



Wednesday, 30 June 2021

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Thursday, 8 July 2021 in the Council Chamber, Council Offices, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

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

Yours faithfully

Chief Executive

To Councillors: G Marshall (Chair)
S J Carr (Vice-Chair)
B C Carr
E Cubley
S Easom
E Kerry
P Lally

P J Owen
S Paterson
M Radulovic MBE
P D Simpson
P Roberts-Thomson
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.

3. MINUTES

(Pages 7 - 10)

To approve the minutes of the previous meeting held on 30 March 2021

4. REFERENCES

4.1 Housing Committee

(Pages 11 - 12)

26 May 2021

Green Homes Grant (Local Authority Delivery Phase 2)

The Committee noted the Green Homes Grant (Local Authority Delivery Phase 2) and of the proposal which had been submitted to upgrade the energy efficiency of dwellings in the Council owned stock.

The Green Homes Grant scheme aims to raise the energy efficiency of low-income and low EPC rated homes, including the worst quality off-gas grid homes, delivering progress towards reducing fuel poverty, the phasing out of high carbon fossil fuel heating and the UK's commitment to net zero by 2050. This accords with Broxtowe's commitment to become carbon neutral by 2027.

RECOMMENDED that Finance and Resources Committee include an additional £724,850 in the 2021/22 capital programme for heating replacements and other energy efficiency works on the Council's housing stock funded from the Green Homes Grant (LAD Phase 2).

4.2 Jobs and Economy

(Pages 13 - 14)

25 March 2021

Town Investment Plans

The Committee was asked to consider the approval of a bid to the Levelling up Fund for Eastwood and Kimberley Towns. It was noted that the cost of preparing the bid would be around £20,000, with the possibility of investment of up to £40million for the towns to be spent on transport, urban regeneration, town centres and culture.

There followed a discussion regarding the roles of local organisations, in particular the Town Councils in the preparation of the bid and the engagement of the community.

It was proposed by Councillor T Hallam and seconded by Councillor P Lally that that Eastwood Town Council and Kimberley Town Council be invited to establish stakeholder groups to support the bid process and facilitate local engagement.

RESOLVED that projects be developed in line with the government prospectus with a view to being submitted to the Levelling up fund for government funding.

RESOLVED that Eastwood Town Council and Kimberley Town Council be invited to establish stakeholder groups to support the bid process and facilitate local engagement.

RECOMMENDED to the Finance and Resources Committee that the inclusion of £20,000 in the 2021/22 budget for capacity funding to develop bids for the first stage of the Levelling up fund be approved.

4.3 Policy and Performance Committee (Pages 15 - 16)

1 July 2021

Leisure Facilities Strategy – Update on progress

The meeting will take place after this agenda is dispatched, therefor a verbal update on the precise recommendation made will be given to the Committee at the meeting. The papers are included for information.

5. STAPLEFORD TOWNS DEAL FUND (Pages 17 - 18)

To seek approval for an allocation within the 2021/22 General Fund revenue budget for costs associated with developing Full Business Case documents and external assurance of these documents in line with the Stapleford Town Fund bid.

6. BRAMCOTE LEISURE CENTRE - REPAIR OF FLAT ROOF OVER THE GYM AND ESSENTIAL LIFT REPAIRS (Pages 19 - 20)

To recommend that £25,000 be allocated to repairs of the flat roof over the Gym at Bramcote Leisure Centre, and £7,000 to essential lift repairs.

7. LEVELLING UP FUND (Pages 21 - 22)

To seek approval for an allocation within the 2021/22 General Fund revenue budget for costs associated with developing a project bid for submission to the Levelling Up Fund for Kimberley Town.

8. KIMBERLEY DEPOT GARAGE DOORS AND FLOOD PREVENTION (Pages 23 - 26)
- To recommend that capital funding be allocated to replace the garage and store doors at Kimberley Depot, along with measures to help reduce the risk of flooding to the garage.
9. STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2020/21 (Pages 27 - 44)
- To report on the revenue and capital outturn position for 2020/21, provide an update on progress with the preparation of the draft annual statement of accounts for 2020/21 and approve the revenue and capital carry-forward requests to the 2021/22 year.
10. TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (Pages 45 - 60)
- To inform the Committee of treasury management activity and the actual prudential indicators for 2020/21.
11. GENERAL FUND REVENUE BUDGET AMENDMENTS 2021/22 (Pages 61 - 62)
- To seek approval to revise the General Fund revenue budget for 2021/22.
12. CAPITAL PROGRAMME 2021/22 UPDATE (Pages 63 - 64)
- To seek approval to revise the capital programme for 2021/22.
13. SECTION 106 ITPS ALLOCATIONS (Pages 65 - 68)
- To provide an update on available section 106 Integrated Transport funds and to recommend utilising some of these to add additional schemes to the 2021/22 capital programme.
14. HOUSING DELIVERY PLAN- PROPOSED INCREASE IN HOUSING FEASIBILITY BUDGET FOR 2021/22 (Pages 69 - 70)
- To seek approval to allocate an additional £400,000 in the 2021/22 capital programme to the new build housing feasibility costs budget to accelerate the delivery of sites.

15. CITIZENS ADVICE BROXTOWE - GRANT AID 2021/22 (Pages 71 - 84)

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

16. GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2021/22 (Pages 85 - 94)

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

17. USE OF THE CHIEF EXECUTIVE'S URGENCY POWERS FOR A CAPITAL GRANT AID REQUEST FROM THE ROYAL BRITISH LEGION (BEESTON) SOCIAL CLUB (Pages 95 - 98)

The report informs the committee of the use of the Chief Executive's urgency powers since the last meeting, in consultation with the Leader of the Council.

18. ENVIRONMENTAL, SOCIAL AND GOVERNANCE BANKING (Pages 99 - 104)

To inform Members of the position of the Council's banking service providers in respect of the environmental, social and governance aspects of investing which have been coming into prominence over the last few years.

19. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN-SUPPORT SERVICE AREAS - OUTTURN REPORT (Pages 105 - 122)

To report progress against outcome targets identified in the Business Plans for support services areas, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

20. WORK PROGRAMME (Pages 123 - 124)

To consider items for inclusion in the Work Programme for future meetings.

21. EXCLUSION OF PUBLIC AND PRESS

The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3, 4, 5, 7 and 12 of Schedule 12A of the Act.

22. PURCHASE OF AFFORDABLE HOMES AT BRAMCOTE (Pages 125 - 132)
23. HOUSING DELIVERY PLAN -LAND PURCHASE OPPORTUNITY, INHAM NOOK PUB SITE, GREAT HOGGETT DRIVE, CHILWELL. (Pages 133 - 134)
24. IRRECOVERABLE ARREARS (Pages 135 - 144)
25. RENEWAL OF ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (Pages 145 - 146)

FINANCE AND RESOURCES COMMITTEE

TUESDAY, 30 MARCH 2021

Present: Councillor G Marshall, Chair

Councillors: S A Bagshaw
B C Carr
S J Carr (Vice-Chair)
E Cubley
S Easom
J M Owen
P J Owen
P D Simpson
M Radulovic MBE
P Lally
E Kerry
E Williamson

An apology for absence was received from Councillor P Roberts-Thomson.

66 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

67 **MINUTES**

The minutes of the meeting held on 11 February 2021 were confirmed as a correct record.

68 **COVID - 19 BUSINESS SUPPORT GRANTS TO TOWN AND PARISH COUNCILS**

The Committee noted how Parish and Town Councils have utilised the various Covid-19 grant funding received in 2020/21 for use in the local area.

69 **GRANT AID REQUEST FROM KIMBERLEY TOWN COUNCIL**

The Committee considered a request for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.

Kimberley Town Council had requested funding of up to £1,200 towards the purchase of a defibrillator to be located in the Swingate area of Kimberley.

RESOLVED that a grant of £1,200 be approved.

70 CASH PAYMENT FACILITIES

The committee considered the introduction of an additional cash payment facility for council house tenants and council tax payers.

Following the outbreak of the coronavirus pandemic in March 2020 and the resulting closure of the Council Offices to members of the public, council house tenants and council tax payers wishing to pay their rent and council tax by cash have been unable to use the kiosk based in Main Reception for this purpose. With the likelihood of restrictions continuing, steps have been taken to seek other options to allow them to continue to make cash payments.

RESOLVED that a supplementary capital estimate of £5,140, be included in the capital programme 2021/22 for the purchase of the Allpay cash payment facility and funded from capital contingencies.

71 FINANCIAL MANAGEMENT CODE

Members were informed of the implementation of the CIPFA Financial Management Code as a framework to support good practice in local authorities by the setting out of standards of financial management.

72 ENVIRONMENTAL, SOCIAL AND GOVERNANCE INVESTMENTS

The Committee noted the position of the Council's Treasury Management investments in respect of the environmental, social and governance aspects of investing which have been coming into prominence over the last few years.

73 ESTABLISHMENT CHANGES

Members were informed of the changes to the Council's establishment as well as the associated costs and impact on service delivery from May 2019 to January 2021.

The Council's overall 2020/21 employees budget 2020/21 is £15 million covering the costs of 473 employees. The latest financial forecast shows that the Council is on target to exceed its employees savings target of £329,000, by £60,000.

74 LEVELLING UP FUND

The Committee considered an allocation within the 2021/22 General Fund revenue budget for costs associated with developing a project bid for submission to the Levelling Up Fund.

RESOLVED that a supplementary revenue estimate of £20,000 be included in the 2021/22 General Fund revenue budget for costs associated with developing a bid to the Levelling Up Fund and met from the Council's General Fund balance.

75 RISK BASED VERIFICATION

Members considered the termination of Risk Based Verification (RBV) in respect of Housing Benefit and Council Tax Support new applications.

The Department of Work and Pension's guidance states that Councils are not able to adapt their RBV Policy during the financial year. In view of this, it was proposed that the best approach is for the Council to terminate RBV and cease using the Risk Scoring software supplied by Trans Union from 1 April 2021.

RESOLVED that the termination of the Risk Based Verification process in respect of Housing Benefit and Council Tax Support with the appropriate software saving of £9,360 per annum be approved.

76 WORK PROGRAMME

The Committee considered the Work Programme.

RESOLVED that the Work Programme be approved.

77 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 3, 5 and 7 of Schedule 12A of the Act.

78 TRAM COMPENSATION UPDATE

RESOLVED that the final negotiations be delegated to the Deputy Chief Executive, in consultation with the Chair of this Committee and the three main party leaders, with a report being submitted to the July Committee.

This page is intentionally left blank

Report of the Chief Executive

GREEN HOMES GRANT (LOCAL AUTHORITY DELIVERY PHASE 2)

Purpose of report

To advise Committee of the Green Homes Grant (Local Authority Delivery Phase 2) and of the proposal which has been submitted to upgrade the energy efficiency of dwellings in the Council owned stock.

Detail

On 25 February 2021, the government issued detailed guidance on Phase 2 of the Local Authority Delivery (LAD) Scheme to support English local authorities with the aim of saving householder's money, cutting carbon emissions and creating green jobs. This follows phase 1 and 1b where money was allocated following bidding rounds.

The LAD scheme aims to raise the energy efficiency of low-income and low EPC rated homes, including the worst quality off-gas grid homes, delivering progress towards reducing fuel poverty, the phasing out of high carbon fossil fuel heating and the UK's commitment to net zero by 2050. This accords with Broxtowe's commitment to become carbon neutral by 2027. Phase 2 comprises £300m that has been allocated through Local Energy Hubs for regional delivery commencing in 2021. The Midlands Energy Hub (MEH) has received £59.95m and Broxtowe's share is £724,850.

Work has been undertaken to look at ways of fully utilising the funding in Broxtowe. The timeframe is very tight with all works having to be completed by 31 December 2021. With this in mind, a scheme to use the funding to upgrade dwellings in the Council stock has been prepared. The scheme which we are looking to implement involves installing external wall insulation to 23 blocks of flats, some electric central heating upgrades, and some external wall insulation to a number of houses with solid walls.

Financial implications

The Green Homes Grant will pay for two thirds of the cost of works per dwelling, up to a maximum cost per job of £7,500. Therefore, the Green Homes Grant will contribute a maximum of £5,000 towards each job with the Council meeting the remaining cost from other resources. The 2021/22 capital programme already includes £1,060,000 for heating replacements and other energy efficiency works on the Council's housing stock. This funding will enhance the sum available and enable further work to be undertaken.

Recommendation

The Committee is asked to RECOMMEND that Finance and Resources Committee include an additional £724,850 in the 2021/22 capital programme for heating replacements and other energy efficiency works on the Council's housing stock funded from the Green Homes Grant (LAD Phase 2).

Background papers: Nil

This page is intentionally left blank

Report of the Chief Executive

TOWN INVESTMENT PLANS

1. Purpose of the Report

To seek approval for the submission of a bid to the Levelling up fund for both Eastwood and Kimberley Towns.

2. Background

At the November Jobs and Economy Committee meeting Councillors agreed to the development of two Town Investment Plans for both Eastwood and Kimberley. Following the publication of the Levelling Up fund prospectus, as shown in the appendix, the structure and availability of future infrastructure funding has now been confirmed.

This will now take the form of a competitive bidding process, for the first round of bids to be submitted by 18 June, with future rounds of funding become available shortly after. The fund maximum is £20m for regeneration and £50m for connectivity proposals, with a requirement of at least 10% of overall project cost to come from local sources. Bids can be submitted for either one project of £20m or a set of up to 3 connected smaller projects again totalling £20m. There are 3 themes for these investment bids:

1. Transport investments
2. Urban regeneration and town centre investment:
3. Cultural investment

Further information regarding project proposals can be found in the appendix.

3. Financial Implications

The prospectus has outlined £125,000 capacity funding, to be used towards the development of the bids for this fund. The funding may not be available to support bids for the first round of funding calls. A budget of £20,000 is required to support the development of a bid for the first round of funding. Broxtowe could receive up to £40m of investment for Eastwood and Kimberley.

Recommendation

The Committee is asked to:

RESOLVE that projects be developed in line with the government prospectus with a view to being submitted to the Levelling up fund for government funding.

RECOMMEND to the Finance and Resources Committee that the inclusion of £20,000 in the 2021/22 budget for capacity funding to develop bids for the first stage of the Levelling up fund be approved.

Background Papers

Nil

APPENDIX

We are suggesting to develop a set of proposals for both Eastwood and Kimberley that can be submitted for funding in the first round and subsequent application calls.

Projects for Eastwood will look to address some of the following priorities:

- Creating additional town centre space for events
- Creating additional starter, small business units as well as larger 'progression' units for businesses
- Develop a grant scheme to improve the high street appearance and access to local shops
- Establish a country park to the north of Eastwood
- Create local education and training opportunities for adults and young people, linking to new local employment opportunities
- Explore opportunities to develop Durban House including its potential use as a mental health hub alongside similar compatible uses

Projects for Kimberley have also been discussed and will be reported verbally on The night. Activity will commence in May with a consultation with residents and Stakeholders as to their priorities for the town.

Report of the Deputy Chief Executive

LEISURE FACILITIES STRATEGY – UPDATE ON PROGRESS

1. Purpose of report

This report updates member on progress with the Leisure Facilities Strategy and covers the latest position on the Bramcote site options, the options for a leisure centre in the north of the Borough, and the latest position with negotiations with EMET regarding Kimberley School joint use agreement. The report also recommends that members consider the Council's client side leisure capacity, and improvements to the governance of Liberty Leisure limited.

2. Detail

Following member's approval at the Policy and Performance Committee on 1 December 2020, external financial advice was procured to assess the financial implications of the various leisure facilities options available at the Bramcote site, 'do minimum', 'refurbishment', 'new build on the current site' and 'new build on the former school site'. The options appraisal model used a 25-year lifecycle period to develop net present values of the four options. The emerging favoured option is the 'new build on the current site', and the following key actions are recommended;

- i. Commence discussions on pre-planning application advice on this site
- ii. Further financial modelling to test the assumptions on borrowing costs, lifecycle costs, expenditure costs, income and affordability
- iii. Detailed project plan outlining the key stages, activities and risks.

3. Financial implications

The recommendations within this report include a request to the Finance and Resources Committee for £30,000 to recommission work on the potential leisure facilities in the north of the Borough and £30,000 to establish a client side leisure capacity on behalf of the Council.

Recommendation

The Committee is asked to RESOLVE that;

1.
 - (a) commencement of further work (pre planning, financial modelling, project plan) on the 'new build on the current site' option at Bramcote
 - (b) recommissioning work on the potential leisure facilities in the north of the Borough.
 - (c) the establishment of a client side leisure capacity.
 - (d) the delegation of the negotiations of any post April 2022 Kimberley school joint use agreement with EMET to the Deputy Chief Executive, and that the final agreement is submitted to Committee for final approval.
 - (e) the Monitoring officer reviews the governance arrangements at Liberty Leisure limited and reports back suggested improvements to the Governance, Audit and Standards Committee.
2. The Committee RECOMMENDS the Finance and Resources Committee approves expenditure of £30,000 to complete the recommissioning work in the north of the Borough and £30,000 to establish the client side leisure capacity be approved.

Background papers; Nil

APPENDIXOptions for a leisure centre in the north of the Borough

Continuum have now completed their work on assessing the viability of various leisure facilities in the north. Unfortunately, a clear favoured site option did not emerge, and importantly, the leisure facilities proposed did not meet the Council's wider post-pandemic opportunities, especially around innovation and environmental sustainability, and reflected a lack of integration into our wider strategic objectives, such as community leisure, health and commercial use. It is therefore recommended that further work is recommissioned to develop leading edge and future proof leisure facilities that meet our strategic objectives.

Negotiations with EMET regarding Kimberley School joint use agreement

The notice of termination of the joint use agreements at Kimberley School, were issued by the Chief Executive of the East Midlands Trust (EMET) to the Council on the 23rd April 2020. Over the last year, details of negotiations between the Deputy Chief Executive and the Chief Executive at EMET, have been covered in detail within letters between the Council and EMET, and shared with the Leader, Deputy Leader, Leader of the Opposition, Chair and Vice-Chair of the Leisure and Health Committee, Chair of the Finance and Resources Committee, and members of the Leisure task and finish group. Agreement has been reached on the retention of the use of internal facilities by the Council until April 2022 and the management of external facilities (5 a side pitches and synthetic pitches) have been transferred across to EMET. After April 2022 the two-year notice period will have expired, and EMET will effectively control the terms of usage of the internal leisure facilities, and it is expected that EMET will want to significantly increase the usage of the facilities during the daytime, with potentially the Council retaining community usage predominantly at weekends and evenings, which will impact significantly Liberty Leisure's income stream and therefore on its workforce. Members will need to consider the financial implications of any post April 2022, joint use agreement with EMET, before formally approving any new joint use agreement at Committee. The Deputy Chief Executive will continue to lead on negotiations with EMET, share written correspondence to and from EMET with members, and report back on progress to Committee.

Client side leisure capacity

Since the establishment of Liberty Leisure limited, there has been a lack of client side leisure capacity to monitor closely the management agreement between the Council and Liberty Leisure limited. It is therefore recommended that additional client side capacity for monitoring the management agreement is established, to ensure rigorous holding to account of Liberty Leisure limited. The Deputy Chief Executive will look into opportunities of sharing a client side officer with another Nottinghamshire district authority, and report back to Committee for approval.

Liberty Leisure limited governance improvements

Members will be aware of the governance challenges faced by a number of local authority trading companies (eg Robin Hood Energy Company). In order to ensure that the Council is continuing to review and strengthen its governance arrangements, it is proposed that the Monitoring officer reviews the Liberty Leisure limited governance arrangements, and reports back suggested governance improvements to the Governance, Audit and Standards Committee.

Report of the Deputy Chief Executive

STAPLEFORD TOWNS DEAL FUND

1. Purpose of report

To seek approval for an allocation within the 2021/22 General Fund revenue budget for costs associated with developing Full Business Case documents and external assurance of these documents in line with the Stapleford Town Fund bid.

