



Monday, 26 September 2022

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 4 October 2022 in the Council Offices, Foster Avenue, Beeston, NG9 1AB, commencing at 6.00 pm.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ruth E Hyde'.

Chief Executive

To Councillors: M Radulovic MBE
S J Carr
S A Bagshaw
B C Carr
T Hallam

R D MacRae
G Marshall
J W McGrath
H E Skinner
E Williamson

A G E N D A

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

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

3. SCRUTINY REVIEWS

The purpose of this report is to make members aware of matters proposed for and undergoing scrutiny.

4. RESOURCES AND PERSONNEL POLICY PORTFOLIO

4.1 GRANT AID REQUESTS FROM PARISH AND TOWN COUNCILS (Pages 5 - 12)

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

4.2 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2022/23 (Pages 13 - 18)

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

4.3 MEDIUM TERM FINANCIAL STRATEGY 2022/23 TO 2026/27 AND BUSINESS STRATEGY 2023/24 (Pages 19 - 34)

This report presents an update on the Council's Medium Term Financial Strategy and highlights progress with the delivery of the Business Strategy.

4.4 BUDGET TIMETABLE AND BUDGET CONSULTATION 2023/24 (Pages 35 - 46)

To advise on the budget consultation process for 2023/24 and to set out the proposed timetable and budget scrutiny process.

4.5 WORKFORCE PROFILE 2021/22 (Pages 47 - 82)

To provide analysis of the workforce for Broxtowe Borough Council in 2021/22.

5. COMMUNITY SAFETY PORTFOLIO

5.1 SERIOUS VIOLENCE AND VIOLENCE AGAINST WOMEN AND GIRLS STRATEGY (Pages 83 - 104)

To seek approval for the Serious Violence and Violence Against Women and Girls Strategy.

6. CABINET WORK PROGRAMME (Pages 105 - 106)

Cabinet is asked to approve its Work Programme, including potential key decisions that will help to achieve the Council's key priorities and associated objectives.

7. EXCLUSION OF PUBLIC AND PRESS

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

8. HOUSING PORTFOLIO

8.1 AIDS AND ADAPTATIONS CASE (Pages 107 - 110)

9. RESOURCES AND PERSONNEL POLICY PORTFOLIO

9.1 IRRECOVERABLE ARREARS (Pages 111 - 116)

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Report of the Portfolio Holder for Resources and Personnel Policy

GRANT AID REQUESTS FROM PARISH AND TOWN COUNCILS

1. Purpose of Report

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

2. Recommendation

Cabinet is asked to consider the requests and RESOLVE accordingly.

3. Detail

Three grant aid requests have been received from parish and town councils for consideration.

- A request from Nuthall Parish Council of up to £2,330 towards the cost of traffic management for its Remembrance Sunday Parade.
- A second request from Nuthall Parish Council of up to £2,100 towards the net cost of maintaining its New Farm Lane Cemetery.
- A request from Stapleford Town Council of up to £2,194 towards the cost of traffic management and related operations for its Remembrance Sunday Event.

Details of the applications are included in appendix 1. The agreed protocol for assessing grant aid to parish and town councils is provided in appendix 2 with the grants previously awarded under this scheme listed in appendix 3.

4. Financial Implications

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

If Members wished to support these requests, an award could be made from the £20,000 provision for grants to parish councils included in the 2022/23 revenue budget, of which £9,850 remains available.

5. Legal Implications

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

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

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no comments from UNISON.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

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

10. Background Papers

Nil.

APPENDIX 1

Revenue Grants**1. Nuthall Parish Council – Remembrance Sunday Parade**

Nuthall Parish Council has submitted a grant aid request of up to £2,330 towards the full cost of traffic management at its Remembrance Sunday Parade in 2022.

This parade has been running for many years. Following the police withdrawing traffic control by way of a rolling road block, updated regulations require a full road closure. Nuthall is unique in that it has to control traffic flows on the major island ('Nuthall Island') meaning that it has a far greater risk level than other parishes. With the police unable to offer any level of service, Nuthall has little alternative but to employ specialised contractors for the event. Also, since installing the new War Memorial at the Basil Russell Playing Fields in Maple Drive, the numbers attending the Remembrance events have increased. This has created additional risks and responsibilities. The cost of the traffic management service is £2,330 plus VAT and includes professionally liaising directly with the Highways Authority and other stakeholders, providing the appropriate signage and security on the day.

The closing balance of Nuthall Parish Council funds as at 31 March 2022 was £131,624, with cash reserves of £157,762 (the difference being net creditors and debtors). The funds include reserves earmarked set aside for an election reserve (£4,000) and £20,000 towards the third phase of the Temple Centre re-design. The Nuthall Parish Council annual precept for 2022/23 was £120,748, which resulted in no increases on the previous year's council tax.

2. Nuthall Parish Council – Cemetery Maintenance

Nuthall Parish Council has also submitted a grant aid request for up to £2,100 towards upkeep of its New Farm Lane Cemetery in Nuthall.

Nuthall is the only parish council in the area to administer and maintain its own cemetery. If the parish council was to cease operating the cemetery, Broxtowe would be obliged to take it over. Nuthall wish to avoid this scenario however as the cemetery is currently occupied to around 60%, with an adjoining field earmarked for an extension when required.

Nuthall is seeking funding to assist in keeping the cemetery open and continuing its service to the local community. It has consulted with the Borough Council in the past to explore other funding options available. Broxtowe has previously provided revenue grant assistance to Nuthall in respect of the running costs of the cemetery with the last award being in October 2017 for £3,995 towards the full net running costs. The current application is of a similar nature.

Although the priority is to secure the future of the cemetery for the long-term, Nuthall Parish Council would prefer to manage the administration and maintenance of the site itself, so as to maintain the supportive link to local

residents when they are at their most vulnerable. With experienced staff and close community links, Nuthall consider themselves to be best place to offer a more personal service.

The Parish Council has provided a listing of costs incurred and income generated in operating the cemetery in 2021/22. This shows receipts of £13,525 being generated from burials and memorials. Total costs of £15,647 includes staffing and contractor costs associated with grounds maintenance, grave digging and repairs, burial administration, inspections, rates and utilities, materials, waste and refuse and insurances. The annual net cost of operating the site in 2021/22 was £2,122. Nuthall suggests that these costs are reasonable in comparison to those of Broxtowe.

The closing balance of Nuthall Parish Council funds as at 31 March 2022 was £131,624, with cash reserves of £157,762 (the difference being net creditors and debtors). The funds include reserves earmarked set aside for an election reserve (£4,000) and £20,000 towards the third phase of the Temple Centre re-design. The Nuthall Parish Council annual precept for 2022/23 was £120,748, which resulted in no increases on the previous year's council tax.

3. Stapleford Town Council – Remembrance Sunday Event

Stapleford Town Council has submitted a grant aid request of up to £2,194 towards the cost of traffic management and related operations at its Remembrance Sunday Event in 2022.

Stapleford Town Council considers Remembrance Sunday to be one of the most important events in Stapleford's calendar and is run by the Town Council every year. The event will comprise of a procession through the Town Centre followed by a service, customary two-minute silence and the laying of wreaths, which will be led by the Vicar of St. Helen's Parish Church.

In addition to extending invitations to local Veterans, Stapleford Town Council includes a number of local community groups and organisations in their Remembrance commemorations including youth groups and sporting clubs.

The closing balance of Stapleford Town Council funds as at 31 March 2022 (per to draft accounting statements) was £195,530, comprised entirely of cash. The funds include reserves set aside for allotments maintenance (£28,620), elections (£14,650) and high street improvements (£11,875). £2,500 has been ring-fenced in the budget for the current year for remembrance. The Stapleford Town Council annual precept for 2022/23 was £104,151 (2021/22: £97,182).

APPENDIX 2

Protocol for Consideration of Grant Aid to Parish and Town Councils

The Protocol for the Consideration of Grant Aid requests from Parish and Town Councils was agreed by Cabinet on 8 June 2010. The key provisions are:

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

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

APPENDIX 3

Grant Aid Awards to Parish and 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	Awsworth 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	Awsworth Parish Council	£1,250	Kitchen Refurbishment – Pavilion
10/10/19	Brinsley Parish Council	£2,300	Tree planting – commemoration
10/10/19	Nuthall Parish Council	£1,855	Remembrance parade
10/10/19	Stapleford Town Council	£2,010	Remembrance event
10/10/19	Trowell Parish Council	£3,500	Car park refurbishment
13/02/20	Brinsley Parish Council	£1,000	Festive lighting display
13/02/20	Brinsley Parish Council	£1,225	VE Day celebrations 2020
07/01/21	Kimberley Town Council	£1,200	New defibrillator
30/03/21	Kimberley Town Council	£1,200	New defibrillator
07/10/21	Nuthall Parish Council	£1,905	Remembrance parade
09/12/21	Awsworth Parish Council	£7,000	Play area improvements (Capital)
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
06/01/22	Kimberley Town Council	£1,200	Remembrance Sunday Event
19/07/22	Awsworth Parish Council	£500	Queen's Platinum Jubilee celebrations
19/07/22	Nuthall Parish Council	£2,950	New defibrillators
19/07/22	Kimberley Town Council	£6,700	Christmas lights switch-on event 2021

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Report of the Portfolio Holder for Resources and Personnel Policy

GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2022/23

1. Purpose of Report

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

2. Recommendation

Cabinet is asked to consider the requests in the appendix and RESOLVE accordingly.

3. Detail

Details of the grant applications received are included in the appendix for consideration. The amount available for distribution in 2022/23 is as follows:

	£
Revenue Grant Aid Budget	168,800
Less: Estimated requirements for:	
Rent Awards and Related Commitments (<i>Note A</i>)	44,800
Other Anticipated Grant Awards (<i>Note B</i>)	25,000
Less: Grant Awards to Date	96,950
BALANCE AVAILABLE FOR DISTRIBUTION	<u>2,050</u>

The total grant requested in this report (from Rushcliffe Community and Voluntary Service) is £7,000. As this is already wholly covered by a provision based on previous grant awards, no additional amount is required from the balance available for distribution.

Note A – This includes provision in respect of rental and support costs for tenants of Council-owned properties, including 2nd Beeston Sea Scouts, 2nd Kimberley Scout Group, 5th Stapleford Scout Group, Age Concern Eastwood, Bramcote Cricket Club, Broxtowe Play Forum, Chilwell Community Association, Eastwood People's Initiative, Stapleford Community Association and Toton Coronation Hall Community Association.

Note B – The estimated provision, based on grants awarded in 2021/22, in respect of other anticipated annual recurring grants to community organisations, including Broxtowe Women's Project, Rushcliffe Community and Voluntary Service and The Helpful Bureau.

4. Financial Implications

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

Any grant awards will be met from the established grant aid budget shown in the table above. Members are reminded that they will need to suitably constrain grant awards in 2022/23 if the budget is not to be exceeded. The total 'cash' grant requested in this report is £7,000. The additional sums requested in this report, when compared to the previous year, would amount to £nil if all applications are fully supported.

5. Legal Implications

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

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

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

10. Background Papers

Nil.

APPENDIX

Applications

The following grant applications have been received for consideration in 2022/23:

		<u>Grant Award 2021/22 £</u>	<u>Grant Request 2022/23 £</u>
Rushcliffe Community and Voluntary Service	1	7,000	7,000
		Total	<u>7,000</u>

The total request of £7,000 is wholly covered by a provision for anticipated annual recurring grants.

Volunteer Bureaux Category**1. RUSHCLIFFE COMMUNITY AND VOLUNTARY SERVICE**

A request for grant aid has been received from Rushcliffe Community and Voluntary Service (RCVS) towards general running costs to provide volunteer brokerage and support, and network development support across Broxtowe.

RCVS was established in 1984 and is based at The Cotgrave Hub in Cotgrave. Though based in Rushcliffe, RCVS also serves Broxtowe and Gedling in providing:

- Volunteer Brokerage at volunteer centres (Broxtowe and Rushcliffe)
- Infrastructure support to the Voluntary and Community Sector (Broxtowe and Rushcliffe)
- Public and Patient Engagement (Broxtowe and Rushcliffe)
- Community Transport (Rushcliffe and Gedling)
- South Notts Befriending (All areas)

There are currently 555 users of RCVS direct services, with 199 volunteers supporting its services in the last year. In Broxtowe, 90 voluntary groups operate and 12 individuals access direct services.

It is widely recognised that volunteers and volunteering has a significant impact on the local community, economy and health. Volunteers and organisations that engage them provide a vital service across Broxtowe. In many cases the services they provide extend or support the services of statutory organisations and often fill a gap in health and social care.

Support provided by RCVS to 'Volunteer Involving Organisations' includes:

- Promotion of volunteering opportunities.
- Ensuring they have the support they need to manage and support their volunteers along with good practice guidelines.
- Training in areas such as safeguarding / DBS checks, recruitment and the management and training of volunteers.
- The Volunteer Coordinators Network meets termly, providing a network to share good practice raise issues pertinent to volunteering.

There is also in place an agreement with Citizens Advice Broxtowe to have regular presence and/or surgeries at their offices at Beeston and Eastwood, thus ensuring that residents have access to advice regarding volunteering.

The benefits for volunteers and clients include learning and developing new skills, interests and hobbies; engaging with communities and assisting with community cohesion; providing motivation and sense of achievement; increased employability; boosting confidence and self-esteem (according to research volunteering has increased health benefits including improved mental health and well-being); reducing isolation, combating stress and having a purpose. Up to 75% of the volunteers matched through RCVS say that health and wellness is the reason for wanting to volunteer.

RCVS also engages with Primary Care Networks, the public, patients, carers and other community members to assist with health and wellbeing. At present, RCVS is involved with the '100-day Transformation Project' which provides a focus on dementia services, engaging with those with dementia and their carers.

The RCVS South Notts Befriending scheme, which was started in Rushcliffe, is now rolled out across Broxtowe and Gedling in addition. RCVS has secured additional funding from NHS Charities to provide and expand this service to include telephone, face to face and 'walk and talk' befriending.

RCVS has supported the establishment and development of Community Engagement Groups in Beeston, Eastwood and Stapleford including the Broxtowe Community Development Forum. RCVS has also worked to secure funding for a dedicated Community Development Worker for Broxtowe with the post currently out for recruitment.

Alongside colleagues across Nottinghamshire, RCVS has undertaken a 'State of the Sector' survey. Key issues that emerged from this are the need for volunteers and an accompanying loss of volunteers with 55% reporting that demand for their services has increased. RCVS also continues to map the voluntary sector across Broxtowe, having identified just over 80 groups to be contacted with RCVS details.

Financial Information

RCVS has provided its annual report and financial statements for the year ended 31 March 2021 for scrutiny. The charity separates its accounts between restricted and unrestricted funds. Total income generated in the year amounted to £188,565. This included £145,768 of unrestricted core funding from grants and donations, rent/room hire and sales income, including unrestricted funding from the Prison Advice and Care Trust (£35,683), Bassetlaw Community and Voluntary Service (£18,314), Rushcliffe Borough Council (£15,000) and Nottinghamshire County Council (£14,000). Sizeable restricted funding was received from Nottinghamshire County Council of £39,620. Total expenditure amounted to £174,408. This mainly related to staff costs (£126,346 for an average 15 employees), rent, maintenance, equipment, repairs and renewals. Total cash and bank balances at 31 March 2021 was £276,822 including £230,027 held as unrestricted funds.

RCVS states that adequate reserves (approximately £108,000) are maintained to cover potential closure costs, project contingencies and general variations in income and cash flow. All other unrestricted reserves will be used to support the charity's post-Covid recovery plan and to extend the charity's reach, re-establish and expand existing services and develop new services to meet community need and to improve longer term sustainability.

Grant Aid Request

For 2022/23, RCVS has requested grant aid of £7,000 towards their general running costs to provide volunteer brokerage services and network development support across Broxtowe. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by RCVS benefit Broxtowe residents and are complementary to the services provided by the Council.
- RCVS targets the needs of disadvantaged sections of the community.
- Volunteer Bureaux are a specific category of organisation welcomed to apply for Grant Aid.

The Council has supported RCVS in previous financial years, as follows:

2021/22	£7,000
2020/21	£4,000

Members may recall that prior to this, services now provided by RCVS were provided by the former Voluntary Action Broxtowe (VAB). The Council had supported VAB in previous financial years, as follows:

2020/21	£3,000
2019/20	£7,000

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

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Report of the Portfolio Holder for Resources and Personnel Policy

MEDIUM TERM FINANCIAL STRATEGY 2022/23 TO 2026/27 AND BUSINESS STRATEGY 2023/24

1. Purpose of report

This report presents an update on the Council's Medium Term Financial Strategy and highlights progress with the delivery of the Business Strategy.

2. Recommendation

Cabinet is asked to RESOLVE that the updated Medium Term Financial Strategy and the Business Strategy 2023/24 in the appendices be approved.

3. Detail

As reported to Cabinet on 19 July 2022, there was an underspend of £1.899m on the General Fund revenue budget in 2021/22 resulting in a General Fund balance of £7.425m as at 31 March 2022. This was predominantly due to a variety of underspends, additional income, budget carry forwards, changes in provisions, government grants and effective financial management across the Council.

There are a number of significant issues concerning local government finance that will have a major impact upon the financial position of this Council. These include the current and ongoing economic and financial impact of inflation on pay and prices; uncertainty on the outcome of the financial settlement from central government; and the delayed Fair Funding Review that intends to review the level of business rates retention. Further details of these and how they may impact upon the General Fund, Housing Revenue Account and the Capital Programme are set out in appendix 1.

It is also important to highlight two significant budget pressures impacting on the Council's 2022/23 and 2023/24 budgets, namely the impact of pay awards (the 2022/23 pay award has not yet agreed by the unions) and the significant inflationary cost of energy, fuel, construction and property services.

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

In order to address the financial challenges facing the Council, a Business Strategy is maintained that sets out initiatives that will be pursued to reduce costs, generate additional income and/or improve services. A number of these initiatives have already been implemented and were taken into account in the production of the 2022/23 budget. Further details of the Business Strategy 2023/24 are set out in appendix 3 for consideration.

4. Financial Implications

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

The financial implications are included in the report narrative and appendices.

5. Legal Implications

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

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

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no Union comments in relation to this report.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

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

10. Background Papers

Nil.

APPENDIX 1

1. General Fund Revenue BudgetIntroduction

There was an underspend of £1.899m on the General Fund revenue budget in 2021/22 resulting in a General Fund balance of £7.425m as at 31 March 2022. This was predominantly due to a variety of underspends, additional income, budget carry forwards, changes in provisions, government grants and effective financial management across the Council.

There are a number of significant issues concerning local government finance that will have a major impact upon the financial position of both this Council and others, especially the significant impact of inflation on pay, energy, fuel, construction, property and other commodities. The rate of inflation (CPI), currently around 10%, is forecast to continue to remain high into 2023.

The new Chancellor has not yet announced any details on local government funding. It is difficult at this stage to determine exact impact on the Council's future financial position and it is expected that any additional spending will be targeted at health and social care. As such, the assumptions within the Medium Term Financial Strategy (MTFS) assume modest increases in the Council's spending plans for future years, although some growth allowance for the current inflationary pressures has been made in the short-term. Also, no further information is available on the Fair Funding Review, which is intended to review the level of business rates retention. A further uncertainty is the high level of inflation, impacting on the current economic and financial environment. It is difficult to assess accurately financial forecasts and will be subject to revision as more information becomes available.

