situations in the bands, the situation in the highest band will be used. No additional priority is given if circumstances reflect more than one situation. However, if an applicant's circumstances reflect two distinctly different characteristics in the same band, that have no relation or impact to each other, the applicant will be awarded one band higher. If an applicant has more than one Band 1 criteria relevant to their application, they will be awarded a further 12 months waiting time. This will enable their applications to be further prioritised.

The banding process will ensure that applicants in the greatest need receive the most preference for re-housing. Once an applicant has been assessed and placed into a Band, the applicant will not move to another Band unless there is a change in the applicant's circumstances.

Broxtowe Borough Council has 4 application bands. Criteria for Bands 1, 2, 3 and 4 are shown on the next pages.

Further information on how banding is assessed can be found in the Assessing and Reviewing Applications Procedure.

## Band 1

<b>Urgent Medical Priority</b>	<p>This band is reserved for the most severe cases, such as applicants who have significant difficulty or are unable to access essential facilities within their property and adaptations cannot be completed to resolve this problem.</p> <p>Applicants will not be awarded this band for a medical condition, however severe, if an applicant's present home does not affect their medical condition or their ability to live there</p> <p>Applicants will need to supply supporting evidence from medical professionals which detail how their condition impacts their current accommodation</p>
<b>Hospital Discharge</b>	<p>Applicants who are in hospital, or another care facility, who cannot return to their present accommodation, as it is considered no longer suitable/cannot be adapted</p> <p>There must be specific recommendation, with supporting evidence, from the hospital/care facility and a detailed care/support package must be in place before the applicant is assessed in the band</p>
<b>Demolition</b>	<p>Applicants whose home is subject to a confirmed demolition date within 3 months. Applicants must provide supporting evidence.</p>
<b>Independent Living Stock Options (Broxtowe Borough Council only)</b>	<p>Applicants who are affected by a scheme that is being de-designated and wish to be rehoused in Independent Living accommodation and the current accommodation is being demolished or re-purposed for a purpose that is no longer permanent social housing accommodation.</p>
<b>Category 1 Hazards</b>	<p>Applicants whose home has been assessed by the Council's Environmental Health Team as being subject to a category 1 hazard under the Housing Health and Safety Rating System which cannot be resolved whilst they are in occupation. This includes applicants whose home has been assessed by the Council's Environmental Health Team or Housing Repairs Team as having a significant damp and mould problem which cannot be resolved whilst they are in occupation</p>
<b>Refuge - Those living temporarily in a refuge within the borough</b>	<p>Applicants living temporarily in a refuge based within the Borough, who are unable to return to their previous address due to Domestic Abuse.</p> <p>Applicants in this band will be placed on autobid and receive one suitable offer of accommodation, should this offer be refused, the applicant will be placed in Band 3</p>
<b>Statutory Overcrowding</b>	<p>Applicants whose current accommodation has been assessed as being statutorily overcrowded by an Environmental Health Officer. Priority will only be awarded where this has arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the property. The Council will also take into account bedroom standard criteria to assess if an household is overcrowded.</p>
<b>Severe Under Occupation</b>	<p>Tenants of Broxtowe Borough Council who's current home is too large for the needs of their household by two or more bedrooms. The Council will use the bedroom standard criteria to assess if an household is under occupied.</p>

<b>UK Protected Persons Scheme</b>	Applicants rehoused at the request of the UK Protected Persons Service (UKPPS)
<b>Homelessness – Main Duty</b>	Where the Council has accepted a main homelessness duty i.e. eligible for assistance, have a priority need and unintentionally homeless. Also for those where an applicant is owed the relief duty and would on the balance of probability be owed the main duty if the relief duty were to end unsuccessfully.
<b>Nottinghamshire Care Leavers</b>	Nottinghamshire Care leavers will be placed in Band 1 if they have previously been in Band 2 in accordance with the Policy and Nottinghamshire County Wide Care Leavers Protocol and have not received a suitable offer of housing in 8 weeks. Applicants in this band will receive one suitable offer of accommodation, should this offer be refused, the applicant will be placed in Band 3
<b>Families wishing to foster children</b>	Applicants that wish to be foster carers and adopters who are at a stage in the assessment process where the responsible adoption/fostering service is able to provide an in-principle recommendation or where the applicants have been formally approved and their housing prevents them from being able to start or continue to provide foster care for a looked after child. This includes applicants who are special guardians or holders of a residence order.

**Band 2**

<b>Homelessness – Prevention Duty</b>	Where an applicant with a local connection to the Council is owed a prevention duty and has been assessed as in priority need and not intentionally homeless and where all prevention measures have been exhausted and would likely be owed the main duty if both the prevention and relief duty were to end unsuccessfully.
<b>Refuge - Those living temporarily in a refuge outside of the borough</b>	Applicants living temporarily in a refuge outside of the borough, who are unable to return to their previous address due to Domestic Abuse. Applicants in this band will be placed on autobid and receive one suitable offer of accommodation, should this offer be refused, the application will be closed.
<b>Serious Harassment or Domestic Abuse</b>	Applicants who are experiencing serious harassment, domestic abuse or other threats of violence, where there is a serious risk of harm to a member of the household, if they were to stay in their current accommodation. Applicants in this band will not be offered a property in an area which has links to or is within 5 miles of their previous / current address Applicants in this band will be offered one suitable offer of accommodation, should this be refused applicants will be placed in Band 3
<b>Succession</b>	Applicants who have succeeded a tenancy owned by the Council but the property is unsuitable due to the size or adaptations. For applicants in this band with medical conditions assessment will be made in line with the assessment of application procedure All applicants will be offered one suitable offer of accommodation, applicants who refuse this offer will be placed in Band 3.
<b>Unauthorised Occupiers</b>	Occupiers in a Broxtowe Borough Council property after the death of a tenant or a tenancy termination, where that person has no right in law to succeed to the tenancy or applicants who are non-tenant occupiers residing in a Broxtowe Borough Council property. Applicants in this band will receive one suitable offer of accommodation, should this offer be refused the applicant will be placed in Band 3
<b>Nottinghamshire Care Leavers</b>	Applicants who are leaving care, in accordance with the Nottinghamshire County Wide Care Leavers Protocol. Applicants in this band will receive one suitable offer of accommodation, should this offer be refused the applicant will be placed in Band 3

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<p><b>Move on from specialist and supported accommodation</b></p>	<p>Applicants who are ready to move on to social housing from supported accommodation. Applicants will be awarded this category following confirmation from the accommodation or support provider that they are ready to move on and have the necessary skills to maintain independent tenancy.</p> <p>Applicants must evidence that they were referred to the accommodation by Broxtowe Borough Council's Housing Options Team as a result of the applicant being threatened with homelessness.</p> <p>Applicants moving on from supported accommodation will have one offer of suitable accommodation, applicants who refuse a suitable offer of accommodation shall be placed in Band 3</p>
<p><b>High Medical Priority</b></p>	<p>Applicants or a member of their household who have a serious, lasting medical condition, illness or disability which is made worse by their current accommodation and as a result of their condition it is not reasonable to continue to occupy their current accommodation on a long-term basis. This includes both physical and mental health.</p> <p>To meet this criteria, the property which the applicant is moving to must meet and resolve their housing needs. Medical evidence must be provided which shows details of the condition and how the condition is affected by their current housing circumstances.</p> <p>For example, if an applicant lives in a property with stairs has had a serious medical episode and now has lasting mobility issues, they would require a ground floor property due to concerns with stairs.</p>
<p><b>Severe Overcrowding</b></p>	<p>Applicants whose current accommodation is assessed as being two bedrooms short of the required number of bedrooms. The best use of all rooms in the house will be considered when calculating the number of bedrooms. Priority will only be awarded where this has arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the property. This will only be awarded where the main applicant is listed as the main tenant of their current property.</p>
<p><b>Under Occupation</b></p>	<p>Tenants of Broxtowe Borough Council, whose current home is too large for the needs of their household by one bedroom. The Council will use the bedroom standard criteria to assess if a household is under occupied.</p>
<p><b>Independent Living Stock Options (Broxtowe Borough Council only)</b></p>	<p>Applicants who are affected by a scheme that is being de-designated and wish to be rehoused in Independent Living accommodation, but the current accommodation is remaining as permanent tenanted accommodation.</p>

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<p><b>Unsuitable accommodation due to adaptations</b></p>	<p>Tenants of one of Broxtowe Borough Council whose current home is an adapted property, but the adaptation is no longer required.</p>
<p><b>High Welfare Need</b></p>	<p>Applicants that are placed in High Welfare Need require re-housing but the need is not considered to be an emergency, placing them at risk of immediate homelessness. This includes applicants who have suffered a traumatic incident in their home, and applicants requiring consideration under joint working protocols such as MAPPA and applicants who experience hardship in their current accommodation and who need to move to improve their situation.</p>

**Band 3**

<p><b>Homeless</b></p>	<p>This band will be awarded where an applicant is owed either a prevention or relief duty, but where they would not be owed the main duty when the prevention and relief duty comes to an end because they have been assessed as likely to be:</p> <ul style="list-style-type: none"> <li>• Not in priority need and/or</li> <li>• Intentionally homeless and/or</li> <li>• Have refused an offer of suitable accommodation as discharge of the Council's main duty, prevention or relief homelessness duties</li> </ul> <p>The banding will also be awarded to those applicants who are classed as part of “early interventions” within the homelessness process. This applies when an applicant is not threatened with homelessness within 56 days but is likely to be threatened with homelessness in the near future</p> <p>Applicants in this band must meet the qualification criteria set out in section 6.2 of this policy</p>
<p><b>Domestic Abuse</b></p>	<p>Applicants who need to move for reasons connected to domestic abuse, but a move is <b>not</b> essential for safety reasons. This includes applicants who are safe to remain in the same geographic location but require a move from their current address.</p> <p>Applicants who need to move due to a risk to their safety will be placed in Band 2 and not located in an area which has links to or within 5 miles of their previous / current address.</p>
<p><b>Discharged Homeless Duty</b></p>	<p>Applicants who have been accepted as being owed a full housing duty following a homelessness application and who have declined an offer of accommodation, which was considered by the Council to be a reasonable offer of accommodation suitable to the applicants needs</p> <p>For applicants who have had their homelessness duty discharged, this banding will remain unless there has been a material change in their circumstances which would warrant a new assessment.</p>
<p><b>Care Leavers</b></p>	<p>Care leavers who are outside of the Nottinghamshire County Wide Care Leavers Protocol or care leavers who have refused a suitable offer of accommodation.</p>
<p><b>Lodgers with dependent children</b></p>	<p>Applicants with dependent children, or who are pregnant and who are lodging with family or friends.</p>
<p><b>Lodgers who share facilities</b></p>	<p>Applicants who have to share facilities, such as a kitchen or bathroom, with another household who are not part of their immediate family</p>

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<b>Moderate Medical Priority</b>	Applicants whose household includes a person who has an illness or disability which is affected by their current accommodation and whose condition would benefit from alternative accommodation, but a move is not essential. This includes both physical and mental health.
<b>Overcrowding</b>	Applicants whose current accommodation is assessed as being one bedroom short of the required number of bedrooms. The best use of all rooms in the house will be considered when calculating the number of bedrooms. Priority will only be awarded where this has arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the property. This will only be awarded where the main applicant is listed as the main tenant of their current property.
<b>Moderate Welfare Need</b>	Applicants who experience hardship in their current accommodation and who need to move to improve their situation. This includes applicants suffering from financial hardship and applicants who need to access specialised medical treatment, or to take up a particular employment, education or training opportunity that would not be possible without residence within the borough. This category also includes applicants who fall within the Right to Move Regulations 2015
<b>Employment</b>	Applicants who need to move to take up an offer of permanent employment.
<b>Reassessed Urgent Applicants</b>	If an applicant has previously been assessed as a Band 1 or 2 but has not been bidding on suitable properties that have been available for them whilst they are in the urgent bands.

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**Band 4**

<p><b>Applicants with no Housing Need</b></p>	<p>Applicants who do not meet any of the criteria set out in Bands 1, 2 and 3</p>
<p><b>Deliberately worsening circumstances</b></p>	<p>Where there is evidence that an applicant has worsened their circumstances by deliberately taking action or failing to take an action in order to qualify for higher housing need Band they will be placed in Band 4. This decision will be reviewed after a period of 12 months.</p>

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## 6.10 Verification

All applicants will be required to provide information to enable their application to be processed, this includes:

- Photo Identification
- Identification which confirms the applicant's current address
- Identification which confirms the applicant's signature
- Proof of current tenancy status such as a tenancy agreement
- Proof of address for the previous five years accommodation, including addresses where the applicant was not the tenant
- Details of all household members
- Financial information, including any interest in property

Extra information or evidence will also be required from some applicants, including:

- Assessments made by professionals in support of application
- Proof of pregnancy
- Access to children and evidence of child benefit
- Details of convictions
- Information regarding additional support needs
- Landlord references, including any details of rent arrears
- Confirmation of circumstances regarding the Armed Forces

It is not possible to list every document that may be required. When an application is received it will be assessed by a member of the Lettings Team who will contact the applicant to request any additional supporting evidence. Applicants will only be accepted, awarded a band and allowed to bid once all evidence has been received. The registration date, for allocation purposes is the date that the application was activated following all verifications being completed.

Once all information and supporting evidence is received a full investigation will be completed as to whether the applicant can be accepted onto the list, this includes previous convictions or anti-social behaviour.

Applicants with additional support needs will be supported and assisted to provide the necessary information.

Applicants will be asked to declare if they are a 'related party', these are applicants who are either:

- Staff of any of the partner registered providers
- Local Authority elected members
- Local Authority staff
- Partner registered providers board members
- A relative of any of the above

Applications from related parties will be verified in the same way as other applicants but the banding and any offers of accommodation will be approved by the Assistant Director of Housing

## **7.0 Allocation of Property**

### **7.1 Pre- tenancy checks and risk assessments**

All offers of accommodation made through the Choice Based Lettings system will be provisional offers subject to pre-tenancy checks being completed. The purpose of the checks is to confirm that the applicant is eligible and qualifies for the scheme and has provided the necessary information to complete verification checks. Landlord references will also be taken at this time to confirm tenancy conduct and rent arrears.

Applicants will be required to pay the first rent payment before signing the tenancy agreement. If an applicant does not make this payment when requested the offer of accommodation will be withdrawn. The Council will take into account any applicant vulnerabilities and support needs and provide signposting and support where required.

Applicants who are subject to the withdrawal of an offer of a property on 2 occasions will be suspended from the Housing Register for a period of 6 months in accordance with the Suspension and exclusion of application procedure.

