



Wednesday, 23 June 2021

Dear Sir/Madam

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

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

Yours faithfully

Chief Executive

To Councillors:	M Radulovic MBE (Chair)	R I Jackson
	S J Carr (Vice-Chair)	E Kerry
	S A Bagshaw	G Marshall
	M J Crow	P J Owen
	S Easom	P D Simpson
	T Hallam	E Williamson
	M Hannah	

## AGENDA

1. APOLOGIES

To receive any apologies and notification 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 - 8)

The Committee is asked to confirm as a correct record the minutes of the meeting held on 24 March 2021.

#### 4. REFERENCE

##### 4.1 Environment and Climate Change Committee

(Pages 9 - 12)

14 June 2021

##### Inham Nook Recreation Ground – Proposed Lease with Phoenix Inham Football Club

Members considered the request from Phoenix Inham Football Club to enter into 10-year lease with the Borough Council for the pavilion at Inham Nook Recreation Ground. The club was created as a community facility to serve local people.

It was noted that the report contained an error, in which the Finances and Resources Committee granted the Phoenix Inham Football Club £9,000 and not £11,000 as stated.

**RECOMMENDED to the Policy and Performance Committee that the Council, subject to agreeing Heads of Terms with Phoenix Inham Football Club, grant a 10-year lease, for the pavilion at Inham Nook Recreation Ground to Phoenix Inham Football Club.**

**The granting of the lease will be subject to the following;**

- 1. Confirmation of the legal structure of the football club and Phoenix Inham Community Foundation.**
- 2. A clause in the Heads of Terms prohibiting the Pavillion, the Phoenix Inham Football Club and the Phoenix Inham Community Foundation from endorsing, promoting and advertising a political party, the candidates of a political party or the policies of a political party.**
- 3. A protocol to ensure that the financial viability of the Phoenix Inham Football Club and the Inham Phoenix Community Foundation does not put the finances of the Council at risk.**

**The Heads of Terms should be approved by the leaders of the Labour, Conservative and Liberal Democrat Groups before the lease is granted.**

#### 5. REVISION OF THE HEALTH AND SAFETY POLICY

(Pages 13 - 50)

To review the Council's Health and Safety Policy, which comprises of the 'Statement of Intent', 'Organisation' and 'Arrangements'.

6. CORPORATE PLAN OUTCOMES YEAR 1 (2021/21) AND TARGETS FOR YEAR 2 (2021/22) (Pages 51 - 68)

The report highlights a narrative summary of progress in achieving the corporate plan vision in the last year and sets out the targets for the current year.

7. LEISURE FACILITIES STRATEGY - UPDATE ON PROGRESS (Pages 69 - 70)

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

8. BUSINESS AND FINANCIAL PLANS - OUTTURN 2020/21 (Pages 71 - 128)

To consider progress against the Business Plans in respect of the Council's priority areas and key support functions and to consider significant variances in the financial outturn against revised budgets for 2020/21.

9. COVID-19 UPDATE (Pages 129 - 136)

To update Councillors on the Council's response to the COVID- 19 pandemic and implementation of the Council's recovery strategy.

10. BEESTON TOWN CENTRE UPDATE (Pages 137 - 138)

To update members on progress on The Square Phase 2 in Beeston.

11. WORK PROGRAMME (Pages 139 - 140)

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

12. EXCLUSION OF PUBLIC AND PRESS

**The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.**

13. BEESTON TOWN CENTRE REDEVELOPMENT - APPENDIX

(Pages 141 - 142)

## POLICY AND PERFORMANCE COMMITTEE

WEDNESDAY, 24 MARCH 2021

Present: Councillor M Radulovic MBE, Chair

Councillors: S A Bagshaw  
S J Carr (Vice-Chair)  
M J Crow  
S Easom  
R I Jackson  
E Kerry  
G Marshall  
P J Owen  
P D Simpson  
T Hallam  
E Williamson  
B C Carr (Substitute)

An apology for absence was received from Councillor M Hannah.

### 36 DECLARATIONS OF INTEREST

Councillors S J Carr, R I Jackson, M Radulovic MBE and G Marshall declared a non – pecuniary interest on items 7 and 13 as they were members of the Beeston Town Centre Board. Minute numbers 44 and 47 refer.

### 37 MINUTES

The minutes of the meeting held on 2 December 2020 were approved as a correct record.

### 38 COVID RECOVERY UPDATE

The Committee was informed that in the 10 days since the report had been written there had been an increase in the rate of COVID-19 infections. It was noted that prior to this the Borough had seen infection rates radically decrease below the national average. It was considered that the return of pupils to schools was a major cause of the increase in infections.

The Committee thanked officers for the extra work that they had done throughout the pandemic, and the success of the Business Grants Scheme was singled out for praise.

Discussion centred on whether or not there was a correlation between deprivation and a higher rate of death from COVID-19.

It was proposed by Councillor M Radulovic MBE and seconded by Councillor S J Carr that this Committee notes with concern the number of deaths from COVID - 19 experienced in Broxtowe, especially in the north of the area, and calls on the CCG to undertake a review so that any learning and preventative measures can be incorporated into responses to any further pandemic waves. Debate focused on whether discussions about data should be held in public, the correct forum for an investigation and the lack of a discernible pattern in the data. On being put to the meeting the motion was carried.

**RESOLVED that this Committee notes with concern the number of deaths from COVID - 19 experienced in Broxtowe, especially in the north of the area, and calls on the CCG to undertake a review so that any learning and preventative measures can be incorporated into responses to any further pandemic waves.**

39 EQUALITY AND DIVERSITY ANNUAL REPORT 2019/20

The Committee noted the report, including the Equality and Diversity Annual Report 2019/20 and progress against objectives for 2019/20. The Committee reflected on the need to review the impact of COVID-19 and integrate that into future objectives.

There was a discussion about the welcome increase in job applications from our black and minority ethnic (BME) community, though there was concern that this had not translated into a higher number of appointments.

The increase in complaints progressing to stage two of the process was noted. It was stated that there was no pattern to indicate systemic injustices and that a more detailed report on complaints was to go to Governance, Audit and Standards.

Discussion progressed on to the assisted bins collection service and it was noted that this was available to people with mental illnesses as well as those with physical disabilities.

The work experience programme was noted and there was a request that children in care be prioritised for placements.

**RESOLVED that the proposed Equalities Objectives and action plan for 2021-23 contained in appendices 2 and 4 be approved.**

40 RESPONSE TO GOVERNMENT ON THE TEN POINT PLAN FOR A GREEN INDUSTRIAL REVOLUTION

The Committee considered the Council's response to the Government consultation on 'The Ten Point Plan for a Green Industrial Revolution.' There was debate on the role of fossil fuel, condemnation of coal mining, and support for the use of nuclear fission as a source of green energy.

The balance between encouraging green building without putting onerous restraints on developers was discussed, as was the problem of water wastage through the use of inefficient domestic white goods. The debate progressed on to ethical investments.

It was proposed by Councillor M Radulovic MBE and seconded by Councillor S J Carr that there be minor amendments to the letter to include reference to this council's objections to fracking, acknowledgement that nuclear fission technology could present clean energy opportunities, proposals for legislation on water efficiency for domestic white goods and concerns of this Council that increased environmental standards for housing development are highly desirable, but could result in developments becoming unviable. On being put to the meeting the motion was carried.

**RESOLVED that the proposed response to the Government outlining the Council's position on the Ten Point Plan for a Green Industrial Revolution be approved, with minor amendments to the letter to include reference to this council's objections to fracking, acknowledgement that nuclear fission technology could present clean energy opportunities, a request for legislation on water efficiency for domestic appliances and concerns of this Council that increased environmental standards for housing development are highly desirable, but could result in developments becoming unviable.**

41 BEESTON TOWN CENTRE REDEVELOPMENT

Members received an update on the progress of the Beeston Square Phase 2 project. It was noted that the cinema was on schedule to open in June 2021. There was discussion about the cross party support that the project had enjoyed, as well as support from the community.

**RESOLVED that the Committee continue to delegate to the Deputy Chief Executive all key approvals, in consultation with the cross-party Project Board, and subject to the overall project cost remaining within the financial limits already set or subsequently changed by the Finance and Resources Committee and/or Full Council as appropriate.**

42 REVIEW OF CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE

The Committee noted the progress made in achieving the Corporate Plan priorities and the financial position for 2020/21.

43 WORK PROGRAMME

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

44 RENOVATION OF ATTENBOROUGH COLTS FOOTBALL CLUB'S CHANGING ROOMS AND POTENTIAL NEW PARK BISTRO

Consideration was given to a proposal to convert the Colt's Football Club changing rooms into a small bistro. There was support for the proposal, but there was concern that the property had not been put on the open market for rent and that the café could exacerbate an existing problem with parking.

**RESOLVED:**

1. **that the Committee supported the project in principle.**
2. **it was noted that any development was subject to approval from the Planning, Estates and Legal Teams.**

45 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 involved the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.**

46 RENOVATION OF ATTENBOROUGH COLTS FC'S CHANGING ROOMS AND POTENTIAL NEW PARK BISTRO - APPENDIX 2

The Committee noted this item.

47 BEESTON TOWN CENTRE REDEVELOPMENT - APPENDIX

The Committee noted this item.

## Report of the Executive Director

**INHAM NOOK RECREATION GROUND – PROPOSED LEASE WITH PHOENIX INHAM FOOTBALL CLUB**1. Purpose of report

To advise members of a proposal from Phoenix Inham Football Club to enter into 10-year lease with the Borough Council for the pavilion at Inham Nook Recreation Ground.

2. Background

Phoenix Inham Football Club was formed in 2015 and use Inham Nook Recreation Ground as their home ground. The club was created as a community facility to serve local people with parents and members all committed to the same community goals. Details of the club and its development are shown in the Appendix.

3. Proposal

Following the closure last year of the play group that had used the social room and kitchen in the pavilion, the football club saw an opportunity to expand their use of the building and create a community hub for local people to use. The club has submitted a formal application for a 10-year lease and the view of the Council's Estates and Legal teams on this proposal are detailed in the Appendix.

4. Financial Implications

At a meeting of the Finance and Resources Committee on 8 October 2020, it was resolved to allocate £11,000 to the football club to help them with their first phase of creating a community hub. This was for electrical works (£5,100) replacement windows and fascia (£2,700), new suspended ceiling (£1,200) and new kitchen facilities (£2,000). Covid lockdown restrictions delayed a meeting on site with the club and these works have yet to commence. However, they are subject to the Council agreeing the aforementioned lease. There are no other additional financial implications for the Council at this stage.

**Recommendation**

**The Committee is asked to RECOMMEND to the Policy and Performance Committee that the Council, subject to agreeing Heads of Terms with Phoenix Inham Football Club, grant a 10-year lease for the pavilion at Inham Nook Recreation Ground to Phoenix Inham Football Club.**

Background papers

Nil

**APPENDIX**The Club: Its formation and Development

Phoenix Inham Football Club (PIFC) was formed in 2015 and is based at Inham Nook Recreation Ground, Chilwell. They have an existing agreement to utilise the two 11-a-side football pitches at the site, together with various 9-a-side and 7-a-side pitches that they mark out to meet the fixture demands on a weekly basis. The Council maintains all the outdoor facilities on the site and this would continue with this lease proposal with the club retaining responsibility for the weekly marking of the football pitches.

The club currently has over 150 members from Chilwell and the surrounding areas.

The principal aim of PIFC is to provide football for adults and children, delivered in a social and competitive environment. PIFC runs teams at several age ranges from under 8's to a newly established men's team. The club believes that, through football, it can help the community. Membership subscriptions are kept deliberately low to maximise inclusion. This inevitably leads to pressure on resources and, as a small community run-club, funding has always been the biggest hurdle to progression.

Football is at the heart of everything PIFC aims to achieve. The club believes playing football should not be exclusive, but it is becoming too expensive for a vast number of households locally. The club aims that by 2023 it will become one of the first free to play football clubs in the country. This can only be achieved by building a sustainable infrastructure with a constant flow of funds raised by the club and the local community.

The club has achieved FA "Charter Status", an award made by the FA under an accreditation scheme that recognises and rewards commitment, quality and achievement.

Request for a 10-year Pavilion lease at Inham Nook Recreation Ground

Traditionally, the pavilion has been used by 3 main groups. These were Chilwell Bowls Club, a children's play group and PIFC. Last year the playgroup, due to falling numbers and Covid restrictions, were unable to make the project viable and unfortunately had to close. More recently, the Chilwell Bowls club have advised the Council that they are no longer able to recruit sufficient members to run a team and will no longer be using the pavilion. This season there may be limited casual bowling on the green and this will be reviewed over the coming months. Whilst both of these closures are very unfortunate, they do provide a major opportunity for the club to develop the pavilion as a community hub. There may also be opportunities to look at ways in which the club can make use of the bowling green area as a multi-use outdoor sports facility. This would however, be the subject of a separate report, at a later date.

It is proposed that the lease would be for the full building with the club responsible for internal works to the building, decoration and general repairs. All works to the

building, including the works previously agreed by the Finance and Resources Committee, would need to be approved by the Council's Property Services team. The Council would continue to be responsible for the structure and insurance of the building, together with the statutory electrical and legionella checks and utility bills. The full details would be clarified in the Heads of Terms document.

Securing a 10-year lease will allow PIFC to transform the building into a community hub and safe space for all ages and backgrounds and provide community engagement in a deprived area. Proposed initiatives include:

- District Food and Clothing bank providing a useable space to store and distribute items to the local community.
- Monthly food kitchen run by a local volunteer and qualified chef to guarantee a high level of health and hygiene, as well as implementing best practices for all food preparation and service.
- Coffee mornings for the senior citizens and those socially isolated. This would be run by volunteers a couple of mornings a week as well as providing work experience to those that need it.
- Shoe Box Campaign, to help disadvantaged children all over the world.
- Activity evenings, including providing regular dance lessons for all ages and general health and fitness evenings once a week.

The community hub concept will provide the club with a regular funding stream.

During events such as weekend football matches, live sporting events and social evenings, the clubhouse will be able to provide food, drinks and entertainment. The club will focus on low risk options such as sandwiches, snacks and bottled/canned refreshments with a healthy profit margin, whilst being affordable for all. Currently, annual events such as Christmas parties and presentation nights are a big expense. Going forward, PIFC would use the pavilion and also generate funds through food and refreshment sales, raffles and other fundraising initiatives. By designing the clubhouse as a versatile, functional space, PIFC would also look at hiring the room out for birthday parties, business meetings, health and fitness groups and other groups etc. Sponsorship is already a huge part of football at all levels and the club hopes to encourage local businesses to buy sponsorship packages.

The project will be overseen and organised by PIFC members with the long term goal of launching the Phoenix Inham Community Foundation – a small team of passionate hard-working volunteers with the collective goal of making the local community a better place for all.

PIFC has obtained a number of quotes relating to the cost of developing and refurbishing the pavilion into a community use facility as referenced in the financial implications section of this report.

PIFC has provided its accounts for the year ended 31 March 2020 for scrutiny. Total income amounted to £9,361 from subscriptions and fundraising. Expenditure for the year totalled £9,398 which mainly related to pitch hire, match and league fees, referees' expenses and other running costs.

### Comments from Estates and Legal

The Heads of Terms is currently being drawn up and, subject to committee approval. of the lease proposal, will form the basis of a 10-year lease which will be prepared by the Council's legal team. The lease will include an annual review of the work that PIFC are doing and an assessment of their accounts to make sure the project is viable.

The land is registered under Title number NT417747 at HM Land Registry. The land seems to have been registered as a whole/under one title to include the neighbouring residential properties including The Flatts, Wheatgrass Road and Valley Road.

There are no restrictive covenants prohibiting the Council from entering into a lease with the Club on the above basis or any restrictive covenants relating to how the land should be used.

### **Other considerations**

Another consideration to have is to make further enquiries into the structure of the Football Club, whether, for example, it is incorporated or unincorporated and should the community hub project not be successful the potential financial impact on the Council. This should have already been considered by the Estates team when negotiating the Heads of Terms.

To conclude, from a land /restrictive covenant perspective there is nothing prohibiting the Council from entering a lease with the Club on the land. Additionally, the Club's legal structure is an important factor that need to considered before completion of the lease.

## Report of the Executive Director

**REVISION OF THE HEALTH AND SAFETY POLICY**1. Purpose of report

To review the Council's Health and Safety Policy, which comprises of the 'Statement of Intent', 'Organisation' and 'Arrangements'.

2. Detail

The Health and Safety Policy Statement specifies the binding commitment of the Council in that health and safety will rank as a prominent and permanent feature of all activities conducted. The statement is signed by the Chief Executive so that employees will recognise it as an authoritative document and will note the ongoing commitment.

The "Organisation" section specifies responsibilities for implementing the Policy, starting with the Chief Executive and cascading down through every level of management, health and safety officer, safety representatives, medical advisor and employees. The "Arrangements" section states the objectives to be achieved on a range of topics. The Policy states that it will be reviewed every two years to ascertain if it is fit for purpose. In addition, it will be revised to encompass any technological changes, managerial restructuring, alterations to premises and sites, and the introduction of new or modified processes.

The revised policy was submitted to the Safety Committee on 20 April 2021 and approved. The Health and Safety at Work Act 1974 states under section 2(3) that "it shall be the duty of every employer to prepare (and as often as may be appropriate to revise) a written statement of a general policy with respect to the health and safety at work of employees. The policy should identify the hierarchy of the organisation and arrangements for carrying out the policy, and the need to bring the statement to the notice of all employees". Through reviewing the Health and Safety Policy the Council is demonstrating its continual commitment to ensuring the health, safety and welfare of its employees. The Policy Statement is shown in appendix 1 and the revised Policy in appendix 2.

3. Equality Impact Assessment

As this is a change to policy an equality impact assessment is included in appendix 3 of this report.

**Recommendation**

**The Committee is asked to RESOLVE that the revised Health and Safety policy be approved.**

Background papers

Nil

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**Broxtowe  
Borough  
COUNCIL**

## **HEALTH AND SAFETY POLICY STATEMENT**

Broxtowe Borough Council, as an employer and landlord, is fully committed to the health, safety and welfare of all its Councillors, employees, visitors to its premises, occupiers and others who may be affected by its work activities. It is the Council's policy to endeavour to provide safe and healthy working conditions and to enlist the active support of all its Councillors and employees to achieve this end.

The objectives of the policy are to promote standards of health, safety, fire prevention, hygiene and welfare, which comply fully with the spirit and requirements of legislation. The Council undertakes, so far as is reasonably practicable, to:

- Maintain plant and systems of work that are safe and reduce the risk to health
- Ensure safe practices in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as is necessary to promote the health (including mental health) and safety of all Councillors and employees
- Maintain work places in a safe condition and provide a safe means of access to and egress from such work places
- Provide and maintain a safe working environment with minimal risks to health and with adequate facilities for employees' welfare at work
- Prevent accidents and causes of work related ill health

The Council's Health and Safety Policy, which includes the organisational responsibilities and arrangements is detailed in the Health and Safety Section on the Council's intranet. These will be reviewed regularly to take into consideration changes within the Council, legislation and technological advancement. The Safety Committee discusses workplace health and safety matters twice yearly.

Directors, Heads of Service, Managers and Supervisors will ensure compliance with all health and safety legislation including the Council's Health and Safety Policy and codes of practice.

Each Councillor and employee is reminded that they have a legal responsibility to take care of their own health and safety and also the health and safety of others who may be affected by actions or decisions made by them.

The Council gives its full backing to this policy and will support all those who endeavour to carry it out.

Signed:  
Chief Executive

[Redacted Signature]

Date: 16 February 2021



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Broxtowe  
Borough  
COUNCIL

# Health and Safety Policy

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## **Health and Safety Policy**

### **1 Introduction**

The Health and Safety Policy “Statement” is a written declaration of intent to demonstrate that Broxtowe Borough Council, as an employer is fully committed to the health, safety and welfare of all its employees and others. It is the Council's policy to endeavour to provide safe and healthy working conditions and to enlist the active support of all its employees to achieve this end.