2. Background

On the 29 January 2021 the Town Investment Plan for Stapleford's Town Deal was submitted to the Ministry of Housing, Communities and Local Government (MHCLG), setting out the short, medium and long term plan for regeneration investment in Stapleford. Six projects were included in the funding request to government totalling £23.2m.

The next stage in this process is to complete HM Treasury Green Book compliant Full Business Cases. Additional capacity is required to complete this process as well as specialist support to complete the five cases required as part of this document. Once all of the business cases have been developed, it is a requirement of the fund to perform an external assurance process to make sure the business cases meet MHCLG's requirements. Only then will funding be available to draw down and projects be able to commence. As a result, it is paramount these businesses cases are completed to the highest standard.

With a Pagabo framework agreement in place with Faithful and Gould and a track record in delivering project management work with the support of the Beeston Phase 2 development, we have received a quote to complete the required work. This came in at £157,263.25 for the completion of project FBCs and £23,575 for the assurance work, in which they would employ a sub-contractor. In March 2020 Broxtowe Borough Council was granted £40,000 from MHCLG to support the completion of these project business cases. Circa £23,000 remains in the towns fund budget from the initial project stage, alongside circa £52,000 in underspend of the accelerated fund underspend. As a result, an additional £66,000 is required to cover the costs of the above work.

3. Financial Implications

There is presently no provision within the 2021/22 General Fund revenue budget for costs such as those outlined above. An allocation could be made from the Council's General Fund balance which is anticipated to be £4.174m at 31 March 2021.

Recommendation

The Committee is asked to RESOLVE that a supplementary revenue estimate of £66,000 be included in the 2021/22 General Fund revenue budget for costs associated with developing Full Business Cases and Assurance for the Stapleford Towns Fund and met from the Council's General Fund balance.

Background papers

Nil

This page is intentionally left blank

Report of the Deputy Chief Executive

BRAMCOTE LEISURE CENTRE – REPAIR OF FLAT ROOF OVER THE GYM AND ESSENTIAL LIFT REPAIRS

1. Purpose of report

To recommend that £25,000 be allocated to replace a section of the flat roof over the Gym at Bramcote Leisure Centre, and £7,000 for lift equipment replacement.

2. Background

Committee will recall that this Council owns Bramcote Leisure Centre and that the Council, not Leisure is responsible for capital repairs costing over £5,000. Committee will also recall that the total cost of the flat roof replacement required at Bramcote Leisure Centre is £175,000. This is currently unfunded, as are many other capital repairs at Bramcote, pending the outcome of the leisure facilities strategy and the availability of funds.

3. Gym roof and Lift repairs

However, the flat roof over the gym has now deteriorated to the point where it can no longer be patched (see photos in appendix). The gym is an important income generator for Bramcote Leisure Centre and it is therefore considered essential that £25,000 be allocated to undertake major repair of at least that section of flat roof.

Roof repairs are also proposed at Bramcote Crematorium in 2021/22 (already funded) and the opportunity to tender both works under one contract will be considered to achieve possible economies of scale.

A recent inspection of the sole public lift at Bramcote Leisure Centre has revealed that £7,000 of essential repairs are required. The lift is critical in ensuring continued public access to key areas for disabled people and for those who struggle to use the stairs. Please note that none of the current defects require the immediate closure of the lift, but some are considered to be required within 6 months of the inspection date, meaning approval for the works is needed now.

5. Financial implications

The estimated cost of the immediately required flat roof replacement is £25,000, and the cost of the essential lift equipment replacement is £7,000 and this is likely to be funded by borrowing. Final capital financing will be determined at the end of the financial year.

Recommendation

The Committee is asked to RESOLVE that the additions to the 2021/22 capital programme as set out above be approved.

Background papers; Nil

APPENDIX

Bramcote Leisure Centre - Flat roofs from above and below



Report of the Deputy Chief Executive

LEVELLING UP FUND

1. Purpose of report

To seek approval for an allocation within the 2021/22 General Fund revenue budget for costs associated with developing a project bid for submission to the Levelling Up Fund for Kimberley and Eastwood Towns.

2. Background

On 3 March 2021 HM Treasury along with the Ministry of Housing, Communities and Local Government (MHCLG) and Department for Transport published the Levelling-Up Fund (LUF) prospectus and a list of local authorities by priority category. The LUF was announced at the November 2020 Spending Review with £4bn available for England between now and 2024/25. In 2021/22 £600m is available through the fund and will focus on smaller transport projects, town centre and high street regeneration and support for maintaining and expanding the United Kingdom's cultural and heritage assets. Projects are expected to have a value of up to £20m.

The funding will be delivered through local authorities with the allocation determined through competition to ensure value for money. In the first year, bids which can demonstrate investment or begin delivery in the following financial year will be prioritised. Funding received is expected to be fully spent by 31 March 2024.

Authorities have been categorised as priority 1, 2 or 3. The technical guidance, published at the end of March 2021, highlighted that capacity funding will be provided to areas that have been prioritised in category 1 only. As Broxtowe has been put in to category 2, capacity funding is required to support the development of a levelling up fund bid for Kimberley and Eastwood. It is therefore proposed that a sum of £40,000 to be allocated in the 2021/22 General Fund revenue budget for costs associated with developing a project bid for submission to this fund.

Regular progress reports concerning this bidding process will be presented to the Finance and Resources Committee in due course.

3. Financial Implications

There is presently no provision within the 2021/22 General Fund revenue budget for costs such as those outlined above. An allocation could be made from the Council's General Fund balance estimated at £6.8m at 31 March 2021.

Recommendation

The Committee is asked to RESOLVE that a supplementary revenue estimate of £40,000 be included in the 2021/22 General Fund revenue budget for costs associated with developing a bid to the Levelling Up Fund and met from the Council's General Fund balance be approved.

Background papers

Nil

This page is intentionally left blank

Report of the Deputy Chief Executive

KIMBERLEY DEPOT GARAGE DOORS AND FLOOD PREVENTION

1. Purpose of report

To recommend that capital funding be allocated to replace the garage and store doors at Kimberley Depot, along with measures to help reduce the risk of flooding to the garage.

2. Background – garage doors

The depot garage and stores areas were built circa 1970's and are secured with five individual metal concertina manually-operated doors. Over the years the doors have worn to an extent that prevents them closing securely. They are also very difficult to manually operate due to the sheer size and condition therefore posing a manual handling risk.

The doors currently give no protection to potential flood damage, and are also subject to a vast amount of heat loss due to the effort required in opening and closing them several times during the working day. They are illustrated in appendix 1.

The fitting of electrically operated roller shutter doors will assist in reducing the ergonomic effort required to operate them, will contain the residual heat more effectively so should reduce gas consumption and also assist with flood prevention due to their design. The estimated cost of new roller doors is £18,000 (£12,000 for the garages and £6,000 for the stores).

3. Background - flooding

Details of the flooding issues over the years at Kimberley Depot are given in appendix 2. The current flood prevention plan involves the placing of sandbags to help prevent flows of water into the garages and stores. This is best achieved in daylight with multiple-operatives and plenty of warning. However, pluvial flooding can, of course, occur at short notice, in the dark and with limited operative availability.

It is therefore proposed to purchase some light-weight plastic flood barriers, sufficient to protect the garage, of which an example is illustrated in appendix 2. These are easily handled and assembled by one person, can be used multiple times and interlock to provide a better barrier than sandbags. The estimated cost is £7,000, including some levelling of tarmac / concrete aprons to ensure maximum continuity (hence minimum leakage) between the barriers and the surface they are placed on.

5. Financial implications

The estimated cost of the replacement garage and store doors and measures to reduce flooding is £25,000 and this is likely to be funded by borrowing. Final capital financing will be determined at the end of the financial year.

Recommendation

The Committee is asked to RESOLVE that the addition to the 2021/22 capital programme as set out above be approved.

Background papers - Nil

APPENDIX 1

Kimberley Depot garage doors



APPENDIX 2

Flooding at Kimberley Depot

Flooding is the most common and widespread natural disaster in the UK and since 1998 there has been at least one serious flood in the UK every year.

At Kimberley Depot serious damage has been caused on 5 occasions since 2000 by localised pluvial flooding which is defined as surface water flooding which occurs when the local drainage system is overwhelmed

The geographical location of the Depot situated at a low elevation in the Kimberley area at the confluence of three steep roads; these being Nine Corners, High Street and Eastwood Road resulting in an increase in serious flooding events.

Flooding at the Depot arises when surface water run off enters the site from Eastwood Road causing damage to the Joinery and Transport workshops and the Stores facility. The table shows details of flood events since 2013 with costs of the repairing damage

Date	Damage Repair Costs
Jul-13	£47,338
Jun-14	£1,117
Aug-14	£920
Sep-20	£18,276
Total	£67,651

Following the floods in 2013 action was taken to mitigate flooding. At that time funding was available from DEFRA for businesses to take action to prevent flooding and work was undertaken involving a site assessment and the installation of a raised tarmacked bund for deflecting flood water at a cost of £10k.

With respect to the frequency of flooding experienced at Kimberley Depot the guidance in the Nottinghamshire Flood Risk Management Strategy identifies that Kimberley Depot, based on the flooding events from the year 2000, is likely to experience 25 flood events over a 100-year period (averages out at one in four year).



Proposed flood barrier

This page is intentionally left blank

Report of the Deputy Chief Executive

STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2020/21

1. Purpose of report

To report on the revenue and capital outturn position for 2020/21, provide an update on progress with the preparation of the draft annual statement of accounts for 2020/21 and approve the revenue and capital carry-forward requests to the 2021/22 year.

2. Detail

The accounts for 2020/21 have been finalised, subject to audit, and show an underspending on the General Fund revenue account of £2,120,537 and an underspending on the Housing Revenue Account (HRA) of £2,349,194 when compared to the revised estimates. A summary of the revenue accounts is provided in appendix 1 whilst appendix 2 summarises the position on capital.

As reported to the Governance, Audit and Standards Committee on 17 May 2021, the Accounts and Audit (Amendment) Regulations 2021 came into effect on 9 March 2021. In accordance with these, the draft statement of accounts 2020/21 have been approved by the Deputy Chief Executive and Section 151 Officer and were placed on the Council's website on 30 June 2021. They will now be subject to inspection by the Council's external auditors (Mazars).

Dependent upon the availability of Mazars' staff and the successful resolution of any issues identified by the external auditors, it is envisaged that the final, audited 2020/21 accounts will be presented for approval to the Governance, Audit and Standards Committee on 20 September 2021.

Recommendation

The Committee is asked to RESOLVE that:

- 1. The accounts summary for the financial year ended 31 March 2021 subject to audit, be approved.**
- 2. The revenue carry forward requests outlined in section 2 of appendix 1 be approved and included as supplementary revenue estimates in the 2021/22 budget.**
- 3. The capital carry forward requests outlined in appendix 2b be approved and included as supplementary capital estimates in the 2021/22 budget.**

Background papers

Nil

This page is intentionally left blank

REVENUE ACCOUNTS OUTTURN SUMMARY 2020/21

<u>GENERAL FUND</u>	<u>Revised Estimate 2020/21</u> £	<u>Actual 2020/21</u> £	<u>Variation</u>	
			£	%
<u>Net expenditure</u>				
Housing	431,420	383,720	(47,700)	(11.1)
Environment	5,152,949	4,812,697	(340,252)	(6.6)
Business Growth	1,604,187	1,268,978	(335,209)	(20.9)
Community Safety	1,971,993	1,915,969	(56,024)	(2.8)
Health	2,302,670	2,078,575	(224,095)	(9.7)
Revenues, Benefits and Customer Services	1,176,175	1,323,959	147,784	12.6
Resources	(2,284,723)	(3,549,763)	(1,265,040)	55.4
ICT and Business Transformation	0	0	0	0.0
TOTAL GENERAL FUND	10,354,671	8,234,134	(2,120,537)	(20.5)
<u>Financed by:</u>				
Council Tax	(5,679,431)	(5,679,431)	0	0.0
Share of previous year council tax collection fund surplus	(64,986)	(64,986)	0	0.0
Council Tax - Section 31 Grant	(56,100)	(65,610)	(9,510)	17.0
Non Domestic Rates (NDR)	(3,258,506)	(3,262,915)	(4,409)	0.1
Share of previous year NDR collection fund deficit	215,260	215,260	0	0.0
NDR – Section 31 Grant	(1,425,292)	(8,327,874)	(6,902,582)	484.3
NDR Growth Levied by NCC - Returned	(20,000)	(323,708)	(303,708)	1,518.5
Growth Levy / (Safety Net) to/(from) Notts NDR Pool	647,826	328,603	(319,223)	(49.3)
Net (surplus)/deficit	713,442	(8,946,526)	(9,659,968)	(1,354.0)
General Reserves balance b/f Transfer to/(from) other reserves	(5,452,538) 30,000	(5,452,538) 7,526,308	0 7,496,308	(0.0) 24,987.7
General Reserves balance c/f	(4,709,096)	(6,872,756)	(2,163,660)	45.9

<u>HOUSING REVENUE ACCOUNT</u>	<u>Revised Estimate 2020/21</u>	<u>Actual 2020/21</u>	<u>Variation</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>%</u>
Expenditure	17,674,161	15,058,881	(2,615,280)	(14.8)
Income	(16,625,240)	(16,359,154)	266,086	(1.6)
Deficit/(Surplus)	1,048,921	(1,300,273)	(2,349,194)	
Working balance B/F	(4,625,537)	(4,625,537)	0	
Deficit/(Surplus)	1,048,921	(1,300,273)	(2,349,194)	
Working balance C/F	(3,576,616)	(5,925,810)	(2,349,194)	

Note: Figures in brackets in the revised estimate and actual columns indicate a net income amount. Figures in brackets in the variation column indicate a net saving or underspend.

<u>RESERVES</u>	<u>Balance B/F</u>	<u>Transfer to/(from) General Fund in year</u>	<u>Balance C/F</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Elections	(135,300)	(35,620)	(170,920)
Homelessness Grant Initiatives	(108,912)	(33,488)	(142,400)
Stapleford Town Fund	(25,567)	(45,994)	(71,561)
Planning Reserve	(17,446)	0	(17,446)
Noise Monitoring Equipment	(15,000)	0	(15,000)
Council Tax Equalisation	0	(65,610)	(65,610)
NDR Equalisation	0	(7,345,234)	(7,345,234)
TOTAL	(302,225)	(7,525,946)	(7,828,171)

Elections - a contribution is made each year thereby avoiding the need to find large funding in the year that the borough council elections take place. The reserve also contains monies set aside in relation to the Individual Electoral Registration initiative. It is intended these monies will contribute towards the costs associated with running individual registration, including the annual canvass and maintaining the electoral register.

Homelessness Grants Initiatives - to fund specific initiatives to prevent and manage homelessness within the borough.

Stapleford Town Fund - to regenerate Stapleford town centre, boost businesses and improve infrastructure.

Planning - these monies will contribute towards the costs associated with setting up and maintaining the custom/self-build properties and brownfield sites registers.

Noise Monitoring Equipment - an annual contribution from unspent budget which will fund the required expenditure to replace or upgrade the equipment every 2/3 years.

Council Tax Equalisation - Government funding was provided to local authorities to help offset the reduction in council tax received from taxpayers as a result of the Covid 19 pandemic. A proportion of this funding has been set aside to offset the continued deficit in future years.

NDR Equalisation - Government funding was provided to local authorities to help offset the reduction in NDR received from ratepayers as a result of the Covid 19 pandemic. A proportion of this funding has been set aside to offset the continued deficit in future years.

1.2 Reasons for Variationsa) General Fund

The overall General Fund underspend is £2,120,537. After financing and the transfer of monies to be set aside in earmarked reserves the increase in the General Fund Reserve is £1,420,218 as against a budgeted reduction of £743,442. The main variations from the revised estimate are as follows:

Item	Variation: Overspend/ (Underspend)	Comments
1	(564,200)	Net revenue carry forward requests which are detailed in paragraph 2.1.
2	(91,300)	Planning and Pre Planning Fees combined saw a surplus of income due to a number of one off large applications being submitted during the year.
3	(24,100)	A reduced requirement for planning consultations resulted in an underspend on the consultancy budget within Development Control
4	(46,000)	Changes in staff coupled with the pandemic reduced the number of crime prevention initiatives carried out during the year
5	(87,000)	Reduced activity within the Highways Sweeping section has resulted in a underspend on budgets including overtime, vehicle maintenance, street furniture provision and maintenance and use of subcontractors
6	(158,700)	Grant monies provided by Sport England to leisure centres to support them during the pandemic substituted funding to be provided direct by the Council, to Liberty Leisure, for the same purpose
7	(47,600)	Restrictions in person to person canvassing due to the pandemic and resulting changes in practices reduced the cost of maintaining the register of electors
8	(91,900)	Additional budget was granted to the Homelessness service to help in the support of the homeless during the pandemic. However planned work on the service has not been achieved, again as result of the pandemic, and the original projects which were budgeted were underspent at the year end
9	(33,800)	The pandemic curtailed the majority of the planned events undertaken by the Mayor, resulting in savings on chauffeur services, entertainment and ceremonial events expenditure

10	(91,600)	Finance and Resources committee approved a reduction in the rental budget for industrial units in the expectation they would be hit by the pandemic. This did not prove to be the case and commercial rent on these properties has remained at 2019/20 levels
11	(51,000)	There was an increase in recycling credits and sale of glass following an increase in recyclable waste during the pandemic. Fees and charges on trade refuse and special collections also increased but these have been offset by additional staffing costs required to resource the extra workload
12	(101,111)	Interest payable on external borrowing was under budget by £76,000. In addition extra interest of £18,000 was accounted for due to the prepayment of the Council's pension deficit in a lump sum rather than over a three year period
13	(26,700)	Additional rental income at the Council Offices received from the Police Crime Commissioner and from general fund housing rentals
14	(30,000)	A budget of £30,000 set aside to meet any costs arising from the Nottinghamshire local government structures review has not been required
15	(32,900)	The corporate cost of operating the Housing Revenue Account has increased over the year and the increased charge over budget to the HRA reflects this
16	108,700	Recovery on council tax and NDR has been on hold during the pandemic. As a result the expected levels of recovered court costs has not been met. However, this is partially offset by reductions in associated administrative costs such as printing and postage
17	52,000	A bad debt provision for council tax and NDR court costs has been created. This will help to offset future charges made when court costs are not recovered
18	17,000	External audit increased their fees for the 2019/20 audit based on additional work required, on a national level, on pensions and property valuations
19	(820,500)	Covid grants received in year to support the Council's administration and services during the pandemic. Where required specific grants have been included in the carry forward requests
	(2,120,711)	

b) Housing Revenue Account

The underspending of £2,349,194 on the HRA is mainly due to the following factors:

Item	Variation: Overspend/ (Underspend)	Comments
Employees		
1	(314,000)	There were a number of significant underspends in all areas due to vacant posts. The increased use of agency staffing has allowed services to be continued. An underspend on training and development has also occurred as a result of vacancies
Premises		
2	(294,000)	Planned works and maintenance of Independent Living schemes has not been carried out during the year due to the pandemic.
Transport		
3	(15,000)	The cost of travel expenses was under budget with employees spending a decreased amount of time off-site and transport recharges being less than anticipated.
Supplies and Services		
4	(149,000)	The use of sub contractors to support housing repairs work on void properties was greatly reduced in the year.
5	(49,000)	An allowance is made for default on housing repairs which are recharged to the tenant. During the year the allowance has been underspent against budget
6	(30,000)	A contingency amount is included in the budget to cover any unexpected in year costs. It has not been necessary to utilise this contingency in 2020/21
Other Expenditure		
7	(49,400)	A reduction in the level of ad-hoc grounds maintenance work being undertaken in the year of HRA properties has reduced the charge from the Grounds Maintenance team.
Central Support Services		
8	8,000	Central support recharges into the Housing Revenue Account were greater than had been anticipated.
Capital		
9	(1,722,000)	Lower than expected expenditure on the HRA capital programme in 2020/21 meant that a reduced revenue contribution was required to finance the 2020/21 HRA capital expenditure.
10	61,000	The depreciation charges exceeded the budget due to changes in the vehicle fleet and additional charges for information technology assets
11	(59,000)	The Council's interest payable on external borrowing was less than anticipated and the reduction has been passed on to the Housing Revenue Account