As part of pre-tenancy checks a risk assessment will be completed. It is important that the location and type of property is known as this informs the assessment. For this reason, the checks will be completed once a property has been provisionally allocated. All risk assessments will be completed following the risk assessment procedure.

In certain situations, particularly when applicants are fleeing harassment, violence, threats of violence or domestic abuse, housing the applicant in certain areas of the Borough may pose or fail to alleviate the risks being fled.

For allocations in these circumstances, professional advice may be sought and a risk assessment will take place, completed by the Council in conjunction with any relevant agency to determine suitability of potential allocations.

For example, if an applicant is fleeing abuse or harassment, it will not be considered appropriate for them to be housed in the same area as they are fleeing, because this is unlikely to alleviate the risk of abuse or harassment.

There is no distance specified as safe within the Policy, but a distance greater than 5 miles or an area that has no ongoing links with the previous address, such as employment, transport, family members or schooling may be considered suitable.

## **7.2 Fraud**

Broxtowe Borough Council will require applicants to produce specified identification documents (including photographs) and may check the accuracy of information submitted in support of the application. This is to deter and detect fraud and ensure that housing is allocated to those who are entitled to it.

Where investigations identify that a housing fraud has been committed we will take appropriate and proportionate action which may include the following:

- Application for possession of any property obtained, retained or used fraudulently
- Recovery of any monies obtained as a result of the fraud e.g. rent obtained from subletting;
- Exclusion or, deferral from, or demotion on the waiting list for accommodation;
- Report to the Police for criminal investigations and action, or where applicable, conduct relevant investigations as potential prosecuting authority; and
- Offer advice and assistance to other victims of the fraud, for example a person who has unknowingly paid rent to a tenant who has unlawfully sub-let their council tenancy to them.

To deter those who may be considering committing a housing fraud we will publicise details of any actions we will take to counter fraud, details of cases where action has been taken and encourage members of the public to report fraud through all appropriate media and communication channels.

## **7.3 Independent Living accommodation**

Properties that are designated as Independent Living will only be allocated to applicants over the age of 60 unless the applicant has a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation. Any applicants identified that fit into this category will be subject to the joint approval the Housing Operations Manager and Income and Housing Manager, or an authorised deputy in the absence of either post holder.

Properties that are designated as Independent Living can be offered to those applicants who are under 60 if the property is difficult to let and the applicant would benefit from the Independent Living Service. Properties let under this section will be subject to the joint approval the Housing Operations Manager and Income and Housing Manager or an authorised deputy in the absence of either post holder.

Properties that are designated as Independent Living accommodation and are larger than one bedroom may be allocated to applicants aged under 60 and in accordance with household needs, such as disabilities, rather than whether they need the support available within Independent Living. Properties let under this section will be subject approval of both the Housing Operations Manager and Income and Housing Manager or an authorised deputy in the absence of either post holder.

These larger units can also be used to allow families with disabilities for instance.

Preference will be given to applicants requiring adaptations when advertising bungalows and adapted properties.

The property advert will state if a property is designated as Independent Living or if preference is given to applicants requiring an adapted property.

## **7.4 Local Lettings Policies**

Section 166A(6)(b) of the Housing Act 1996 enables housing authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the authority is able to demonstrate compliance with the requirements of the Act.

This is particularly appropriate for new build schemes, large estates and areas with problems of anti-social behaviour. The Council's Guidance for the use of Local Lettings Policies, provides detailed information on the process and considerations.

For new build schemes, the Council will implement additional policy preference relating to local applicants and their connection to the area of the new build scheme. Relevant guidance for the individual scheme will be agreed using the Guidance for the use of Local Lettings Policies.

The Council will support registered providers to introduce local lettings policies where there is evidence for a need for a separate policy.

If a property will be allocated according to a local lettings policy, the advert will clearly state: 'Allocations will be made in accordance with a local lettings policy.'

The Council's Guidance for the use of Local Lettings Policies provides further information and is available to download via our website

## 7.5 Sensitive Allocations

On some occasions it is appropriate that an individual property is allocated sensitively. This would be applicable for one allocation, the same property would not be sensitively let every time it became void. In these cases, a Local Lettings Policy would be required.

An example of a sensitive allocation would be a property where the previous tenant had been evicted for anti-social behaviour and the needs of the immediate neighbours need to be considered.

Any properties let as a sensitive allocation must be approved by the Assistant Director of Housing and the advert will clearly state: 'Allocations will be made in accordance with sensitive allocations criteria'.

## 7.6 Direct Allocations

It is expected that the majority of allocations will be made following the bidding process via the Council's Choice Based Lettings System, but there are some cases where it is necessary to make offers to applicants outside of these arrangements.

These circumstances include the below scenarios (this list is not exhaustive) :

- Urgent housing management cases, supported by evidence from The Tenancy Services Team or Independent Living Team
- Applicants with management recommendations who are occupants with no rights to statutory succession
- Exceptional or highly confidential cases, for example witness protection
- To discharge a legal duty by making a direct offer of a property for example in the case of a court order or in compliance with our homelessness duties
- In exceptional circumstances to assist the Council in discharging their homelessness duties and where that need cannot be met in the private rented sector, such as where there are medical, mobility or other support needs
- In respect of existing tenancies, for example a tenancy alteration to change a joint tenancy to a sole tenancy following the service of a Notice to Quit by one party or a Court Order
- Applicant's with specific needs - such as requirements for adapted properties; or properties suitable for tenants with high support needs
- Downsizing / Home Release Scheme – This enables social housing tenants who are under - occupying their home to move to a smaller or more appropriate social housing property

- In the event of an emergency or disaster that results in people being displaced from their homes within the Borough. Where it is demonstrated that an applicant is unable to return to his/her home, a direct offer of accommodation may be made in order to resolve the emergency/disaster.

The Direct allocations will be approved by the Assistant Director of Housing; the decision will be recorded as a delegated decision with overview by Democratic Services

*Lower demand properties* – if a property has been advertised and shortlisted via Choice Based Lettings and the property has not been let, then the property can be offered directly to an applicant, in accordance with the Difficult to Let procedure.

These allocations are subject to approval by the Housing Operations Manager or nominated deputy as set out in the Difficult to let procedure.

*Property Acquisitions* – in exceptional circumstances a property may be acquired to meet the need of an applicant on the waiting list for whom the Council does not currently own a suitable property or a suitable property is unlikely to become available through the Choice Based Lettings scheme. In this circumstance approval for a direct let of the property will be approved by the Chief Executive in consultation with the Housing Portfolio Holder at the point of final approval to purchase.

## **7.7 Right to Move**

The statutory guidance issued in connection with “Right To Move” states that a local authority should allocate a quota of properties each year for tenants under the “Right To Move”. The suggested quota is 1%. This is the quota that Broxtowe Borough Council will use. The quota is for lets, not adverts. Therefore, more than 1% of properties may be advertised with this criteria, if properties are not successfully let to ‘Right to Move’ applicants.

Every quarter, at least one property will be advertised as preference to applicants who meet the ‘Right to Move’ criteria. The advert will clearly state: ‘Allocations will be made in accordance with ‘Right to Move’ criteria. Priority will be given to applicants who meet these criteria.

Under the Right to Move legislation the Council has to disregard the local connection criteria for social housing tenants who need to move into the local authority area where the tenant has:

- Reasonable preference in order to avoid hardship, and
- Employment within the district, or has been offered employment within the district and has a genuine intention to take up the offer
- A relevant person has a need to move for the purpose of this Regulation if they are existing Social Housing Tenants without any other local connection to the borough who:-
  - A. Work in the district of the Local Housing Authority,
  - B. Have been offered work in the district of the local Housing Authority and
  - C. The Authority is satisfied that the relevant person has a genuine intention of taking up the offer of work.

The regulation does not apply if work is short term or marginal, ancillary to work in another district or voluntary.

For the purpose of this policy the hardship reasonable preference category referred to as Band 3 Moderate Welfare Need applies to relevant persons as defined by the 2015 Regulations.

## **8.0 Changes to applications**

### **8.1 Change of circumstances**

Applicants must inform Broxtowe Borough Council of any change of circumstances. The applicant may be asked to provide additional information or evidence. If this is required, the application will be suspended until the necessary documents have been provided.

An applicant's banding may change. If the applicant is awarded the same or lower band then the original registration date will be used. If they are awarded a higher band then the registration date will be the date that they are placed in the higher band.

### **8.2 Annual Review**

On the anniversary of their registration all applicants will receive a review request. This will ask the applicant to confirm that they wish to remain on the list and that there has not been a change in their circumstances since their application or last review.

If an applicant has not responded within 28 days of the date of their review request then their application will be closed.

Applicants with additional support needs may be contacted differently, for example by telephone. If the applicant's circumstances have changed a review of their new circumstances will be completed. If the applicant is awarded a lower band, then the effective date will remain as the original date. If the applicant is awarded a high band, then the effective date will be changed to the date of the completion of the review.

If an applicant has placed no bids in the year since the last review, and suitable properties have become available in that time, the Council will review the application and inform the applicant of the intention to close the application.

### **8.3 Review of urgent applications**

All applicants awarded Band 1 will be reviewed every 12 weeks. All applicants awarded Band 2 will be reviewed every 26 weeks.

The purpose of this review is to ensure that appropriate bids are being placed and to monitor any refusal reasons. Applicants will be given advice on how to increase the possibility of an offer of a property.

If an applicant is not placed a bid for 12 weeks and suitable properties have become available for them to bid on within that time, the application will be reviewed to see if further intervention by the team is necessary to assist or whether a review of the banding is appropriate.

If a review is undertaken and there is no suitable reason provided to explain why an applicant has not been bidding on available and suitable properties, the applicant should be reassessed into Band 3. The application can be reassessed and/or priority restored subject to appropriate assurances from the applicant being received or a further change in circumstances of the applicant

The Council will routinely place all applicants who are owed a duty under Part 7 of the Housing Act 1996 on Automatic Bidding, to ensure that a property is sourced as quickly as possible and the applicant does not miss out.

Applicants can also be placed on Automatic Bidding at their request

## **8.4 Application suspension**

Applicants who fail to respond or refuse 2 offers of accommodation following placing a bid, then their application will be suspended for 6 months. The suspension of application procedure will be followed.

At the end of the suspension period, a review will be completed.

## **8.5 Closing Applications**

Applications will be closed in the following circumstances:

- An offer of accommodation has been accepted and signed for by the applicant from the Council, a Choice Based Lettings partner or by other means e.g. private tenure or owner occupation etc
- As a result of a re-assessment the applicant is no longer eligible for housing
- An applicant no longer meets the qualifying criteria at any time from the point of registration to the point of allocation
- The applicant does not reply to an offer letter, a review letter, or any other letter or contact made requesting a response
- Where identification, proof of any medical needs, proof of income, savings and other information in support of their application have not been provided within the requested time frame
- The applicant refuses two reasonable offers of accommodation
  - All bids placed by applicants via the Homechoice portal will be considered a reasonable offer
  - Bids placed by autobid will be reviewed on a case-by-case basis
- The applicant fails to bid at least once every year where there are suitable

properties available to bid

- The applicant completes a Right to Buy

The Council will take into account applicants' vulnerabilities and support needs before closing the application and contact will be made with any support networks listed prior to the application closure.

If an applicant supplies suitable reasons for non-contact the Council will consider reopening the application.

All applicants whose applications are closed will receive confirmation in writing and this will have the right to request a review of the decision within 28 days.

## **8.5 Application exclusion/Removal from the register**

If an applicant displays conduct that is of cause for concern for Broxtowe Borough Council, the Council will consider whether exclusion from the register is appropriate. The following circumstances will be considered:

- Where upon review, the applicant is a homeowner with equity in their home or former home to assist in resolving their own housing circumstances, in accordance with the Application from Homeowners Procedure
- Applicants or prospective members of their household who have engaged in behaviour, which is considered unacceptable to the Council, will not be qualifying persons. this includes but is not limited to;
  - Anti-social behaviour
  - Conduct that has resulted in any unspent criminal sanction, any Court Order, including civil Court Order being made against them that affects their suitability to be a tenant. For example, any possession order, criminal conviction or antisocial behaviour injunction
  - Perpetrating domestic abuse
  - Tenancy fraud, illegal subletting or abandonment of property
  - Financial behaviour such as benefit fraud or any other criminal offence of a similar nature
  - Unacceptable behaviour, including but not limited to non-payment of rent, antisocial behaviour or any behaviour that would be considered a breach of the terms and conditions of the Council's tenancy agreement. This includes any variation on those terms in future
  - Violence or threats of violence or harassment of any staff or agents of the Council or its partners, previous landlords, the Police or any other statutory or voluntary agency
  - Where an applicant gives intentionally false information or gives false statements on any part of their application. If such information comes to the attention of The Council or one of the Choice Based Lettings partners after registration an applicant may be removed from the housing register, and legal action may be considered
  - Any other conduct that shows the applicant to be unsuitable to be a tenant

If persons are disqualified for reasons of their unacceptable behaviour, they will be able to re-apply or request a review as follows

Issue	Re-application period
Unacceptable Behaviour	Five years from the date of the unacceptable behaviour
Rent arrears	Below £500 – 12 months from the date of the original application or when account is cleared if earlier Above £500 – Two years from the date of the original application or when account is cleared
Non-disclosure or False Information	Five years from the date of the original Application
Criminal convictions	Applicants may apply after the conviction is spent
Multiple reasons	Periods will run simultaneously not consecutively

The disqualifications in this section include the past or present behaviour of the applicant and/or any member of the applicant’s household either at the time they are making the application for housing, or at any point before or during which they receive any offer of accommodation if their application is registered

On deciding whether an application is disqualified as a result of unacceptable behaviour the allocations team will undertake an assessment, which will take into account steps taken to address the behaviour.

Steps taken can include:

- Adhering to a payment plan for a minimum of 12 weeks to actively reduce the level of rent arrears.
- Demonstrable change of behaviour. Support needs will also need to be taken into consideration. In exceptional circumstances, the Council may waive or reduce the periods of disqualification referred to above.

The exclusion of application procedure will be followed.

At the end of the exclusion period, new applicants will be required to submit a new application for housing via the Choice Based Lettings website. Previous applicants will be required to complete an application update form to update their circumstances at the end of the exclusion period. The application date will be from the date the exclusion period expires

Applicants have the right to request a review of the decision to exclude them from the housing register.

## 8.6 Right to Review

Housing authorities must inform applicants that they have the right to information about certain decisions and a right to review those decisions.