The Health and Safety Policy contains the “Organisation’s” responsibilities and the “Arrangements” for carrying out the Policy. The Health and Safety Policy identifies relevant health and safety legislative requirements and a comprehensive review of assessments and precautions associated with the inherent hazards in the work being undertaken at its various premises and sites.

The Health and Safety Policy is located in the Health and Safety section on the Council's intranet. The Health and Safety section also details accident reporting procedures and codes of practice relating specifically to the hazards or risks associated with the premises, sites and activities for which the Council is responsible.

This Policy will be reviewed every two years to ascertain if it is fit for purpose. In addition, it will be revised to encompass any technological changes, managerial restructuring, alterations to premises and sites, and the introduction of new or modified processes.

Contractors employed at any premises or sites controlled by the Council must be made aware of the provisions of the Health and Safety Policy and its implications and must conform in all respects to the requirements of the Policy.

### **2 General Objectives**

All departments will apply the Council's Health and Safety Policy effectively by identifying who is responsible for its implementation and by setting up arrangements to ensure that all the requirements under the Health and Safety at Work etc. Act 1974 and other specific legislation are met.

Individual Directors, Heads of Service, Managers and Supervisors will ensure compliance with all health and safety legislation including the Council's Health and Safety Policy and codes of practice.

### **3 Organisation for Implementing the Policy**

#### **3.1 Chief Executive**

The Chief Executive is responsible for giving effect to the Council's overall Health and Safety Policy.

The Chief Executive's business address is:

Broxtowe Borough Council  
Council Offices  
Foster Avenue  
Beeston  
Nottingham  
NG9 1AB

The Chief Executive will ensure that there are adequate numbers of employees, funds and materials to meet health and safety requirements within the Council and will continually review the effectiveness of the policy and of personnel under her control to whom responsibility for various aspects of health and safety have been delegated.

#### **3.2 Directors (including the Deputy Chief Executive)**

Directors have overall responsibility for establishing safe working practices, enforcing safety regulations, monitoring and improving their effectiveness and for ensuring that adequate resources, training, information and supervision are provided for all employees.

They will draw the attention of the Chief Executive to any major failure, weakness or omission in their department's arrangements for health and safety and will execute any action authorised for the protection of employees and the public.

They will consult with the Council's Health and Safety Manager who will identify and recommend preventative measures necessary for the avoidance of accidents and ill health. They will implement the recommendations of the Council's Health and Safety Manager.

They will have a significant role in developing corporate safety standards and the effective monitoring of the Council's corporate and departments policies.

#### **3.3 Heads of Service**

They will be responsible to the Director for applying the Health and Safety Policy and monitoring its effectiveness. Within their responsibility they will establish standards of health and safety to be enforced by managers and supervisors.

They will consult the Health and Safety Manager for information and advice about relevant health and safety legislation and will communicate to their managers and supervisors the knowledge to enable them to implement the health and safety policy effectively.

They will arrange for the Health and Safety Manager to conduct safety inspections of all permanent premises and sites within their responsibility as necessary and will co-operate with safety representatives and the Council's Health and Safety Manager in remedying defects and hazards identified.

They will ensure by the provision of adequate information, instructions and training that competent supervision is available, particularly where young or inexperienced employees are concerned.

They will ensure compliance with safety procedures and will recommend to the Director the resource levels necessary to sustain a healthy and safe working environment.

#### 3.4 Managers and Supervisors

They must immediately inform the Health and Safety Manager by the quickest possible means about **all fires and/or evacuations** (short or long term) at Council public buildings, retirement living schemes, leisure facilities, housing, etc.

- They will inform the Health and Safety Manager of any agency worker required for employment in order for a health and safety induction to be undertaken before commencement of employment. arranging for newly appointed employees, including agency and temporary employees, to be made fully aware of the Council's Health and Safety Policy via a health and safety induction during their first week of employment and to receive refresher training at suitable intervals.

They will arrange for information, instruction and supervision to be given to employees and will ensure that they are properly trained for the tasks they will undertake.

They will be responsible for ensuring that risk assessments have been undertaken and that the safe system of work is completed within the risk assessment. In addition, they will be responsible for ensuring as far as is reasonably practicable that any possible/foreseeable risks that may arise on a day to day basis are controlled to remove/reduce the risk and for reporting major problems to the Director or Head of Service as appropriate.

They will ensure, as far as is reasonably practicable, that all employees enjoy a safe and healthy working environment and that all employees comply with the Council's health and safety policies and codes of practice.

They will inspect office work areas frequently and ensure that they are maintained in a clean and tidy condition. They will apply the standards required under any relevant legislation.

They will endeavour to create safely arranged offices, furniture and equipment and will devise safe working practices and communicate them to employees.

They will inspect storage, workshops and work areas frequently and ensure that they are maintained in a clean and tidy condition. They will apply the standards required under any relevant legislation.

They will ensure that all accidents, near-misses and dangerous occurrences are reported on the forms provided and will notify the Council's Health and Safety Manager of serious accidents, dangerous occurrences or instances of occupational disease immediately as required by the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). They will investigate the causes of accidents in association with the Health and Safety Manager in order to prevent a recurrence. They will ensure that necessary action is taken to remove the cause of the accident.

They will understand thoroughly the fire safety procedures and bomb warning evacuation procedures.

They will liaise with the Health and Safety Manager to identify training needs and will assist in the provision of training.

### 3.6 Employees

Employees will comply with all legal and department / section safety rules. They must co-operate with management to maintain a high standard of health and safety in their work area, behave in a way that will not endanger themselves or others and report all safety hazards to their safety representative and immediate supervisor.

They will carry out their duties under sections 7 and 8 of the Health and Safety at Work etc. Act 1974. The relevant sections are reproduced below:

#### (Section 7)

"It shall be the duty of employees while at work":

- (a) *"to take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions or omissions at work, and*
- (b) *as regards any duty or requirement imposed on your employer or any other statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with".*

(Section 8)

*“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions”.*

Failure to observe this duty may lead to legal and / or disciplinary proceedings being taken against the person concerned.

They will not operate or modify any machinery or equipment or carry out any work unless authorised, trained and instructed as necessary to do so safely.

They will wear and use protective clothing when it is required.

They will ensure good housekeeping within their workplace.

They will afford assistance to visitors and in the event of an emergency, guide visitors to a place of safety immediately.

They will inform their immediate supervisor promptly of all defects, hazards and potential hazards within the workplace.

### 3.7 Organisational Support

The organisational support to managers and supervisors in discharging their responsibilities under the Health and Safety at Work etc. Act 1974 is:

#### 3.6.1 Health and Safety Manager

The Health and Safety Manager is the “Competent Person” for the Council, to provide assistance as defined under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Manager is responsible for:

- ensuring that health and safety procedures and safe systems of work are set up and maintained to meet the Health and Safety Policy and to liaise with all departments to ensure training and information resources are made available;
- interpretation and dissemination of information with regard to statutory regulations and approved codes of practice to all departments;
- advice and guidance through liaison with all departments of the Council’s operations for monitoring all sites and contracts when necessary both for client and contractor functions;
- implementing investigations into accidents and near-misses where necessary in

liaison with managers, and for providing accident statistics when required;

- advice and guidance on standards and use of machinery and equipment in liaison with all Departments;
- inspecting the Council's premises to ensure that standards of health and safety are maintained;

### 3.6.2 Safety Representatives

Safety Representatives will:

- Carry out their functions in accordance with the guidance given in the Safety Representatives and Safety Committee Regulations 1977;
- Read and understand the Council's Health and Safety Policy and the organisation and arrangements for carrying out this policy;
- Keep themselves updated and informed of requirements and legislation relating to the health and safety of the persons they directly represent;
- Report in writing to their immediate supervisor any unsafe or hazardous conditions;
- Carry out inspections at regular intervals with management and the Health and Safety Manager.

### 3.6.3 Occupational Health

The Occupational Health Physician will:

- Provide medical examination of new starters and/or completed medical questionnaires where necessary;
- Provide medical advice on all matters relating to working procedures/activities when requested;
- Provide health screening for new starters before the commencement of employment for all employees involved with noisy environments and vibration

### 3.6.4 Joint Consultation and Action

Joint consultation on health and safety matters will be maintained by the Council in order to:

- actively promote measures aimed at ensuring the health, safety and welfare of all persons at work;
- encourage employee participation in the prevention of accidents and avoidance of industrial diseases;
- meet statutory duties as defined by the Health and Safety at Work etc. Act 1974 and associated regulations.

### 3.6.5 Safety Committee

The Safety Committee, which meets as is required but at least twice a year, operates with delegated authority and consists of safety representatives, Heads of Service and Directors with the Chief Executive as Chair. Employee's representation to be elected representatives from Unison, UNITE or non-union elected safety representatives. A committee clerk shall be provided for such meetings.

The functions of such a committee are to have a consultative function and in the event of failure to agree, the dispute would be taken through existing conciliation machinery.

The Safety Committee should have the following under constant review:

- the legal obligations of the Council in respect of health and safety legislation
- the legal obligations of employees in respect of health and safety legislation
- work methods and training
- accident studies
- protective equipment
- first aid arrangements
- fire precautions
- risk assessment

### 3.6.6 Safety Committee Membership

#### Management

Chief Executive (Chair)  
Deputy Chief Executive  
Strategic Director  
Heads of Service  
Health and Safety Manager (Advisor)  
Principal Environmental Health Officer (Advisor)  
Human Resources Manager (Advisor)

#### Safety Representatives from sections across the Council nominated by:

Unison ~ 4

UNITE ~ 3

The Chief Executive has the power to invite an officer to the meeting for purposes of providing the Committee with a report.

Invitee ~ 1

### 3.6.7 Policy and Performance Committee

The Policy and Performance Committee will have the responsibility for approving the Health and Safety Policy on behalf of the Council after it has been approved by the Safety Committee.

## 4.0 Arrangements

### 4.1 Abrasive Wheels

All grinding/cutting equipment used either within workshops or on-site must comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER). Some important requirements include:

- The use of the correct disc/wheel i.e. type, size, speed etc, which must be fitted by a trained employee
- All protective guards/work rests to be in position
- The provision of a mask, eye and hearing protection in accordance with the Personal Protective Equipment at Work Regulations 1992

The Code of Practice for Provision and Use of Work Equipment can be found on the Health, Safety and Emergency Planning page of the intranet

### 4.2 Accident & Incident Reporting

All accidents, diseases and near-misses to employees or members of the public must be reported on the appropriate form by the person involved in the incident or by their nominated representative. Heads of Service/managers/supervisors must complete their section of the form before forwarding it to the Health and Safety Manager, the form **MUST** be received within **five working days**. Fatalities, major injuries and dangerous occurrences must be reported **immediately** to the Health and Safety Section by the quickest possible means. The Health and Safety Section will inform the Health and Safety Executive and complete the report form (F2508 or F2508A).

All reportable injuries, and dangerous occurrences (RIDDOR), must be done within 15 days from the date of accident.

Further advice and guidance on what constitutes a reportable injury or dangerous occurrence, should be sought via the Health and Safety Section.

Accident Investigation and Reporting Procedures can be found on the Health, Safety and Emergency Planning page of the intranet

### **4.3 Asbestos**

The Council will comply with the Control of Asbestos Regulations 2012. All non-domestic buildings are provided with an asbestos register that should be viewed before work commences to ascertain if asbestos is present in the work area. The electronic asbestos register for all public buildings is administrated by the Health and Safety Manager. The Council will ensure that procedures (Asbestos Essentials Task Manual) for working with and managing asbestos are complied with.

The Code of Practice for Working With and Managing Asbestos can be found on the Health, Safety and Emergency Planning page of the intranet

### **4.4 Contractor Safety**

All reasonable effort will be made to liaise with contractors to ensure that everyone is complying with the same standards of health and safety. The Council's Asset Management Team will assist in the coordination of any contractor works with the relevant premises Manager.

All Contractors and sub-contractors, whilst working for the council will abide with all relevant health and safety legislation and follow all relevant procedures/working practices.

Premises managers will, where appropriate, ensure that proper arrangements are made to control contractors entering their premises or onto their site.

If major work is to be undertaken then the Health and Safety Manager must be notified in writing, prior to any procurement exercise being undertaken so that any technical health and safety information, which is required, can be included within the specification.

The Health and Safety Manager must be advised when bids for major works are to be considered to ensure that any technical health and safety information is properly appraised.

Managers must ensure that any contractors' works being conducted within their work area are carried out in a safe manner. It is the aim of the Council to promote co-ordination and co-operation of health and safety arrangements between the two employers sharing the workplace.

All employees, and contractors, will ensure that every effort is made to protect service users/members of the public from the contractors' activities and further to ensure a courteous approach with the minimum possible disruption as far as is possible.

All employees, including contractors, will be advised of their legal duty to carry out their work operations in a safe manner, and to co-operate with the Council.

All contractors will be advised that under no circumstances will they be permitted to allow untrained, inexperienced or uncertified (where applicable) persons to work on the Council's sites unless they are properly supervised or undergoing appropriate training.

The Council's employees will be made aware of any work operations or processes by contractors which may affect their health, safety or welfare and be given adequate warnings, notification and instruction of any likely hazards which contractors operations may create.

Wherever practicable all operations carried out by contractors will be securely isolated by fencing or barriers and appropriate warning signs will be displayed.

#### **4.5 Confined Spaces**

The Council will comply with the Confined Space Regulations 1997 by carrying out a risk assessment before any employee enters a confined space which is defined as "any place including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar place in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specific risk.

A confined space has one or more of the following attributes:

- Limited access or egress
- The space is not intended for continuous working
- The space contains known or potentially hazardous substances and/or atmospheres conditions of engulfment/entrapment may exist or develop

The Code of Practice for Entry into Confined Spaces can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.6 Control of Substances Hazardous to Health**

The Council will control hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended)

The Council recognises the potential harm all employees face from hazardous substances through inadvertent contact or, through working directly with these substances. The Council accepts its duty of care to protect all employees and those who may be affected by the Council's activities. All precautions shall be taken to eliminate or reduce the risk so far as is reasonably practicable.

The Code of Practice for the Control of Substances Hazardous to Health (COSHH) and Working With and Managing Asbestos can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.7 Cylinders**

Council employees use compressed gas cylinders for oxy-acetylene cutting and welding, argon for electric welding and for the soldering of pipework. These cylinders must be used correctly and stored appropriately to eliminate/minimise the risk to employees and others.

The Code of Practice for Cylinders can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.8 Display Screen Equipment**

The Council will comply with the Health and Safety (Display Screen Equipment) Regulations 2002 (as amended).

The Council has an e-learning training program for employees to complete and is followed by a self-assessment. Managers are responsible for ensuring that new and existing employees conduct the training and review the self-assessment forms prior to being forwarded to the Health and Safety Team.

Eye and eyesight tests for employees who are display screen equipment users are available through a voucher arrangement. The above also applies to home workers.

The Code of Practice for Display Screen Equipment can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.9 Driving at Work**

It is our policy to take all reasonably practicable steps to manage the health and safety of our employees who drive for council business. The Driving at Work policy sets out our procedures for work related driving and sets out what we expect from our employees. The policy covers a variety of areas including documentation checks, vehicle checks and guidelines on driver health.

#### **4.10 Drugs and Alcohol**

Working under the influence of alcohol or drugs can seriously inhibit an employee's judgement and capabilities to undertake tasks in a safe manner. Employees are reminded

to inform their manager if they are taking any prescribed or over-the-counter medication that could impair their judgement or ability to undertake tasks.

Employees are able to gain support from the Council's Human Resource's Team who can refer employees to our Occupational Health Services for counselling and support, if required.

The Drug and Alcohol Policy can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.11 Electrical Safety**

The Council will comply with the Electricity at Work Regulations 1989 (as amended) and the Electrical Equipment (Safety) Regulations 1994 set out general principles rather than detailed specific requirements.

Fixed mains electrical testing is conducted on systems in all Council buildings and is performed at various intervals according to the requirements of the building.

The Senior Public Buildings Maintenance Officer ensures that portable appliance testing (PAT) is conducted on all Council portable electrical equipment and is performed at regular intervals according to the nature of the work the appliance is being used for.

Any employee identifying any defects to such equipment must ensure that the equipment is taken out of service, clearly labelled and reported to the manager or supervisor.

#### **4.12 Fire Risk Management**

The Council will comply with the Regulatory Reform (Fire Safety) Order 2005 (as amended) in conducting Fire Risk Assessments for all buildings that fall under the above regulations.

The Council will ensure that a full and proper fire risk assessments have been completed at all premises covered by the legislation above. The Council will liaise with Nottinghamshire Fire and Rescue Service in establishing adequate measures for fire precautions at all of its premises.

Attention will be given to the prevention of the outbreak of the fire and training will be given to all employees at regular intervals. An evacuation procedure will be established for all premises and employees will be provided with the precautions operating at their place of work and in its operation.

The Council will ensure that adequate firefighting equipment is made available in all of its premises as required by the fire risk assessment. A competent contractor will adequately

maintain all such equipment. All other fire precautions equipment (e.g. fire alarms, emergency lighting) will also be maintained at the required intervals.

The Fire Safety Policy will outline the responsibilities, and objectives of fire safety management within the Council

#### **4.13 First Aid**

The Council will provide first aid cover for all employees in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended)

First aid boxes are provided throughout the Council's premises. Those for premises are kept by the First Aiders or Emergency First Aiders appointed under the regulations.

Each First Aider is responsible for the first aid kit being fully equipped in accordance with the First Aid at Work Regulations. Monthly inspections of first aid kits must be carried out and recorded by the First Aider or Emergency First Aiders and any defects found must be rectified.

Every vehicle is provided with a first aid kit and it is the responsibility of the driver or Emergency First Aider to ensure that the first aid kit is fully equipped in accordance with the First Aid at Work Regulations. Monthly inspections of first aid kits must be carried out by the driver or Emergency First Aider.

The Council has provided defibrillation units with trained employees at the following locations:

Council Offices, Kimberley Depot, Bramcote Leisure Centre, Kimberley Leisure Centre, Chilwell Olympia Sports Centre and Bramcote Crematorium. These units will be used to assist in preserving life until the arrival of professional medical assistance.

#### **4.14 Flooding**

Responding to an incident in and/or near floodwater can bring particular dangers that are not normally encountered in people's everyday working environment. Individuals must make their own dynamic risk assessments of the situation they face.

Further information is available from the Operational Flood Response Plan which can be found on the Council's intranet via Our Council/Emergency Planning

#### **4.15 Fuel Safety**

Fuel for vehicles and plant is stored in bulk at Kimberley Depot and is regulated by the Petroleum Consolidated Regulations 2014. Bulk fuel deliveries to the site are controlled via the Depot Stores ensuring full safety procedures and regulations are adhered to. The maximum quantities stored are:

Petrol 3636ltrs (Underground Tank)  
Gas Oil 3636ltrs (Underground Tank)  
Diesel 23000ltrs (Bunded Overground Tank)

Access to the fuel is via three separate fuel dispensing pumps individually controlled by a vehicle key and driver password. There is no smoking on any Council property employees are informed not to smoke whilst refuelling vehicles, plant or fuel cans. All spillages are covered with sand or absorbent granules. Fire extinguishers are located at the fuel pumps to extinguish any fire.

#### **4.16 Gas Safety**

The Gas Safety (Installation and Use) Regulations 1998 (GSIUR) specifically deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises.

All operatives working to this procedure in domestic and non-domestic sectors are required to identify "ID" – (Immediately Dangerous) and "AR" – (At Risk) situations on all appliances and/or installations they work on. Where work is not carried out, a visual risk assessment is undertaken.

The Council has a large number of premises that have at least one gas appliance installed.

Domestic/commercial gas servicing is carried out annually by Gas Engineers to ensure all appliances are safe to use. For gas safety servicing /repairs at Public Buildings, a competent contractor is employed.

