



Wednesday, 29 September 2021

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Thursday, 7 October 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 5 - 12)

The Committee is asked to confirm as a correct record the minutes of the meeting held on 8 July 2021

4. MEDIUM TERM FINANCIAL STRATEGY 2021/22 TO 2025/26 AND BUSINESS STRATEGY 2022/23 (Pages 13 - 24)

To present an update on the Council's Medium Term Financial Strategy and to highlight progress with the delivery of the Business Strategy.

5. BUDGET CONSULTATION 2022/23 (Pages 25 - 34)

To advise the Committee on the budget consultation process for 2022/23 and to set out the proposed timetable and budget scrutiny process.

6. CAPITAL PROGRAMME 2021/22 UPDATE (Pages 35 - 36)

To seek approval to revise the Capital Programme for 2021/22.

7. GENERAL FUND REVENUE BUDGET AMENDMENTS 2021/22 (Pages 37 - 38)

To seek approval for a number of amendments to the General Fund revenue budget for 2021/22.

8. CHARGING FOR LAND CHARGES INFORMATION (Pages 39 - 40)

To seek the Committee's approval to offer a paid-for service to Personal Search Companies.

9. GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2021/22 (Pages 41 - 48)

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

10. GRANT AID REQUESTS FROM NUTHALL PARISH COUNCIL (Pages 49 - 54)

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

11. CAPITAL GRANT REQUEST - EASTWOOD TENNIS CLUB (Pages 55 - 58)
- To consider a request for capital grant aid in accordance with the provisions of the Council's grant aid policy.
12. BUSINESS RATES -JOINT PROPERTY INSPECTOR (Pages 59 - 60)
- For the Committee to note the content of the report providing an update on the Joint Property Inspector.
13. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - SUPPORT SERVICE AREAS (Pages 61 - 70)
- To report progress against outcome targets and the performance indicators identified in the Business Plans for the support services areas, linked to Corporate Plan priorities and objectives.
14. WORK PROGRAMME (Pages 71 - 72)
- To consider items for inclusion in the Work Programme for future meetings.
15. EXCLUSION OF PUBLIC AND PRESS
- The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 3, 5 and 12 of Schedule 12A of the Act.**
16. TRAM COMPENSATION UPDATE (Pages 73 - 74)
17. IRRECOVERABLE ARREARS (Pages 75 - 84)

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## FINANCE AND RESOURCES COMMITTEE

THURSDAY, 8 JULY 2021

Present: Councillor G Marshall, Chair

Councillors: E Cubley  
S Easom  
D Grindell (substitute)  
T Hallem (substitute)  
E Kerry  
P Lally  
P J Owen  
J C Patrick (substitute)  
M Radulovic MBE  
P D Simpson  
P Roberts-Thomson  
E Williamson

Apologies for absence were received from Councillors S J Carr, B C Carr and S Paterson.

### 1 DECLARATIONS OF INTEREST

Councillors S Easom and D Grindell declared a non-pecuniary interest in agenda items 4.3 and 6. Minute number 3.3 and 5 refer.

### 2 MINUTES

The minutes of the meeting held on 30 March 2021 were confirmed and signed as a correct record.

### 3 REFERENCES

#### 3.1 HOUSING COMMITTEE

The Committee were advised of 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.

**RESOLVED that an additional £724,850 be included 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).**

### 3.2 JOBS AND ECONOMY

The Committee considered the submission of a bid to the Levelling up fund for both Eastwood and Kimberley Towns.

**RESOLVED 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.**

### 3.3 POLICY AND PERFORMANCE COMMITTEE

Member were updated the on progress with the Leisure Facilities Strategy and 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.

**RESOLVED that expenditure of £30,000 be used to complete the recommissioning work in the north of the Borough and £30,000 be used to establish the client side leisure capacity be approved.**

### 4 URGENT ITEM

The Committee considered the proposal that £25,000 be allocated to capital repairs at Durban House Eastwood as part of the preparation for the Levelling Up bid for the town.

**RESOLVED that the addition to the 2021/22 capital programme as set out above be approved.**

### 5 STAPLEFORD TOWNS DEAL FUND

The Committee considered an allocation within the 2021/22 General Fund revenue budget for costs associated with developing a full business case and external assurance of the project in line with the Stapleford Town Fund bid.

**RESOLVED 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.**

### 6 BRAMCOTE LEISURE CENTRE - REPAIR OF FLAT ROOF OVER THE GYM AND ESSENTIAL LIFT REPAIRS

Members considered the proposal 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.

It was noted that the Council, not Leisure were responsible for capital repairs costing over £5,000.

**RESOLVED that the additions to the 2021/22 capital programme as set out above be approved.**

7 LEVELLING UP FUND

Members considered a proposed 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.

**RESOLVED 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.**

8 KIMBERLEY DEPOT GARAGE DOORS AND FLOOD PREVENTION

The Committee consider 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.

The fitting of electrically operated roller shutter doors would assist in reducing the ergonomic effort required to operate them and contain the residual heat more effectively would potentially reduce gas consumption. The new doors would 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).

**RESOLVED that the addition to the 2021/22 capital programme as set out above be approved.**

9 STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2020/21

Members were updated on the revenue and capital outturn position for 2020/21 and were provide an update on progress with the preparation of the draft annual statement of accounts for 2020/21.

**RESOLVED 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.**

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

The Committee note the progress made toward the treasury management activity and the actual prudential indicators for 2020/21.

11 GENERAL FUND REVENUE BUDGET AMENDMENTS 2021/22

The Committee noted the General Fund revenue budget for 2021/22. It was noted that there were 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 and would be funded from the General Fund reserves, estimated at £6.8 million in the draft out turn for 2020/21.

**RESOLVED that the amendments to the General Fund 2021/22 revenue budget as set out in the appendix be approved.**

12 CAPITAL PROGRAMME 2021/22 UPDATE

The Committee received an update on the revised capital programme for 2021/22. It was noted that there were a number of new capital projects that were required in respect of corporate priorities, including, depot and leisure centre maintenance, transport improvements and increased Housing new build delivery activity.

**RESOLVED that the capital budget variations for 2021/22 as set out in the appendix be approved.**

13 SECTION 106 ITPS ALLOCATIONS

Members were provided with an update on available section 106 Integrated Transport (ITPS) funds and considered utilising some of these to add additional schemes to the 2021/22 capital programme.

It was 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 was proposed to allocate £56,000 to path improvements in the Giltbrook area.

A future report would be submitted with further recommendations toward the allocations arising from the Field Farm development.

**RESOLVED that the additions to the 2021/22 capital programme as set out in section 4 above be approved.**



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

The Committee consider the allocation of an additional £400,000 in the 2021/22 capital programme to the new build housing feasibility costs budget to accelerate the delivery of sites.

Three sites have been progressed to date at Willoughby Street, Beeston, Oakfield Road, Stapleford and Ilkeston Road, Bramcote. A further 30 homes were 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.

**RESOLVED that a further £400,000 be included in the 2021/22 capital programme for the new build housing feasibility costs.**

15 CITIZENS ADVICE BROXTOWE - GRANT AID 2021/22

The Committee considered a request for grant aid in accordance with the provisions of the Council's Grant Aid Policy from Citizens Advice Broxtowe.

**RESOLVED that a grant of £73,750 for the Citizens Advice Broxtowe be approved.**

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

The Committee considered the requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy from Rushcliffe CVS, Hope Nottingham and D H Lawrance Music Festival.

**RESOLVED that the applications be dealt with as follows:**

	£
Rushcliffe CVS	7,000
Hope Nottingham	10,000
D H Lawrance Music Festival	2,500

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

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

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

The Royal British Legion (Beeston) Social Club had 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 was around £16,000.

18 ENVIRONMENTAL, SOCIAL AND GOVERNANCE BANKING

Members were informed 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.

19 PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN-SUPPORT SERVICE AREAS - OUTTURN REPORT

Members noted progress against outcome targets identified in the Business Plans for support services areas, linked to Corporate Plan priorities and objectives, and were provided an update as to the latest key performance indicators.

20 WORK PROGRAMME

The Committee considered the Work Programme.

**RESOLVED that the Work Programme be approved, subject to the addition of a report regarding the new telephone system be included.**

21 EXCLUSION OF PUBLIC AND PRESS

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

22 PURCHASE OF AFFORDABLE HOMES AT BRAMCOTE

**RESOLVED as per the recommendation.**

23 HOUSING DELIVERY PLAN -LAND PURCHASE OPPORTUNITY, INHAM NOOK PUB SITE, GREAT HOGGETT DRIVE, CHILWELL.

The Committee noted the report.

24 IRRECOVERABLE ARREARS

**RESOLVED that the arrears in excess of £1,200 on national non-domestic rates, council tax, rents, housing/council tax benefit overpayment and sundry debtors as set out in the report be written off and to note the exercise of the Deputy Chief Executive's delegated authority under financial regulation 5.9.**

25     RENEWAL OF ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

**RESOLVED** that Financial Regulations are waived to allow a direct award for the Council's existing EDMS to Northgate Information Solutions Limited.

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## Report of the Deputy Chief Executive

### **MEDIUM TERM FINANCIAL STRATEGY 2021/22 TO 2025/26 AND BUSINESS STRATEGY 2022/23**

#### 1. Purpose of report

To present an update on the Council's Medium Term Financial Strategy and to highlight progress with the delivery of the Business Strategy.

#### 2. Background

As reported to this Committee on 8 July 2021, there was an underspend of £2.121m on the General Fund revenue budget in 2020/21 resulting in a General Fund balance of £6.873m as at 31 March 2021. This was predominantly due to various underspends, additional income, carry forwards, government COVID support grants and effective financial management across the Council.

There are a number of significant issues concerning local government finance that will have a major impact upon the financial position of this Council, including the uncertainty on the outcome of the Government's Spending Review 2021 (not due until 27 October 2021), the delayed Fair Funding Review that intends to review the level of business rates retention and the current and ongoing economic and financial impact of COVID-19. Further details of these and how they may impact upon the General Fund, Housing Revenue Account and the Capital Programme are set out in appendix 1.

It is also important to highlight two budget pressure impacting on the Council's 2022/23 budget, namely the cost of a rise in employer's National Insurance contributions and the financial impact of the market supplements which have been necessary to recruit and retain key staff across the Council.

The Medium Term Financial Strategy (MTFS) is the Council's key financial planning document. An updated MTFS based upon the latest information and assumptions is set out in appendix 2.

In order to address the financial challenges facing the Council, a Business Strategy is maintained that sets out initiatives that will be pursued to reduce costs, generate additional income and/or improve services. A number of these initiatives have already been implemented and were taken account of in the production of the 2021/22 budget. Further details of the Business Strategy 2022/23 are set out in appendix 3 for consideration.

#### **Recommendation**

**The Committee is asked to RESOLVE that the updated Medium Term Financial Strategy and the Business Strategy 2022/23 in the appendices be approved.**

Background papers – Nil

## APPENDIX 1

**1. General Fund Revenue Budget**Introduction

As reported to this Committee on 8 July 2021, there was an underspend of £2.121m on the General Fund revenue budget in 2020/21 resulting in a General Fund balance of £6.873m as at 31 March 2021. This was predominantly due to various underspends, additional income, carry forwards, government COVID support grants and effective financial management across the Council.

There are a number of significant issues concerning local government finance that will have a major impact upon the financial position of both this Council and others, including the significant financial impact of COVID-19.

The Chancellor has only recently commenced the Government's Spending Review 2021 and the outcome will not be known until 27 October 2021. It is difficult at this stage to determine exact impact on the Council's future financial position and it is expected that any additional spending will be targeted at health and social care. As such, the assumptions within the Medium Term Financial Strategy (MTFS) assume modest increases in the Council's spending plans for future years. Also, no further information is available on the Fair Funding Review, which is intended to review the level of business rates retention. A further uncertainty is the current economic and financial environment, so it is important to note that the net financial impact of COVID-19 is difficult to assess accurately and will be subject to revision as more information becomes available.

There are two budget pressures highlighted that will impact on the Council's 2022/23 budget. Firstly, the cost of a 1.25% rise in employer's National Insurance contributions (an additional cost of around £110k on the General Fund and £30k for the Housing Revenue Account). Secondly the financial impact of the market supplements (around £130k including oncosts), which have been necessary to recruit and retain key staff across the Council, including HGV drivers, vehicle technicians, finance officers, planners, and ICT staff.

The MTFS is the Council's key financial planning document. An updated MTFS based upon the latest information and assumptions is set out further below in appendix 2. In order to address the financial challenges facing the Council, a Business Strategy is maintained that sets out initiatives that will be pursued to reduce costs, generate additional income and/or improve services. Further details of the Business Strategy 2022/23 are set out below in appendix 3.

Financial impact of COVID-19

The COVID-19 pandemic had a significant impact on the Council and on its residents and businesses across the Borough. In line with CIPFA guidance, the following impacts need to be highlighted:

- Provision of services – During the COVID-19 pandemic, the Council continued to provide the vast majority of its services, with a significant

majority of its staff working remotely. Council and Committee meetings continued remotely using Microsoft Teams software. Senior officers were engaged with a number of Local Resilience Forum cells set up to manage the impact of the pandemic (including Finance, Excess Deaths, Recovery, Strategic Co-ordination Group).

- Council's workforce – During the pandemic, a significant majority of staff were working from home utilising Microsoft Teams to communicate and front-line services continue to be delivered, in line with Government guidance.
- Supply chains – Wherever possible, the Council continued to utilise existing suppliers and process payments in line with stipulated terms.
- Reserves and financial performance – The pandemic has resulted in significant loss of income (including leisure, car parks, rental income) and additional costs (shielding staff, top-up furlough costs), which have been reported to Central Government (MHCLG) on a monthly basis and as reported to the Finance and Resources Committee. Given the very uncertain economic and financial environment, it is important to note that the net financial impact of COVID is difficult to assess accurately and will be subject to revision as more information becomes available. The refreshed Business Strategy identifies measures to mitigate and manage the financial impact of COVID-19.
- Cash-flow management – No issues with cash-flow have been identified.
- Major risks to the Council – The main risks related to the significant loss of income at Liberty Leisure Limited, commercial rents, and car parking. Also the major distress in the food and beverage market, which previously resulted in difficulties in securing tenants for the Beeston Phase 2 development.
- Recovery plan – The Council's strategic approach to the COVID 19 pandemic and its Recovery Strategy was presented to the Policy and Performance Committee on 1 July 2020.

### Spending Review 2021

The Chancellor of the Exchequer recently launched Spending Review 2021 (SR21) on 7 September 2021 which will conclude on 27 October 2021 alongside an Autumn Budget and set out the government's spending priorities for the Parliament. The three-year review will set the government departments' resource and capital budgets for 2022/23 to 2024/25 and the devolved administrations' block grants for the same period.

The Spending Review allocates central government funding to its priority areas over the medium term, such as health, housing, environment, defence, local government and welfare spending. Additional monies have previously been allocated to health and it is anticipated that any additional funds for local government will be directed to demand led services such as adult social care and children's services.

### National Non Domestic Rates

National Non-Domestic Rates (NNDR) is more commonly referred to as 'business rates'. The removal of Revenue Support Grants (RSG) and the reduction in New Homes Bonus (NHB), in association with the rules limiting increases in Council Tax mean that business rates will become an increasingly significant funding stream for the Council. The need to develop the business rates base across the Borough will become more important for the Council.

The Nottinghamshire authorities are part of a Business Rates Pool. This allows business rates income that would otherwise have been returned to central government to be retained within the county and provides a safety net for local authorities whose income falls below a defined level.

The current Business Rates Retention Scheme sees 50% of the business rates collected retained by the precepting bodies and 50% returned to central government. The Government had announced plans to move towards 75% local retention of business rates from 2020/21, but this has not taken place as the Fair Funding Review has not yet been completed and the current Business Rates Pool continued in 2021/22. It is not yet clear whether the Nottinghamshire pool will continue in 2022/23.

### Fair Funding Review / Business Rates Review

The Government is undertaking a Fair Funding Review to accompany the move towards 75% business rates retention. It is not possible at this stage to profile what, if any, impact this may have upon the Council. However, it would appear that priority in any redistribution exercise is likely to go to those authorities with social care responsibilities. The current Business Rates Retention Scheme continued in 2021/22.

### New Homes Bonus

The Council's income from New Homes Bonus (NHB) has reduced considerably in recent years reducing from a peak of £829k in 2016/17 to £110k in 2020/21. The provisional NHB allocation to Broxtowe for 2021/22 falls even further to just £19k and represents a reduction of 82% on the amount received in 2020/21.

No further allocations of new NHB are expected in the 2022/23 settlement in December 2021. The government intend to explore incentives to encourage housing growth more effectively by, for example, using the Housing Delivery Test results to reward delivery or incentivising plans that meet or exceed local housing need. The government will consult on any changes prior to implementation.

### Council Tax Base

The Council Tax Base for 2022/23 will be presented to the Finance and Resources Committee on 6 January 2022. In recent years the Council Tax Base has increased by around 1% over that in the previous year.



## **2. Housing Revenue Account (HRA)**

The Government have announced that rents can be increased by CPI plus 1% each year from 2020/21 for the following five years. This is reflected in the annual update of the financial model that accompanies the 30-year HRA Business Plan.

In order to maintain a sufficient balance on the HRA it is necessary to reduce costs or increase income and alternative strategies have been developed, including changes in other sources of income, such as garage rents and leaseholder charges, reduction in management costs through, for example, returning to in-house provision of voids works and electrical testing and re-phasing planned capital expenditure over the lifetime of the plan.

The previous borrowing cap has now been removed, allowing new-build housing to be funded, subject to viability and business case. There are numerous variables which will affect the financial model, including the level of Right to Buy (RTB) properties and new builds achieved over the next 30 years as well as changes in the level of interest rates and inflation.

The financial model makes assumptions about the levels of housing stock but these have tended to assume a level of RTB in single figures. The numbers of RTB sales since 2014/15 were 26; 27; 20; 39; 37; 17; and 16 in 2020/21.

The Council recruited an Interim Housing Delivery Manager to accelerate the delivery of the approved housing delivery plan, which includes new-build, acquisitions and re-modelling of existing housing stock.

## **3. Capital Programme**

Regular updates on progress with the approved Capital Programme are provided to General Management Team and this Committee, which includes a capital budget variations reports included elsewhere on this agenda.

A lack of capital resources in terms of capital receipts or grants is limiting progress with schemes in the General Fund 2021/22 capital programme that are unable to proceed at present due to the lack of a source of funds.

With the exception of the funding from the Better Care Fund for disabled facilities grants and related activities, the Council no longer receives capital grants to the extent that it once did. However, further tram (NET) compensation in addition to the previous sums received is anticipated. These resources will assist with the financing of future capital expenditure.

There were also two sources of capital resources which assisted the financing of the Beeston Town Centre phase 2 re-development, namely the receipt from the sale of the Beeston Square site for residential development and £750k funding from the D2N2 Local Enterprise Partnership.

## APPENDIX 2

**GENERAL FUND FINANCIAL PROJECTIONS 2021/22 TO 2025/26**

	Revised Estimate 2021/22 £'000	Estimate 2022/23 £'000	Estimate 2023/24 £'000	Estimate 2024/25 £'000	Estimate 2025/26 £'000
<b>BASE EXPENDITURE</b> (including vacancy factor of £300k)	10,951	11,494	11,891	12,223	12,498
<b>CHANGES TO BASE</b>					
One off changes within prior year not required going forward	393	(378)	-	(166)	-
Reduction in New Homes Bonus	-	2	17	-	-
Increased Fees and Charges	-	(65)	(65)	(70)	(70)
Pay Inflation: Pay award/pension back-funding	86	287	237	242	246
Pay Inflation: Employers NI increase	-	110	-	-	-
Pay Inflation: Market Supplements	39	125	-	-	-
Price Inflation	-	86	49	37	33
Revenue effects of capital programme	-	-	-	-	-
Borrowing Costs - MRP and Interest	-	205	69	207	(87)
<b>BUDGET REQUIREMENT BEFORE SPECIAL EXPENSES</b>	<b>11,469</b>	<b>11,866</b>	<b>12,198</b>	<b>12,473</b>	<b>12,620</b>
Beeston & Stapleford Special Expenses	25	25	25	25	25
<b>BUDGET REQUIREMENT</b>	<b>11,494</b>	<b>11,891</b>	<b>12,223</b>	<b>12,498</b>	<b>12,645</b>
<b>FINANCED BY:</b>					
NNDR Business Rates	3,755	3,830	3,907	3,985	4,065
NNDR Share of Previous Years Collection Fund Deficit	(25)	(92)	(92)	-	-
NNDR Section 31 Grants	1,118	1,140	1,163	1,186	1,209
NNDR Returned Levy from Notts Business Rates Pool	180	100	100	100	100
NNDR Growth Levy/Safety Net to/from Pool	(813)	(824)	(843)	(863)	(880)
Council Tax	5,941	6,128	6,318	6,514	6,711
CT Share of Previous Years Collection Fund Surplus	(43)	(6)	(6)	-	-
Government Grants (Lower Tier Grant)	124	1	1	1	1
Beeston & Stapleford Special Expenses	25	25	25	25	25
<b>TOTAL RESOURCES</b>	<b>10,262</b>	<b>10,302</b>	<b>10,573</b>	<b>10,948</b>	<b>11,231</b>
<b>DEFICIT/(SURPLUS) TO BE MET BEFORE MOVEMENT IN RESERVES</b>	<b>1,232</b>	<b>1,589</b>	<b>1,650</b>	<b>1,550</b>	<b>1,414</b>
<b>MOVEMENT IN RESERVES</b>					
Movement into Earmarked Reserves	30	30	-	30	30
Movement from Earmarked Reserves	(104)	(30)	(155)	(65)	(57)
<b>PLANNED (SURPLUS)/DEFICIT AFTER MOVEMENT IN RESERVES TO BE FUNDED FROM GENERAL FUND BALANCE</b>	<b>1,158</b>	<b>1,589</b>	<b>1,495</b>	<b>1,515</b>	<b>1,387</b>

**FORECAST BALANCES - 31 MARCH**

General Fund Opening Balances  
 In-year Net Movement in Reserves  
**General Fund Closing Balances**

Revised Estimate <u>2021/22</u> £'000	Estimate <u>2022/23</u> £'000	Estimate <u>2023/24</u> £'000	Estimate <u>2024/25</u> £'000	Estimate <u>2025/26</u> £'000
6,873	5,715	4,126	2,631	1,116
(1,158)	(1,589)	(1,495)	(1,515)	(1,387)
<b>5,715</b>	<b>4,126</b>	<b>2,631</b>	<b>1,116</b>	<b>(271)</b>
1,500	1,500	1,500	1,500	1,500
4,215	2,626	1,131	<b>(384)</b>	<b>(1,771)</b>
7,839	723	538	199	164
(7,116)	(185)	(339)	(35)	(27)
<b>723</b>	<b>538</b>	<b>199</b>	<b>164</b>	<b>137</b>

**BALANCE OF RESERVES**

Minimum Balance  
 Available Reserves  
 (Figures in **bold** - below minimum balance)

Earmarked Reserves Opening Balance  
 In-year Net Movement in Reserves  
 Earmarked Reserves Closing Balance

**Council Tax Base****Basic Council Tax****Change on previous year**

<b>34,572</b>	<b>34,962</b>	<b>35,339</b>	<b>35,718</b>	<b>36,075</b>
<b>£171.85</b>	<b>£175.29</b>	<b>£178.79</b>	<b>£182.37</b>	<b>£186.02</b>
<b>2.55%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>

**APPENDIX 3****BUSINESS STRATEGY**

Since 2015 the Council has developed a Business Strategy which is designed to ensure that it will be:

- Lean and fit in its assets, systems and processes
- Customer focused in all its activities
- Commercially-minded and financially viable
- Making best use of technology.

A number of initiatives within the Business Strategy have been implemented and have resulted in either reduced costs or additional income and/or improved services for the Council.

The Business Strategy is complemented by the Commercial Strategy that was approved by Policy and Performance Committee on 3 October 2017. The Commercial Strategy seeks to implement a more business-like approach to service analysis and delivery.

A number of initiatives within both the Business Strategy and the Commercial Strategy have been implemented including the conversion of residential units within the Beeston Square development and the conversion of the former Police Station in Stapleford to office use intended to encourage the growth of new businesses.

The latest refreshed Business Strategy proposals for 2022/23 are set out below and will be incorporated within the Medium Term Financial Strategy. A number of these proposals will arise from discussions with officers and will require further detailed engagement and development.

**BUSINESS STRATEGY 2022/23 AND 2023/24 PROPOSALS**

Proposal	Business Impact	Financial Impact – Additional Income/ Reduced Expenditure
<b>1. 2022/23 Proposals</b>		
Business Rates Growth	Business rates income from three new large industrial units near A610 (fully tenanted), Beeston Business Park, new Beeston cinema development (summer 2020) and utilising a property inspector to identify additional business rates income (recently identified significant additional business rates income from Ikea). This also, assumes that the business rates relief will continue in 2021/22. Identification of a reasonable target based on the information to date. The income growth is impacted by COVID, the pace of the economic recovery and the government's delayed Funding Review. Current projections, suggest additional income in 2022/23, assuming the same funding regime remains (Business rates retention).	£200,000
Garden Waste Income	Expected increase in subscriptions during 2021/22 and 2022/23. Given the recent service disruption, there is a need to consider a price freeze in 2022/23 or a £1 increase per annum (report to Environment and Climate Change Committee)	£30,000
Leasing of Council Offices	Lease of newly refurbished office space to public or private sector organisations, taking advantage of businesses re-locating out of other nearby office buildings. 2020/21 target savings of £30,000	No further 22/23 target recommended.
Council Tax increase	Dependent on the government's Council Tax rise referendum limits, assuming the same as last year, then a Council Tax increase at £5 (Band D), equivalent to c 3% compared to the current MTFS which included a 2% rise for 2021/22.	£60,000 (MTFS assumes 2%, whilst £5 increase Band D provides to an additional 1% rise).

Proposal	Business Impact	Financial Impact – Additional Income/ Reduced Expenditure
Staffing efficiencies	Leverage technology (use of new software), take advantage of vacancies to restructure to save money, manage vacancies, and reduce administration. Where possible, we will aim to bring together and consolidate services under fewer senior managers where turnover allows and services can be improved. The staffing budget includes a turnover savings target of £300,000, which will be challenging due to the employers NI increase and the cost of market supplements.	No further 2022/23 target recommended
Homelessness – Reduce bed and breakfast.	Increased use of existing empty properties to reduce use of bed and breakfast accommodation. 2021/22 target saving of £15,000	No further 2022/23 target recommended.
Beeston Phase 2 development income	Rental income	£120,000
Car Parking Income	Abolish the free hour, and charge 50p for the first hour. Link to reduced carbon emissions and improved air quality. Offer free parking for hybrid and electric vehicles. Savings from phone payments to be confirmed. The Head of Governance and the Parking Manager will develop a range of increased pricing options for member's consideration.	
Planning Income	Following the approval of the Local Plan Part 2, additional income expected dependent on speed of development post-pandemic.	£50,000
Housing - Lifeline Income	Potential income from the additional marketing of lifeline. Commercial manager will pursue this opportunity	£5,000
Licensing Income – pavement licenses	Income from pavement licenses to be investigated	
Land Charges Income	Proposal to charge for land charges information (proposal presented to the Finance and Resources Committee on 7 October 2021)	£10,000

Proposal	Business Impact	Financial Impact – Additional Income/ Reduced Expenditure
Environmental Enforcement Income	Income from environmental enforcement such as fixed penalty notices for littering and dog fouling etc. provided by external resources. A report will be presented to the Environment and Climate Change Committee.	£10,000
Bramcote Crematorium	Potentially additional income during the pandemic, however the 2021/22 surplus is budgeted at an increase of £100k to £400k. Looking into potential additional income from pet cemetery, natural burials or retail opportunities (food and flowers)	The Bereavement Services Manager will look into these opportunities.
Lower Mileage Costs	Remote working has resulted in lower employee mileage claims	£10,000
Reduced Overtime	Remote working has resulted in lower overtime, and this needs to be investigated further	
CCTV	Rationalise and ensure CCTV cameras are targeted effectively – possibly greater use of mobile cameras. CCTV review report was presented to the Community Safety Committee on 4 March 2021. The Head of Governance and the CCTV Manager will determine the potential revenue savings (cost avoidance by not replacing equipment) following the review. Any savings will be re-invested in mobile technology.	£20,000 savings with repairs, maintenance and monitoring
Procurement	Re-tendering contracts will bring efficiencies and savings, which will be predominantly capital savings.	Capital budget savings
Review the use of the Mayors Chauffeur	Proposal to replace the use of a chauffeur with taxis or the Mayors own transport. The Communications manager will identify the potential savings from this proposal	£15,000

Proposal	Business Impact	Financial Impact – Additional Income/ Reduced Expenditure
Reshape our leisure offer	Outcome of strategic reviews of leisure facilities and leisure services. The current costs of leisure at circa £845,000 per annum. The potential savings and additional income are impacted by COVID. During the pandemic, financial support to Liberty Leisure provided by the Council and the National Leisure Relief Fund.	
	<b>Total 2022/23 savings and additional income identified</b>	<b>£530,000</b>
<b>2. 2021/22 – 2022/23 Proposals subject to commercial negotiations</b>		
Sale of Crematorium land (capital receipt)	Commercial negotiations with a developer, are nearing completion, to sell land adjacent to the Crematorium, any proceeds would be shared 50/50 with Erewash Council. The site has planning approval for housing.	Revenue savings arising from the use of capital receipts can replace borrowing costs (MRP and interest) and result in revenue savings.
Tram compensation (receipt can be used for capital or revenue expenditure)	Tram compensation negotiations with Nottingham City Council, are nearing completion and will provide a receipt, which can be used to fund revenue or capital expenditure.	To be finalised



### Report of the Deputy Chief Executive

#### **BUDGET TIMETABLE AND BUDGET CONSULTATION 2022/23**

##### 1. Purpose of report

To advise the Committee on the budget consultation process for 2022/23 and to set out the proposed timetable and budget scrutiny process.

##### 2. Background

Section 65 of the Local Government Finance Act 1992 places a duty upon local authorities to consult representatives of non-domestic ratepayers before setting the budget. Whilst there is no specific statutory requirement to consult with residents, local authorities were placed under a general duty to 'inform, consult and involve' representatives of local people when exercising their functions by the Local Democracy, Economic Development and Construction Act 2009. This was repealed and replaced by more prescriptive forms of involvement by the Localism Act 2011.

For 2022/23 a budget consultation process is proposed similar to that adopted previously using a web-based survey that is publicised through social media.

As previous, it is proposed that elements of the budget are reported to the relevant Committees for detailed scrutiny. An overall budget report will then be presented to the Finance and Resources Committee on 10 February 2022 for recommendation to Full Council on 2 March 2022.

Appendix 1 denotes the budget timetable and consultation process. The consultation survey is attached at appendix 2 and includes questions relating to a resident's method of access of particular Council services, the preferred means of interacting with the Council and the impact of Covid-19.

Promotional activity will include social media messages, 'email-me' bulletins, press releases, website promotion and direct engagement with groups, organisations and individuals on the Council's stakeholder map.

#### **Recommendation**

**The Committee is asked to RESOLVE that the budget-setting process for 2022/23 and the Budget Consultation questionnaire be approved.**

#### Background papers

Nil

## APPENDIX 1

**Budget timetable and consultation process**

Date/Period	Activity
15 October 2021	Online questionnaire published by this date
1 November 2021	Capital and revenue submissions received
29 November 2021	Online questionnaire closes
November 2021	Compilation of proposed three-year Capital Programme and Revenue Budgets (Financial Plans)
November – December 2021	Scrutiny of service Business Plans and Financial Plans by General Management Team
6 January 2022	Results of budget consultation exercise and draft budget proposals to Finance and Resources Committee with the Council Tax Base set
January – February 2022	Scrutiny of service Business Plans and Financial Plans by respective service Committees
10 February 2022	Budget proposals presented to the Finance and Resources Committee
2 March 2022	Budget approved by Council



## Budget Consultation 2022/23

### Help us with delivering and improving your community services

Broxtowe Borough Council is proud to serve its local community. Each year, we ask residents for their views as we start to prepare the budget for the new financial year. Please help us to deliver your services.

We aim to continually improve the services we offer to you. Your views are very important to us so please take a few minutes to complete the survey below. Your answers will help inform the budget process.

**\* 1. What is your opinion of the following Council services over the last 12 months?**

	Satisfied	No opinion	Dissatisfied	Not used
Household waste collection (black lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden waste collection (brown lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kerbside Recycling (green lidded bin, glass bag or red-lidded glass bin, textiles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street cleanliness (litter collection, graffiti removal, fly tipping, neighbourhood wardens)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leisure services (leisure centres, arts and culture, sports development)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning (planning applications and planning policy)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Satisfied	No opinion	Dissatisfied	Not used
Economic Development (support to businesses, regeneration, Town Centre Management, business growth)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Protection (licensing, food hygiene inspections, nuisance complaints)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revenues and Benefits (housing benefit and council tax support payments, collection of council tax and business rates)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing service (housing options advice, homelessness, provision of affordable housing, tenancies)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public car parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Safety (anti-social behaviour, domestic abuse, alcohol awareness)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electoral Services (elections, voting)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks & Nature Conservation (parks, open spaces)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bereavement Services (crematorium, cemeteries)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. What have we done to improve our services to you? Have we done something positive over the last year which has helped make a difference to you? Please explain.**

**\* 3. We work to provide the services that local people need, but providing these services costs money. Please tell us what your preferred and least preferred approach would be to help us meet the needs of our community?**

	Most preferred option	Second most preferred option	Third most preferred option	Least preferred option
Increased council tax levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increased fees and charges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provided fewer services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Generate income from commercial activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**\* 4. Of the following Council services, are there any you think should have their funding increased, decreased or stay the same?**

	Increased	Stay the same	Decreased
Household waste collection (black lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden waste collection (brown lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kerbside Recycling (green lidded bin, glass bag or red-lidded glass bin, textiles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street cleanliness (litter collection, graffiti removal, fly tipping, neighbourhood wardens)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Increased	Stay the same	Decreased
Leisure Centres and sports development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts and culture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning (planning applications and planning policy)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic Development (support to businesses, regeneration, business growth)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Protection (licensing, food hygiene inspections, nuisance complaints)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revenues and Benefits (housing benefit and council tax support payments, collection of council tax and business rates)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing service (housing options advice, homelessness, provision of affordable housing, tenancies)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public car parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Safety (anti-social behaviour, domestic abuse, alcohol awareness)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks & Nature Conservation (parks, open spaces)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**5. Do you have any other suggestions on how the Council could increase income, reduce costs or make savings to help us balance the budget?**

**6. The pandemic has had serious financial implications for the Council, as well as local people. Do you have any ideas about how we could increase income, reduce costs or make savings to help us balance the budget and to support our recovery from COVID-19?**

**\* 7. Overall, how satisfied or dissatisfied are you with...**

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
The way in which the Council provides services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your local area as a place to live	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**\* 8. Do you feel that the Council listens to you?**

- ☐ Yes  
☐ No

**9. Thinking about your experiences during the pandemic, is there any further support you feel the Council could have provided you with?**

**10. If the Council could do one thing to make a difference to you, what would it be?**

**\* 11. Overall, how satisfied are you with the way you can access Council services?**

- ☐ Very satisfied  
☐ Satisfied  
☐ Neutral  
☐ Unsatisfied  
☐ Very unsatisfied

**\* 12. How frequently do you access Council services?**

- ☐ A few times a year ☐ Weekly  
☐ Monthly ☐ Daily

**\* 13. How do you prefer to conduct business with the Council? Please select your most preferred option and least preferred option.**

	Most preferred	Least preferred
Phone	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>
Social Media e.g. Facebook, Twitter	<input type="radio"/>	<input type="radio"/>
Online through the website or online forms	<input type="radio"/>	<input type="radio"/>
In person	<input type="radio"/>	<input type="radio"/>
By Post	<input type="radio"/>	<input type="radio"/>
Via a Councillor	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

**\* 14. Please explain why these are your most preferred and least preferred methods**

**\* 15. The pandemic has changed how people access services. Will you continue to access services in new ways once the pandemic is over?**

- ☐ Yes ☐ No  
☐ Not sure

**16. Please explain your answer.**



## Tell Us About You

We want to make sure that our services are provided fairly and to those who need them. The information collected helps us get a picture of who contacts us, uses or does not access our services, so will help us improve what we provide and reduce potential barriers to access.

Please answer the questions below by ticking the boxes that you feel most describes you. Some questions may feel personal, but the information we collect will be kept confidential and secure. The better the information is that we collect the more effective our monitoring will be.

### 17. Which of the following areas do you live in?

- |                                    |  |
|------------------------------------|--|
| <input type="radio"/> Attenborough | <input type="radio"/> Greasley         |
| <input type="radio"/> Awsworth     | <input type="radio"/> Kimberley        |
| <input type="radio"/> Beeston      | <input type="radio"/> Nuthall          |
| <input type="radio"/> Bramcote     | <input type="radio"/> Newthorpe        |
| <input type="radio"/> Brinsley     | <input type="radio"/> Stapleford       |
| <input type="radio"/> Chilwell     | <input type="radio"/> Strelley Village |
| <input type="radio"/> Cossall      | <input type="radio"/> Toton            |
| <input type="radio"/> Eastwood     | <input type="radio"/> Trowell          |

### 18. How would you best describe your gender?

- ☐ Male
- ☐ Female
- ☐ Another way
- ☐ Prefer not to say

### 19. Which age group do you belong to?

- |                                |                             |
|--------------------------------|-----------------------------|
| <input type="radio"/> Under 18 | <input type="radio"/> 45-59 |
| <input type="radio"/> 18-24    | <input type="radio"/> 60-64 |
| <input type="radio"/> 25-29    | <input type="radio"/> 65+   |
| <input type="radio"/> 30-44    |                             |

## 20. Ethnicity

- |   |   |
|---|---|
| <input type="radio"/> White - British                           | <input type="radio"/> Black or Black British - African          |
| <input type="radio"/> White - Irish                             | <input type="radio"/> Black or Black British - other background |
| <input type="radio"/> White - other background                  | <input type="radio"/> Mixed - White and Black Caribbean         |
| <input type="radio"/> Asian or Asian British - Indian           | <input type="radio"/> Mixed - White and Black African           |
| <input type="radio"/> Asian or Asian British - Pakistani        | <input type="radio"/> Mixed - White and Asian                   |
| <input type="radio"/> Asian or Asian British - Bangladeshi      | <input type="radio"/> Mixed - other background                  |
| <input type="radio"/> Asian or Asian British - other background | <input type="radio"/> Chinese                                   |
| <input type="radio"/> Black or Black British - Caribbean        | <input type="radio"/> Any other ethnic group                    |

## 21. Do you consider yourself as disabled or have any long-term health problems that limit daily activity?

- ☐ Yes
- ☐ No



**Broxtowe  
Borough  
COUNCIL**

## Budget Consultation 2022/23

**Thank you for completing this survey**

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Simply visit [www.broxtowe.gov.uk/emailme](http://www.broxtowe.gov.uk/emailme), type your email address in to the box and tick which services you'd like email updates on.

## 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

The previous year's Capital Programme was delayed in several areas due primarily to the effects of the pandemic and national restrictions on activity. Accordingly, the outturn report for 2020/21 identified carry forward budgets of £8,495,900 into 2021/22. All projects are being reviewed to ensure revised timescales are identified, phasing of expenditure matches to activity and that all targets can be met. A summary expenditure analysis of progress with all capital schemes will be brought to the next meeting of this Committee in December.

In the meantime, there are a number of new projects that are required in respect of property asset development, transport and ICT technical infrastructure. The table in the appendix sets out amendments identified in the Capital Programme together with likely financing that will be confirmed at the end of the current financial year.

Any further changes to the Capital 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

**Capital Budget Amendments and Capital Financial**

Activity	Spend £	Commentary	Financing
Purchase of two new electric vehicles for mobile cleaning staff	44,000	The Council is currently renting two vehicles for use by mobile cleaning staff at a cost of £5,500 per unit per annum. The anticipated cost of purchasing two new electric vehicles is £44,000 with an expected life of 15 years. This represents a short payback period for the purchases when compared to current rental arrangements.	Funded by Housing Revenue Account (HRA) borrowing. While the HRA will pick up the borrowing costs over the anticipated asset life, this should be comfortably offset by the rental savings. These costs/savings will be reflected in the HRA budgets for subsequent years.
Further Beeston Square Redevelopment	500,000	Redevelopment of the 'Argos block' in Beeston Square as agreed by the Beeston Town Centres Board in September 2021.	The redevelopment may be met from General Fund (GF) capital receipts, if available. Otherwise the scheme will be funded by borrowing.
Technical Infrastructure Architecture – Microsoft Enterprise Agreement (EA) Renewal	(100,000)	Additional cost of changes to the Microsoft EA as part of the upgrade of the telephony solution. Microsoft has finalised the Government pricing strategy (DTA21) used to determine prices for the next three years. The resulting revenue cost increase will be funded by a further £100k being removed from the ICT Technical Infrastructure Architecture capital budget.	Reduction in the capital budget will reduce the impact on GF capital receipts and additional borrowing.
Leisure Facilities Strategy – Feasibility Study for Bramcote Leisure Centre	11,000	Following the report to Policy and Performance Committee on 1 July 2021, further development on Leisure Facilities Strategy with consultancy on a feasibility/option appraisal of the Bramcote site.	Additional borrowing.
<b>Total</b>	<b>455,000</b>		

## Report of the Deputy Chief Executive

### GENERAL FUND REVENUE BUDGET AMENDMENTS 2021/22

#### 1. Purpose of report

To seek approval for a number of amendments to the General Fund revenue budget for 2021/22.

#### 2. Background

The regular and detailed budget monitoring activity has identified a number of General Fund 2021/22 revenue budgets that need to be amended.

The revenue budget amendments required are associated with food hygiene, discretionary housing payments, ICT technical infrastructure, wellbeing and the employee establishment. The effect of the amendments, as set out in the appendix, will be to increase the anticipated withdrawal from the Council's General Fund balances by £199,150 in 2021/22 (which may be partially offset by appropriate recharges to the Housing Revenue Account and the Capital Programme).

Details of any further 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 revenue budget 2021/22 as set out in the appendix be approved.**

#### Background papers

Nil

## APPENDIX

**Revenue Expenditure**

Activity	Spend £	Commentary
Food Safety Inspections	(2,750)	Grant from the Food Standards Agency to respond to Covid related build-up of new food businesses awaiting an inspection under the Food Hygiene Rating system.
Agency Staff - Food Safety Inspections	2,750	Increase to the agency staff budget as funded by the above grant.
Microsoft Enterprise Agreement (EA) Renewal	24,000	Additional cost of changes to the Microsoft EA as part of the upgrade of the telephony solution, with the government pricing strategy (DTA21) used to determine prices for the next three years. The resulting revenue cost increase will be funded by a further £100k being removed from the ICT Technical Infrastructure Architecture capital budget.
MIND Wellbeing Hub – Citizens Advice Broxtowe	5,000	Additional budget required to provide continuation of the MIND Wellbeing hub funding to Citizens Advice Broxtowe (£40,000) as per an earlier presentation to this Committee.
Pay – Market Supplement for Refuse Drivers (Team Leaders and Temporary Cover)	29,200	Additional cost of the market supplement of £2,000 per annum (plus oncost) agreed by GMT for the pay of 14 Drivers/Team Leader, four temporary cover posts and one Senior Team Leader role. Part-year effect with changes to be introduced from 1 September 2021. The ongoing additional costs in future years will be incorporated into the respective salaries budgets.
Pay – Review of Senior Manager Posts	10,150	As per report to Personnel Committee 28 September 2021. Anticipated costs if changes are introduced from 1 December 2021 including on-costs. Ongoing costs in future years will be incorporated into the respective salaries budgets.
Pay – Voluntary Redundancy and Restructure	26,500	As per report to Personnel Committee 28 September 2021. One-off costs of the voluntary redundancy and associated pension strain, to be partially offset by annual restructure savings of £6,350. Ongoing savings in future years will be incorporated into the respective salaries budgets.
Pay – Termination Payment	43,500	One-off costs of termination by mutual agreement as per report to Personnel Committee 28 September 2021.
Pay – Interim Cover for Head of Service	60,800	Estimated additional costs of external agency cover up to 31 March 2022, pending an appointment to the permanent establishment in 2022/23. This total cost will be shared between the General Fund, Housing Revenue Account and Capital Salaries budgets, through recharges allocations at the end of the financial year.
<b>Total Net Changes</b>	<b>199,150</b>	Funded from General Fund Reserves (to be partially offset by appropriate recharges to the Housing Revenue Account and capital salaries) and a reduction in the Capital Programme

## Report of the Executive Director

### CHARGING FOR LAND CHARGES INFORMATION

#### Purpose of report

To seek the Committee's approval to offer a paid-for service to Personal Search Companies.

#### Background

Under s8 of the Local Land Charges Act 1975, anyone may make a personal "on-site" inspection of the Land Charges Register. The person making the search must provide the Registering Authority (Broxtowe) with their name and address and be prepared to identify the parcel of land they wish to search. They are then allowed to inspect the relevant portion of the Local Land Charges Register. A Registering Authority is not expected or obliged to assist further. The onus is on the person inspecting the Register to record any information they feel is relevant.

It is not normal practice for a Registering Authority to undertake personal searches. However, since lockdown in March 2020, responses to search enquiries have been undertaken by the Council's Land Charges Officer and e-mailed out to Personal Search Companies (PSCs) as this has been the only way the Council could continue to provide this service while access to the Council Offices has not been available. Around 100 search results are being e-mailed out each month to PSCs. The Local Government Association has sought legal advice on whether a local authority can refuse to continue providing information via e-mail if it is available for inspection. With the Council offices now open for appointments, there is an opportunity to consider the options available for dealing with personal searches. These are set out in the appendix for the Committee's consideration.

#### Financial implications

Whilst the Local Land Charges Act 1975 gives councils power to set fees for the provision of Local Land Charge services, this does not apply to personal searches for which the fee has been set at zero. However, regulation 8 (3) of the Environmental Information Regulations 2004 states that a charge may be made to pass on the cost of supplying environmental information, which includes information obtained through a personal search. The cost can include:

1. the cost of staff time incurred when preparing information in response to a specific request. This includes time spent locating, retrieving and extracting the information and putting it into the required format.
2. the costs incurred when printing or copying the requested information and sending it to the requester.

A fee could therefore be charged for an enhanced e-mail service, based on the above elements. A fee has yet to be determined. It is not known how many of the PSCs would take up the option of the enhanced service.

#### Recommendations

**The Committee is asked to RESOLVE that:**

- 1. The introduction of an optional paid for enhanced e-mail service to PSCs be approved.**
- 2. The fee for the enhanced service be set by the Executive Director in consultation with the Chair of the Committee.**

Background papers: Nil

## APPENDIX

The following options are available to the Council for dealing with personal search enquiries:

	Option	Comment
1.	To revert to the system of appointments being made for the personal inspection of the Register only.	It would be easier to continue with this approach only as this meets the requirements of legislation.
2.	To continue with the free e-mail service to PSCs.	Post lockdown and with the reinstatement of appointments for on-site inspection of the Register, this approach does not follow Guidance as costs are being incurred but not being recovered from service users. It is in effect being subsidised by official paid-for customers and could make it open to challenge.
3.	To revert to the system of appointments being made for the personal inspection of the Register but also continue with the optional e-mail service to PSCs on payment of a fee.	There may not be much take—up for a paid-for service as on-site inspections will be free of charge. This approach may also lead to a reduction in the number of official searches requested. However, the Council would be offering an enhanced service for which it would receive income.



### 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: Rent Awards and Other Commitments (#)	49,900
Less: Grant Awards to Date	93,500
<b>BALANCE AVAILABLE FOR DISTRIBUTION</b>	<b>25,400</b>

(#) This includes provisions in respect of the application from the 2<sup>nd</sup> Kimberley Scout Group.

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 £12,079. The additional sums requested in this report, when compared to the previous year, would amount to £7,079 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>
		£	£
2 <sup>nd</sup> Kimberley Scout Group	1	7,000	7,000*
The Helpful Bureau	2	5,000	10,000
Beeston Rylands Community Association	3	Nil	350
Beeston Civic Society/Beeston Street Art	3	Nil	1,329
Hope Community Gospel Choir	4	Nil	400
		<b>Total</b>	<b>19,079</b>

The total request is made up of £12,079 in 'cash' from the balance available (or partially from the Broxtowe Lotto Community Fund as appropriate), with £7,000\* being covered by a provision for rents and other commitments.

Uniformed Groups Category1. 2<sup>ND</sup> KIMBERLEY SCOUT GROUP

The 2<sup>nd</sup> Kimberley Scout Group was established in 1955 and is based in Council owned premises at Kettlebrook Lodge on Eastwood Road in Kimberley. The Group continues to thrive and has over 200 members (both junior members and voluntary helpers) from Kimberley and the surrounding areas.

The aim of the Group is to provide activities within the Scout Association organisation. The Group is responsible for the maintenance and up-keep of Kettlebrook Lodge as a community venue. The facilities are currently utilised by the Scouts and Guides organisation, a pre-school playgroup, as a blood donor centre and for other events and functions. It is estimated that over 4,000 people would normally use the facilities every year. Whilst 2020 brought with it new challenges with pandemic, the hard work of the executive committee and leaders, enabled the group to continue activities both online and outside.

The latest accounts for the year ended 31 March 2021 showed receipts of £26,061 (£38,274 in 2019/20) being generated from grants, subscriptions (less capitation), donations, fundraising and other activities. Payments amounted to £23,946 (£39,513 in 2019/20), which included premises expenses (rent, heating, lighting, repairs and maintenance), cleaning and caretaking, cost of activities and other expenses. The General Fund is represented by cash and bank balances, which at 31 March 2021 amounted to £20,452 (£18,337 in 2020). This money is earmarked towards repairs and improvements to Kettlebrook Lodge.

The current tenancy agreement for Kettlebrook Lodge replaced a previous peppercorn rent arrangement. As part of the Council's aim to secure market rental on its properties, the annual rent has been assessed at £7,000 from 2019/20. The 2<sup>nd</sup> Kimberley Scout Group has suggested that it would be unable to sustain a rental charge of this size.

The Council has regularly supported 2<sup>nd</sup> Kimberley Scout Group with grant aid towards its rental obligations with the grants awarded in the past four years being as follows:

2020/21	£7,000
2019/20	£7,000
2018/19	£6,500
2017/18	£6,500

The Council also supported 2<sup>nd</sup> Kimberley Scout Group with £5,000 of capital funding in April 2018 for the full cost of replacing the boiler at Kettlebrook Lodge, with the Council's officers also providing technical support in the process of assessing the scheme and evaluating quotations.

For 2021/22 the 2<sup>nd</sup> Kimberley Scout Group has requested a grant of £7,000 to cover the market rental of Kettlebrook Lodge. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

### **Caring Organisations Category**

#### **2. THE HELPFUL BUREAU**

An application for grant aid has been received from The Helpful Bureau (THB), a registered charity and not for profit organisation based at the Carnegie Civic and Community Centre on Warren Avenue in Stapleford. Originally established in 1978, THB formally registered as a charity from 2001.

The charity provides services which support and encourage older and/or disabled residents to live safely and independently in their own homes including befriending, practical services, social activities, transport scheme and support services. Its work, including positive signposting, supports people to make choices about their lives. The activities provide opportunities for people to socialise and keep active, helping people to feel less isolated and maintain both physical and mental wellbeing; preventing costly interventions. The charity has over 3,000 clients, the majority being residents of Broxtowe.

Whilst THB has previously applied for funding to support its activity relating to practical services, social interaction events and the volunteer transport scheme, this latest application is in respect of its befriending service.

The befriending service scheme is made up of volunteers who offer friendship and support to older people. The scheme specifically aims to help older people who live alone and are unable to get out of the house and have no one who is able to spend quality time with them. The volunteer befrienders offer a listening

ear, conversation and companionship and provide recreational activities within the home such as puzzles, letter writing or simply sharing memories.

THB wants to extend the term of its befriending service and to move forward the remit of the service to encourage people on the existing scheme to consider getting out to activities and trips offered by THB or other groups. The charity received separate funding for this activity up to September 2021 but there is still a real need for the service and for this to be effectively managed.

Whilst the scheme was a run as a phone service during the pandemic lockdowns, THB can now look to widen the service to encourage engagement in activities outside of the home. This has already seen new members encouraged to join the lunch club in person (although meal deliveries have continued). The charity would like to introduce an intermediate step of having smaller group meetings as a stepping stone for people who needs that support. This would require further organisation and training to be completed.

THB have received funding from the GC Gibson Charitable Trust (£3,352); Postcode Community Trust (£5,000); and Aviva Community Fund (£1,186) for this scheme. It is also at the second stage of an application to the National Lottery Reaching Communities for longer-term funding that would keep the service running.

The Helpful Bureau has submitted its Annual Report and Financial Statements for the year ended 31 March 2020 for scrutiny. The charity splits its accounts between restricted and unrestricted funds. Total income generated in the year amounted to £138,540 (2018/19 £152,325), including £15,893 as unrestricted funds, from fees and room hire, grants and donations and fundraising. Restricted grants totalling £122,647 were received in 2019/20 from Nottinghamshire County Council (£52,126) and other funders. Total expenditure was £134,179 (2018/19 £128,945), including £29,291 from the unrestricted fund, and related to wages (£89,128 split between restricted and unrestricted funds for an average of 11 employees), rent and services and other running costs. Total bank balances as at 31 March 2020 had fallen to £37,500, with Total Funds declared at £57,182, including £39,423 as unrestricted funds. The charity's policy on reserves is to retain three months' worth of operating reserves.

This is the fourth application received from The Helpful Bureau (although the Council previously supported Stapleford Volunteer Bureau), with the grants awarded in the past four years being as follows:

2020/21	£5,000
2019/20	£5,000
2018/19	£2,000
2017/18	No application

For 2021/22, The Helpful Bureau has requested an increased grant of £10,000 to support its ongoing operations in respect of the befriending service.

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.

### **Community Associations Category**

#### **3. BEESTON RYLANDS COMMUNITY ASSOCIATION**

Beeston Rylands Community Association (BRCA) is responsible for the management and operation of the Council owned Community Centre on Leyton Crescent in Beeston Rylands.

The aim of the BRCA is to identify opportunities for support and social interaction are needed and where possible provide groups and activities to support residents.

The community centre is available at a reduced rate for residents to hire for social functions. A variety of groups utilise the facilities on a regular/weekly basis for educational, leisure, recreational and social activities, including a youth club; adult craft and company social club; over 60s social groups; a social dining club; seated yoga; and a weekly tea and coffee morning drop in with lifts are provided where needed. BRCA are aiming to bring community events to the centre, the first of these was the Gala Day held in July this year. It is estimated that 100 people of all ages use the facilities on a weekly basis, with the majority being residents of the borough.

Beeston Rylands has a significant level of deprivation when measuring employment, health deprivation and disability, and living environment. The community is isolated from Beeston where the doctors, banks, chemists, and shops are.

BRCA is now entering the vital 'rebuild and recovery' phase following our initial emergency response to the COVID 19 crisis. It is striving to ensure that the community has a variety of accessible activities that meet the needs of the most deprived young, old, and families within its community.

BRCA has requested grant aid towards the cost of a new water heating system to replace the current one which is no longer fit for purpose. The new system will be more economical and have a reduced environmental impact. Quotations have been received for these works which are estimated to cost up to £3,500. The FCC Communities Fund have awarded a grant of £3,150 for this work which covers 90% of the cost, conditional upon BRCA securing the remaining 10% as match funding. BRCA has therefore requested grant aid of £350 as match funding towards this investment.

BRCA has provided its annual accounts for the year ended 31 March 2021 for scrutiny. Annual income amounted to £52,859 from grants and donations and hall hire. Significant grants were received from Nottinghamshire County Council (£10,091), National Emergency Trust (£10,040), Martin Lewis (£5,091), National Lottery Community Fund (£5,010), Foyle Foundation (£5,000 restricted), Hans & Julia Rausing (£4,650 restricted), Beeston Consolidated Charities (£3,240) and this Council (£4,000). Expenditure of £41,110 included

employee costs (£15,589), Covid response (£15,807), repairs and renewals, utilities and other general running costs. Cash and bank balances as at 31 March 2021 were £24,334. BRCA indicated that reserves are partially earmarked towards the salaries of the part-time development worker and part-time youth worker and the improvement of the premises.

This is the first application that the Council has received from Beeston Rylands Community Association for many years and for 2021/22 it has requested a grant of £350 towards the cost of a new water heating system.

If Members were minded to support this request, an award at this level could be considered from the Broxtowe Lotto Community Fund.

### **Miscellaneous Category**

#### **4. BEESTON AND DISTRICT CIVIC SOCIETY (BEESTON STREET ART)**

An application for grant aid has been received from the Beeston and District Civic Society towards the cost of an element of their Beeston Street Art project.

The Beeston and District Civic Society was established in 1974. The main activities of the group are to protect the built and natural environment in Beeston and Chilwell. The group has 140 members and over 3,000 followers on social media

The group has recently been working on its Beeston Street Art project. This has seen a number of art attractions being brought to the town for the benefit of the high street and local residents' wellbeing (41 artworks have been completed so far). The project is now looking to expand into 'light art' and has proposed to install an illuminated sign in Beeston. The neon sign, #alightinBeeston, would be installed facing the Beeston transport interchange. This will be visible at night turning a currently featureless wall into an attractive feature for the evening economy.

The group have received three quotations for the purchase of the neon sign "#alightinBeeston" (approximately 6000mm x 1200mm) scheme, with the cheapest being £1,800 excluding installation. The group has requested grant aid of up to £1,329 towards 50% of the total cost, to include purchase, installation and associated planning fees. The group has been raising money for this project (receiving £1,165 plus £245 gift aid).

It is hoped that the installation can be completed in time for the proposed Beeston Pilot Light Night on 4 November 2021 to launch the installation.

The Beeston and District Civic Society has submitted its income and expenditure account and balance sheet for scrutiny. Total income generated for the year ended 31 August 2020 amounted to £2,096 (2018/19 £9,062) from membership subscriptions, donations and other income streams. Total expenditure was £3,081 (2018/19 £7,389) and related to project work (including Beeston Street Art), newsletters, subscriptions, administration and other running costs. Total bank balances as at 31 August 2020 was £4,376 (2019

£5,361). The latest update as at 14 June 2021 shows reserves at £5,971 of which £769 ring-fenced for the Beeston Street Art project. The group are maintaining a separate ongoing account for the project.

This is the first application that the Council has received from the Beeston and District Civic Society and for 2021/22 it has requested a grant of up to £1,329 towards 50% of the cost of purchasing and installing the neon sign and associated planning fees.

5. HOPE COMMUNITY GOSPEL CHOIR

The Hope Community Gospel Choir was established in 2008 and is based at the John Clifford School on Nether Street in Beeston. The choir, which is a registered charity, has 63 adult members from across the area with 22 being Broxtowe residents. Although the choir does not have junior members, accompanied children are welcomed.

The group is a non-denominational community gospel choir which opens its doors to all sections of the community. It prides itself on attracting a diverse membership and, in doing so, are able to create a welcoming environment for all. It is through friendship and song that the choir has a positive impact on emotional well-being of choir members as well as fostering a sense of belonging. The choir is managed through an established committee, which has been pivotal in providing pastoral support and care of its members, particularly during the pandemic. The choir provided emotional support, care packages and companionship during this time.

The Hope Community Gospel Choir has provided its annual accounts to 31 March 2021 for scrutiny. Annual costs totalled £2,231 and included director payments, rent, insurance, first aid, gifts and web expenses. Income is generated from voluntary membership subscriptions and fundraising. Cash at bank as at 31 March 2021 was £2,978, which are partially earmarked towards the replenishment of equipment.

This is the first application that the Council has received from the Hope Community Gospel Choir and for 2021/22 it has requested a grant of £400 towards the cost of maintaining its website and to contribute towards the cost of rehearsal space.

If Members were minded to support this request, an award at this level could be considered from the Broxtowe Lotto Community Fund.

## APPENDIX 2

**DELEGATED AWARDS**

A summary of the grant awarded under delegated authority since July 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
5 <sup>th</sup> Stapleford Scout Group	85	77	Nil*	£250	Towards the purchase of high visibility vests, hand sanitizer and disinfectant wipes and outdoor play equipment. <b>Award from the Broxtowe Lotto Community Fund</b>

\* excluding regular 'internal' grant awarded towards Market Rent



### Report of the Deputy Chief Executive

#### GRANT AID REQUESTS FROM NUTHALL PARISH COUNCIL

##### 1. Purpose of report

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

##### 2. Grant Aid Applications

Two grant aid requests have been received from Nuthall Parish Council for consideration.

Firstly, Nuthall has requested funding of up to £2,590 towards the purchase of two new outdoor defibrillators to be installed in the 'Horsendale' and 'Mornington' areas of the parish. Secondly, Nuthall has also requested grant funding of £1,905 towards the cost of traffic management for its Remembrance Sunday Parade. Details of the applications are included in appendix 1.

The agreed protocol for assessing grant aid to parish and town councils is provided for information in appendix 2. The grants previously awarded under this scheme are listed in appendix 3

##### 3. Financial position

The provision of defibrillators in Broxtowe was considered by the Policy and Performance Committee on 1 July 2020. Members resolved that the Council should play a role in the provision of defibrillators by working alongside other organisations, such as parish councils, to ensure communities had access to a defibrillator. There is no provision in the Council's budget for either the purchase or maintenance of defibrillators, whether owned by the Council or other organisations.

If Members wished to support these requests from Nuthall, an award could be made from the £20,000 provision for grants to parish councils included in the 2021/22 revenue budget.

#### Recommendation

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

#### Background papers

Nil

## APPENDIX 1

**Grant Aid Requests from Nuthall Parish Council****Purchase of a Defibrillator**

Nuthall Parish Council has submitted a grant aid request for up to £2,590 towards the purchase of two new defibrillators to be installed in the parish areas of 'Horsendale' and 'Mornington'.

Following a local consultation in March 2021 and as part of the resulting conversations, Nuthall Parish Council was asked to provide outdoor defibrillators in the Horsendale and Mornington areas of Nuthall. Two sites have been identified and the necessary permissions provided. One unit is to be placed outside a row of shops central to the Horsendale estate and the second is on the outer gates of the Assarts Farm Medical Centre.

The Parish Council is fully prepared to maintain and monitor these units and has taken advice from the Nuthall First Responder Team with regards to the most appropriate unit to purchase. The responder team have also agreed to provide training for the community, which the Parish Council will arrange at local venues and encouraging participation once the units have been installed.

The cost of two new fully automatic defibrillator outdoor packages is £2,590 plus VAT. Nuthall have requested grant aid of up to the full cost of purchasing the defibrillators. Going forward, Nuthall shall be responsible for repairs, maintenance and inspection of the facility and meet the cost of any power supply required.

**Remembrance Sunday Parade**

Nuthall has also submitted a grant aid funding request of £1,905 towards the cost of traffic management at its Remembrance Sunday Parade in 2021.

This parade has been running for many years. Following the Police withdrawing traffic control by way of a rolling road block, updated regulations require a full road closure. Nuthall is unique in that it has to control traffic flows on the major island ('Nuthall Island') meaning that it has a far greater risk level than other parishes. With the Police unable to offer any level of service, Nuthall has little alternative but to employ specialised contractors for the event. Also, since installing the new War Memorial at the Basil Russell Playing Fields in Maple Drive, the numbers attending the Remembrance events continue to increase. This has created additional risks and responsibilities. The cost of the traffic management service is £1,905 plus VAT and includes professionally liaising directly with the Highways Authority and other stakeholders, providing the appropriate signage and security on the day.

The closing balance of Nuthall Parish Council funds as at 31 March 2021 was £131,406, with cash reserves of £140,635 (the difference being net creditors and debtors). The funds include reserves earmarked set aside for further improvements to the Temple Centre (£50,000) and an election reserve (£4,000). The Nuthall Parish Council annual precept for 2021/22 was £120,820

**APPENDIX 2****Protocol for consideration of grant aid to parish and town councils**

The protocol for the consideration of grant aid requests from parish and town councils was agreed by Cabinet on 8 June 2010. The key provisions are:

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

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

## APPENDIX 3

**Grant Aid Awards to Parish/Town Councils**

The table below lists the grants awarded under this scheme since 2014/15.

<b>Date</b>	<b>Council</b>	<b>Amount</b>	<b>Purpose</b>
01/04/14	Nuthall Parish Council	£2,000	War memorial construction (Capital)
16/10/14	Nuthall Parish Council	£2,500	Cemetery maintenance
02/06/15	Cossall Parish Council	£350	Memorial plaque
19/04/16	Eastwood Town Council	£5,000	Building refurbishment works (Capital)
04/07/16	Greasley Parish Council	£4,000	Upgraded heating system (Capital)
19/09/16	Awsorth Parish Council	£5,000	Heating system replacement (Capital)
09/01/17	Brinsley Parish Council	£4,000	Play facility repairs/replace (Capital)
03/10/17	Nuthall Parish Council	£1,820	Remembrance parade
12/10/17	Greasley Parish Council	£1,000	Christmas lights event
12/10/17	Nuthall Parish Council	£3,395	Cemetery maintenance
26/04/18	Nuthall Parish Council	£12,000	Cemetery roadway surface (Capital)
26/04/18	Nuthall Parish Council	£2,000	Summer Youth Club
11/10/18	Greasley Parish Council	£647	WW1 commemoration sculpture
15/08/19	Brinsley Parish Council	£2,070	Summer play day
10/10/19	Awsorth Parish Council	£1,250	Kitchen Refurbishment – Pavilion
10/10/19	Brinsley Parish Council	£2,300	Tree planting – commemoration
10/10/19	Nuthall Parish Council	£1,855	Remembrance parade
10/10/19	Stapleford Town Council	£2,010	Remembrance event
10/10/19	Trowell Parish Council	£3,500	Car park refurbishment
13/02/20	Brinsley Parish Council	£1,000	Festive lighting display
13/02/20	Brinsley Parish Council	£1,225	VE Day celebrations 2020
07/01/21	Kimberley Town Council	£1,200	New defibrillator
30/03/21	Kimberley Town Council	£1,200	New defibrillator

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### Report of the Deputy Chief Executive

#### **CAPITAL GRANT REQUEST – EASTWOOD TENNIS CLUB**

##### 1. Purpose of report

To consider a request for capital grant aid in accordance with the provisions of the Council's grant aid policy.

##### 2. Grant Aid Application

An application for capital funding has been received from Eastwood Tennis Club towards the refurbishment of courts and installation of new flood lights at their facility on Church Walk in Eastwood.

Improving the courts playing surface and providing floodlights would enable longer playing hours throughout the year, in particular for junior coaching and social tennis from October to March. The total cost of the scheme is in excess of £100,000. Further details of the application are included in the appendix.

Eastwood Tennis Club initially requested grant aid of up to £50,000 towards the cost of the renovation. 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. Eastwood Tennis Club has indicated that if Members were to support the request at 25% (i.e. up to £25,000) any shortfall would be sought from other funding providers.

##### 3. Financial Position

No budgetary provision exists for capital grants to voluntary organisations and there are insufficient funds left in Capital Contingencies to support this application. If this request was supported, Members would need to make an addition to the Capital Programme 2021/22 to meet the cost of any capital grant award to Eastwood Tennis Club. This would have to be funded from General Fund Capital Receipts (if available) or from General Fund reserves.

#### **Recommendation**

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

#### Background papers

Nil

**APPENDIX****EASTWOOD TENNIS CLUB**

A request for capital grant funding has been received from Eastwood Tennis Club towards the refurbishment of courts and installation of new flood lights.

The Club was formed around 1900 and is based on Church Walk in Eastwood. The Club currently serves around 60 members of all ages from Eastwood and the surrounding areas.

The principal aim of the Club is to provide tennis facilities and coaching for adults and children, delivered in both a social and competitive environment. This activity will provide service users with all the benefits of participating in sport, including health and well-being, improved fitness and co-ordination, social and recreation and instilling respect for others. The club has seen an increase in the subscriptions received from members, with several new players joining, possibly due to them appreciating the benefits of being active following the pandemic.

Junior players benefit from regular coaching groups, enabling them to keep fit, healthy and occupied. The coaching provided continues to be developed to focus on junior players with participation across most age ranges. Junior coaching is provided after school and weekends and with tennis camps during school holidays. The coaching is available at modest expense to both members and non-members.

Eastwood Tennis Club would now like to complete an ambitious scheme to refurbish its existing tennis courts and install new floodlights to increase number of playing hours available throughout the year. Its current provision of four courts are well beyond their life and in need of refurbishment. By improving the playing surface and providing floodlights will enable longer playing hours throughout the year with children's coaching and social tennis after school from October to March.

The cost of the court refurbishment programme is around £50,000 (including VAT). The club has made enquiries as to the cost and types of surfaces and the possibility option of changing to carpet (AstroTurf) from the macadam surface.

The club is looking to increase its membership by offering all-year round tennis throughout the week and the provision of floodlighting is key to this. Whilst the club has always been open for play all year round, inevitably weekday evening play from autumn through to spring is non-existent. Extending the playing hours will enable after school coaching to continue. The estimated cost of installing LED, non-intrusive flood lighting for the four courts is around £50,000 (including VAT).

The overall cost of both schemes, including ancillaries such as planning fees, professional fees and installation would be around £104,000 (including VAT). It would be preferable to have the lights installed at the time the courts are resurfaced, however if this could not be achieved the cabling for the lighting should be placed in situ when the re-surfacing is done.



The club has some reserves from subscriptions and donations received over the years to potentially match the grant funding sought. Whilst the club has received some positive soundings regarding funding, all other funding requests have been declined so far, including an application to Sport England which was rejected due to funds available.

For the year ended 31 March 2021, total income amounted to £25,990 (£3,649 in 2019/20) which mainly related to Covid-19 grants (£23,953), subscriptions, match fees and other income. Expenditure for the year totalled £720 (£3,649 in 2019/20) and was mainly in respect of utilities, court maintenance and other running costs. Total cash and bank balances as at 31 March 2021 increased significantly to £53,503 (£28,233 in 2020) mainly due to grants received.

The Council has previously supported Eastwood Tennis Club with funding towards revenue and capital projects with the last award of £728 in 2016/17 being towards the cost of providing floodlit courts (at alternative venues) so that it can continue with its junior coaching sessions during the winter months.

For 2021/22, Eastwood Tennis Club has requested grant aid of up to £50,000 (50%) towards the refurbishment of courts and installation of new flood lights at their facilities. Given the nature of this scheme, any approved grant would normally be given on the basis of 25% (i.e. up to £25,000) of the actual costs incurred (given that it relates to a Council owned asset) with a maximum figure specified in appropriate circumstances. The club has indicated that if Members were to support the request at a lower level, any shortfall would be sought from alternative funding providers.

No budgetary provision exists for capital grants to voluntary organisations and there are insufficient funds in Capital Contingencies 2021/22 to support this request. If this request was supported, Members would need to make an addition to the Capital Programme 2021/22 to meet the cost of any capital grant award to Eastwood Tennis Club. This would have to be funded from General Fund Capital Receipts (if available) or from General Fund reserves.

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### Report of the Deputy Chief Executive

#### **BUSINESS RATES – JOINT PROPERTY INSPECTOR**

##### 1. Purpose of report

For the Committee to note the content of the report providing an update on the Joint Property Inspector.

##### 2. Background

In April 2019, the Council approved a joint working approach with Newark and Sherwood District Council, Gedling Borough Council and Rushcliffe Borough Council in respect of a Property Inspector for Business Rates. The role would look at the Rateable Value of Business properties in each of the borough and, where appropriate, refer any changes to the Valuation Office Agency to ensure the correct value was being used in the calculation of their Business Rates.

Although the role has been significantly restricted as a result of the Covid-19 pandemic, several significant property developments have been identified and as a result the relevant rateable value increased. This process has resulted in an increase in the overall rateable value by £1.3m for Broxtowe Borough Council. Translated in to monetary terms, this will generate approximately £650,000 additional Business Rates, which Broxtowe get to retain 40%, totalling £260,000 per annum.

In addition to this, the Council have been working with Analyse Local in respect of property developments. Analyse Local use additional functionality such as comparing aerial photographs to evaluate changes. These are then reported to the Council and where it increases the Rateable Value a charge of 10% is invoiced by Analyse Local. Since using Analyse Local they have identified an increase of £75,000 in Rateable Value.

The Joint Property Inspector will continue until September 2022, at which point the member Council's will evaluate the success of the partnership. Should one Local Authority no longer wish to participate, Broxtowe will consider the options available to them.

##### 3. Financial implications

The Joint Property Inspector costs the Council £20,000 per annum and is paid to Newark and Sherwood District Council as the lead Authority.

Analyse Local charge 10% of any Rateable Value increase that they identify. To date, they have increased Rateable Value of £75,000 at a cost of £7,500 to the Council.

#### **Recommendation**

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

Background papers: Nil

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

### PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN PROGRESS – SUPPORT SERVICE AREAS

#### 1. Purpose of report

To report progress against outcome targets and the performance indicators identified in the Business Plans for the support services areas, linked to Corporate Plan priorities and objectives.

#### 2. Background

The Corporate Plan 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 are subsequently approved by the respective Committees each year. Business Plans for the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT & Business Transformation were approved by this Committee on 11 February 2021.

#### 3. Performance management

The Council's performance management framework sees Committees receive regular reports which review progress against their respective Business Plans; including a detailed annual report where both performance and financial management is considered following the year-end.

This report provides an overview of progress from the perspective of the support service areas. It provides a summary analysis of progress made to date on key tasks and priorities for improvement and the latest data relating to Critical Success Indicators (CSI) and Key Performance Indicators (KPI). Further details including summary tables and exception reporting is provided in the appendix.

#### Recommendation

**The Committee is asked to NOTE the performance and progress made in achieving the actions in the Business Plans 2021-24 for the support service areas.**

#### Background papers

Nil

## APPENDIX

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan 2020-2024 was approved by Council on 4 March 2020. This sets out the Council's priorities to achieve its vision to make "**A Greener, Safer and Healthier Broxtowe where everyone prospers.**" Over the period, the Council will focus on the following priorities:

- Housing – A good quality home for everyone
- Business Growth – Invest in our towns and our people
- Community Safety – A safe place for everyone
- Health – Support people to live well
- Environment – Protect the environment for the future

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






Business Plans linked to the corporate priority areas were approved by Council on 3 March 2021, following recommendations from the respective Committees. These Business Plans detail the projects and activities to be undertaken in support of the Corporate Plan for each priority area. These cover a three-year period and are revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures is undertaken regularly, including an annual report where performance 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 on progress with the Business Plan relating to support service areas. This report provides a summary of progress made to date on key tasks and priorities for improvement (as extracted from the *Pentana* performance management system) and the latest data relating to Critical Success Indicators (CSI) and Key Performance Indicators (KPI).

The Council monitors its performance using *Pentana*. Members can access the system at <https://broxtowe.pentanarpm.uk> with a generic user name and password, enabling them to interrogate the system on a 'view-only' basis. A traffic light system of red, amber and green symbols is used to provide an indication of performance at a particular point in time.





**SUMMARY OF PROGRESS – KEY TASKS AND PRIORITIES FOR IMPROVEMENT 2021/22**

	Completed 	In Progress 	Warning 	Overdue 	Cancelled 
<b>Finance Services</b>	1	4	2	-	-
<b>Administrative Services</b>	1	1	1	-	-
<b>Legal Services</b>	1	1	1	-	-
<b>Governance and Democratic Services</b>	1	1	2	1	-
<b>Property Services</b>	-	-	-	1	-
<b>Health and Safety</b>	-	3	1	-	-
<b>ICT and Business Transformation</b>	-	4	-	-	-
<b>Revenues, Benefits and Customer Services</b>	-	5	-	-	-
<b>TOTAL</b>	<b>4</b>	<b>19</b>	<b>7</b>	<b>2</b>	<b>-</b>






**EXCEPTION REPORTING – KEY TASKS AND ACTIONS**





The following table provides further details by exception. This includes actions that are in progress but nearing a target date and/or key task milestones and also actions that have been completed since the previous Committee meeting.

Full details on all actions are available from the respective Heads of Service/Priority Leads and via the system using the Members login at <https://broxtowe.pentanarpm.uk>.





Status	Action Title and Code	Action Description	Progress	Due Date	Comments
Warning 	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.	<b>80%</b>	Sep-2021	The refreshed Procurement Strategy has been implemented and officer briefings provided. The Interim Procurement and Contracts Officer continues in post whilst the Council considers its options for delivering the procurement function with a report being prepared for consideration at GMT. <b>Target date proposed to be extended to December 2021.</b>
In Progress 	Review and update the Financial Regulations for approval by Members (FP2023_01) (Finance)	Updated Financial Regulations to be adopted by the Council, with approval required at Full Council	<b>20%</b>	Dec-2021	Financial Regulations for Contracts (Standing Orders) was updated in March 2020. A full review of Financial Regulations will be conducted when resourcing in the Accounts team has been stabilised. <b>Target date proposed to be extended to March 2022.</b>
Warning 	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 with effective procurement.	<b>90%</b>	Sep-2021	A Corporate Contract Management framework has been designed and agreed by GMT. This is now being rolled out across the Council. <b>Target date proposed to be extended to December 2021.</b>
Completed 	Produce the Final Accounts by end of May - Annually (FP2023_07) (Finance)	Produce the Final Accounts by the end of May	<b>100%</b>	May-2021	Accounts were completed by 30 June 2021. The requirement was to have these completed by 31 July 2021 due to the pandemic.



Status	Action Title and Code	Action Description	Progress	Due Date	Comments
Warning 	Rewrite the Council's Constitution (LA1922_02) (Legal)	Update the Council's constitution to reflect the Council's day to day business	71%	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 2 December 2021 and then taken to Full Council on 15 December 2021. <b>Target date proposed to be extended to December 2021 to allow more time for the task and finish group to consult.</b>
Completed 	Create instruction pro-forma/ templates/guidance notes in the Case Management System (LA2021_02) (Legal)	Create templates for internal and external communication to improve efficiency, standardise, procedures, support team development and resilience.	100%	Dec-2021	The case management system is being used. All standard templates have been uploaded to the system and specific templates and precedents are being uploaded. The Legal Services pro-forma are with the Communications team to upload on the Intranet. Once confirmed all Heads of Services will be notified.
Warning 	Community Governance Review (DEM1518_01) (Admin)	Community Governance Review - Revision of all Parish boundaries so that existing anomalies are removed wherever possible.	30%	July-2022	Briefings held with all Parish Councils during June. The Stage 1 consultation started on 1 July to conclude on 30 September 2021.
Warning 	Rollout of the Committee Management System – Phase 2 (DEM1922_01) (Governance)	More efficient and effective production and distribution of Agendas, Minutes and improved website information	25%	Sep-2021	Rollout to officers has been deferred. An App for Members is being developed which will allow for the viewing of Section 12A information on mobile devices. <b>Target date proposed to be extended to December 2021.</b>
Completed 	Replace complaints System (DEM2124_01) (Governance)	Implement new complaints system and train key users	100%	May-2021	Completed.

Status	Action Title and Code	Action Description	Progress	Due Date	Comments
Overdue 	Hybrid meetings (combined physical/virtual meetings) (DEM2124_02) (Governance)	Investigate the requirements for facilitating hybrid meetings	75%	Jul-2021	Legislation not extended to require hybrid meetings to be held. Procedures continue to be developed in anticipation of legislation for hybrid meetings possibly being introduced. <b>A revised due date of May 2022 is suggested in line with the Committee cycle.</b>
Warning 	Member Development Programme (DEM2124_03) (Governance)	Develop a bespoke member training programme to update skills to promote sound decision making.	50%	Sep-2021	Due date be revised in line with dates of Committee meeting when reports will be presented on this action.
Overdue 	Introduce a replacement Asset Management Plan for 2021 to 2026 (CP2023_01) (Property)	Seek to restore income from commercial assets post COVID and maximise efficiency for non-commercial assets	10%	Apr-2021	Tenders have recently been received and are being analysed. The intention is to appoint and receive a final report by January 2022. <b>The due date should be revised to coincide with the report in January 2022.</b>
Warning 	Complete the health and safety strategy / document review (H&S2124_02) (Health&Safety)	Map out what exists, identify gaps, review / introduce all necessary policies in accordance with the required timescales.	50%	Sep-2021	Policies in the process of being updated. <b>Target date proposed to be extended to December 2021.</b>








**SUMMARY OF PROGRESS - PERFORMANCE INDICATORS 2021/22***(Critical Success Indicators CSI included in figures and identified separately in brackets)*








	Satisfactory 	Warning 	Alert 	Unknown 
<b>Finance Services</b>	2 (1)	2	-	
<b>Administrative Services</b>	-	-	-	-
<b>Legal Services</b>	-	-	-	-
<b>Governance and Democratic Services</b>	1	-	1	-
<b>Property Services</b>	-	1	1	-
<b>Health &amp; Safety</b>	-	-	-	-
<b>ICT and Business Transformation</b>	3 (2)	1	-	-
<b>Revenues, Benefits and Customer Services</b>	1	2 (2)	1	-
<b>TOTAL</b>	7 (3)	6 (2)	3	-



**EXCEPTION REPORTING – PERFORMANCE INDICATORS**

The following table provides further details by exception. This includes all Critical Success Indicators (CSI) and all monthly/quarterly Key Performance Indicators (KPI). Those indicators where data is updated annually are not included on this quarterly report.

Full details on all performance indicators are available from the respective Heads of Service/Priority Leads and via the system using the Members login at <https://broxtowe.pentanarpm.uk>.

Status	CSI and Code	Frequency	2019/20 Achieved	2020/21 Achieved	2021/22 Q1	2021/22 Target	Notes
Green 	<b>CSI</b> Invoices paid within 30 days of receipt (BV8) (Finance)	Quarterly	97.2%	98.6%	99.5%	99%	Further roll-out of Intelligent Scanning is expected to enhance the efficiency of the creditor payment process and increase the speed with which creditors are paid.
Amber 	Sundry debtors raised in any one financial year paid in that year (FPLocal_02) (Finance)	Quarterly	83.4%	75.2%	85.6%	90%	Recovery action has recommenced after being halted due to COVID-19. The majority of debtor invoices are paid within 90 days, although the number of debtors has decreased significantly.
Green 	Invoices paid within 20 days (FPLocal_09) (Finance)	Quarterly	92.6%	96.5%	98.4%	98%	Officers are entering and authorising payment of invoices promptly.
Amber 	Procurement compliant contracts as identified in the Contracts register (FPLocal_11) (Finance)	Quarterly	96%	90%	90%	98%	The Contracts Register is reviewed regularly and managers informed of action required to ensure contract compliance.
Green 	Complaints acknowledged within the specified time (LALocal_04) (Governance)	Quarterly	97%	98%	100%	100%	The new complaints system has assisted with improving performance.
Red 	Freedom of Information requests dealt with within 20 working days (LALocal_12) (Governance)	Quarterly	96%	96%	94%	100%	ICO guidance suggests a target of 85% of requests being sent a response within the appropriate timescales is acceptable. Currently exceeding this ICO target.
Amber 	Tenants of industrial units with rent arrears (CPLocal_02) (Property)	Quarterly	5%	5%	4%	2%	Industrial units have been subject to some rent deferrals due to the original lockdown period, although most are now catching up with their payments. The percentage of arrears is based on the current historic arrears excluding Beeston Square.

Status	CSI and Code	Frequency	2019/20 Achieved	2020/21 Achieved	2021/22 Q1	2021/22 Target	Notes
Red 	Beeston Square Shops vacant for more than 3 months (CPLocal_05) (Property)	Quarterly	0%	0%	15%	0%	The anticipated tenant departures from two shop units in 2021 has had a significant impact upon this indicator.
Amber 	<b>CSI</b> Council Tax collected (BV9) (Revenues)	Monthly	98.3%	97.0%	28.4%	29%	The Collection rate remains affected by the COVID-19 Pandemic. Most notably the longer time frame for court recovery. It is anticipated that this will come back within target through the year.
Amber 	<b>CSI</b> Non-domestic Rates Collected (BV10) (Revenues)	Monthly	98.6%	96.6%	23.9%	29%	The Collection rate remains affected by the COVID-19 Pandemic. Most notably the longer time frame for court recovery. It is anticipated that this will come back within target through the year.
Red 	Average speed of processing changes of circumstances for HB/CTB claims (calendar days) (BV78b) (Benefits)	Quarterly	4.4	3.5	5.2	4.0	Performance is slightly behind target but is expected to be in line with the target before the end of the year. The delay is currently attributed to the involvement of the team in the Government's Self-Isolation Payments program.
Green 	HB overpayments recovered as a percentage of the total amount of HB overpayment debt outstanding (BV79b(iii)) (Benefits)	Quarterly	6.95%	5.00%	1.45%	9%	It is expected that there will be an increase in write-offs as a result of COVID-19 but this will not be reflected until future years
Green 	<b>CSI</b> System Availability (ITLocal_01) (ICT)	Monthly	99.9%	99.7%	100%	100%	On target.
Green 	<b>CSI</b> Virus Protection (ITLocal_05) (ICT)	Monthly	100%	100%	100%	100%	On target.

Status	CSI and Code	Frequency	2019/20 Achieved	2020/21 Achieved	2021/22 Q1	2021/22 Target	Notes
Green 	Service Desk Satisfaction (ITLocal_02) (ICT)	Monthly	96%	98%	98%	100%	
Amber 	BBSi Programme Completion (ITLocal_04) (ICT)	Monthly	100%	100%	19%	100%	Performance remains on track to achieve target.

## 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.

9 December 2021	<ul style="list-style-type: none"> <li>• Budget Consultation Response</li> <li>• Treasury Management/Prudential Indicators 2021/22 Mid-Year Report</li> <li>• Capital Programme Update 2021/22</li> <li>• Revenue Budget Variations 2021/22</li> <li>• Grants to Voluntary and Community Organisations</li> <li>• Performance Management – Review of Business Plan Progress – Support Service Areas</li> <li>• Local Government Finance Settlement 22/23</li> <li>• Section 106 ITPS</li> <li>• Market vendor rents in Beeston Square</li> </ul>
6 January 2022	<ul style="list-style-type: none"> <li>• Council Tax Base 2022/23</li> <li>• Local Council Tax Support Scheme 2022/23</li> <li>• Irrecoverable Arrears</li> <li>• Telephone system</li> </ul>
10 February 2022	<ul style="list-style-type: none"> <li>• Budget Proposals and Associated Strategies</li> <li>• Business Plans and Financial Estimates 2022/23-2024/25</li> <li>• Performance Management – Review of Business Plan Progress – Support Service Areas</li> <li>• Grants to Voluntary and Community Organisations</li> <li>• Irrecoverable Arrears.</li> </ul>

#### Recommendation

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

#### Background papers

Nil

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