



Monday, 22 March 2021

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Tuesday, 30 March 2021 via Microsoft Teams, 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: S J Carr (Vice-Chair)
E Cubley
S Easom
G Marshall (Chair)
P J Owen
P D Simpson
P Roberts-Thomson

M Radulovic MBE
P Lally
E Kerry
B C Carr
E Williamson
S A Bagshaw

A G E N D A

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 1 - 6)

To approve the minutes of the previous meeting held on 11 February 2021.

4. COVID - 19 BUSINESS SUPPORT GRANTS TO TOWN AND PARISH COUNCILS (Pages 7 - 10)

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

5. GRANT AID REQUEST FROM KIMBERLEY TOWN COUNCIL (Pages 11 - 16)

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

6. CASH PAYMENT FACILITIES (Pages 17 - 20)

To seek approval for the introduction of an additional cash payment facility for council house tenants and council tax payers.

7. FINANCIAL MANAGEMENT CODE (Pages 21 - 26)

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

8. ENVIRONMENTAL, SOCIAL AND GOVERNANCE INVESTMENTS (Pages 27 - 30)

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

9. ESTABLISHMENT CHANGES (Pages 31 - 38)

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

10. LEVELLING UP FUND (Pages 39 - 40)

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

11. RISK BASED VERIFICATION (Pages 41 - 42)

To seek approval for the termination of Risk Based Verification in respect of Housing Benefit and Council Tax Support new applications.

12. WORK PROGRAMME (Pages 43 - 44)

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

13. 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.

14. TRAM COMPENSATION UPDATE (Pages 45 - 46)

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FINANCE AND RESOURCES COMMITTEE

THURSDAY, 11 FEBRUARY 2021

Present: Councillor G Marshall, Chair

Councillors: E Cubley
S Easom
P J Owen
P D Simpson
P Roberts-Thomson
M Radulovic MBE
P Lally
E Kerry
E Williamson
D Grindell (Substitute)
T Hallam (Substitute)
H E Skinner (Substitute)

Apologies for absence were received from Councillors S J Carr, B C Carr and S A Bagshaw

53 **MINUTES**

The minutes of the meeting on 7 January were confirmed as a correct record.

54 **DECLARATIONS OF INTEREST**

Councillor E Kerry declared a non-pecuniary interest in item 5 as he rents a garage. Minute number 56 refers.

Councillor G Marshall declared a non-pecuniary interest in items 10 and 12, as a member of the Beeston Town Centre Board. Minute numbers 61 and 63 refer.

Councillor M Radulovic MBE declared a non-pecuniary interest in items 10 and 12 as he had attended a meeting of the Beeston Town Centre Board. Minute numbers 61 and 63 refer. He also declared a non-pecuniary interest in item 5 as a Trustee of the Eastwood People's Initiative. Minute number 56 refers.

Councillor D Grindell declared a non-pecuniary interest in item 6, as member of the Stapleford Town Board. Minute number 57 refers.

Councillors considered the capital and revenue budget proposals together with the capital strategy, prudential indicators, treasury management strategy, investment strategy and general fund medium term financial strategy. The business plans were also considered.

The impact of the ongoing COVID – 19 pandemic on revenue streams and budgets was discussed with particular reference to Liberty Leisure. It was noted that the Council was provided support to Liberty Leisure and no redundancies were planned, though a continued impact could lead to a review of this position. This was dependent on the framework for exiting the current lockdown.

It was noted that the government had invited Councils to bid for funding to develop their business cases with regards to the Towns Fund.

There was discussion on withdrawal from balances. It was noted that there was an ongoing programme of efficiencies, reduction of buildings, voluntary redundancies and improved procurement to reduce withdrawals from balances.

RESOLVED that

1. The business plans for the Council's corporate priorities and support functions, subject to amendment as a result of any budget decisions still to be taken by Council recommended by the relevant policy committees be approved.

and RECOMMENDED to Council that:

- 2. The Housing Revenue Account budget as submitted be approved (appendix 2).**
- 3. The General Fund revenue budgets as submitted be approved (appendix 3).**
- 4. The capital submissions and priorities within them be approved (appendix 4).**
- 5. The Deputy Chief Executive be authorised to arrange the financing of the capital programme as necessary (appendix 4).**
- 6. An amount of £25,000 be provided for a General Contingency in 2020/21 (appendix 3).**
- 7. The council tax requirement for 2021/22 including special expenses (but excluding local precepting requirements) be £5,905,271 (appendix 3).**
- 8. An amount of £764,522 be withdrawn from the General Fund reserve in 2021/22 (appendix 3).**
- 9. An amount of £30,000 be added to the General Fund earmarked reserves in 2021/22 (appendix 3).**
- 10. The Capital Strategy 2021/22 to 2023/24 be approved (appendix 5)**
- 11. The Minimum Revenue Provision policy as set out be approved (appendix 6).**
- 12. The Treasury Management Strategy Statement 2021/22 to 2023/24 be approved (appendix 6).**
- 13. The Investments Strategy 2021/22 to 2023/23 be approved (appendix 7).**
- 14. The General Fund Medium Term Financial Strategy 2021/22 to 2024/25 be approved (appendix 8).**

56 BUSINESS PLANS AND FINANCIAL ESTIMATES 2021/22 - 2023/24

The Committee considered the proposals for business plans, detailed revenue budget estimates for 2021, capital programmes for 2021/22 to 2023/24 and proposed fees and charges for 2021 in respect of the Council's priority areas.

1. **RESOLVED** that the **Business Plans** relating to the support service areas be approved.
2. **RECOMMENDED** to Council that the following be approved:
 - a) Detailed revenue budget estimates for 2021/22 (base) including any revenue development submissions.
 - b) Capital programme for 2021/22 to 2023/24
 - c) Fees and charges for 2021/22.

57 BUSINESS GROWTH - BUSINESS PLANS AND FINANCIAL ESTIMATES 2021/22 - 2023/24

The business plans, detailed revenue budget estimates for 2021/22, capital programme for 2021/22 to 2023/24 and proposed fees and charges for 2021/22 were considered for the services in the Business Growth section of the Council.