#### **4.17 Inductions**

New employees to the Council, including those appointed on short-term temporary contracts of employment and agency staff, shall within their first week of employment be properly instructed in their responsibilities under this policy and shall:

- Be instructed on emergency, accident procedures, etc.
- Be instructed on all means of escape in case of fire and bomb warnings, position of call points, types and location of firefighting appliances.

- Before undertaking any work requiring the use of personal protective clothing and safety equipment, shall:
  - be issued with the appropriate personal protective clothing and safety equipment
  - be instructed on safe methods of work, use of personal protective clothing and safety equipment

In addition to the above arrangements when Employing young people or Work Experience Students the Council shall comply with Regulation 19 (Young Persons) of the Management of Health and Safety at Work Regulations 1999 by ensuring that young persons (**aged from 16 and up to 18 years**) employed are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully-matured.

The Council shall not employ a young person for work which is beyond his/her physical or psychological capacity or involving harmful exposure to agents which are toxic or carcinogenic, cause damage or harm to the unborn child or which in any other way chronically affect human health.

Young persons will not be involved in work that may lead to the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training or in which there is a risk to health and safety from:

- extreme cold or heat
- noise
- vibration
- working at height, or
- asbestos

In determining whether work will involve harm or risks for the purposes of this paragraph, regard shall be given to the results of the risk assessment. Nothing above shall prevent the employment of a young person who is no longer a child for work:

- where it is necessary for his training
- where the young person will be supervised by a competent person, and
- where any risk will be reduced to the lowest level that is reasonably practicable

Persons undertaking periods of work experience with the Council shall not be permitted to visit Council premises, including maintenance sites and construction sites, or to undertake any activity, unless adequately instructed and strictly supervised by appropriately experienced and competent persons.

#### **4.18 Legionella**

The Council has many buildings all of which are provided with a hot and cold water system. The Council must ensure that all non-domestic buildings are provided with a legionella logbook for recording work that has been conducted on the system such as temperature monitoring, risk assessment, cleansing, etc. and a schematic drawing. The Council has trained responsible persons and an independent chemist who conducts annual risk assessments.

The Code of Practice for Legionella can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.19 Lifting Operations and Lifting Equipment**

The Council will comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) when organising all lifting operations maintaining lifting equipment

All equipment must be of good mechanical construction, be maintained and marked with an identification number and a safe working load.

They must be accompanied with a current test certificate and all mandatory examination, inspection and documentation must be carried out.

All lifting operations and equipment must be under the control of a competent person and all must be conducted in compliance with the relevant regulations.

The Code of Practice for Provision and Use of Work Equipment can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.20 Lone Workers**

Working alone is usually safe but there are circumstances where lone working can increase the risks, therefore the Council will take measures to remove or reduce the risk of such risks. An Employee Protection Register is available for employees to view in order to ascertain if persons, property and/or animals are known to pose a risk. The Council also provides guidance and personal safety training courses for nominated employees. Managers are responsible for identifying employees who require training and for those who require a lone worker device.

The Code of Practice for Lone Working can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.21 Manual Handling**

The Council will comply with the Manual Handling Operations Regulations 1992 alongside the Management of Health and Safety at Work Regulations 1999, and undertake suitable and sufficient risk assessment relating to manual handling operations that may affect any employee whilst they are at work.

The Code of Practice for Manual Handling and Risk Assessment can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.22 Needle Stick Injuries**

The Council is committed to the highest possible standard of health, safety and welfare for all of its employees. It acknowledges the health hazards arising from needle stick injuries and shall take all reasonable steps to protect those employees that come into contact with needles and syringes.

When a hypodermic punctures the skin, cross contamination can occur between the user of the needle and the person pricked or cut with the needle. The Council will provide advice, guidance and support to any employee who suffers from a needle stick injury.

A risk assessment will be carried out if there is a risk of needle stick injury. If there is found to be a risk, then the Council will implement suitable control measures.

#### **4.23 New & Expectant Mothers**

Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of her child. Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.

The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers to assess work-related risks of all of their employees, including new and expectant mothers. The Health and Safety Section will conduct an assessment of all new and expectant mothers in order to ascertain if any reasonable adjustments can be made to ensure the health and safety of the employee and the unborn child

The Code of Practice for New and Expectant Mothers can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.24 Noise**

The Council will comply with the Control of Noise at Work Regulations 2005 In particular, risk assessments will be completed to determine the noise levels from machines and equipment reaches the action levels outlined in the regulations above.

Engineering reduction techniques and purchasing quieter equipment will be implemented wherever possible for reducing noise levels below the upper exposure action level. Where this has not been achieved, all employees who operate equipment that is deemed through noise assessments to be at or above the upper exposure action level, have been provided with suitable ear defenders and are required to wear them.

All employees who are subject to Noise at Work that reaches the first action level or above will have their hearing monitored by a competent person.

The Code of Practice for Noise at Work and the Policy for the Management of Plant and Equipment Purchase/Hire and Maintenance can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.25 Occupational Health**

The Council offers an Occupational Health Service to all employees. The service includes an immunisation programme, health surveillance, counselling service and specialist medical advice.

To make use of these services please contact a member of the Human Resources Team.

#### **4.26 Personal Emergency Evacuation Plan (PEEP)**

A Personal Emergency Evacuation Plan (PEEP) will be developed by a manager and a disabled employee to manage their evacuation in an emergency to a place of safety, thus ensuring that the correct level of assistance is always available.

The Code of Practice for Personal Emergency Evacuation Plan (PEEP) can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.27 Personal Protective Equipment (PPE)**

The Council will provide suitable PPE in accordance with the Personal Protective Equipment Regulations 1992 (as amended)

PPE should only be used once all other forms of control measure have been considered. Each task will be assessed to ensure the suitability of the PPE for the task and the individual and should be provided at no cost

Managers must ensure that training is provided on all aspects of the PPE provided

Employees must wear/use any PPE provided, report and damage or loss and store PPE correctly

The Code of Practice for Personal Protective Equipment can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.28 Risk Assessments**

The Council will ensure that risk assessments are completed and reviewed for all hazards arising out of or in connection with the activities undertaken by the Council. Managers will be responsible for ensuring that risk assessments as required under Health and Safety Regulations have been undertaken, and that the hazards identified together with the preventative and precautionary control measures have been considered and recorded. The findings of the risk assessment will be passed to employees to safeguard their health, safety or welfare.

The Council will take account of the competence of relevant employees when conducting risk assessments. This will help in deciding what level of information, instruction, training and supervision is required.

Further information can be found in the Council's Risk Assessment Procedure.

#### **4.29 Safety Signs**

Safety signs are covered by the Health and Safety (Safety Signs and Signals) Regulations. To comply with these regulations, the Council is required to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, for example safe systems of work or engineering controls. Where a safety sign would not help reduce the risk or where the risk is not significant there is no need to provide a sign.

The Council will maintain all safety signs that have been provided by the Council.

The Council will identify any signs that are unfamiliar to employees and tell them what to do when they see a safety sign.

#### **4.30 Slips, Trips and Falls**

Through its risk assessment process the risks of slips, trips and falls shall be assessed and action taken to reduce its risks to a reasonably practicable level.

#### **4.31 Smoking at Work**

Since July 2006 it has been illegal to smoke in any enclosed public place, enclosed work place or vehicle used for work.

#### **4.32 Stress**

The Council understands that from time to time employees can be affected by stress, from both internal and external sources and not everyone deals with it in the same way. If it is intense and goes on for some time it can lead to mental and physical ill health and is fast approaching one of the top reasons for absenteeism in the workplace.

With good management the Council can help to reduce work related stress where it is already occurring, and can prevent it in the first place.

The Human Resources Team should be contacted for help and support in dealing with stress issues

#### **4.33 Training, Instruction & Supervision**

Each employee who joins the Council must be fully trained in all aspects of Health & Safety as required by their job role and be able to demonstrate that they are fully competent to conduct the tasks required of them. Training will be undertaken upon induction, upon assignment of a new role and at regular intervals.

Each employee will need to be competent to undertake their role. The Council considers that competence is a combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The Council will take account of the competence of relevant employees when conducting their duties. This will help in deciding what level of information, instruction, training and supervision is required.

Health and safety training will consist of correct safe systems of working on all equipment they are expected to use and tasks they are expected to do.

The correct use/storage of any personal protective equipment provided for them.

The risks posed by tasks and equipment they are expected to use and the safety measures in place to eliminate or reduce these risks.

The emergency and evacuation procedures.

Their responsibilities towards health and safety.

The health and safety training needs and competence of individual employees will be assessed by their line manager.

#### **4.34 Vibration**

The Council will comply with the Control of Vibration at Work Regulations 2005 in assessing the vibration levels of tools and equipment and take appropriate control measures to prevent damage to employees from excessive vibration.

Occupational exposure to vibration arises in a number of ways which, if left uncontrolled, can cause discomfort, a reduction in productivity and adverse health effects.

The most common route of transmission is through the hands, wrists and arms where there is direct contact with the vibrating source. Workers most at risk from hand-arm vibration are those working in horticulture, arboriculture, woodworking, building construction and road construction etc. i.e. any work involving powered hand held tools or processes.

The Council has devised a range of procedures to protect its employees from the effects of vibration, which includes appropriate health screening for new starters before commencement of employment and annual health surveillance.

The Code of Practice for Assessing and Managing Hand Arm Vibration Syndrome and the Policy for the Management of Plant and Equipment Purchase/Hire and Maintenance can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.34 Violence and Aggression**

The Council recognises the duty to provide a safe and healthy working environment for all employees, which implies a duty to attempt to eliminate the danger posed by threats or aggression at work

The Council will take measures to remove or reduce the risk of aggression against employees.

An Employee Protection Register (EPR) is available for managers and employees to view if persons, property and/or animals are known to pose a risk. The EPR will be available on a "Need to Know" basis to employees selected by their department. The Council also provides guidance and personal safety training courses for nominated employees.

The Code of Practice for Aggression at Work can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.36 Work Equipment**

The Health and Safety at Work etc. Act 1974 places a duty on employers to safeguard the health, safety and welfare at work of all employees. An important element of this

general duty is to provide and maintain work equipment and machinery that is safe and without risks to health as far as is reasonably practicable.

The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) cover this specific duty and requires all employers to ensure that work equipment used by employees is safe.

The regulations also place duties on others, including certain persons in control of work equipment or persons at work who use, supervise or manage the use of work equipment.

Managers shall ensure that all equipment provided is suitable and safe to use and that where required, a set of operating/maintenance instructions or certificate of inspection or test is provided.

Employees must only use work equipment after they have received suitable and sufficient training and have received authorisation to use. All work equipment shall be visually inspected by the employee prior to use and if any defects are noted they shall not use the equipment. It should be clearly labelled "DEFECTIVE DO NOT USE" and the defect should be reported by the employee to their supervisor/manager.

The Code of Practice for Provision and Use of Work Equipment and the Policy for the Management of Plant and Equipment Purchase/Hire and Maintenance can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.37 Working at Height**

The Council will comply with the Working at Height Regulations 2005. The Council will ensure

- Avoid work at height where it is reasonably practicable to do so
- All work at height is properly planned and organised and risk assessments completed
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated
- Equipment for work at height is appropriately inspected
- Those involved in work at height are trained and competent

The Code of Practice for Working at Height can be found on the Health, Safety and Emergency Planning page of the intranet

#### **4.38 Working Time**

The Council recognises that control of working hours is an essential part of promoting health at work, but it is accepted that there is also a need to balance this with the requirement to provide high quality services.

The Council will ensure that it remains compliant with the requirements of the Working Time Regulations.

#### **4.39 Workplace and Welfare Facilities**

The Council shall ensure that all workplaces meet the health, safety and welfare needs of all members of the workforce.

This will include providing: -

- Sufficiently ventilated enclosed work areas
- A reasonable comfortable temperature in work rooms without the need for special clothing
- Suitable lighting
- Adequate space for employees within workrooms
- Suitable floor and traffic routes free from uneven and slippery surfaces
- Sufficient number of sanitary conveniences and washing facilities
- A supply of drinking water
- Provision of accommodation for clothing to store workers own and work clothing
- Facilities for changing to/from work clothes
- Facilities for rest and to eat meals

#### **4.40 Workplace Transport**

Workplace Transport means any vehicle that is used on Council business. This can include but not limited to forklift trucks, compact dumpers, mowers, tractors, cars, vans and large goods vehicles when these are operating on or off the public highway.

The Council will through its risk assessment process consider the risks of workplace transport activities both on and off Council sites. Procedures will ensure that employees are competent to carry out workplace transport tasks.

The Driving at Work policy sets out our procedures for work related driving and sets out what we expect from our employees. The policy covers a variety of areas including documentation checks, vehicle checks and guidelines on driver health.

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### Equality Impact Assessment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Executive Director	Lead officer responsible for EIA	Kevin Powell
Name of the policy or function to be assessed:	Health and Safety Policy		
Names of the officers undertaking the assessment:	Neil Smith		
Is this a new or an existing policy or function?	Existing		
<p><b>1. What are the aims and objectives of the policy or function?</b>  It is a requirement under the Health and Safety at Work Act for all organisations to prepare a Health and Safety Policy  The Policy aims to highlight the binding commitment of the Council to health and safety and will rank as a prominent and permanent feature of all activities conducted.  The “Organisation” section specifies responsibilities for implementing the Policy, starting with the Chief Executive and cascading down through every level of management, health and safety officer, safety representatives, medical advisor and employees. The “Arrangements” section states the objectives to be achieved on a range of topics.</p>			
<p><b>2. What outcomes do you want to achieve from the policy or function?</b>  The Policy is intended to define how the Council will manage health and safety across all areas of operation. It sets out the responsibilities of staff and gives clear guidance on health and safety matters</p>			
<p><b>3. Who is intended to benefit from the policy or function?</b>  Directly: Broxtowe Borough Council and Broxtowe Borough Council employees.  Indirectly: residents, visitors, customers, contractors</p>			
<p><b>4. Who are the main stakeholders in relation to the policy or function?</b>  Broxtowe Borough Council and Broxtowe Borough Council employees</p>			
<p><b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b>  Accident data is stored but does not relate to different equality strands</p>			
<p><b>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</b>  No specific data is available</p>			
<p><b>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</b>  Unions have been consulted and the Policy has been presented to Health and Safety Committee.</p>			
<p><b>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</b></p>			

<ul style="list-style-type: none"> <li>• <b>Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</b></li> </ul> <p>No specific groups will be excluded.</p>
<ul style="list-style-type: none"> <li>• <b>Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</b></li> </ul> <p>Yes</p>
<ul style="list-style-type: none"> <li>• <b>Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</b></li> </ul> <p>No</p>
<ul style="list-style-type: none"> <li>• <b>Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</b></li> </ul> <p>The Policy addresses the health and safety of all</p>
<ul style="list-style-type: none"> <li>• <b>What further evidence is needed to understand the impact on equality?</b></li> </ul> <p>None</p>

<p><b>9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?</b></p>
<p><b>Age:</b> No further action required</p>
<p><b>Disability:</b> No further action required</p>
<p><b>Gender:</b> No further action required</p>
<p><b>Gender Reassignment:</b> No further action required</p>
<p><b>Marriage and Civil Partnership:</b> No further action required</p>
<p><b>Pregnancy and Maternity:</b> No further action required</p>
<p><b>Race:</b> No further action required</p>
<p><b>Religion and Belief:</b> No further action required</p>
<p><b>Sexual Orientation:</b> No further action required</p>

**Executive Director:**

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



**Signature of Executive Director**



## Report of the Chief Executive

**CORPORATE PLAN OUTCOMES YEAR 1 (2020/21) AND TARGETS FOR YEAR 2 (2021/22)**1. Purpose of report

The report highlights a narrative summary of progress in achieving the corporate plan vision in the last year and sets out the targets for the current year.

2. Detail

Appendix 1 sets out the Council's vision, priorities and objectives and a short summary of achievements in the last year.

Appendix 2 sets out the outcome targets for the current year. During the year a summary of progress in achieving these targets and progress against a set of high level indicators will be shared with Councillors.

3. Financial implications

No financial implications arise from this report. The actions were implemented as a result of funds in existing budgets or approved by various committees as part of spending commitments during the year.

**Recommendation**

**The Committee is asked to NOTE appendix 1 and RESOLVE that the outcome targets set out in appendix 2 be approved.**

Background papers

Nil

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## Corporate Plan Progress

### Our vision

**A greener, safer, healthier Borough, where everyone prospers.**

## HOUSING - A good quality home for everyone

### **Build more houses, more quickly on under used or derelict land.**

- Buybacks – 8 council house buy backs have taken place and two more are in the pipeline. The Council is actively looking for former RTB properties to buy back.
- Oakfield Road – a contract has been awarded for the building work for the construction of 5 flats at Oakfield Road, Stapleford for ex-service personnel
- Other sites on Council owned land - circa 19 homes –Work has been undertaken to produce viable schemes for these sites and a combined online/postal consultation survey took place last year with local residents, affected people and ward members
- Bramcote Crematorium - The Council is working with a local house builder to build 35 new rented homes on an allocated housing site west of Coventry Lane, Bramcote. An outline planning application received approval at planning committee in November, 180 units of accommodation will be built on the scheme. The proposed purchase of the affordable housing will be subject to committee approval in due course.
- Planning permission was secured for 132 units of accommodation on land the council owned in central Beeston and this land has now been sold to a developer.

### **Invest to ensure our homes are safe and more energy efficient.**

- A New housing strategy approved, giving a fresh agenda for progress in housing – in particular we are looking to ensure that the carbon emissions of all our council homes is reduced through environmental improvement work
- Themes of a new asset management strategy have been approved. This includes ensuring health and safety for our council house tenants is a top priority

### **Prevent homelessness and help people to be financially secure and independent.**

- The Council distributed £532,474 to support those having difficulty paying their Council Tax. Due to the fact that Broxtowe already have a Council Tax Support scheme of a maximum 100% eligibility, means we were able to support those of working age with an additional amount of up to £300.

- Rent arrears remain top quartile performance compared with peers without any evictions thanks to additional work with our tenants to ensure they get the benefits they are entitled to and can sustain their tenancy.
- The number of units of accommodation available in the Borough to house homeless people was increased to 16
- The independent living stock review commenced being implemented, with the purpose of changing the designation of some independent living properties to make them available to general needs tenants or homeless people.
- The council's participation in the "Everyone in" initiative ensured 12 rough sleepers were offered accommodation and supported to move on to permanent accommodation.
- 180 tenant referrals were made to our financial inclusion service to enable support to be granted.

## **ENVIRONMENT – Protect the environment for the future**

### **Develop plans to reduce the Borough's carbon emissions to net zero by 2027 and start implementing them.**

- A new Climate change strategy was created and a 15 strand programme approved which is in process of being delivered. Updates on each of the themes continue to be reported to the Environment and Climate Change committee
- A new community engagement programme has been launched involving students and residents. Over 600 families signed up to "Go Green" challenge
- A new air quality action plan was approved with ambitious new proposals to continue to improve the quality of the air people breathe in Broxtowe.

### **Invest in our parks and open spaces.**

- Dovecote Park: we were successful in applying for an award of £73,500 together with £47,250 from the Council's own resources and £5,000 from United Living to enable a complete refurbishment of the play area with new rubber surfacing and a wide range of equipment for all ages in line with the findings from the public consultation. The new equipment has now been ordered and work is expected to start in March
- Swiney Way refurbishment of the play area completed.
- Tree planting progressed with new trees being planted at various parks and green spaces throughout the borough. Notable schemes include:
  - ◆ New hedgerow tree planting at Leyton Crescent Recreation Ground, Beeston
  - ◆ Hall om Wong, Kimberley
  - ◆ New avenues of trees on Field Lane, Chilwell and Melbourne Road, Stapleford
  - ◆ Buckingham Way Open Space, Watnall
  - ◆ Working with a group of local volunteers, new planting in the woodland at the bottom of Ghost House Lane, Chilwell is due to take place. The existing trees on the site are over 150 years old and now is the time to add some supplementary planting. The plan is to name this little area of open space "Ghost House Lane Pocket Park" and restore the woodland to a more natural, wildlife friendly state. An information panel will be installed with the history of Ghost House Lane and how it got its name.