There are two major budget pressures highlighted that will impact on the Council's 2023/24 budget. Firstly, the cost of the forecast pay awards in both 2022/23 and 2023/24, and secondly the financial impact of inflation on energy, fuel, construction and property prices.

The MTFS is the Council's key financial planning document. An updated MTFS based upon the latest information and assumptions is set out further below in appendix 2. In order to address the financial challenges facing the Council, a Business Strategy is maintained that sets out initiatives that will be pursued to reduce costs, generate additional income and/or improve services. Further details of the Business Strategy 2023/24 are set out below in appendix 3.

Financial impact of COVID-19

The COVID-19 pandemic had a significant impact on the Council, its residents and local businesses. Thankfully the period of restrictions is over as the community learn to adapt to a post-pandemic era. In line with CIPFA guidance, the following impacts need to be highlighted:

- Provision of services – The Council continued to provide the vast majority of its services during the pandemic, with front-line services delivered in line with government guidance. The Council utilised existing suppliers, wherever possible, and processed payments in line with stipulated terms. The challenges of the pandemic resulted in a number of changes to working practices including:
 - An acceleration and extension of agile working for employees;
 - An acceleration in the take up of online payment options by customers with fewer face-to-face visits in the offices;
 - A substantial number of additional responsibilities administered on behalf of central government, including residual grant funding by way of COVID-19 support and household support payments
- Reserves and financial performance – The pandemic resulted in significant loss of income (including leisure, car parking, rental income) and additional costs (shielding staff, top-up furlough costs). This was regularly reported to central government and internally to management and the Finance and Resources Committee. There were no issues cash-flow management identified that were not satisfactorily resolved.
- Financial Risks – The main financial risks during the pandemic included the significant loss of income for Liberty Leisure Limited and from commercial rents and car parking. Market conditions have since improved as it recovers from the pandemic. The Council has been successful in securing businesses to the new food and beverage units in the Beeston Square Phase 2 development and the Stapleford Business Hubs are fully let. There has also been a recovery in Liberty Leisure Limited's financial position with swimming income returning to pre-pandemic levels, leisure memberships improving to around 70% and the company posting a pre-tax surplus in 2021/22. There is the risk that the current economic condition may impact upon the company's financial performance in the short/medium-term.

Financial Settlement 2023/24

The new Chancellor of the Exchequer is expected to announce details of the local government financial settlement for 2023/24 in December 2022. As such, the most reasonable planning assumptions have been made the when refreshing the MTFS.

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

The MTFS, at this stage, does not assume the receipt of any additional government grant funding relating to the cost of living inflationary pressures.

National Non Domestic Rates

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

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

The current Business Rates Retention Scheme sees 50% of the business rates collected retained by the precepting bodies and 50% returned to central government. The Government had announced plans to move towards 75% local retention of business rates from 2020/21, but this has not taken place as the Fair Funding Review has not yet been completed and the current Business Rates Pool has continued in 2022/23. It is expected that the Nottinghamshire Pool will continue into 2023/24 and beyond.

Membership in the Nottinghamshire Business Rates Pool has allowed the Council to maximise the benefits of public and private capital investment in the Borough which, in turn, has generated significant business rate growth. Furthermore, the Council continues to benefit from investing more resources to ensure that business premises are identified and properly rated.

Fair Funding Review / Business Rates Review

The Government is undertaking a Fair Funding Review to accompany the move towards 75% business rates retention. It is not possible at this stage to profile what, if any, impact this may have upon the Council. However, it would appear that priority in any redistribution exercise is likely to go to those authorities with social care responsibilities. The Business Rates Retention Scheme has continued into 2022/23.

New Homes Bonus

The Council's income from New Homes Bonus (NHB) has reduced considerably in recent years from a peak of £829k in 2016/17 to just £19k in 2021/22. The NHB allocation to Broxtowe for 2022/23 increased to £352k due to growth in domestic properties.

No further new allocations of NHB have been assumed for the 2023/24 settlement in December 2022, although the MTFS does assume that NHB funding will remain at 2022/23 levels across the period (the only variation being legacy payments falling out).

The government intends to explore incentives to encourage housing growth more effectively by, for example, using housing delivery test results to reward delivery or incentivising plans that meet or exceed local housing need. The government will consult on any changes prior to implementation.

Council Tax and the Tax Base

For the purposes of the MTFS, the Council Tax increases have been calculated based upon a 2% price increase. Any potential for further increases in Council Tax charges are considered further in the attached Business Strategy.

The Council Tax Base for 2023/24 will be presented to the Cabinet on 20 December 2022. In recent years the Council Tax Base has increased by around 1% over the previous year and this has been assumed again for the MTFS.

Other Funding Opportunities

The Council will continue to strive to make the most of new funding opportunities available for both capital investment projects and ongoing revenue costs.

The Council was successful in its bid for the Government's Towns Deal funding to regenerate Stapleford, with over £21m being received for development projects in Stapleford over the next five years.

The Council has recently submitted significant Levelling Up fund bids to central government for investment in Eastwood and Kimberley and for an allocation from the UK Shared Prosperity Fund.

There will also be further funding opportunities across the region, following the government's support of a devolution deal for Nottinghamshire and Derbyshire. The £1.14bn devolution deal will provide the region with a guaranteed income stream of £38m per annum for the D2N2 area over a 30-year period.

The Council is also a key partner of the East Midlands Development Corporation, alongside other local authorities, as it seeks to secure funds for the development of life-changing plans to transform the Borough for the future. The EMDC has attracted positive investment from the government, namely £1m with another £1m to support work in connection with the EMDC propositions and a further £1m promised the following year if provided good progress is made.

The above demonstrates that the Council is striving to make the most of these funding opportunities for capital investment; working successfully in partnership to attract funding; and is at the forefront of some of the most strategic economic development opportunities in the East Midlands.

2. Housing Revenue Account (HRA)

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

In view of current economic conditions with rising inflation, the Government has recently commenced a consultation on capping the increase in rents to 3%, 5% or 7% for 2023/24 and 2024/25. Following the outcome of this consultation, the Government will provide guidance on the rent increase cap and the duration of the cap.

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

The removal of the capital borrowing cap has allowed for new-build housing projects to be funded, subject to viability and business case. There are numerous variables which affect the financial model, including the level of property sales (Right to Buy) and new builds achieved over the next 30 years as well as changes in the level of interest rates and inflation. There is also significant extra pressure on the HRA budget caused by increased emphasis on regulatory compliance and higher legislative standards for buildings.

The financial model makes assumptions about the levels of housing stock but these have tended to assume a level of RTB in single figures. The numbers of RTB sales since 2014/15 were 26; 27; 20; 39; 37; 17; 16 and 34 in 2021/22.

The Council appointed an Interim Housing Delivery Manager (and is looking to recruit permanently to the role) to accelerate the delivery of the approved housing delivery plan, which includes new-build, housing acquisitions and re-modelling of existing housing stock.

3. Capital Programme

Regular updates on progress with the approved Capital Programme are provided to General Management Team and to Members. This will occasionally include capital budget variation reports to Cabinet as and when required.

There has been pressure on delivering the Capital Programme, with delays on individual schemes being attributed to a number of factors including a lack of internal resources to deliver (both financial and non-financial); a shortage of available contractors; supply chain issues; and the impact of rising price inflation in the construction industry.

There has also been a lack of capital resources, in terms of capital receipts and/or unrestricted grants that can be applied to General Fund schemes. This is limiting progress with delivering some reserve schemes in the Capital Programme which have been unable to proceed at present due to the lack of a source of funds. The final payment of the NET tram compensation is anticipated and these resources will assist with the financing of future capital expenditure.

Whilst general funding resources may not have been readily available, the Capital Programme for the General Fund has been boosted by the receipt of the Stapleford Town Fund, with these funds earmarked towards the schemes included in the bid.

APPENDIX 2

GENERAL FUND FINANCIAL PROJECTIONS 2022/23 TO 2026/27

	Revised Estimate 2022/23 £'000	Estimate 2023/24 £'000	Estimate 2024/25 £'000	Estimate 2025/26 £'000	Estimate 2026/27 £'000
BASE BUDGET	12,347	13,513	14,194	14,398	14,735
CHANGES TO BASE					
Revenue Developments – Net changes in year not required going forward	384	(199)	(306)	-	-
Inflation – Pay award/Pension back-funding	621	628	269	275	280
Inflation – Energy and Fuel Prices	161	85	24	15	16
Inflation – Price Others	-	57	56	70	70
Increased Fees and Charges	-	(55)	(55)	(55)	(59)
Revenue effects of Capital Programme	-	-	-	-	-
Borrowing Costs – MRP and Interest	-	148	216	32	31
Reduction in New Homes Bonus	-	17	-	-	-
BUDGET REQUIREMENT BEFORE SPECIAL EXPENSES	13,513	14,194	14,398	14,735	15,073
Beeston & Stapleford Special Expenses	25	25	25	25	25
BUDGET REQUIREMENT	13,538	14,219	14,423	14,760	15,098
FINANCED BY:					
NNDR Business Rates	1,847	4,729	4,824	4,920	5,018
NNDR Share of Previous Years Collection Fund Deficit	13	-	-	-	-
NNDR Section 31 Grants	4,265	1,441	1,470	1,499	1,529
NNDR Growth Levy/Safety Net to/from Pool	(886)	(1,232)	(1,257)	(1,281)	(1,307)
NNDR Returned Levy from Notts Business Rates Pool	300	700	700	700	700
Council Tax	6,107	6,291	6,481	6,677	6,878
CT Share of Previous Years Collection Fund Surplus	21	(43)	-	-	-
Government Grants - Lower Tier Grant	130	133	135	138	141
Government Grants - Services Grant	200	-	-	-	-
Beeston & Stapleford Special Expenses	25	25	25	25	25
TOTAL RESOURCES	12,022	12,044	12,378	12,678	12,984
DEFICIT/(SURPLUS) TO BE MET BEFORE MOVEMENT IN RESERVES	1,516	2,175	2,045	2,082	2,114
MOVEMENT IN RESERVES					
Movement into Earmarked Reserves	30	30	-	30	30
Movement from Earmarked Reserves	-	(36)	(162)	-	-
PLANNED (SURPLUS)/DEFICIT AFTER MOVEMENT IN RESERVES TO BE FUNDED FROM GENERAL FUND BALANCE	1,546	2,169	1,883	2,112	2,144

FORECAST BALANCES - 31 MARCH

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

Revised Estimate <u>2022/23</u> £'000	Estimate <u>2023/24</u> £'000	Estimate <u>2024/25</u> £'000	Estimate <u>2025/26</u> £'000	Estimate <u>2026/27</u> £'000
7,425	5,879	3,710	1,827	(285)
(1,546)	(2,169)	(1,883)	(2,112)	(2,144)
5,879	3,710	1,827	(285)	(2,429)
1,500	1,500	1,500	1,500	1,500
4,379	2,210	327	(1,785)	(3,929)
3,584	572	566	404	434
(3,012)	(6)	(162)	30	30
572	566	404	434	464

BALANCE OF RESERVES

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

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

Council Tax Base**Basic Council Tax**

Change on previous year

34,530	34,875	35,224	35,576	35,932
£176.85	£180.39	£183.99	£187.67	£191.43
2.91%	2.0%	2.0%	2.0%	2.0%

APPENDIX 3**BUSINESS STRATEGY**

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

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

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

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

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

The latest refreshed Business Strategy proposals for 2023/24 are set out below and will be incorporated within the Medium Term Financial Strategy once agreed. A number of these proposals will arise from discussions with officers and will require further detailed engagement and development.

BUSINESS STRATEGY 2023/24 AND 2024/25 PROPOSALS

Proposal	Business Impact	Financial Impact – Additional Income/ Reduced Expenditure
2023/24 Proposals		
Business Rates Growth	<p>Utilising a property inspector to identify additional business rates income (having recently identified significant additional business rates income from IKEA). This also assumes that the Business Rates Retention will continue in 2022/23. Additional business rates income from three new large industrial units near the A610 (fully tenanted), Beeston Business Park and the Beeston cinema development have already been included in previous years.</p> <p>Identification of a reasonable target based on the information to date. Income growth is impacted by the pace of the economic growth, and therefore will be reduced if there is a recession next year.</p> <p>Current projections, suggest additional income in 2023/24, assuming the same funding regime remains (Business Rates Retention).</p>	£170,000 additional income
Garden Waste Income	Expected increase in subscriptions (volume and price) during 2022/23 and 2023/24.	£30,000 additional income
Leasing of Council Offices	Lease of newly refurbished office space to public or private sector organisations, taking advantage of businesses re-locating out of other nearby office buildings. Currently no commercial offers and consideration of voluntary sector use on the ground floor.	No further 2023/24 target recommended.

Proposal	Business Impact	Financial Impact – Additional Income/ Reduced Expenditure
Council Tax increase	Assuming that the Government's Council Tax increase referendum limits are retained at the same level as last year, then a Council Tax increase at £5 for a Band D equivalent equates to an increase of around 3% compared to the current MTFS which included a 2% rise for 2023/24.	£60,000 additional income (MTFS assumes 2%, whilst £5 increase Band D provides to an additional 1% rise).
Staffing efficiencies	Leverage technology and the use of new software, taking advantage of vacancies to restructure to save money, manage vacancies and reduce administration. Where possible, the Council will aim to bring together and consolidate services under fewer senior managers where turnover allows and services can be improved. The staffing budget currently includes a turnover savings target of £360,000. In view of the inflationary increases in the overall salaries budget it is recommended to increase this target to £500,000.	£140,000 increase in the savings target
Homelessness – Reduce bed and breakfast.	Increased use of existing empty properties to reduce use of bed and breakfast accommodation.	No further 2023/24 target recommended.
Beeston Phase 2 development income	Rental income to include new operators. The total additional income will be confirmed as part of the forthcoming budget setting process.	£100,000 additional income
Car Parking Income	Abolish the free hour, instead charging 50p for the first hour. Link to reduced carbon emissions and improved air quality. Offer free parking for hybrid and electric vehicles. Savings from phone payments to be confirmed. The Head of Governance and the Parking Manager will develop a range of increased pricing options for member's consideration. Net cost of Parking Services is subsidised by the tax payer, approx. £100k.	Nil – to be considered

Proposal	Business Impact	Financial Impact – Additional Income/ Reduced Expenditure
Planning Income	Following the approval of the Local Plan Part 2, additional income expected dependent on speed of development .	£50,000 additional income
Housing - Lifeline Income	Potential income from the additional marketing of lifeline. Commercial manager will pursue this opportunity	£5,000 additional income
Section 106 Administration Fees	Potential additional income from 5% administration fee charge to developers	Potential additional income
Bramcote Crematorium	Looking into potential additional income from pet cemetery, natural burials or retail opportunities (food and flowers). The Bereavement Services Manager will look into these opportunities.	Potential additional income
Lower Mileage Costs	Remote working has resulted in lower employee mileage claims. Individual budget lines will be scrutinised and adjusted accordingly as part of the budget setting process – approximately 35% reductions	£10,000 savings
Reduced Overtime	Remote working has impacted on overtime and this needs to be investigated further.	Any potential savings may be offset by challenges in recruiting to vacant posts.
CCTV	Rationalise and ensure CCTV cameras are targeted effectively – possibly greater use of mobile cameras. CCTV review report was presented to the Community Safety Committee on 4 March 2021. The potential revenue cost savings of not replacing equipment will be determined following the review. Any savings will be re-invested in mobile technology.	£10,000 income from shared service arrangements (one-year)
Procurement	Re-tendering contracts will bring efficiencies and savings, which will be predominantly capital savings.	Capital budget savings

Proposal	Business Impact	Financial Impact – Additional Income/ Reduced Expenditure
Reshape our leisure offer	<p>Outcome of strategic reviews of leisure facilities and leisure services.</p> <p>The current costs of the leisure management fee at £845,000 per annum, will be reduced in 2023/24 to £485,000 due to the transfer and events back in-house.</p> <p>Efficiency review of Liberty Leisure will be carried out by 'Active for today', the savings identified will be impacted by the pay award and energy inflation.</p> <p>The outturn surplus for Liberty Leisure Limited in 2021/22 (a part COVID-19 year) was around £160k.</p>	£100,000 – Further reduction in the management fee
	Total 2023/24 savings and additional income identified	£675,000
2023/24 – 2024/25 Proposals subject to commercial negotiations		
Sale of Crematorium Land (capital receipt)	Commercial negotiations with a developer, to sell land adjacent to the Crematorium, any proceeds would be shared 50/50 with Erewash Council. The site has planning approval for housing.	Revenue savings arising from the use of capital receipts can replace borrowing costs (MRP and interest) and result in revenue savings.
Tram Compensation (Currently classified as a capital receipt, checking with external audit and advisors whether we can classify part of the compensation as revenue)	Tram compensation negotiations with Nottingham City Council have been completed, with final balance of settlement anticipated in 2022/23.	Provide resources for the capital programme (potentially support the Eastwood LUF bid which requires circa £5m capital)

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Report of the Portfolio of Resources and Personnel Policy

BUDGET TIMETABLE AND BUDGET CONSULTATION 2023/24

1. Purpose of report

To advise on the budget consultation process for 2023/24 and to set out the proposed timetable and budget scrutiny process.

2. Recommendation

Cabinet is asked to RESOLVE that the budget-setting process for 2023/24 and the Budget Consultation questionnaire be approved.

3. Detail

The proposed budget preparation timetable and budget consultation process for 2023/24 is set out in appendix 1. This will culminate in the overall budget report being recommended to Council for approval on 1 March 2023.

Under the new Constitution, it is proposed that elements of the budget are reported to the Overview and Scrutiny Committee for detailed scrutiny. An overall budget report will then be presented to Cabinet on 7 February 2023 for recommendation to Council on 1 March 2023.

The budget consultation process proposed for 2023/24 is similar to that adopted previously, using a web-based survey that is publicised through social media. The survey is attached at appendix 2 and includes questions relating to a resident's method of access of particular Council services, the preferred means of interacting with the Council and the impact of the ongoing cost of living crisis.

Promotional activity will include social media messages, 'email-me' bulletins, press releases, website promotion and direct engagement with groups, organisations and individuals on the Council's stakeholder map. All responders will be entered into a prize draw.

4. Financial Implications

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

The budget consultation with local residents will provide useful feedback to inform the budget setting process that will culminate in the overall budget report being recommended to Council for approval on 1 March 2023.

5. Legal Implications

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

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

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no comments from UNISON.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

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

10. Background Papers

Nil.

APPENDIX 1

BUDGET TIMETABLE AND CONSULTATION PROCESS

Date/Period	Activity
10 October 2022	Online survey published on or around this date, including Broxtowe Matters
1 November 2022	Deadline for capital and revenue submissions
30 November 2022	Online survey closes
October/November 2022	Compilation of proposed annual revenue budgets and three-year capital programme (Financial Plans)
November and December 2022	Scrutiny of service Business Plans and Financial Plans by General Management Team
20 December 2022 and/or 17 January 2023	Results of budget consultation exercise and draft budget proposals to Cabinet along with the setting of the Council Tax Base
30 / 31 January 2023	Scrutiny of Business Plans and Financial Plans by Overview and Scrutiny Committee
7 February 2023	Budget proposals presented to Cabinet
1 March 2023	Budget approved by Council

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Help us with delivering and improving your community services

Broxtowe Borough Council provides a wide range of services from housing, waste and recycling, health, leisure, business support and much more. We are proud to serve our communities. Each year, we ask residents for their views as we start to prepare the budget for the new financial year. Please help us to deliver your services.