1. **RESOLVED** that the **Business Growth Business Plan** be approved.
2. **RECOMMENDED** to Council that the following be approved:
 - a) The detailed revenue budget estimates for 2021/22 (base) including any revenue development submissions.
 - b) The capital programme for 2021/22 to 2023/24
 - c) The fees and charges for 2021/22.

58 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2019/20

Consideration was given to requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy. There was a question regarding the application from the Stapleford Community Association.

It was proposed by Councillor G Marshall and seconded by Councillor T Hallam that the grant to the Stapleford Community Association be delegated to the Chair of Finance and Resources and the Deputy Chief Executive. On being put to the meeting the motion was carried.

RESOLVED that grants be awarded as follows, with the condition that the award of the Stapleford Community Association grant be delegated to the Chair of Finance and Resources and the Deputy Chief Executive:

<u>Applicant</u>		<u>Grant 2020/21</u> £
Age Concern Eastwood	1	9,000
Chilwell Community Association	2	3,150
Stapleford Community Association	3	3,000
Broxtowe Women's Project	4	6,000
Eastwood People's Initiative	5	2,500
2 nd Beeston Sea Scouts	6	2,150
Beeston Shopmobility	7	8,500
Bramcote Cricket Club	8	1,000
Broxtowe Play Forum	9	5,500
Dig-In Community Allotment	10	700

59 PAY AWARD AND REVIEW OF ALLOWANCES

The Committee considered the recommendation of the Independent Remuneration Panel regarding the pay award for members.

During the debate it was noted that this was a difficult decision to make because being a Councillor was considered to be an opportunity that should be available to everyone, though it was agreed that the freeze was the appropriate cause of action given the public sector pay freeze for staff earning more than £24,000.

RECOMMENDED to full Council that members' allowances be frozen in line with the employees' pay award.

60 WORK PROGRAMME

The Committee considered the Work Programme.

RESOLVED that the Work Programme be approved.

61 BEESTON TOWN CENTRE REDEVELOPMENT ADDITIONAL FUNDING

The Committee discussed the high level of interest around Beeston and the confidence the cinema was inspiring, including positive media coverage. It was noted had been interest in all of the units.

RESOLVED 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 this Committee and/or Full Council as appropriate.

62 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 3, 5 and 7 of Schedule 12A of the Act.

63 BEESTON TOWN CENTRE REDEVELOPMENT ADDITIONAL FUNDING-APPENDIX

RESOLVED in line with the recommendation in the exempt appendix.

64 POTENTIAL LETTINGS FOR A SCHOOL -DURBAN HOUSE EASTWOOD

RESOLVED that the letting of Durban House be deferred to allow a business case to be prepared for a mental health and wellbeing centre on the site.

65 IRRECOVERABLE ARREARS

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

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Report of the Deputy Chief Executive

EMERGENCY COVID GRANTS TO PARISH/TOWN COUNCILS

1. Purpose of report

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

2. Emergency Covid-19 Grants

Members will be aware of the range of pandemic-related financial support schemes that has been made available to local businesses and the voluntary and community sector to help mitigate against the impact of Covid-19.

Local Parish and Town Councils have applied to and received grant funding from these schemes, both linked to their respective business rates accounts on premises and through the discretionary schemes set up to help fund voluntary groups working to support people in the local community.

Whilst the conditions surrounding the business rates grants did not include any specific commitment as to how the grant money would be spent, the parish and town councils have been invited to provide an update as to how the grants were applied in the local area. The responses are provided in the appendix.

Recommendation

The Committee is asked to NOTE the report.

Background papers

Nil

APPENDIX

COVID-19 RELATED GRANTS TO PARISH AND TOWN COUNCILS

The quoted amounts of Covid-19 related emergency grants received by the respective local parish and town councils is correct as at 22 February 2021.

Awsworth Parish Council (£0)

Awsworth Parish Council has not received any Covid-19 related funding directly from the Council. Awsworth are custodian trustees of the Awsworth Village Hall, which has received £22,842 in business grants. Awsworth Village Hall is a registered charity ran totally by its own Management Committee.

Brinsley Parish Council (£22,842)

Brinsley Parish Council employees have continued to work throughout the pandemic with the exception of two 'furloughed' caretakers. The parish hall has remained operational for the majority of the year.

Over 1,500 doorstep lunches were delivered through the Nottinghamshire County Council Local Improvement Scheme (LIS) funding during the first lockdown. This activity was made possible with the support of employees and parish councillors and with the premises remaining operational. Local residents registered for the LIS funding scheme continue to be supported with hampers.

A charitable organisation (TuVida, formerly Carers Trust) continue to hire the pavilion to provide essential care staff training. During the summer, the building was isolated and used as a hub for carers and staff caring for end of life/Covid-19 patients.

Brinsley Parish Council is also keen to support the voluntary Brinsley Foodbank scheme which has gradually developed over the course of the pandemic and is now providing essential and welcome weekly supplies for local families; their needs obviously heightened by the effects of the pandemic. The Parish Council is looking to utilise some of the grant money (around £5,000) in upgrading a former garage on the Brinsley Recreation Ground for use by the food bank service. The garage is basic and requires substantial works to bring the building into an acceptable standard of use.

The Council is also considering awarding a small grant to Brinsley School towards the purchase of playground equipment to support the children returning to school.

Cossall Parish Council (£0)

Cossall has not received any Covid-19 related funding directly from the Council.

Eastwood Town Council (£19,688)

Eastwood Town Council has providing skips for allotments as a benefit to allotment holders and residents. All fires were cancelled throughout the year due to people being at home and the recognised impact of smoke on Covid-19 sufferers.

The considerable benefits of allotment activity to local residents' mental health was also a key consideration for this scheme (total cost £1,554).

A grant of £2,000 was awarded to the British Legion. The charity was unable to carry out its normal fund-raising activities during 2020 so the Town Council agreed to provide a grant for their continued efforts and good work.

Additional Section 137 Grants totalling £3,000 were handed out in 2020/21, with further S137 grants being considered at the Town Council meeting on 8 March 2021.

The grant was also used to undertaken a consultation on the 10-point plan for Eastwood to inform a 'levelling-up agenda' bid as part of post-Covid strategy (estimated to cost around £4,500). As part of the consultation exercise, residents were asked for their comments and suggestions. Eastwood Town Council will evaluate these responses and look to allocate the remainder of the grant money to projects which help with the post-Covid recovery.