All these trees count towards the Council's commitment to planting 2,500 new trees in the borough each year as part of the Climate Change and Green Futures Programme.

### **Increase recycling and composting.**

- Refuse and recycling collections continued despite the pandemic. More people than ever are now recycling glass and green waste.

## **COMMUNITY SAFETY – A safe place for everyone**

### **Work with partners to reduce knife crime.**

- A new Knife crime action plan was approved
- A new partnership action plan for Stapleford was devised and approved with over 50 actions to improve community safety including knife crime rates in the area.

### **Work with partners to reduce domestic abuse and support survivors.**

- The council continued to implement its white ribbon action plan and a multi-agency event was held on white ribbon day attended by the CEO of the white ribbon organisation. The white ribbon accreditation has been retained.
- A new Sanctuary policy was approved and this helps to ensure people who are at risk of domestic violence can have security enhancements to their homes to keep them safe

### **Reduce anti-social behaviour.**

- Six PSPOs were consolidated into one new Order which covers the existing six areas, and an additional two areas – Beeston Cemetery and Carwood Road and Markham Road Beeston were added to the areas protected by the order.
- A new ASB action plan was approved and is being implemented
- A Public Spaces Protection Order(PSPO) in order to control nuisance from gatherings of motor vehicles at and around Tinsley Road Bridge, Eastwood was approved.
- A new Children and young people's action plan was approved
- All our CCTV cameras are in the process of being reviewed to ensure the system remains efficient and effective in preventing and reducing crime

## **BUSINESS GROWTH - Invest in our towns and our people**

### **Complete the redevelopment of Beeston Town Centre.**

- Beeston cinema was constructed on time and within budget.
- 93% of all available food and beverage outlets associated with the new cinema are at letting agreement legal discussion stage.
- New public realm has been created as a setting for the new development in Beeston
- Plans for new public toilets have been approved for development in Beeston

### **Undertake town investment schemes in Eastwood, Kimberley and Stapleford.**

- Stapleford Towns fund bid was submitted and approved in the 2021/22 financial year. Major projects include a cycle super highway; a new business and office co-

working space with outdoor market; new sports pavilion; skills outreach initiative to adults and young people feasibility work for new skills academy, a COVID recovery investment plan and traffic management plan;

- Funding was gained from D2N2 LEP for two new industrial units at Mushroom Farm in the North of Broxtowe
- Stapleford business hub is completed
- £28.9m was distributed in business grants to support the local business community during the pandemic.

### **Support skills development, apprenticeships, training opportunities and wellbeing in our workforce**

- Our apprenticeship strategy sets a target for us to have 11 apprentices in training with the Council over the period 1st April 2017 to 31st March 2021. We currently have 11 apprentices. Our Human Resources apprentice became a Young Apprentice Ambassador and has now become a full time HR officer. She is an example of progression through the system.
- We continue to provide work experience for school and college students and disabled people under the Disability Confident Scheme and made a submission to become a “Disability confident leader” which is the highest status under the scheme.

## **HEALTH - Support people to live well**

### **Promote active and healthy lifestyles in every area of Broxtowe.**

- We Launched an online directory on our website to signpost people to how they can have a healthier lifestyle
- “Les Mills” classes were available through LLeisure throughout the period of the pandemic to encourage people to keep active during the lockdown periods when leisure Centre’s were closed. Thanks to prudent management only a relatively small financial loss was sustained during the year, a remarkable result.
- Our parks and open spaces have been open to the public for leisure purposes during the pandemic. The Council made a significant contribution towards Notts Wildlife Trust’s campaign to buy the freehold of Attenborough nature reserve, enabling the Trust to secure the long term future of the site

### **Come up with plans to renew our leisure facilities in Broxtowe.**

- New leisure facilities strategy agreed and a task and finish group set up to identify more detailed plans for new leisure Centre’s in Broxtowe

### **Support people to live well with dementia and support those who are lonely or have mental health issues.**

- 2 dementia friendly bungalows were built in Beeston
- The dementia action plan was refreshed and updated
- Council assisted in funding of the Eastwood Mental Health hub.
- A New mental health action plan was approved.
- A mental health action plan for employees was approved and a new newsletter created to support good mental health in the workforce

- Over 10,000 extremely vulnerable people were written to during the pandemic enquiring if they needed help and support and signposting them to the availability of assistance and thousands of extremely vulnerable people were telephoned as part of our response to COVID pandemic and assistance was offered
- £74,000 in grant funding was distributed to voluntary and mutual aid organizations to support them in meeting the needs of older, housebound, vulnerable or disabled people
- £63,434 in discretionary funding was distributed to voluntary organization businesses to assist them in maintaining operation during the pandemic
- Activities officers in housing won national recognition for the excellent work they do with older tenants in Broxtowe

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APPENDIX 2

HOUSING	YEAR 1 20/21	YEAR 2 21/22
23 new housing units delivered through our own new build programme.	<p><b>x</b></p> <p>11 new housing units added to the stock through 9 buy backs and 2 new units</p>	12- 17 Council house buy-backs and 5 veteran’s new builds on Oakfield Road added to the Council house stock
430 new homes completed in Broxtowe.	<p><b>x</b></p> <p>264 homes completed. This was an increase of 232 in the previous year, but below the target we set</p>	430 new homes completed in Broxtowe
Identify a baseline figure for CO2 emissions throughout our housing stock.	<p><b>x</b></p> <p>We undertook a sample stock condition survey but this did not identify the baseline emissions figure for our stock</p>	Identify a baseline figure for carbon emissions through our Council housing stock
Reduce carbon emissions in our housing stock by at least 300 tonnes of CO2.	<p><b>✓</b></p> <p>We achieved a reduction of 481.7 kt</p>	Achieve a further minimum reduction of 300 kt of CO2
Numbers of homeless people whose homelessness is prevented by us.	<p><b>x</b></p> <p>97.75% The Housing Options Team prevented and relieved homelessness in 100% of cases in all months except April</p>	90% of threatened homelessness cases prevented or relieved through Council officer action

HOUSING	YEAR 1 20/21	YEAR 2 21/22
	and July 2020. Offers of accommodation to homeless clients were delayed in the months of April and July due to the Covid-19 pandemic.	
<p>Numbers of homeless people not able to be housed in Broxtowe.</p> <p>(temporary accommodation and not permanent rehousing)</p>	<p><b>x</b></p> <p>64.</p> <p>There has been a substantial increase in numbers previously in temporary accommodation further to the Covid-19 pandemic and the Government's former "Everyone In" requirement in 2020 alongside lockdown 3.0 and SWEP (Severe Weather Emergency Protocol) being actioned in the month of March 2021. The numbers in temporary accommodation in March 2021 was substantially lower than in the majority of months in 2020.</p>	<p>50</p> <p>Due to further progress made in releasing new accommodation for temporary housing inside the Borough</p>

BUSINESS GROWTH	YEAR 1	YEAR 2
Cinema built in Beeston	✓	Beeston Town centre regeneration site 100% let
Residential land in phase 2 Beeston Town centre redevelopment phase 2 sold	✓	
Minimum of 2 tenants signed up for food and beverage outlets Beeston Town Centre redevelopment phase 2	✓	

BUSINESS GROWTH	YEAR 1	YEAR 2
Town Investment Plan for Stapleford developed. Extensive consultation with the community and bid submitted as part of the £25million Town Deal Fund.	✓	Business cases for all projects approved and plans for implementation of projects approved
Town Investment Plan for Eastwood developed, through extensive consultation with the community.	IN PROGRESS: leveling up bids deadline is 18 June 2021 round 1	Levelling up bid submitted for Eastwood
Town Investment Plan for Kimberley commenced and extensive consultation with community started.	IN PROGRESS: consultation has started	Levelling up bid prepared for Kimberley and submitted at the second opportunity
Establish employee satisfaction baseline	✓  The survey conducted in 2021 found 80% of employees who responded liked their job and enjoyed working for the Council ( up from 77% the previous year)	Implement the action plan following results of employee survey in 2021
Number of apprentices employed	✓  11 in 2020/1	
Achieve bronze accreditation under wellbeing at work scheme	✗  Although the application was not formally submitted due to the diversion of resources during the year, the Council can produce evidence that the standard for bronze accreditation is being achieved.	Submit an application for bronze accreditation and achieve it

ENVIRONMENT	YEAR 1	YEAR 2
Identify a new baseline figure of the Borough's CO2 emissions	✓	A further 10% reduction in Council carbon emissions from baseline reported at the end of 2018/19.
Carbon reduction strategy prepared	✓	
Green futures programme set up and outcome targets identified	✓	
Implement year 1 of new Pride in Parks scheme	✓	Implement year 2 of the Pride in Parks programme
Develop a plan to identify a new country park or nature reserve and a fund raising approach	✓  A new Pocket Park was created at Redwood Crescent. New pocket orchards established at <ul style="list-style-type: none"> <li>• Archers Field Allotments Stapleford</li> <li>• Dennis Avenue Allotments Beeston</li> <li>• Grove Avenue Allotments Chilwell</li> </ul>	A new open space at Giltbrook to be created  Two new Parks to be created (Hassocks Park and Field Lane)  A new pocket park at Ghost House Lane Chilwell

ENVIRONMENT	YEAR 1	YEAR 2
New waste and recycling strategy and action plan produced	✘	A new waste and recycling strategy and action plan to be created
40% recycling and composting rate	✘  39.15%. Although slightly missing the target this was a good result in light of the increase in tonnage – an additional 643 tonnes of material composted compared with the previous year and an additional 786 tonnes of material sent for recycling compared with the previous year.	42% Recycling and composting rate to be achieved

HEALTH	YEAR 1	YEAR 2
Increase the number of people with active lifestyles in the Active lives survey by 1%	✘  The active lives study shows 64.6% doing 150 or more minutes of exercise a week. This is a fall from the previous year (70.5%) but still the highest fig in Notts	Increase the number of people with active lifestyles in the active lives survey by 1%
Agree a new leisure facilities strategy and a plan to implement it.	IN PROGRESS  A leisure facilities strategy was produced and a task and finish group set up to come up with detailed plans	Agree plans to renew our leisure facilities in Broxtowe

HEALTH	YEAR 1	YEAR 2
	for new facilities	
Two dementia friendly bungalows completed	✓	Develop a plan to create a mental health hub in Eastwood to improve the wellbeing of people who are lonely , live with dementia and who live with mental health challenges
50 new dementia friends trained	✗	
Develop a new dementia action plan	✓	

COMMUNITY SAFETY	YEAR 1	YEAR 2
Ten local and community groups engaged in local efforts to reduce knife crime	✓  The following voluntary organisations involved in Stapleford action group in activities which will assist in reducing knife crime  Transform Training Chayah Equation Juno BWP Broxtowe Youth Homeless Pintsize theatre Crimestoppers Inspire Local Schools	Refresh and implement the knife crime action plan and work with partners to achieve a reduction in knife crime

COMMUNITY SAFETY	YEAR 1	YEAR 2																					
	Stapleford community group Victim Care NFRS Police BBC Stapleford town council NCC OPCC																						
Reducing trend of knife crime	<p><b>x</b></p> <p>Although knife crime in Nottinghamshire decreased, serious violence against the person in Broxtowe slightly increased (see figures below)</p> <table border="1" data-bbox="724 808 1276 1391"> <thead> <tr> <th></th> <th>2019/20</th> <th>2020/21</th> </tr> </thead> <tbody> <tr> <td><b>All serious violence offences</b></td> <td><b>870</b></td> <td><b>985</b></td> </tr> <tr> <td>Possession of Articles with Blade or Point</td> <td>25</td> <td>25</td> </tr> <tr> <td>All knife crime</td> <td>50</td> <td>55</td> </tr> <tr> <td>of which Violence Against the Person</td> <td>25</td> <td>35</td> </tr> <tr> <td>Robbery</td> <td>25</td> <td>20</td> </tr> <tr> <td>Sexual violence</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2019/20	2020/21	<b>All serious violence offences</b>	<b>870</b>	<b>985</b>	Possession of Articles with Blade or Point	25	25	All knife crime	50	55	of which Violence Against the Person	25	35	Robbery	25	20	Sexual violence	0	0	Reducing trend of knife crime in Broxtowe.
	2019/20	2020/21																					
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Sexual violence	0	0																					

COMMUNITY SAFETY	YEAR 1	YEAR 2															
Purple flag action plan in place and being implemented	<p>✓</p> <p>Action plan developed and now approved by community safety committee.</p>	Purple flag action plan in place and being implemented															
White ribbon accreditation retained	<p>✓</p>	Implement White Ribbon Action Plan to achieve a decreasing level of domestic violence in Broxtowe															
Reduce anti-social behavior by 2%	<p>✗</p> <p>See chart below. However, all COVID-19 related crimes/incidents were tagged as ASB which distorted the comparison with the previous year's figures.</p> <table border="1" data-bbox="837 899 1323 1408"> <thead> <tr> <th>ASB</th> <th>2019/20</th> <th>2020/21</th> </tr> </thead> <tbody> <tr> <td>Env Health</td> <td>386</td> <td>561</td> </tr> <tr> <td>Housing</td> <td>126</td> <td>118</td> </tr> <tr> <td>Communities</td> <td>22</td> <td>67</td> </tr> <tr> <td>Police</td> <td>1500*</td> <td>2881</td> </tr> </tbody> </table> <p>*3 quarters only due to problems with</p>	ASB	2019/20	2020/21	Env Health	386	561	Housing	126	118	Communities	22	67	Police	1500*	2881	Reduction in overall total for 2020/1 of minimum of 20%
ASB	2019/20	2020/21															
Env Health	386	561															
Housing	126	118															
Communities	22	67															
Police	1500*	2881															

COMMUNITY SAFETY	YEAR 1				YEAR 2
			police systems		
		TOTAL	2034 (Estimate of 2534 if using 4 quarters for police data)	3627	

✓ achieved

✗ not achieved

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<b>LEISURE FACILITIES STRATEGY – UPDATE ON PROGRESS</b>
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1. Purpose of report

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

2. Detail

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

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

3. Financial implications

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

**Recommendation**

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

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

Background papers; Nil

## APPENDIX

Options for a leisure centre in the north of the Borough

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

Negotiations with EMET regarding Kimberley School joint use agreement

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

Client side leisure capacity

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

Liberty Leisure limited governance improvements

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

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

**BUSINESS AND FINANCIAL PLANS – OUTTURN 2020/21**1. Purpose of report

To consider progress against the Business Plans in respect of the Council's priority areas and key support functions and to consider significant variances in the financial outturn against revised budgets for 2020/21.

2. Background

Detailed business and financial plans linked to the five Corporate Plan priority areas of Housing; Business Growth; Environment; Health; and Community Safety and the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were approved by the respective Committees in early 2020 as part of the budget setting process.

3. Performance Management

As part of the Council's performance management framework and to meet the commitment to closely align financial and performance management, the Business Plans for the priority areas are considered alongside detailed revenue budget estimates, capital programme and other financial information. The relevant Committees receive regular reports during the year which review progress against their respective Business Plans. This outturn report provides an overview of progress made towards Corporate Plan priorities and the latest data relating to Critical Success Indicators, identified as a means by which outcomes relating to priorities and objectives can be measured. This summary is at appendix 1.

4. Financial Outturn

A summary of the year-end financial position, together with variations against the budget, is provided in appendices 2A to 2H (one for each corporate priority area and support services). In overall terms there is a net underspending/additional income of £2,120,537 on the General Fund and £2,349,194 on the Housing Revenue Account compared to the revised estimate. The Finance and Resources Committee on 8 July 2021 will consider the overall outturn position.

There has been a review of overspending/reduced income and underspending/additional income in excess of £10,000 with the reasons is brought forward for consideration.

**Recommendation**

**The Committee is asked to NOTE the financial and performance outturn for 2020/21, including the reasons for the financial variations as listed at appendices 2A to 2H.**

Background papers

Nil

## APPENDIX 1

## PERFORMANCE MANAGEMENT

1. Corporate Plan

The Corporate Plan 2020-24, approved by Council on 4 March 2020, set out the Council's priorities to achieve its vision to make "a greener, safer, healthier Broxtowe where everyone prospers." Over the period, the Council focused on its priorities of Housing, Business Growth, Community Safety, Health and Environment.

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

2. Business Plans

The current Business Plans linked to the five corporate priority areas were approved by the respective Committees in January/February 2020.

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

3. Performance Management framework

As part of the performance management framework, this Committee receives a high level report of progress against Corporate Plan priorities on a quarterly basis. The report provides a summary of the progress made to date towards achieving the corporate priorities and objectives. It also provides the latest data relating to Critical Success Indicators, which have been identified as a means by which outcomes relating to corporate priorities and objectives can be measured.

Further operational performance data, such as Key Performance Indicators and Management Performance Indicators are monitored by respective Committees and/or General Management Team/Senior Management Team as appropriate.

The progress made towards achieving the Councils objectives by each of the five priorities, and support services are considered separately below. This report focuses on progress towards completing key tasks and actions during 2020/21 and the year-end position of Critical Success Indicators (CSI). The tables below provide a summary for each of the priority services and support services.

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

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

#### Action Status Key

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

#### Performance Indicator Key

Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only

**Housing Key Tasks and Areas for Improvement - 2020/21**

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
In progress 	Implement housing new build delivery plan (HS1922_02)	Add to the social housing stock Produce affordable homes to rent	Ongoing	Dec-2029	Properties have been acquired back into the social housing stock since 2019. Work has begun to build five 1-bed flats on Oakfield Road, Stapleford for ex-service personnel. A planning application has been submitted to build five properties on the site of Fishpond Cottage, Bramcote. The Council has the opportunity to work with a local house builder to build 30 new rented homes and 16 shared ownership properties on an allocated housing site west of Coventry Lane, Bramcote that includes land owned by the Council.
Completed 	Implement findings of social and affordable housing need report, including consideration of designation of Independent Living schemes (HS1922_03)	Most effective use of property owned by the Council to meet the needs of the borough	100%	Mar-2020	Phase 1 schemes to be re-designated were agreed at Housing Committee in June 2020.
Completed 	Produce an Asset Management Strategy (HS1922_04)	Ensure effective management of assets	100%	Dec-2019	An Asset Management Strategy was presented to Housing Committee in June 2020, utilising the information that has been provided in the Stock Condition Survey.
Completed 	Complete a stock condition survey (HS1922_05)	Provide up to date and accurate information about the condition of our housing stock	100%	Mar-2020	The Stock Condition Survey is complete and the findings were presented to Housing Committee in June 2020.
Completed 	Undertake a review of the Housing Repairs Service (HS1922_06)	Maximise efficiency of the repairs service; Consider commercial opportunities if available	100%	Mar-2020	The review of Housing Repairs service was completed. Recommendations are being implemented to improve efficiency.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Increase the commerciality of the Lifeline Service (HS1922_07)	Increase sales of the Lifeline service; Support for vulnerable people in the borough	100%	Sep-2019	The new Lifeline Service was introduced in June 2019 supported by a new Policy and includes a tiered system of charges.
Completed 	Implement a new Neighbourhood Strategy which sets out how neighbourhoods will be maintained and improved (HS1922_08)	Improve the environment for tenants, including communal areas, caretaking and inspections	100%	Dec-2019	Total Mobile service was expanded to include the Tenancy and Estates teams and is enabling improved management of Housing Operations and provides real time information for Officers whilst on site.
Completed 	Integration of the Income Team into the Housing department (HS1922_09)	Reduction in rent arrears Closer working between teams to deliver an excellent housing service	100%	Jul-2019	The Income Team integrated successfully into the Housing Service and works effectively with other teams to reduce rent arrears.
Completed 	Implement a Welfare Reform action plan (HS1922_10)	Reduction in rent arrears; Mitigate impact of welfare reforms; Support for vulnerable people in the borough; Income and Housing Manager - Working with CAB and DWP	100%	Dec-2019	The Income Team meet regularly with Housing Officers to discuss cases and create plans to support residents with their tenancies. This has reduced the impact of the introduction of Universal Credit
Completed 	Implementation of Introductory Tenancies (HS1922_11)	More efficient housing management; Reduced ASB and arrears	100%	Mar-2020	Introductory tenancies have been fully implemented.
Completed 	Implement a Housing Green Paper and Grenfell response action plan (HS1922_12)	Increase in involvement of tenants and leaseholders in improving the Housing Service	100%	Mar-2020	Action plan for Grenfell has been implemented and new Engagement Strategy has been written with consideration to the Green Paper objectives.
Completed 	New Housing Strategy (HS1922_13)	Increase in involvement of tenants and leaseholders in improving the Housing Service	100%	Mar-2020	Consultation was undertaken. The new Housing Strategy was approved by the Housing Committee in September 2020.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Provide two dementia friendly bungalows with DFG funding (HS1922_14)	Increase in specialist supported accommodation Funding from Better Care Fund. Working with Head of Property Services	100%	Mar-2020	Despite delays due to COVID-19, the two dementia friendly bungalows have been built and the new tenants have moved in.
Completed 	Organise a programme of events for families and young people (HS1922_15)	Contributing to the priorities of the Mental Health Working Group	100%	Sep-2019	The Housing Engagement Team promoted services at events during the summer and invited families to participate.
Completed 	All contracts in Housing will be reviewed and retendered as required (HS1922_16)	Value for money assurance Efficiencies to be obtained through Council wide procurement and framework agreements	100%	Mar-2020	A revised timetable for contracts to be reviewed has been completed and is now in use.