Applicants will be informed in writing of any decision:

That they are ineligible for an allocation of accommodation under s106ZA(2) or (4)

That they are not a qualifying person under s 106ZA(7)

Therefore, if an application is not accepted following the guidance in sections 5.3 and 5.4 of this policy then the applicant must be informed in writing of the decision. If the applicant has additional support needs, then other methods, such as telephone or visit should be used in addition to providing the information in writing.

If an applicant wants to request a review, it is expected that this will be received in writing within 21 days of the decision letter. In exceptional circumstances requests will be accepted via other methods or after 21 days.

Broxtowe Borough Council will complete the review within 28 days. The review will be completed by an officer senior to the officer who made the original decision.

## **9.0 Related Policies, Procedures and Guidelines**

This policy should be read in conjunction with the:

- South Nottinghamshire Homelessness Strategy
- Tenure Strategy
- Voids Management Policy
- People with additional support needs Policy
- The Councils Guidance for the use of Local Lettings Policies
- Nottinghamshire County Wide Care Leaver Protocol
- Right to Move Regulations 2015
- Difficult to let criteria
- Area Placements procedure
- Reviewing applications procedure
- Advertising of properties procedure
- Annual review procedure
- Homeowners procedure
- Direct lets procedure
- Medical assessment procedure
- Pre-tenancy checks procedure
- Sign-up procedure
- Suspension and exclusion of application procedure
- Tenancy risk assessment procedure
- Transfer procedure
- Use of Autobids procedure

## 10.0 Review

This policy will be reviewed every year to ensure that it meets current statutory guidance and legislation.

A full review will be completed every 3 years.

## 11.0 Appendix

Appendix 1 - Size and types of properties that applicants can bid for

## 12.0 Document History and Approval

Date	Version	Committee Name
Dec 2017	1	Housing Committee - Draft version for consultation
June 2018	2	Housing Committee – For approval
November 2019	3	Housing Committee – Review
November 2020	4	Housing Committee - Review
November 2021	5	Housing Committee - Review
November 2022	6	Cabinet
March 2023	7	Cabinet
16 July 24	8	Cabinet

## Appendix 1: Size and types of properties that applicants can bid for

	Single Person	Couple	Single/ Couple + 1 Child/ Pregnant	Single/ Couple + 2 Children	Single/ Couple + 3 or more children	Single person with overnight carer
Studio	x					
1 Bed Flat	x	x				
2 Bed Flat			x	x		x
3 Bed Flat				x		
1 Bed Maisonette	x	x				
2 Bed Maisonette			x	x		x
3 Bed Maisonette				x	x	
1 Bed House	x	x				
2 Bed House			x	x		
3 Bed House				x	x	
4+ Bed House					x	
1 Bed Bungalow	x	x				
2 Bed Bungalow			x	x		x
3 Bed Bungalow				x	x	

Properties that are designated for Independent Living will only be allocated to applicants over the age of 60 or applicants with a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation.

Where the applicant has access to their children, but whose main home is with the other parent or another carer, they will not be counted as permanent members of the household. This will need to be evidenced through the main applicant having proof of child benefit to show who is responsible for the main care of the children for housing purposes.

- The bedroom standard is a separate bedroom is required for each
- married or cohabiting couple
- adult aged 21 years or more
- pair of adolescents age 10-20 years of the same sex

- pair of children aged under 10 years regardless of sex

For a bedroom to be awarded for an overnight carer, a live-in carer is essential on a daily and continuing basis and a live-in carer has been identified and has moved in with the household or is ready to do so when accommodation is available and if the applicant were to claim housing benefit, the extra bedroom would be awarded, in conjunction with housing benefit regulations. Receipt of carers allowance alone does not mean that a live in carer is necessary. In all cases, regardless of whether or not the carer is in receipt of carer's allowance, it will be necessary for the applicant to provide evidence that they receive disability benefits commensurate with the need for a live in carer. If an additional bedroom is required for a carer, supporting evidence from an Occupational Therapy or Adult Social Care assessment will be required. A GP letter is not sufficient.

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## Appendix 3

**Equality Impact Assessment**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive	Title of the Lead Officer responsible for EIA	Director of Housing
Name of the policy or function to be assessed:		Allocations Policy	
Title of the Officer undertaking the assessment:		Housing Operations Manager	
Is this a new or an existing policy or function?		Updated policy for existing function	
<p><b>1. What are the aims and objectives of the policy or function?</b></p> <p>The purpose of the policy is to set out who can apply for social housing, how priority is given to different applicants and how the housing register is maintained.</p>			
<p><b>2. What outcomes do you want to achieve from the policy or function?</b></p> <p>A fair Allocations process, which is clear on who can apply for housing and the priority that applicants are given.</p>			
<p><b>3. Who is intended to benefit from the policy or function?</b></p> <ul style="list-style-type: none"> <li>• Applicants</li> <li>• Tenants</li> <li>• Employees who band applications and allocate properties</li> </ul>			
<p><b>4. Who are the main stakeholders in relation to the policy or function?</b></p> <ul style="list-style-type: none"> <li>• Applicants</li> <li>• Tenants</li> <li>• Employees who band applications and allocate properties Other agencies who may be supporting applicants to apply for properties</li> </ul>			
<p><b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b></p> <p>Personal data is held for applicants on the Choice Based Lettings system which records pregnancy, marital status, age, disability and gender.</p>			

Directorate:	Chief Executive	Title of the Lead Officer responsible for EIA	Director of Housing
<p><b>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</b></p> <p>Supporting evidence is regularly provided by applicants and other agencies to support a housing application.</p>			
<p><b>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</b></p> <p>Applicants are asked to complete a survey in regard to their experience in applying for housing. Annual reviews are undertaken each year.</p>			
<p><b>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</b></p>			
<p><input type="checkbox"/> <b>Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</b></p> <p>Applicants must be over the age of 18 to apply. This can be justified. There is also eligibility criteria to qualify for housing with the Council, such as immigrations status. This can be justified</p>			
<p><input type="checkbox"/> <b>Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</b></p> <p>Yes, provided the eligibility criteria are met and applicants can show that they are met.</p>			
<p><input type="checkbox"/> <b>Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</b></p> <p>Alerts are placed on the Council's choice based lettings system when applicants require information in a different format or language. This ensures that they are sent information about in a way that they can access.</p>			
<p><input type="checkbox"/> <b>Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</b></p> <p>No impact in this area is expected.</p>			
<p><input type="checkbox"/> <b>What further evidence is needed to understand the impact on equality?</b></p> <p>Regular monitoring of the service will be undertaken.</p>			

**9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?**

**Age:**

The eligibility criteria for housing is defined in legislation, applicants must be over 18. The Council may need to refer younger people who wish to apply to the appropriate statutory agency. Younger applicants are more likely to be applying for their first tenancy and may require additional support to ensure that they understand the process and the evidence required. To access the system fully applicants require access via a computer, tablet or phone. Whilst many older applicants do not require any additional support, it is acknowledged that some older applicants may not have access to these. Autobids, which place suitable bids on behalf of applicants, and support of the Housing Needs Assistants is available when required.

**Disability:** Autobids, which place suitable bids on behalf of applicants, and support of the Housing Needs Assistants is available when required. Home visits are not routinely offered, but will be offered when support is required due to a disability.

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

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

**Marriage and Civil Partnership:** Tenants that are married or in a civil partnership are more likely to be joint applicants. Specific questions may arise due to this, which the Housing Needs Assistants can address.

**Pregnancy and Maternity:** It is acknowledged that applicants may want to make an application during pregnancy, if their current property will no longer be large enough for their family size. Appropriate advice regarding eligibility for larger accommodation will be provided.

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

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

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

**Care Experience:** Care Leavers are given priority under the Allocations Policy to recognise the need for suitable move-on accommodation.

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

**Signature:**

## Report of the Portfolio Holder for Environment and Climate Change

### **Bramcote Quarry Consultation**

#### 1. Purpose of Report

To update Members on the Bramcote Quarry consultation results and to seek agreement on the proposed name for the site. This is in accordance with the Council's corporate priority to protect the environment for future generations.

#### 2. Recommendation

**Cabinet is asked to note the report and to RESOLVE that a name for the site, as selected from the options set out in Appendix 2, be approved.**

#### 3. Detail

In July 2025, Broxtowe Borough Council formally adopted the former Biffa sand quarry and landfill site at Bramcote. The site now forms an important area of young woodland, grassland and biodiversity-rich habitats, located alongside an established residential community. With funding secured for improvement works, the Council has begun to implement initial enhancements, including measures to improve site accessibility, and is progressing the statutory process to designate the area as a Local Nature Reserve. A site map is provided in **Appendix 1**.

To help inform the development of the site's management plan, public consultation was identified as a key requirement and was approved by Cabinet in February 2026. The consultation was undertaken throughout March 2026, with this report setting out the results and key findings.

A total of 275 responses were received, demonstrating a strong level of engagement from the local community. The findings highlight clear and consistent themes, with respondents emphasising the importance of maintaining the site as a natural, accessible and well-managed space. There is strong support for improvements that enhance accessibility and usability, particularly through better path surfacing, improved entrances and clearer routes. At the same time, respondents consistently identified the importance of protecting and enhancing biodiversity, with high levels of support for habitat creation and nature-focused improvements.

The site is clearly valued as a space for informal recreation, with walking, quiet enjoyment of nature and everyday use identified as the primary ways people wish to use the site in the future. There was also recognition of the need to address practical issues such as safety, anti-social behaviour and fly-tipping, while ensuring that improvements remain sensitive and do not detract from the site's overall character.

In relation to the naming of the site, a clear majority of respondents (61%) expressed a preference for retaining the existing name, "Bramcote Quarry". While a wide range of alternative names were suggested, there was no single dominant option. A full list of these suggestions is provided in **Appendix 2** for consideration as part of the final decision-making process.

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

There are no direct financial implications arising from this report. Funding for the improvement works currently being undertaken at the site has been secured through Section 106 contributions.

7. Legal Implications

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

There are no direct legal implications arising from this report.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

There are no direct climate change implications arising from the report recommendations. The proposals focus on the management and enhancement of an existing natural site, with an emphasis on improving accessibility and supporting biodiversity.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.

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# Bramcote Quarry



Page 337

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1 inch = 0.05 miles



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Consultation results

**1: Do you currently visit the former Bramcote Quarry site?**

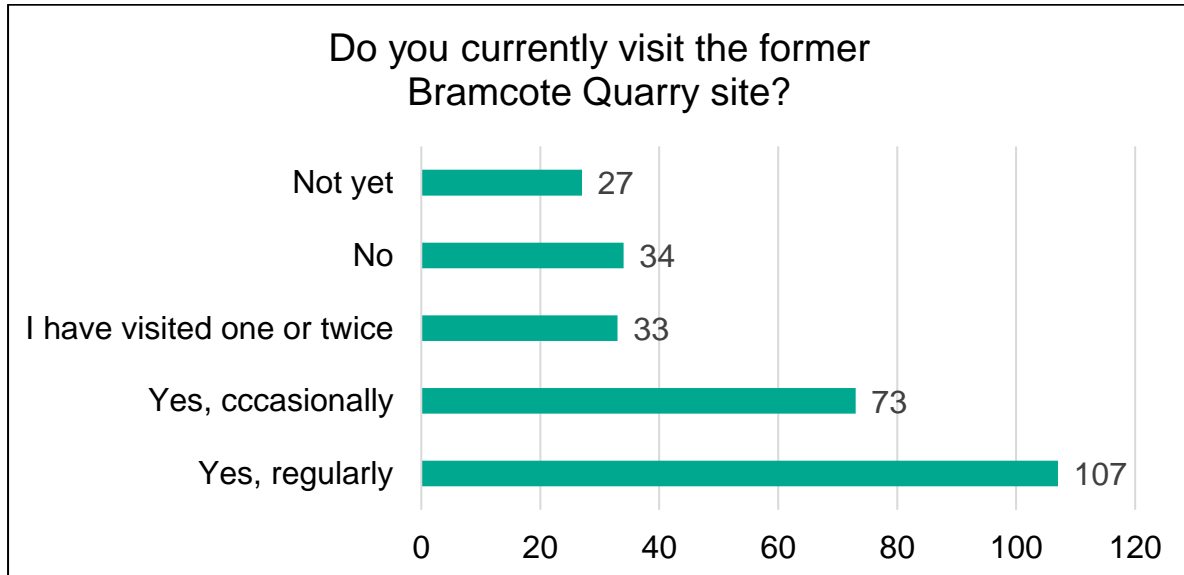


Figure 1: Do you currently visit the former Bramcote Quarry site?

66% of respondents already use the site, either visiting regularly or occasionally. This demonstrates that the quarry is an already established and valued local asset, with a strong existing user base.

34% of respondents have either visited only once or twice or have not yet visited the site. This indicates clear potential to increase engagement, particularly through improvements that encourage repeat visits and attract new users. Measures such as improved access, clearer signage and increased awareness are likely to support this.

Overall, the findings indicate that while the site is already well used, there is clear potential to broaden its appeal.

**Q2: What would encourage you to visit the site more often?**

Responses highlight a clear set of priorities that would encourage more frequent use of the site. The most selected improvements were better path surfacing and more accessible routes (56%) and enhanced biodiversity features (53%), indicating strong support for both improved accessibility and the site’s role as a nature-focused space.

Overall, the findings indicate that increased usage is likely to be driven by improvements to access and infrastructure, alongside enhancements that strengthen the site’s role as a natural and welcoming environment. This reflects the need to balance practical improvements with maintaining the site’s character and appeal.