	Income	
12	194,000	When 2020/21 budgets were set void figures were understated by £225,000. The budget was, therefore, overstated resulting in the under recovery of income shown. This has been partially offset by a reduction in the number of RTB sales which has maintained property levels and the associated rent received.
13	34,000	Income from garage rents was below the budget due lower occupancy of garages than had been anticipated.
14	25,000	There is an expectation that a minor proportion of housing relet work will be recharged to the former tenants. No such recharges have been made during 2020/21
15	10,000	The recharge to the General Fund for the work undertaken by Housing staff throughout the year was greater than anticipated
	(2,349,400)	

2 Revenue items to be carried forward

2.1 General Fund - total amount £564,200

Item	Carry Forward Amount	Comments
1	25,000	Asset Management Strategy To cover the cost of delayed asset management strategy work
2	20,000	Installation of PV Cells Policy and Performance Committee on 2 December 2020 agreed the budget for installation of PV cells at the depot in support of the green projects agenda. No expenditure has been incurred on this project to date
3	2,000	Levelling Up Agenda Underspend on the Economic Development budget will be utilised to provide continuing consultancy work on the Levelling Up Agenda
4	13,000	Corporate Communications A revenue development request in the 20/21 budget has not been utilised due to the pandemic.
5	54,320	Core Strategy Review Covid activities have delayed into 2021/22 some elements of core strategy including transport and logistics assessments
6	7,930	Environmental Services Mandatory Training Training of staff has been delayed due to the pandemic. A catch up on the training program will be required in 2021/22
7	5,000	Corporate Training - Liberty Leisure Training of staff has been delayed due to the pandemic. A catch up on the training program will be required in 2021/22
8	41,180	Neighbourhood Plans An underspend on 20/21 budget will be used to support further expenditure on 4 neighbourhood plans in 21/22
9	2,750	Replacement of Bollards An underspend on 20/21 budget will be used to replace 4 ornate columns at Broadgate Park
10	20,000	Nottingham Energy Partnership Grant Grant received from government via Nottinghamshire County Council to help support communities has not been fully spent and can be used to the same purpose in 21/22
11	2,020	Covid-19 Additional Restrictions Grant A discretionary scheme to support businesses during lockdown with any underspend being returned to Central Government

12	101,500	Covid-19 Track and Trace Grant Government grant to support members of the public who have to self-isolate. Ongoing payments in 2021/22 require funding from the grant remaining
13	269,500	Covid-19 Hardship Grant Government grant to deliver relief to council tax payers. Ongoing payments are likely in 2021/22 based on extended Covid restrictions
	564,200	

2.2 Housing Revenue Account - total amount £25,000

Item	Carry Forward Amount	Comments
1	25,000	Asset Management Strategy To cover the cost of delayed asset management strategy work
	25,000	

APPENDIX 2

CAPITAL OUTTURN SUMMARY 2020/21

Details of the individual schemes are given in appendix 2a whilst appendix 2b lists the requested sums totalling £8,495,900 to be carried forward for inclusion in the 2021/22 capital programme. Details of how the expenditure in 2020/21 has been financed are given below. At the end of 2020/21, all capital receipts remaining are earmarked towards part funding schemes carried forward to 2021/22. This is line with the assumptions made when the budget for 2020/21 was approved. All housing right to buy receipts that have been accumulated up to the end of 2020/21 will be utilised to part fund the Council's housing new build programme.

All capital programmes will be subjected to further review in 2021/22.

Capital expenditure in 2020/21 totalled £16,725,110 (£10,820,533 in 2019/20) which equates to a performance of 66% capital spend against the programme. The overall financing, as compared with that previously planned, is as follows:

	<u>Budget</u> <u>2020/21</u> <u>(£)</u>	<u>Actual</u> <u>2020/21</u> <u>(£)</u>	<u>Difference</u> <u>(£)</u>
Expenditure	25,514,450	16,725,110	(8,789,340)
Financed by:			
Major Repairs Reserve - HRA	4,226,900	4,226,933	33
Direct revenue financing – HRA	2,026,850	365,434	(1,661,416)
Usable capital receipts – General Fund	2,815,700	2,578,239	(237,461)
Better Care Fund	1,277,900	783,641	(494,259)
Borrowing	11,020,750	6,061,095	(4,959,655)
Section 106 Receipts	878,850	540,491	(338,359)
Direct revenue financing – General Fund	30,000	15,000	(15,000)
Usable capital receipts - HRA	2,351,500	1,498,608	(852,892)
FCC Communities Foundation	127,500	0	(127,500)
MHCLG	501,000	448,534	(52,466)
D2N2 Local Enterprise Partnership	252,150	207,135	(45,015)
Other Bodies	5,350	0	(5,350)

The main reasons for the variations to the financing are caused by general underspending on capital schemes. As regards the capital carry forward requests totalling £8,542,650 as set out at appendix 2b, the proposed financing of these schemes is as follows:

Source	Value (£)
Better Care Fund	507,650
Borrowing	4,884,700
S106 Monies	210,000
Ministry of Housing, Communities and Local Government (MHCLG)	52,450
FCC Communities Foundation	73,450
Direct Revenue Financing - HRA	1,693,200
Direct Revenue Financing - General Fund	15,000
Usable Capital Receipts - HRA	277,700
Usable Capital Receipts - General Fund	828,500
TOTAL	8,542,650

FINAL CAPITAL ACCOUNTS 2020/21**APPENDIX 2a**

	Total Budget £	Actual 2020/21 £	Expendi ture %
<u>CAPITAL EXPENDITURE SUMMARY</u>			
JOBS AND ECONOMY	1,303,450	723,114	55
ENVIRONMENT AND CLIMATE CHANGE	2,067,400	1,379,058	67
LEISURE AND HEALTH	228,050	215,248	94
COMMUNITY SAFETY	6,400	0	0
FINANCE AND RESOURCES	12,026,000	7,533,074	63
HOUSING	9,883,150	6,874,616	70
<u>TOTAL</u>	25,514,450	16,725,110	66
<u>DETAILED SCHEMES</u>			
<u>JOBS AND ECONOMY</u>			
Former Stapleford Police Station Redevelopment	128,800	145,482	113
Mushroom Farm - New Industrial Units	290,000	117,776	41
Stapleford Towns Deal	750,000	447,566	60
Wider Transport Connectivity Reviews	100,000	0	0
Town Centre Wi-Fi	34,650	12,290	35
<u>ENVIRONMENT AND CLIMATE CHANGE</u>			
Replacement Vehicles and Plant	966,600	635,643	66
Parks and Open Spaces Improvements	42,000	42,802	102
Hall om Wong, Kimberley- Extended Provision	75,050	76,050	101
Hall om Wong, Kimberley- Footpath Improvements	11,000	9,024	82
Bramcote Ridge - Access Improvements	1,000	1,000	100
Dovecote Lane Recreation Ground - Improvement Works	125,750	28,548	23
Swiney Way Open Space - Improvement Works	42,000	43,334	103
Purchase and Installation of CCTV Cameras	20,000	4,604	23
Hall Park (Eastwood) - Access Improvements	1,350	1,350	100
Brinsley P.C. - Play Area and Parks	4,000	0	0
Nuthall P.C. - Play Area and Parks	3,400	2,924	86
Pedestrian Crossing - Hickings Lane	31,500	3,800	12
Bus Stop Infrastructure Upgrade	385,000	385,000	100
Kimberley Footpath Improvements	15,000	0	0
Strelley Bridleway Improvements	30,000	0	0
Sun Inn Traffic Management Upgrade	20,000	0	0
Beeston Tram Interchange - Public Conveniences	140,000	0	0
Beauvale Park (Newthorpe) - Improvements	20,550	20,550	100
St Helen`s Church Gates (Stapleford)	3,200	4,429	138
Canalside Heritage Centre - Arts Ark Project	10,000	0	0
Bennerley Viaduct	120,000	120,000	100

	Total Budget £	Actual 2020/21 £	Expendi ture %
LEISURE AND HEALTH			
BLC - Combined Heat and Power Unit	79,300	89,291	113
BLC - Replacement Boilers	39,700	38,507	97
BLC - Site Options Professional Advice	30,000	15,000	50
KLC - Fire Alarm Smoke and Heat Detectors and Sounders	11,100	11,110	100
Leisure Centres/Industrial Units - Planned Mtce	4,950	16,645	336
Leisure Facilities Strategy	22,700	25,128	111
Phoenix Inham Football Club - Clubhouse Developments	9,000	0	0
Beeston Shopmobility	10,000	767	8
Trent Vale Community Sports Association	21,300	18,800	88
COMMUNITY SAFETY			
Beeston Weir - Life Saving Equipment	6,400	0	0
FINANCE AND RESOURCES			
NWOW Main Reception	100,000	979	0
NWOW New Civic Suite/Customer Services/Staff Accom.	22,650	31,978	141
NWOW Planning, Finance and Estates	124,100	119,338	96
Beeston Square - Phase 2	11,153,900	7,285,408	65
IT Replacement/Development Programme	137,200	60,230	44
E Facilities Initiatives	72,500	0	0
VoIP Telephony	50,000	0	0
Technical Infrastructure Architecture	292,900	13,426	5
Revenues and Benefits Self Service Module	21,500	21,715	101
Member ICT Devices	45,550	0	0
Capital Contingency	5,700	0	0
HOUSING			
Disabled Facilities Grant	985,900	501,604	51
Warm Homes on Prescription	26,750	3,405	13
Central Heating Replacement	1,392,950	770,934	55
Structural Repairs	105,000	67,775	65
Modernisation Programme	2,067,500	1,972,205	95
Major Relets	45,100	50,220	111
Disabled Adaptations	452,400	283,958	63
External Works- Paths Pavings	211,800	227,554	107
Fire Safety Assessment & Remedial Work	367,700	414,466	113
Window & Door Replacement	292,800	81,635	28
External Decoration & Pre Paint Repairs	562,350	110,491	20
Electrical Periodic Improvements	305,250	244,297	80
Redwood Crescent Pocket Park	3,300	6,101	185
Garage Refurbishment	252,300	247,297	98

	Total Budget £	Actual 2020/21 £	Expendi ture %
Dementia Friendly Bungalows - Willoughby Street	265,250	278,632	105
Buy Back of Former Right to Buy Properties	2,090,100	1,289,147	62
New Build Housing Feasibility Costs	120,000	103,288	86
HRA Stock Condition Survey	34,150	27,375	80
NWOW Housing Section	27,250	16,587	61
Asbestos Surveys and Remedial Works	106,000	71,472	67
New Build Oakfield Road	85,000	74,168	87
Housing Delivery Plan Officers	56,400	32,005	57
HRA Contingency	27,900	0	0

CAPITAL EXPENDITURE 2020/21
PROPOSED CAPITAL ITEMS TO BE CARRIED FORWARD INTO 2021/22

<u>Scheme</u>	<u>Amount (£)</u>	<u>Comments</u>
----------------------	--------------------------	------------------------

Environment

Brinsley P.C. - Parks and Play Areas	4,000
Dovecote Lane Recreation Ground - Improvement Works	97,200
Kimberley Footpath 35 Improvements	15,000
Strelley Bridleway 4 Improvements	30,000
Sun Inn Traffic Management Upgrade	20,000
Beeston Tram Interchange - Public Conveniences	140,000
Replacement Vehicles & Plant	330,950
Canalside Heritage Centre - Arts Ark Project	10,000

Leisure and Health

Trent Vale Community Sports Association	2,500
Beeston Shopmobility (S106 ITPS)	5,000
BLC - Site Options Professional Advice	15,000
Phoenix Inham Football Club - Clubhouse Development	9,000

Finance and Resources

Replacement/Development Programme	76,950
E-Facilities Initiatives	72,500
VoIP Telephony	50,000
Technical Infrastructure Architecture	279,450
Beeston Square - Phase 2	3,868,500
NWOW - Main Reception	99,000
Mushroom Farm - New Industrial Units	81,250
Stapleford Towns Deal	302,450
NWOW Planning Finance & Estates	4,550

Housing

Disabled Facilities Grants	484,300
Warm Homes on Prescription	23,350
Heating Replacements/Energy Efficiency Works	622,000
Structural Remedial Repairs	37,200
Housing Modernisation Programme	95,300
Aids and Adaptations	168,450
Window and Door Replacement	211,150
External Pre Paint Repairs and Redecoration Programme	451,850
Electrical Periodic Improvement Works	60,950
Garage Refurbishment	5,000
Buy Back of Former Right to Buy Properties	800,950
New Build Housing Feasibility Costs	16,700
Asbestos Surveys and Remedial Works	34,550
New Build - Oakfield Road	10,850
HRA Stock Condition Survey	6,750

TOTAL	8,542,650
--------------	------------------

This page is intentionally left blank

Report of the Deputy Chief Executive

TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

1. Purpose of report

To inform the Committee of treasury management activity and the actual prudential indicators for 2020/21.

2. Detail

This report meets the requirements of both 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 2020/21 the minimum reporting requirements were that an annual treasury management strategy be approved in advance of the year, a mid-year report and finally an annual report be produced following the year describing the activity compared to the strategy. This report fulfils this requirement.

The CIPFA Code of Practice on Treasury Management required the Section 151 Officer to operate the treasury management function in accordance with the treasury management strategy approved at the Council meeting of 4 March 2020. Details of all borrowing and investment transactions for 2020/21 together with the balances at 31 March 2021 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 prudential indicators is given in appendix 2.

The CIPFA Prudential Code for Capital Financing in Local Authorities was revised in December 2017 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.

Recommendation

The Committee is asked to NOTE the annual report for the year ended 31 March 2021.

Background papers

Nil

APPENDIX 1

1. Borrowinga) Debt Outstanding and Transactions during the Year

Loan debt outstanding as at 31 March 2021 together with comparative figures for 31 March 2020 is summarised in the table below:

	Amount Outstanding at 31 March 2020 £	Amount Outstanding at 31 March 2021 £
Short Term Loans	15,405,768	23,785,728
Long Term Loans:		
Public Works Loan Board	79,769,130	74,327,519
Local Authorities	0	0
Barclays Bank	3,000,000	3,000,000
	98,174,898	101,113,247

b) Short Term Loans

The movement in short term loans from other local authorities during the year is set out in the table below:

Lender	Balance at 31 March 2020 (£)	Start Date	End Date	Rate (%)	Balance at 31 March 2021 (£)
Guildford Borough Council	2,000,000	17 May 2019	15 May 2020	1.00	Nil
Notts Police & Crime Commissioner	2,000,000	5 July 2019	6 April 2020	0.90	Nil
East Suffolk Council	2,000,000	25 September 2019	23 September 2020	0.90	Nil
Lichfield District Council	2,000,000	8 November 2019	11 May 2020	0.72	Nil
Hyndburn Borough Council	1,000,000	6 December 2019	4 December 2020	0.90	Nil
North West Leicestershire District Council	2,000,000	30 January 2020	30 July 2020	0.85	Nil
Breckland District Council	1,000,000	31 January 2020	30 October 2020	0.93	Nil

Bridgend County Borough Council	2,000,000	6 February 2020	6 August 2020	0.87	Nil
Breckland District Council	1,000,000	6 February 2020	5 February 2021	0.95	Nil
Merseyside Fire & Rescue Service	N/A	5 May 2020	04 May 2021	0.90	2,000,000
Somerset County Council	N/A	06 August 2020	06 May 2021	0.60	2,000,000
North of Tyne Combined Authority	N/A	30 September 2020	29 September 2021	0.55	2,000,000
South Derbyshire District Council	N/A	06 October 2020	06 April 2021	0.10	2,000,000
Shropshire & Wrekin Fire Authority	N/A	11 November 2020	11 May 2021	0.10	2,000,000
Merthyr Tydfil	N/A	05 February 2021	05 August 2021	0.04	3,000,000
Liverpool Combined Council	N/A	01 March 2021	01 September 2021	0.10	5,000,000
TOTAL	15,000,000				18,000,000

Short term loans outstanding at 31 March 2021 included £275,121 invested with the Council by the Bramcote Crematorium Joint Committee. The equivalent figure was £395,288 as at 31 March 2020.

Short term loans outstanding at 31 March 2021 also include nominal PWLB annuities totalling £11,625. The equivalent figure at 31 March 2020 was £10,481.

c) Long Term Loans

The majority of the loans from the PWLB is comprised of the £66.446m borrowed on 28 March 2012 as part of the reform of council housing finance.

No new loan term loans were received from the PWLB in 2020/21. The reduction in long term PWLB loans in the year reflects the re-classification of loans to short term at 31 March 2021 as they will be repaid in the next twelve months.

The Council has a loan of £3.0m at 4.19% with Barclays Bank that is due to mature on 4 February 2073.

d) Borrowing Strategy 2020/21

Overall, debt was kept under review in order 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 budget for 2020/21 indicated that further borrowing of £7.886 million would be required to help fund the 2020/21 capital programme. £3 million of additional borrowing was actioned with the potential need for additional funds re-profiled in line with a revised capital programme in the medium term.

e) Debt Profile

The Council's debt had an average of 7.03 years to maturity at 31 March 2020 (31 March 2019, 8.28 years). The average interest rate payable in the year was 2.93% (2019/20 2.97%).

The one-off preferential rates offered by the PWLB for the £66.446m additional loans taken out in March 2012 continue to have a substantial impact upon both the average interest rate payable and the debt profile.

f) Debt Restructuring

The Section 151 Officer in association with the Council's treasury management advisors carefully scrutinises the Council's 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 2020/21 as the cost associated with premiums payable on the premature repayment of loans, ranging from 5% to 97% of the loan principal amount, could not be offset by lower refinancing rates.

3. Investmentsa) Investment Policy

The Council's investment policy is governed by MHCLG Guidance and was incorporated in the annual investment strategy approved at the Council meeting on 4 March 2020. The investment activity during 2020/21 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 2020/21 investment

strategy was A- (or equivalent) across the Fitch, Standard and Poor and Moody's credit rating agencies.

In keeping with the MHCLG Guidance, the Council sought to maintain a sufficient level of liquidity through the use of money market funds (MMFs) and overnight deposit/call accounts. The Council had no liquidity difficulties in 2020/21.

The Council attempted to optimise returns commensurate with its objectives of security and liquidity.

b) Interest Received

The total interest receivable for the year amounted to £265,165 (2019/20 £314,080). This includes interest relating to long term investments of: -

- £80,048 (£85,344 2019/20) from a £2 million investment in the CCLA Local Authorities Property Fund (LAPF)
- £65,610 (£67,609 2019/20) from a £2 million investment in the CCLA Diversified Income Fund
- £47,601 (£22,602 2019/20) from a £2 million investment in the Ninety-One Diversified Income Fund

A long term investment of £1 million was made in September 2019 into the Ninety-One Diversified Income Fund with a further £1 million deposited in December 2020.

The table in 3 (d) includes details of the changes in the average life of investments during 2020/21.

The average interest rate received on investments in year was 1.06% (1.68% 2019/20). The United Kingdom bank rate remained at 0.10% for the year which 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 2020/21 is set out below.