**Critical Success Indicators – Housing - 2020/21**

Status	Indicator Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	2020/21 Target	Notes
Red 	Net additional homes provided (NI154)	Yearly	202	232	264	430	Preliminary data for 2020/21 shows 264 new dwellings were provided.
Red 	Overall satisfaction with the service provided (HSTOP10_01)	Monthly	95.3%	89.0%	80.0%	89%	Only 937 customer satisfaction surveys were conducted during 2020/21 due to postal surveys not being sent, with employees working agilely. As such, the figure is not comparable to previous years or a true reflection of satisfaction levels. From April 2021, online surveys will be available to complete which will improve the response rate.

Status	Indicator Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	202021 Target	Notes
Green 	Rent collected as a percentage of the rent owed (BV 66A)	Monthly	99.9%	99.8%	102.8%	99%	The Income team has worked with and supported tenants to pay their rent during this difficult period. Close working between departments has ensured that Discretionary Housing Payments have been made when appropriate, and tenants have been supported to apply.
Red 	Gas safety (HSTOP10_02)	Monthly	99.9%	99.9%	99.2%	100%	Gas Safety compliance has been largely maintained within guidelines during the pandemic, due to revised working practices. Gas Servicing Engineers continued to enter properties to carry out services when it was safe to do so.
Green 	New Council houses built or acquired (HSLocal_39)	Yearly	-	-	11	2	The Council acquired nine properties during 2020/21, consisting of 4x2-bed; 4x3-bed; and 1x4-bed properties. The Council has also built two dementia friendly bungalows.
Green 	Homeless clients who will be owed main homeless duty who are prevented/ relieved in the prevention or relief stages (HSLocal_36)	Monthly	-	100%	97.8%	85%	Homeless clients who will be owed main homeless duty who are prevented/relieved in the prevention or relief stages. The Housing Options Team prevented and relieved homelessness in 100% of cases in all months except April and July 2021. Offers of accommodation to homeless clients were delayed in the months of April and July due to the COVID-19 pandemic.

**Business Growth Key Tasks and Priorities for Improvement - 2020/21**

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Report to Committee to enable consideration of undertaking a CIL charging Schedule (BG1620_08)	Report to Committee to enable consideration of undertaking a CIL charging Schedule	100%	Dec-2020	A decision was made based on evidence used to prepare the Part 2 Local Plan not to introduce CIL charging at present. A Contributions Officer was appointed in April 2020 who has progressed this work.
In Progress 	Redevelopment of Beeston Square Phase 2 (BG1620_09)	Create redeveloped site to provide housing, employment and community facilities.	93%	Dec-2020	The Arc Cinema opened on 28 May 2021. Heads of Terms have been agreed on 93% of the total available floor space.
In Progress 	Implement Apprenticeship Strategy (BG2023_01)	Work with various education providers and businesses.	40%	Mar-2023	The Apprenticeship Strategy is being implemented with 14 apprentices appointed since October 2018. Three left before completion, five are still in progress and six have completed (with four being retained in permanent roles. Two more have recently been appointed.
Completed 	Refresh the Economic Development Strategy (BG2023_02)	Review and revise the Economic Development Strategy	100%	Mar-2021	This action is superseded by BG2124_01 "Review the Economic Development Strategy in line with recovery response".  The Strategy was approved in 2017 and has been updated due the pandemic. The Strategy will be reviewed regularly in line with changing regulations for Response and Recovery Cycles of the pandemic.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Commence discussion regarding the regeneration of Kimberley and Eastwood (BG2023_03)	Discuss governance and stakeholder engagement and initial ideas about the regeneration of Kimberley and Eastwood	100%	Mar-2022	Discussions on the regeneration Kimberley and Eastwood have been held. The 2021/24 Business Growth Business Plan contains Actions for the Regeneration of Kimberley and Eastwood Town Centres.  It is planned to submit a levelling-up fund bid to central government for Eastwood in June 2021 with work ongoing in this regard. It is planned to submit a levelling-up bid for Kimberley in the second round of bids in the Autumn.
In Progress 	Support improved connectivity in connection with the HS2 project (BG2023_04)	Working with NET, Notts County Council, Nottingham City Council, Amber Valley DC, Erewash DC and bus companies	85%	Dec-2021	Work is ongoing with the production of the Toton Masterplan which includes connectivity work and integration with Stapleford Towns Deal work. The draft Supplementary Planning Document is for the wider Toton Masterplan is due to go to this committee, prior to a consultation taking place.  Further decisions on HS2 expected following publication of the Integrated Rail Plan.
In Progress 	Bring forward the Greater Nottinghamshire Strategic Plan [Core Strategy] (BG2023_05)	Successfully steer the Core Strategy through its examination process receiving a report recommending adoption from the appointed Planning Inspector	15%	Dec-2022	Growth Options Consultation (first phase of the review) has now been undertaken and the responses are being reviewed. Consultation on draft plan due to take place Summer 2021 with examination currently planned for late 2022.
Completed 	Stapleford Gateway site (CP1417_02)	Redevelopment of the Stapleford Gateway site	100%	Mar-2020	The old Stapleford Police Station has been converted into an office hub for use by local businesses. A bid for Towns Fund is being prepared for submission

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Neighbourhood Plans (JBG1518_06)	Assist in the preparation of Neighbourhood Plans	40%	May-2022	As Part 2 Local Plan has been adopted work on developing the neighbourhood plans will now progress more speedily. The Council is supporting parish councils with developing their plans.
Overdue 	Policy intervention on HiMO (BG2023_06)	Reports to Jobs and Economy Committee for appropriate actions in 2020.	30%	Dec-2020	Decision taken at Jobs and Economy Committee to proceed with the formal adoption of a Supplementary Planning Document (SPD) for HIMO. Documentation is being prepared to submit to central government and it is intended to formally adopt an SPD on HMO on 26 March 2022.
Overdue 	Gypsy and Traveller site allocation (BG2023_07)	Reports to Jobs and Economy Committee for appropriate actions in 2020.	15%	Mar-2021	Early stages of preparation and identifying possible sites for allocation. Likely to progress through a Supplementary Planning Document, following discussions across the county and in collaboration with the strategic planning work. Anticipates completion in March 2023.

**Business Growth Critical Success Indicators 2020/21**

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	2020/21 Target	Notes
Amber 	Town centre units occupied: Beeston (TCLocal_01a)	Monthly	94.6%	93.1%	91.5%	94%	National occupancy rates are: <ul style="list-style-type: none"> <li>• April 2020 = 90%</li> <li>• April 2021 = 88.5%</li> </ul> Three of the four town centres in Broxtowe have an occupancy rate above the national occupancy rate. The Council has worked to support local businesses though administering the government support grants.
Amber 	Town centre units occupied: Kimberley (TCLocal_01b)	Monthly	92.3%	86.9%	90.2%	93%	
Red 	Town centre units occupied: Eastwood (TCLocal_01c)	Monthly	88.8%	91.2%	87.5%	93%	
Amber 	Town centre units occupied: Stapleford (TCLocal_01d)	Monthly	86.2%	87.3%	89.2%	93%	

**Environment Key Tasks and Priorities for Improvement 2020/21**

Status	Action (Code)	Action Description	Progress	Due Date	Comments
Completed 	Produce DEFRA Annual Air Quality Status Report 2020 (COMS1821_14)	Council has a fit for purpose Air Quality Status Report highlighting current status and potential actions.	100%	Jun-2020	Report submitted to DEFRA in June 2020. Complimentary feedback received.
Completed 	Implement the actions identified within the Waste Strategy (ENV1620_03)	Implement the actions identified within the Waste Strategy	100%	Mar-2020	All actions identified in the Waste Strategy Action Plan have been addressed. A revised strategy is in the process on being produced and will be brought to Committee for approval in September 2021.

Status	Action (Code)	Action Description	Progress	Due Date	Comments
Completed 	Franchises and licensing within Parks and Open Spaces (ENV1620_04)	Franchises and licensing within Parks and Open Spaces	100%	Mar-2020	Sponsorship of floral bedding has been reviewed. Sponsorship opportunities for facilities within Parks and Green Spaces continue to be explored.
In Progress 	Strategic Tree Planting (ENV1720_01)	Continue to apply a strategic approach to tree management and planting. Work with partners, land owners and other agencies.	Ongoing	Mar-2023	New tree planting schemes were installed in 2020/21. A Free Tree event was held in January 2021 with small ornamental trees for gardens distributed.
In Progress 	Improve Play Areas and Parks & Open Spaces (ENV1821_03)	Ensure sites are Health & Safety and DDA Compliant	95%	Works to Mar-2021	All Year 1 and Year 2 schemes as part of the Pride in Parks initiative have been completed. Of works planned for completion in 2020/21, Dovecote Lane Play Area is outstanding as this was delayed due to COVID-19 and a late funding award. Other works scheduled as part of the Pride in Parks initiative to be completed by March 2023, are at the design stage and are 5% complete.
Completed 	Implementation of the Clean and Green Initiative (ENV1922_01)	Implement a range of initiatives aimed at making Broxtowe a Cleaner and Greener place for residents and visitors to the Borough.	100%	Mar-2020	COVID-19 has restricted some of the activities delivered under the Clean and Green Initiative in 2020/21. However, there have been a number of measures undertaken, including four free bulky waste weeks and a number of community clean team events.
Completed 	Management of Water Safety measures for Council owned water courses (ENV1922_02)	Assess all the Council owned water courses throughout the Borough and install and maintain appropriate safety measures and signage where applicable.	100%	Mar-2020	All sites have been assessed appropriate signage installed and water safety devices fitted at strategic locations.

Status	Action (Code)	Action Description	Progress	Due Date	Comments
Completed 	Evaluate/implement an integrated system for managing and monitoring work schedules for Environmental Services (ENV1922_03)	To operate a system that will manage the work schedules of the frontline services.	100%	Mar-2021	The Bartec system has been upgraded and is used to manage the work schedules of refuse and some back office staff. The project is now complete.

**Critical Success Indicators 2020/21 - Environment**

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	2020/21 Target	Notes
Green 	Energy consumption across all operational sites - total kWh gas and electric ('000) (CPLocal_03)	Yearly	6,845	7,039	4,866	8,114	Data corrections were made following a review of collection processes in 2020. During the pandemic use of communal areas in Housing complexes and council facilities was restricted reducing the amount of energy required.
Amber 	Household waste sent for reuse, recycling and composting % (NI 192)	Yearly	38.5%	38.8%	39.2%	40%	Figure estimated as not all data has been received. Whilst the target appears to have been narrowly missed there has been a year-on-year increase in reuse, recycling and composting. This is positive given the increase in the amount of residual waste collected due to Covid-19.
Green 	Cleanliness of the streets and open spaces within the Borough (levels of litter) (NI 195a)	3 times annually	96%	96%	96%	97%	Standards of cleanliness (levels of litter) remains consistently high across the Borough. This is positive given the additional demands that Covid-19 has put on resources within the street cleansing service.

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	2020/21 Target	Notes
Green 	Parks achieving Broxtowe Parks Standard (%) (PSData_09)	Yearly	92%	96%	98%	98%	Only one site (Beauvale Park, Greasley) failed to achieve the standard. Since the assessment the play area at this site has been further enhanced and it is anticipated that when assessed again later this year it will achieve the standard.
Green 	Reduce the number of fly tipping incidents (SSData_01)	Quarterly	359	267	188	270	This figure is an estimate as not all fly-tipping removal reports have been received. The number of cases will undoubtedly be fewer than the previous year which is positive given the reports of an increase from other authorities.

**Key Tasks and Priorities for Improvement 2020/21 - Community Safety**

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Produce Food Service Action Plan 2020 (COMS1821_13)	Council has a fit for purpose Food Service Plan which informs activity in this area	100%	Jun-2020	Approved in June 2020 by the Community Safety Committee.
Completed 	Produce an updated Neighbourhood Action Plan for Stapleford (COMS1922_01)	Reduction in all crime types and improvements in community confidence	100%	Mar-2021	Completed on 24 February 2021.
Completed 	Produce a Knife Crime Action Plan for Broxtowe (COMS2023_01)	Reduce levels of knife crime in the borough	100%	Mar-2021	Action plan presented to Community Safety Committee on 4 June 2020.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Produce an updated Neighbourhood Action Plan for Eastwood South (COMS2023_02)	Reduction in all crime types and improvements in community confidence	100%	Mar-2021	Completed on 14 April 2021.
In Progress 	Produce an updated Health and Older People Partnership Action Plan (COMS2023_03)	Improvement in the health and wellbeing (including mental health) of people in the borough, particularly older people	90%	Dec-2020	Officer delivering this action was redeployed from their substantive role to deliver the COVID-19 report to be presented to Leisure and Health Committee on 9 June 2021.
Completed 	Produce an updated cross departmental Anti-social Behaviour Action Plan (COMS2023_05)	Reduction in anti-social behaviour in the borough	100%	Nov-2020	Approved by Community Safety Committee on 12 November 2020.
Completed 	Produce an updated Child Poverty Action Plan (COMS2023_06)	Reduction of child poverty levels in the borough	100%	Mar-2020	A new Child Poverty Action Plan was approved by Policy and Performance Committee on 1 October 2020.
Completed 	Produce an updated Children and Young Persons Partnership Action Plan (COMS2023_07)	Improvement in the wellbeing of people in the borough, particularly children and young people	100%	Nov-2020	Plan approved by Leisure and Health Committee on 20 January 2021.
Completed 	Review Corporate ASB Policy (COMS2023_08)	Production of up to date policy on the Authority's approach to ASB	100%	Mar-2021	A report was presented to Community Safety Committee on 26 January 2021.
Completed 	Review the Broxtowe Hackney Carriage and Private Hire Licensing Policy (COMS2023_09)	Production of an up to date policy on the Council's approach to licensing, enforcement, and appeals for all taxi matters	90%	Dec-2020	Although slightly overdue on its target date the revised policy was approved by Licensing and Appeals Committee on 8 June 2021.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Review the Council's Enforcement Policy (COMS2023_10)	Produce an up to date policy, setting out the way the Council will undertake its enforcement activities.	100%	Mar-2021	A report was presented to Community Safety Committee on 26 January 2021.
Completed 	Renew existing Public Spaces Protection Orders (PSPOs) where appropriate (COMS2023_11)	Reduction of crime and disorder	100%	Mar-2021	Existing PSPOs were consolidated and presented to Community Safety Committee for approval. A new PSPO for Vehicle Nuisance as also been approved.
Completed 	Training for front line staff working on complex ASB cases to embed the Problem Solving method of ASB resolution (COMS2023_12)	Front line staff able to resolve ASB cases with resulting decrease in ASB.	100%	Mar-2021	The training was completed in early 2020.

**Critical Success Performance Indicators 2020/21 – Community Safety**

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	2020/21 Target	Notes
Data Only 	ASB cases received by Environmental Health (ComS_012)	Quarterly	480	386	561	-	Increase in reports of noise and bonfires during the pandemic lockdown contributing to an increasing trend.
Data Only 	ASB cases received by Housing (General) (ComS_013)	Quarterly	191	126	118	-	Number of cases is comparable to previous year.
Data Only 	ASB cases received by Community Services (ComS_014)	Quarterly	40	22	67	-	Increase on previous year as a result of impact of COVID-19.

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	2020/21 Target	Notes
Data Only 	Reduction in reported ASB cases in Broxtowe (Nottinghamshire Police Strategic Analytical Unit) (ComS_011)	Quarterly	2,011	1,500*	2,881	483	*Three quarters only. Q4 data not available due to technical issues during changeover of Police recording systems. Increase in complaints due to the COVID-19 lockdown.
Data Only 	High Risk domestic abuse cases re-referred to the Multi Agency Risk Assessment Conference [% of the total referrals] (ComS_024)	Quarterly	24%	14%	25%	-	2018/19 = 20 cases from 85 re-referred 2019/20 = 18 cases from 129 re-referred 2020/21 = 27 cases from 107 re-referred
Data Only 	Domestic Crime reported in the Borough (ComS_025)	Quarterly	834	749	786	809	Domestic crime increased during lockdown due to families being together more often and tensions being created.
Not known 	Residents Surveyed who feel safe outside in the local area after dark (ComS_033)	Yearly	72%	66%	Not yet available	100%	

**Key Tasks and Priorities for Improvement 2020/21 - Health**

Status	Action (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Produce a new Leisure Facilities Strategy (COMS(H)2023_01)	A strategy that details maintaining the provision of three leisure facilities with a costed timetable to replace two of the existing facilities	10%	Mar-2023	Report was presented to Policy & Performance Committee on 1 October 2020. The report is currently being considered. (SMT Sept 2020)

Status	Action (Code)	Action Description	Progress	Due Date	Comments
Completed 	Produce Food Service Plan (COMS1821_13)	Council has a fit for purpose Food Service Plan which informs activity in this area	100%	Jun-2020	Approved by the Community Safety Committee in June 2020.
Completed 	Produce DEFRA Annual Air Quality Status report (COMS1821_14)	Council has a fit for purpose Air Quality Status Report.	100%	Jun-2020	The 2020 Air Quality Report submitted to DEFRA in June 2020. Positive feedback received.
Completed 	Produce an updated Health and Older People Partnership Action Plan (COMS2023_03)	Improvement in the health and wellbeing (including mental health) of people in the borough, particularly older people	90%	Dec-2020	The new Health plan was approved by Leisure and Health committee on 9 June 2021.
Completed 	Produce an updated Child Poverty Action Plan (COMS2023_06)	Reduction of child poverty levels in the borough	100%	Mar-2020	A new Child Poverty Action Plan was approved by Policy and Performance Committee on 1 October 2020.
Completed 	Produce an updated Children and Young Persons Partnership Action Plan (COMS2023_07)	Improvement in the wellbeing of people in the borough, particularly children and young people	100%	Nov-2020	Plan approved by Leisure and Health Committee on 20 January 2021
Completed 	Produce an updated Dementia Partnership Action Plan (COMS2023_13)	Improved awareness of issues surrounding dementia and better access to support for those with dementia and their carers / families	100%	Apr-2020	The Dementia Plan was approved by the Leisure and Health Committee in January 2020.