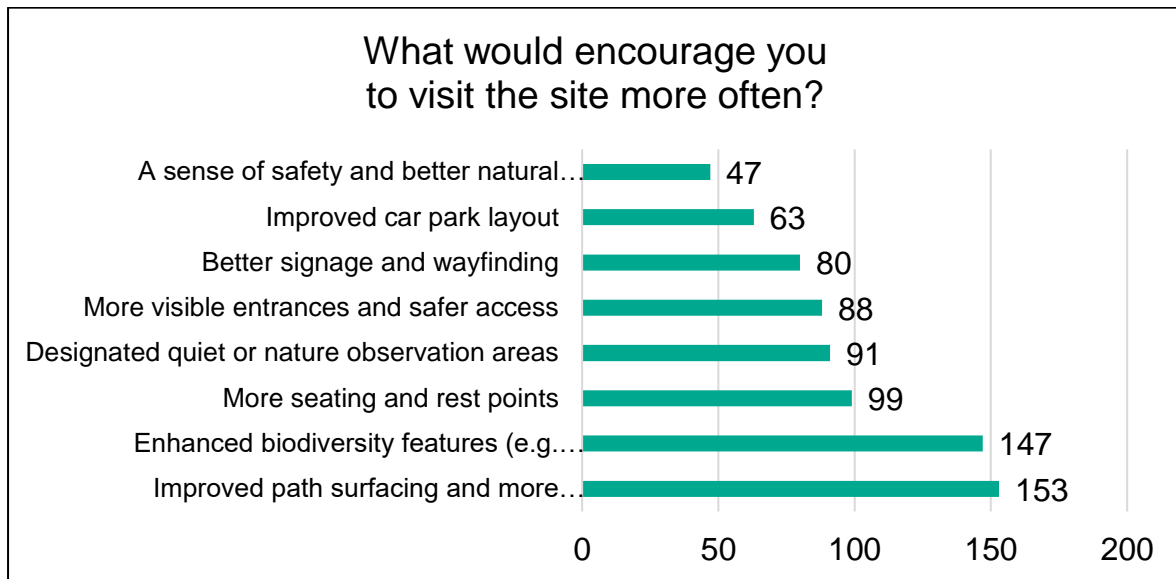


Figure 2: What would encourage you to visit the site more often?

NB: Respondents could select up to three options

**Q3: How would you rate the current accessibility of paths and routes around the site?**

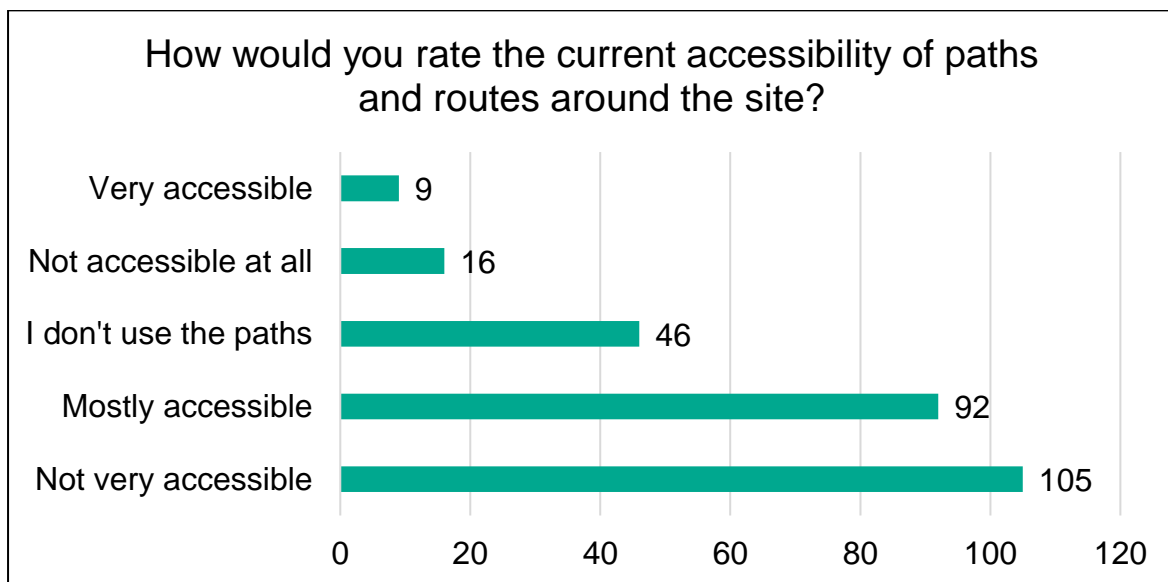


Figure 3: How would you rate the current accessibility of paths and routes around the site?

NB: 7 respondents did not answer this question.

Responses indicate that accessibility is an important issue for users of the site. Over two thirds of respondents (71%) consider the site to be either “not very accessible” or only “mostly accessible”, suggesting that existing paths and routes do not fully meet user needs.

A further 23% of respondents either do not use the paths or consider them not accessible at all, reinforcing the extent to which accessibility may be limiting use of the site. In contrast, only a small proportion of respondents (3%) consider the site to be very accessible, indicating that positive experiences are currently limited.

Overall, the findings suggest that improvements to path quality, layout and accessibility are likely to be a key driver in increasing usage.

#### Q4: Which improvements to paths and access points should be prioritised?

The results show a clear emphasis on improving the quality and usability of the site’s path network. The most frequently selected priority was upgraded surfacing to reduce erosion and improve year-round access, supported by 62% of respondents. This reinforces the importance of addressing current issues with path conditions and usability.

Other commonly selected improvements include clearer wayfinding signage (43%) and increased seating or resting points (42%).

A smaller but still notable proportion of respondents (30%) supported the introduction of more gentle gradients or ramps, highlighting the need to improve accessibility for a wider range of users.

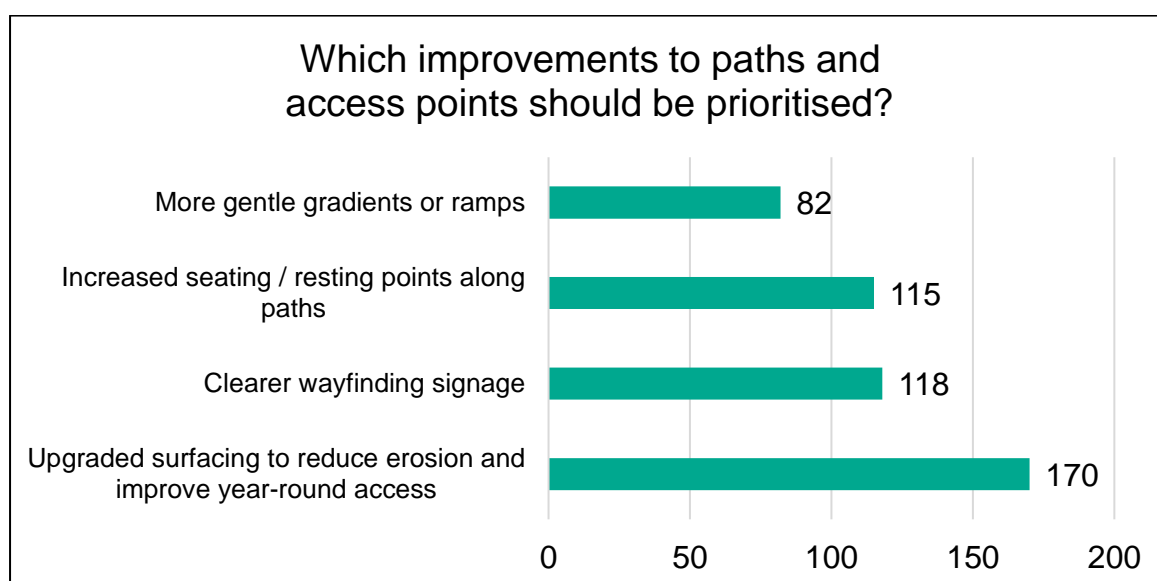


Figure 4: Which improvements to paths and access points should be prioritised?

### Q5: Which facilities would make the site more welcoming and inclusive?

The results show a clear preference for simple, low-impact facilities that support comfort and usability. Seating and resting areas were the most frequently selected option, supported by 66% of respondents, indicating strong demand for places to pause and spend time on site.

Other frequently selected options include picnic areas (52%), improved entrances and visibility (51%), and additional signage and interpretation (49%). Together, these responses suggest that users are looking for facilities that enhance the experience of the site without significantly altering its character.

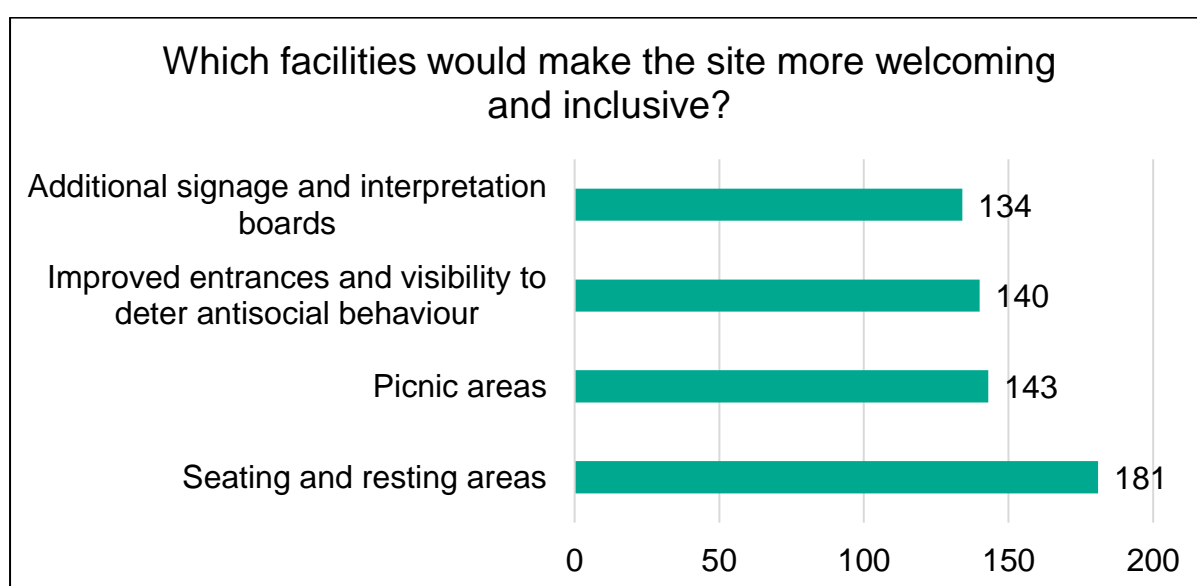


Figure 5: Which facilities would make the site more welcoming and inclusive?

### Q6: To protect the site and reduce issues such as fly-tipping and unauthorised encampments, which access control measures would you support?

The findings show strong support for proportionate access control measures to address site management issues. A clear majority of respondents supported the introduction of height restriction barriers (78%). Over half of respondents (55%) also supported improvements to the entrance layout. A smaller proportion indicated that no additional measures are required; however, the site has experienced previous serious incidents of fly-tipping, which it will be important to prevent going forward.

### Q7: Which biodiversity improvements would you most like to see?

The responses demonstrate very strong and consistent support for biodiversity-led improvements, with particularly high levels of support for wildflower meadows (83%) and additional native tree and shrub planting (70%). There is also strong backing for measures that enhance habitat diversity, including wilder managed areas (61%), the creation of wet habitats (60%), and features such as deadwood to support wildlife (59%).

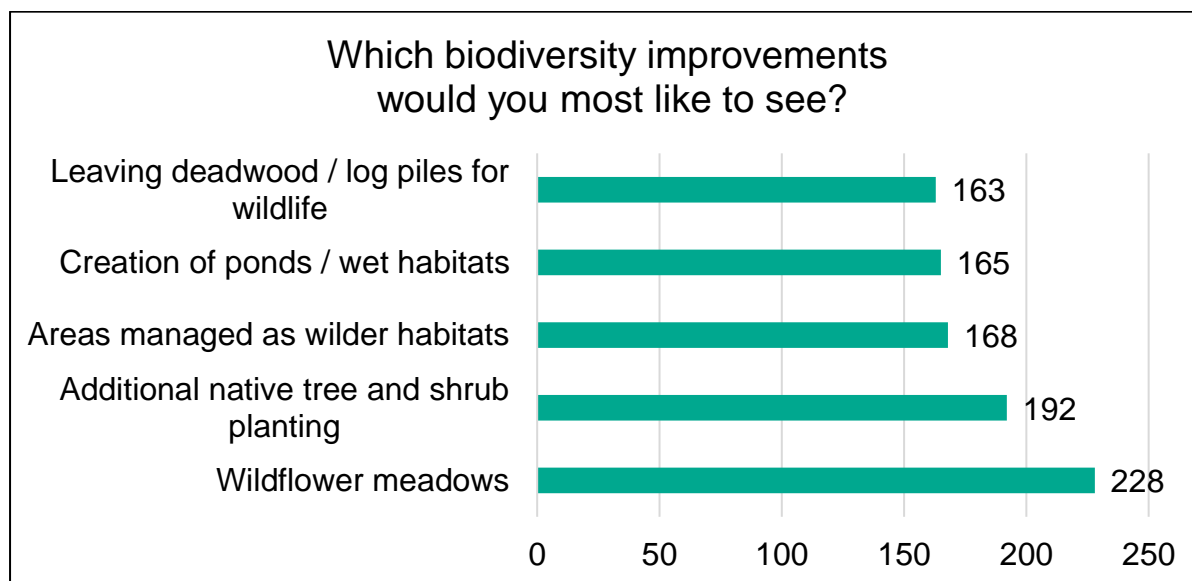


Figure 6: Which biodiversity improvements would you most like to see?

**Q8: The Council is considering measures such as fencing to protect sensitive habitats and areas with steep quarry drops. Do you support habitat protection measures that may restrict public access in some locations?**

The results show strong support for habitat protection measures, with 97% of respondents indicating support either fully (49%) or in part (47%). This demonstrates a clear willingness to accept some limited restrictions on access to protect sensitive areas of the site, with only a small minority opposed (3%).

**Q9: How important is it to you that the site includes features that support inclusive access to nature (e.g., accessible seating, sensory planting, accessible viewing points)?**

The results show that inclusive access is a clear priority for respondents, with 68% indicating that it is either very important (36%) or important (32%). A further 23% consider it slightly important, while only a small minority (11%) do not see it as important. This demonstrates strong overall support for ensuring the site includes features that enable a wide range of users to access and enjoy the site.