	Average Credit score	Balance at 01/04/2020 £000s	Investments Made £000s	Investments Repaid £000s	Balance at 31/03/221 £000s	Increase/ (Decrease)
UK Banks and Building Societies						
Santander UK	A+	-	3,000		3,000	3,000
Bank of Scotland	A+	-	4,300	(1,300)	3,000	3,000

Local Authorities						
Mid Suffolk DC	A+	3,000		(3,000)	-	(3,000)
Eastleigh BC	A+	3,000		(3,000)	-	(3,000)
Money Market Funds						
Aberdeen	A+	2,860	98,921	(101,402)	379	(2,481)
Insight	A+	-	5,700	(5,700)	0	0
Legal & General Investment Management	AA-	-	91,480	(91,480)	0	0
Federated	AA-	-	50,470	(50,470)	0	0
Public Sector Deposit Fund	AA-	-	36,996	(35,123)	1,873	1,873
Other Funds						
Royal London Enhanced Cash Plus Fund	AA	2,000			2,000	
Ninety One Diversified Income Fund	AA	1,000	1,004		2,004	1,000
CCLA Diversified Income Fund	AA	2,000			2,000	
CCLA Property Fund	AA	2,000			2,000	
Total		15,860	291,871	(291,475)	16,256	396

Investments with counterparties such as Santander UK and 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.

d) Credit Score Analysis

Counterparty credit quality has been maintained in accordance with the Treasury management strategy approved by the Finance & Resources committee on 13 February 2020 and confirmed by Council on 4 March 2020.

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.

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

4. 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 – This indicator identifies a maximum limit for fixed interest rates based upon the debt position net of investments.
- Upper limits on variable rate exposure – Similar to the previous indicator this covers a maximum limit on variable interest rates.
- Maturity structures of fixed rate borrowing – These gross limits are 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 – These limits aim 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.

	2020/21 Planned Upper		2020/21 Actual 31 March 2021	
Limits on fixed interest rates	100%		84%	
Limits on variable interest rates	40%		32%	
Maturity Profile of Borrowings				
	Lower	Upper	Lower	Upper
Under 12 months	0%	50%	0%	23%
12 months to 2 years	0%	50%	0%	4%
2 years to 5 years	0%	50%	0%	24%
5 years to 10 years	0%	75%	0%	40%
10 years to 20 years	0%	100%	0%	2%
20 years to 30 years	0%	100%	0%	0%
30 years to 40 years	0%	100%	0%	3%
40 years to 50 years	0%	100%	0%	0%
50 years and above	0%	100%	0%	3%

* 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 regard to the total principal funds invested, the investment strategy 2020/21 proposed that investments would only be made with those institutions on the counterparty list that were viewed as presenting the least risk.

At 31 March 2021 the Council's investments with a duration more than one year totalled £8 million. This consisted of £2 million invested in the Royal London Enhanced Cash Plus Fund; £2 million in the CCLA Local Authorities Property Fund (LAPF); £2 million in the CCLA Diversified Income Fund; and £2 million in the Ninety-One Diversified Income Fund.

5. Regulatory Framework, Risk and Performance

The Council has complied with all of the 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 Council's adoption of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities means that its capital expenditure is prudent, affordable and sustainable and that its treasury management practices demonstrate a low risk approach.

6. Money Market Brokers

The Treasury Management Strategy Statement 2020/21 to 2022/23 approved by Finance and Resources Committee on 13 February 2020 and by Council on 4 March 2020 included details of the external money market brokers to be used by Treasury Management.

Tradition (UK) Ltd
Beaufort House
15 St Botolph Street
London
EC3A 7QX

Sterling International Brokers
1 Churchill Place
Canary Wharf
London
E14 5RD

Martins Brokers (UK) Ltd
20th Floor
1 Churchill Place
Canary Wharf
London
E14 5RD

King and Shaxson Ltd
6th Floor
120 Cannon Street
London
EC4N 6AS

Imperial Treasury Services
25 St Andrew Street
Hertford
SG14 1HZ

APPENDIX 2

Prudential Indicators1. 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 2020/21

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.

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

	2019/20 Actual £000s	2020/21 Estimate £000s	2020/21 Actual £000s
General Fund	4,808	16,617	10,352
HRA	6,013	8,897	6,373
Total Capital Expenditure	10,821	25,514	16,725
Financed by:			
Capital Receipts	1,931	9,245	4,077
Capital Grants	1,497	3,018	1,980
Revenue	5,419	6,254	4,607
Unfinanced Capital Expenditure	1,974	9,950	6,061

Further details of capital expenditure are included in Appendix 2 of the Statement of Accounts update and outturn position report 2020/21 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 2020/21 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).

The total CFR can also be reduced by:

- The application of additional capital resources (such as unapplied capital receipts); or
- Charging more than the statutory revenue charge (MRP) each year through a voluntary revenue provision (VRP)

The Council's 2020/21 MRP Policy (as required by MHCLG Guidance) was approved at the Council meeting on 4 March 2020. 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 from 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.

There is no statutory requirement to charge MRP to the HRA. However, an authority can charge VRP to the HRA should it wish to do so. The Council meeting on 4 March 2020 determined that no VRP was to be charged to the HRA in 2020/21.

The Council's CFR for 2020/21 represents a key prudential indicator and is shown below.

	General Fund £000s	HRA £000s	Total £000s
Capital Financing Requirement (CFR)			
Opening Balance at 1 April 2020	19,629	81,267	100,896
Add: Unfinanced Capital Expenditure 2020/21	6,061	0	6,061
Less: MRP/VRP in 2019/20	(834)	0	(834)
Closing Balance at 31 March 2021	24,856	81,267	106,123

4. Treasury Position at 31 March 2021

Whilst the Council's gauge of its underlying need to borrow is the CFR, the 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 the 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 Section 151 Officer managed the debt position in 2020/21 by, on occasions, choosing to utilise some temporary internal cash flow funds in lieu of additional borrowing.

The borrowing position at 31 March 2021 compared with the previous year was:

Actual Borrowing Position	31 March 2020		31 March 2021	
	Principal £000s	Average Rate	Principal £000s	Average Rate
Fixed Interest Rate Debt	98,175	3.02%	101,044	3.01%
Variable Interest Rate Debt	0	0.0%	0	0.0%
Total Debt	98,175	3.02%	101,044	3.01%
Capital Financing Requirement				
CFR – General Fund	19,629		24,856	
CFR – HRA	81,267		81,267	
Total Capital Financing Requirement	100,896		106,123	
Over/(Under) Borrowing	(2,721)		(5,079)	

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 March 2020 Actual	31 March 2021 Planned	31 March 2021 Actual
	£'000	£'000	£'000
Gross Borrowing			
- PWLB and Market	97,780	107,930	100,769
- Bramcote Crematorium	395	295	275
Gross Borrowing Position	98,175	108,125	101,044

Capital Financing Requirement (CFR)			
CFR – General Fund	19,629	29,579	24,856
CFR – HRA	81,267	81,267	81,267
Total CFR	100,896	110,106	106,123

The Section 151 Officer can report that gross borrowing was below the CFR at 31 March 2021 as it was at 31 March 2020. Gross borrowing in terms of PWLB loans remained largely unchanged throughout the year with the only movement being the repayment of some PWLB annuity loans. There was an overall increase of £3 million in market loans during 2020/21 and maturing loans were replaced throughout the year. As set out in appendix 1, the additional borrowing undertaken in 2020/21 was intended to bring greater alignment between the overall borrowing level and the Council's underlying need to borrow as measured by the CFR. The decrease in borrowing from Bramcote Crematorium over 2020/21 reflects the reduction in available surplus when compared with the previous year.

The CFR increase shown here is analysed in section 3 above.

As stated above, gross borrowing at 31 March 2021 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) 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 2020/21 the Council has maintained gross borrowing within its authorised limit.

The operational boundary is based on the probable external debt during the course of 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 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 Bramcote Crematorium. 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 31 March 2021 or at any stage during 2020/21.

	Operational Boundary 31 March 2021 £000	Authorised Limit 31 March 2021 £000	Actual External Debt 31 March 2021 £000
Borrowing	106,550	133,200	101,044
Other Long-Term Liabilities	0	0	0
Total	106,550	133,200	101,044

The Section 151 Officer reports that there were no breaches of the authorised limit during 2020/21. The maximum level of borrowing during 2020/21 was £101 million

iii) 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 2020/21 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 million was identified in the strategy as being available for longer term investment. Details of sums invested over more than 1 year are identified in section 4 of appendix 1

iv) The Ratio of Financing Costs to Net Revenue Stream

This indicator as shown in the table 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.

	2019/20 Actual	2020/21 Revised	2020/21 Actual
General Fund	10.6%	10.8%	13.2%
HRA	15.0%	17.8%	15.2%

General Fund performance reflects cost of borrowing broadly similar between 2019/20 and 2020/21. The out turn report for 2020/21 identifies an under spend of £2.12 million which increases the proportion of budget required for financing costs. HRA revised figures included a level of capital funding from revenue that was not required in year due to a re-profiling of the medium term capital programme.

6. The Prudential Code for Capital Finance in Local Authorities

The code has been subject to various reviews and consultations mainly in respect of borrowing for Investment / Yield.

Exploratory activity is now complete and a revised code is due to be published in December 2021.

Financial implications of the revised code as applicable to the Council will be reported to the committee early in 2022.

This page is intentionally left blank

Report of the Deputy Chief Executive

GENERAL FUND REVENUE BUDGET AMENDMENTS 2021/221. Purpose of report

To seek approval to revise the General Fund revenue budget for 2021/22.

2. Detail

There are a number of revenue budget amendments required associated with business growth, particularly in support of projects associated with Central Government support to the Council, through the Levelling-up fund, the Towns Fund, and the East Midlands interim delivery vehicle. These total £306,065, are set out in the Appendix, and will be funded from the General Fund reserves, estimated at £6.8 million in the draft out turn for 2020/21.

Details of any further General Fund revenue budget amendments for 2021/22 will be presented to the Finance and Resources Committee for approval as necessary.

Recommendation

The Committee is asked to RESOLVE that the amendments to the General Fund 2021/22 revenue budget as set out in the appendix be approved.

Background papers

Nil

APPENDIX

Activity	Expenditure £	Commentary
East Midlands interim delivery vehicle	66,000	Budget includes £100k for 3 years (2021 to 2024) Commitment is £500k over the period.
Stapleford Towns Fund	66,000	Business case development
Levelling up Fund	40,000	Grant application costs Kimberley & Eastwood
Leisure Facilities Strategy	60,000	Client side support £30k, Options appraisal (North) £30k
Energy Efficiency Bidding Officer	40,000	Report from Personnel Committee 29 June 2021
Voluntary Redundancy – Legal Officer	34,065	Report from Personnel Committee 29 June 2021
Total	306,065	Funded from general fund reserves

Report of the Deputy Chief Executive

CAPITAL PROGRAMME 2021/22 UPDATE

1. Purpose of report

To seek approval to revise the capital programme for 2021/22.

2. Detail

There are a number of new capital projects that are required in respect of corporate priorities, including, depot and leisure centre maintenance, transport improvements and increased Housing new build delivery activity

The appendix sets out amendments identified in the current capital programme together with likely financing which will be confirmed at the end of the 2021/22 financial year.

Any further changes to the programme will be reported to committee as necessary.

Recommendation

The Committee is asked to RESOLVE that the capital budget variations for 2021/22 as set out in the appendix be approved.

Background papers:

Nil

APPENDIX

Expenditure

Activity	Expenditure £	Commentary
Integrated Transport	136,000	Footway installation and maintenance adjacent to the A610 (Mushroom Farm / Smithurst Meadows)
Kimberley Depot	25,000	Replacement roller shutter doors & portable flood defences
Bramcote Leisure Centre	32,000	Replacement Flat roof and replacement lift equipment
Housing Delivery	400,000	Increased fees associated with additional activity to further increase Council Housing Stock. Dedicated schemes are being examined to mitigate abortive costs. Costs associated with any scheme that does not proceed will be charged to the HRA revenue budget.
Total	593,000	

Note: Separate reports have been issued to Committee for additional information

Financing

Activity	Expenditure £	Commentary
Integrated Transport	136,000	Grant Funded
Kimberley Depot	25,000	Borrowing
Bramcote Leisure Centre	32,000	Borrowing
Housing Delivery	400,000	HRA Direct Capital Funding
Total	593,000	

Report of the Deputy Chief Executive

SECTION 106 ITPS ALLOCATIONS

1. Purpose of report

To provide an update on available section 106 Integrated Transport (ITPS) funds and to recommend utilising some of these to add additional schemes to the 2021/22 capital programme.

2. Background

Further information on the section 106 process was given in the report to this Committee on 9 January 2017.

3. Available funding

The funding presently available for allocation is as follows (further details are given in appendix 2): -

- ITPS North (can only be spent on sustainable transport schemes in the north of the borough) - £186,461.
- ITPS south (can only be spent on sustainable transport schemes in the south of the borough) – £nil.

4. Proposed funding allocations (further details are given in appendix 1)

- It is proposed to allocate the final £80,000 of the Mushroom Farm allocation toward a jointly funded scheme to provide a footway alongside the A610 leading to the development itself.
- It is proposed to allocate £56,000 to path improvements in the Giltbrook area.
- A future report will recommend further allocations arising from the Field Farm development.

5. Financial implications

The financial implications are detailed in appendix 2.

Recommendation

The Committee is asked to RESOLVE that the additions to the 2021/22 capital programme as set out in section 4 above be approved.

Background papers

Nil

APPENDIX 1

Mushroom Farm Development

Committee will be familiar with the Mushroom Farm development off the A610 at Eastwood. In July 2018 the Council received an ITPS allocation of £676,000 in association with this development, and then a further £54,000 in July 2019 making a total of £730,000. The funding has to be used for: -

“Measures designed to reduce use of the private car along the A610 corridor within 5 miles of the site or reasonably related to it”

This Council has previously allocated £650,000 of this funding as follows: -

- £100,000 toward tram extension feasibility studies (routes to Kimberley, Eastwood and beyond)
- £100,000 toward the Bennerley Viaduct scheme – now underway
- £385,000 for upgrades to the existing bus stop infrastructure in the vicinity – now underway
- £15,000 for improvements to Kimberley Footpath 35
- £30,000 for improvements to Strelley Bridleway 4
- £20,000 for the introduction of UTMC controller upgrades at the Sun Inn gyratory (junction of A608/Nottingham Road etc).

This left a final £80,000 which it is now proposed to provisionally allocate towards new footways on the A610 adjacent to the development (there are currently none – see below). The cost of full provision would be much higher but it is hoped to form a funding package with both Nottinghamshire and Derbyshire County Councils. This would benefit local workers accessing the development by foot or bike.



Source: Google Maps

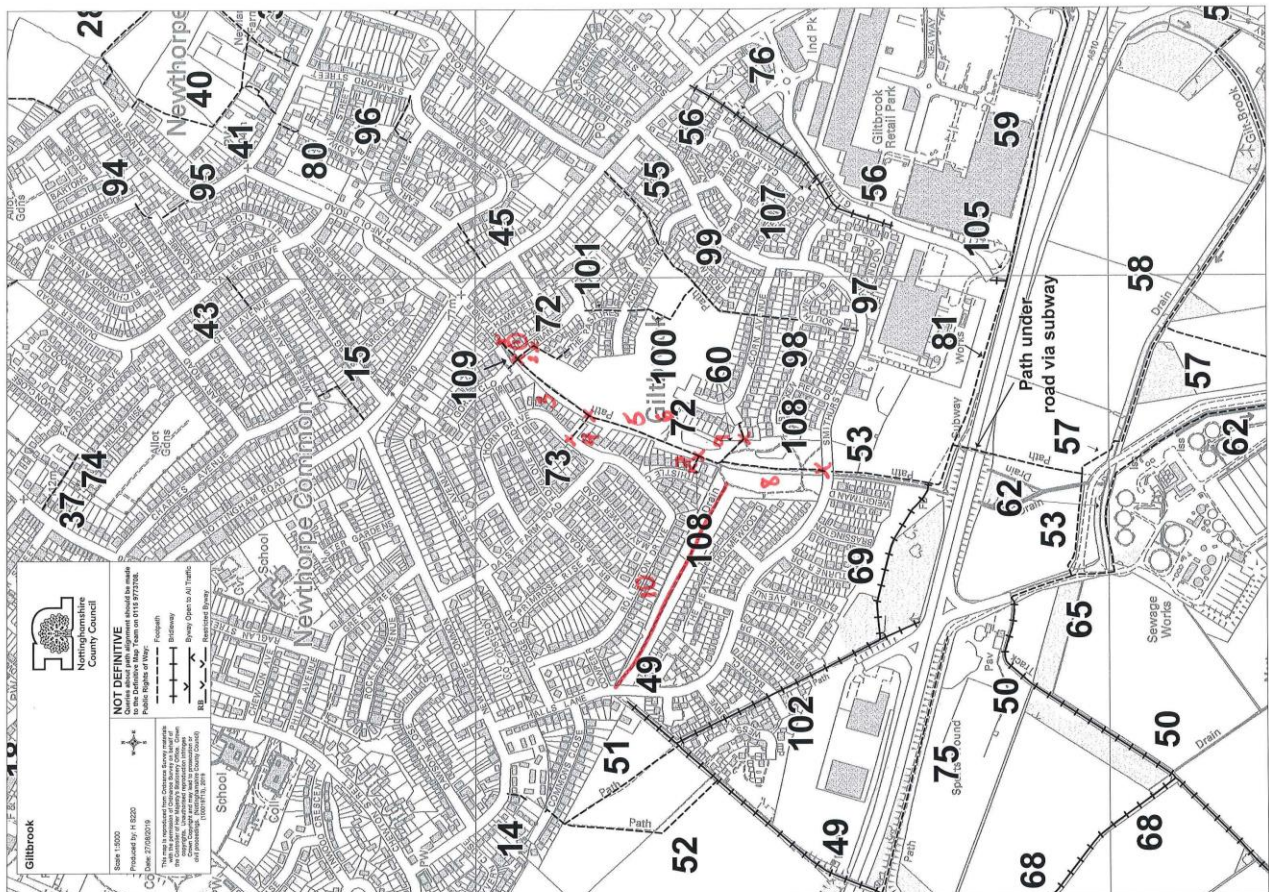
Giltbrook path improvements

An area of Giltbrook from the A610 to Portland Road contains Smithhurst Meadows Local Nature Reserve. Smithurst Meadows is some 3.4 hectares in size and is owned and managed by Broxtowe Borough Council. Within the area are a number of recorded public rights of way together with routes that whilst not managed as definitive footpaths are widely used by the local community to access the nature reserve and to pass through the nature reserve into the wider Giltbrook area and beyond.

Langridge Homes are currently building approximately 70 new homes to the north of the local nature reserve. It is anticipated that the development, once complete, will increase footfall on the paths.

The paths within the site would benefit from some improvement making them more accessible during all weather conditions. Two of the paths, Greasley Footpath 72 and the non-definitive route running from Halls Road down into the nature reserve have suffered from flooding and as a result the surfaces have become damaged. With an improved sealed surface and drainage, the flooding would be alleviated enabling people to use the paths at all times.

All the paths are well-used area by people for recreation and for accessing the wider area – including buses on Nottingham Road etc. Correspondence from residents has clearly indicated that improvements to the paths within the site would be strongly welcomed both by visitors to the area and the local residents using the area on a daily basis. Estimates have been obtained from two contractors and it is expected that to complete the resurfacing of the paths, to cut back adjacent vegetation and install drainage as needed would cost £56,000.