Status	Action (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Implement the Get Active Strategy (LL1922_S01)	Reduce inactivity levels and increase the number of volunteers	43%	Dec-2021	'Inactivity of residents with Mental Ill Health' is the focus of the work. A range of mental health services have agreed to work in partnership with Liberty Leisure Ltd. A steering group of health professionals and councillors has been established. A new project to engage families who are in receipt of Pupil Premium Plus funds is underway.

**Critical Success Indicators 2020/21 – Health**

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	2020/21 Target	Notes
Data Only 	ComS_092 Personal wellbeing score for the Borough (out of 10)	Yearly	7.8	7.9	-	8.0	2020/21 Data not yet available.
Green 	ComS_090 Air Quality – number of NO2 diffusion tube samples with annual mean reading at or below 40 micrograms m-3	Yearly	100%	100%	100%	100%	
Data Only 	ComS_091 No. of Dementia Friends trained	Yearly	-	90	-	20	Training of new Dementia Friends was disrupted due to COVID-19 and Officer availability.
Green 	LLLocal_G09 Percentage of Inactive Adults in Broxtowe	Yearly	18.4	19.5	-	25.1	Data not yet available.

**Resources Key Tasks and Priorities for Improvement 2020/21**

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

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Overdue 	Determine the Council's approach to procurement to ensure that it meets needs and objectives (FP1922_05) (Finance)	Review current procurement arrangements to ensure that the Council has sufficient expertise to maintain compliance with regulations.	80%	Sep-2020	The new Procurement and Commissioning Strategy has been adopted and implemented. The Council is employing the Procurement and Contracts Officer on an interim basis. Attempts to fill the established post on a permanent basis has not yielded a suitable candidate. The Council is now considering its options for delivering the procurement function. This could potentially include partnership working with other local authorities. A report is being prepared for GMT consideration. This action has been rolled forward into the 2021/22 Business Plan, with a revised target date proposed for 30 September 2021.
Overdue 	Review and update the Financial Regulations for approval by Members (FP2023_01) (Finance)	Updated Financial Regulations to be adopted by the Council, with approval required at Full Council	20%	Jun-2020	Financial Regulations for Contracts updated in March 2020. The update of the general Financial Regulations is outstanding.
Completed 	Undertake procurement exercise for banking service provider (FP2023_03) (Finance)	Effective banking service meeting all statutory and corporate procurement and other requirements	100%	Mar-2021	A new five year banking services contract, with effect from April 2021 was agreed and completed on 17 March 2021.
Completed 	Roll-out of the refreshed Procurement and Commissioning Strategy to key stakeholders once adopted (FP2023_04) (Finance)	Ensure that stakeholders are informed and aware of their obligations when purchasing and contracting.  Opportunities for savings and efficiencies may be achieved through effective procurement.	100%	Jul-2020	The refreshed Procurement and Commissioning Strategy has been adopted and implemented with briefings being provided for key contract managers and budget holders.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Continue to develop a contract management framework for adoption across the Council (FP2023_05) (Finance).	Establishing a corporate contract management framework to include performance management arrangements/reporting. Opportunities for savings and efficiencies may be achieved through effective procurement.	80%	Jul-2020	The completion of this action has been partially delayed by the COVID restrictions. A contract management framework has been designed and subsequently agreed by GMT. This will be rolled out across the Council with briefings being provided for key contract managers.
In Progress 	Continue to develop the existing Internal Audit collaboration with Erewash Borough Council (FP2023_06) (Finance)	Establishing a more formal arrangement and structure for delivery of resilient internal audit services at the two authorities. Further resilience, efficiency and opportunity for nominal income generation achieved through collaboration.	80%	Dec-2020	The Internal Audit Collaboration with Erewash Borough Council continues to work well with management oversight and support being provided throughout the year. Three audits were completed for Erewash in 2020/21. The collaboration arrangements will be reviewed in 2021/22, in conjunction with the respective Section 151 Officers, with a revised target date proposed for 31 December 2021.
Completed 	Produce the Final Accounts by end of May (FP2023_07) (Finance)	Produce the Final Accounts by the end of May	100%	May-2020	Accounts were completed by June 2020 in line with extended government deadlines due to the COVID-19 outbreak. Officers were working to administer Business Grants during this time.
In progress 	Pursue tram compensation claim (CP1620_01) (Property)	Pursue tram compensation claim	50%	Oct-2019	Moving toward final settlement which is anticipated in July 2021
Completed 	Implement the Asset Management Plan 2016-21 (CP1620_03) (Property)	Implement the Asset Management Plan 2016-21	100%	Mar-2020	A new Asset Management Plan 2021-26 has been prepared and is to be presented to members in due course.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Implementation of Core Abilities Framework and Performance Appraisal (PA) system across workforce with Broxtowe Learning Zone (BLZ) (HR0912_01) (HR)	Ensure the Council has highly developed employees who are competent to undertake their role and managers who can lead teams effectively in accordance with service/ corporate objectives	100%	Dec-2017	Due to Covid-19 the deadlines were extended to 22 May 2020 to allow managers to complete the 2019/20 appraisals, which may have been missed due to the Pandemic
Completed 	Review payroll processes to include the introduction of e-forms and expand employee self-service system (HR1417_03) (HR)	Streamlining of processes, reduced paperwork and achievement of efficiencies for employees and managers	100%	Mar-2020	E-forms for mileage and expenses claims introduced April 2018 improved efficiency. The creation of further e-forms is continually reviewed.
Overdue 	Introduce 6 new online Broxtowe Learning opportunities in 2020/21 (HR1720_01) (HR)	Expand the range of opportunities to develop employee skills by adding a further 20 modules to Broxtowe Learning Zone by March 2021	71%	Mar-2021	Target is for six new courses to be delivered. Three new courses were launched in 2020/21. Two further courses have been developed along with the Subject Matter Experts. One course is being tested by managers prior to release.
Completed 	Produce Organisational Development Strategy (HR2023_01) (HR)	Promoting the well-being of employees; empowerment and active engagement of employees in the vision and mission of the organisation; developing top level performance; developing skills in attracting retaining and developing talent and succession planning.	100%	Dec-2020	Report on the Organisational Development Strategy was presented to Personnel Committee on 30 June 2020.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
Completed 	Introduce adequate data capture methods to allow production of new performance information from the People Strategy (HR2023_02) (HR)	Up to date reliable data is available to inform the themes within the People Strategy	100%	Jun-2020	Performance Indicators have been set up in the Pentana Performance Management System and data collection methods are in place.
In Progress 	Achieve Level 3 (Leader) Status for Disability Confident Employer Scheme (HR1922_01) (HR)	Become a champion within local/business communities in terms of appointing, keeping, and developing disabled employees	78%	Mar-2021	Current Level 2 accreditation extended for 12 months until September 2020. Meetings with DWP have taken place. Portfolio of evidence being prepared for submission for Level 3.
In Progress 	Identify and then progress the completion of First Registration of Council owned Land (LA1821_02) (Legal)	Achieve 100% registration of unregistered Council land	Ongoing	Dec-2021	Additional Resources recruited in September 2020 on a two year fixed contract. Unregistered areas of land continue to be identified. Applications for registration have been submitted. There is a significant back log at Land Registry resulting registration taking up to nine months to process. <b>Revised due date of October 2022.</b>
In Progress 	Review and Update the Council's Constitution (LA1922_02) (Legal)	Update the Council's Constitution to reflect the Council's day to day business	25%	Oct-2021	Senior Officers are being consulted and a Task and Finish Group for Members is being set up. A report is to be presented to Policy and Performance Committee on 30 October 2021.
Completed 	Develop a robust reporting framework in the Legal Case Management System (LA2023_01) (Legal)	Create report templates to enable management of caseloads and effective reporting.	100%	Apr-2020	Legal Services are using the Case Management system to produce effective management reports.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Create templates/ precedents in the Case Management System to improve efficiency (LA2023_02) (Legal)	To create templates for internal and external communication	50%	Dec-2021	The case management system is being used by everyone. All standard templates have been uploaded to the system and specific templates and precedents are continually being uploaded. Further work being undertaken in respect of cross departmental reporting and developing a work flow process to standardise practices.
Completed 	Develop a robust reporting framework in the Legal Case Management System (LA2023_01) (Legal)	Create report templates to enable management of caseloads and effective reporting.	100%	Apr-2020	Legal Services are using the Case Management system to produce effective management reports.
Completed 	Embed an effective joint Debt Recovery Service to continue to reduce levels of debt. (LA2023_03) (Legal)	For management of debts to remain with the section within which the debt was raised. Debt recovery and collection to only be undertaken by Legal Services when court action required.	100%	Jun-2020	The number of sundry debtors dealt with in Legal Services has reduced as only the following invoices require intervention from Legal <ul style="list-style-type: none"> <li>• Where the debt is over £500 (or under £500 and is either a Ground Rent (GR) invoice and/or Service Charge (SC) invoice) and</li> <li>• Where Legal have sufficient evidence should the case be disputed, for examples photographs, and</li> <li>• Where Legal have a completed Statement of Truth from the relevant department</li> </ul> A revised process was also drafted, approved and incorporated in the corporate Sundry Debt Policy 2020.
In Progress 	Community Governance Review (DEM1518_01) (Admin)	Community Governance Review	18%	Oct-2022	Review started on 7 June 2021. Meetings held with parish councils during June. Stage 1 consultation taking place between 1 July-30 September 2021.

Status	Action Title (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Transfer of Land Charges function to Land Registry DEM1518_02 (Admin)	Transfer of Land Charges function to Land Registry	<b>15%</b>	Mar-2022	HMLR have now advised that migration of the Local Land Charges function will be in 2023/24. Discussions continuing with HMLR about data analysis work to be undertaken to prepare for the transition.
In Progress 	Implementation of committee management system DEM1518_01 (Governance)	Implementation of committee management system	<b>93%</b>	May-2021	System fully implemented within Democratic Services. Final decision on rollout to be made in early 2021.

**Critical Success Indicators for Resources 2020/21**

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	2020/21 Target	Notes
Green 	Creditor invoices paid within 30 days of receipt (BV 8)	Monthly	99.3%	97.2%	99.6%	99%	The roll-out of Intelligent Scanning should enhance the efficiency of the creditor payment process and increase the speed with which creditors are paid
Green 	Complaints determined by the Local Government and Housing Ombudsman against the Council (LALocal_07)	Quarterly	5	2	2	0	There were 11 complaints made in 2020/21 of which 2 were upheld, and these had been identified through internal processes.
Amber 	Freedom of Information requests dealt with within 20 working days (LALocal_12)	Quarterly	96.5%	96.0%	96.3%	100%	ICO guidance suggests a target of 85% of requests being sent a response within the appropriate timescales is acceptable. Exceeding the ICO target.
Red 	Working Days Lost Due to Sickness Absence (Rolling Annual Figure) (BV 12)	Monthly	8.69	10.88	7.89 March	7.5	Includes absences due to COVID-19, but excludes data relating to periods of Self-Isolation.
Green 	Working Days lost for short term absence (HRLoal_17)	Quarterly	3.22	3.34	2.33	2.50	Due to COVID restrictions traditional short term sickness (cold, stomach bug, etc) appears to have decreased.
Red 	Working Days lost for long term absence (HRLocal_18)	Quarterly	5.47	7.54	5.56	5.00	There was a reduction however the target was not achieved. Some staff have / continue to suffer from long COVID which has impacted on Long Term Absence.

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

Status	Action (Code)	Action Description	Progress	Due Date	Comments
In Progress 	Manage the introduction of Universal Credit (UC) (RBCS1620_01)	Manage the introduction of Universal Credit (UC)	70%	Mar-2024	Universal Credit full roll took place in November 2018 at Beeston Job Centre. All new claims for benefit after this date will be expected to apply for UC. Existing benefit claimants will remain on their current benefits.
In Progress 	Update the council's face to face customer contact experience (RBCS1620_06)	Devise appropriate ways to handle visitors to the new reception in the council offices.	40%	Apr-2020	<b>Revised due date is 30 April 2022</b> as implementation is partly dependent on progress of the New Ways of Working Project and funding to make physical changes to reception. The delay is a result of the Covid-19 pandemic
Overdue 	Single Person Discount Review (RBCS1922_03)	To review cases of SPD where it is considered the discount is no longer applicable	85%	Dec-2020	The review commenced prior to Covid-19 and has been delayed as a result. It is still anticipated to be completed by the <b>revised due date of December 2021</b> .
In Progress 	Business Rates Review (RBCS2023_01)	Review the relevant Rateable Value of Businesses. Analyse Local will charge a 10% of any Rateable Value that they identify as an increase. Any amounts payable will be linked to an increase in the Business rates collectable. Analyse Local will also provide software that will allow greater analysis of the Business Rates data at a cost of £2k per annum	70%	Nov-2021	Working with Newark and Sherwood Analyse Local to review Rateable Values.

Status	Action (Code)	Action Description	Progress	Due Date	Comments
Completed 	Become a member of Institute of Customer Services (RBCS2023_02)	Working with the institute to develop improved and greater efficiency on working practices and become a member  Work with the institute to become a corporate member	100%	Apr-2021	Indicative costs have been supplied by the Institute and further work continues on a cost benefit analysis. It has been agreed to not pursue the idea of becoming a member of the institute as a result of the ongoing costs.
Overdue 	Reduce Telephone Abandonment (RBCS2023_03)	Reduce the number of calls that are abandoned in the Contact Centre and in the Back Office.  Identify aspects of unavoidable contact and develop strategies to reduce the number of calls received.  Working with all relevant departments to ensure telephones are answered in a timely manner	50%	Mar-2021	Work continues to reduce the level of abandonment rates within the Council. The Council will be reviewing its processes to maximise the number of customers using online facilities, where possible, to reduce the number of calls received.

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

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	202021 Target	Notes
Green 	Council Tax collected (BV 9)	Monthly	98.5%	98.3%	97.0%	97.8%	Collection rate has been affected by the pandemic, most notably the fact that recovery action above the initial issuing of a bill was not conducted during the year.
Green 	Non-domestic Rates Collected (BV 10)	Monthly	99.1%	98.6%	96.6%	96.6%	Collection rate has been affected by the pandemic, most notably the fact that recovery action above the initial issuing of a bill was not conducted during the year.

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	2020/21 Target	Notes
Green 	Rent Collection: Rent collected as a proportion of the rent owed (BV 66a)	Monthly	99.9%	99.8%	102.8%	99.0%	Income Team have worked with and supported tenants to pay their rent during this difficult period. Close working between departments has ensured that Discretionary Housing Payments have been made when appropriate, and tenants have been supported to apply.

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

Status	Action (Code)	Action Description	Progress	Due Date	Comments
Completed 	Digital Strategy Implementation (IT2021_01)	Implementation of the technology and processes required to provide digital services our customers prefer to use by default.	100%	Mar-2021	Completed. Additional scoping to determine further services that can be delivered digitally are being investigated as outcome of lessons learnt during pandemic
Completed 	ICT Security Compliance (IT2021_02)	PCI-DSS & Government Connect - Maintain compliance with latest Security standards/ support annual assessments.	100%	Mar-2021	Some challenges around compliance were faced during the pandemic. This is now in place and compliant.

Status	Action (Code)	Action Description	Progress	Due Date	Comments
Completed 	E-Facilities (IT2021_03)	Purchase and implement the necessary hardware and software to enable the development of the Council's Mobile Working approach and facilities; Initiation of pilot projects to trial available mobile working facilities across business functions	100%	Mar-2021	Design and development works have been completed to ensure systems are in place to support delivery in 2021/22. For example, Implementation of the new Planning Portal including integration of consultee process and new document management arrangements was not possible due to supplier issues. This project has been moved into 2021/22 programme.
Completed 	New Ways Of Working (IT2021_x)	Implement appropriate hardware and infrastructure to support agile working and leverage benefits from investment	100%	Mar-2021	Works completed for Council Offices. The pandemic has provided an opportunity to revisit the requirements as part of hybrid/flexible working and this assessment will be carried out during 2021/22.

**Critical Success Indicators for ICT and Business Transformation 2020/21**

Status	PI Title (Code)	Data Collected	2018/19 Value	2019/20 Value	2020/21 Value	202021 Target	Notes
Green 	System Availability (ITLocal_01)	Monthly	99.8%	99.9%	99.66%	99.5%	The level of availability of systems has been maintained.
Green 	Virus Protection (ITLocal_05)	Monthly	100%	100%	100%	100%	All viruses were blocked with no business impact.

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**HOUSING**  
**GENERAL FUND SUMMARY**

Cost Centre	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
Hostel Accommodation	(10,280)	18,274	28,554	(277.8)
Homelessness GF	442,060	350,176	(91,884)	(20.8)
Housing Strategy	73,680	70,093	(3,587)	(4.9)
Lifeline and Miscellaneous Housing	(74,040)	(54,823)	19,217	(26.0)
<b>Total Housing</b>	<b>431,420</b>	<b>383,720</b>	<b>(47,700)</b>	<b>(11.1)</b>

**VARIANCES BETWEEN ACTUAL AND ESTIMATED INCOME  
AND EXPENDITURE 2020/21**

**GENERAL FUND HOUSING**

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
<p><b><u>Hostel Accommodation</u></b></p> <p>Rental income was under budget by £35,273</p> <p>Lower occupancy resulted in reduced utility costs leading to an underspend of £5,242</p>	(10,280)	18,274	28,554	(277.8)
<p><b><u>Homelessness</u></b></p> <p>Additional budget was granted to the Homelessness service to help in the support of the homeless during the pandemic. However planned work on the service had not been achieved, as a result of the pandemic and the original projects which were budgeted were underspent at the year end</p>	442,060	350,176	(91,884)	(20.8)
<p><b><u>Lifeline and Miscellaneous Housing</u></b></p> <p>Take up of the lifeline service has not reached the levels anticipated at the time the budget was set and income is down by £29,278 as a result</p> <p>Expenditure on equipment was reduced due to lower service provision resulting in an underspend of £9,561</p>	(74,040)	(54,823)	19,217	(26.0)

**HOUSING REVENUE ACCOUNT SUMMARY**

	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation £	%
<b><u>HOUSING REVENUE ACCOUNT</u></b>				
<u>Expenditure</u>				
Employees	3,941,126	3,627,469	(313,657)	(8.0)
Premises	804,200	510,382	(293,818)	(36.5)
Transport	144,080	129,210	(14,870)	(10.3)
Supplies and Services	2,227,065	2,004,353	(222,712)	(10.0)
Other Expenditure	661,990	603,601	(58,389)	(8.8)
Central Support Services	1,324,910	1,332,990	8,080	0.6
Capital	8,570,790	6,850,876	(1,719,914)	(20.1)
	17,674,161	15,058,881	(2,615,280)	(14.8)
<u>Income</u>				
Income	(16,625,240)	(16,359,154)	266,086	(1.6)
	(16,625,240)	(16,359,154)	266,086	(1.6)
<b>Total Housing Revenue Account</b>	<b>1,048,921</b>	<b>(1,300,273)</b>	<b>(2,349,194)</b>	<b>(224.0)</b>

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME  
AND EXPENDITURE 2020/21**

**HOUSING REVENUE ACCOUNT**

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation £	%
<p><b>Employees</b></p> <p>There were a number of significant underspends in all areas due to vacant posts. The increased use of agency staffing has allowed services to be continued. An underspend on training and development has also occurred as a result of vacancies</p>	3,941,126	3,627,469	(313,657)	(8)
<p><b>Premises</b></p> <p>Planned works and maintenance of Independent Living schemes has not been carried out during the year due to the pandemic.</p>	804,200	510,382	(293,818)	(37)
<p><b>Transport</b></p> <p>The cost of travel expenses was under budget with employees spending a decreased amount of time off-site and transport recharges being less than anticipated.</p>	144,080	129,210	(14,870)	(10)
<p><b>Supplies and Services</b></p> <p>The use of sub contractors to support housing repairs work on void properties was greatly reduced in the year giving an underspend of £149,000</p> <p>An allowance is made for default on housing repairs which are recharged to the tenant. During the year the allowance has been underspent against budget by £49,000</p> <p>A contingency amount is included in the budget to cover any unexpected in year costs. It has not been necessary to utilise this contingency in 2020/21 saving £30,000</p>	2,227,065	2,004,353	(222,712)	(10)