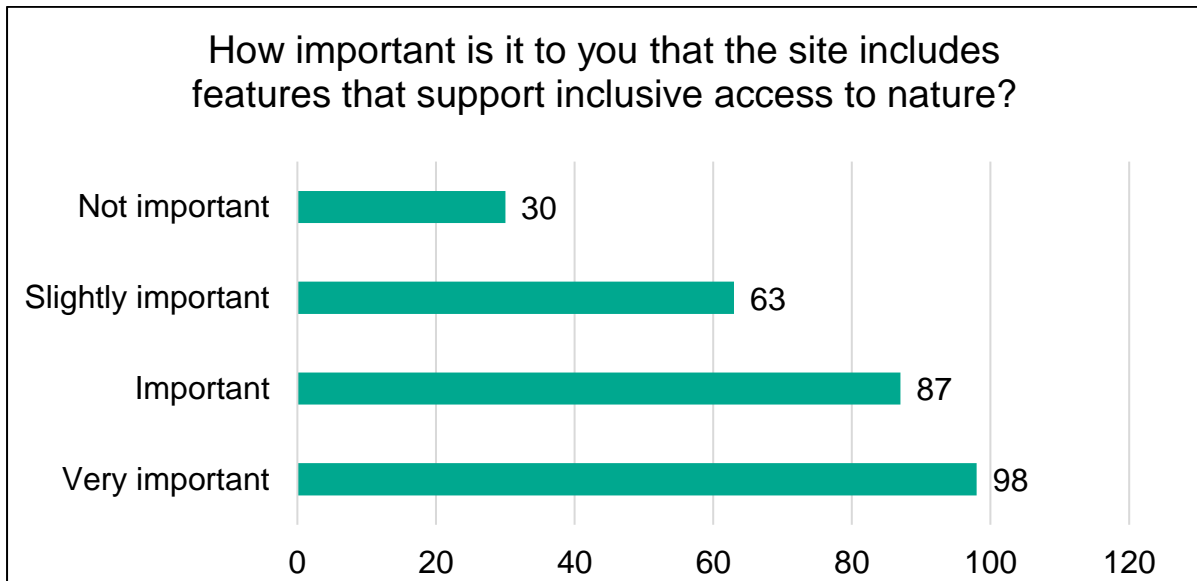


Figure 7: How important is it to you that the site includes features that support inclusive access to nature

**Q10: Improvements to the entrance and car park are proposed to increase safety, visibility, and access. Which aspects should be prioritised?**

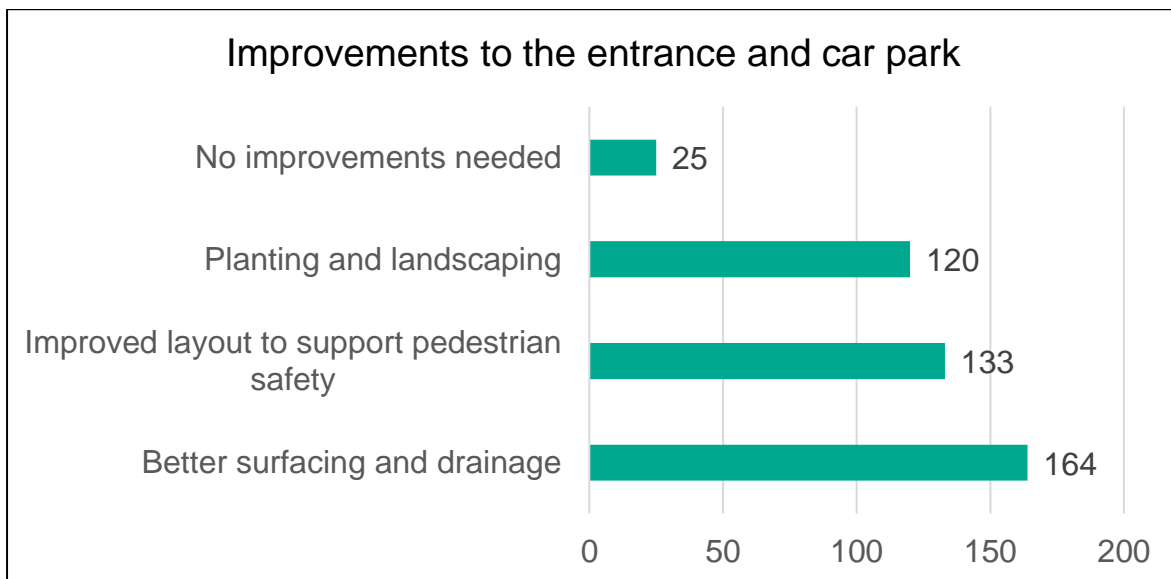


Figure 8: Improvements to the entrance and car park

The responses indicate a clear preference for improvements that enhance both safety and usability at the site’s entrance and car park. The most frequently selected priority was better surfacing and drainage (60%), followed by improvements to layout to support pedestrian safety (48%) and planting and landscaping (44%).

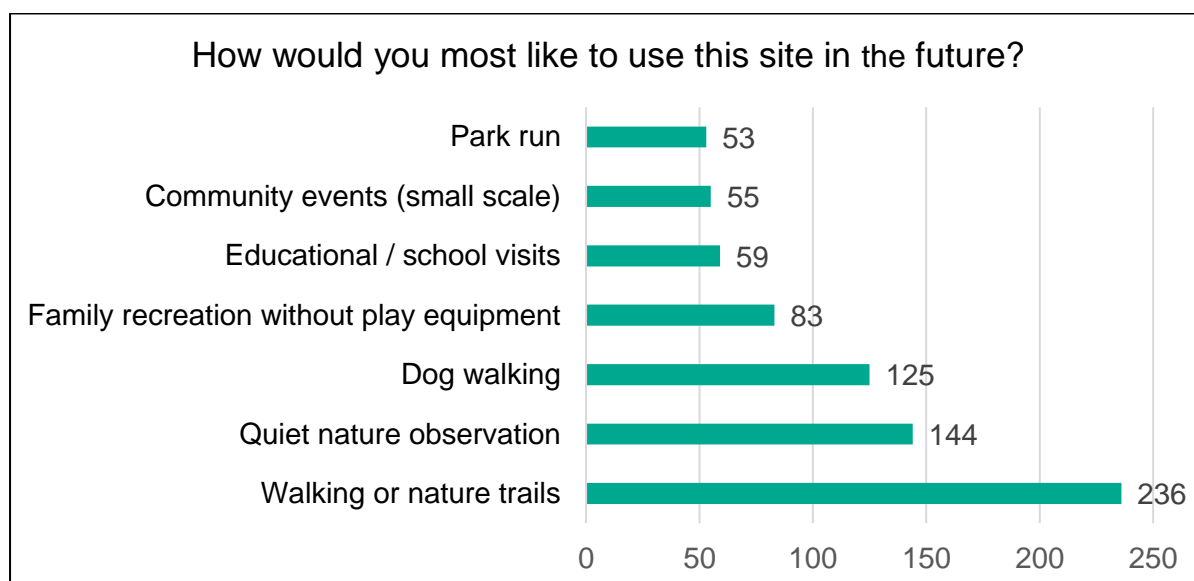
**Q11: How would you most like to use this site in the future?**

Figure 9: How would you most like to use this site in the future?

The findings show a strong preference for informal, nature-based use of the site, with walking and nature trails identified as the highest priority (86%). This is supported by interest in quieter activities such as nature observation (52%) and dog walking (45%), indicating that respondents value the site primarily as a place for everyday use and connection with the natural environment. There is more limited support for structured or organised activities, such as family recreation, educational use or community events, suggesting these are secondary to the site's core role.

**Q12: What name would you like to see for the site?**

The results show a clear preference for retaining the existing name, with 61% of respondents supporting "Bramcote Quarry". Among those suggesting alternatives, there was no single dominant option, with responses spread across a wide range of individual suggestions. These are listed as follows:

- Bramcote Community Garden
- Bramcote Country Reserve
- Bramcote Meadows
- Bramcote Nature Reserve
- Bramcote Quarry Gardens
- Bramcote Quarry Park
- Bramcote Sanctuary
- Bramcote View
- Bramcote Wildlands
- Buzzard Hill
- Hemlock Hollow
- Hemlock Wildlife Reserve
- Old Quarry Nature Reserve

- The Living Quarry
- The Sand Hole (historic/local reference)
- Wildlife Haven

**Q13: Do you have any other suggestions or comments?**

Responses to the final open question broadly reinforced the themes identified throughout the consultation. Many respondents emphasised the importance of retaining the site's natural and informal character, with a clear preference for avoiding over-development. There was strong support for protecting biodiversity and ensuring that any improvements remain sensitive to the local environment, alongside continued interest in improving accessibility, path quality and overall maintenance. Safety, including concerns around anti-social behaviour and fly-tipping, was also raised as an important consideration for future management.

Several respondents also highlighted the value of the site as a local asset for wellbeing, quiet enjoyment and everyday use, particularly for walking and connecting with nature. While there was some interest in facilities and community use, this was generally in the context of low-impact and small-scale interventions. Overall, the feedback indicates a desire for a balanced approach, where the site is accessible and well-managed, but its character as a natural, tranquil space is retained and enhanced.

## Report of the Portfolio Holder for Environment and Climate Change

### D.H. Lawrence Walking Route

#### 1. Purpose of Report

To approve the proposed extension to the D. H. Lawrence walking route to incorporate key green spaces and wider mining heritage in the north of the Borough. This is in accordance with the Council's corporate priority to protect the environment for future generations.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that the proposed D.H. Lawrence walking route be approved, with an additional budget of £5,000 being provided for this purpose to be funded from available General Fund Revenue Contingency in 2026/27.**

#### 3. Detail

The Council is proposing the development of an enhanced D.H. Lawrence walking route to strengthen connectivity between key heritage assets and green infrastructure across the Borough.

The proposal builds on the existing D.H. Lawrence Walk, which currently provides a circular route centred on Eastwood and incorporates several important literary and historic locations, including the Birthplace Museum, Beauvale School and Colliers Wood (**Appendix 1**). While this established route provides a strong foundation, it does not fully capture the breadth of heritage assets associated with D.H. Lawrence or the Borough's wider mining heritage.

The primary objective of the enhanced route (**Appendix 2**) is to create a more comprehensive and integrated walking experience. It seeks to establish a clear link to Brinsley Headstocks, where the reconstruction of the wooden headstocks structure is currently being undertaken. Subject to contractor availability, the reinstatement of this structure is anticipated by the end of the year.

The delivery of the route alongside the completion of the headstocks will provide an opportunity to support and promote the site, positioning it as a key destination within a broader heritage trail. The proposal also strengthens connections between sites of mining and literary significance, enhancing the overall visitor offer and reinforcing local identity within the Borough.

In addition, the proposal will improve connectivity between green infrastructure assets. By extending and linking existing routes, the walk will support improved access to open spaces and encourage increased levels of walking and recreation.

The scheme aligns with the Council's strategic priorities, including the Blue-Green Infrastructure Strategy and the Climate Change and Green Futures Strategy. It supports objectives relating to active travel, health and wellbeing, and the promotion of sustainable leisure opportunities.

Delivery is proposed within the current financial year, with the aim of launching the route in advance of the D.H. Lawrence Festival running from 1 August 2026 – 15 September 2026. This will enable the walk to contribute to the Council's wider cultural and promotional programme.

4. Key Decision

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

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

Although it is anticipated that the scheme can be delivered from within existing budgets, an allocation of £5,000 has been requested from the General Fund Revenue Contingency budget, of which £16,750 currently remains available in 2026/27. This additional contingency will mitigate against the risk of additional costs, including waymarking, signage, and any minor improvement works required to ensure the route is safe, accessible, and fit for purpose.

7. Legal Implications

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

There are no direct legal implications arising from this report.

8. Human Resources Implications

Not applicable.

9. Union Comments

Not applicable.

10. Climate Change Implications

There are no direct climate change implications arising from this report, although the proposal does support the objectives set out within the Borough's Climate Change and Green Futures Strategy, particularly in relation to active travel, green infrastructure connectivity and health and wellbeing.

11. Data Protection Compliance Implications

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

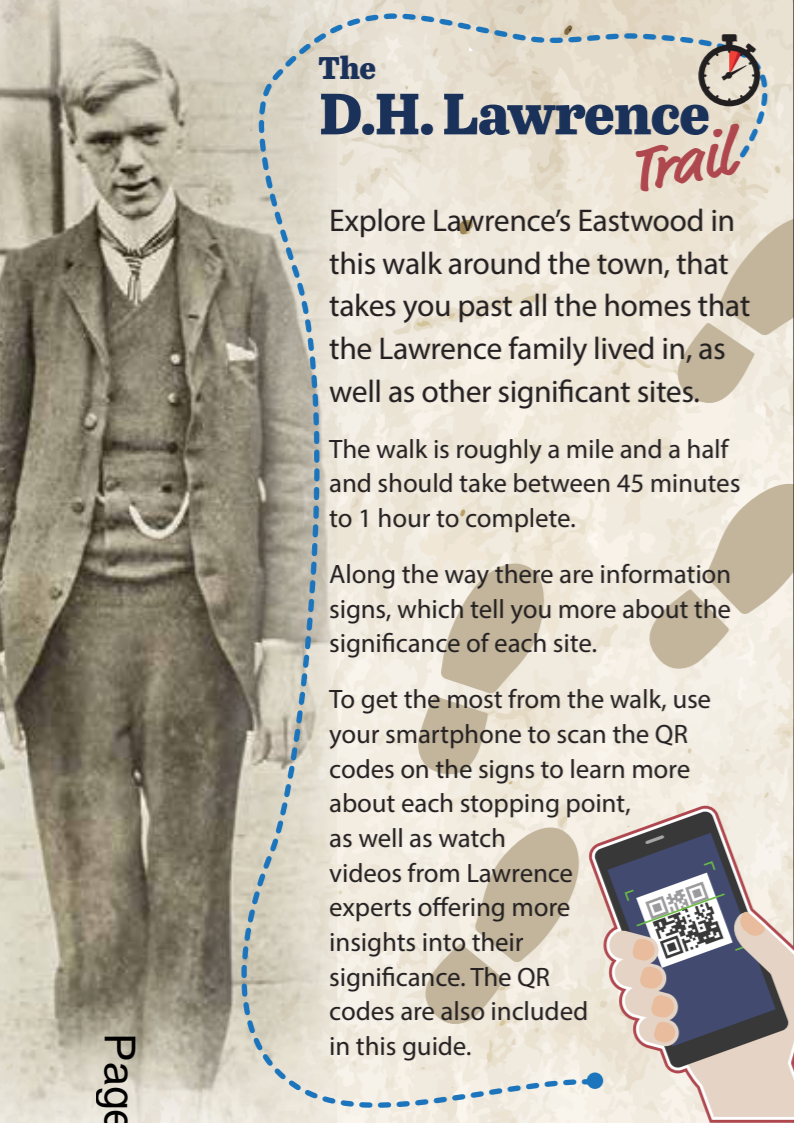
12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.

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# The D.H. Lawrence Trail

Explore Lawrence's Eastwood in this walk around the town, that takes you past all the homes that the Lawrence family lived in, as well as other significant sites.

The walk is roughly a mile and a half and should take between 45 minutes to 1 hour to complete.

Along the way there are information signs, which tell you more about the significance of each site.