APPENDIX 2

Financial Implications

The proposal would impact upon the available ITPS funds as follows:

ITPS Finance	ITPS North	ITPS South
Balance available 31 March 2020	£750,911	£182,047
<i>Add payments received since 31 March 2020</i>		
<i>Less schemes carried forward from 2019/20</i>		
HS2 Potential Extension Studies	£100,000	
Bennerley Viaduct	£14,450	
Hickings Lane Pedestrian Crossing		£31,500
Balance available 30 June 2020	£636,461	£150,547
<i>Proposals in the report of 9 July 2020</i>		
Bus Stop Infrastructure Upgrades	£385,000	
Kimberley Footpath 35 Improvements	£15,000	
Strelley Bridleway 4 Improvements	£30,000	
Sun Inn Traffic Management Upgrade	£20,000	
Beeston Shopmobility		£10,000
Beeston Train Station wheelchair signage		£2,000
Remaining balance after 9 July 2020	£186,461	£138,547
<i>Proposals in the report of 8 October 2020</i>		
Provision of toilets at Beeston bus / tram interchange		£138,547
Remaining balance after 8 October 2020	£186,461	Zero
<i>Proposals in this report</i>		
Contribution to A610 footways adj to Mushroom Farm	£80,000	
	£56,000	
Remaining balance after 30 March 2021	£50,461	Zero

Report of the Deputy Chief Executive

HOUSING DELIVERY PLAN – PROPOSED INCREASE IN HOUSING FEASIBILITY BUDGET FOR 2021/22

1. Purpose of report

To seek approval to allocate an additional £400,000 in the 2021/22 capital programme to the new build housing feasibility costs budget to accelerate the delivery of sites.

2. Background and detail

The Housing Delivery Plan was approved by Housing Committee on 5 June 2019 and initial capital budgets in support of this approved by the Finance and Resources Committee on 11 July 2019. Providing new build housing is a key component of the delivery plan to help ensure a minimum of 230 new rented homes are provided over the next ten years.

Three sites have been progressed to date at Willoughby Street, Beeston, Oakfield Road, Stapleford and Ilkeston Road, Bramcote. A further 30 homes are planned on six Housing Revenue Account (HRA) owned garage sites and neighbouring land (both HRA and privately owned) in the Borough between 2021/22 and 2022/23. In addition, the Council is working with a local house builder to build up to 34 new rented homes and 17 shared ownership units on an allocated housing site at Bramcote.

The current new build housing feasibility costs budget for 2021/22 is £200,000. A separate report on this agenda includes a request to increase this by £16,700 by carrying forward the unspent 2020/21 new build housing feasibility costs budget.

In order to progress the above schemes in 2021/22 (submission of planning applications and the progression of tenders and building contracts) it is proposed that a further £400,000 be allocated for new build housing feasibility costs in the 2021/22 capital programme. A list of the work required is provided in the appendix.

Due to a lack of internal resources and the specialist nature of these tasks, the Council has commissioned this work through an existing OJEU compliant Construction Framework. All appointments will be compliant with the Council's constitution.

3. Financial Implications

It is proposed that the additional £400,000 of anticipated costs, as set out in the report be financed, like the £200,000 budget previously allocated, from available HRA capital receipts. Should insufficient HRA capital receipts be available to finance this scheme in full, consideration will be given to utilising other sources of finance including direct revenue contributions and borrowing.

Recommendation

The Committee is asked to RESOLVE that a further £400,000 be included in the 2021/22 capital programme for the new build housing feasibility costs.

Background papers: Nil

APPENDIX

Table 1 - Feasibility consultancy work required to submit planning applications and progress tenders/building contracts on the Housing Delivery Plan approved sites,

1) Architects/Principle Designers
2) Planning consultants and fees
3) Employer's Agents/Project Managers
4) Quantity Surveyors/Cost Consultants
5) Legal work – due diligence/land purchase/building contracts
6) Legal Search fees
7) Utility Reports
8) Valuation work for land values, rents and shared ownership properties
9) Structural/Civil Engineering work
10) Environmental consultants: Ground condition/site investigation work
11) Costs associated with becoming an investment partner of Homes England,
12) Site Surveys <ul style="list-style-type: none"> • Asbestos surveys, • Tree surveys, • Ecology surveys, • Topographical surveys, • Utility CAT scans, • Archaeological/Heritage surveys, • Flood Risk Assessments, • Traffic surveys, • Building surveys, • Drainage surveys.

Report of the Deputy Chief Executive

CITIZENS ADVICE BROXTOWE – GRANT AID 2021/22

1. Purpose of Report

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

2. Grant Aid Application

On 12 July 2018, this Committee approved grant aid of £73,750 to Citizens Advice Broxtowe (CAB), which included £10,000 towards the annual rental of accommodation in the Council Offices. The resolution included a commitment to award grant aid at this level in both 2019/20 and 2020/21, subject to a suitable Service Level Agreement being in place. This three-year funding settlement was seen to provide some much-needed stability for Citizens Advice Broxtowe and give it a platform to lever in additional funds from other sources. This agreement has now successfully concluded.

A new grant aid application has been received from CAB and is detailed in appendix 1 for consideration. CAB has again requested that the Committee considers awarding the annual grant with an additional commitment to repeat the award in both 2022/23 and 2023/24. Although the grant aid policy states that the Council would normally only commit to funding an organisation for a single year, in exceptional circumstances funding can be granted for longer periods.

3. Financial Position

The overall budget for grants to voluntary organisations in 2021/22 is £168,800. An amount of £73,750 has been provisionally earmarked from the overall grant aid budget towards CAB. Any grant awarded in respect of the rental obligation (£10,000) would have no effect on the Council's overall budget, with the award being matched by allowances within the premises income budget.

Members are reminded that they will need to suitably constrain grant awards if the budget is not to be exceeded. Any additional sums awarded to CAB over and above the amount provisionally earmarked would require either an additional allocation from Revenue Contingencies or for grants to be limited in other areas.

Recommendation

The Committee is asked to CONSIDER the request and RESOLVE accordingly.

Background papers

Nil.

APPENDIX 1

CITIZENS ADVICE BROXTOWE

1. Introduction and Background

A request for grant aid has been received from Citizens Advice Broxtowe. CAB provides advice and support to the public on a variety of issues including debt, housing, welfare rights, employment and legal matters. CAB was established in 2004 following the merger of the former Beeston and Eastwood bureaux to create a district-based structure with operations that are based at the Council Offices in Beeston and the Library in Eastwood, with some funded outreach sessions also being provided at the Stapleford Care Centre.

2. Application

In the last 12 months, CAB has helped 5,596 clients on a wide range of enquiries and CAB has provided a summary analysis of the 10,470 enquiries that were handled. The majority of these contacts related to employment, housing and benefits matters with the remaining enquiries being classified as debt, legal, relationships, financial, consumer, utilities, health, tax, other, travel, immigration and education.

CAB also assisted clients in accessing £3.23m of additional benefits, which makes a huge difference to their wellbeing as well as supporting the local economy. There has been a marked shift in type of enquiries due to the Covid-19 pandemic dealing with more employment issues (furlough, loss of job or reduction in hours) and housing issues have risen as well as demand for help applying for Universal Credit.

3. Staffing

CAB employs 28 paid staff. In 2020/21, CAB recruited 20 new volunteers to its establishment and is currently grateful to the support of 45 volunteers who provided over 15,000 volunteer hours in the year at an estimated value of £260,000.

Although CAB is run by Trustees who serve on the management committee, the day-to-day operation is overseen by the Chief Executive who is assisted by a management team including a Development Manager, Project Manager, Quality and Compliance Manager and Session Supervisors at both Beeston and Eastwood. Other paid officers include administrative support at each location; a volunteer mentor; an outreach worker; a part-time specialist housing worker and part-time debt workers as well as teams to run specific projects such as Help to Claim which assists residents with Universal Credit applications. It should be noted that CAB is legally required to provide a recognised Session Supervisor for each session run at any location.

CAB has been hugely successfully in increasing funding streams and recruiting additional staff with an increase from 15 since the last grant application in 2018. Total staff costs for the year are budgeted as £466,600.

4. Volunteers

Volunteers give their time freely. Last year the value of the volunteer hours was in excess of £280,000. In 2020/21 the volunteers helped clients gain a massive £3.23 million of additional benefits. This not only makes a huge difference to a client's wellbeing but it also adds real value by making more money available to be spent in the local economy.

CAB act as champions and advocates for the local community and can provide a fresh and independent local perspective. CAB is in a strong position within the local area, uniquely placed and already able to call upon a powerful mix of:

- local knowledge/expertise coupled with national presence and profile
- working in the areas of greatest need with the most vulnerable
- supported by volunteers and staff from the local community
- providing evidence based services that demonstrate positive, sustainable outcomes able to adapt and respond to change while retaining trust and independence.

CAB has the ability to reflect local circumstances and the diverse communities that it works with and this is a fundamental strength. It is important that local authorities have a sound understanding of the vital role independent advice services have in a democratic society, enabling people to exercise their rights and responsibilities through advice, information, support and representation. Navigating a complex maze of services and regulations makes access to independent advice essential and can have a negative impact on individuals and communities, in particular those who are already struggling to manage.

In light of the above, it is hoped that the Council will see that the award of grant aid would represent real value for money. As a brief demonstration of value, the Council's grant award of £73,750 has helped deliver over £3.23 million of additional benefits for clients which also support the local economy of Broxtowe; providing volunteer hours valued at £280,000; and over £1.5 million debt handled on behalf of Broxtowe residents.

5. Accommodation

In January 2009, CAB moved its Beeston operation into the Council Offices. Lease terms were agreed for the accommodation at a market rental of £10,000 per annum. CAB previously paid a nominal rental for their former premises and the extra rental cost of accommodation in the Council Offices significantly increased their premises costs. Having only limited financial resources, CAB is unlikely to be able to sustain this charge.

6. Financial Position

CAB has provided its Financial Statements (draft) for the year ended 31 March 2021 for scrutiny. CAB separates its accounts between a restricted fund and an unrestricted fund. For the year ended 31 March 2021, total income generated amounted to £516,000 which mostly related to grants with £123,000 being in respect of unrestricted funds. The majority of unrestricted funding was provided by this Council and Nottinghamshire County Council (£97,750). Significant restricted funding was also received from the Money Advice Service (£70,500), Henry Smith Trust (£25,000) and Help to Claim Contract (£145,000). Total expenditure amounted to £499,351, which mainly related to employee related expenses (£386,373) and other core costs.

The CAB reserves policy is to maintain a minimum level of general reserves equivalent to around four to five months operating costs plus any closure costs should this become necessary. A General Fund Reserve of £237,000 has been set aside for this purpose.

CAB has predicted a deficit on its budget for 2021/22 and the predicted two-year forecast runs at a deficit. The Trustee Board keeps a close eye on any deficit spending to ensure the CAB has enough reserves to cover any redundancy and contractual costs in the rare event of a closure situation

7. Previous Grant Awards

The Council has supported CAB for many years with the grants awarded in the past five years being as follows:

	Grant Awarded £
2020/21 (including £10,000 rent)	73,750
2019/20 (including £10,000 rent)	73,750
2018/19 (including £10,000 rent)	73,750
2017/18 (including £10,000 rent)	73,750
2016/17 (including £10,000 rent)	73,750

The grant of £73,750 awarded to CAB in 2020/21 represented 44% of the Council's overall grant aid budget.

8. Request for Grant Aid

CAB has requested a grant of £73,750 in 2021/22, being £63,750 towards general expenses and £10,000 towards the annual rental of accommodation in the Council Offices. CAB has already assumed grant aid at this level in its budgetary projections for the year.

As with the previous grant application CAB has requested that the Committee considers awarding the annual grant with an additional commitment to repeat the award in both 2022/23 and 2023/24. This three-year funding settlement would

provide some much-needed stability for CAB and give it a platform to lever in much needed additional funds from other sources.

Members are asked to consider the following when assessing this application:

- An amount of £73,750 (based on previous awards) has been provisionally earmarked towards CAB from the overall grant aid budget for 2021/22.
- CAB has requested grant aid with an additional commitment now to repeat the awards in both 2022/23 and 2023/24. The grant aid policy states that the Council would normally only commit to fund an organisation for a single year and only in exceptional circumstances would funding be granted for longer periods.
- The grant awarded in respect of the rental obligation would have no effect on the Council's overall budget, with the potential award having been matched by allowances within the premises income budget.
- The grant aid policy requires that grant awards of £5,000 or above may be subject to a Service Level Agreement.

9. Additional Supporting Commentary from CAB

Income for 2021/22 remains stable although CAB has two projects which are up for re-commissioning in 2021 so uncertainty surrounds future funding streams. CAB is anticipating an overall budget deficit in 2021/22 of around £78,000. The CAB management team is actively pursuing both new funds and the continuation of some existing streams as a matter of urgency in order to maintain and expand services wherever possible. The Development Manager post is aimed at increasing revenue streams to ensure long term sustainability. Each year we produce a Funding Strategy for this purpose.

Partnerships

CAB links with many different partners to provide a holistic service for its clients, with one of its most important partners being this Council. Although it cannot list all of its partners in this report, examples of its networking abilities include:

- Nottinghamshire Mind: This partnership is filling a much needed gap in service across Broxtowe to deliver mental health support to vulnerable clients. It has proved so successful that CAB has obtained National Lottery funding to roll it out across Nottinghamshire. The Council funding to run this service across the Borough was used at match funding with the Henry Smith Fund to leverage in this three-year funding. The Wellbeing Hub is now being looked at by Citizens Advice nationally and National Lottery as a system change model in the advice field. This hugely successful project has only happened due to Citizens Advice Broxtowe funding the pilot and Broxtowe Borough Council offering ongoing financial support to this project.

- Voluntary Sector – Broxtowe and Nottinghamshire: CAB is working with the Council and other voluntary sector groups on a task and finish working party. This aims to identify gaps in services in Broxtowe and report back to the Broxtowe Partnership Board later this year. This is particularly relevant post-pandemic in anticipating demand for services and how we can all work in partnership to cope with this. Due to the pandemic the voluntary sector across Broxtowe has lost volunteer numbers sometimes substantially as some decide to retire or return to work or try new avenues.

As funding streams are harder to find and voluntary sector groups start to struggle, CAB will look at a range of issues including sharing resources (staff, premises, expertise and volunteers) to ensure Broxtowe retains the voluntary sector infrastructure to help residents in difficulty. As well as the resources issue, another aim is to ensure the network remains strong to enable us to continue to offer the current wide range of volunteering opportunities for Broxtowe residents.

- Citizens Advice Local Offices across Nottinghamshire: CAB is part of a consortium of five other local Citizens Advice local offices working across Nottinghamshire and Nottingham City. They collaborate on funding bids, share resources and expertise and work together to gather evidence for campaign work. Since the last grant aid application, this area of work has proved hugely successful and local Citizens Advice now has five shared paid roles across three offices. This brings efficiencies and effectiveness enabling us to cope with changes and comply with legislation.

Covid-19 Pandemic Update

Since the start of the pandemic, CAB staff and volunteers have worked tirelessly ensure its service continued during the challenging time for both the team and its clients. CAB has worked in partnership with Broxtowe Borough Council, Nottinghamshire County Council, Citizens Advice nationally and the other five other local offices across Nottinghamshire. CAB was one of the first in the Country to re-open to face to face services after the first wave.

Although services have continued, CAB has had to invest heavily in equipment to aid remote working, ICT infrastructure and recruit additional volunteers. Like many voluntary sector agencies, a core group of volunteers decided this was time to resign as some had been away from advising for some time, some became ill or their partners did and some changed priorities. CAB is now having to recruit quickly ready for the lockdowns to end.

CAB established a Risk Sub-Committee who met weekly at the height of the pandemic and now continue to meeting monthly to assess the situation; ensuring it is following guidelines and ensuring CAB continues to operate effectively. One of its major concerns throughout the crisis has been to ensure CAB monitors and looks after the health and wellbeing of its staff and volunteers by taking timely action and investing in equipment to ensure we have Covid staff premises.

APPENDIX 2

SERVICE LEVEL AGREEMENT 2020/21

Citizens Advice Broxtowe has provided the following information in accordance with the terms of the grant awarded and committed by Finance and Resources Committee on 12 July 2018 and the Service Level Agreement for 2020/21.

SCHEDULE A – OUTPUT MEASURES *(Figures for 2019/20 are given in italics)*

Ref	Outcome Area	Total 2020/21
6.1	Number of new issues (problems) dealt with	10,470 <i>(16,441)</i>
6.2	Number of clients receiving support during the year	5,596 <i>(11,556)</i>
6.3	Average amount of debt handled per client seeking debt advice	£5,505 <i>(£8,105)</i>
6.4	Estimated amount of benefits gained for clients seeking benefit advice	£3.23m <i>(£4.26m)</i>
6.5	Please list the top five advice needs and the number of new social policy issues recorded for each <ul style="list-style-type: none"> • Benefits • Debt • Housing • Employment • Relationships 	4,678 2,015 1,227 852 269
6.6	Number of staff employed as at 31 March 2021	28
6.7	Number of volunteers available as at 31 March 2021	45
6.8	Number of new volunteers recruited in 2020/21	20
6.9	Number of volunteer hours worked in 2020/21	15,000
6.10	Value of volunteer hours given 2020/21	£280,000

Supporting our clients through a pandemic

A difficult starting point

Many Broxtowe residents experienced economic and health inequalities before COVID-19



COVID-19 had an heavy impact on Broxtowe

The pandemic impacted nearly 67% of the clients who contacted us in 2020. It exposed existing health inequalities and left the most vulnerable communities disproportionately at risk.

Data: Client survey 2021

People turned to us for help with the problems they faced

We saw high levels of requests for help with welfare benefits, employment, housing and relationship problems.



Our work made a difference to those impacted by COVID-19

We helped them find a way forward and they told us that they felt less isolated and more supported as a result of using our service.

Data: Client survey 2021, % average improvement.

citizens advice Broxtowe

Impact of COVID-19

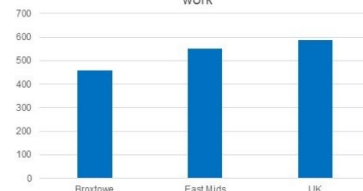
The Borough of Broxtowe already experienced health and economic inequalities before the pandemic

Health inequalities

"Life expectancy is 6.6 years lower for men and 5.5 years lower for women in the most deprived areas of Broxtowe than in the least deprived areas."

Public Health England 2019

Full time workers weekly pay by place of work

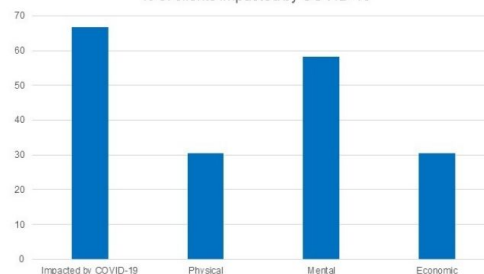


citizens advice Broxtowe

Impact of COVID-19

The pandemic had a significant impact on our clients

% of clients impacted by COVID-19

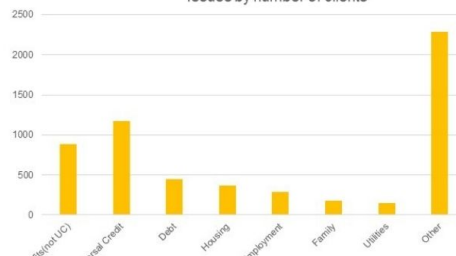


citizens advice Broxtowe

Impact of COVID-19

People turned to Citizens Advice Broxtowe for help and the service responded to lockdown and changing advice needs

Issues by number of clients

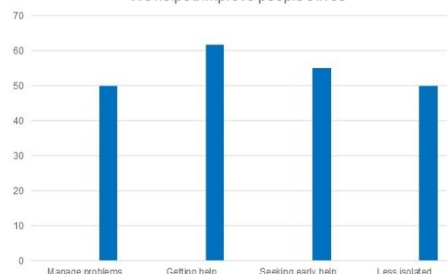


citizens advice Broxtowe

Impact of COVID-19

We reached people impacted by the pandemic and helped them find a way forward

We helped improve people's lives





Supporting the community out of a pandemic

Welfare benefits advice

It is likely that Broxtowe's low wage economy will require those in employment to receive some type of financial top-up.

- Supporting Universal Credit claimants to the point of first payment through our Help to Claim service.
- Income information officers to support people on low income, post first claim to include benefits advice budgeting information, to include energy switching and access to grants and personal financial support.