Greasley Parish Council (£32,860)

The grants have been used to support the continued operation of the Greasley Sports and Community Centre.

Kimberley Town Council (£20,000)

The grant has been used to offset the loss of income resulting from the closure of the parish hall. This has affected a number of regular events and group meetings that used to take place in the hall. During the year, the hall has only been used by a local group (in a Covid secure way) handing out food parcels to those needing support in the local community.

Nuthall Parish Council (£36,476)

The grants have been invested in capital schemes to make buildings and equipment 'Covid secure', including the purchase of equipment, consumables, signage and security for The Temple Centre, Nottingham Road; The Horsendale Room, Assarts Road; and The Workshop, football pavilion and bowls pavilion at Basil Russell Playing Fields. These buildings have been maintained in good order ready for re-opening as soon as possible.

Nuthall has also provided services free at source to those isolating continually since the first lockdown including shopping, collecting medical supplies and providing in excess of 3,500 meals. Nuthall also supported local groups to continue to provide services that would otherwise be unviable due to Covid restrictions by offering rent-free access to its properties.

Stapleford Town Council (£10,000)

The small business rates relief grant was for the purpose of relieving property related costs and loss of income. Stapleford Town Council was able to provide a £5,000 grant to The Helpful Bureau as a result of receiving this money which assisted them to continue providing meals and other services to vulnerable residents in Stapleford.

Trowell Parish Council (£22,842)

Trowell Parish Council closed its parish hall in March 2020 (and it has not been fully open to the public since then) and lost its additional revenue stream. In Spring 2020 the adjoining car park suffered extensive flooding in the storms and as a result requires major drainage improvements. The car park is well-used by the community, including by the parents at Trowell School during term time to ease congestion on local side roads. Some of the grants received will be used towards these works.

The parish hall also suffered a major pipe burst in June 2020. The reinstatement works have only just been completed and, although the majority of the works were covered on insurance, some improvements have been added ready for when the hall is able to re-open to the public, including improvements to the external access walkway and to the play park grounds.

Parish councillors took part in the socially distanced Remembrance Service at Trowell Church and laid a wreath on behalf of local parishioners. Funds have been set aside to host a community event going forward in lieu of the cancelled VE and VJ Day commemorations.

Due to the restrictions, the Council lit the parish hall and grounds for Christmas and provided prizes for the Village Angel Trail enjoyed by local families. The Parish Council also provided both students and teachers at Trowell School with a small gift each for Christmas.

Over the winter, Trowell ensured that its eight grit-bins around the village were kept stocked up for residents to access. Trowell also offered the parish hall as a flood evacuation centre for affected residents on the Trowell Park development and has offered the hall as a potential Covid-19 vaccination centre if required.

Trowell Parish Council is grateful for the grants received and, whilst using some of the funds to facilitate the above, some have been conserved to help ensure the future of the Parish Hall for the local community.

Report of the Deputy Chief Executive

GRANT AID REQUEST FROM KIMBERLEY TOWN COUNCIL

1. Purpose of report

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

2. Grant Aid Applications

Members will recall that on 7 January 2021 this Committee approved a grant to Kimberley Town Council of up to £1,200 towards the purchase of a new defibrillator to be installed in a reconditioned former telephone kiosk and located in the Kimberley area.

An additional funding request has now been received from Kimberley Town Council for consideration. Following a recent Town Council meeting, Kimberley has requested funding of up to £1,200 towards the purchase of one more defibrillator to be located in the Swingate area of Kimberley. Details of the application is included in appendix 1.

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

3. Financial position

The provision of defibrillators in Broxtowe was considered by the Policy and Performance Committee on 1 July 2020. Members resolved that the Council should play a role in the provision of defibrillators by working alongside other organisations, such as parish councils, to ensure communities had access to a defibrillator.

There is no provision in the Council's budgets for either the purchase or maintenance of defibrillators, whether owned by the Council or other organisations. If Members wished to support this grant application, an allocation could be made from 2021/22 revenue contingencies of which £25,000 is presently available (subject to any other reports on this agenda).

Recommendation

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

Background papers

Nil

APPENDIX 1**Kimberley Town Council – Additional Defibrillator**

An application for grant aid has been received from Kimberley Town Council.

Following a recent meeting of the Kimberley Town Council, a need was identified to purchase and locate a new defibrillator in the Swingate area of Kimberley. This area is seen as the last part of the town which is not to be covered by a defibrillator.

Whilst the most recently acquired defibrillator is due to be housed in a reconditioned former BT telephone kiosk, the Town Council does have two or three potential locations to consider for this new defibrillator in the Swingate area. There will be further consideration of these sites pending the outcome of this funding application.

The cost of a new defibrillator is around £1,200 and Kimberley Town Council has requested a grant of up to the full cost of the purchase. Going forward, the Town Council will be responsible for the repairs and maintenance and inspection of the facility and meet the cost of any power supply required.

Members will recall similarly supporting Kimberley Town Council, as recently as 7 January 2021, with an award of grant of up to £1,200 towards the purchase of a new defibrillator to be installed in a reconditioned former telephone kiosk and located in the Kimberley area.

The closing balance of Kimberley Town Council funds as at 31 March 2020 was £289,796. Although the Town Council has considerable funds, a significant proportion of these funds will be required for either the extensive modernisation or complete replacement of the Town Hall, which is now 60-years-old. This is similarly the case in respect of other recreational buildings in the Town, as confirmed in a full building structural report received last year. The current Kimberley Town Council annual precept is £122,920.

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

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

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

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

APPENDIX 3

Grant Aid awarded to Parish/Town Councils

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

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

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Report of the Deputy Chief Executive

CASH PAYMENT FACILITIES

1. Purpose of report

To seek approval for the introduction of an additional cash payment facility for council house tenants and council tax payers.

2. Background

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

A team consisting of the Head of Revenues, Benefits and Customer Services, the Head of Housing and the Procurement and Contracts Officer have evaluated the costs (derived from the PfH framework agreement) and other factors associated with the service offered by the two main providers (Allpay and Paypoint) of cash payment facilities. Further details are set out in the appendix including costs and other related factors.