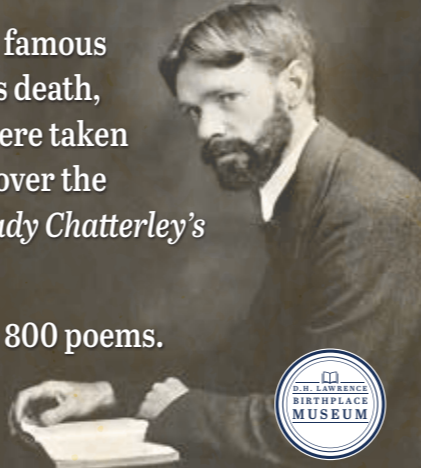
To get the most from the walk, use your smartphone to scan the QR codes on the signs to learn more about each stopping point, as well as watch videos from Lawrence experts offering more insights into their significance. The QR codes are also included in this guide.



# 5 Facts about D.H. Lawrence (1885-1930)

- 1 He enjoyed making marmalade.
- 2 His book *The Rainbow* was banned and burned by the public executioner in 1915.
- 3 No one knows for certain what happened to his remains.
- 4 He became most famous 30 years after his death, when Penguin were taken to court in 1960 over the publication of *Lady Chatterley's Lover*.
- 5 He wrote almost 800 poems.

Image from Alamy



## Enjoyed this walking tour?

We run monthly Wellbeing Walks where you can enjoy the outdoors, explore the local area, learn about Lawrence and local heritage and meet people.

Find out more, along with details about the events and exhibitions taking place inside the museum at [www.broxtowe.gov.uk/exhibitionsandevents](http://www.broxtowe.gov.uk/exhibitionsandevents)



## More information

The D.H. Lawrence Birthplace Museum is on hand to answer your D.H. Lawrence related questions.

**Address:** 8a Victoria Street, Eastwood, Nottingham, NG16 3AW.

**Opening times:** Thursdays, Fridays and Saturdays, 10.00am until 4.00pm.

**Booking:** There is no need to book in advance for Self-Led Admission; Guided Tours must be booked in advance.

## The D.H. Lawrence Festival

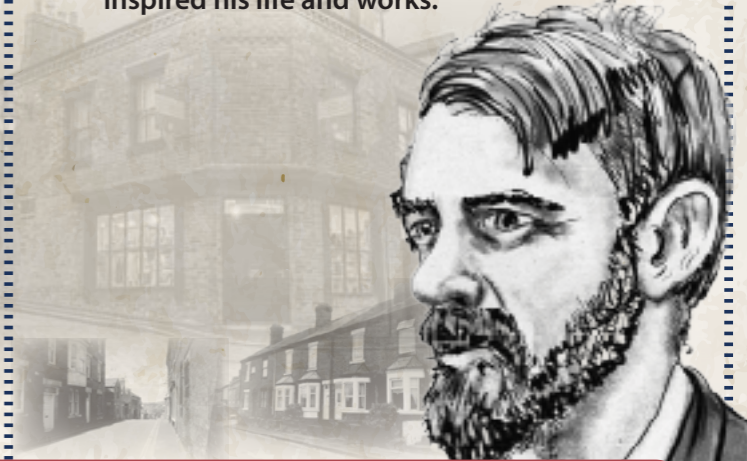
The D.H. Lawrence Festival is a six-week programme of cultural events during August and September each year, which celebrate Lawrence himself, as well as art, music, heritage, literature and community.

Visit [www.broxtowe.gov.uk/dhlawrencemuseum](http://www.broxtowe.gov.uk/dhlawrencemuseum) for more information. Follow us on Facebook /dhlawrencemuseum

# The D.H. Lawrence Trail

Discover D.H. Lawrence's childhood homes and other places which inspired his life and works.

Funded by UK Government





**Interactive Walking Tour**  
1.5 miles / 45mins - 1 hour





**6 Eastwood Library**  
Wellington Pl, Eastwood, Nottingham NG16 3GB

The library is worth a visit to view the large Lawrence and local history collection. It also houses a collection of Lawrence books owned by one of Lawrence's friends, Willie Hopkin, a poet, philosopher, social reformer and historian.



**8 Walker Street**  
8 Walker St, Eastwood, Nottingham NG16 3EH

Recent research revealed that the Lawrence family lived in the third house from the right, No. 8, not No. 10 as once thought. To Lawrence it was Bleak House, where his brother Ernest died. Lawrence said that he knew the view from this house "better than any in the world".



**7 Lynncroft and British School**  
97 Lynncroft, NG16 3ER

The fourth Lawrence family home, which they lived in from 1905 - 1911. Moving to Lynncroft was a symbol of the family's improving social status. Lawrence's mother died in the house in 1910, which had a lasting impact on him. The viewing point shows you what Lawrence described as "The country of my heart".

**6 Breach House**  
28 Garden Rd, Eastwood, Nottingham NG16 3FW

Providing the setting of "The Bottoms" in one of Lawrence's most well-known novels, *Sons and Lovers*, the Lawrence family moved here in 1887. It is now managed by a trust; the downstairs of the house is now an authentic re-creation of a typical miners' dwelling and can be visited on open days or by special arrangement.



**5 Congregational Chapel and British School**  
55-57 Nottingham Rd, Eastwood, Nottingham NG16 3AL

This site, now an Iceland supermarket, is where Eastwood's Lawrence family were frequent attendees of the chapel, and it was here that Lawrence first met Jessie Chambers. The Gothic Revival Style Congregational Chapel stood. The chapel was also an important place for Lawrence, from meeting there as part of the literary society, to teaching at the school.






**4 Eastwood Town**  
7 Victoria Street, NG16 3AW

Victoria Street was where the Lawrence family had their first home in Eastwood, but it was also the business end of town, being just off the busiest part of the main high street. Nottingham Road had a wide range of shops including haberdasheries, bakers, a chemist and a Post Office. Victoria Street had a Hanson cab business and a greengrocer. Small wonder that Lydia had the inspiration to turn her parlour window into a shop selling lace and linens.

**3 Houses on Princes Street**  
Princes Street, NG16 3AQ

Mining was a huge influence in the town and is referenced in many of Lawrence's works, including the novel *Sons and Lovers*, and the play 'A Collier's Friday Night'. The houses on Princes Street were built by the local colliery company, Barber, Walker & Co., for their workers. Lawrence's own father Arthur was a miner. Stand at the viewing point to see the former pit-heap (now landscaped) in the distance.

**2 Eastwood Mechanics' Institute**  
24 Mansfield Rd, Eastwood, Nottingham NG16 3AQ

Lawrence visited the library at the Mechanics' Institute on a weekly basis during his teens. It was an important place for both him and his first girlfriend, Jessie Chambers, and the exposure to literature it provided influenced his future work. The building is now Phoenix Cue Sports and has a function room to rent at the back, aptly named 'The Library Bar'.




**1 The D.H. Lawrence Birthplace Museum**  
8a Victoria Street, NG16 3AW

D.H. Lawrence was born in this property on 1 September 1885. He lived here until 1887 with his parents, Arthur and Lydia and three of his four siblings. It was founded as a museum in 1976 and is now owned and managed by Broxtowe Borough Council, offering guided and self-guided tours, as well as outreach work to help the Lawrence legacy live on.




# The D.H. Lawrence Trail

## OTHER PLACES TO VISIT

If you'd like to find out more about Lawrence and the times in which he lived, there are a number of other sites of significance that you may wish to visit.

... within walking distance

### Durban House

Mansfield Road, NG16 3DZ  
Durban House was built in 1896, for the Barber, Walker & Co. mining company. It was the wages offices for Brinsley Colliery, the colliery where D.H. Lawrence's father worked, and is where a young Lawrence would call and collect his father's pay packet.



### The Sun Inn

6 Derby Road, NG16 3NT  
Built in the early 1750s, the Sun Inn served as the daily arrival point for the Nottingham - Manchester coach. A meeting held here in 1832 by local dignitaries led to the decision to build a railway line to facilitate the transport of coal. The line evolved into what is now the Midland Railway.



... a short drive away

### The countryside of Hags Farm

Felley Mill Lane, Underwood, NG16 5GT  
While Hags Farm, home of the Chambers family, is not available to access, the beautiful surrounding countryside is Lawrence's literary landscape, featuring in many of his works including *The White Peacock*.



### Beauvale Board School

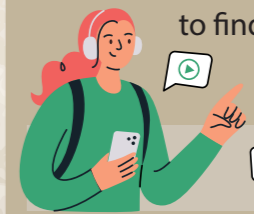
1 Beauvale, Newthorpe, NG16 2EZ  
D.H. Lawrence was a pupil at this school from 1889 to 1898, including his early years in the infants' school. The building, now Grade II listed, is a well-preserved example of a late 19th-century board school.



## Other Tours

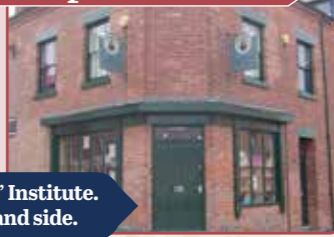
Hear an audio tour of this trail or experience D.H. Lawrence like never before with our new Augmented Reality Tour.

Visit [www.broxtowe.gov.uk/dhlawrencetrail](http://www.broxtowe.gov.uk/dhlawrencetrail) to find out more.



### 1 The D.H. Lawrence Birthplace Mueum

"...the flat fronted red brick house in Victoria Street" where Lawrence was born in 1885.



Approx. 1.5 mins walk to Mechanics' Institute. Look for the sign on your right-hand side.

### 2 Eastwood Mechanics' Institute

The building contained a small library which was visited weekly by Lawrence in his teens.



Approx. 0.5 min walk to Princes Street

### 3 Princes Street

Mining heritage can be seen in the workers houses, built by the local Colliery company, as well as views of the former pit-heap.



Approx. 5 mins walk to Eastwood Town. From Princes Street turn around and go back up the hill, turning left when you reach the main Nottingham Road. The Eastwood Town sign is then at the top of Victoria Street, the next turning on the left.

### 9 Eastwood Library

Home to a large D.H. Lawrence collection



Eastwood Library

### 4 Eastwood Town

The heart of the Eastwood town that Lawrence would have known so well.



Go back on to Nottingham Road, then approx. 2 mins walk to Congregational Chapel and British School sign.

You will see 8 Walker Street just ahead on the left-hand side. Approx. 7 mins walk to Eastwood Library.



One of the Lawrence's family homes and site of one of Lawrence's favourite views of the local area.

### 8 Walker Street

Continue up the hill to see the house, number 97. Then turn and go back down the hill, turning left and crossing over when you reach Walker Street. Approx. 5 mins walk to Walker Street sign.

Site of the fourth Lawrence family home and where Lawrence's mother died.



### Lynncroft

Approx. 12 mins walk to Lynncroft sign (steep incline). Continue walking straight up Lynncroft until you reach the Lynncroft sign on your right-hand side.



### 6 Breach House

Setting for "The Bottoms" in Lawrence's novel, *Sons and Lovers*.

Approx. 12 mins walk to Breach House. At the bottom of Atherfield Gardens, take the alley way on right, just after No 14. The Breach House sign is just inside the gate of the property.



### 5 Congregational Chapel and British School

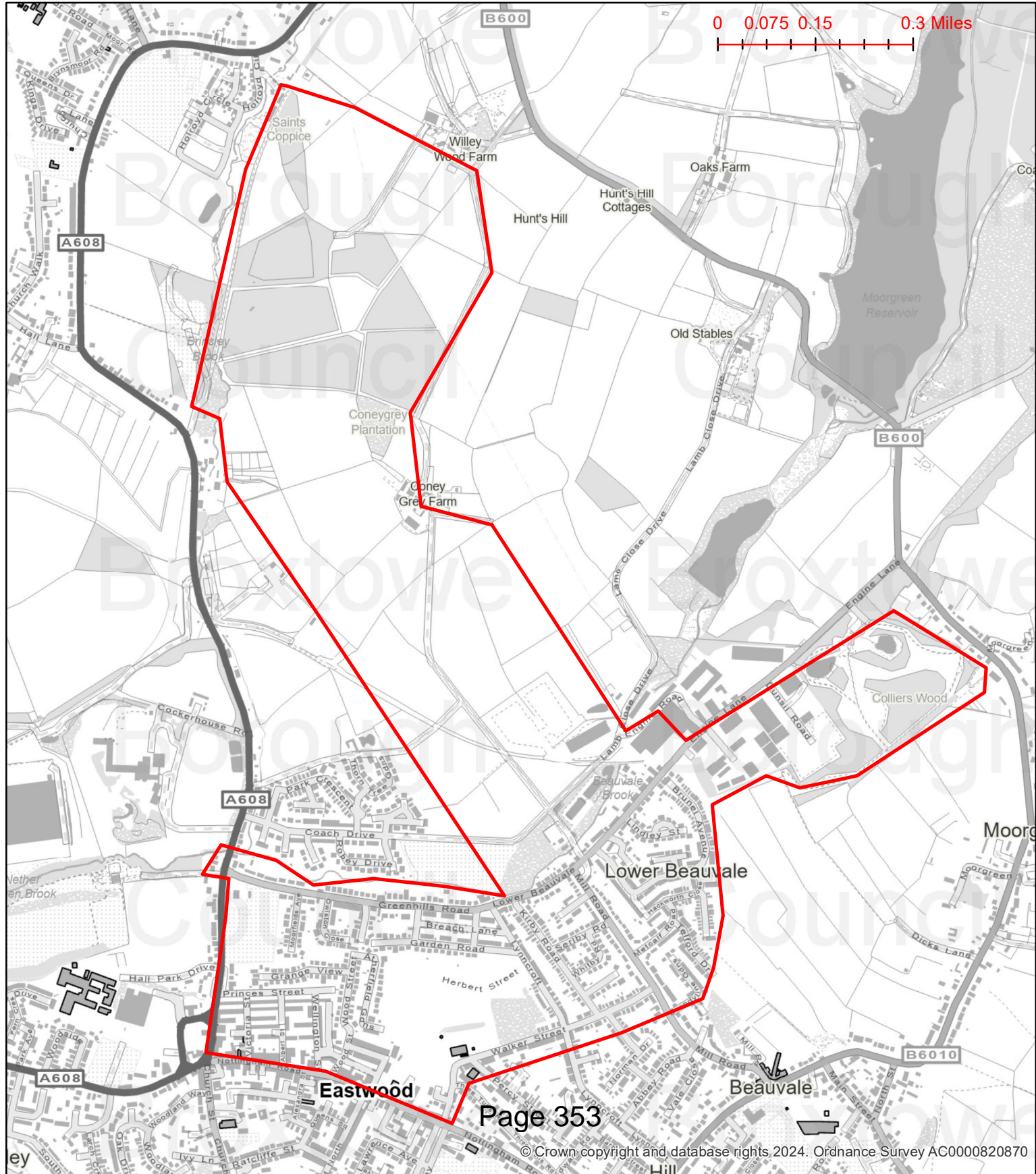
Site of the former Congregational Chapel, often attended by the Lawrence family on Sundays.