Housing and homelessness advice

The increase in requests for housing advice suggests that COVID-19 has had an impact on security of tenure. Once the suspension on evictions and mortgage holidays comes to an end we expect a surge in requests for help with housing problems.

- Secure resources to continue housing support and work with the local authority to mitigate the risk of a housing crisis in the district. Include mediation services to reduce the incidence of homelessness.



Supporting people into employment

There will be a risk that debt, not understanding benefit entitlements, housing and poor mental health will become barriers that prevent many from returning to the workforce.

- Put together a package of measures in partnership with stakeholders that help our clients return to employment.



Social prescribing

The pandemic has exposed Broxtowe's health inequalities.

- Work with Primary Care Networks to deliver early intervention services targeted at those with health vulnerabilities.
- Deliver advice in health settings



Debt and money advice

Clients have been protected from financial impact by a benefit uplift, mortgage holidays and the suspension of evictions. The post COVID-19 landscape is likely to see a spike in debt recovery.

- Ensure the service retains capacity to support those facing indebtedness.



6.11 Breakdown of service users and volunteers by gender, age, ethnicity and disability for 2020/21:

Description	Service Users		Volunteers	
Gender				
Male	2,238	40%	14	31%
Female	3,358	60%	31	69%
Age				
19 and under	32	1%	-	-
20-49	2,962	52%	11	24%
50-64	1,644	30%	20	44%
65 and over	958	76%	14	31%
Not stated	-	-	-	-
Ethnicity (Number of people who consider themselves to be):				
White British	4,596	82%	41	91%
Black British	223	4%	1	2%
White Other	335	6%	1	2%
Black Other	55	1%	-	-
Asian	196	3%	2	5%
Chinese	65	1%	-	-
Other ethnic group	219	4%	-	-
Disability (Number of people who consider themselves to be):	2238	40%	2	4%

6.12 Please provide a summary analysis to indicate the extent to which the services of CAB have benefited clients.

The Citizens Advice service is independent and provides free, confidential and impartial advice to everybody regardless of race, sex, disability sexuality or nationality. CAB is not simply an advice agency. It is an organisation that helps people to resolve their problems. CAB does this in two ways, through advice and through bringing about policy change. Citizens Advice recognise that people often have many problems which impact on one another and they help people to tackle them.

CAB works in partnership with local service providers in the voluntary and statutory sectors and provides outreach advice services within the community targeting our service towards people most likely to be socially excluded.

- 6.13 Please provide a summary analysis of client surveys, to indicate the level of satisfaction with the services of CAB. Also tell us about any changes you have made/plan to make as a result of feedback received.

Each year CAB carries out surveys with its clients which give an indication of how satisfied they are with the service. The survey has changed during the year to fall in line with national membership of Citizens Advice. CAB is well above the national average on all the questions. The results of the latest survey are as follows:

Question	Positive Response	National average
Rate your overall experience of the service	85%	84%
How easy did you find it to access the service? (lower results this year as majority of access was phone or webchat due to pandemic)	79%	80%
To what extend is your problem now resolved?	84%	72%
How likely would you to be recommend the service?	83%	84%

- 6.14 Please provide feedback from volunteers around the level of satisfaction with the training and support they have received, and any specific outcomes achieved e.g. moving into paid work:

In the last year CAB has recruited 20 new volunteer advisors. As a result of the training provided and the skills and confidence gained whilst working with the CAB, 48% of volunteers have gone onto paid work, both externally and within the CAB service. Due to the pandemic we have had to train new volunteers remotely so this has taken longer although ensures we have been able to provided help and advice to people throughout the last year with no breaks.

- 6.15 Please tell us about some of your work around improving the policies and practices that affect people's lives. Tell us about any changes which have been made both locally and nationally in relation to the top five advice needs:

Campaigning aims to improve the policies and practices that affect people's lives and is one of the aims of the service. As a charity and being part of the national network CAB has a huge amount of insight and data about the problems its clients and their wider communities face. Through research and campaigns, CAB uses this insight to:

- help us research issues further

- gathering evidence of problems that need resolving
- campaign to get decision makers to change policies and practices.
- prevent issues from recurring.

In 2020/21, CAB staff and volunteers wrote 77 evidence forms. Unsurprisingly, employment were the most frequent issues (30), within which issues related to furlough (10) dismissal and redundancy (7) and statutory sick pay (5) being the most common. There were also a number relating to Universal Credit and to Housing.

- 6.17 Please provide case studies to indicate some of the outcomes achieved for clients to evidence the top advice needs:

Case Study 1 – Employment Advice

Client worked part time for a local small business. He had no written contract and had been employed for just under two months, when the owner said that she was going to have to lay him off due to the pandemic. She would look at taking him back on when trade picked up.

The client approached CAB because he was unsure if his employer could act in this way. He was also worried about money because his immigration status gave him permission to work but no recourse to public funds.

CAB advised the client that based on his circumstances, he met the criteria for the furlough scheme. The client was unsure whether his employer was aware of the rules. CAB wrote to the employer and explained the qualification criteria for the job retention scheme and how to apply. This meant the employer could furlough the client instead of dismissing him and the client still had income coming in.

Case Study 2 – Benefits Advice

A client had been her mother's carer for many years. She had lived with her since the late 1960's and was increasingly supported by her unemployed son who also lived with them. They all lived in a Council house in her mother's name. So when the mother died from the Covid virus, not only did she lose her Income Support and Carers Allowance, but also the Housing Benefit and Council Tax Support.

The client is not computer literate, so CAB assisted in making a Universal Credit claim. CAB also liaised with Beeston Job Centre to complete verification as she had no form of photo identity and to sort out support for housing costs. This also required close working with the Council as the tenancy succession process will take time, so interim measures were required to obtain the UC Housing Element. CAB then assisted in completing Council Tax Support claim. The client had just made a Personal Independence claim because of various health problems so CAB arranged with her to help complete the PIP2 form. CAB is now awaiting the outcome of the PIP assessment process. CAB will continue

to help their client as long she needs support and also refer her to our Wellbeing Hub to reduce isolation and build confidence.

Case Study 3 – Universal Credit

Another client contacted the Help to Claim telephone helpline requesting help with her Universal Credit claim due to having dyslexia and very little understanding of the benefit system. She was living with her mother who was in the clinically extremely vulnerable category for Covid-19. They had just begun self-isolation together to protect her mother. She had no income due to her employer refusing to furlough her.

Having explored the circumstances with the client the adviser completed a full benefit check which showed entitlement to the UC standard allowance. The adviser checked that it was the right time to make the claim with regard to any outstanding wages due. The client was helped to understand how UC works regarding her assessment period, monthly payments and the five-week wait. The adviser was able to assist the client to navigate through the online form and submit her UC application whilst providing support on the call. The client was then advised how to manage her online account, verify her identity, and apply for an advance payment.

The Help to Claim adviser referred the client to a generalist adviser for employment advice and welcomed her back to the Help to Claim team should she need any further support before her first correct UC payment.

This page is intentionally left blank

Report of the Deputy Chief Executive

GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2021/22

1. Purpose of Report

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

2. Applications and Financial Position

Details of the grant application received is included in the appendix for consideration. The amount available for distribution in 2021/22 is as follows:

	£
Revenue Grant Aid Budget	168,800
Less: Estimated requirements for:	
Citizen's Advice Broxtowe (#)	73,750
Rent Awards and Other Commitments	49,900
Less: Grant Awards to Date	250
BALANCE AVAILABLE FOR DISTRIBUTION	44,900

(#) This includes provisions in respect of the applications from Citizen's Advice Broxtowe considered elsewhere on this agenda

Members are reminded that they will need to suitably constrain grant awards in 2021/22 if the budget is not to be exceeded. The total 'cash' grants requested in this report are £19,500. The additional sums requested in this report, when compared to the previous year, would amount to £2,500 if all applications are fully supported.

Recommendation

The Committee is asked to:

- 1. Consider the request in appendix 1 and RESOLVE accordingly; and**
- 2. NOTE the grants awarded under delegated authority in appendix 2.**

Background papers
Nil

APPENDIX 1

Applications

The following grant applications have been received for consideration in 2021/22:

<u>Applicant</u>		<u>Grant Award 2020/21</u>	<u>Grant Request 2021/22</u>
		£	£
Rushcliffe CVS	1	7,000	7,000
Hope Nottingham	2	10,000	10,000
D H Lawrence Music Festival	3	Nil	2,500
		Total	19,500

The total request is made up of £19,500 in 'cash' from the balance available, with £nil being covered by a provision for rents and other commitments.

Volunteer Bureaux Category1. RUSHCLIFFE COMMUNITY VOLUNTARY SERVICE (RCVS)

A request for grant aid has been received from Rushcliffe Community Voluntary Service (RCVS) towards the continued voluntary and community sector infrastructure support for the Borough of Broxtowe.

Members will recall that the Council previously supported Voluntary Action Broxtowe (VAB) with grant aid towards these services. In 2020/21, the Council considered a joint grant aid bid from VAB and RCVS having received notice of VAB intending to cease operating in summer 2020. The volunteer brokerage service, along with the Volunteer Co-ordinator, then transferred and is now managed by RCVS. The role remains dedicated to Broxtowe.

RCVS was established in 1984 and is based at The Cotgrave Hub in Cotgrave. It is now the voluntary sector infrastructure support provider for Broxtowe and provides a wide range of practical and advice services for local voluntary and community groups across the Borough. There are currently 688 users of RCVS direct services, with 243 volunteers supporting its services in the last year.

The stated aims and objectives of RCVS are to promote any charitable purpose for the benefit of the community principally (but not exclusively for Rushcliffe) and in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness and to promote and organise co-operation in the achievement of same and to that end to bring together representatives of the voluntary organisations and statutory authorities within the area of benefit. RCVS provides advice, information and support to voluntary and community organisations across the area and delivers a range of health and social welfare services. It works closely with partner organisations across all sectors.

Volunteering plays a pivotal role in improving the health and well-being of local residents and increasing quality of life. This has been significantly apparent over the last year and has been critical to residents' health and wellbeing through the emergency response.

It is widely recognised that volunteers and volunteering has a significant impact on the local community, economy and health. Volunteers and organisations that engage them provide a vital service across Broxtowe. In many cases the services they provide extends or supports the services of statutory organisations and often fill a much-needed gap in health and social care. The benefits for volunteers include learning and developing new skills, interests and hobbies; engaging with communities and assisting with community cohesion; providing motivation and sense of achievement; increased employability; boosting confidence and self-esteem (according to research volunteering has increased health benefits including improved mental health and well-being); reducing isolation, combating stress and having a purpose (shared interests and new outlooks). Up to 75% of the volunteers matched through RCVS say that health and wellness is the reason for wanting to volunteer.

RCVS provide volunteer development with enhancing volunteering being key drivers for many funders and trusts. Maintaining the 'Volunteer Centre' in Broxtowe will ensure that RCVS and its local partners are well-placed to bid for funding, having relevant expertise and experience. Offering the opportunity to lever funding into Broxtowe for new services and opportunities for local residents (e.g. RCVS will provide the Public and Patient Engagement (PPE) contract for Broxtowe and Rushcliffe which is new for 2021).

RCVS has reached an agreement with Citizens Advice Broxtowe to host a regular Volunteer Centre presence and surgeries in their offices at Beeston and Eastwood (once it is safe to do so) ensuring reach into the community.

RCVS support Volunteer Involving Organisations (VIOs) with the promotion of volunteering opportunities and ensuring they have the support needed to manage and support their volunteers, and good practice guidelines. RCVS relaunched its Volunteer Coordinators Network (VCN) in March 2020 with 19 organisations/ participants operating in Broxtowe. The VCN which meets termly and provides a network to share good practice raise issues pertinent to volunteering. A monthly e-bulletin is produced for VCN members.

RCVS also works with the PCNs and community champions. This has supported the establishment of neighbourhood/engagement groups in Beeston and Stapleford that can address local issues and/or develop new services in the local area according to need. RCVS also supports North Broxtowe Community Hub and established the Broxtowe Community Development Forum to enable additional communication mechanisms into the South Notts ICP Board.

RCVS involvement in Broxtowe Partnership Board – CVS Task and Finish Group in developing a strategy for the voluntary sector. A survey will be undertaken to understand local needs.

RCVS capture all data relating to volunteering and service delivery through its client management systems. Between March and November 2020, VAB suspended all activities due to lockdown, but continued to support around 40 volunteers via phone calls etc. Since the closure of VAB, all volunteers were signposted/transferred to other services and made aware of RCVS contact details should they wish to volunteer once lockdown eased.

Many VIOs across Nottinghamshire are reporting the loss of older volunteers, with many suspended their services/activities during the year and, as such, have not been promoting opportunities. However, many potential volunteers and organisations came forward locally to respond to the pandemic crisis, including mutual aid groups across Broxtowe.

RCVS in partnership with VAB generated and shared with the sector a specialist 'Covid' handbook which included practical information on how to steer and volunteer for a mutual aid groups (i.e. new and un-constituted groups who were operating without affiliation with an infrastructure organisation). The guidance included how to involve emergency volunteers; offering advice on safe and appropriate volunteering and related topics e.g. governance advice, securing PPE supplies for volunteers, offering support with funding applications. A survey of voluntary organisations, undertaken in July 2020 on the impact of the pandemic on these organisations, is to be revisited by the Task and Finish Group.

RCVS led on a mapping of the voluntary sector between July and October 2020. This data is subject to change as the sector faces one of the most challenging landscapes seen due to the impact of coronavirus. Due to emerging needs, government lockdown advice and associated stressors, many groups changed their functioning and opening times. Because of this rapidly shifting context, it was difficult to map data accurately at this time. The data, which was mapped into the relevant categories by area (Beeston, North Broxtowe, South Broxtowe and Broxtowe wide), identified 84 groups (including faith groups) and six mutual aid groups. All groups were contacted with RCVS details.

The RCVS South Notts Befriending scheme, which was started in Rushcliffe, is now being rolled out into the South of the County. The scheme currently supports 10 clients and recruited one volunteer in Broxtowe. A funding bid to expand the service was made to NHS Charities and the outcome is awaited. The bid includes other services including 'Walk and Talk' and well-being packs.

RCVS has provided its annual report and financial statements for the year ended 31 March 2020 for scrutiny. The charity separates its accounts between restricted and unrestricted funds. Total income generated in the year amounted to £192,599. This included £101,811 of unrestricted core funding from grants and donations, rent/room hire and sales income, including unrestricted funding from the Prison Advice and Care Trust (£35,683), Rushcliffe Borough Council (£15,000) and Nottinghamshire County Council (£11,796). Other sizeable restricted funding was received from

Nottinghamshire County Council (£37,840), the National Lottery Community Fund (£27,679) and Bailey Thomas (£20,000). RCVS currently receives NCC Local Improvement Scheme (LIS) funding until July 2021, although it is still awaiting a decision regarding LIS funding for 2021/22 onwards. Total expenditure amounted to £162,167, including £65,717 in respect of core funds. This mainly related to staff costs (£129,101 for an average 13 employees), rent and services, other premises expenses and general operating costs. Total cash and bank balances at 31 March 2019 was £262,184, including £202,453 held as an unrestricted fund.

RCVS state that adequate reserves are maintained to cover potential closure costs, project contingencies, general variations in income and cash flow and uncertainties regarding the short to long term impact of the pandemic (all estimated at £135,000). All other unrestricted reserves have been ring-fenced to address immediate deficits, develop new services and initiatives to improve longer term sustainability.

For 2021/22, Rushcliffe Community Voluntary Service has requested grant aid of £7,000 towards their general running costs to provide volunteer brokerage services and network development support across the Borough.

Members should note that the grant aid policy requires that grant awards of £5,000 or above may be subject to a Service Level Agreement.

Caring Organisations Category

2. HOPE NOTTINGHAM

Hope Nottingham is project that is operated from Hope House at the Boundary Road Community Centre in Beeston. The project has around 200 visitors each week, with 1,200 individuals benefitting from the service each year. Hope House has developed into a holistic community hub providing wide ranging support to help people out of crisis and empower them to contribute positively to their community.

The Hope Café was originally established in 2005 as part of Hope NG9, the Christian church working together to bring 'Hope to the NG9 area through social action, backed by prayer and word'. From 2010, local ministers agreed that Hope NG9 should be merged with Hope Nottingham. The charitable objects of Hope Nottingham are to advance the Christian faith and the relief of poverty, sickness and distress amongst the people of Nottingham and surrounding areas

Hope Nottingham provides a free, one-stop community support café, providing holistic support for homeless and vulnerably housed adults to overcome poverty crisis and entrenched deprivation. The project aims to meet basic needs of food, clothing and furniture, provide a listening ear and offer individual mentoring and support with a view to having a positive transformation on the lives of those in need and to enable the positive social re-integration of socially excluded people.

In addition to providing food and friendship, the project aims to mentor individual service users by providing life skills training and creative activities. The project also acts as a hub to which its users can directly access support from specialists on issues such as housing, debt, benefits, substance and alcohol abuse and health.

Hope Nottingham works with the Council, Police, Citizens Advice and other support agencies to meet the needs of its users and the local community. The various services are integrated together to enable those with complex needs to address several issues simultaneously, as the most effective way to make progress and to avoid them falling through gaps in service provision.

The facilities at Hope House extend to providing a Job Club to help the long-term unemployed back into work and a Youth Group that provides positive diversionary activities for young people.

The key headlines received from Hope Nottingham in 2020/21 include:

- Providing over 4,000 food parcels to around 1,500 households, plus 3,000 food parcels to replace free school meals over several weeks during the pandemic crisis for about 150 households.
- Supplying over £10,000 worth of financial assistance to buy specific items such as cookers and washing machines to 100 households
- Supported 35 people through the Linking Lives befriending service, which has been provided via weekly phone calls, returning to weekly visits when possible
- Providing more accessible independent information, advice and support for the most vulnerable Broxtowe residents
- Providing community based volunteer opportunities for local residents
- Providing employment support and training to enable service users to make progress in helping themselves out of poverty relating to welfare, low income, debt, unemployment, dysfunctional lifestyles, mental illness and domestic violence
- Directly supporting people in overcoming or avoiding homelessness, whilst others are indirectly supported by referral to mainstream services and partners
- Assisting local people in Broxtowe with getting housed
- Establishing two small in-house social enterprises teaching people practical skills and enabling them to begin earning an income
- Supporting long-term unemployed local residents through its Employment Pathway scheme. Users are referred to the Hope Job Club by the job centre and receive mentoring, work experience, skills training and job application support in creating positive CV's. This work has

assisted three long-term unemployed residents into work. Outcomes were impacted by the pandemic in 2020, but the Hope Job Club is operating again from Hope House and will hopefully return to Beeston and Stapleford libraries (and potentially other venues) in the near future.

Hope Nottingham has provided the latest accounts for the year ended 30 June 2020 for scrutiny. The charity separates its accounts between restricted fund and unrestricted funds. Total income generated amounted to £504,908 which mostly related to grants, donations and rental income from use of the church and centre. Significant restricted and unrestricted grants were received from DEFRA (£37,500), Grasiela (£34,000), D2N2 (£25,000), Trussell Trust (£18,347), Nottinghamshire Community Foundation (£15,363), Methodists Nottingham and Derby District (£13,200), Nottingham City Council (£10,000), Rathbone (£10,000) and this Council in addition to considerable grants and donations received from local businesses, church and community. Total expenditure amounted to £355,220 which included salaries and associated employer costs (£190,623 for an average of 10 employees with no employee receiving more than £60,000 during the period), premises expenses and other operating costs. Total funds as at 30 June 2020 were £192,977 including unrestricted funds of £140,177. Total cash at bank and in hand was £204,209.

In 2021/22, grants have been offered and/or received from 'Love Your Neighbour' Covid Recovery Grant (£47,500), Beeston Consolidated Charity (£18,000) and smaller grants from other Trusts. The charity continues to acknowledge the regular financial and volunteer support it receives from individuals, church and community, local businesses, local authorities and grant making organisations, without which it could not continue to operate.