The evaluation concluded that Allpay offered the most appropriate solution for the Council's requirements. They are able to provide more payment outlets than Paypoint and offer a payment card option. The Allpay service allows users to make cash payments at the Post Office or at any vendor that takes PayPoint payments. This would support local businesses and post offices that provide this service. It is also anticipated that, if implemented successfully, consideration can then be given to the use made of the kiosk. Any decisions on the future of the kiosk will be made by this Committee.

3. Financial Implications

The initial set up costs of the Allpay service are £5,140 as set out in the appendix. The proposed capital programme 2021/22 as set in the Budget Proposals report on this agenda includes a General Fund capital contingency of £55,000 that can be used to meet this cost.

Any additional ongoing costs will be met from the Housing Revenue Account (rent payments) and General Fund (council tax payments) accordingly.

Recommendation

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

Background papers; Nil

APPENDIX

The team engaged with both Allpay and Paypoint in the evaluation process and used the PfH framework agreement to obtain the costs of their respective services to allow a meaningful comparison.

It was concluded that, that unless significantly more expensive, the preferred option would be one (like Allpay) that allows users to have their own payment cards rather than seek to use barcodes on payment documentation such as bills or statements. Each card would be linked to the individual and the service they are paying for which would assist with reconciling and accounting for income received. In addition, the Allpay option allows payments to be made at Posts Offices.

It is presently anticipated that these facilities will be made available only to those with no other payment options for housing rents and council tax. A major advantage is that this will assist with the early identification of those users that might be requiring additional support before they get in to financial difficulty.

The initial set up and ongoing costs of the Allpay and Paypoint options are set out in the table below.

Set Up Costs (£)	Allpay	Paypoint
Client Owned IIN	1,300	1,300
WebConnect Fee	586	586
Scheme Code Fee	254	254
Civica Software	3,000	3,000
Total	5,140	5,140

Ongoing Costs (£) pa	Allpay	Paypoint
New/Replacement Cards (based on 200 cards)*	366	0
Post Office Payments made. 47.9p per transaction	2,552	0
Paypoint Payments made. 46.5p per transaction	2,478	4955
Total	5396	4955

*Each card costs £1.83 and is created and distributed by Allpay.

The set up costs under both options are identical at £5,140. As part of the setup, the cash payment facility will need to interface with the Council's financial management system (provided by Civica) and Civica's support will be required to ensure that this is operating as intended. This is expected to cost a maximum of £3,000.

The ongoing costs per annum are based on estimates and the actual costs will depend upon the number of users making payments using these facilities. The above table assumes 10,656 payments per annum based upon the number of transactions at the kiosk in Main Reception in 2019 and assumes that these are split evenly between the Post Office and Paypoint vendors going forwards.

It is important to note that as a result of the Covid-19 pandemic, many of those users who would have used the kiosk have now found alternative methods to make these

payments to the Council. It is therefore anticipated that the amount paid in transaction fees will be significantly lower than those stated above.

Although the above table shows that the Allpay option is more expensive than Paypoint, the difference is not considered to be material and the wider number of payment outlets available under the Allpay option is considered to be justification for adopting this option. This is further evidenced by the table below which sets out the number of Allpay cash payment locations within a two mile radius of each town across Broxtowe.

Town	Allpay Cash Payment Locations
Beeston	46
Stapleford	30
Eastwood	34
Kimberley	33

In addition, many of the Allpay cash payment locations provided extended opening hours.

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Report of the Deputy Chief Executive

FINANCIAL MANAGEMENT CODE

1. Purpose of report

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

2. Background

Local government finance in the UK is governed by primary legislation, regulation and professional standards as supported by statutory provision. The general financial management of a local authority, however, has not until now been supported by a professional code. The Code has been introduced because the exceptional financial circumstances faced by local authorities have revealed concerns about fundamental weaknesses in financial management, particularly in relation to organisations that may be unable to maintain services in the future.

Local authorities are required to apply the Code with effect from 1st April 2020 with the first full year of compliance being 2021/2022. This timescale has been questioned due to the extreme pressures placed upon local authorities by the Covid 19 crisis. However, the objective of the Code is to enhance standards of financial management across the public sector and it is considered that good financial management is even more essential during the current challenging times.

The requirement of full compliance by 2021/2022 has not changed but the Code does allow for both flexibility and a proportionate approach which should allow local authorities to adhere to some parts of the Code and commentary within the Annual Governance Statement may be used to demonstrate local decisions and provide additional guidance.

3. Summary

The code is designed to support good practice in financial management through a series of principles supported by specific standards which are considered necessary to provide the strong foundation to:

- Financially manage the short, medium and long term finances
- Manage financial resilience to meet unforeseen demands on services
- Manage unexpected shocks in financial circumstances

A more detailed analysis of the Code requirements is given in the appendix

Recommendation

The Committee is asked to NOTE the report on the Financial Management Code.

Background papers

Nil

APPENDIX

1. Introduction

The Code does not prescribe the financial management processes that local authorities should adopt but requires a local authority to demonstrate that its processes satisfy the principles of good financial management for an authority of its size, responsibilities and circumstances.

The underlying principles are:

- Organisational leadership
- Accountability
- Transparency
- Adherence to professional standards
- Assurance
- Sustainability

The principles are supported by financial management standards which are described below.

2. Financial Management Standards

Each of the underlying principles is supported by a set of financial management standards which a local authority should meet. The standards are to be guided by proportionality whereby it will be appropriate to apply different financial management approaches to high value/high risk items as distinct from low value/low risk items. A local authority should demonstrate a vigorous approach to the assessment and mitigation of risk so that financial management expertise is deployed effectively given the circumstances faced by the authority. Demonstrating compliance is the collective responsibility of elected members, the leadership team and the chief finance officer.

Leadership

- The leadership team is able to demonstrate that the services provided by the authority provide value for money.
- The authority complies with the CIPFA Statement on the Role of the Chief Finance Officer in Local Government.
- The leadership team monitors the elements of its balance sheet that pose a significant risk to its financial sustainability

Accountability

- The authority applies the CIPFA/SOLACE Delivering Good Governance in Local Government: Framework (2016).
- The chief finance officer has personal and statutory responsibility for ensuring that the statement of accounts produced by the local authority complies with the reporting requirements of the Code of Practice on Local Authority Accounting in the United Kingdom
- The presentation of the final outturn figures and variations from budget allows the leadership team to make strategic financial decisions.