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation £	%
<p><b>Other Expenditure</b></p> <p>A reduction in the level of ad-hoc grounds maintenance work being undertaken in the year of HRA properties has reduced the charge from the Grounds Maintenance team.</p>	661,990	603,601	(58,389)	(9)
<p><b>Central Support Services</b></p> <p>Central support recharges into the Housing Revenue Account were greater than had been anticipated.</p>	1,324,910	1,332,990	8,080	1
<p><b>Capital</b></p> <p>Lower than expected expenditure on the HRA capital programme in 2020/21 meant that a reduced, by £1,722,000, revenue contribution was required to finance the 2020/21 HRA capital expenditure.</p> <p>The depreciation charges exceeded the budget by £61,000 due to changes in the vehicle fleet and additional charges for information technology assets</p> <p>The Council's interest payable on external borrowing was less than anticipated and a reduction of £59,000 has been passed on to the Housing Revenue Account</p>	8,570,790	6,850,876	(1,719,914)	(20)
<p><b>Income</b></p> <p>When 2020/21 budgets were set void figures were understated by £225,000. The budget was, therefore, overstated resulting in the under recovery of income shown. This has been partially offset by a reduction in the number of RTB sales which has maintained property levels and the associated rent received giving a net overspend of £194,000</p> <p>Income from garage rents was below the budget by £34,000 due lower occupancy of garages than had been anticipated.</p>	(16,625,240)	(16,359,154)	266,086	(2)

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation £	%
<p>There is an expectation that a minor proportion of housing relet work will be recharged to the former tenants. No such recharges have been made during 2020/21 resulting in the budget being over by £25,000</p> <p>The recharge to the General Fund for the work undertaken by Housing staff throughout the year was less than anticipated by £10,000</p>				

**BUSINESS GROWTH**  
**SUMMARY**

Cost Centre	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
Planning - Management	0	0	0	0.0
Planning - Central Support	0	0	0	0.0
Development Control	290,617	109,133	(181,484)	(62.4)
Planning Policy	565,600	512,717	(52,883)	(9.3)
Industrial Development	148,660	63,240	(85,420)	(57.5)
Craft Centre Complex	2,180	(8,644)	(10,824)	(496.5)
Economic Development	459,850	419,074	(40,776)	(8.9)
Stapleford Town Deal	0	(47,995)	(47,995)	0.0
Car Parks - Surface	137,280	221,454	84,174	61.3
<b>Total Business Growth</b>	<b>1,604,187</b>	<b>1,268,978</b>	<b>(335,209)</b>	<b>(20.9)</b>

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME  
AND EXPENDITURE 2020/21**

**BUSINESS GROWTH**

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
<b><u>Development Control</u></b>	290,617	109,133	(181,484)	(62.4)
Staffing vacancies resulted in an underspend of £22,148				
Back office services recharge their cost to the front line services they support. During the year the support charged to this service was less than anticipated when the budget was set by £41,873				
Planning and Pre Planning Fees combined saw a surplus of income of £91,304 due to a number of one off large applications being submitted during the year				
Consultancy fees were underspent by £24,450				
<b><u>Planning Policy</u></b>	565,600	512,717	(52,883)	(9.3)
The Neighbourhood Planning support budget was established to support town and parish councils undertake work to produce Neighbourhood Plans. Expenditure incurred in 2020/21 totalled £6,375 against a budget of £47,550. Further work is planned in 2021/22 and the Finance and Resources Committee will be asked on 8 July 2021 to approve a carry forward request of £41,180 into 2021/22 to allow the work to continue as intended.				
Work undertaken by the Joint Planning Advisory board resulted in an overspend of £45,620. This is partially offset by contributions from partner local authorities				
The additional contributions by partner authorities for the work undertaken by the Joint Planning Advisory Board and the secondment of a member of staff to Nottingham City Council have increased income received to £52,922 over budget				
<b><u>Industrial Development</u></b>	148,660	63,240	(85,420)	(57.5)
Finance and Resources committee approved a reduction in the rental budget for industrial units in the expectation they would be hit by the pandemic. This did not prove to be the case and commercial rent on these properties has remained at 2019/20 levels				

<p><b><u>Craft Centre Complex</u></b></p> <p>Finance and Resources committee approved a reduction in the rental budget for industrial units in the expectation they would be hit by the pandemic. This did not prove to be the case and commercial rent on these properties has remained at 2019/20 levels</p>	2,180	(8,644)	(10,824)	(496.5)
<p><b><u>Economic Development</u></b></p> <p>Staffing vacancies resulted in an underspend of £37,310</p> <p>The budget for payment of grants to start up businesses was underspent by £14,500 due to the impact of the pandemic</p> <p>Back office services recharge their cost to the front line services they support. During the year the support charged to this service was less than anticipated when the budget was set by £7,882</p>	0	(47,995)	(47,995)	0.0
<p><b><u>Stapleford Town Deal</u></b></p> <p>Additional grant was received in respect of the Stapleford Town Deal. The underspend on this service has been transferred to an earmarked reserve to fund planned projects in 2021/22</p>	0	(47,995)	(47,995)	0.0
<p><b><u>Car Parks - Surface</u></b></p> <p>Staffing vacancies resulted in an underspend of £31,479</p> <p>As car parking machines were not being used during lockdown the requirement for a secure cash collection service was reduced giving a saving of £10,379</p> <p>Lockdown significantly reduced both off street parking notice income and general car park income resulting in income being £123,365 less than budget</p>	137,280	221,454	84,174	61.3

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**ENVIRONMENT**  
**SUMMARY**

Cost Centre	Revised Estimate	Actual	Variation	
	2020/21 £	2020/21 £	£	%
Environmental Improvements	691,510	685,231	(6,279)	(0.9)
NCC Highway Maintenance	(9,060)	(26,027)	(16,967)	187.3
Capital Works	127,110	122,676	(4,434)	(3.5)
Estates	0	0	0	0.0
Vehicles Cost - Courier Service	0	0	0	0.0
Vehicles Cost - Car Parks	0	0	0	0.0
Vehicles Cost - Neighbourhood Wardens	0	0	0	0.0
Vehicles Cost - Estate Caretakers	0	0	0	0.0
Vehicles Cost - Electric Testing	0	0	0	0.0
Refuse Collection	1,587,319	1,510,580	(76,739)	(4.8)
Recycling	129,750	108,044	(21,706)	(16.7)
Refuse Collection - Vehicles & Plant	0	0	0	0.0
Public Conveniences	89,260	108,251	18,991	21.3
Covid-19 Environment	70,000	70,863	863	1.2
Repairs & Maintenance - Kimberley	0	0	0	0.0
Grounds Maintenance	0	0	0	0.0
Kimberley Admin Building	0	0	0	0.0
Stapleford - C.A.S.	0	0	0	0.0
Highways Sweeping	766,370	649,244	(117,126)	(15.3)
Abandoned Vehicles	750	591	(159)	(21.2)
Highways - Borough Services	123,700	116,676	(7,024)	(5.7)
Sign Shop	34,770	18,545	(16,225)	(46.7)
Hall Park	64,620	61,357	(3,263)	(5.0)
Cemeteries	100,320	89,854	(10,467)	(10.4)
Open Space	326,130	312,773	(13,357)	(4.1)
Tree Management	327,250	315,069	(12,181)	(3.7)
Nottingham Canal	97,250	89,845	(7,405)	(7.6)
Parks & Recreation Grounds Management	115,850	105,659	(10,191)	(8.8)
Beeston Parks	273,410	293,022	19,612	7.2
Stapleford Parks	110,780	108,465	(2,315)	(2.1)
Eastwood Parks	45,300	46,257	957	2.1
Kimberley Depot	0	0	0	0.0
Kimberley Stores	80,560	25,719	(54,841)	(68.1)
Mechanics - Kimberley Depot	0	0	0	0.0
<b>Total Environment</b>	<b>5,152,949</b>	<b>4,812,697</b>	<b>(340,252)</b>	<b>(6.6)</b>

**VARIANCES BETWEEN ACTUAL AND ESTIMATED INCOME  
AND EXPENDITURE 2020/21**

**ENVIRONMENT**

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
<b><u>NCC Highway Maintenance</u></b>	(9,060)	(26,027)	(16,967)	187
Additional work was undertaken for VIA East Midlands on top of the budgeted contract giving extra net income of £16,967 after taking into account the additional costs occurred in doing the work				
<b><u>Refuse Collection</u></b>	1,587,319	1,510,580	(76,739)	(5)
There was an increase of £37,871 in recycling credits and sale of glass following an increase in recyclable waste during the pandemic.				
Fees and charges on trade refuse and special collections also increased but these have been offset by additional staffing costs required to resource the extra work giving net additional income of £25,796				
Clean and Green initiatives were put on hold during the year due to the pandemic resulting in an underspend against budget of £11,313.				
<b><u>Recycling</u></b>	129,750	108,044	(21,706)	(17)
An underspend on publicity of £8,988 occurred due to recycling initiatives not taking place due to Covid-19				
Back office services recharge their cost to the front line services they support. During the year the support charged to this service was less than anticipated when the budget was set by £10,003				
<b><u>Public Conveniences</u></b>	89,260	108,251	18,991	21
Redeployment of staff during the year has resulted in an overspend of £16,561. The budget will be corrected in 2021/22 to take account of this transfer				

**ENVIRONMENT**

Comments	Revised Estimate	Actual		
<b><u>Highways Sweeping</u></b>	766,370	649,244	(117,126)	(15)
Staffing vacancies resulted in an underspend of £35,527				
Reduced activity within the Highways Sweeping section has resulted in an underspend on vehicle maintenance, street furniture provision, use of subcontractors and other service costs leading to an underspend against budget of £61,759				
Charges to other services for work carried out have been maintained resulting in additional income of £10,273				
<b><u>Sign Shop</u></b>	34,770	18,545	(16,225)	(47)
Changes in staffing hours has resulted in an underspend of £10,070				
An increased requirement for signage due to the pandemic has brought in an additional £5,045 over budget				
<b><u>Cemeteries</u></b>	100,320	89,854	(10,467)	(10)
Internment fees were £6,450 over budget				
<b><u>Open Space</u></b>	326,130	312,773	(13,357)	(4)
Back office services recharge their cost to the front line services they support. During the year the support charged to this service was less than anticipated when the budget was set by £11,088				
<b><u>Tree Management</u></b>	327,250	315,069	(12,181)	(4)
Back office services recharge their cost to the front line services they support. During the year the support charged to this service was less than anticipated when the budget was set by £12,365				
<b><u>Parks and Recreation Grounds Management</u></b>	115,850	105,659	(10,191)	(9)
Back office services recharge their cost to the front line services they support. During the year the support charged to this service was less than anticipated when the budget was set by £10,191				
<b><u>Beeston Parks</u></b>	273,410	293,022	19,612	7
A reduction in maintenance and utility costs due to lack of use resulted in an underspend of £11,562				

**ENVIRONMENT**

Comments	Revised Estimate	Actual		
Fee income was under budget by £29,890 due to a reduction in usage during the year				
<b><u>Kimberley Store</u></b>	80,560	25,719	(54,841)	(68)
The budget did not include the administration charge made for operating the stores. The additional income has been partially offset by stores costs from 2019/20 being incorrectly charged in 2020/21 giving a net underspend of £54,481				

**COMMUNITY SAFETY**  
**SUMMARY**

Cost Centre	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
Communities Team	370,603	275,685	(94,918)	(25.6)
CCTV	98,330	84,110	(14,220)	(14.5)
Neighbourhood Wardens	111,540	108,264	(3,276)	(2.9)
Licensing	(26,090)	26,403	52,493	(201.2)
Private Sector Housing	172,740	154,138	(18,602)	(10.8)
Public Protection	120,840	123,404	2,564	2.1
Environmental Health	625,370	628,405	3,035	0.5
Private Sector Housing Renewal	498,660	515,560	16,900	3.4
<b>Total Community Safety</b>	<b>1,971,993</b>	<b>1,915,969</b>	<b>(56,024)</b>	<b>(2.8)</b>

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME  
AND EXPENDITURE 2020/21**

**COMMUNITY SAFETY**

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
<b><u>Communities Team</u></b>	370,603	275,685	(94,918)	(26)
Changes in staffing structure resulted in an underspend of £47,022 against budget				
There was a reduction of £46,643 in expenditure on crime prevention initiatives during the year due to the pandemic				
<b><u>CCTV</u></b>	98,330	84,110	(14,220)	(14)
There has been less maintenance work carried out on CCTV cameras during the year than was anticipated resulting in a budget underspend of £11,363				
<b><u>Licensing</u></b>	(26,090)	26,403	52,493	(201)
There was reduction in premises licences, massage licences and other licence income of £29,951				
There was a reduction in tax income including taxi licences, badges and medical fees of £18,660				
<b><u>Private Sector Housing</u></b>	172,740	154,138	(18,602)	(11)
There was a reduction in the recharge of staffing time to capital works of £16,733, reflecting a vacancy in the post undertaking capital work				
<b><u>Private Sector Housing Renewal</u></b>	498,660	515,560	16,900	3
A reduction in the number of HIMO licences issued during the year resulted in a decrease of income of £10,780 against budget				
Fewer works in default were carried out in the course of the year making a saving of £5,968 against budget				

**HEALTH**  
**SUMMARY**

Cost Centre	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
Community Facilities	33,870	28,368	(5,502)	(16.2)
Chilwell Community Centre	4,390	2,323	(2,067)	(47.1)
Montrose Court	1,390	700	(690)	(49.6)
Grants & Loans To Voluntary Organisation	193,200	191,831	(1,369)	(0.7)
Leisure & Culture	1,788,670	1,631,636	(157,034)	(8.8)
Election Expenses	10,000	161	(9,839)	(98.4)
Register of Electors	271,150	223,501	(47,649)	(17.6)
Other Elections	0	55	55	0.0
<b>Total Health</b>	<b>2,302,670</b>	<b>2,078,576</b>	<b>(224,094)</b>	<b>(9.7)</b>

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME  
AND EXPENDITURE 2020/21**

**HEALTH**

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
<b><u>Leisure and Culture</u></b>	1,788,670	1,631,636	(157,034)	(8.8)
Grant monies provided by Sport England to leisure centres to support them during the pandemic was substituted for funding to be provided direct by the Council, to Liberty Leisure, for the same purpose. A saving of £158,732 has been achieved as a result				
<b><u>Register of Electors</u></b>	271,150	223,501	(47,649)	(17.6)
Restrictions in person to person canvassing due to the pandemic and resulting changes in practices reduced the cost of maintaining the register of electors by £47,649				

**REVENUES, BENEFITS AND CUSTOMER SERVICES****SUMMARY**

Cost Centre	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
Customer First (CRM)	0	0	0	0
Cost of Collection	649,810	816,542	166,732	26
Benefits	526,365	507,417	(18,948)	(4)
<b>Total Revenues, Benefits &amp; Customer Services</b>	<b>1,176,175</b>	<b>1,323,959</b>	<b>147,784</b>	<b>12.6</b>

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME  
AND EXPENDITURE 2020/21**

**REVENUES, BENEFITS AND CUSTOMER SERVICES**

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
<p><b><u>Cost of Collection</u></b></p> <p>Recovery on council tax and NDR has been on hold during the pandemic. As a result the expected levels of recovered court costs has not been met and income is down £145,959 against budget. This has been partially offset by a reduction in the associated recovery costs, including postage and miscellaneous costs of £32,382</p> <p>A bad debt provision for council tax and NDR court costs has been created at a cost of £52,394. This will help to offset future charges made when court costs are not recovered</p>	649,810	816,542	166,732	26
<p><b><u>Benefits</u></b></p> <p>Staffing vacancies resulted in an underspend of £39,934</p> <p>Additional training fees have been incurred on the Meritex online claims form software introduced during the year increasing expenditure by £14,020 over budget</p> <p>Postage costs have reduced by £9,528 due to the introduction of the online claim form</p>	526,365	507,417	(18,948)	(4)

**RESOURCES****SUMMARY**

Cost Centre	Revised Estimate	Actual	Variation	
	2020/21 £	2020/21 £	£	%
Public Protection Covid Work	0	(20,000)	(20,000)	0.0
Human Resources	0	0	0	0.0
Deputy Chief Executive	0	0	0	0.0
Monitoring Officer	20,000	9,339	(10,661)	(53.3)
Legal Services	0	0	0	0.0
Administrative Services	0	0	0	0.0
Governance Services	177,480	188,131	10,651	6.0
Print Room	(1,800)	6,258	8,058	(447.6)
Land Charges	26,460	13,783	(12,677)	(47.9)
Support Services	0	0	0	0.0
Post Room	30,330	32,395	2,065	6.8
Tea & Vending	3,350	4,332	982	29.3
Finance Department - Management	0	0	0	0.0
Finance Department - Audit	0	0	0	0.0
Finance Department - Accountancy	0	0	0	0.0
Commercial Finance	62,800	62,968	168	0.3
Debtors	0	0	0	0.0
Covid 19 Arrangements	(1,617,250)	(2,790,797)	(1,173,547)	72.6
Miscellaneous	(9,122,680)	(9,105,947)	16,733	(0.2)
Strategic Director	0	0	0	0.0
Chief Executive's Office	0	0	0	0.0
Corporate Communications	0	0	0	0.0
East Midlands Development Company	20,000	0	(20,000)	(100.0)
Beeston Square	7,082,490	6,787,642	(294,848)	(4.2)
Beeston Square Service Charge Account	0	0	0	0.0
Bramcote Crematorium	(300,000)	(300,000)	0	0.0
Grant Aid to Parishes/Town Councils	52,950	34,150	(18,800)	(35.5)
Members Expenses	310,550	310,171	(379)	(0.1)
Civic Affairs	74,830	28,033	(46,797)	(62.5)
Democratic Representation & Management	424,040	416,296	(7,744)	(1.8)
DRM Recharge	(140,310)	(139,482)	828	(0.6)
External Audit & Best Value	52,000	68,981	16,981	32.7
Treasury Management & Banking	167,900	187,612	19,712	11.7
Corporate Management - Administration	322,937	518,735	195,798	60.6
Central Overheads	29,560	71,249	41,689	141.0
Security of Public Buildings	490	0	(490)	(100.0)
Council Offices	0	0	0	0.0
Eastwood Cemetery Chapel Offices	(4,090)	(904)	3,186	(77.9)
General Properties & Land	35,690	52,069	16,379	45.9
Stapleford House	7,550	15,220	7,670	101.6
Health & Safety	0	0	0	0.0
<b>Total Resources</b>	<b>(2,284,723)</b>	<b>(3,549,767)</b>	<b>(1,265,044)</b>	<b>55.4</b>

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME**  
**AND EXPENDITURE 2020/21**

**RESOURCES**

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
<b><u>Public Protection Covid Work</u></b>	0	(20,000)	(20,000)	0
A grant received from Nottingham Energy Partnership of £20,000 to support communities has not been spent. Finance and Resources committee on 8 July 2021 have been asked to carry this funding forward into 2021/22 so it can be used for its intended purpose				
<b><u>Monitoring Officer</u></b>	20,000	9,339	(10,661)	(53)
Budget was provided for the cost of recruiting a monitoring office. The budget was underspent by £10,661				
<b><u>Governance Services</u></b>	177,480	188,131	10,651	6
Changes in the team staffing structure have resulted in an overspend against budget of £9,133				
<b><u>Land Charges</u></b>	26,460	13,783	(12,677)	(48)
A reduction in the number of searches carried out by Nottinghamshire County Council has reduced the income budget by £12,714				
<b><u>Covid 19 Arrangements</u></b>	(1,617,250)	(2,790,797)	(1,173,547)	73
Grant support was received from Central Government to support Council's in service provision during the pandemic. The grants included compensation for lost fees and charges income. Additional expenditure incurred as a result of Covid 19 has been offset against these grants resulting in additional income of £1,173,547. finance and Resources committee on 8 July 2021 will be asked to carry forward £373,020 of these grants to provide further support to the borough's residents in the 2021/22 financial year				
<b><u>Miscellaneous</u></b>	(9,122,680)	(9,105,947)	16,733	(2)
Interest received during the year was down by £22,525 against budget				