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

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

	Very satisfied	Satisfied	No opinion	Dissatisfied	Not used
Household waste collection (black lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden waste collection (brown lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kerbside Recycling (green lidded bin, glass bag or red-lidded glass bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street cleanliness (litter collection, graffiti removal, fly tipping, neighbourhood wardens)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leisure services (leisure centres, arts and culture, sports development)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning (planning applications and planning policy)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic Development (support to businesses, regeneration, Town Centre Management, business growth)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Protection (licensing, food hygiene inspections, nuisance complaints)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revenues and					

Benefits (housing benefit and council tax support payments, collection of council tax and business rates)

☐
☐
☐
☐
☐

Housing service (housing options advice, homelessness, provision of affordable housing, tenancies)

☐
☐
☐
☐
☐

Public car parks

☐
☐
☐
☐
☐

Community Safety (anti-social behaviour, domestic abuse, alcohol awareness)

☐
☐
☐
☐
☐

Electoral Services (elections, voting)

☐
☐
☐
☐
☐

Parks & Nature Conservation (parks, open spaces)

☐
☐
☐
☐
☐

Bereavement Services (crematorium, cemeteries)

☐
☐
☐
☐
☐

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

* 3. Do you pay Council Tax?

☐ Yes

☐ No

* 4. Council tax is an important way of raising income to provide the services that we rely on in the community. Please tell us what your preferred and least preferred approaches are to help us meet the needs of our community?

Most preferred option

Second most preferred option

Third most preferred option

Least preferred option

Increased council tax levels

☐
☐
☐
☐

Increased fees and charges

☐
☐
☐
☐

Provided fewer services

☐
☐
☐
☐

Generate income from commercial activity

☐
☐
☐
☐

* 5. Of the following Council services, do you think we have the balance right or are there any you think should have their funding increased, decreased or stay the same?

	Increased	Stay the same	Decreased
Household waste collection (black lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden waste collection (brown lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kerbside Recycling (green lidded bin, glass bag or red-lidded glass bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street cleanliness (litter collection, graffiti removal, fly tipping, neighbourhood wardens)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leisure Centres and sports development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts and culture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning (planning applications and planning policy)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic Development (support to businesses, regeneration, business growth)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Protection (licensing, food hygiene inspections, nuisance complaints)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revenues and Benefits (housing benefit and council tax support payments, collection of council tax and business rates)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing service (housing options advice, homelessness, provision of affordable housing, tenancies)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public car parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Safety (anti-social behaviour, domestic abuse, alcohol awareness)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Parks & Nature

Conservation
(parks, open
spaces)

☐☐☐

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

7. The current cost of living crisis is the worst in over 40 years and is having serious financial implications for the Council, as well as local people. Do you have any ideas about how we could increase income, reduce costs or make savings to help us balance the budget?

* 8. Overall, how satisfied or dissatisfied are you with...

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

* 9. Do you feel that the Council listens to you?

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree

10. Thinking about the cost of living, other than financial assistance, is there any further support you feel the Council could provide you with?

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

12. Overall, how satisfied are you with the Council's approach to tackling climate change?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

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

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

* 14. How frequently do you access Council services?

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

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

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

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

Tell Us About You

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

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

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

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

18. How would you best describe your gender?

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

19. Which age group do you belong to?

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

20. Ethnicity

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

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

- ☐ Yes
- ☐ No

Thank you for completing this survey

As a thank you for completing this survey we are offering six people the chance to win £50 by entering a prize draw. To be in with a chance of winning, please email your name and contact details to press@broxtowe.gov.uk. The winner will be announced once the survey has closed on 30th November 2022.

Stay up to date!

Did you know you could stay up to date with Council news and services by subscribing to our Email Me Service?

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

Report of the Portfolio Holder for Resources and Personnel Policy

WORKFORCE PROFILE 2021/22

1. Purpose of report

To provide analysis of the workforce for Broxtowe Borough Council in 2021/22.

2. Recommendation

Cabinet is asked to RESOLVE that the Workforce Profile 2021/22 be approved.

3. Detail

The workforce profile, included at the appendix, is an annual report which is produced by the Payroll and Job Evaluation team covering areas such as recruitment, the workforce, employment issues and health and safety. It provides an opportunity for us to compare with previous years to see how the Council is progressing.

The workforce profile is an important document to the Council. The information and further analysis it provides allows the Council to see where we succeed and which areas require further consideration and improvement.

4. Financial Implications

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

5. Legal Implications

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

The Workforce Profile 2021/2022 document meets the requirement for the Council to publish information demonstrating its compliance with the general duty to eliminate discrimination, advance equality and foster good relations in accordance with the Public Sector Equality Duty. Additionally, it also meets the requirement to report annually on the gender pay gap under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

6. Equality Impact Assessment

Not applicable.

7. Background Papers

Nil.

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Broxtowe
Borough
COUNCIL

APPENDIX

Workforce Profile

2021/22

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1. INTRODUCTION

Welcome to Broxtowe Borough Council's Workforce Profile Report for 2021/22. The Workforce Profile is reviewed annually and has been produced by the Payroll and Job Evaluation Team.

The Council has a strong set of beliefs which are confirmed within our Corporate Plan and our People Strategy, both of which show that the Council continuously value, support, improve and develop the diversity, well-being, skills base and professional capabilities of our workforce.

The Council, on 31 March 2022, employed 472 (by headcount) people across a number of sites within the borough.

The turnover for employees leaving the council in 2021/22 was 15.47%. This equated to 73 employees.

2. ACHIEVEMENTS

As part of the Council's strong commitment to the workforce, the Council continues to retain a number of national accreditations as well as demonstrate many local achievements.

Disability Confident

Broxtowe Borough Council has held the Disability Confident, previously called the Disability 'Two Ticks' Symbol, standard for over 20 years. This is a standard which, amongst other things, demonstrates that the Council have a positive approach towards the recruitment of applicants with disabilities. Any applicant who indicates that they have a form of disability and meets all essential criteria for the post is guaranteed an interview. Whilst this does not mean that all applicants with disabilities will be appointed, it does represent a positive commitment towards the recruitment of people with any form of recognised disability.

The average length of service at the Council for employees with disabilities during 2021/22 was 14.10 years compared with 2020/21 where the average length of service was 13.71. This average is higher than employees without disabilities whose average length of service is 10.48 years.

Broxtowe Learning Zone

The Learning Management System, introduced in November 2014, is now firmly established as the main platform for training delivery at the council. Since its launch over 36,000 e-learning modules have been completed by Broxtowe employees, Liberty Leisure employees and Members. Job roles are automatically assigned the mandatory training they are required to complete around areas such as information security, health and safety, the Code of Conduct, equality, safeguarding and prevent issues.

By March 2022, over 65 e-learning courses were available to employees and Members, with 5 new courses being launched during 2021/22. The new courses launched included effective writing, assertive communication and time management. April 2017 saw the launch of the new Performance Appraisal process, incorporating a core abilities self-assessment. By the closing date for 2021/22 appraisals, 77.36% of appraisals had been fully completed. This is an increase of over 5% from the previous year.

Work Experience

The Council provided five work experience placements so people could gain employability skills during 2021/22. Three of these were school students who worked across the Business Support team, Legal and Finance. One university student carried out a work placement with the Governance team. We also hosted a Disability Confident placement for a gentleman who worked within Business Support and Human Resources.

Employee Survey

The Council were able to conduct an employee survey in April 2022. The survey allowed employees to give an honest opinion of what working for Broxtowe Borough Council was like for them. Some of the findings from this survey are listed below.

More than 80% of employees said:

- I like my job and enjoy working at the Council.
- I am aware of my own training needs.
- I understand how my work contributes to the success of the organisation.
- I receive recognition from my manager when I do a job well.
- My manager is fair and honest.
- I understand how the Council's vision and values relate to the work I do.
- I am aware of the Council's values.
- I am aware of what means of support are available at / through work.
- I am able to balance my work and home life.
- My line manager keeps me informed about developments in the Council.
- I am treated with fairness and respect.
- I am encouraged to identify relevant learning opportunities.
- The Council respects individual differences.
- My manager provides me with the support I need to do my job.
- My line manager gives me regular and constructive feedback.

3. RECRUITMENT

3.1 Overview

Despite the challenging year, the Council has continued to recruit to a wide range of jobs during 2021/22. In May 2022 the number of vacancies in the UK reached a record high at 1.3 million growing from 665,000 in April 2021.

This section of the report deals with recruitment data that has been collated as part of the Council's internal monitoring processes. The data helps the Council determine current levels of recruitment, equality indicators, and the numbers of applicants compared with previous years. This is then used to identify trends, identify insights, prompt appropriate action, and help set realistic targets to monitor performance going forward.

As part of the Council's recruitment policy and process, all personal data is withheld from managers at the shortlisting stage, in order to anonymise the shortlisting process. This anonymised shortlisting is carried out so the process remains fair and impartial.

3.2 Applicants and Candidates

During 2021/22 the Council received 724 applications for 102 advertised positions, of which 35 were re-advertised. There were 64 new starters appointed.

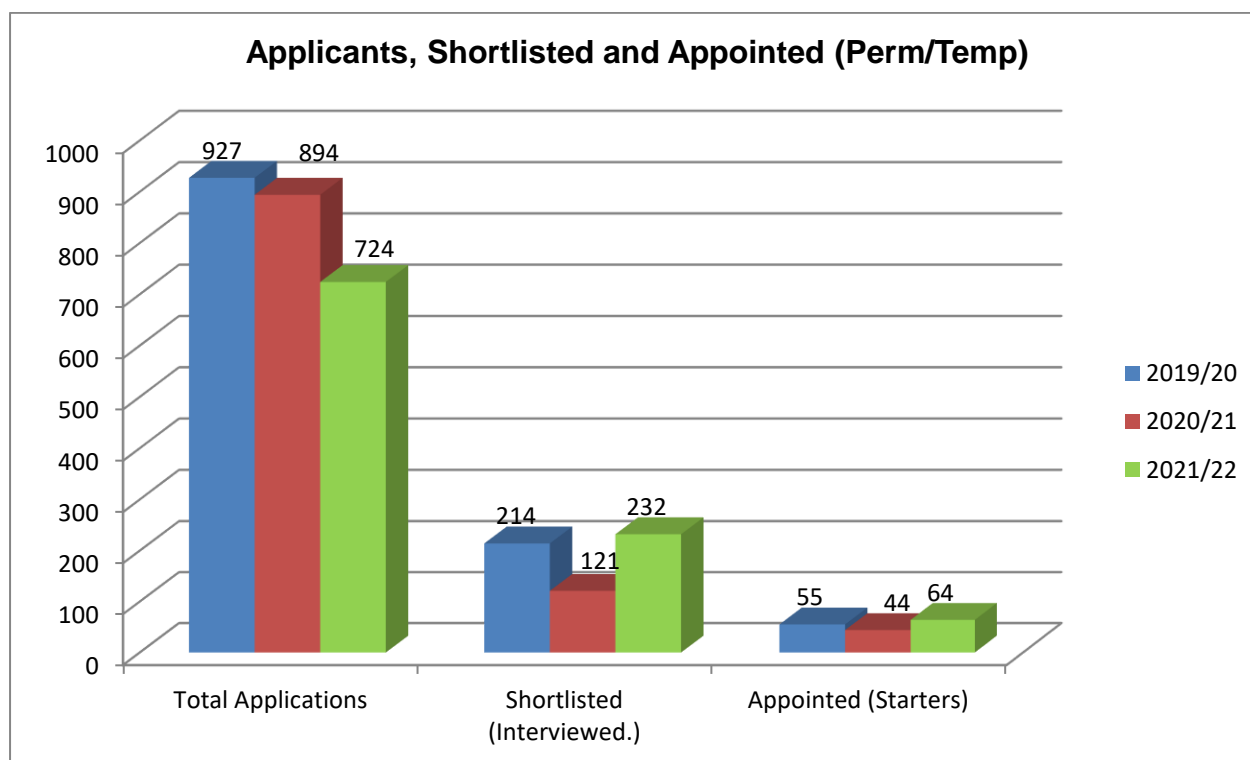
- There was a 23.48% decrease in the total number of applications received when compared with the number of applications received in 2020/21. Whilst this shows a decrease in applications the number of shortlisted and appointed candidates rose indicating the council is attracting a higher calibre of applicant.
- There was an average of approximately 7.10 applications for every vacancy in 2021/22.
- Of the 102 jobs advertised 17 (16.67%) were for temporary positions and 85 (83.33%) were for permanent positions.

3.3 Total Applications Received

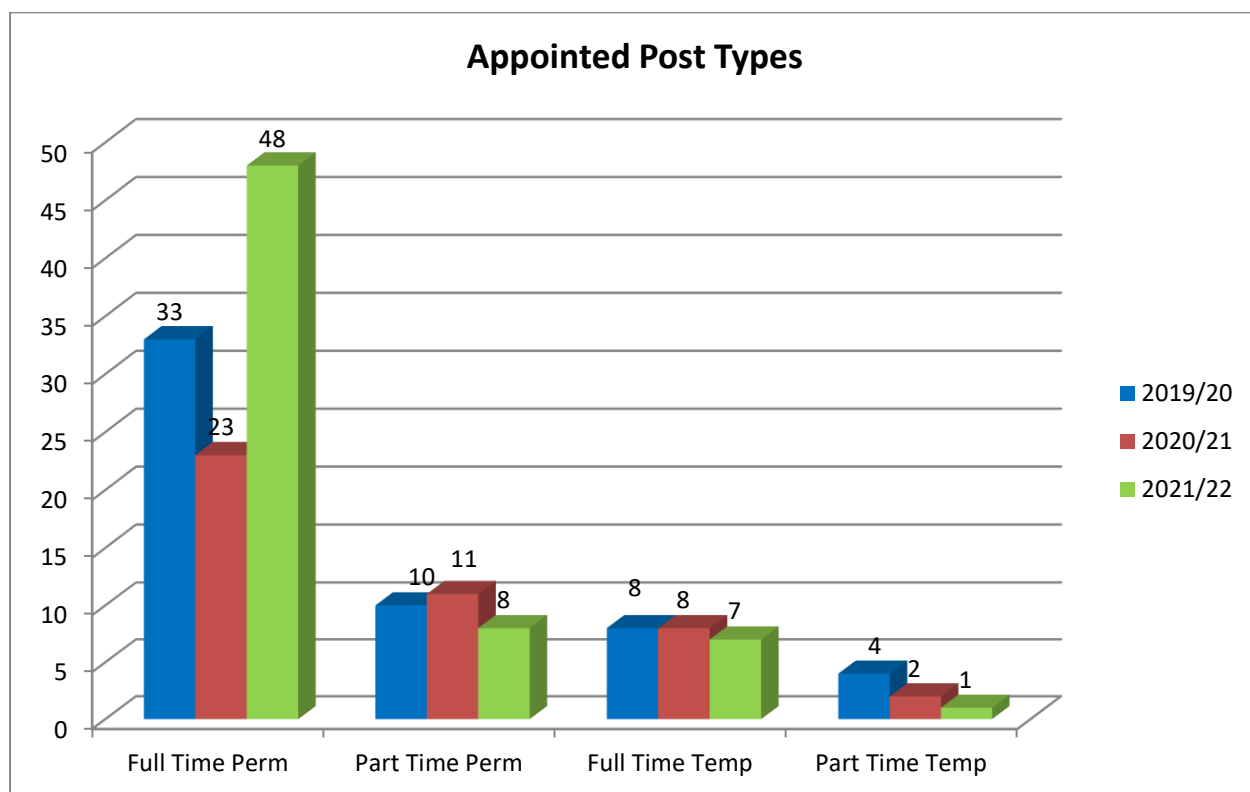
Most job applications are now made via the Council's website with only a small percentage received through the post.

	2019/20		2020/21		2021/22	
Online Applications	920	99.24%	891	99.66%	724	100.00%
Paper Applications	7	0.76%	3	0.34%	0	0.00%
Total Applications	927		894		724	

3.4 Overview of Recruitment Process Levels



In 2019/20 the Council shortlisted 23.09% of all applicants. In 2020/21 this figure was 13.54% with the figure in 2021/22 rising to 32.04%.



3.5 Average Age of Applicants

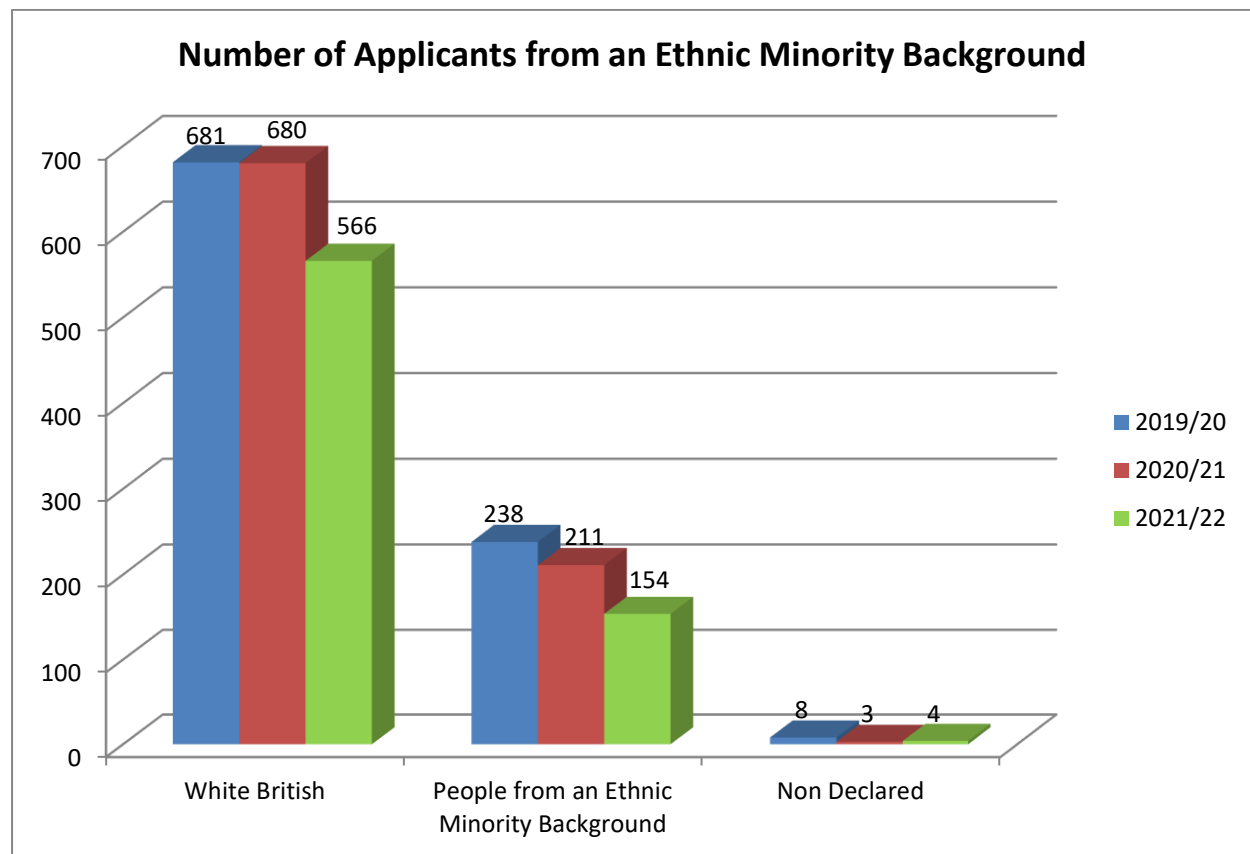
The average age of applicants has increased for males and females.

	2019/20	2020/21	2021/22
Male	33.86	33.46	38.40
Female	35.05	34.43	37.03
Overall	34.46	33.95	37.84

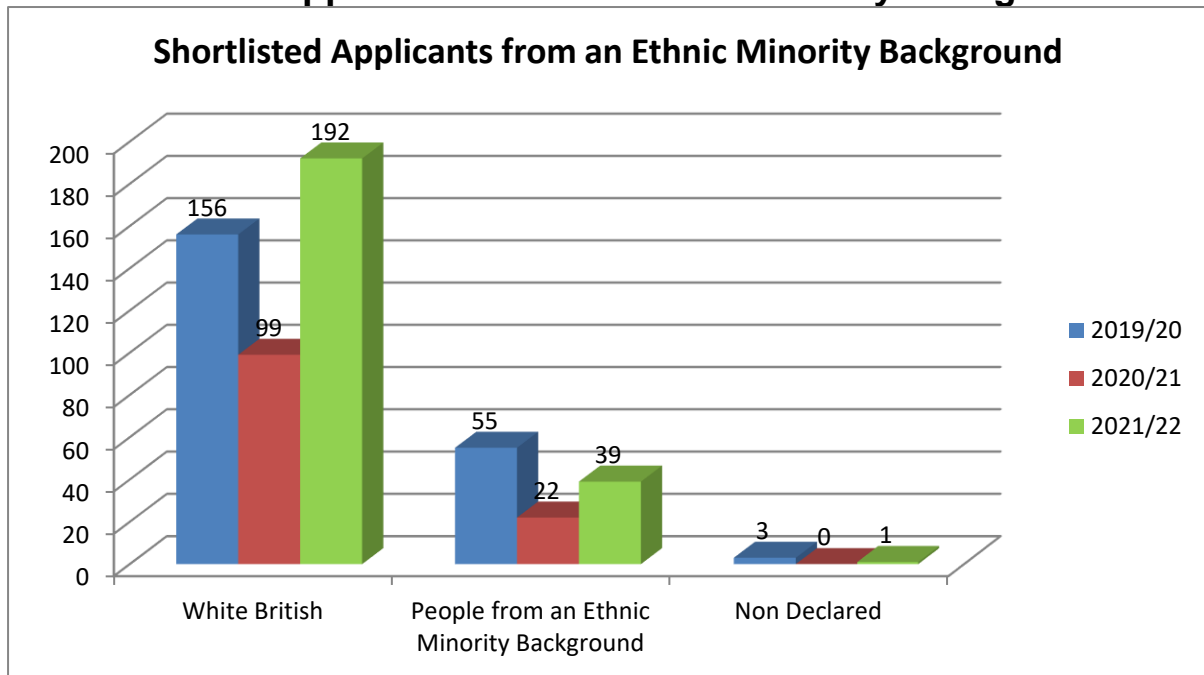
3.6 Ethnicity and Recruitment

The following graphs show the breakdown of applicants from an ethnic minority background during 2019/20, 2020/21 and 2021/22. Some key points to note are:

- In 2019/20 applications from an Ethnic Minority background accounted for 25.67%. In 2020/21 there were 23.60% of applications from an Ethnic Minority background and in 2021/22 this figure was 21.27%
- White British applicants accounted for; 78.18% during 2021/22, 76.06% during 2020/21 and 73.46% during 2019/20.
- Applications from an ethnic minority background accounted for 21.27% of all applications.

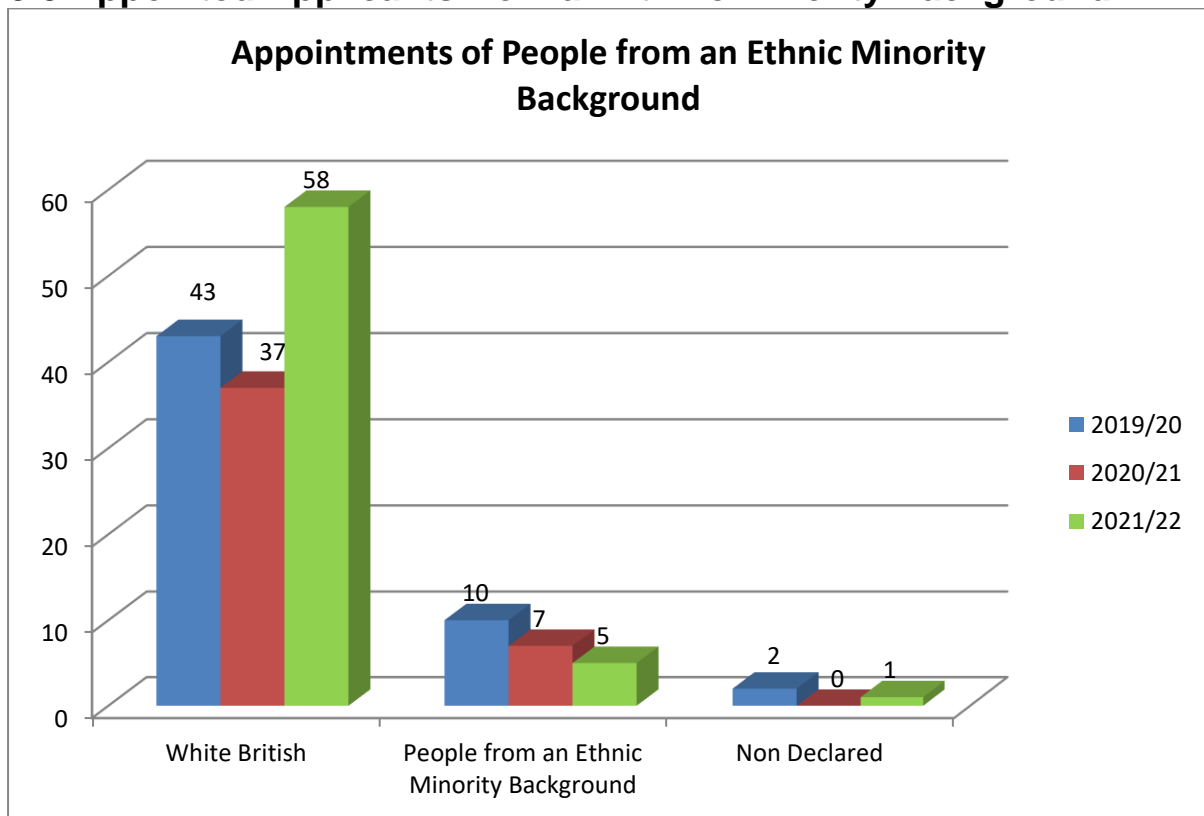


3.7 Shortlisted Applicants from an Ethnic Minority Background



There were 39 applicants from an ethnic minority background shortlisted in 2021/22. The percentage of people from an ethnic minority background that were shortlisted has fallen over the past 3 years by 29.09% overall. Over the past year there has been an increase of 77.27%.

3.8 Appointed Applicants from an Ethnic Minority Background



The comparison between the percentage of applicants from an ethnic minority background who were shortlisted and appointed is shown in the below table.

Year	Applicants	Shortlisted	Appointed
2019/20	25.67%	23.11%	18.18%
2020/21	23.60%	18.18%	15.91%
2021/22	21.27%	16.81%	7.81%

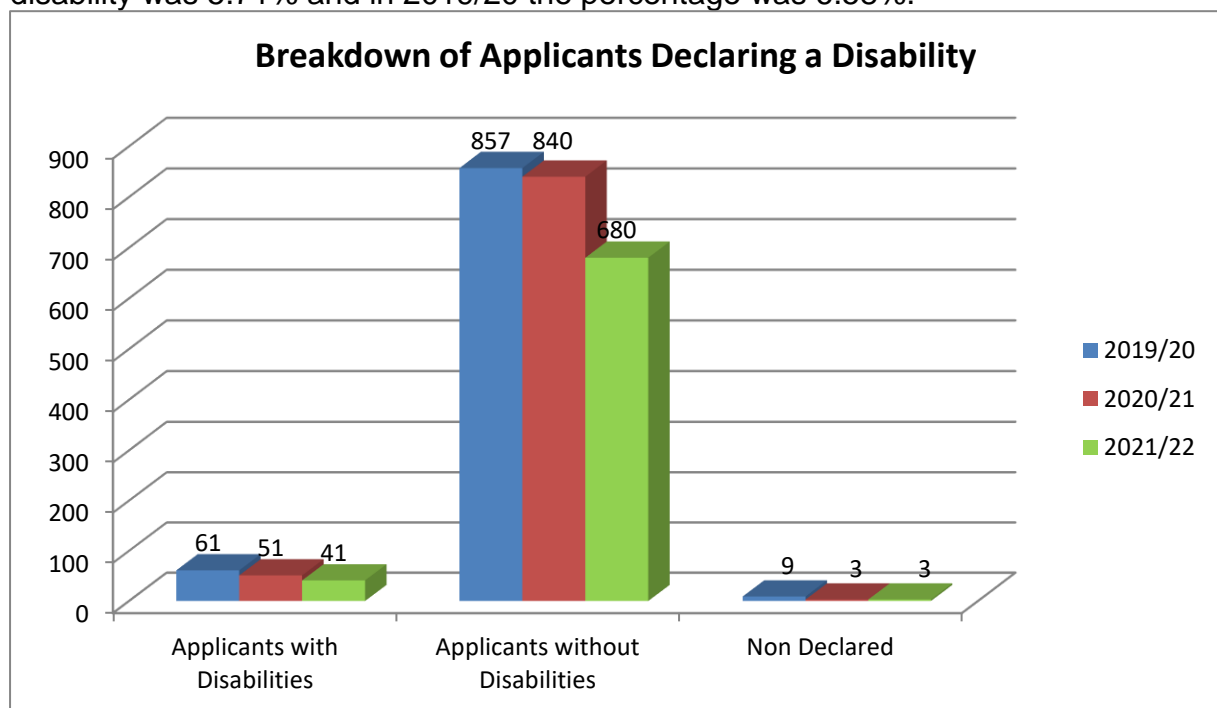
3.9 Disability and Recruitment

The Council is committed to providing equality of opportunity to all applicants, including those with disabilities. Applicants with disabilities who meet the essential criteria of a role are automatically invited for interview. This is supported and promoted by the Council's Disability Confident Status.

People with disabilities are actively supported and assisted on appointment through the provision of equipment or other reasonable adjustments where necessary and by reviewing working practices to ensure that everyone has the opportunity to be successful during their time with the Council.

3.10 Applicants with Disabilities

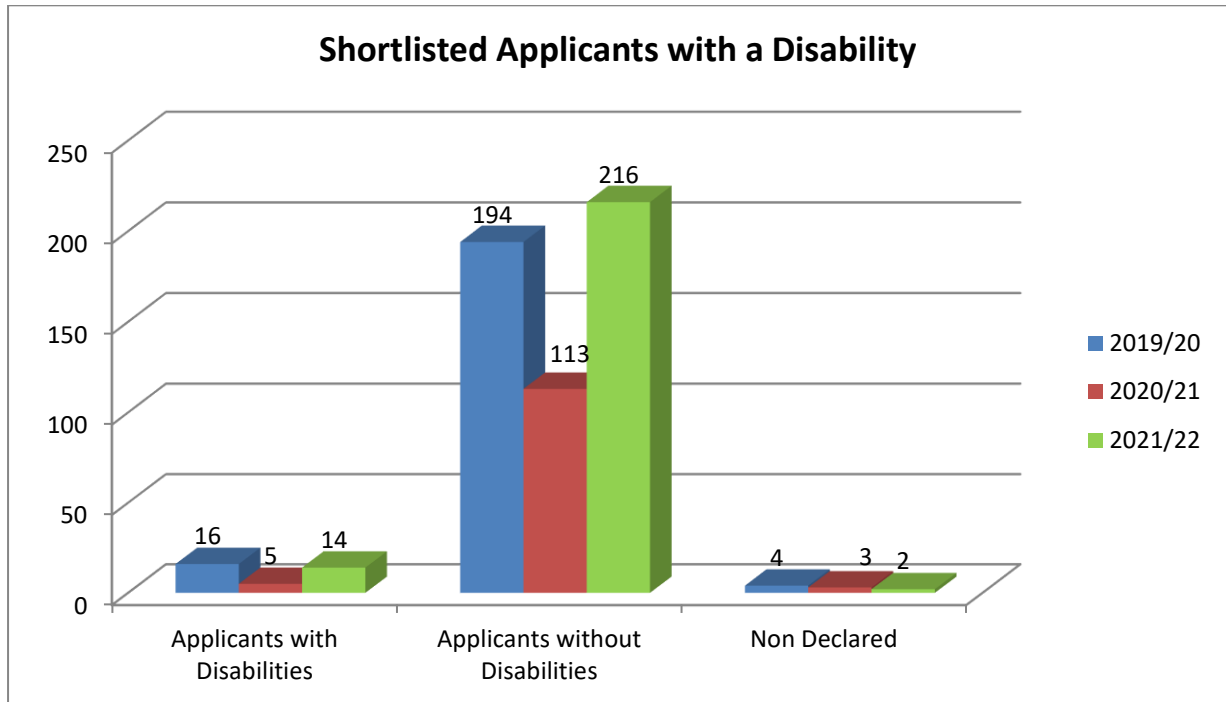
41 of all applications were from people with disability in 2021/22. This accounts for 5.66% of all applications in 2021/22. In 2020/21 the percentage of applicants with a disability was 5.71% and in 2019/20 the percentage was 6.58%.



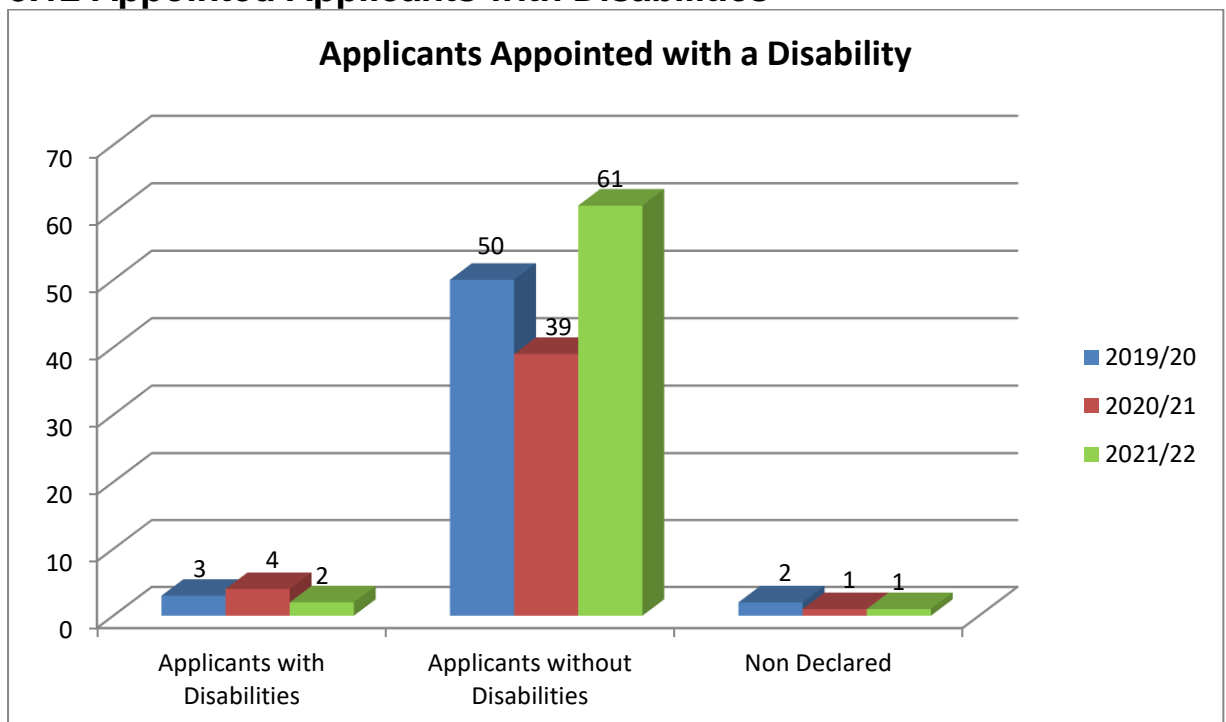
3.11 Shortlisted Applicants with Disabilities

2021/22 shows the number of shortlisted applicants with disabilities has increased by 180.00% when compared with 2020/21. The percentage of applicants shortlisted who declared a disability for each year is shown below.

- 2019/20 = 7.48%
- 2020/21 = 4.13%
- 2021/22 = 6.03%.



3.12 Appointed Applicants with Disabilities



3.13 Internal Promotions

This section captures the work undertaken to provide employees with career progression opportunities at Broxtowe Borough Council. Promotions fall under two categories; the employee's post has been re-graded to a higher grade representing they have taken on additional responsibility or by moving into a different position where the grade is higher.

	2021/22
Post has been re-graded	24
Appointed to higher graded post	28
Total	52

The 28 employees who were appointed into a higher graded post shows the council's commitment to career development and succession planning.

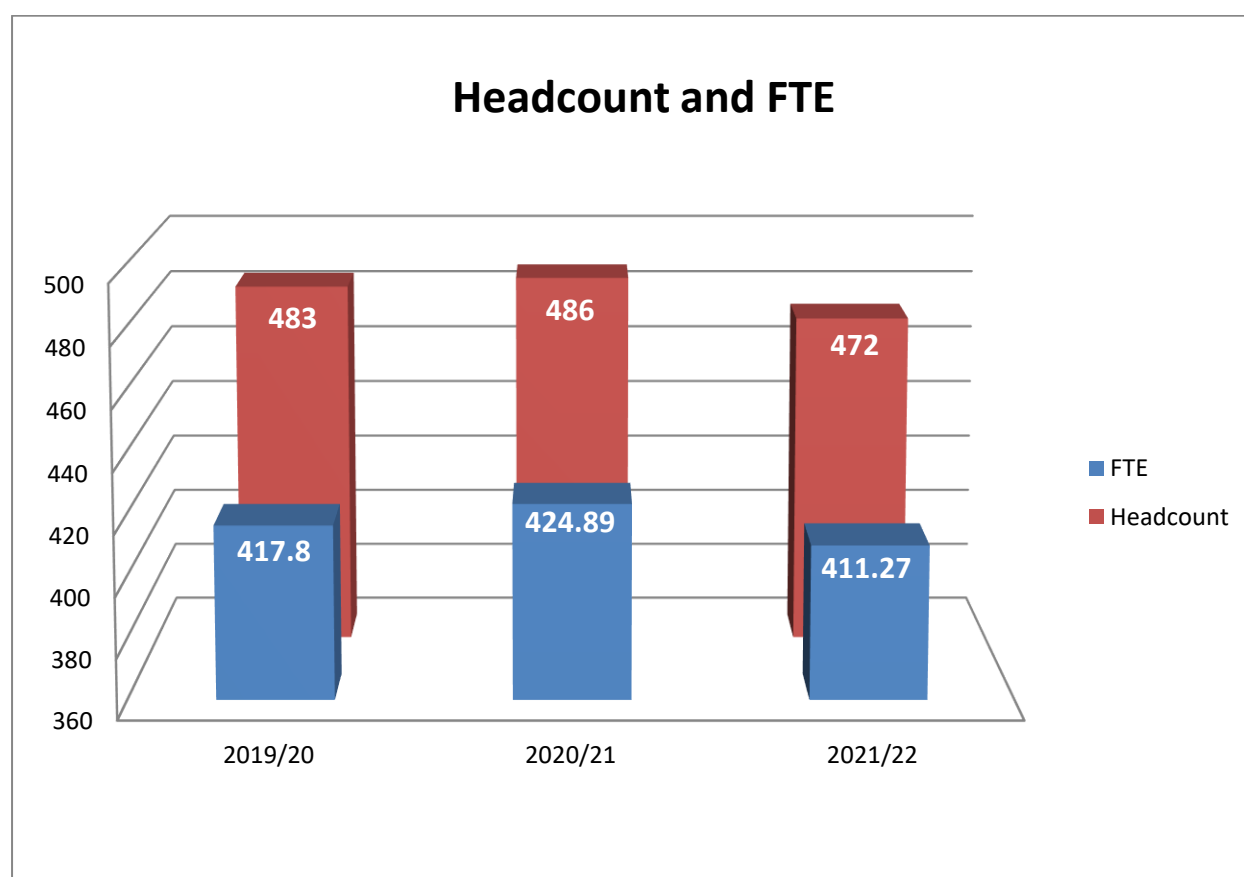
4. OUR WORKFORCE

4.1 Introduction

This section of the report aims to identify the current make up of our workforce and will provide statistics that can be analysed and used to identify trends.

4.2 Establishment Levels

The following chart shows the Full Time Equivalent (FTE) and headcount of employees of the Council for the last three years as at 31 March 2022.



4.3 Ethnicity

During 2021/22, 8.05% of the workforce were from an ethnic minority background, based on the 447 employees who submitted a response. This is an increase of 0.81% since 2019/20. Below is a snapshot of the ethnic diversity of our workforce which includes those employees who have declined to state their ethnic origin.

Ethnicity	2019/20	2020/21	2021/22
Any other ethnic group	1	1	1
Asian - Other	0	0	0
Bangladeshi	1	1	1
Black or British African	2	3	2
Black or British Any Other	0	0	0
Black or British Caribbean	3	3	4
Chinese	1	1	2
Indian	4	6	5
Mixed - Other	1	1	1
Mixed - W/B Caribbean	7	6	4
Mixed - White/Asian	3	3	3
Pakistani	6	8	9
Undeclared	27	26	25
White - British	423	422	410
White - Irish	0	0	1
White Other	4	5	1
Grand Total	483	486	472

At 31 March 2022, the Council had 472 employees of which 410 (86.86%) declared themselves to be White British, 36 (7.63%) employees declared to be from an ethnic minority background and a further 25 employees (5.51%) did not submit or disclose their ethnicity.

4.4 Ethnicity of Workforce - Breakdown

Ethnic Origin	Gender	Full Time	%	Part Time	%	Grand Total	%
Any other ethnic group	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	1	0.73%	1	0.21%
Bangladeshi	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.30%	0	0.00%	1	0.21%
Black or British African	F	0	0.00%	1	0.73%	1	0.21%
	M	1	0.29%	0	0.00%	1	0.21%
Black or British Any Other	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	0	0.00%	0	0.00%
Black or British Caribbean	F	1	0.30%	0	0.00%	1	0.21%
	M	3	0.90%	0	0.00%	3	0.64%
Chinese	F	2	0.60%	0	0.00%	2	0.42%
	M	0	0.00%	0	0.00%	0	0.00%
Indian	F	4	1.19%	0	0.00%	4	0.85%
	M	1	0.30%	0	0.00%	1	0.21%
Mixed - Other	F	1	0.30%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - W/B Caribbean	F	1	0.30%	2	1.46%	3	0.64%
	M	1	0.30%	0	0.00%	1	0.21%
Mixed - White/Asian	F	1	0.29%	0	0.00%	1	0.21%
	M	2	0.59%	0	0.00%	2	0.41%
Pakistani	F	3	0.90%	1	0.73%	4	0.85%
	M	4	1.19%	1	0.73%	5	1.06%
White - British	F	103	30.75%	105	76.64%	208	44.07%
	M	184	54.93%	18	13.14%	202	42.80%
White - Irish	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.30%	0	0.00%	1	0.21%
White Other	F	3	0.90%	1	0.73%	4	0.85%
	M	0	0.00%	0	0.00%	0	0.00%
Undeclared	F	4	1.19%	5	3.65%	9	1.91%
	M	15	4.48%	1	0.73%	16	3.39%
Grand Total		335	100%	137	100%	472	100%

4.5 Employees with Disabilities

	2019/20		2020/21		2021/22	
	No.	%	No.	%	No.	%
Employees with Disabilities	29	6.00%	31	6.38%	31	6.57%
Employees without Disabilities	415	85.93%	417	85.80%	405	85.81%
Non-Declared	39	8.07%	38	7.82%	36	7.63%
Total	483		486		472	

The Council offers on-going support to employees who may, either on a short or long term basis, need support whilst at work. The Council also seeks guidance through an independent occupational health service which enables medical advice to be obtained regarding any reasonable adjustment or other action which helps employees to remain at work.

4.6 Employees average length of service

	2019/20 Years	2020/21 Years	2021/22 Years
Employees with Disabilities	14.84	13.71	14.10
Employees without Disabilities	10.81	10.74	10.48
Non-Declared	18.54	18.46	18.39
All Staff	11.68	11.53	11.32

The overall average length of service is approximately 37.28% longer for those employees with a disability, compared with those who do not have a disability. This is a good indicator that the systems and support the council has in place for this group of employees is effective.

4.7 Age and Service Length

The following section provides a breakdown of our workforce on 31 March 2022 by service length:

Years	Gender	Total	%
0-4	F	80	16.95%
	M	88	18.64%
5-9	F	36	7.63%
	M	48	10.17%
10-14	F	35	7.42%
	M	30	6.36%
15-19	F	39	8.26%
	M	31	6.57%
20-24	F	17	3.60%
	M	21	4.45%
25-29	F	13	2.75%
	M	6	1.27%
30-34	F	16	3.39%
	M	7	1.48%
35-39	F	2	0.42%
	M	2	0.42%
40-44	F	0	0.00%
	M	1	0.21%
45+	F	0	0.00%
	M	0	0.00%
Grand Total		472	100.00%

The average length of service for employees is:

	2019/20	2020/21	2021/22
Female Full Time	10.38	10.02	10.32
Female Part Time	14.11	14.18	14.20
Male Full Time	11.39	10.94	12.14
Male Part Time	8.28	11.40	8.28

4.8 Age Ranges

The following table shows a breakdown of our workforce by Age Ranges of Full Time and Part Time Employees (This includes temporary employees):

Age Range	Gender	FT-PT	Total
16-19	F	FT	0
		PT	0
	M	FT	1
		PT	0
20-29	F	FT	15
		PT	2
	M	FT	18
		PT	1
30-39	F	FT	25
		PT	22
	M	FT	44
		PT	5
40-49	F	FT	27
		PT	16
	M	FT	53
		PT	1
50-59	F	FT	42
		PT	60
	M	FT	60
		PT	4
60-64	F	FT	11
		PT	10
	M	FT	29
		PT	6
65-69	F	FT	3
		PT	4
	M	FT	6
		PT	4
70+	F	FT	0
		PT	1
	M	FT	1
		PT	1
Grand Total			472

4.9 Breakdown of Reasons for Leaving by Age and Gender (Permanent and Temporary Employees)

Reason for Leaving	Female 16-19	20-29	30-39	40-49	50-59	60-64	65-69	70+	Female Total	Male 16-19	20-29	30-39	40-49	50-59	60-64	65-69	70+	Male Total	Grand Total
Career Change		5	2	2	1				10		1	5	4	3				13	23
Career Progression LA			4	3	2	1			10		1	1		3				5	15
Career Progression Other									0			1						1	1
Death in Service									0									0	0
Dismissal – Attendance Management									0									1	1
Dismissal – Capability									0									0	0
Dismissal – Gross Misconduct									0									0	0
Dismissal - Probation									0									0	0
Dismissal - Other									0			1			1			1	1
Maternity – Not Returned									0									0	0
Not Known						1			1			1		1				2	3
Personal Reasons		2	2		1		1		6			1	1	3				5	11
Redundancy - Compulsory									0									0	0
Redundancy - Voluntary							1		1						1	1		2	3
Relocation									0									0	0
Early Retirement						1			1					2	3			5	6
Retirement – Age 65 & Over									0							2	1	3	3
Settlement				1	2	1			4					1				1	5
<i>Temp. Contract Ended*</i>				1					1									0	1
Grand Total	0	7	8	7	6	4	2	0	34	0	2	10	5	13	5	3	1	39	73

4.10 Grade Profile of Workforce

Grade	FT		FT	PT		PT	Grand
	F	M	Total	F	M	Total	Total
G2	2	3	5	23	7	30	35
G3	2	26	28	6	2	8	36
G4	19	37	56	24	1	25	81
G5	34	37	71	30	8	38	109
G6	8	25	33	8	1	9	42
G7	15	25	40	12	1	13	53
G8	12	15	27	1	0	1	28
G9	4	6	10	6	0	6	16
G10	11	7	18	2	0	2	20
G11	3	9	12	3	1	4	16
G12	3	1	4	0	0	0	4
G13	3	8	11	0	0	0	11
G14	0	5	5	0	0	0	5
G15	3	1	4	0	1	1	5
Head of Service	2	5	7	0	0	0	7
Chief Officer	1	1	2	0	0	0	2
Deputy Chief Exec.	0	1	1	0	0	0	1
Chief Executive	1	0	1	0	0	0	1
Grand Total	123	212	335	115	22	137	472

4.11 Workforce Profile Starters (Permanent and Temporary)

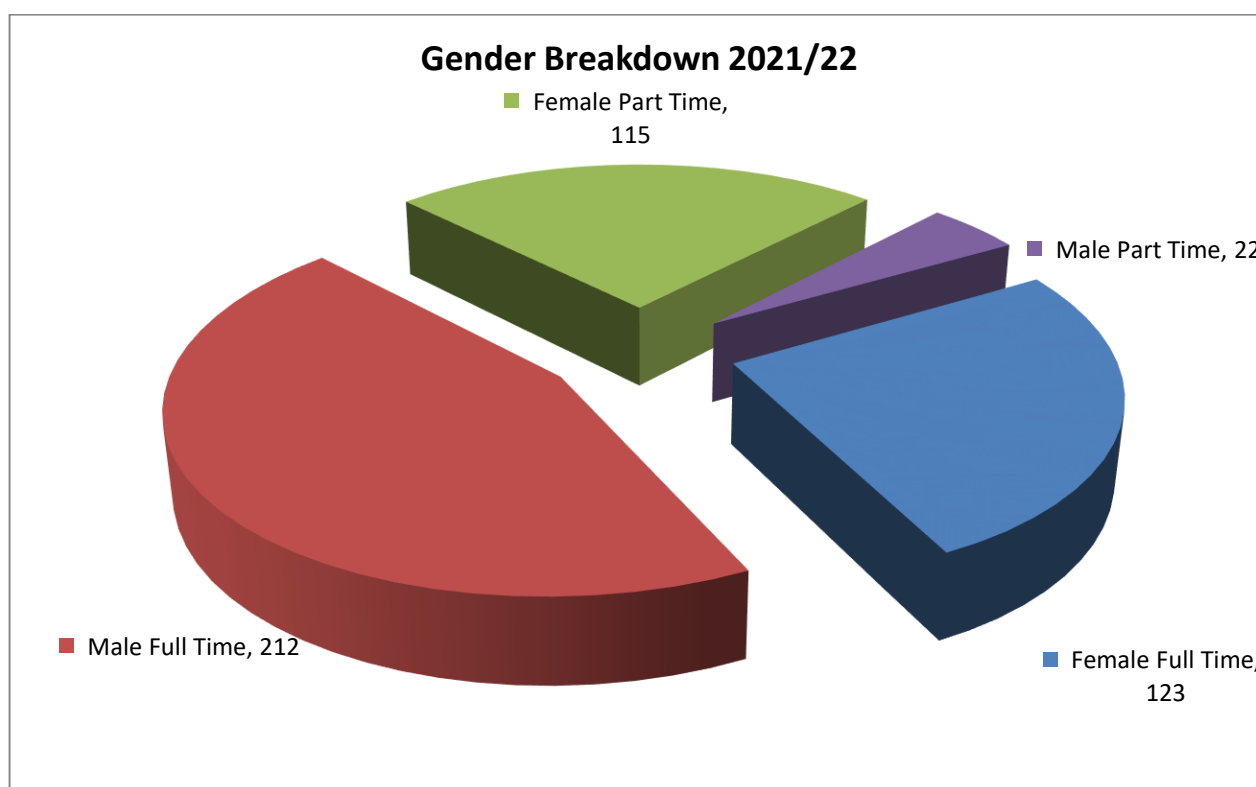
Age Range	Gender	FT	PT	Total
16-19	F	0	0	0
	M	1	0	1
20-29	F	3	2	5
	M	9	0	9
30-39	F	5	2	7
	M	11	0	11
40-49	F	4	2	6
	M	10	1	11
50-59	F	4	1	5
	M	4	0	4
60-64	F	0	0	0
	M	3	1	4
65+	F	0	0	0
	M	1	0	1
Grand Total		55	9	64

4.12 Gender

This section provides information on the gender breakdown of our employees and can be used to ensure that our commitment to equality is maintained.

	2019/20		2020/21		2021/22	
Female Full Time	121	25.05%	129	26.54%	123	26.06%
Male Full Time	216	44.72%	214	44.03%	212	44.92%
Female Part Time	123	25.47%	122	25.10%	115	24.36%
Male Part Time	23	4.76%	21	4.32%	22	4.66%
Total	483		486		472	

Broxtowe's commitment to equality in the recruitment of staff is emphasised in the gender split of the current workforce. Broxtowe employed 238 females and 234 males as at 31 March 2022. The chart below shows the gender breakdown in diagrammatic form.



4.13 Job Evaluation

Job evaluation is a means of determining the relative values of jobs within an organisation, so that all posts are graded appropriately to their duties and responsibilities. The Council's JE processes provide a systematic and consistent approach to defining the relative worth of jobs. It also enables a rank order to be developed according to the complexities of tasks, duties and responsibilities undertaken by post holders.

Following implementation of its Single Status programme in March 2011, the Council has continued to maintain a robust approach to the evaluation of posts at all levels across the organisation which ultimately demonstrates non-discriminatory pay practices.

During 2021/22, 31 jobs were evaluated which covered 27 different job groups. The outcomes of those evaluations are shown in the table below:

Job Evaluation Outcome	Number of posts
JE points score increase resulting in no change in grade of post	1
JE points score increase resulting in grade increase of post	24
JE points score unchanged	1
JE points score decrease resulting in no change in grade of post	0
JE points score decrease resulting in decrease in grade of post	2
Number of new posts evaluated	3
Total posts evaluated	31

4.14 Gender Pay Gap

The Council's Job Evaluation scheme provides equal pay for work of equal value so no inequality in pay exists.

The Council has a commitment to calculate and publish its gender pay gap each year and it does this through its Pay Policy and within the annual Workforce Profile. The gender pay gap is the difference between men's and women's earnings as a percentage of men's earnings.

Whilst Broxtowe has produced its gender pay gap annually for many years it became mandatory to do so in 2017 within the scope of a fixed set of guidelines laid down by government. These are not dissimilar to the way Broxtowe has calculated the figures previously, using annual full time equivalent salary, except that the new regulations use the hourly rate of pay including certain regular allowances. It is also a requirement to report the proportion of males and females in each quartile pay band.

An analysis of the current gender pay gap levels at Broxtowe (as at 31 March 2022) using both the mean and median calculations are as follows:

Mean Calculation*

All Employees

Mean Male Hourly Rate	13.9634
Mean Female Hourly Rate	13.1165
Gender Pay Gap	6.06%

Full Time Employees

Mean Male Hourly Rate	14.1788
Mean Female Hourly Rate	14.4341
Gender Pay Gap	-1.80%

Part Time Employees

Mean Male Hourly Rate	11.8876
Mean Female Hourly Rate	11.7072
Gender Pay Gap	1.52%

Median Calculation*

All Employees

Median Male Hourly Rate	12.4945
Median Female Hourly Rate	11.5597
Gender Pay Gap	7.48%

Full Time Employees

Median Male Hourly Rate	12.5243
Median Female Hourly Rate	12.5243
Gender Pay Gap	0.00%

Part Time Employees

Median Male Hourly Rate	11.0839
Median Female Hourly Rate	11.5597
Gender Pay Gap	-4.29%

*The mean calculation is the average figure and the median calculation is the middle number in a range.

Calculated as the average difference between male and female earnings as a percentage of male earnings.

The gender pay gap for each year since it's mandatory inception in 2017 is shown below.

<u>Year</u>	<u>Gender Pay Gap</u>
2016/17	6.63%
2017/18	7.92%
2018/19	6.53%
2019/20	4.90%
2020/21	3.59%
2021/22	6.06%

The gender pay gap has increased by 2.47% in the past year. The two main reasons for this are;

- More females leaving more senior roles (Grade 8 and above) and more males being appointed into these senior roles.
- Market Supplements being applied to job groups with more male incumbents.

The gender pay gap for 2021/22 without the application of Market Supplements would be 4.77%.

5. EMPLOYMENT ISSUES

Broxtowe Borough Council is strongly committed to the equal and fair implementation of its people policies and procedures.

5.1 Disciplinary, Grievance, Capability and Attendance Management

The following statistics are related to all disciplinary, grievances, attendance management and capability proceedings based upon the date upon which the incident took place.

5.2 Disciplinary

	Gender	2019/20	2020/21	2021/22
Suspended	F	0	0	0
	M	3	0	0
Number of working days suspended	F	0	0	0
	M	36	0	0
First Formal Warning	F	1	0	0
	M	1	0	0
Final Formal Warning	F	2	0	0
	M	1	2	2
Dismissed (Gross misconduct, Summary Dismissal)	F	1	0	0
	M	0	1	2
Resigned during investigation	F	0	0	0
	M	0	0	0

5.3 Grievances

	2019/20	2020/21	2021/22
Female	3	0	2
Male	6	0	2
Collective	0	1	2
Total	9	1	6

5.4 Capability Policy and Procedure

The table below indicates the stages of support employees have received:

	Gender	2019/20	2020/21	2021/22
Stage 1	F	0	0	1
	M	0	0	0
Stage 2	F	0	0	0
	M	0	0	0
Stage 3	F	0	0	0
	M	0	0	0
Dismissal	F	0	0	0
	M	0	0	0
Total		0	0	1

5.5 Attendance Management Policy and Procedure

The Council has a wide range of measures to support employees who are absent from work through sickness. This includes a robust Attendance Management Policy, as well as support from an external occupational health provider and a free Employee Assistance Programme. The table below highlights the stages of the policy at which employees were supported within the framework.

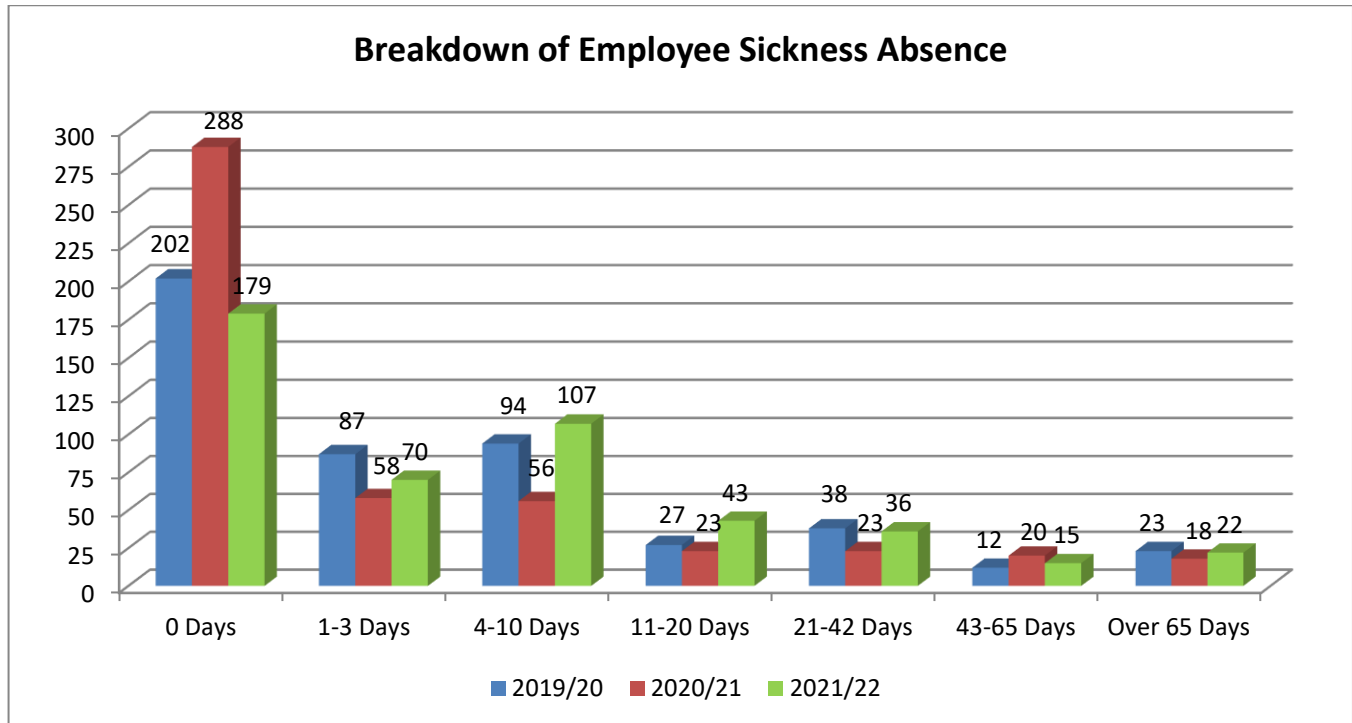
	Gender	2019/20	2020/21	2021/22
Stage 1	F	15	13	16
	M	22	13	13
Stage 2	F	1	2	0
	M	2	0	0
Stage 3	F	0	0	0
	M	0	0	0
Stage 3 (Dismissal)	F	0	0	0
	M	0	0	0
Total		40	28	29

The Council also promotes employee wellbeing and attendance at work by the provision of initiatives including flu vaccinations, health surveillance programmes, hepatitis vaccinations, eye and eyesight tests, audiometry assessments and specialist health screening initiatives together with welfare support and advice. The Council also offers confidential counselling and occupational health.

All absences are monitored and employees with longer term sickness are actively supported through return to work programmes.

5.6 Breakdown of Employee Sickness Absence

The following chart shows the number of occasions of employee sickness absence by the total number of days of absence as of 31 March 2022.



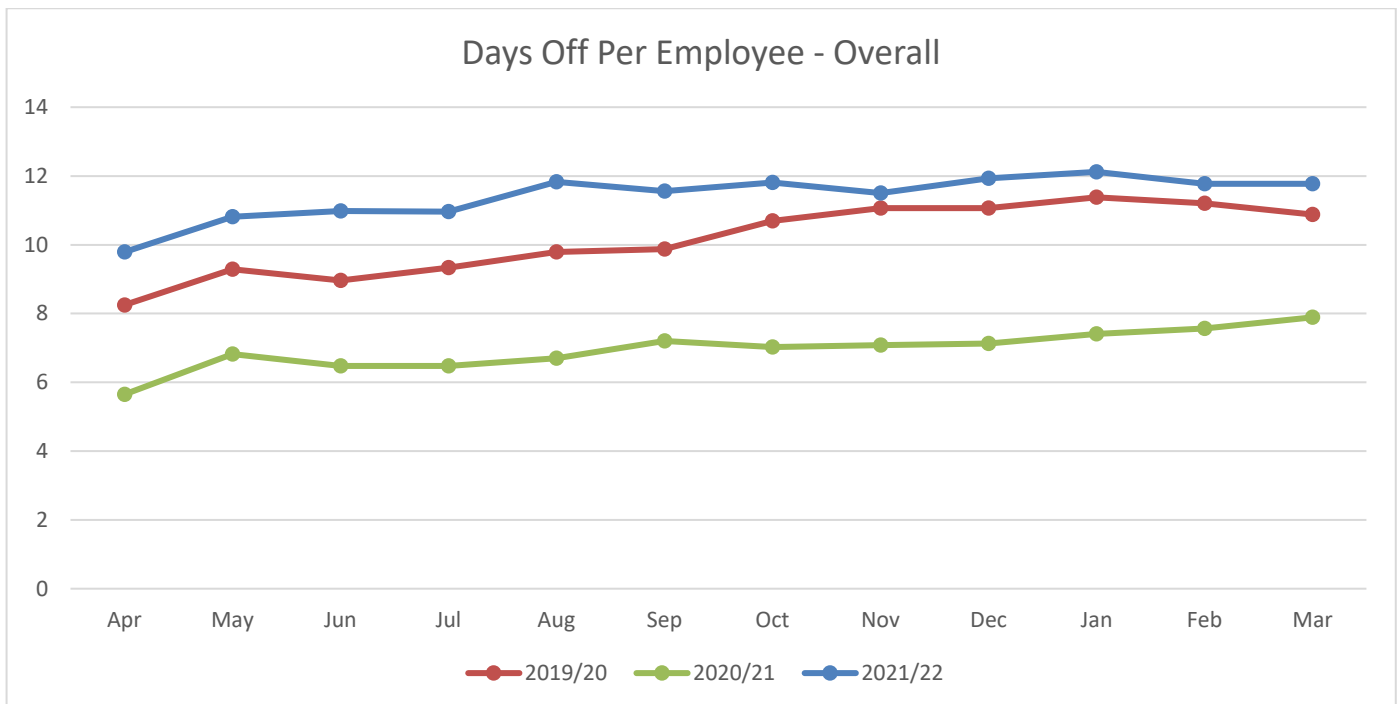
Whilst the average level of sickness during 2021/22 was 11.77 days per employee, 37.92% of the workforce had no sickness absence at all, whereas 59.26% of employees had nil sickness in 2020/21 and 41.82% of employees had no sickness absence in 2019/20.

5.7 FTE Absence (Average sickness days per employee)

Year	Average
2021/22	11.77
2020/21	7.89
2019/20	10.88
2018/19	8.69
2017/18	13.64
2016/17	9.73
2015/16	9.39
2014/15	8.66
2013/14	7.94
2012/13	9.79

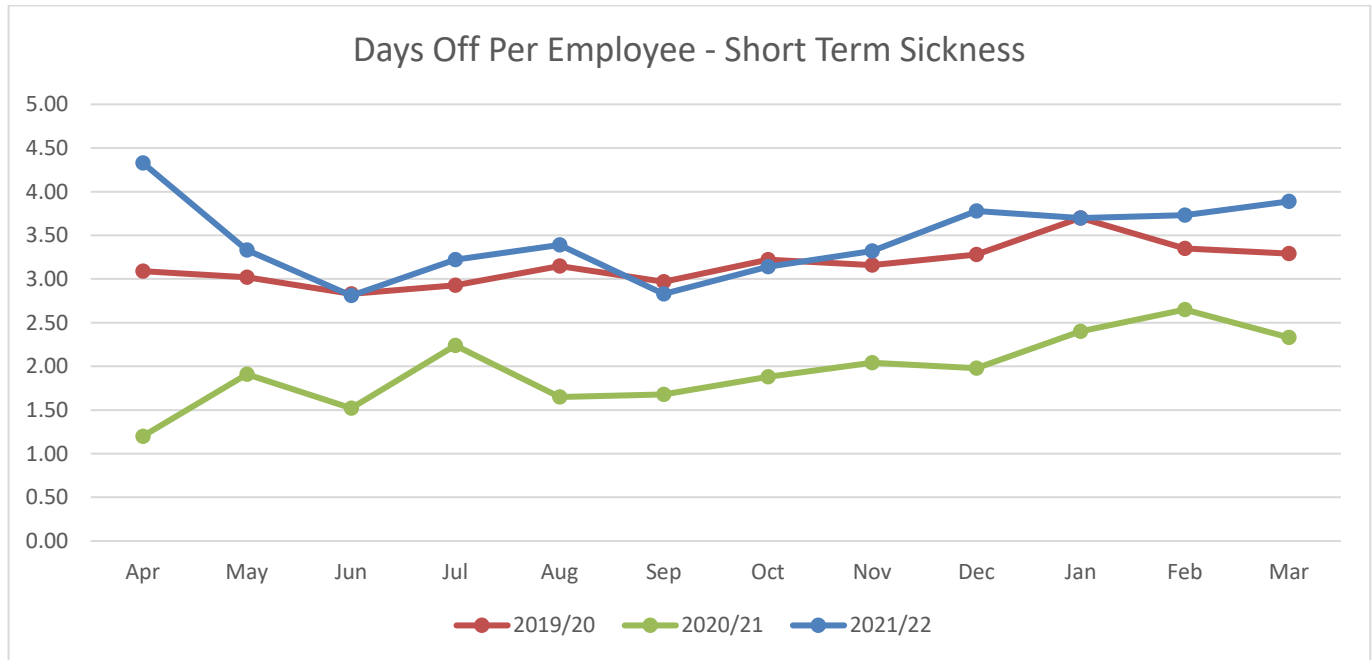
FTE Absence Comparison 2019-2022

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2019/20	8.25	9.29	8.96	9.33	9.79	9.87	10.69	11.07	11.07	11.38	11.21	10.88
2020/21	5.65	6.82	6.48	6.48	6.70	7.20	7.03	7.08	7.13	7.41	7.57	7.89
2021/22	9.79	10.81	10.98	10.96	11.83	11.56	11.81	11.50	11.93	12.12	11.77	11.77



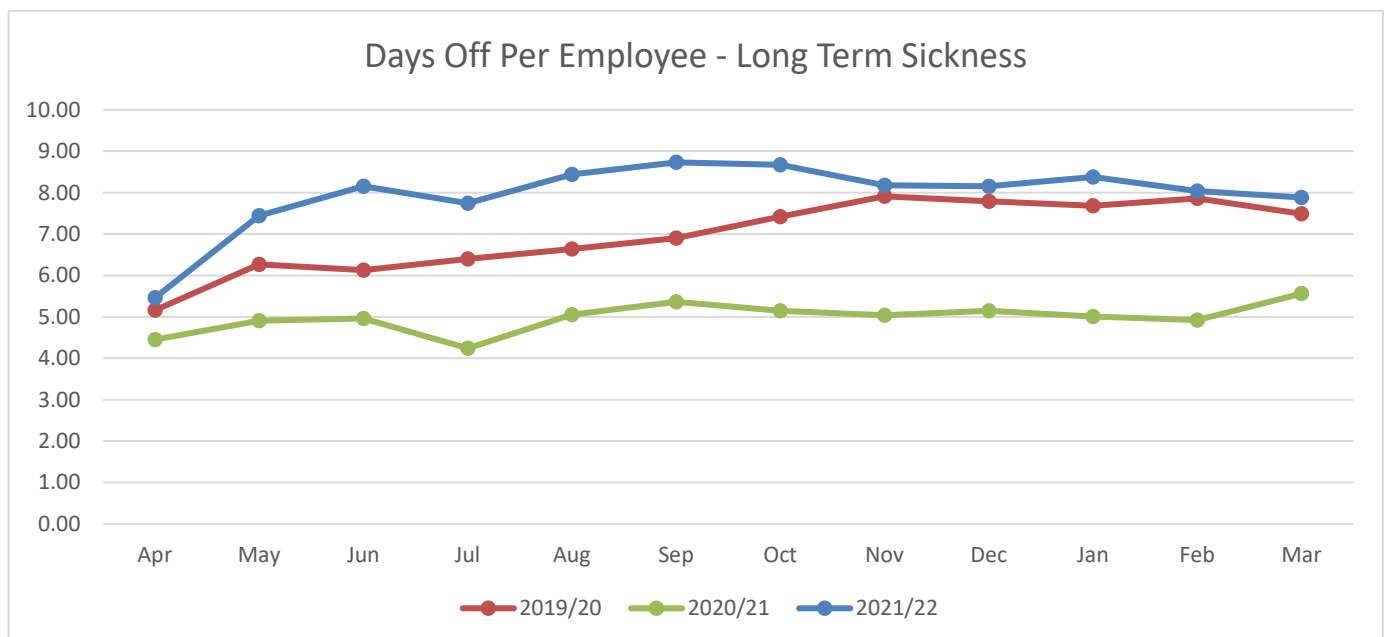
FTE Absence Comparison 2019-2022 – Short Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2019/20	3.09	3.02	2.83	2.93	3.15	2.97	3.22	3.16	3.28	3.70	3.35	3.29
2020/21	1.20	1.91	1.52	2.24	1.65	1.68	1.88	2.04	1.98	2.40	2.65	2.33
2021/22	4.33	3.33	2.81	3.22	3.39	2.83	3.14	3.32	3.78	3.70	3.73	3.89



FTE Absence Comparison 2018-2021 – Long Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2019/20	5.16	6.27	6.13	6.40	6.64	6.90	7.42	7.91	7.79	7.68	7.86	7.49
2020/21	4.45	4.91	4.96	4.24	5.05	5.36	5.15	5.04	5.15	5.01	4.92	5.56
2021/22	5.46	7.44	8.15	7.74	8.44	8.73	8.67	8.18	8.15	8.38	8.04	7.88

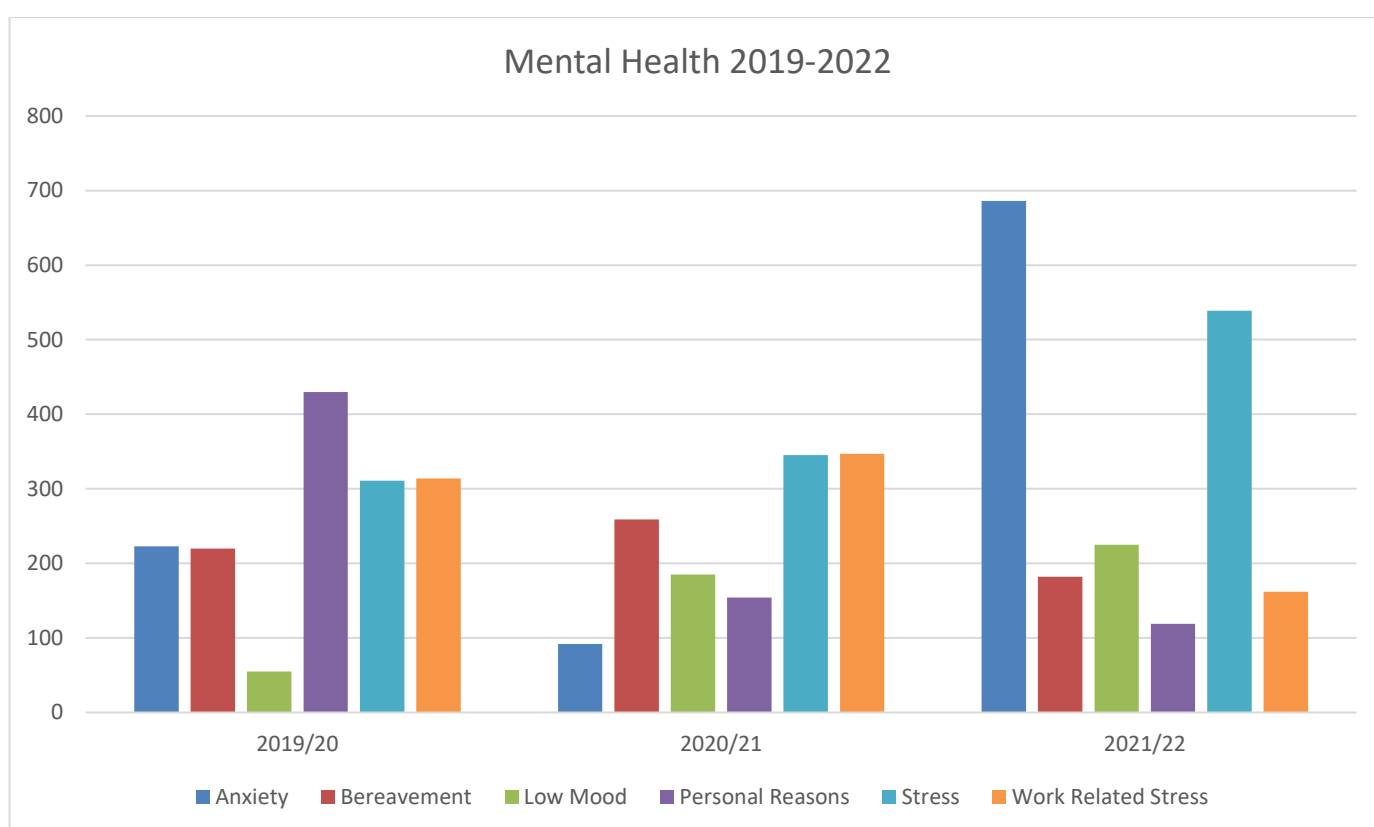


5.8 Mental Health Related Sickness Absence

The below table shows the number of days Broxtowe Borough Council employees were absence due to stress related illness.

Year	Anxiety	Bereavement	Low Mood	Personal Reasons	Stress	Work Related Stress	Total
2019/20	223	220	55	430	311	314	1553
2020/21	92	259	185	154	345	347	1382
2021/22	686	182	225	119	539	162	1913

The council first started collecting data regarding mental health related sickness in April 2012. The graph below shows the level of absence due to mental health at Broxtowe Borough Council since April 2019.

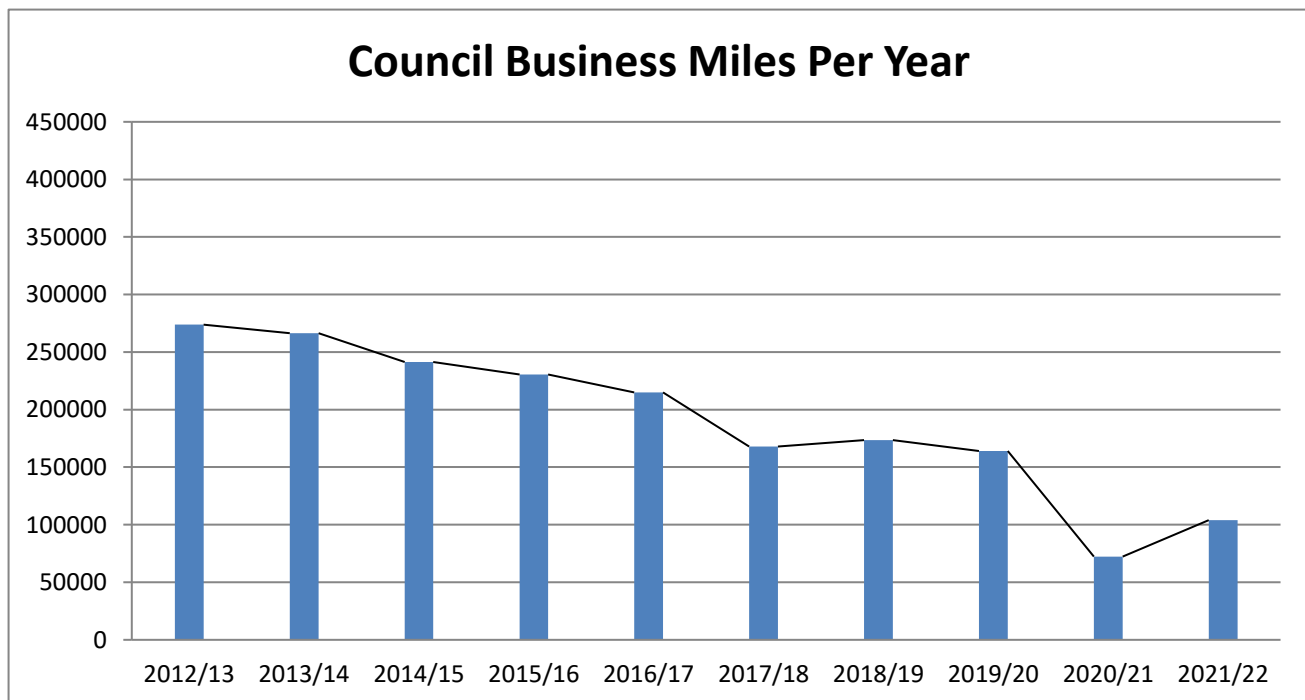


5.9 Business Mileage

Business mileage undertaken by employees in their own car. The table below shows the reductions in business mileage that have been achieved over the last 10 years. Within the last 10 years Broxtowe has implemented three major changes to the process and payment of business mileage;

- Mileage rate changed to 45p per mile (HMRC rate) from August 2013.
- VAT Receipt required when claiming mileage with effect from April 2014.
- Mileage claimed online via HR21 with effect from April 2018.

Year	Miles	% Reduction on previous year
2021/22	104042	-30.49
2020/21	72323	55.88
2019/20	163929	5.95
2018/19	173679	-3.48
2017/18	167833	15.61
2016/17	198886	9.06
2015/16	218700	5.84
2014/15	232262	13.39
2013/14	268179	1.84
2012/13	273216	21.88

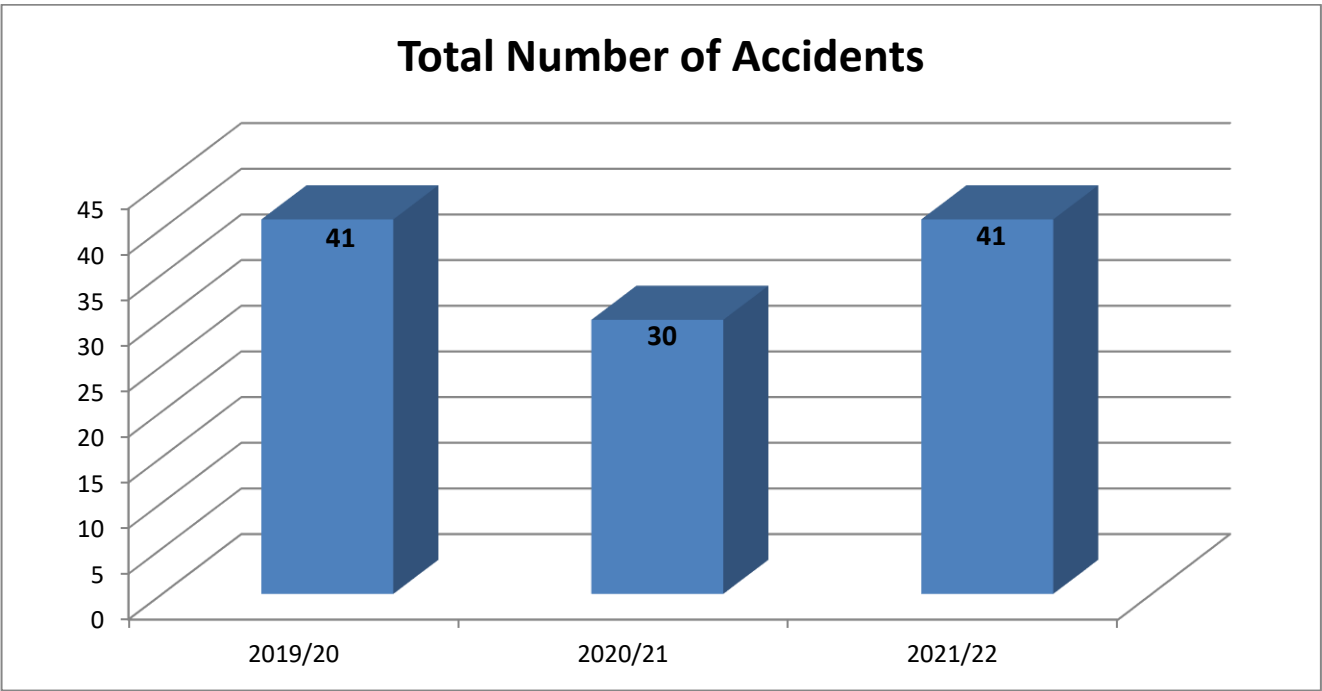


6. HEALTH AND SAFETY

This section provides an analysis of accident figures at the Council during 2021/22 and the preceding 2 years. The figures are for employees only and are split into RIDDOR and Non-RIDDOR accidents.

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Employers have legal duties under RIDDOR requiring them to report and record more serious work-related accidents and incidents. Depending on the type of incident, the report needs to be made within a maximum of 15 days.



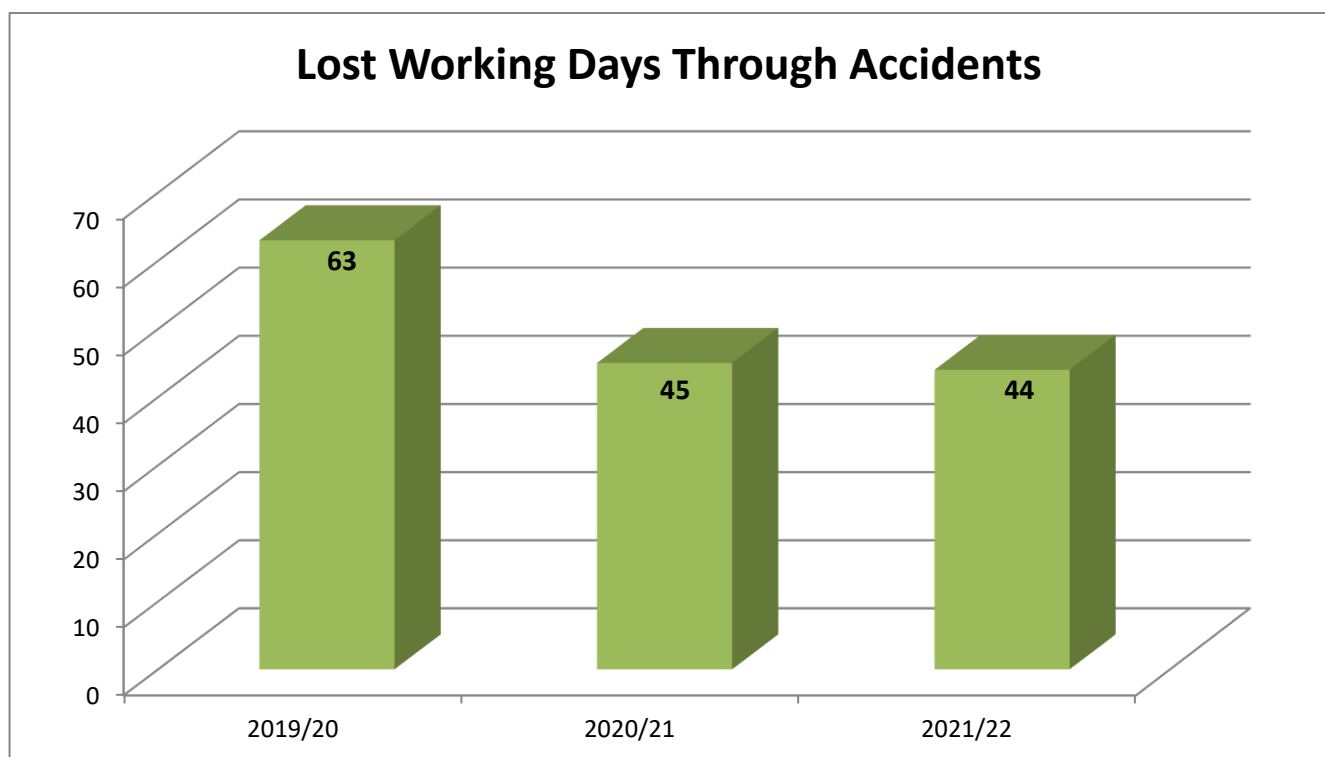
The total number of accidents during 2021/22 was 41.

During 2021/22, 4 (9.76%) out of the total number of accidents were classified as “RIDDOR” accidents. These are more serious accidents, which must be reported to the Health and Safety Executive (HSE), and are detailed in the following table.

6.1 RIDDOR Type of Accident

	Total
2019/20	
Manual Handling	0
Slips, trips and falls	2
Striking a fixed object	0
Struck by a moving object	0
Other	0
Total	2
2020/21	
Manual Handling	1
Slips, trips and falls	2
Striking a fixed object	0
Struck by a moving object	0
Other	0
Total	3
2021/22	
Manual Handling	2
Slips, trips and falls	0
Striking a fixed object	1
Struck by a moving object	0
Other	1
Total	4

6.2 Lost Working Days through Accidents at Work



During 2021/22, 52 working days were lost from two employees suffering RIDDOR injuries.

The average RIDDOR injuries sustained by employees:

	Total Days	Total Employees	Average
2021/22	52	4	13
2020/21	45	3	15
2019/20	63	2	31.5

One RIDDOR accident in 2021/22 resulted in 0 days off work.

7. CONCLUSIONS

In conclusion, this document has highlighted the profile of our Council as it stood at 31 March 2022.

For each section of the report a notable point has been highlighted below:

- **Achievements:** The average length of service was 34.54% longer for employees declaring themselves as having a disability when compared with employees who didn't declare a disability.
- **Recruitment:** The percentage of applicants shortlisted has increased by 18.50% when comparing 2020/21 with 2021/22.
- **Our Workforce:** The gender pay gap has increase from 3.59% to 6.06% in the last year. This is an increase of 2.47%.
- **Employment Issues:** The number of average sick days per employee increased from 7.89 days per employee in 2020/21 to 11.77 in 2021/22.
- **Health & Safety:** The average number of days off due to a RIDDOR accident is 13.50 which is a decrease compared to 2020/21 where the average was 15.00.

Consideration should be given to the fact data gathered, and subsequently shown for 2020/21 and 2021/22, will have been impacted by the COVID 19 pandemic. Whilst COVID 19 remains a presence in society today, the impact upon figures collected for 2022/23 will decrease.

If you have any questions or comments about this report, please contact the Payroll and Job Evaluation Division.

Obtaining alternative versions of this document

If you would like this document in another language or format, please contact the Human Resources team on 0115 917 3372 or 0115 917 3342.

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Report of the Portfolio Holder for Community Safety

SERIOUS VIOLENCE AND VIOLENCE AGAINST WOMEN AND GIRLS STRATEGY

1. Purpose of Report

To seek approval for the Serious Violence and Violence Against Women and Girls Strategy.

2. Recommendation

Cabinet is asked to RESOLVE that The Serious Violence and Violence Against Women and Girls Strategy be approved.

3. Detail

In response to a government consultation in 2019 on a new legal duty to support a multi-agency approach to preventing and tackling serious violence, there was an overall consensus for a legislative approach to a duty. As a result, the Serious Violence Duty ('the duty') was legislated for as part of the Police, Crime, Sentencing, and Courts Act 2022 ('the PCSC Act') and is a key part of the government's commitment to reduce and prevent serious violence.

The duty covers the requirements set out in chapter 1 of part 2 of the PCSC Act 2022; where it requires specified authorities, the police, local authorities, fire and rescue authorities, youth offending teams, Clinical Commissioning Groups (CCGs) in England, Local Health Boards in Wales and probation services, to work together to formulate an evidence-based analysis of serious violence in a local area and then formulate and implement a strategy detailing how they will respond to those issues.

Violence Against Women and Girls is an umbrella term used to describe a range of violent or abusive acts and behaviours against women including domestic abuse.

The local Strategy for Broxtowe sets out our commitment to increase awareness and reduce the prevalence of domestic abuse and violence against women and girls and it will support any future Serious Violence Strategy developed in Nottinghamshire.

This Strategy has been produced to support the Nottinghamshire Serious Violence Reduction Strategy and the Violence Reduction Unit have been consulted on its fitness.

The Broxtowe Serious Violence and Violence Against Women and Girls Strategy can be found at appendix 1 with the Equality Impact Assessment (EIA) at appendix 2.

4. Financial Implications

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

There are no additional financial implications for the Council with any costs being contained within existing budgets.

5. Legal Implications

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

Sections 5 and 6 of the Crime and Disorder Act 1998 require the Council and other responsible authorities to formulate and implement strategies to reduce crime and disorder in the area; Section 17 places a duty on the Council to do all it reasonably can to prevent crime and disorder in the area. Implementation of this strategy contributes towards the Council's duties in this regard.

6. Human Resources Implications

Not applicable

7. Union Comments

Not applicable

8. Data Protection Compliance Implications

Consider any potential Data Protection issues? Individuals, address or other data/ change in processing/change in usage of hardware / software) Yes / No' (Consider official sensitive document).

9. Equality Impact Assessment

An Equality Impact Assessment is included at appendix 2 of this report.

10. Background Papers

Nil.

APPENDIX 2

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:	Chief Execs	Lead officer responsible for EIA	Chief Communities Officer
Name of the policy or function to be assessed:		Serious Violence and Violence Against Women and Girls Strategy	
Names of the officers undertaking the assessment:		Chief Communities Officer	
Is this a new or an existing policy or function?		New	
<p>1. What are the aims and objectives of the policy or function?</p> <p>This strategy sets out our commitment in response to the governments Domestic Abuse Act 2021, the Serious Violence Strategy 2018, and the Violence Against Women and Girls (VAWG) Strategy 2021 to reduce Violence and Domestic Abuse including violence against women and girls and to ensure victims and survivors are able to access quality support services.</p> <p>The Objectives are;</p> <ol style="list-style-type: none"> 1. Build on existing strong multi agency partnerships to deliver improved outcomes 2. Work in partnership to create safer streets and public spaces 3. Raise awareness of support available to improve reporting 4. Increase public confidence and feeling safe 5. Reduce the number of incidents through education and early intervention 6. Enable victims and survivors to access high quality support services 7. Promote positive outcomes for children and young people impacted by violence and exploitation. 			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>Reduce the prevalence of serious violence in the borough including the prevalence of Domestic abuse and violence against women and girls creating a place where people feel confident and safe. Create strong partnerships to raise awareness and provide access to early intervention and support for victims and those at risk of harm.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>Residents of Broxtowe, victims and those at risk from harm.</p>			

Directorate:	Chief Execs	Lead officer responsible for EIA	Chief Communities Officer
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4. Who are the main stakeholders in relation to the policy or function?

Borough Council
 Police
 Domestic abuse organisations
 Violence Reduction Unit
 Victims and those at risk from harm
 Residents

5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?

Data relating to the number of incidents of violence with injury reported within the borough is not broken down to different equality strands
 Data relating to incidents of domestic abuse reported is now recorded against specific crime type (violence with injury/violence without injury/stalking/harassment etc) rather than generically as domestic abuse and is not broken down to the different equality strands.

6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?

Rape and other sexual offences, stalking, domestic abuse, 'honour-based' abuse (including female genital mutilation and forced marriage and 'honour' killings), 'revenge porn' and 'upskirting', disproportionately affect women and girls.
 It is also recognised that men, boys and non-binary people are also affected by issues which encompasses Domestic Abuse and Violence Against Women and Girls.
 Those with protective factors may be more vulnerable to serious violence or abuse due to prejudice and they may not be able to protect themselves from harm due to their age or disability.

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

Consultation has taken place with The Violence Reduction Unit as this Strategy will support the Serious Violence and Violence Against Women and Girls Strategy which will be put in place later in the year.

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:

- 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?**

The Strategy targets all those who have been or will be the victims of Serious Violence regardless of equality group.

It particularly focuses on women and girls to satisfy the legal duty set out by government to support a multi-agency approach to preventing and tackling serious violence.

- Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?**

Yes, the strategy will apply to all groups and communities however awareness raising will be targeted at groups with protective factors which may be a barrier to reporting and accessing services.

- Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?**

The strategy applies equally across all groups and communities however some groups with protective factors may be more reluctant to report incidents.

- Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?**

Prevent serious violence between individuals and groups.

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

Statistical evidence on reported incidents broken down by equality strand however this data is not collected

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

Age:

Target boys for White Ribbon messages

Target girls to raise awareness of support available to improve reporting

Disability:

Raise awareness of support available to improve reporting

Gender: Target men for White Ribbon messages
Gender Reassignment: Raise awareness of support available to improve reporting
Marriage and Civil Partnership: None
Pregnancy and Maternity: None
Race: Raise awareness of support available to improve reporting
Religion and Belief: Raise awareness of support available to improve reporting
Sexual Orientation: Raise awareness of support available to improve reporting

Chief Executive: R Hyde

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: R Hyde

This strategy recognises that women and girls are disproportionately affected by Domestic Abuse and Violence Against Women and Girls and that men, boys and non-binary people are also affected by issues which encompasses Domestic Abuse and Violence Against Women and Girls.

It is important to ensure that appropriate service responses are in place for support and that age, gender, culture, race, religion, disability, sexual orientation and mental health may be an additional barrier to reporting or seeking help

Strategy:
**Serious Violence and Violence Against
Women and Girls**

Author:	Chief Communities Officer
Division:	Chief Execs
Date:	29 November 2022
Review Date:	29 November 2025

Our Vision

“Our vision is for all residents of Broxtowe, especially children, young people and women, to live free of fear and violence. Working with our partners, we will raise awareness and work to prevent exploitation, serious violence and abuse in homes, public spaces and the community. We will promote zero tolerance of violence and abuse and survivors will be able to access the support services they need”

Our Aim

This strategy sets out our commitment in response to the governments Domestic Abuse Act 2021, the Serious Violence Strategy 2018, and the Violence Against Women and Girls (VAWG) Strategy 2021 to reduce Violence and Domestic Abuse including violence against women and girls and to ensure victims and survivors are able to access quality support services.

Objectives

1. Build on existing strong multi agency partnerships to deliver improved outcomes
2. Work in partnership to create safer streets and public spaces
3. Raise awareness of support available to improve reporting
4. Increase public confidence and feeling safe
5. Reduce the number of incidents through education and early intervention
6. Enable victims and survivors to access high quality support services
7. Promote positive outcomes for children and young people impacted by violence and exploitation.

Statutory Definition of Serious Violence:

In the 2018 Serious Violence Strategy, the government defines serious violence as **“specific types of crime such as homicide, knife crime, and gun crime and areas of criminality where serious violence or its threat is inherent, such as in gangs and county lines drug dealing.**

Serious Violence

Some serious violence offences have been increasing since 2014 – homicide, knife crime, gun crime – but these typically make up just 1% of crime recorded by the police.

A sizeable proportion of robbery offences (21%) involve the use – or the threat of use – of a knife and knife robberies account for 40% of all offences involving a knife or sharp instrument.

While serious violence offences make up only 1% of total crime, they are of course among the most harmful to society.

Analysis shows that there are many different types of serious violence, and hence that there are likely to be many different drivers however the majority of incidents are linked to Drugs, Profit, Alcohol and Gangs.

There is a large victim and offender overlap therefore children and young people impacted by serious violence should be supported through a trauma informed approach.

Nottinghamshire have a Violence Reduction Unit which is one of 20 nationwide that was established following a commitment made in the Government's Serious Violence Strategy 2018.

Serious Violence Duty

Following public consultation in July 2019, the Government announced that it would bring forward legislation introducing a new serious violence duty ("the Duty") on a range of specified authorities. This will ensure relevant services work together to share information and allow them to target their interventions, where possible through existing partnership structures, to prevent and reduce serious violence within their local communities.

The Government also announced that it would amend the Crime and Disorder Act 1998 to ensure that serious violence is an explicit priority for Community Safety Partnerships and by making sure they have a strategy in place to explicitly tackle serious violence.

The Nottinghamshire Violence Reduction Unit (VRU) will be leading on the implementation of the Serious Violence Duty on behalf of the partnership to drive a unified Strategic Needs Assessment and Response Strategy toward the prevention of serious violence, including domestic abuse.

The Borough Council as a specified authority are responsible for the delivery of a range of vital services for people and businesses in the local area, including housing, alcohol licensing, leisure, community safety, planning and business support so has an essential role to play in partnership arrangements and we are well placed to complement the work of other agencies and contribute to the prevention and reduction of serious violence by:

- Conducting wider preventative work addressing general factors that contribute to risk and vulnerability e.g. poverty, housing, family challenges, environment
- Providing information on availability/pressures on local resources including housing, community support, etc., and
- Supporting early intervention initiatives which could be required in response to issues concerning child criminal exploitation, gang activity, sexual violence, domestic abuse.

The Statutory Definition of Domestic Abuse:

The Domestic Abuse Act 2021 creates, for the first time, a cross-government statutory definition of domestic violence and abuse to ensure that domestic abuse is properly understood, considered unacceptable and actively challenged across statutory agencies and in public attitudes.

The Government definition of Domestic Violence and Abuse is:

'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional
- Violent or threatening behaviour
- Controlling or coercive behaviour
- Economic abuse

It does not matter whether the behaviour consists of a single incident or a course of conduct.

For the purposes of the Act A's behaviour may be behaviour towards B despite the fact that it consists of conduct directed at another person (e.g. B's child).

The Government definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

In September 2012, it was announced that the Government definition of domestic violence and abuse would be widened to include those aged 16-17 and wording changed to reflect coercive control.

Coercive behaviour is:

an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.'

Controlling behaviour is:

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

Domestic Violence Abuse

Domestic violence and abuse (DVA) is one of the most pervasive crimes in our society. The harm resulting from domestic violence and abuse can have a lasting impact of families and victims and preventative action to reduce the number of incidents remains a priority for both local agencies and Government departments.

DVA accounts for eight per cent of all crime with an estimated two million victims a year. Victims are predominantly women, with 25% of women experiencing a form of domestic abuse in their lifetime.

DVA also significantly affects those children and young people who witness such incidents of violence and control. Their experience of DVA can lead to intergenerational cycles of vulnerability and perpetration as there is a large victim and offender overlap therefore children and young people impacted by serious violence should be supported through a trauma informed approach.

The impact of domestic violence and abuse can be devastating. In the worst instances, it results in serious injury or even death. There are long term implications for the health and wellbeing of victims, including poor physical and mental health conditions, isolation and often substance misuse.

Teenagers experience higher levels of relationship abuse. The 2011/12 Crime Survey for England and Wales found that young people aged 16 to 19 were more likely to suffer partner abuse in the last year than any other age range.

Domestic violence and abuse is still a 'hidden' issue in our society; and it is even more so for teenagers. This is exacerbated by the fact that adolescents can be more accepting of, and dismissive about, this form of behaviour than adults.

There is a stigma surrounding the issue of teenage relationship abuse which causes a barrier to disclosure. An NSPCC report suggests young people may feel they are not taken seriously by adults, and that adults can trivialise abuse or minimise the effects of emotional abuse due to the lack of visible harm. The NSPCC report also suggests that young people are more likely to disclose relationship abuse issues to a friend than to a parent or professional.

There are also certain barriers relating to young people's ability to access services. Simply because of their age many young people are unable to access the same levels of support as over 18s.

Communicating online is a normal way of life for many young people and the UK's internet access is amongst the highest in Europe with teenagers' usage higher than that of adults. It is becoming more evident that there are numerous ways that technology can be used to abuse young people.

These include:

- Gifts of expensive smart phones which can be used in exchange for gang membership, sexual favours and abuse
- Cyber bullying
- Online grooming
- Digital stalking

- Naming of rape victims online
- Social location services whereby perpetrators can keep track of where victims are
- Use of Blackberry messenger to target vulnerable young people
- Sexting – the “exchange of sexual messages or images” and “creating, sharing and forwarding sexually suggestive nude or nearly nude images” through mobile phones and the internet’

However, it is also important to recognise that technology and the internet also offer unique ways of accessing and providing support and information. The Home Office Teenage Relationship Abuse campaign (thisisabuse.direct.gov.uk) is an example of using the media and internet to provide information directly to young people.

Types of Violence Against Women and Girls

Female Genital Mutilation (FGM) – involves complete or partial removal or alteration of external genitalia in young girls for none medical reasons

Forced Marriage – where one or both people do not (or cannot in cases of learning disability) consent to marriage.

Honour Based Abuse – committed to protect or defend the ‘honour’ of the family and/or community.

Prostitution and Trafficking – where threats, coercion or deception are used to force entry into prostitution and/or keep them there. Trafficking involves the recruitment, transportation and exploitation for the purposes of prostitution and domestic servitude. This can be over short distances locally as well as across international borders.

Sexual Violence and Rape – any sexual contact without consent and can include intimate partners.

Sexual Exploitation – situations where someone is threatened, coerced or receives something as a result of them performing, or others performing on them, sexual activities.

Sexual Harassment – unwanted online, verbal or physical conduct of a sexual nature.

Stalking – repeated harassment which can include spying on or following the victim, phone calls, texts, letters and damaging property.

Action by Broxtowe Borough Council

The Communities Team provides a preventative and reactive response to violence. The preventative elements are delivered through the Violence and Knife Crime, the Broxtowe Crime Reduction and the White Ribbon Action Plans. The reactive elements are developed following data analysis which indicates a spike in violence in a location. A profile can be developed to assist the Police and Communities Team to problem solve the issue and react to the threat posed such as the recent activity in Stapleford

following the murder of a young person. This method of working enables agencies to respond to emerging threats in the public realm.

Specialist agencies have been commissioned to provide high quality support services for victims of violence within domestic settings (Domestic Abuse) and to carry out preventative work including working with children and young people in schools and with men and boys through sports clubs, music venues and licenced premises.

The following actions will be taken by the Council in order to work towards achieving the aim of this strategy.

Build on existing strong multi agency partnerships to deliver improved outcomes

- Appoint the Chief Communities Officer and the Senior Communities Officer Violence and Domestic Abuse as the Councils Points of Contact for issues relating to Serious Violence and Domestic Abuse.
- Continue to work in Partnership and work with all relevant partners, including Police, Neighbouring Councils, Commissioned Services, Education, Health, Voluntary Sector etc.
- Ensure appropriate secure multi agency information sharing systems are in place.
- Deliver existing partnership based action plans which contribute to improving safety for women and girls in the evenings including the Purple flag action plan
- Continue to be active members of the Strategic Violence Reduction Board which oversees strategic coordination serious violence prevention and reduction City and County wide.
- Continue as an active member of;
 - The Safer Notts Board
 - The South Notts Community Safety Partnership
 - Multi Agency Risk Assessment Meetings (MARAC)
 - The Domestic Abuse Partnership Board
 - The Domestic Abuse Steering Group
 - The White Ribbon Steering Group
 - The Serious Organised Crime Board
 - Organised Crime Gang Management Meetings
 - The Nottinghamshire Assurance, Learning and Implementation Group (DHRs)
 - The Child Sexual Exploitation Concerns Network
 - Neighbourhood Safeguarding and Disruption Meetings
 - County Criminal Exploitation Panel Meetings
 - The Violence and Criminal Exploitation Steering Group
 - The Nottinghamshire Violence Reduction Unit
 - The Broxtowe Safeguarding Children's Workshops
 - The District Officers Safeguarding Group

- The Anti-Social Behaviour Group
- The Sanctuary and Safe Accommodation Group
- The Safeguarding Assurance and Development Group
- CHANNEL Panel Meetings (PREVENT)

Work in partnership to create safer streets and public spaces

- Support and regularly review the provision of CCTV static and mobile cameras and monitoring arrangements, including implementing new cameras as agreed through the Safer Streets bid 4 and CCTV camera Broxtowe Borough Council most recent review.
- Systematically review the security of our parks and open spaces

Raise awareness of support available to improve reporting

- Provide awareness training for staff through Broxtowe Learning Zone and enhanced face to face training is available to front line officers.
- Provide training for elected members on relevant aspects of identifying and reporting Violence and Domestic Abuse.

Increase public confidence and feeling safe

- Undertake public consultation regarding the opinions of women and girls regarding their feelings of safety in Broxtowe and track movement over time.
- Ensure relevant mandatory training on safeguarding is given to taxi drivers as a condition of their licence.

Reduce the number of incidents through education and early intervention

- Ensure individuals identified as high risk perpetrators through the Knife Crime Cohort, CHANNEL Panel (PREVENT) Meetings, Neighbourhood Safeguarding and Disruption Meetings and the County Criminal Exploitation Panel Meetings are managed appropriately.
- Deliver the violence and knife crime action plan
- Make bids to augment available funds for safety initiatives which impact positively on women and girls, eg Safer Streets funding and bids to the Police and Crime Commissioner

Enable victims and survivors to access high quality support services

- Ensure access to safe accommodation is available for domestic abuse survivors
- Provide access to Sanctuary support to enable victims to stay in their own homes by improving security.

- Coordinate the Broxtowe White Ribbon Domestic Abuse Steering Group and deliver the White Ribbon Action Plan.
- Maintain White Ribbon Accreditation.
- Coordinate Domestic Homicide Reviews (DHRs) in the Borough and implement learning across all departments.

Action by Elected Members

The following actions will be taken by Elected Members in order to work towards achieving the aim of this strategy.

- Act as 'Eyes and Ears' of local communities – councillors are well connected with their local communities and can listen to the concerns of local residents and share community intelligence with officers.
- As decision-makers, where necessary, councillors should understand their local violence and domestic abuse profile and give a high profile to policy interventions and make the issue a political priority for action
- Promote the importance of partnerships, multi-agency working and information sharing to solving the problem of Serious Violence, Domestic Abuse and Violence Against Women and Girls.
- As scrutineers, investigate the work that the council and its partners are doing and reduce its vulnerability to Serious Violence, Domestic Abuse and Violence Against Women and Girls, encouraging continuous improvement.

Governance and Delivery

This strategy will be primarily delivered through the Violence and Knife Crime Action Plan and the White Ribbon Action Plan which addresses Domestic Abuse and Violence Against Women and Girls

Both Action Plans are Multi Agency and there is a multi-agency White Ribbon Steering Group in place to ensure that delivery meets the accreditation standards.

Action plans are monitored by members through Cabinet Reports, Pentana Reports and Members Matters Publications.

Overview and Scrutiny Committee also have a role in scrutinising areas of delivery.

Equalities

This strategy recognises that women and girls are disproportionately affected by Domestic Abuse and Violence Against Women and Girls and that men, boys and non-binary people are also affected by issues which encompasses Domestic Abuse and Violence Against Women and Girls.

It is important to ensure that appropriate service responses are in place for support and that age, gender, culture, race, religion, disability, sexual orientation and mental health may be an additional barrier to reporting or seeking help.

Indicators of Progress

Progress will be monitored by members primarily through business plan progress reports and progress reports on the delivery of relevant action plans in Members Matters. In addition, the indicators below can also be used to monitor progress.

- Violence with Injury data
- Referrals to MARAC
- Repeat referrals to MARAC
- % repeat referrals to MARAC
- Referrals to the Sanctuary Scheme
- Applications to Housing for victims fleeing from Domestic Abuse
- Numbers of victims of Criminal Exploitation and County Lines referred to the Neighbourhood Safeguarding and Disruption meetings for management
- Numbers of victims of Criminal Exploitation and County Lines referred to the County Child Criminal Exploitation Panel for management
- Maintenance of the Councils White Ribbon Accreditation status
- Completion of the White Ribbon Action Plan
- Completion of the Violence Action Plan
- Completion of the Broxtowe Crime Reduction Action Plan
- Attendance at meetings

Review

This strategy shall be reviewed as changes to legislation and / or national policy require. The responsible officer shall be the Chief Communities Officer.

The Domestic Abuse Act 2021

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021.

This 'landmark' Act will provide further protections to the millions of people who experience domestic abuse and strengthen measures to tackle perpetrators.

The Act will:

1. Create a statutory definition of domestic abuse, emphasising that Domestic Abuse is not just physical violence, but can also be emotional, controlling or coercive, and economic.
2. Establish in law the office of Domestic Abuse Commissioner and set out the Commissioner's functions and powers.
3. Provide for a new DA Protection Notice and DA Protection Order.
4. Place a duty on Local Authorities in England to provide accommodation-based support to victims of DA and their children in refuges and other safe accommodation (each relevant Local Authority in England must assess or make arrangements for the assessment of, the need for accommodation-based support in its area; prepare and publish a strategy for the provision of such support in its area and monitor and evaluate the effectiveness of the strategy).
5. Prohibit perpetrators of abuse from cross-examining their victims in person in the civil and family courts in England and Wales.
6. Create a statutory presumption that victims of DA are eligible for special measures in the criminal, civil and family courts (inc. giving evidence from behind a screen). Victims of DA will not have to satisfy the fear/distress test.
7. Clarify the circumstances in which a court may make a barring order under Section 91(14) of the Children Act 1989 to prevent family proceedings that can further traumatisate victims.
8. Extend the controlling or coercive behaviour offence to cover post-separation abuse.
9. Extend the offence of disclosing private sexual photographs and films with intent to cause distress (known as the 'revenge porn' offence) to cover threats to disclose such material.
10. Create a new offence of non-fatal strangulation or suffocation of another person.
11. Clarify by restating in statute law the general proposition that a person may not consent to the infliction of serious harm and, by extension, is unable to consent to their own death.
12. Extend the extraterritorial jurisdiction of the criminal courts in England and Wales, Scotland, and Northern Ireland to further violent and sexual offences (the Act extends

the jurisdiction of the UK courts so that, where appropriate, UK nationals and residents who commit certain violent and sexual offences outside the UK may be brought to trial in the UK).

13. Provide for a statutory Domestic Abuse Perpetrator Strategy.

14. Enable DA offenders to be subject to polygraph testing as a condition of their licence following their release from custody (a 3-year pilot).

15. Place the guidance supporting the Domestic Violence Disclosure Scheme (Clare's Law) on a statutory footing.

16. Provide that all eligible homeless victims of DA automatically have 'priority need' for homelessness assistance.

17. Ensure that where a Local Authority, for reasons connected with DA, grants a new secure tenancy to a social tenant who had or has a secure lifetime or assured tenancy (other than an Assured Shorthold Tenancy) this must be a secure lifetime tenancy.

18. Prohibit GPs and other health professionals in general practice from charging a victim of DA for a letter to support an application for Legal Aid.

19. Provide for a statutory Code of Practice relating to the processing of DA data for immigration purposes.

It is expected that most of the provisions in the Act will come into force during 2021/2022

Support Services

Reporting

Incident	Police	101 (999 Emergency)
Crimestoppers		0800 555 111
Safeguarding	MASH	0300 50 80 90
Incident Concerning Council Employee		
	LADO	0115 977 3921
	HR Manager	3552

Support

Juno Womens Aid	0808 800 0340
Broxtowe Women Project	01773 719 111
National Womens Aid	0808 200 0247
Equation Mens Helpline	0800 995 6999 / 0115 960 5556
Mens Advice Line	0808 801 0327
LGBTQ+ Gaylopp	0800 999 5428
Broxtowe Sanctuary Scheme	3492
IDVA Advocacy Service	01909 533 617
Victim Care (Domestic Abuse)	0808 168 9111

Childline	0900 1111
NSPCC Helpline	0808 800 5000
Midlands Womens Aid Refuge	0300 302 0033
Forced Marriage Unit	020 7008 0151
Nottinghamshire Sexual Violence Service	0115 941 0440
East Midlands Child Sexual Assault Service	0800 183 0023
Institutional Child Sexual Assault Survivors Service	0115 950 8713
Education	https://equation.org.uk/work-with-young-people/
Support for Professionals	https://equation.org.uk/professionals/
Training	https://equation.org.uk/training/
Resources	https://equation.org.uk/resources/

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Report of the Leader of the Council

CABINET WORK PROGRAMME

1. Purpose of Report

Cabinet is asked to approve its Work Programme, including potential key decisions that will help to achieve the Council's key priorities and associated objectives.

2. Recommendation

Cabinet is asked, that the Work Programme, including key decisions, be approved.

3. Detail

The Work Programme for future meetings is set out below. Key decisions are marked with an asterisk*.

1 November 2022	<u>Resources and Personnel Policy</u> <ul style="list-style-type: none"> Capital programme Update 2022/23 Revenue Budget Variations 2022/23 Wellbeing Strategy <u>Housing</u> <ul style="list-style-type: none"> Allocations Policy * Housing Furniture Scheme Review of Activity Coordinator Service <u>Economic Development and Asset Management</u> <ul style="list-style-type: none"> Cremator Review*
29 November 2022	<u>Environment and Climate Change</u> <ul style="list-style-type: none"> Garden Waste Subscription fee
20 December 2022	<u>Resources and Personnel Policy</u> <ul style="list-style-type: none"> Local Government Finance Settlement 2023/24 Budget Consultation Response Treasury Management/Prudential Indicators 2022/23 Mid-Year report Capital Programme Update 2022/23 Revenue Budget variations 2022/23 Grants to Voluntary and Community Organisations Pay Policy 2023-24 Environment Fees and Charges <u>Environment and Climate Change</u> <ul style="list-style-type: none"> Waste Strategy

4. Legal Implications

The terms of reference are set out in the Council's constitution. It is good practice to include a work programme to help the Council manage the portfolios.

5. Background Papers

Nil.

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