# Walking route linking D H Lawrence Museum, Brinsley Headstock and Colliers Wood.



## Route Overview

This 9-kilometre (6.2-mile) circular route follows public rights of way and takes in the new Monarch Wood plantation on Willey Wood Farm (Notts County Council). Please note that these paths have not yet been checked on the ground for condition or suitability. For a shorter walk, a smaller circular route is available between Brinsley and Colliers Wood.



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## Report of the Portfolio Holder for Environment and Climate Change

### Glyphosate Update

#### 1. Purpose of Report

To provide Members with an update on pesticide usage across the Borough and to seek approval to implement a targeted trial of reduced pesticide use, including alternative management approaches, within selected parks and open spaces.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that:**

- 1. The development of a Pesticide Usage Policy be approved.**
- 2. The implementation of a trial to cease pesticide use in selected parks and open spaces be approved.**

#### 3. Detail

The Council currently uses nonselective herbicide products to support the management of weeds across the Borough. This is to help maintain safe, accessible and well-maintained public spaces. Effective weed control remains essential as unmanaged vegetation can damage pavements and hard surfaces, obstruct drainage, reduce accessibility, and create trip hazards.

Glyphosate-based herbicides make up most of the pesticide use across the Borough and have historically provided a cost-effective and efficient method of weed control.

In recent years there has been increasing scrutiny of pesticide use, particularly in relation to potential impacts on human health and the environment. At the same time, there is a clear policy direction towards reducing reliance on chemical controls, while recognising the need to balance this with effective and safe management in the public realm.

Several reports have previously been considered by Members, including at the Environment and Climate Change Committee in September 2021 and at Cabinet in June 2024. These have established a consistent direction of travel towards reducing glyphosate use, whilst maintaining the ability to manage operational and safety requirements.

Although pesticide usage has reduced in recent years, there remains a need to review current practices and develop a more comprehensive and resilient long-term approach, particularly considering the uncertainty around the future approval of glyphosate beyond December 2026.

Across the Borough, glyphosate is currently used for:

- Highways (on behalf of Nottinghamshire County Council), which represents the largest area of pesticide use and covers the adopted highway network, including town centres.
- Parks, green spaces and cemeteries, where use is primarily targeted, for example around the base of young trees and memorials to prevent damage from maintenance equipment.

#### Proposed approach

To support the development of a more comprehensive and consistent approach to pesticide use, it is proposed that two complementary workstreams are progressed.

Firstly, the Council will develop a formal Pesticide Usage Policy, setting out a clear framework for the use, reduction and management of pesticides across all service areas. This will be developed during the current year and will be considered initially through the Policy Overview Working Group to enable Member input and feedback.

Secondly, to inform the development of this policy and provide an evidence base for future decision-making, it is proposed to introduce a targeted trial of reduced pesticide use. The trial will apply across selected Council-managed parks and open spaces, with particular emphasis on high-use areas, including major parks and those with children's play facilities.

Within the trial areas, routine pesticide use will cease. Alternative management approaches will be implemented and tested, including increased mechanical and manual weed control and other appropriate methodologies. The Council will retain the ability to apply targeted pesticide treatments where necessary for defined health and safety purposes or for the management of path surfaces.

The trial will apply across 38 parks and open spaces (**Appendix 1**) and will be used to assess impacts on site condition, maintenance requirements, resource implications, biodiversity and public perception. Opportunities to introduce complementary measures, such as no-mow areas and other sustainable landscaping approaches, will also be considered, alongside other emerging methodologies where appropriate.

Public consultation will also form part of the evaluation of the trial. This will be incorporated into the annual Parks Standard Survey undertaken by the Environment team in July and August, with additional questions included to capture resident feedback on the approach to reduced pesticide use. Findings from the trial will inform both the development of the Pesticide Usage Policy and future reporting to Cabinet.

**4. Key Decision**

This report is a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, as it effects communities living or working in an area comprising two or more Wards.

**5. Updates from Scrutiny**

Not applicable.

**6. Financial Implications**

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

The proposed trial of reduced pesticide use may result in increased costs associated with alternative weed management approaches, including mechanical and manual methods. These impacts will be monitored and assessed as part of the trial.

The costs arising from the trial are expected to be managed within existing revenue budgets. Any wider roll-out of reduced pesticide use across the Borough may have additional resource requirements. These will be fully considered and reported to Cabinet as part of future proposals.

**7. Legal Implications**

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

There are no direct legal implications arising from this report, as Glyphosate is a non-selective, systematic herbicide that remains approved for use in the UK.

**8. Human Resources Implications**

Not applicable.

**9. Union Comments**

Not applicable.

**10. Climate Change Implications**

There are no direct climate change implications arising from the proposed approach to pesticide use. However, reduced reliance on pesticides and the adoption of alternative management practices may deliver indirect benefits through enhanced biodiversity and habitat quality across the Boroughs parks and open spaces.

This supports the Council's wider objectives in relation to blue-green infrastructure and aligns with the principles set out in the Climate Change and Green Futures Strategy.

11. Data Protection Compliance Implications

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

12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.

## Appendix 1

Pesticide Use Across the Borough

The Council uses pesticide products to support weed management across parks, open spaces and cemeteries, as well as on behalf of Nottinghamshire County Council across the adopted highway network and town centres. While pesticide use supports the maintenance of safe, accessible and well-managed environments, the majority of applications are associated with works undertaken on the adopted highway network.

The Council primarily utilises three herbicide products:

- Rosate, containing the active ingredient glyphosate
- Valdor Flex, containing glyphosate
- Icade, containing Triclopyr as a non-glyphosate alternative

Glyphosate-based products account for the majority of pesticide use due to their effectiveness in controlling a broad range of weeds across hard surfaces and managed landscapes.

The use of pesticides, and glyphosate in particular, is subject to increasing national scrutiny in relation to environmental and health considerations. In Great Britain, glyphosate remains approved for use, but its authorisation has been extended only until 15 December 2026 pending a full regulatory review by the Health and Safety Executive<sup>1</sup>. This creates uncertainty regarding its long-term availability and reinforces the need for a more sustainable approach to weed management.

There is growing evidence that prolonged or widespread pesticide use can have environmental impacts, including effects on soil and water<sup>2</sup>, and on biodiversity through impacts on non-target species<sup>3</sup>. Reducing reliance on chemical controls therefore supports wider objectives around habitat protection, ecosystem resilience and sustainable land management.

Reducing pesticide use aligns with the Council's strategic priorities, including the Climate Change and Green Futures Strategy (2023–2027)<sup>4</sup> and the Blue and Green Infrastructure Strategy (2025)<sup>5</sup>. These strategies support more sustainable, nature-led management of green spaces.

Within this context, there is a clear need for a more consistent and strategic approach to pesticide use across Council operations. The proposed development of a Pesticide Usage Policy will provide this framework, ensuring that use is minimised and applied only where necessary.

The proposed trial of reduced pesticide use will inform this work by providing evidence on the operational, environmental and resource implications of alternative approaches.

The outcomes of the trial will support future decision-making, including the development of the Policy and a longer-term approach to sustainable land management.

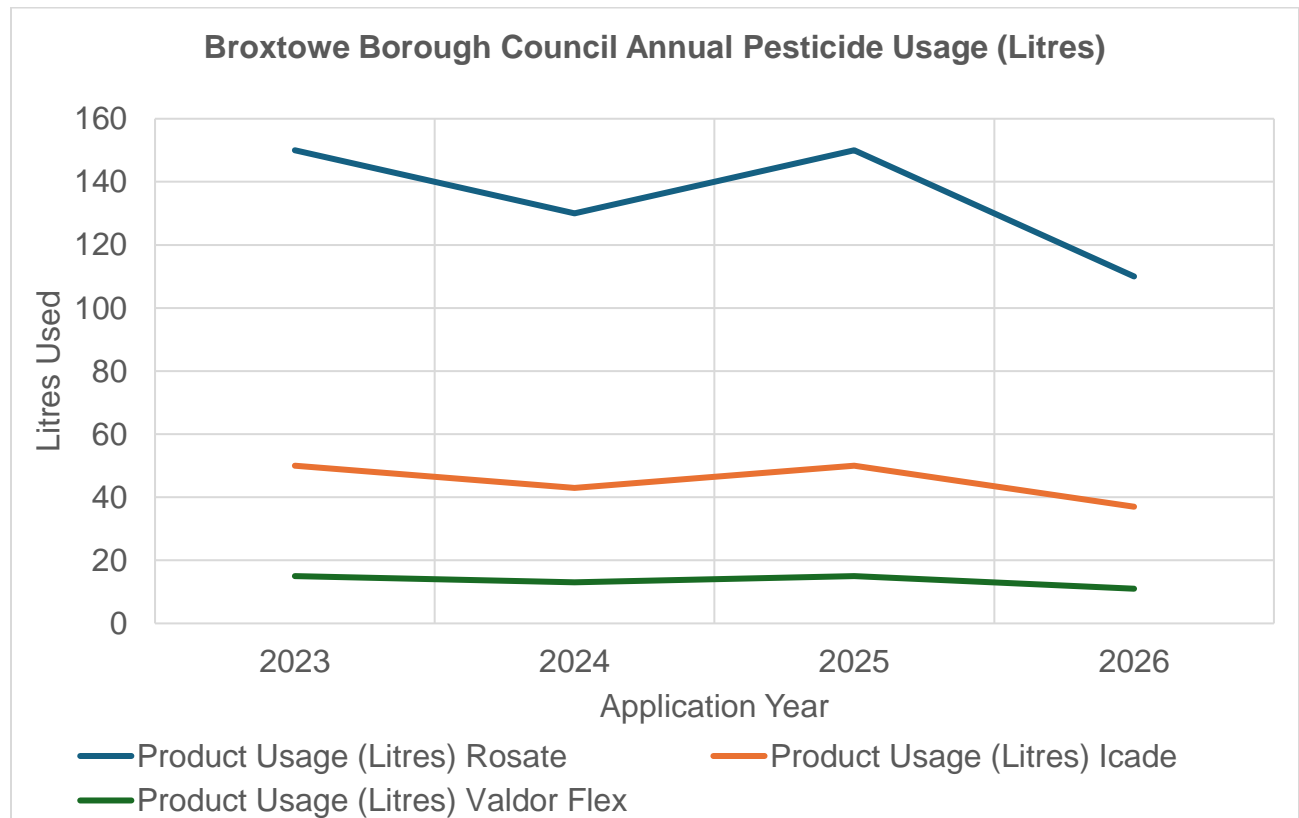
Pesticide Usage Trends

Figure 1 shows that pesticide use on Council-managed land has remained broadly consistent over the reporting period, with minor variations reflecting extended growing seasons and changing weather conditions that increase vegetation growth.

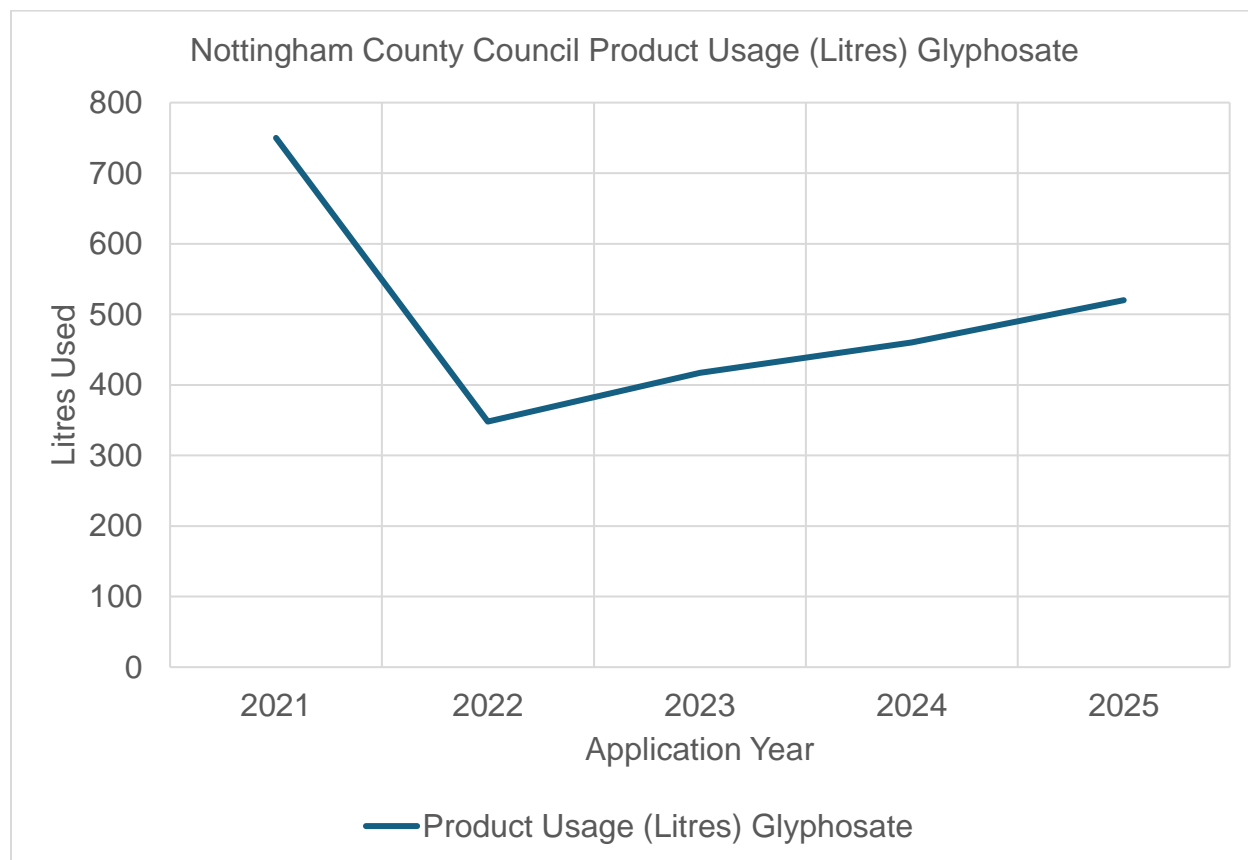
Figure 2 shows that highway pesticide application follows a consistent annual programme in terms of frequency. However, total volumes have increased in the most recent year due to additional reactive work identified through routine inspections, rather than a change in the programmed approach.

The majority of pesticide use is associated with highway maintenance, which is important in understanding overall use across the Borough. These trends highlight the influence of external factors, including longer growing seasons, on operational demand.

The proposed trial will provide an opportunity to assess alternative methods under these conditions and inform future approaches to maintenance, resource requirements, biodiversity and public expectations.



**Figure 1:** Pesticide usage on Council-managed land (parks, green spaces and cemeteries)



**Figure 2:** Pesticide usage on the adopted highway network (contracted services on behalf of Nottinghamshire County Council)

Trial Sites

Table 1 below identifies the sites selected for inclusion in the proposed trial of reduced pesticide use. These sites include high-use and priority locations across the Borough, including parks and open spaces with significant footfall, as well as all sites containing children’s play facilities.

This approach ensures the trial focuses on areas where the impact will be most visible and where there is greater sensitivity due to the presence of children and other vulnerable users. The selection will provide an evidence base to assess the impacts of alternative approaches and inform the development of a future Pesticide Usage Policy.

The proposed trial will support a reduction in pesticide use by prioritising mechanical, manual and nature-based methods, with pesticide use limited to targeted applications where necessary to maintain safety, asset condition and site functionality. This aligns with the Council’s Climate Change and Green Futures Strategy (2023–2027) and the

Blue and Green Infrastructure Strategy, supporting more sustainable land management, enhanced biodiversity and improved environmental resilience.

Site Name	Location/Ward
Archers Field	Stapleford
Banks Road	Toton
Barncroft	Beeston
Beeston Fields	Beeston
Bramcote Hills Park #	Bramcote
Broadgate Park #	Beeston
Cator Lane	Beeston/Chilwell
Central Avenue	Stapleford
Chester Green	Toton
Chetwynd Road	Beeston
College Way	Bilborough
Coronation Park #	Eastwood
Dovecote Lane	Beeston
Eastcote Avenue	Bramcote
Flixton Road	Kimberley
Hall Om Wong	Kimberley
Hetley Pearson	Beeston
Hickings Lane #	Stapleford
Ilkeston Road	Bramcote
Inham Nook	Beeston
Jubilee Park	Eastwood
King Georges	Bramcote
Leyton Crescent	Beeston Rylands
Long Lane	Attenborough
Lowes Estate	Bramcote

Site Name	Location/Ward
Manor Farm #	Toton
Mansfield Road Park	Eastwood
Pasture Road	Stapleford
Pippins, Judson Avenue	Stapleford
Queen Elizabeth Park #	Stapleford
Redbridge Drive	Nuthall
Salcey Drive/Trowell Park Open Space	Trowell
Sherman Drive	Beeston
Smithurst Road	Giltbrook
Summer Crescent	Beeston
Swiney Way	Toton
Templar Road	Beeston
The Spinney (Laurel Crescent)	Watnall
Windmill/Millfield Road	Kimberley

**Table 1: Trial sites****Key**

- G = Glyphosate (non-selective herbicide)
- S = Selective herbicide (broadleaf weeds)
- M = Moss treatment

#: Sites which represent high-use, priority locations with significant levels of public activity

Site Management Actions Supporting Reduced Pesticide Use in Trial Areas

Tables 2 to 7 set out the proposed management actions that will be delivered operationally across specific areas within the proposed trial sites.

Hard Surfaces and Infrastructure

Area/Feature	Issue Being Managed	Proposed Action	Frequency	Notes
Paths and hard surface edges	Weed growth causing	Mechanical brushing and targeted	Monthly / as required	Maintains safe and accessible routes

Area/Feature	Issue Being Managed	Proposed Action	Frequency	Notes
	obstruction and surface damage	trimming; pesticide use only where necessary		and protects infrastructure
Gravel paths and railings	Weed growth affecting visibility and access	Reduced and targeted application using controlled droplet application techniques where required	As required	Focus on maintaining safety and accessibility

Table 2: Proposed actions for hard surfaces and infrastructure

### Trees and Planting Areas

Area/Feature	Issue Being Managed	Proposed Action	Frequency	Notes
New tree bases	Competing vegetation	Mulching and manual clearance	Twice yearly	Supports establishment, improves appearance and suppresses weed growth
Established tree bases	General vegetation growth	Manual management; mulching and/or naturalisation of tree pits where appropriate	Seasonal	Supports tree health and enables biodiversity enhancement

Table 3: Proposed actions for trees and planting areas

### Play Areas and Safety Surfaces

Area/Feature	Issue Being Managed	Proposed Action	Frequency	Notes
Play area edges and safety surfacing	Weed encroachment	Manual removal as part of routine inspections	Weekly inspections	Maintains safety and cleanliness
Woodchip safety surfacing	Weed growth within surface	Manual removal	Weekly inspections	Ensures safe and usable play environments

Table 4: Proposed actions for play areas and safety surfaces

Amenity Grassland

Area/Feature	Issue Being Managed	Proposed Action	Frequency	Notes
Amenity grassland – high use	Wear, presentation and safety	Regular mowing and responsive targeted management (non-routine)	Routine (as required)	Maintains high standards in heavily used areas
Amenity grassland – general	Visual weed presence	Reduced mowing frequency and tolerance approach, including increased cutting height	Routine	Supports a “managed but natural” appearance while maintaining usability
Amenity grassland – low use	Weed colonisation and maintenance intensity	Reduced mowing and introduction of no-mow or naturalised areas	Seasonal	Supports biodiversity, reduces resource demand and enables habitat creation

Table 5: Proposed actions for amenity grassland

Habitat and Naturalised Areas

Area/Feature	Issue Being Managed	Proposed Action	Frequency	Notes
Habitat areas	Invasive or harmful species	Targeted intervention, including limited pesticide use where necessary	As required	No routine application. Supports habitat restoration and biodiversity objectives; appropriate signage will be used where treatment is required

Table 6: Proposed actions for habitat and naturalized areas

Specialist Turf and Sports Areas

Area/Feature	Issue Being Managed	Proposed Action	Frequency	Notes
Fine turf areas	Weed invasion affecting turf quality	Integrated management including cultural practices (aeration, overseeding) and targeted pesticide application where necessary	As required	Maintains high-quality turf standards
Cricket and sports surfaces	Turf performance and safety	Targeted and controlled pesticide use supported by specialist turf management practices	As required	Ensures safe and consistent playing surfaces

Table 7: Proposed actions for specialist turf and sports areas

Summary of Proposed Management Approaches

The management approaches set out in Table 8 summarise and describe the key methods that will be applied across sites to support the reduction of pesticide use, as detailed in the preceding tables.

Management Approach	What This Involves	Where It Is Applied	Purpose
Mechanical Control	Use of equipment such as brushing, strimming and edging to remove vegetation without chemicals	Paths and hard surface edges; gravel paths and railings	Maintain safe and accessible surfaces and reduce reliance on pesticide use on hard surfaces
Manual Control	Physical removal of vegetation by hand or hand tools	Play areas, safety surfacing, new and established tree bases	Enable precise intervention in sensitive areas and protect assets
Reduced Intervention (Tolerance Approach)	Acceptance of natural vegetation where it does not affect safety or usability; reduced mowing frequency and increased cutting height	Amenity grassland – general areas	Reduce maintenance inputs and chemical use while supporting a more natural landscape
Naturalisation and No-Mow Areas	Introduction of long grass, wildflower areas and no-mow zones; reduced intervention	Amenity grassland – low-use areas; established tree bases; peripheral areas	Enhance biodiversity, support habitats and reduce long-term maintenance

Management Approach	What This Involves	Where It Is Applied	Purpose
Mulching and Non-Chemical Suppression	Application of mulch (e.g. woodchip) to suppress weeds and improve soil conditions	New tree bases; selected established tree bases	Prevent weed growth naturally, improve soil health and reduce maintenance around trees
Targeted Management (Non-Routine Intervention)	Reactive, inspection-led intervention focused on high-use and safety-critical areas rather than routine treatment	High-use amenity grassland; paths; priority sites identified through inspections	Maintain safety and standards while minimising unnecessary treatment
Limited and Controlled Pesticide Use	Targeted, minimal application of pesticide where alternative methods are not sufficient	Habitat areas; fine turf and sports surfaces; high-risk hard surfaces	Manage safety risks, invasive species and specialist turf requirements while limiting overall use

Table 8: Summary of approaches

### Financial Implications

The current pesticide-based approach across the 38 trial sites is estimated to cost approximately £2,200 per annum, equating to around £550 over a three-month period. The proposed glyphosate trial will be delivered within the existing revenue budget, utilising current staffing and resources, and therefore no additional funding is required at this stage. A key objective of the trial is to understand the costs associated with the alternative approach and to assess its impact on frontline operational teams. These factors will be monitored throughout the trial period, with findings, including financial and operational implications, reported back to Cabinet following its completion.

### Communications and Engagement Approach

The proposed trial of reduced pesticide use will introduce visible changes to the management of parks and open spaces at key locations. A clear and proportionate communications approach will therefore be required to ensure that residents, Members and stakeholders are informed and that expectations are appropriately managed.

Communications will focus on explaining the purpose of the trial, including the environmental and health rationale for reducing pesticide use, and how maintenance practices may differ. This will be supported through targeted measures such as on-site signage and information published on the Council's website. While some changes in appearance are expected, including increased visible vegetation in certain areas, communications will emphasise that safety and accessibility will be maintained and that the trial is controlled and monitored.

Feedback will be captured through existing channels, including Member enquiries, customer contact and officer observations, alongside public consultation through the annual Parks Standard Survey conducted in July and August. Additional questions will capture resident feedback on reduced pesticide use.

Complaints relating to the trial will also be monitored to help gauge public response and identify any emerging issues.

The outcomes of the trial, including issues and lessons learned, will be reported through regular updates to Cabinet and will inform the development of a future Pesticide Usage Policy.

### Case Studies: Reducing Pesticide Use

The following case studies provide examples of how local authorities have implemented reduced pesticide use and alternative weed management approaches. These examples highlight both the opportunities and challenges associated with transitioning away from routine chemical use and provide context for the Council's proposed trial.

#### Newark and Sherwood District Council

##### Context:

A locally relevant herbicide-free maintenance trial was undertaken in Southwell in partnership with Nottinghamshire County Council and contractors.

##### Approach:

- Removal of glyphosate use in parks, cemeteries and housing land
- Reduced highway spraying
- Increased mechanical sweeping and manual maintenance

##### Outcomes:

- Improved biodiversity, including increased presence of wildflowers and pollinators
- Maintained safety through monitoring and inspection
- Demonstrated that different maintenance standards are appropriate across different site types

##### Key Learning:

Targeted trials, supported by partnership working, can successfully reduce pesticide use while maintaining safety and site condition.

#### Cambridge City Council

##### Context:

Following a Biodiversity Emergency declaration, Cambridge began reducing herbicide use across public spaces in 2019.

**Approach:**

- Trials of alternative methods including mechanical and thermal treatments
- Community involvement through local initiatives and volunteer schemes

**Outcomes:**

- Increased biodiversity and pollinator activity
- Greater public engagement in green space management
- Ongoing learning regarding the effectiveness of different methods

**Key Learning:**

A combination of operational change and community engagement is essential to delivering successful pesticide reduction.

London Borough of Hammersmith & Fulham**Context:**

The Council ceased routine glyphosate use in parks and open spaces in 2016.

**Approach:**

- Adoption of non-chemical methods including hot water, foam treatments and mechanical removal
- Integrated weed management approach

**Outcomes:**

- Reduction in chemical use
- Enhancement of biodiversity
- Increased operational costs and mixed public perception of site appearance

**Key Learning:**

Full removal of pesticide use is achievable but requires increased resource input and careful management of public expectations.

Brighton & Hove City Council**Context:**

The Council introduced a pesticide reduction and phase-out approach across the city.

**Approach:**

- Removal of pesticides from parks and green spaces
- Retention of targeted application on hard surfaces where necessary

**Outcomes:**

- Continued environmental benefits in green spaces
- Challenges in maintaining weed control on hard surfaces
- Development of a more balanced, targeted approach

**Key Learning:**

A phased and flexible approach, combining reduced pesticide use with targeted application where necessary, is more sustainable in the long term.

These case studies demonstrate that there is no single approach to pesticide reduction. Instead, a combination of methods tailored to local conditions is required, reinforcing the need for a trial-based approach within the Borough.

**References**

1. Health and Safety Executive (HSE), *Active Substance Renewal: Glyphosate*. Approval for glyphosate in Great Britain extended to 15 December 2026 pending reassessment of safety and regulatory compliance.
2. UK Government (Defra et al.), *UK Pesticides National Action Plan 2025: Working for a More Sustainable Future*. Sets out the UK approach to reducing risks from pesticide use, including impacts on human health, water quality and the natural environment.
3. Gunstone, T. et al. (2026), *Nature*. Study demonstrating widespread occurrence of pesticide residues and their impacts on soil biodiversity and ecosystem function across European sites.
4. Broxtowe Borough Council, *Climate Change and Green Futures Strategy (2023–2027)*. Identifies the protection of natural capital, reduction of environmental impacts and climate resilience as key strategic priorities.
5. Broxtowe Borough Council, *Blue and Green Infrastructure Strategy (2025)*. Promotes a connected network of multifunctional green and blue infrastructure, with emphasis on biodiversity, habitat connectivity and climate resilience.

**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 \*.

21 July 2026	<ul style="list-style-type: none"> <li>• Complaints Report Quarter 4</li> <li>• Local Government Reorganisation Update</li> <li>• Update on the Housing Regulator’s Report</li> <li>• Annual Food Safety Service Plan*</li> <li>• Air Quality Status Report Update*</li> <li>• University of Nottingham Retrofit Roadmap</li> <li>• Fit and Proper Persons Policy – Housing Act 2004 – Private Sector Housing*</li> <li>• Disabled Facilities Grants Policy Additional Review</li> <li>• Climate Change and Green Futures Strategy Review+</li> <li>• Play Strategy</li> </ul>
8 September 2026	<ul style="list-style-type: none"> <li>• Local Government Reorganisation Update</li> <li>• Update on the Housing Regulator’s Report</li> <li>• Hate Crime Strategy</li> <li>• Crisis Resilience Policy</li> </ul>

4. Key Decisions

This is not key decision.

5. Financial Implications

There are no additional financial implications.

6. Legal Implications

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

7. Human Resources Implications

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

8. Union Comments

Not applicable.

9. Climate Change Implications

Not applicable.

10. Data Protection Compliance Implications

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

11. Equality Impact Assessment

There are no Equality Impact Assessment issues.

12. Background Papers

Nil.

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