The Council has regularly supported Hope Nottingham, with the grants awarded in the past five years being as follows:

2020/21	£10,000
2019/20	£10,000
2018/19	£4,000
2017/18	£4,000
2016/17	£4,000

For 2020/21, Hope Nottingham has requested a similar grant of £10,000 towards the general cost of operating the project (£4,000) and for the specific cost of running its Employment Pathway programme (£6,000).

Members should note that the grant aid policy requires that grant awards of £5,000 or above may be subject to a Service Level Agreement.

Miscellaneous Category

3. D H LAWRENCE MUSIC FESTIVAL (ROOTS LIVE MUSIC)

An application for grant aid has been received from Roots Live Music towards the cost of organising the D H Lawrence Music Festival 2021. Established in

2016, Roots Live Music is a voluntary and non-profit partnership of two dedicated enthusiasts that organise music festivals, 'open-mic' nights and a local music radio station.

The D H Lawrence Music Festival brings a full day of original music and culture to Eastwood, helping to promote one of its greatest talents, D H Lawrence. This annual festival promotes local songwriters and performers, bringing artists and music fans from across Nottinghamshire and Derbyshire into the area, visiting the local pubs, bars, cafés and restaurants throughout the day. Around 6,000 people are estimated to have attended the festival in previous years. This all helps support local businesses, in particular the venues which host the event and the food establishments people visit throughout the day, hopefully generating some return business with new customers discovering a new venue.

The festival runs over the course of one day, bringing around 120 individual artists into the area, performing their original music. Eleven stages at venues across Eastwood have already signed up for the festival this year which takes place on 11 September 2021 (the birth date of D H Lawrence).

Roots Live Music have requested grant aid of £2,500 towards the cost of organising the festival. The grant will help with the cost of promotional material, decoration throughout venues (banners and other advertising), programmes and expenses payments to artists (£1,200) and organisers time (£350) with regards to organisation and on the day running of the event. Roots Live Music does not make any profit from the festival and in previous years have organised the event and produced posters, badges etc. from their own time and resources.

The voluntary partnership does not have a separate bank account nor has it previously maintained a separate budget or accounts for the event. Although the partnership is not formally constituted in a way that other larger voluntary and community groups are, officers are sufficiently assured that the 'not-for-profit' aims of the partnership and the promotional nature of this local event, with its links to music and the arts, is sufficient for the request to be considered for an award under the grant aid policy.

This is the first time the group has requested grant funding to help with costs. If Members were minded to support only a proportion of the grant then the budget for the event would be reduced accordingly, firstly from the budget paid to the organisers (as their first priority is the festival and the artists) but also the promotional material which would impact the reach in terms of bringing people to the festival.

This is the first application that the Council has received from Roots Live Music and for 2021/22, the group has requested grant aid of £2,500 towards the cost of the D H Lawrence Music Festival in September 2021.

APPENDIX 2

DELEGATED AWARDS

A summary of the grant awarded under delegated authority since April 2021 is included below. The Council's policy in respect of grant aid to voluntary organisations is to award the amount requested by the organisation or the maximum specified whichever is the lower. Additional consideration is given to groups who can demonstrate that they are meeting the particular needs of disadvantaged sections of the community.

All requests under £250 are considered under delegated authority, in consultation with the Chair of this Committee. This includes applications from individuals involved with sport and the arts.

This Committee determines all requests for grants in excess of the £250 maximum.

Groups

Group	Total Members	Total Broxtowe Residents	Grant Award in 2020/21	Grant Award in 2021/22	Purpose of Grant Award
Kimberley Bowls Club	48	46	£200	£250	Purchase of four wooden benches within the club grounds for the benefit of players and visitors. Award from the Broxtowe Lotto Community Fund

This page is intentionally left blank

Joint Report of the Chief Executive and the Deputy Chief Executive

USE OF THE CHIEF EXECUTIVE'S URGENCY POWERS FOR A CAPITAL GRANT AID REQUEST FROM THE ROYAL BRITISH LEGION (BEESTON) SOCIAL CLUB

1. Purpose of report

The report informs the Committee of the use of the Chief Executive's urgency powers since the last meeting, in consultation with the Leader of the Council.

2. Grant Aid Application

An application for capital funding has been received from The Royal British Legion (Beeston) Social Club. This has been considered in accordance with the provisions of the Council's grant aid policy.

The club, which is based at Haigh House on Hall Croft in Beeston, is refurbishing its premises in advance of a planned re-opening in June 2021 when it is hoped that the pandemic restrictions relating to social distancing will be lifted. The club needs to bring the premises up to current fire safety standards to make it safe for community use.

The Royal British Legion (Beeston) Social Club has requested grant aid of up to £8,645 towards the full cost of necessary fire safety works at its premises. The total cost of the fire safety and additional electrical works is around £16,000. Further details of the application are included in the appendix.

With the agreement of the Leader of the Council, the Deputy Leader and the Chair of this Committee, and in consultation with the Chief Executive and the Deputy Chief Executive, the Council has agreed to award a grant of up to £8,645 towards the cost of fire safety works.

3. Financial Position

No budgetary provision exists for capital grants to voluntary organisations. The award of grant will be funded from the 2021/22 Capital Contingencies of which £28,250 remains available.

Recommendation

The Committee is asked to NOTE the exercise of the Chief Executive's urgency powers in awarding grant aid of up to £8,645 to The Royal British Legion (Beeston) Social Club to be funded from Capital Contingencies 2021/22.

Background papers

Nil

APPENDIX**ROYAL BRITISH LEGION (BEESTON) SOCIAL CLUB**

A request for capital funding has been received from The Royal British Legion (Beeston) Social Club towards necessary refurbishment works at its premises in advance of a planned re-opening in June 2021.

The Royal British Legion (RBL) was formed in the aftermath of the First World War when four organisations came together to fight the injustices faced by those returning home after service and became the British Legion in 1921. From the beginning, it campaigned for fair treatment of those who had given so much for their country and provided much needed welfare support and comradeship. In its centenary year, the RBL continues to respond to the changing needs of the Armed Forces community, providing small interventions to life-changing and sometimes lifesaving support.

The Royal British Legion (Beeston) Social Club was formed in 1949 and is located at Haigh House on Hall Croft in Beeston. The Beeston Club is a not for profit registered society, which provides a social, community and entertainment venue and activities for residents of Beeston, Chilwell, Toton and the surrounding areas. Activities include fundraising for good causes, support for veterans' groups, support for the local RBL Branch, and a venue for events e.g. Oxfam. Before the pandemic lockdown, around 300 to 400 people would attend the venue on a monthly basis depending on range of activities and entertainment.

The RBL national membership fees are not shared with the local clubs, although there is an option to join the Beeston Club for a nominal £1 (around 140 local members before the lockdown). The Club is open to non-members and guests.

The Beeston Club is currently refurbishing its premises in advance of a planned re-opening in June 2021 when, hopefully, the pandemic restrictions relating to social distancing will be lifted. It needs to bring the premises' systems up to current fire safety standards as advised by the Nottinghamshire Fire and Rescue Service. Improving the fire safety of the building to current standards will make it safe for community use.

The Beeston Club has requested a capital grant of up to £8,645 to enable it to complete this work. This will include the supply and fitting of an emergency lighting system to meet current fire safety requirements; the supply and fitting of a fire alarm system comprising fire alarm panel, smoke detectors and alarm to meet current fire safety standards; and the fitting of radiators to extend year-round use of the whole building. The total cost of these works are quoted at £8,645. The Club also has to fund a planned additional scheme for electrical safety at a cost of £7,310. The Beeston Club does not have sufficient funding or reserves to meet these costs and has indicated that it is at real risk of not being a going concern.

The Beeston Club has earmarked some of the Covid-19 related grant funding towards the refurbishment scheme in time for its planned re-opening in June 2021. No other funding applications have been made at this point.

The premises are leased from The Royal British Legion – Regional Office Property Management on an ‘open-ended’ lease agreement.

The Royal British Legion (Beeston) Social Club has provided its accounts for the year ended 30 September 2020 for scrutiny. Turnover amounted to £33,421 (down from £60,731 in 2019) with other operating income of £10,000 relating to government grants. Total expenditure for the year was totalled £38,144 (£64,534 in 2019) which mainly related to cost of sales (£11,511) and other administrative expenses, including wages and salaries (£8,837 for three employees, down from £17,314 and an average of 10 staff), repairs and renewals, premises expenses, utilities, rent and rates and other operating costs. The profit before taxation was £5,277. The cash at bank and in hand as at 30 September 2020 was £9,787.

This is the first application that the Council has received from The Royal British Legion (Beeston) Social Club and for 2021/22 grant aid of up to £8,645 has been requested towards the full cost of necessary fire safety works at its premises (the total costs of fire safety and electrical works is around £16,000).

Given the nature of this scheme, any approved grant would normally be given on the basis of 25% of the actual costs incurred (given that it relates to a non-Council owned asset) with a maximum figure specified in appropriate circumstances.

With the agreement of the Leader of the Council, the Deputy Leader and the Chair of this Committee, and in consultation with the Chief Executive and the Deputy Chief Executive, the Council has agreed to award a grant of up to £8,645 towards the cost of fire safety works. This equates to around 54% of the necessary safety works required (fire and electrical) to re-open the premises.

No budgetary provision exists for capital grants to voluntary organisations. The award of grant will be funded from the 2021/22 Capital Contingencies of which £28,250 remains available.

This page is intentionally left blank

Report of the Deputy Chief Executive

ENVIRONMENTAL, SOCIAL AND GOVERNANCE BANKING

1. Purpose of report

To inform Members of the position of the Council's banking service providers in respect of the environmental, social and governance (ESG) aspects of investing which have been coming into prominence over the last few years.

2. Background

A report to the Committee on 30 March 2021 detailed the overall position of the Council's treasury management investments in relation to environmental, social and governance investments. The report was drawn from the research undertaken by ShareAction, a non-profit making organisation working to build a global investment sector which is responsible for its impacts on people and planet. ShareAction's initial research was into asset managers and did not include banks.

ShareAction have subsequently published a follow up report looking at banking service providers in more detail. This report has been used to provide a ranking in ESG investments. The appendix contains details of this analysis.

3. Summary

As per the Council's Treasury Investment Strategy the Council's policy on treasury investments is to prioritise security and liquidity over yield. In other words, the objective is to focus on minimising risk rather than maximising returns. The main priority of any decision the Council makes in terms of its banking and investment policies needs to be the security of its investment. The rate of return and the ESG factors are necessarily secondary to that. However, the Council does have the opportunity in the future to bring ESG factors into its decision making process in terms of its banking investments with the Investment Strategy being updated on an annual basis and its banking services provider when the contract is renewed in 2026.

Recommendation

The Committee is asked to NOTE the position of the Council's banking service providers in the terms of environmental, social, and governance agenda.

Background papers

Nil.

Environmental, Social and Governance Banking

1. Introduction

A review of the Council's banking service providers has been carried out to establish the environmental, social and governance credentials of those third party organisations.

2. Banking Services

The Council's main banking services, for day to day banking and overnight investment, are provided by Barclays Bank plc. The contract for these services expires in March 2026 with an option to extend the contract for two years until March 2028. The Council will have an opportunity to include ESG considerations into the next contract in five years' time.

In addition, the Council uses high street banks to invest surplus cash on a short term basis. Historically the banks used have included:

- Bank of Scotland
- Santander
- Lloyds

3. Credit Ratings

The Council's Treasury Management Strategy sets out both the criteria a counterparty is required to meet in order for it to be considered suitable for investment of the Council's funds and a list of those counterparties meeting the minimum criteria.

One of these criteria is credit rating, which gives an indication of the strength and financial resilience of the institution. The Council has a duty to safeguard the public money in its keeping and will only invest in banking institutions which have a credit rating of A- or above. The Council's treasury advisors, Arlingclose, update the Council on credit ratings on a regular basis.

4. ESG Factors

There are no universally agreed and accepted set of ESG definitions and they can be difficult to apply on a consistent basis. Environmental and social issues are diverse and can be emotive based on personal perception and values. Even the terms used can be interpreted in a variety of ways. However, the United Nations has sought to bring some commonality with its Principles for Responsible Investment. Whilst it does not provide a prescriptive or exhaustive list it does give common examples of ESG issues.

Environmental

- Climate change
- Greenhouse gas emissions
- Resource depletion
- Waste and pollution

- Deforestation

Social

- Human rights
- Working conditions including slavery and child labour
- Local communities
- Employee relations and diversity

Governance

- Bribery and corruption
- Board diversity and structure
- Executive pay
- Political lobbying and donations
- Tax strategy

5. ShareAction

ShareAction is a non-profit making organisation working to build a global investment sector which is responsible for its impacts on people and planet. As part of this work, in April 2020 they issued a report entitled “Banking on a Low-Carbon Future II – A ranking of the 20 largest European banks’ responses to climate change. As the title suggest this report includes the ranking of banks and analysis of their performance on transitioning to integrating ESG factors. It is ShareAction’s ranking of banks which has been used to rank the Council’s counterparties.

6. Rankings

The following table ranks the Council’s counterparties using ShareAction’s rating bands and the financial market credit ratings.

ShareAction’s rating bands are as follows:

- A – Best Practice
- B – Leaders
- C – Building Capacity
- D – Business as Usual
- E – Laggards

The Council’s acceptable credit ratings are:

- AAA
- AA+
- AA
- AA-
- A+
- A
- A-

<u>Bank</u>	<u>Investment Value</u> (as at 30/04/21)	<u>ShareAction</u> <u>Rating</u>	<u>Credit Rating</u> (Fitch)
Barclays Bank UK plc	815,765	D	A+
Bank of Scotland plc	0	D	A+

Santander UK plc	0	C	A+
Lloyds	0	B	A+

The Council's investment in Barclays is held on an overnight basis and is reviewed on a daily basis to determine if it is worth making a definitive investment in, for example, a money market fund.

Balances held in other financial institutions at as 30 April 2021 amounted to £15,190,000 as detailed below:

<u>Counterparty</u>	<u>Long Term Investment Value</u> (as at 30/04/21)	<u>Short Term Investment Value</u> (as at 30/04/21)	<u>Rating</u>
Pooled Funds			
NinetyOne Fund Managers UK Ltd	2,000,000		Not Available
CCLA	4,000,000	4,373,000	Not Available
Asset Managers			
Royal London Asset Management		2,000,000	D
Aberdeen Standard Investments		2,817,000	B
Total	6,000,000	9,190,000	

ShareAction have not yet reported on ESG ratings for the pooled funds which are held by the Council so the rating for these counterparty's is not available at this point in time.

7. Future Implications

As demonstrated above the Council, on a whole, only invests a small percentage of its surplus cash flow in the banking sector. Investments are made on the basis of security, liquidity and yield. An additional element of ESG rankings could be introduced into the Investment Strategy enabling the ESG credentials of a banking institution to be taken into account when placing investments.

Any proposed switch to a highly rated ESG organisation will require a zero impact on yield. Care must be taken to ensure that the Council's required ESG factors are being met – for example a high ESG score does not necessarily mean a high Environmental score within ESG factors. The Council must be sure of its own priorities and the service evaluation used.

To allow future consideration of ESG in the Council's investment strategy the Treasury Management Strategy will need to be amended and approved by Full Council in February 2022.

The following table shows ShareAction's top ranking European banks, based on their response to climate change, together with their credit ratings as advised by Arlingclose.

<u>Rating</u>	<u>Rank</u>	<u>Bank</u>	<u>Credit Rating (Fitch)</u>
B	1	BNP Paribas	Not Rated
B	2	Lloyds Banking Group	A+
B	3	ING	Not Rated
C	4	UBS	Not Rated
C	5	HSBC	AA-
C	6	Credit Agricole	Not Rated
C	7	Societe Generale	Not Rated
C	8	Standard Chartered	A+
C	9	Santander	A+
C	10	ABN AMRO	Not Rated

This page is intentionally left blank

Joint report of the Chief Executive, Deputy Chief Executive and Executive Director

PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN – SUPPORT SERVICE AREAS – OUTTURN REPORT

1. Purpose of report

To report progress against outcome targets identified in the Business Plans for support services areas, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

2. Background

The Corporate Plan 2020-2024 was approved by Council on 4 March 2020. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety, in addition to the support service areas of Resources, Revenues, Benefits and Customer Services and ICT and Business Transformation are approved by the respective Committees each year in January/February.

3. Performance management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include detailed annual reports where performance management is considered following the year-end.

This outturn report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Business Plans for the support service areas. It provides a summary of the progress made to date on Critical Success Indicators (CSI), key tasks and priorities for improvement in 2020/21 and data relating to Key Performance Indicators (KPI). A summary for each business plan is detailed in the appendix.

Recommendation

The Committee is asked to NOTE the progress made in achieving the Business Plans for Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation and the outturn Key Performance Indicators 2020/21

Background papers

Nil

APPENDIX

PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan for 2020-2024 was approved by Council on 4 March 2020. It sets out the Council's priorities to achieve its vision to make "A greener, safer, healthier Broxtowe where everyone prospers". Over the period, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

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 the respective Committees at meetings held in January and February 2020. 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.

These support services provide support to the key services to assist them in achieving the priorities and objectives.

The respective Business Plans detail the projects and activities undertaken in support of the Corporate Plan 2020-2024 for each priority area. These cover a three-year period but are revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This will include 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, this Committee receives regular reports of progress against the Business Plans for the support service areas. 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 2020/21 (as extracted from the Pentana Risk performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).






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

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

Action Status Key







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

Performance Indicator Key



Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only




RESOURCES





Critical Success Indicators for Resources 2020/21







Status	PI Code and Title	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2020/21 Target	Notes
Green 	BV8 Creditor invoices paid within 30 days of receipt	Monthly	99.3%	97.2%	99.6%	99.0%	The further roll-out of Intelligent Scanning should enhance the efficiency of the creditor payment process and increase the speed with which creditors are paid
Green 	LALocal_07 No. of complaints determined by the Local Government and Housing Ombudsman against the Council	Quarterly	5	2	2	0	There were 11 complaints made in 2020/21 of which 2 were upheld, and these had been identified through internal processes.
Amber 	LALocal_12 Freedom of Information requests dealt with within 20 working days	Quarterly	96.5%	96.0%	96.3%	100%	ICO guidance suggests a target of 85% of requests being sent a response within the appropriate timescales is acceptable. Exceeding the ICO target.
Red 	BV12 Working Days Lost Due to Sickness Absence (Rolling Annual Figure)	Monthly	8.69	10.88	7.89	7.5	Includes absences due to COVID-19, but excludes data relating to periods of Self-Isolation.
Green 	HRLocal_17 Working Days lost for short term absence	Quarterly	3.22	3.34	2.33	2.50	Due to COVID restrictions traditional short term sickness (cold, stomach bug, etc...) appears to have decreased.
Red 	HRLocal_18 Working Days lost for long term absence	Quarterly	5.47	7.54	5.56	5.00	There was a reduction however the target was not achieved. Some staff have / continue to suffer from long COVID which has impacted on Long Term Absence.