Transparency

- The authority has engaged where appropriate with key stakeholders in developing its long-term financial strategy, medium-term financial plan and annual budget.

- The authority uses an appropriate documented option appraisal methodology to demonstrate the value for money of its decisions.

Standards

- The authority complies with the CIPFA Prudential Code for Capital Finance in Local Authorities.
- The authority complies with its statutory obligations in respect of the budget setting process.
- The budget report includes a statement by the chief finance officer on the robustness of the estimates and a statement on the adequacy of the proposed financial reserves.

Assurance

- The leadership team demonstrates in its actions and behaviours responsibility for governance and internal control.
- The authority has carried out a credible and transparent financial resilience assessment.
- The leadership team takes action using reports enabling it to identify and correct emerging risks to its budget strategy and financial sustainability.

Sustainability

- The financial management style of the authority supports financial sustainability.
- The authority understands its prospects for financial sustainability in the longer term and has reported this clearly to members.
- The authority has a rolling multi-year medium-term financial plan consistent with sustainable service plans.

3. Compliance

The Code gives further guidance on how compliance with the standards may be achieved and demonstrated.

The responsibilities of the chief finance officer and leadership team:

- Responsibility for corporate financial sustainability rests with those responsible for making executive decisions with the support of their professional advisors. Elected members need to work effectively with officers and other stakeholders to make difficult decisions and to identify and deliver savings when required.
- The statutory role of the chief finance officer is a distinctive feature of local government in the UK. This role cannot be performed in isolation and requires the support of the other members of the leadership team. The leadership team must recognise that while statutory responsibility for the financial management of the authority rests with the CFO, the CFO is reliant on the actions of the leadership team, both collectively and individually as elected members and senior officers.

Governance and financial management style:

- Without good governance a local authority cannot make the changes necessary for it to remain financially sustainable. As such, financial sustainability must be underpinned by the robust stewardship and accountability to be expected of public bodies. Good governance gains the trust of taxpayers and other funders by giving them confidence that money is being properly spent. Good governance ensures better informed and longer-term decision making and therefore is essential for good financial management. Responsibility for good governance

also rests with the leadership team. The team must ensure that there are proper arrangements in place for governance and financial management, including a proper scheme of delegation that ensures that frontline responsibility for internal and financial control starts with those who have management roles. Good governance is evidenced by actions and behaviours as well as formal documentation and processes.

- The financial management challenges faced by many local authorities are unprecedented in recent history and show no signs of easing. This is significant because it means that different styles of financial management are necessary. Financial sustainability will not be achieved by continuing with the behaviours of the past since these do not meet the demands of the present – or the future, which may be even more challenging. To remain financially sustainable authorities need to develop their financial management capabilities

Medium to long term financial management:

- While the statutory local authority budget setting process continues to be on an annual basis a longer-term perspective is essential if local authorities are to demonstrate their financial sustainability. Short-termism runs counter to both sound financial management and sound governance.
- If an authority has not tested and demonstrated its long-term financial resilience then its financial sustainability remains an open question. Authorities must critically evaluate their financial resilience. It is possible that the existing strategy is financially sustainable, but this must still have been tested and demonstrated in a financial resilience assessment.

Annual budget:

- One of the objectives of the Code is to end the practice by which the annual budget process has often become the focal point if not the limit of local authority financial planning. However, the annual budget preparation process needs to be protected at a time when the need to make difficult decisions may threaten its integrity.
- The annual report setting out the proposed budget for the coming year is a key document for the authority. The best budget plans are those owned and articulated by the whole leadership team and senior managers, not simply the chief finance officer.

Stakeholder engagement and business cases:

- Financial sustainability requires citizens to understand that resources are not limitless and that decisions have to be made about both the relative priority of different services and the balance between service provision and taxation levels. The leadership team collectively has an important role in reviewing priorities to enable resources to be redirected from areas of lesser priority; it is not possible to rely principally on pro rata cuts to generate the savings necessary for financial sustainability in an era of austerity.
- Stakeholder consultation can help to set priorities and reduce the possibility of legal or political challenge late in the change process. Stakeholder consultation helps to encourage community involvement not just in the design of services but in their ongoing delivery. This is especially the case when a local authority adopts an enabling approach to public service delivery which, along with the active involvement of the third sector, may facilitate future reductions in service costs.

- Financial sustainability will be dependent upon difficult and often complex decisions being made. The authority's decisions must be informed by clear business cases based on the application of appropriation option appraisal techniques.

Performance monitoring:

- To remain financially sustainable an authority must have timely information on its financial and operational performance so that policy objectives are delivered within budget. Early information about emerging risks to its financial sustainability will allow it to make a carefully considered and therefore effective response.

External financial reporting:

- Taxpayers and citizens have a legitimate stake in understanding how public money has been used in providing the functions and services of the authority. The audited statements of account, which present the authority's financial position and financial performance, play an integral part in demonstrating this to them. The statutory accounts provide a secure base for financial management. They support accountability and thus good financial management by allowing the users of the financial statements and other stakeholders to discover how much is spent in a year on services and whether this has increased or decreased from previous years; consider the indebtedness of an organisation and how that might impact on future taxpayers; recognise the value and therefore usefulness of the assets that the organisations hold; assess what the future commitments and liabilities are, for example, for pensions or leases, and again how these are likely to impact on future generations and taxpayers.

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Report of the Deputy Chief Executive

ENVIRONMENTAL, SOCIAL AND GOVERNANCE INVESTMENTS

1. Purpose of report

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

2. Background

The Council's investments are made in line with its Treasury Management and Investment Strategies which are approved by Finance and Resources Committee in February each year. Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2017 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year.

Over recent years the concept of responsible investing has started to gain prominence. This concept includes taking into consideration factors other than financial return when an organisation is making investment decisions and has become known as ESG Investing (Environmental, Social and Governance Investing).

At the current time the CIPFA code of practice does not require the inclusion of any of these factors within the investment strategies and the Council has no legal requirement to include them in its policies. However, in conjunction with the Council's Treasury advisors, Arlingclose, initial work has been undertaken to identify the status of the organisations in which the Council places its investments. The appendix contains details of this analysis.

3. Summary

There are practical difficulties in ascertaining the true extent of the ESG agenda in the investment decisions of the Council's investment counterparties. The existing research has been conducted into asset managers and the majority of the Council's investments are held with banks and pooled funds which have not yet come under the same level of scrutiny. However, the market for "green" investment opportunities is still emerging and the Council should continue to monitor the situation to ensure it is up to date with the latest development.

Recommendation

The Committee is asked to NOTE the position of the Council's investment in the terms of environmental, social, and governance investing criteria.

Background papers

Nil

APPENDIX

Environmental, Social and Governance Investments1. Introduction

A review of the Council's financial investments has been carried out to establish the environmental, social and governance credentials of the third party organisations which hold those investments.

2. Investments

The Council's investments are made in line with its Treasury Management and Investment Strategies which are updated and approved by Finance and Resources Committee on an annual basis.

A council can invest its money for three broad purposes:

- Treasury Management - because it has surplus cash as a result of its day-to-day activities. For example, when income is received in advance of expenditure
- Service - to support local public services by lending to or buying shares in other organisations and
- Commercial – where earning investment income is the main purpose of the investment

The Council's investments are all in relation to treasury management cashflow and ensuring cash is available for the payment of employees and creditors on a monthly and weekly basis. Whilst the Council does have shares in Liberty Leisure Ltd and is in partnership with Erewash Borough Council to provide Crematorium services the contributions to the day to day use of investment vehicles are for treasury management purposes.

Dependent on cash flow commitments investment may be invested in the short term (immediate access) or the long term (notice required). This enables the Council to maximise its return whilst still ensuring that day to day cash needs are met.

3. Counterparties

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

The Council invests with the following counterparties:

- Banks
 - Barclays Bank UK plc
 - Bank of Scotland plc
 - Santander UK plc
- Pooled Funds
 - NinetyOne Fund Managers UK Ltd
 - CCLA
- Asset Managers

- Royal London Asset Management
- Aberdeen Standard Investments
- Legal and General Investment Management
- Insight Investment
- Federated Hermes
- Other
 - Other Local Authorities

It is the extent to which these counterparties engage in the ESG agenda in their investment product offering that will support the Council's own ESG agenda.

4. ESG Factors

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

Environmental

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

Social

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

Governance

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

5. ShareAction

ShareAction is a non-profit making organisation working to build a global investment sector which is responsible for its impacts on people and planet. As part of this work in March 2020 they issued a report entitled “Point of No Returns – A ranking of 75 of the world’s largest asset managers’ approaches to responsible investment”. As the title suggest this report includes the ranking of asset managers and analysis of their performance on stewardship, transparency and governance. Further reports will offer more detailed insights into the management of risks and impacts relating to human

and labour rights, climate change and biodiversity. It is ShareAction's ranking of asset managers which have been used to rank the Council's counterparties.

6. Rankings

The following table ranks the Council's counterparties using ShareAction's rating bands

A+ – Gold Standard

A – Leaders

B – Challengers

C – Building Capacity

D – Business as Usual

E – Laggards

<u>Counterparty</u>	<u>Investment Value</u> (as at 31/01/21)	<u>Rating</u>
Banks		
Barclays Bank UK plc	3,300,000	Not Available
Bank of Scotland plc	3,000,000	Not Available
Santander UK plc	3,000,000	Not Available
Pooled Funds		
NinetyOne Fund Managers UK Ltd	2,000,000	Not Available
CCLA	9,000,000	Not Available
Asset Managers		
Royal London Asset Management	2,000,000	D
Aberdeen Standard Investments	552,000	B
Legal and General Investment Management	0	A
Insight Investment	0	D
Federated Hermes	4,950,000	Not Available
Other		
Other Local Authorities	0	Not Available

Additional information in respect of non-rated counterparties:

- Banks – whilst the Council only invests in banks with a high credit rating it is near impossible to know or track to which corporates banks lend their monies to and with whom these corporates, in turn, do business with.
- Pooled Funds – the Council's investments are not in ESG focused funds, however, ESG risks and opportunities are integrated into the funds' value assessment modelling.
- Other Local Authorities – it is difficult to know exactly which counterparties other local authorities invest with but it is likely their portfolio will be similar to Broxtowe's.

Report of the Deputy Chief Executive

ESTABLISHMENT CHANGES – MAY 2019 TO JANUARY 2021

1. Purpose of report

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

2. Background

It was agreed at the Finance and Resources Committee on 10 December 2020 that a report on changes to the establishment and related matters since May 2019 be presented to Members.

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

During this financial year, the Council has;

1. managed the economic, community and health impacts of COVID 19 (employing COVID Marshalls, town centre COVID information officers and delivering the rapid rollout of business grants within existing staffing budgets),
2. delivered significant corporate projects (Beeston Phase 2, Housebuilding programme, Stapleford Business Hub, new industrial units at Mushroom Farm, Green Futures programme),
3. bid for significant additional government funds (Stapleford Towns Deal, Levelling-up fund).
4. continued to deliver its range of important services to its residents, communities and businesses.

Recommendation

The Committee is asked to NOTE the changes made to the Council's establishment and accompanying details from May 2019 to January 2021.

Background papers

Nil

APPENDIX

1. Introduction

As set out in the Council Procedure Rules (Document 2) that forms part of the Council's Constitution, it is the responsibility of the Personnel Committee to consider and deal with issues relating to the Council's establishment structure and employees, including approval of significant changes to local terms and conditions.

The Personnel Committee is responsible for the approval of establishment changes where both (i) the overall financial consequences are £5,000 per annum or above and (ii) where more than five employees are affected by such changes, subject to a maximum level of £25,000 and held within existing budgets (with the Chief Executive having delegated authority for minor establishment changes up to the value of £25,000 if held within existing departmental budgets).

The Council's annual budget includes provision for anticipated employee costs based upon the current establishment.

A summary of the changes that have been made to the establishment between May 2019 and January 2021 and the additional cost and savings (based upon current pay scales) is shown in the table below. The costs of any new roles have been met from previous years and in-year savings, within the overall budget envelope. Further details are set out in the appendix.

	<u>Number of Posts</u>			<u>Annual Cost/(Saving)</u>	
	<u>New</u>	<u>Deleted</u>	<u>Amended</u>	<u>GF</u>	<u>HRA</u>
Chief Executive	16	7	1	162,592	89,676
Deputy Chief Executive	1	2	2	31,776	0
Strategic Director	6	4	2	112,673	0
Total	23	13	5	307,041	89,676

A change in the Council's establishment may be one of three types:

- Additional post – where a new role within a Council service has been identified and a brand new position is required to undertake that role
- Deletion of a post – where an existing role has been identified as now longer required
- Amendments to a post – where an existing role has been reviewed and either additional hours are required to ensure service provision or excess hours are removed as the role can be fulfilled with reduced capacity

The changes which have been made to the Council's establishment between May 2019 and January 2021 are set out in the tables below. The tables are structured to show the three types of change analysed across the three Council Directorates with the Chief Executive's Directorate split between Housing Revenue Account (HRA) and General Fund (GF) posts.

The associated costs shown include the annual salary plus national insurance and employers pension contributions. Unless otherwise stated additional costs are the result of growth and have been met from the Council's reserves.

2. Additional Posts

<u>Post</u>	<u>Comment</u>	<u>Annual Cost</u>
Chief Executive (HRA)		
Housing Mobile Cleaner x2	Agreed by Personnel Committee on 29 September 2020. The justification for the change was to improve the service particularly in relation to the cleanliness of communal areas and in order to enable a more speedy and flexible response to reports of concerns by tenants	Partially funded by savings in overtime and sub-contractor costs
Housing Financial Inclusion Officer	Approved by GMT To respond to the increasing need for financial advice and support to tenants in the light of the roll out of universal credit and financial stresses caused by the pandemic. As a result, our rent arrears at the end of 20/21 are top quartile (best performance) compared with peers, and rent arrears lower than in the previous year. This was initially a one year temporary post which was converted to a permanent post during the budget process.	
Housing Acquisitions Officer (temporary post)	The post was necessary to enable progress to be made on the buyback of council houses. There was previously no capacity to make this happen. As a consequence the council has added 12 council houses to the stock so far	Costs charged to capital programme
	Chief Executive (HRA) Cost	105,411
Chief Executive (GF)		
Major Projects Officer (temporary post)	Approved by GMT This post was necessary to ensure the Stapleford Towns Fund bid was submitted by the end of January 21. Without the post this would not have been possible	An upgrade with the previously occupied economic development officer post remaining vacant (savings to be offset)
Markets Officer	Agreed by Personnel Committee on 29 September 2020	To be partially funded by new income

	Town centres have suffered through the coronavirus. This post enables the development of a markets offer throughout the borough and underpins the vitality and Viability of town centres	received from operating markets
Planning Contributions Officer (temporary post)	Agreed by Personnel Committee on 27 January 2020 One of the roles of this post is to ensure planning section 106 contributions are brought in within legally agreed time limits and spent so that funds do not have to be returned to developers	Funded by increase in planning charges
HR Apprentice	Agreed by Personnel Committee on 16 September 2019 This assists the council to implement its apprenticeship strategy	Funded by deleted Learning and Systems Development Officer post
Communities Officer	Agreed by Personnel Committee on 27 January 2020 Not a net addition to the team, but a redefined role to cater for current ends and demands	Partially funded by deleted Equalities and Diversity Assistant post
Head of Legal	Agreed by Personnel Committee on 27 January 2020, to delete the existing head of legal post and create a new job share of 2 part time posts, to support the post holders request to reduce hours. These changes have not yet been implemented.	
Principal Solicitor	Agreed by Personnel Committee on 27 January 2020 to delete this post. However, the post remains on the establishment pending recruitment process.	
Junior Solicitor	Agreed by Personnel committee on 27 January 2020 to delete the junior solicitor post	
Senior Solicitor x2	Agreed by Personnel Committee on 27 January 2020 to recruit a new part time senior solicitor and for the second new senior solicitor post to be filled internally by the deleted junior solicitor post. These posts were necessary to support increased workload and demands on the service and due to staff development.	No new net gains to establishment
Legal Officer	Agreed by Policy and Performance Committee on 3 June 2020 This officer	This post is totally funded

	was required in order to progress the purchase of council house buy backs in house whereas previously this work had been outsourced. Temporary two year fixed contract	by the HRA and 1 day of this post is being worked by the senior solicitor (formally junior solicitor)
Legal Apprentice	Agreed by Personnel Committee on 27 th January 2020. To provide much needed support across the legal team. This post also assists the council to implement its apprenticeship strategy.	
	Chief Executive (GF) Cost	252,454
Deputy Chief Executive:		
Head of Asset Management & Development	Agreed by Personnel Committee on 29 September 2020 Required to ensure the housing repairs service has strong dedicated leadership at senior level (previously unable to recruit to a lower graded role because of skill shortages) and the required attention to building safety as a result of Building Safety Act new legislative requirements after the Grenfell disaster.	Report to March Personnel committee is recommending deletion of two head of service positions which more than offsets this cost
	Deputy Chief Executive cost	74,731
Strategic Director:		
Apprentice Business Support Administrator	Agreed by Policy and Performance Committee on 6 February 2019 This role converted an existing vacant Business Support Administrator into the Apprentice Business Support Administrator.	Partially funded by deleted Public Protection Clerical Assistant post
Business Support Manager	Approved by GMT This role was created from the previous Team Leader role to reflect the enhanced responsibilities resulting from the merging of Planning Administration, Housing Administration and Environment Administration into the Business Support Unit	Funded by deleted Business Support Team Leader post
Apprentice Heavy Vehicle Service & Maintenance Technician	Agreed by Personnel Committee on 18 November 2019 This was to move one of the apprentice roles from Grounds Maintenance and	Contained within existing budgets

	move it to the Workshop to support succession planning.	
Senior Refuse & Street Cleansing Team Leader	Agreed by Personnel Committee on 18 November 2019 The role mirrors the structure within Grounds Maintenance and provides, such as continuity of support for service provision in the absence of the line manager.	Replaced the post of Street Cleansing Manager which was deleted prior to May 2019
Senior GM Team Leader	Agreed by Personnel Committee on 18 November 2019 This role was a sore thumb in the structure and was originally a temporary position.	Funded by the deleted Environment Operations Manager post
Democratic Services Manager	Agreed by Personnel Committee on 27 January 2020 This was a new role following the creation and appointment of the new Head of Governance.	
	Strategic Director cost	191,179
	Total Annual Cost	623,775

3. Deleted Posts

<u>Post</u>	<u>Comment</u>	<u>Annual (Saving)</u>
Chief Executive (HRA)		
Independent Living Coordinator	Combined post. One new post was formed from the combination of two previous positions with reduced hours	
Cleaner Pearson Close	Approved by GMT see above mobile cleaning position. This is the offsetting saving	
	Chief executive (HRA) saving	(15,735)
Chief Executive (GF)		
Equalities & Diversity Assistant	Agreed by Personnel Committee on 27 January 2020	
Learning and Systems Development Officer	Agreed by Personnel Committee on 16 September 2019	
Public Protection Clerical Assistant	Approved by GMT Functions now undertaken through BSU which has improved efficiency and resilience as the now consolidated corporate administration team	
Anti Social Behaviour Enforcement Officer	Approved by GMT This role is formed from the combination of two previously vacant posts.	
Junior Solicitor	Agreed by Personnel Committee on 27 January 2020 see previous comments about officers acquiring new qualifications.	

	And having progression opportunities	
	Chief Executive (GF) saving	(108,536)
Deputy Chief Executive:		
Customer Services Assistant x 1.5 fte	Agreed by Personnel Committee on 27 January 2020	
Benefit Assessor		
	Deputy Chief Executive saving	(58,161)
Strategic Director:		
Administrative Services Office Cleaner	Agreed by HR This saving was achieved from reducing cleaning requirements following the sale of the Town Hall and was achieved as a result of vacancy control	
Corporate Communications Senior Administration Officer	Agreed by Personnel Committee on 27 January 2020 The saving resulted from a resignation and subsequent deletion of the role which funded the creation of a new Communications Officer role providing much needed additional support in this area	
Environment Operations Manager	Agreed by Personnel Committee on 18 November 2019 This was achieved through voluntary redundancy request	
Business Support Team Leader		
	Strategic Director saving	(98,885)
	Total Annual Saving	(281,317)

4. Amended Posts

<u>Post</u>	<u>Comment</u>	<u>Annual Cost</u>
Chief Executive		
Licensing & ASB Enforcement Officer – 21 hours	Approved by GMT	
	Chief Executive (GF) cost	18,674
Deputy Chief Executive:		
Finance Apprentice – 17.5 hours	Agreed by Policy and Performance Committee on 3 July 2019	
Customer Services Officer – 5.5 hours	Approved by GMT	Funded by deleted Customer Service

		Assistant posts
	Deputy Chief Executive cost	15,206
Strategic Director:		
Communications & Engagement Officer – 10 hours	Agreed by Personnel Committee on 27 January 2020 These additional hours were funded through savings in other employee resource related budgets	
Recycling Coordinator – 14.5 hours	Agreed by Personnel Committee on 18 November 2019 This role provided much need focus on the Climate Change and Green Futures Recycling Strand and is linked to engagement, education and encouragement of residents and business within the Borough	Contained within existing budgets
	Strategic Director cost	20,379
	Total Annual Cost	54,259

Report of the Deputy Chief Executive

LEVELLING UP FUND

1. Purpose of report

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

2. Background

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

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

Capacity funding will be provided by the Government to those authorities deemed to be most in need of "levelling up". Authorities will be categorised as priority 1, 2 or 3. Whilst further guidance will be provided on what the capacity funding can be used for, it is expected that authorities will not be able to use the funding in time to support the first round of bids. It is therefore proposed that a sum of £20,000 to be allocated in the 2021/22 General Fund revenue budget for costs associated with developing a project bid for submission to this fund.

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

3. Financial implications

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

Recommendation

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

Background papers

Nil

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Report of the Deputy Chief Executive

RISK BASED VERIFICATION

1. Purpose of report

To seek approval for the termination of Risk Based Verification (RBV) in respect of Housing Benefit and Council Tax Support new applications.

2. Background

In April 2016, Members agreed the adoption of a Risk Based Verifications and associated Policy for Housing Benefit and Council Tax Support new applications. This policy was created to work with RBV software suppliers so that each new application was risk scored. This risk score would then determine the level of verification required to support the application before making a payment. A low risk score would indicate that the risk of fraud was minimal and therefore only basic evidence was required, whereas a high risk score would indicate the claim would need to be checked more thoroughly.

As part of move to RBV, the Council signed up to working with the software company Call Credit, now named Trans Union. This provided the Council with a platform to improve their benefits processing time which is now one of the best in the Country. However, Trans Union have now provided the Council with the appropriate notice to cease providing this service from 1 October 2021. In line with this, and the more significant move of new applications going to Universal Credit, it is now felt that the use of Risk Based Verification no longer provides the administration saving originally realised. The Council now has access to all relevant earnings and benefit information from HMRC and DWP ensuring information is available without the requirement to contact the claimant.

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

3. Financial implications

Due to the improvements in the access to information and the significant reduction in the number of applications, this change will not create additional work for the Benefits Team.

The current cost of the Risk Scoring software, through Trans Union, which would no longer be required is £9,360 per annum.

Recommendation

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

Background papers; Nil

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Report of the Strategic Director

WORK PROGRAMME

1. Purpose of report

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

2. Background

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

8 July 2021	<ul style="list-style-type: none"> • Statement of Accounts Update and Outturn Position 2020/21 • Treasury Management Annual Report 2020/21 • Capital Programme Update 2021/22 • Revenue Budget Variations 2021/22 • Grants to Voluntary and Community Organisations • Grant Aid – Citizen's Advice Broxtowe • Performance Management – Review of Business Plan Progress – Support Service Areas • Bramcote Leisure Centre Flat Roof Repairs • Kimberley Depot doors and flood measures • ITPS
7 October 2021	<ul style="list-style-type: none"> • Medium Term Financial Strategy and Business Strategy • Budget Consultation 2022/23 • Capital Programme Update 2021/22 • Revenue Budget Variations 2021/22 • Grants to Voluntary and Community Organisations • Performance Management – Review of Business Plan Progress – Support Service Areas

Future meetings

- 9 December 2021
- 6 January 2022
- 10 February 2022

Recommendation

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

Background papers. Nil

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