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
<b><u>East Midlands Development Company</u></b>	20,000	0	(20,000)	(100)
The budget of £20,000 set aside to meet any incidental costs involved in the set up of the East Midlands Development Company has not been required				
<b><u>Beeston Square</u></b>	7,082,490	6,787,642	(294,848)	(4)
Finance and Resources committee approved a reduction in the rental budget on Beeston Square in the expectation they would be hit by the pandemic. Rents have been charged to tenants for a full year resulting in income being £253,483 over budget however provision has been made elsewhere should there be any default on rent				
A budget of £47,260 was set aside for the service management fee to be charged to tenants. This budget was not utilised during the year				
<b><u>Grant Aid to Parishes/Town Councils</u></b>	52,950	34,150	(18,800)	(36)
The full budget for grant aid was not required during the year resulting in an underspend of £18,800 against budget				
<b><u>Civic Affairs</u></b>	74,830	28,033	(46,797)	(62.5)
The pandemic curtailed the majority of the planned events undertaken by the Mayor resulting in savings on chauffeur services of £21,501 and entertainment costs of £21,623				
<b><u>External Audit and Best Value</u></b>	52,000	68,981	16,981	32.7
External Audit increased their fees for the 2019/20 audit based on additional work required, on a national level, on pensions and property valuations				
<b><u>Treasury Management and Banking</u></b>	167,900	187,612	19,712	141.0
Banking and Brokerage fees were £13,807 over budget				
<b><u>Corporate Management and Administration</u></b>	322,937	518,735	195,798	45.9
Back office services recharge their cost to the front line services they support. During the year the support charged to this service was greater than anticipated when the budget was set by £195,798				

Comments	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
<b><u>Central Overheads</u></b>	29,560	71,249	41,689	141.0
During the year the Council contributed £41,689 to the pension fund as part of negotiated leaving packages for employees				
<b><u>General Properties &amp; Land</u></b>	35,690	52,069	16,379	45.9
Additional NDR of £15,317 payable on Durban House has increased expenditure over budget				

ICT & BUSINESS TRANSFORMATIONSUMMARY

Cost Centre	Revised Estimate 2020/21 £	Actual 2020/21 £	Variation	
			£	%
Information & Computer Technology	0	0	0	0
ICT Business Transformation	0	0	0	0
The costs of these activities have been recharged across other areas in full.				
<b>Total ICT Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**Report of the Chief Executive****COVID-19 UPDATE**1. Purpose of report

To update Councillors on the Council's response to the COVID-19 pandemic and implementation of the Council's recovery strategy

2. Detail

Since the last update to the committee in March COVID-19 infection rates in Broxtowe have steadily declined. At one point they were in low single figures per 100,000 but since then they have risen slightly (due to the appearance of the delta variant in all areas of Nottinghamshire) and at the time of the report being published are 51 per 100,000 population. The management of financial pressures is regularly reported to Finance and Resources Committee. Response activity has focused on:

- Promoting uptake of vaccination to cohort groups (for more details see appendix 1), especially groups where there is hesitancy. These measures have included supporting the visits of the vaccine bus situated in Devonshire Ave car park.
- Measures to support contact tracing and isolation in relation to people who have contracted new variants of concern
- Promoting and facilitating Local testing including from council owned car parks
- Participation in multi-agency groups which have amongst other things developed joint plans for "surge testing" should it be necessary.
- Distributing business and voluntary sector grants and alleviating homelessness.

On 14 June the Prime Minister confirmed a four-week delay to step four of the government's roadmap until 19 July due to concerns caused by the Delta variant and to allow for more people to receive their second dose of a COVID-19 vaccine before further easing of restrictions takes place. A review will be held on 5 July 2021.

More than 30 people will be able to attend weddings, receptions, and commemorative events including wakes from 21 June 2021. The number of people able to attend such events will be determined by the number that can be safely accommodated in the venue with social distancing in place.

The government has confirmed that vaccination greatly reduces transmission and two doses provide a very high degree of protection against serious illness and death. The government will bring forward second doses of vaccines for over-40s and the clinically vulnerable groups from 12 weeks to eight weeks, and has set an earlier target to give every adult in this country a first dose by 19 July 2021, that is including young people over the age of 18 with the online vaccination booking system available to 23 and 24 year olds.

**Recommendation**

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

Background papers: Nil

## APPENDIX 1

This stakeholder brief is designed to keep you up to date with the roll out of the COVID-19 vaccine in Nottingham, Nottinghamshire and Bassetlaw.

Latest figures (8 December 2020 – 6 June 2021) show in Nottingham and Nottinghamshire **62,096** vaccines have been administered in the last week. In total, **1,042,531** vaccinations have now been administered with **445,832** of these being second doses. In Bassetlaw, a total of **137,977** vaccines have been administered with **60,648** of these being second doses.

A further breakdown of the figures show the percentage of doses administered to each age group, second dose percentages are in brackets:

**Nottingham and Nottinghamshire ICS**

Under 30s = 19.1% **(13.6%)**  
30-34 = 60% **(23.7%)**  
35-39 = 73.4 **(28.1%)**  
40-44 = 84.1% **(39.3%)**  
45-49 = 81.6% **(42.8%)**  
50-54 = 90.2% **(70%)**  
55-59 = 96% **(81.2%)**  
60-64 = 98.4% **(91.1%)**  
65-69 = 93.3% **(90.4%)**  
70-74 = 98% **(95.9%)**  
75-79 = 103.7% **(101.3%)**  
80+ = 96.1% **(92.6%)**

**Nottingham Local Authority figures**

Under 30s = 14.3% **(9.8%)**  
30-34 = 53.6% **(20%)**  
35-39 = 64.9% **(23.5%)**  
40-44 = 77.6% **(32.4%)**  
45-49 = 79.5% **(38.2%)**  
50-54 = 86.3% **(62.8%)**  
55-59 = 92.4% **(74.7%)**  
60-64 = 94% **(82.7%)**  
65-69 = 89.4% **(84.7%)**  
70-74 = 95.6% **(92.1%)**  
75-79 = 98.3% **(94.4%)**  
80+ = 89.3% **(85%)**

**Nottinghamshire (including Bassetlaw)**

Under 30s = 24.5% **(17.2%)**  
30-34 = 64% **(25.7%)**  
35-39 = 77.8% **(30.3%)**  
40-44 = 86.9% **(43.6%)**  
45-49 = 82.5% **(45.7%)**  
50-54 = 91.6% **(73%)**

55-59 = 97.5% **(83.5%)**  
60-64 = 99.6% **(93.4%)**  
65-69 = 94.3% **(91.9%)**  
70-74 = 98.5% **(96.7%)**  
75-79 = 104.9% **(102.9%)**  
80+ = 97.8% **(94.6%)**

*\*\*These percentages are based on ONS Population Estimates taken from mid-2019. Some percentages are higher than 100% due to the population figures being estimated.*

### **Big walk-in weekend – over 25s**

Anyone aged 25 and over (or who turn 25 before 1 July 2021) is able to walk in to two sites this weekend and receive a Pfizer vaccine. These sites are the Forest Recreation site or Mansfield Vaccination Centre. Those currently eligible include any member of the public aged 25 and over as well as those who are clinically vulnerable, clinically extremely vulnerable and carers. Both the sites will be open from 8am to 6pm on Saturday and Sunday offering walk-in appointments to anyone eligible for their first dose. We would be grateful if you could share this message so we can encourage as many people as possible to take up the offer. You can find out more information [here](#). We also have information on shuttle buses to the sites [here](#).

**\*\*Please note, people who have an appointment booked at either of these sites over the weekend will not be affected and should attend their appointment as normal.**

The public can also walk in at Queen's Medical Centre and King's Mill Hospital over the weekend to receive a vaccine.

- Kings Mill Hospital - 8am - 2pm
- Queen's Medical Centre vaccination hub - 8am - 7pm

### **One Million vaccines**

More than one million COVID-19 vaccines have been administered in Nottingham and Nottinghamshire. As of Thursday (June 10), 1,042,531 vaccines have been administered in total since the start of the programme with 445,832 of these vaccines being second doses. You can find out more [here](#).

### **Over 25s eligible to book**

Anyone aged 25 and over (or who turn 25 before 1 July, 2021) is eligible to book a COVID-19 vaccine. Please urge those who are eligible to book an appointment now by calling 119 or using [the national booking link](#). Our vaccination centres are open 8am-8pm, 7 days a week to make it as convenient as possible for the public to get vaccinated. The public can also book appointments at Queen's Medical Centre and King's Mill Hospital [here](#).

### **Walk-in appointments**

Any member of the public aged 40 and over, carers, frontline health workers and those in at risk groups who have not had their COVID-19 vaccine are able to walk-in to a number of locations and have a vaccination without booking. The walk-in appointments are

available at: The Forest Recreation Ground, King's Meadow Campus, Gamston Community Centre, Ashfield Health Village, Newark Showground, Richard Herrod Centre and Mansfield Vaccination Centre.

### **Hospital Update**

- We have seen 9 admissions relating to COVID-19 in the seven days to 6 June, which compares to 16 in the previous 7 day period
- We had 23 beds occupied by COVID-19+ patients on 8 June, this compares to 27 on 1 June
- Of those 23 beds, only 1 patient was mechanically ventilated
- In the week from 3 to 9 June there was 1 death which is down from 3 the previous week
- There were no inpatients, no admissions and no deaths related to COVID-19 at Bassetlaw Hospital in the same period.

\*\* These figures are for Nottingham University Hospitals, Sherwood Forest Hospitals, Nottinghamshire Healthcare NHS Trust and Bassetlaw Hospital

You can find all the latest information regarding the programme in Nottingham and Nottinghamshire [here](#). In Bassetlaw you can find the latest information [here](#).

Thank you for your continued support.

*John Brewin, Chief Executive, Nottinghamshire Healthcare NHS Foundation Trust (Joint Senior Responsible Officer for COVID-19 Vaccine)*

*Tracy Taylor, Chief Executive, Nottingham University Hospitals NHS Trust (Joint Senior Responsible Officer for COVID-19 Vaccine)*

*Amanda Sullivan, Accountable Officer, Nottingham and Nottinghamshire Clinical Commissioning Group*

*Idris Griffiths, Accountable Officer, Bassetlaw Clinical Commissioning Group*

## APPENDIX 2

## IMPLEMENTATION OF THE RECOVERY STRATEGY:

## PROGRESS ECONOMIC

- A survey of needs of businesses in Broxtowe was undertaken and reported to the Jobs and Economy Committee.
- Two COVID-19 Information Officers have continued to be employed and have been actively deployed in Town centres and surrounding areas, helping to support compliance with COVID-19 regulations, assisting with enforcement, giving information and helping to promote the town centres.
- A new markets officer has been employed and markets are back operating in our towns
- A 21 action- point economic recovery plan was approved by Jobs and Economy Committee at its meeting on 19 November 2020. Actions include the development of additional business units at Stapleford business hub (completed and being let with a positive degree of interest) and Mushroom Farm (funding approved from the D2N2LEP and construction also under way) and the promotion of a local shopping campaign in the run in to Christmas
- The Stapleford Towns fund bid was submitted and approved resulting in £21.1m for the development of investment projects for Stapleford. A bid for more resources was also successful for capacity to develop business cases to the next level of detail. This work is ongoing.
- The house building delivery plan continues to be implemented (progress is reported to every meeting of the Housing Committee). Two dementia friendly bungalows were completed in Beeston. The Council is working with a local developer for the development of land partly in its ownership, and the owner of another site also for the development of housing. Outline permission was granted at Planning Committee on 4 November for one of these sites.
- Work continues on a “levelling up” bid for Eastwood and for Kimberley as well.
- The Council became a founder member of a new interim vehicle (now established as a company limited by guarantee) for the East Midlands development corporation to attract government and private sector investment for the development of the Toton innovation campus and two other sites. Central to the proposals at Toton is the creation of a new national skills academy. This will help to place fresh value on the value and status of key work as well as increasing the skills of residents of our area, in accordance with our strategy. Another feature of the interim vehicle is the innovative collaboration of universities with the Councils in promoting the skills and environmental agendas within the development corporation project – something the Council also sought to achieve as part of our economic strategy approach.
- Beeston Town centre regeneration continues with the new cinema development completed and now opened. Current indications are that the associated food and beverage outlets will be 93 % let very shortly. It is planned to celebrate our COVID-19 heroes, as anticipated in our COVID-19 recovery strategy towards the end of this year. The sale of land for 132 units of residential development in Beeston Town centre was completed.
- A refreshed list of sites to focus on bringing forward for development continues to be monitored by the Jobs and Economy Committee

- A new task and finish group to progress the Council's approach to renewal of its leisure facilities was set up and is continuing to meet.

#### ENVIRONMENTAL

- A new Carbon reduction strategy was developed and approved by the Environment and Climate Change Committee. This is a comprehensive 15 strand programme of work designed to enable the council to make substantial progress towards achieving our goal to be an area which is net zero carbon by 2027. Included within the strategy is a new transport and fleet strategy. An update report on strand progress is produced to each Environment and Climate Change Committee. Environmental initiatives such as tree planting, the continuation of the clean and green scheme including expansion of recycling and composting; increasing of meadow planting; creation of "pocket parks", and mapping of the blue infrastructure as a precursor to improving the biodiversity of these assets has also been taking place.
- A new head of asset management and maintenance position has been created to take forward and implement a new asset management plan. This will promote a number of themes one of which is energy efficiency. This means in the current year spending will focus on:
  - Replacement of electrical heating with more energy efficient models and remove all solid fuel heating from our properties.
  - Analysis of benefits of Air-Source Heat Pumps and PV solar panels that have been fitted to new build schemes.
  - Consideration of retro-fitting of energy efficient measures including Air- Source Heat Pumps.
  - Considering fitting PV solar panels when completing roofing work
  - Reviewing the need for increasing insulation, including loft insulation and the approach needed to address properties that are difficult to insulate.
  - The Council has recently been successful in bidding for £724,850 of green homes grant to support energy efficiency improvements to council houses, money that will be spent in the current year.
  - Providing information for tenants to support them to use their homes in the most efficient way.
- A community engagement programme is happening, with nearly 500 households participating in a new "Go Green" challenge initiative, and MSc students at Nottingham University have been engaged in a project to increase community engagement in sustainable living.
- Part of the Stapleford Towns fund bid is a proposal to create a cycle "super highway" to encourage environmentally friendly ways of moving around the town, good connectivity to the Toton strategic growth site and the development of the concept of the "20-minute neighbourhood". This is to capitalise on the environmental gains which resulted from changing work and leisure patterns during the COVID-19 pandemic and is one of our strategic goals. A similar proposal is being developed as part of the Eastwood levelling up bid.

#### SOCIAL

- A voluntary sector mapping exercise has been commissioned, and is scheduled to come to a meeting of the Leisure and health committee following consideration by the Broxtowe partnership. A voluntary sector strategy needs to be developed.

- A mental health action plan for employees was approved by the Personnel Committee and is being implemented.
- A survey of employees was completed in 2020 and a further survey in 2021 was completed and is due to be reported to the Personnel Committee. Action plans were devised to respond to the responses.
- A new mental health action plan for the Borough was approved at Leisure and Health Committee. The Broxtowe partnership on 21 October had a special focus on mental health issues and a task and finish group was set up to take forward work to add value to existing efforts and identify gaps in provision.
- Work is being done to explore creating a new mental health hub in Eastwood based at Durban House and is proposed to be part of the levelling up bid. Other health improvement proposals for Eastwood which may feature in the levelling up bid are the subject of discussions with relevant stakeholders.
- A health action plan was agreed at a recent meeting of the Leisure and Health Committee.
- A survey was completed relating to people living with dementia and their Carers and a proposal to support people living in Broxtowe who have dementia and the carers was approved by Leisure and Health Committee. The implementation of this has been unfortunately compromised by the lockdown
- Coronavirus Grants were provided to voluntary organisations which are supporting the community to cope with the impact of COVID-19.
- A report on fuel poverty was produced to a recent Housing Committee outlining measures being taken to support people with their heating bills. This work is continuing and being broadened out to lead to a corporate fuel poverty strategy.
- Four new food clubs are being established in Broxtowe after getting approval at a recent leisure and health committee Leisure and Health Committee. These will support and complement existing food banks
- The child poverty strategy has been updated and was approved by the Policy and Performance Committee.
- The Council is exploring how it might work to obtain funding for children and families in our area under the “holiday activities fund”.

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## Report of the Deputy Chief Executive

**BEESTON TOWN CENTRE REDEVELOPMENT**1. Purpose of report

To update members on progress on The Square Phase 2 in Beeston.

2. Background

The Council agreed to directly develop a cinema and food and beverage complex at the northern end of the site, with 132 flats to the south (now sold to a third party to build out), linked by public realm. The Deputy Chief Executive has delegated authority for all aspects of the project within the budget approved by Policy and Performance Committee on 3 July 2019, endorsed by the Full Council of 17 July 2019 and amended by Finance and Resources Committee on 11 February 2021.

3. Key Updates (some further details are given in the exempt appendix 1)

- The Arc Cinema opened on 27 May 2021 and initial feedback from the tenant is that it is trading well.
- There has been some excellent and positive media coverage around the cinema opening, raising awareness of and interest in Beeston as a credible leisure destination.
- Lettings have been agreed for units 2, 3, 5 and 6 – all of which hope to be trading by the August Bank Holiday weekend.
- This represents some 93% of the floorspace, with just one unit remaining.
- Sale of the residential development completed in November 2020 and it is currently being used as a temporary car park.
- A feasibility study is being undertaken to consider re-modelling and refreshing the Argos block to bring it in line with phases I and II. It is hoped that any interest from potential tenants that cannot be satisfied in the new development could be directed to this “Phase III”.

4. Financial implications

- The shell contract has been delivered on budget and the overall scheme remains on target to be self-financing despite the impact of COVID-19 on rental values and the degree of support incoming tenants are requiring from their landlords to fitting-out bare premises.
- Further details are contained in the exempt appendix.

**Recommendations**

**The Committee is asked to:**

- 1. NOTE the report and any further verbal updates provided.**
- 2. RESOLVE to continue to delegate to the Deputy Chief Executive all key approvals, in consultation with the cross-party Project Board, and subject to the overall project cost remaining within the financial limits already set or subsequently changed by the Finance and Resources Committee and/or Full Council as appropriate.**

Background papers

Nil

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**Report of the Executive Director**

<b>WORK PROGRAMME</b>
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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.

<b>Date:</b>	<b>Task:</b>
30 September 2021	<ul style="list-style-type: none"> <li>• Review of Corporate Plan Progress and Financial Performance</li> <li>• Update on Child Poverty Action Plan</li> <li>• Levelling Up Bid</li> <li>• Beeston Town Centre</li> </ul>
2 December 2021	<ul style="list-style-type: none"> <li>• Review of Corporate Plan Progress and Financial Performance</li> <li>• New ICT Strategy 2022 – 2027</li> <li>• Levelling Up Bid</li> <li>• Beeston Town Centre</li> </ul>
24 March 2022	<ul style="list-style-type: none"> <li>• Review of Corporate Plan Progress and Financial Performance</li> </ul>

<b><u>Recommendation</u></b>
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<b>The Committee is asked to CONSIDER the Work Programme and RESOLVE accordingly.</b>
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Background papers

Nil

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