Resources Key Tasks and Priorities for Improvement 2020/21






Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Overdue 	Rollout web based Financial Management software and refreshed Purchase Ordering processes to all Departments FP1922_02 (Finance)	Introduction of web based accounts management to support New Ways of Working Effective budget monitoring by managers through use of web-based system. Sound commitment accounting to improve quality of financial reporting. Compliance with Financial Regulation	80%	Mar-2021	The Financial Management System was updated to the supplier's latest version in November 2020. This will ensure the continued support of the supplier for the foreseeable future. More users are adopting the web-based (as opposed to rich client) version for which support is no longer provided. Further steps will now be taken to promote the use of web based Financial Management software with a revised due date of September 2021
Overdue 	Implementation of Intelligent Scanning ensuring automated matching of valid purchase orders to invoices FP1922_03 (Finance)	Reduction in time taken to process invoices received Ensure compliance with Financial Regulations in respect of raising purchase orders. Reduction in time taken to process invoices received. Effective internal control and reduction of paper invoices	60%	Mar-2021	The Intelligent Scanning software has been installed and is being used in a number of sections. The roll-out to users was placed on hold whilst the Financial Management System was upgraded. Now that the upgrade has been completed plans will be drawn up for the further roll-out to users with a revised target date of December 2021


Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Overdue 	Determine the Council's approach to procurement to ensure that it meets needs and objectives FP1922_05 (Finance)	Review current procurement arrangements to ensure that the Council has sufficient expertise to maintain compliance with regulations.	80%	Sep-2020	The refreshed Procurement and Commissioning Strategy has been adopted and implemented. The Council is employing the Procurement and Contracts Officer on an interim basis. A further attempt to fill the established post on a permanent basis was made in November 2020 but did not yield a suitable candidate. The Council is now considering its options for delivering the procurement function going forward. This could potentially include partnership working with other local authorities. A report is being prepared for GMT consideration. This action has been rolled forward into the 2021/22 Business Plan, with a revised target date proposed for 30 September 2021.
Overdue 	Review and update the Financial Regulations for approval by Members FP2023_01 (Finance)	The Council's updated Financial Regulations to be adopted by the Council. Approval required at Full Council	20%	Jun-2020	Financial Regulations for Contracts updated in March 2020. The update of the general Financial Regulations is outstanding.
Completed 	Undertake procurement exercise for banking service provider (including change of provider if required) FP2023_03 (Finance)	Effective banking service meeting all statutory and corporate procurement and other requirements	100%	Mar-2021	A new five year banking services contract, with effect from April 2021, was agreed and completed on 17 March 2021.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Roll-out of the refreshed Procurement and Commissioning Strategy to key stakeholders once adopted FP2023_04 (Finance)	Ensure that stakeholders are informed and aware of their obligations when purchasing and contracting on behalf of the Council. Opportunities for savings and efficiencies may be achieved through effective procurement.	100%	Jul-2020	The refreshed Procurement and Commissioning Strategy has been adopted and implemented with briefings being provided for key contract managers and budget holders.
In progress 	Continue to develop a contract management framework for adoption across the Council FP2023_05 (Finance).	Establishing a corporate contract management framework to include performance management arrangements/reporting. Opportunities for savings and efficiencies may be achieved through effective procurement.	80%	Jul-2020	The completion of this action has been partially delayed by the COVID restrictions. A contract management framework has been designed and subsequently agreed by GMT. This will be rolled out across the Council with briefings being provided for key contract managers.
In progress 	Continue to develop the existing Internal Audit collaboration with Erewash Borough Council FP2023_06 (Finance)	Establishing a more formal arrangement and structure for delivery of resilient internal audit services at the two authorities. Further resilience, efficiency and opportunity for nominal income generation achieved through collaboration.	80%	Dec-2020	The Internal Audit Collaboration with Erewash Borough Council continues to work well with management oversight and support being provided throughout the year. Three audits were completed for Erewash in 2020/21. The collaboration arrangements will be reviewed in 2021/22, in conjunction with the respective Section 151 Officers, with a revised target date proposed for 31 December 2021.
Completed 	Produce the Final Accounts by end of May FP2023_07 (Finance)	Produce the Final Accounts by the end of May	100%	May-2020	Accounts were completed by – June 2020 in line with extended government deadlines due to the COVID-19 outbreak. Officers were working to administer Business Grants during this time.








Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
In progress 	Pursue tram compensation claim CP1620_01 (Property)	Pursue tram compensation claim	50%	Oct-2019	Moving toward final settlement which is anticipated in July 2021
Completed 	Implement the Asset Management Plan 2016-21 CP1620_03 (Property)	Implement the Asset Management Plan 2016-21	100%	Mar-2020	A new Asset Management Plan 2021-2026 will be externally commissioned and presented to members in due course.
Completed 	Implementation of Core Abilities Framework and Performance Appraisal (PA) system across workforce with Broxtowe Learning Zone (BLZ) HR0912_01 (HR)	Ensure the Council has highly developed employees who are competent to undertake their role and managers who can lead teams effectively in accordance with service/ corporate objectives	100%	Dec-2017	Due to COVID-19 the deadlines were extended to 22 May 2020 to allow managers to complete the 2019/20 appraisals, which may have been missed due to the Pandemic
Completed 	Review of payroll processes to introduce electronic forms HR1417_03 (HR)	Review of payroll processes to introduce electronic forms	100%	Mar-2018	E-Forms for Car Mileage Claims went live from April 2018. Further forms are being considered for development.
Overdue 	Introduce 6 new online Broxtowe Learning opportunities by 2020 HR1720_01 (HR)	Expand range of opportunities to develop employee skills. Add 6 modules to Broxtowe Learning Zone by March 2021	71%	Mar-2021	Target is for 6 new courses to be delivered. Three new courses were launched in 2020/21. Two further courses have been developed along with the Subject Matter Experts. One course is being tested by managers prior to release.
In Progress 	Achieve Level 3 (Leader) Status for Disability Confident Employer Scheme HR1922_01 (HR)	Become a champion within local/business communities in terms of appointing, keeping, and developing disabled employees	89%	Mar-2021	Level 2 renewed until Sept 2023. Level 3 submission sent to DWP in March 2021 – awaiting validation/review.








Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Produce Organisational Development Strategy HR2023_01 (HR)	Promoting the well-being of employees; empowerment and active engagement of employees in the vision and mission of the organisation; developing top level performance; developing skills in attracting retaining and developing talent and succession planning.	100%	Dec-2020	Report on the Organisational Development Strategy was presented to Personnel Committee on 30 June 2020.
Completed 	Introduce adequate data capture methods to allow production of new performance information from the People Strategy HR2023_02 (HR)	Up to date reliable data is available to inform the themes within the People Strategy	100%	Jun-2020	Performance Indicators have been set up in the Pentana Performance Management System and data collection methods are in place.
In Progress 	Identify and then progress the completion of First Registration of Council owned Land LA1821_02 (Legal)	Achieve 100% registration of unregistered Council land	Ongoing	Dec-2021	Additional Resources recruited in September 2020 on a two year fixed contract. Unregistered areas of land continue to be identified. Applications for registration have been submitted. There is a significant back log at Land Registry resulting registration taking up to nine months to process. Revised due date of October 2022.
In Progress 	Review and Update the Council's Constitution LA1922_02 (Legal)	Update the Council's Constitution to reflect the Council's day to day business	25%	Oct-2021	Senior Officers are being consulted and a Task and Finish Group for Members is being set up. A report is to be presented to Policy and Performance Committee on 30 October 2021.
Completed 	Develop a robust reporting framework in the Legal Case Management System LA2023_01 (Legal)	Create report templates to enable management of caseloads and effective reporting.	100%	Apr-2020	Legal Services are using the Case Management system to produce effective management reports.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Create templates/ precedents in the Case Management System to improve efficiency LA2023_02 (Legal)	To create templates for internal and external communication	50%	Dec-2021	The case management system is being used by everyone. All standard templates have been uploaded to the system and specific templates and precedents are continually being uploaded. Further work is being undertaken in respect of cross departmental reporting and developing a work flow process to standardise practices.
Completed 	Embed an effective joint Debt Recovery Service to continue to reduce levels of debt. LA2023_03 (Legal)	For management of debts to remain with the section within which the debt was raised. Debt recovery and collection to only be undertaken by Legal Services when court action required.	100%	Jun-2020	The number of sundry debt invoices dealt with in Legal Services has reduced as only the following invoices require intervention from Legal Services <ul style="list-style-type: none"> • Where the debt is over £500 (or under £500 and is either a Ground Rent (GR) invoice and/or Service Charge (SC) invoice) and • Where Legal have sufficient evidence should the case be disputed, for examples photographs, and • Where Legal have a completed Statement of Truth from the relevant department A revised process was drafted, approved and incorporated in the Corporate Sundry Debt Policy.
In Progress 	Implementation of committee management system DEM1518_01 (Governance)	Implementation of committee management system	93%	May-2021	System fully implemented within Democratic Services. Final decision on rollout to be made in early 2021.
Completed 	Implementation of the canvass reform DEM1923_01 (Admin)	Successful implementation of the new canvass process in 2020.	100%	Dec-2020	Canvass completed successfully and register published on 1 December 2020.
In Progress 	Community Governance Review DEM1518_01 (Admin)	Community Governance Review	18%	Oct-2022	Review started on 7 June 2021. Meetings held with parish councils during June. Stage 1 consultation taking place between 1 July - 30 September 2021.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Transfer of Land Charges function to Land Registry DEM1518_02 (Admin)	Transfer of Land Charges function to Land Registry	15%	Mar-2022	HMLR have now advised that migration of the Local Land Charges function will be in 2023/24. Discussions continuing with HMLR about data analysis work to be undertaken to prepare for the transition.




Resources Key Performance Indicators 2020/21

Status	PI Code and Title	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2020/21 Target	Notes
Green 	FPLocal_01 Sundry creditors paid by BACS	Monthly	90.8%	93.8%	99.9%	92%	
Red 	FPLocal_02 Sundry debtors raised in any one financial year paid in that year	Monthly	83.5%	83.4%	75.2%	90%	Due to COVID-19 the Council halted recovery action on accounts. Although recovery action recommenced, it has resulted in a significantly lower amount being collected than previous years.
Amber 	FPLocal_03 Planned audits completed in the year	Annually	97%	86%	89%	90%	Outturn has been impacted by the COVID-19 pandemic. Outstanding audits have been rolled forward for consideration in the Internal Audit Plan 2021/22.
Green 	FPLocal_09 Invoices paid within 20 days	Monthly	97.6%	92.6%	99.0%	98%	Officers will continue to be reminded of requirement to enter and authorise invoices promptly.
Red 	FPLocal_11 Procurement compliant contracts as identified in the Contracts Register	Quarterly	95%	90%	90%	95%	New performance indicator in 2020/21. The Contracts Register is reviewed regularly and managers informed of action required to ensure contract compliance.
Green 	CPLocal_01 Industrial units vacant for more than 3 months	Quarterly	1.6%	1.7%	0%	2%	All industrial units have been let with some tenant changes. Replacement tenants can usually be found within the three month period.
Green 	CPLocal_02 Tenants of industrial units with rent arrears	Quarterly	1.6%	5.0%	1.98%	5%	Several requests from tenants asking for rent deferrals were made during lockdown prior to financial year-end. The effect has yet to be determined as there will be rent arrears when businesses reopen.


Status	PI Code and Title	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2020/21 Target	Notes
Amber 	BV16a Employees with a Disability	Quarterly	6.90%	6.25%	6.92%	7%	Improvement on the previous year despite recruitment slowing down during pandemic. Increase in initiatives such as mental health awareness and disability confident status may encourage declarations within new starters.
Green 	BV17a Ethnic Minority representation in the workforce	Quarterly	6.44%	7.24%	8.24%	8%	Improvement on the previous year and throughout 20/21 despite recruitment slowing down during pandemic. 7.8% individuals within the borough are from a BAME background.
Green 	HRLocal_06 Annual employee turnover	Quarterly	14.0%	10.3%	5.06%	12%	Employee turnover has decreased considerably and exceeded target.
Amber 	HRLocal_07 Employees qualified to NVQ Level 2 and above	Quarterly	85%	87%	86%	87%	Overall skills level has remained stable. The numbers of leavers and starters in 2020/21 have closely mirrored. Nearly all new starters have achieved a minimum of NVQ Level.2 (or equivalent).
Amber 	LALocal_04 Complaints acknowledged within 3 working days	Quarterly	94%	97%	96%	100%	Response rate is similar to previous years. <i>Acknowledgements to be made in five working days from May 2021 in accordance with legislation.</i>
Amber 	LALocal_08 Individually registered electors in the Borough	Annually	84,788	87,126	87,744	87,500	This was the first register produced under the new canvass arrangements and the process will be reviewed for 2021/22 in light of the reduction in the number of registered electors.
Green 	LALocal_13 Successful prosecutions in the Magistrates Court	Annually	100%	100%	100%	90%	Target achieved. Outcomes are dependant on the individual case and which Act we are prosecuting under.





REVENUES, BENEFITS AND CUSTOMER SERVICES


Critical Success Indicators for Revenues, Benefits and Customer Services 2020/21

Status	PI Code and Title	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2020/21 Target	Notes
Green 	BV9 Council Tax collected	Monthly	98.47%	98.30%	97.03%	97.8.%	The Collection rate has been affected by the COVID-19 pandemic. Most notably, the fact that recovery action above the initial issuing of a bill was not conducted during the year.
Green 	BV10 Non-domestic Rates Collected	Monthly	99.06%	98.60%	96.57%	96.6%	The Collection rate has been affected by the COVID-19 pandemic. Most notably, the fact that recovery action above the initial issuing of a bill was not conducted during the year.
Green 	BV66a Rent Collection: Rent collected as a proportion of the rent owed	Monthly	99.89%	99.81%	102.82%	99.00%	Income Team have worked with and supported tenants to pay their rent during this difficult period. Close working between departments has ensured that Discretionary Housing Payments have been made when appropriate, and tenants have been supported to apply.

Revenues and Benefits and Customer Services Key Tasks and Priorities for Improvement 2020/21

Status	Action (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Manage the introduction of Universal Credit (UC) RBCS1620_01	Manage the introduction of Universal Credit (UC)	70%	Mar-2024	Universal Credit roll took place in November 2018 at Beeston Job Centre. All new claims for benefit after this date will be expected to apply for UC. Existing benefit claimants will remain on their current benefits.

Status	Action (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Update the council's face to face customer contact experience RBCS1620_06	Devise appropriate ways to handle visitors to the new reception in the council offices.	40%	Apr-2020	Revised due date is 30 April 2022 as implementation is partly dependent on progress of the New Ways of Working Project and funding to make physical changes to reception. The delay is a result of the COVID-19 pandemic
Overdue 	Single Person Discount Review RBCS1922_03	To review cases of SPD where it is considered the discount is no longer applicable	85%	Dec-2020	The review commenced prior to COVID-19 and has been delayed as a result. It is still anticipated to be completed by the revised due date of December 2021 .
In Progress 	Business Rates Review RBCS2023_01	To review the relevant Rateable Value of Businesses. Analyse Local will charge a 10% of any Rateable Value that they identify as an increase. Any amounts payable will be linked to an increase in the Business rates collectable. Analyse Local will also provide software that will allow greater analysis of the Business Rates data at a cost of £2k per annum	70%	Nov-2021	Working with Newark and Sherwood Analyse Local to review Rateable Values.
Completed 	Become a member of Institute of Customer Services RBCS2023_02	Working with the institute to develop improved and greater efficiency on working practices and become a member Work with the institute to become a corporate member	100%	Apr-2021	Indicative costs have been supplied by the Institute and further work continues on a cost benefit analysis. It has been agreed to not pursue the idea of becoming a member of the institute as a result of the ongoing costs.



Status	Action (Code)	Action Description	Progress	Due Date	Comments
Overdue 	Reduce Telephone Abandonment RBCS2023_03	Reduce the number of calls that are abandoned in the Contact Centre and in the Back Office. Identify aspects of unavoidable contact and develop strategies to reduce the number of calls received. Working with all relevant departments to ensure telephones are answered in a timely manner	50%	Mar-2021	Work continues to reduce the level of abandonment rates within the Council. The Council will be reviewing its processes to maximise the number of customers using online facilities, where possible, to reduce the number of calls received.

Revenues and Benefits and Customer Services Key Performance Indicators 2020/21



Status	PI Code and Title	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2020/21 Target	Notes
Green 	BV78a Average speed of processing new HB/CTB claims (calendar days)	Monthly	11.4	8.6	8.7	9.0	Processing of new claims continues to improve with more being completed online.
Green 	BV78b Average speed of processing changes of circumstances for HB/CTB claims (calendar days)	Monthly	3.9	4.4	3.5	4.0	There has been an increase in the number of changes of circumstances since the introduction of Universal Credit but positive work in this area has maintained the improvement in performance.
Red 	BV79b(ii) HB overpayments recovered as percentage of the total amount of HB overpayment debt outstanding	Quarters	29.0%	26.5%	20.70%	30.00%	During 2020/21 the government announced specific restrictions on the Council from recovering overpayments during the initial part of the pandemic.



ICT AND BUSINESS TRANSFORMATION

Critical Success Indicators for ICT and Business Transformation 2020/21



Status	PI Code & Title	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2020/21 Target	Notes
Green 	ITLocal_01 System Availability	Monthly	99.8%	99.9%	99.66%	99.5%	The level of availability of systems has been maintained.
Green 	ITLoal_05 Virus Protection	Monthly	100%	100%	100%	100%	All viruses were blocked with no business impact.

ICT and Business Transformation Key Tasks and Priorities for Improvement 2020/21

Status	Action (Code)	Action Description	Progress	Due Date	Comments
Completed 	Digital Strategy Implementation IT2021_01	Implementation of the technology and processes required to provide digital services our customers prefer to use by default.	100%	Mar-2021	Completed. Additional scoping to determine further services that can be delivered digitally are being investigated as outcome of lessons learnt during pandemic. For example, Implementation of the new Planning Portal including integration of consultee process and new document management arrangements was not possible due to supplier issues. This project has been moved into 2021/22 programme.
Completed 	ICT Security Compliance IT2021_02	PCI-DSS & Government Connect - Maintain compliance with latest Security standards and support annual assessments.	100%	Mar-2021	Some challenges around compliance were faced during the pandemic. This is now in place and compliant.
Completed	E-Facilities IT2021_03	Purchase/implement the necessary hardware and	100%	Mar-2021	Design and development works have been completed to ensure systems are in place to support delivery in

Status	Action (Code)	Action Description	Progress	Due Date	Comments
		software to enable the development of the Council's Mobile Working approach and facilities.			2021/22.
Completed 	New Ways Of Working IT2021_XX	Implement appropriate hardware and infrastructure to support agile working and leverage benefits from investment	100%	Mar-2021	Works completed for Council Offices. The pandemic has provided an opportunity to revisit the requirements as part of hybrid/flexible working and this assessment will be carried out during 2021/22.

ICT and Business Transformation Key Performance Indicators 2020/21

Status	PI Code and Title	Frequency	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2020/21 Target	Notes
Amber 	ITLocal_02 Service Desk Satisfaction	Monthly	100%	96%	97.7%	99%	Survey capability introduced September 2019: part year results 96%. ICT will continue using the customer feedback to improve further in 2021/22.
Green 	ITLocal_04 BBSi Programme Completion	Quarterly	96.8%	100%	100%	100%	The 2020/21 BBSi programme was fully completed.

Report of the Executive Director

WORK PROGRAMME

1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

7 October 2021	<ul style="list-style-type: none"> • Medium Term Financial Strategy and Business Strategy • Budget Consultation 2022/23 • Capital Programme Update 2021/22 • Revenue Budget Variations 2021/22 • Grants to Voluntary and Community Organisations • Performance Management – Review of Business Plan Progress – Support Service Areas
9 December 2021	<ul style="list-style-type: none"> • Budget Consultation Response • Treasury Management/Prudential Indicators 2021/22 Mid-Year Report • Capital Programme Update 2021/22 • Revenue Budget Variations 2021/22 • Grants to Voluntary and Community Organisations • Performance Management – Review of Business Plan Progress – Support Service Areas • Local Government Finance Settlement 22/23
6 January 2022	<ul style="list-style-type: none"> • Council Tax Base 2022/23 • Local Council Tax Support Scheme 2022/23 • Irrecoverable Arrears

Future meetings

- 10 February 2022

Recommendation

The Committee is asked to CONSIDER the Work Programme and RESOLVE accordingly.

Background papers. Nil

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank