



Monday, 24 October 2022

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 1 November 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

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. MINUTES

(Pages 5 - 16)

Cabinet is asked to confirm as a correct record the minutes of the meetings held on 4 October 2022 at 5pm and 6pm.

4. SCRUTINY REVIEWS (Pages 17 - 20)

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

5. SCRUTINY REVIEW-TELEPHONE ANSWERING AND CUSTOMER SERVICES (Pages 21 - 38)

To present the findings of the Overview and Scrutiny Committee Working Group's review into Telephone Answering and Customer Services. This is in accordance with the Council's corporate values of continuous improvement and delivering value for money.

6. RESOURCES AND PERSONNEL POLICY

6.1 GRANT AID REQUESTS FROM PARISH/TOWN COUNCILS (Pages 39 - 48)

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

6.2 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2022/23 (Pages 49 - 54)

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

6.3 REPORT ON RIPA (REGULATION OF INVESTIGATORY POWERS ACT 2000) POLICY (Pages 55 - 100)

To seek Cabinet approval for the proposed amendments to the Regulation of Investigatory Powers Act 2000 ('RIPA') policy and to inform Members that none of the RIPA powers have been used in the last 12 months.

6.4 EFFICIENCY EAST MIDLANDS COMMUNITY DONATION (Pages 101 - 102)

To consider and provide options as to how to allocate a community donation received from Efficiency East Midlands (EEM) in 2022/23.

7. HOUSING

7.1 ALLOCATIONS POLICY (Pages 103 - 150)

To seek Cabinet approval for the proposed amendments to the Allocations Policy.

7.2 HOME RELEASE SCHEME (Pages 151 - 162)

To seek approval to for a new Council property downsizing incentive scheme, called the Home Release Scheme.

8. LEISURE AND HEALTH

8.1 PROPOSAL FOR THE PROVISION OF CHRISTMAS LIGHTS 2022 (Pages 163 - 164)

The purpose of this report is to outline the proposal regarding the provision of Christmas lighting for this coming Christmas 2022

9. CCITY PROJECT (Pages 165 - 184)

To provide the Cabinet with details of the CCity project following the report that was on the Cabinet agenda 4 October 2022, attached at Appendix A.

10. CABINET WORK PROGRAMME (Pages 185 - 186)

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.

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CABINET

TUESDAY, 4 OCTOBER 2022 5PM

Present: Councillor M Radulovic MBE, Chair

Councillors: S J Carr
B C Carr
R D MacRae
G Marshall
J W McGrath
H E Skinner
E Williamson

Apologies for absence were received from Councillors S A Bagshaw and T Hallam

This meeting had been rescheduled from 13 September 2022 due to the death of HM Queen Elizabeth II. A minute's silence was held at the start of the meeting.

37 DECLARATIONS OF INTEREST

Councillor R D MacRae declared a Disclosable Pecuniary Interest in agenda item 8.2 as he was the activity lead with Stapleford Community Group minute number 43.2 refers. Councillor R D MacRae also declared an Other Registerable Interest as he was involved with the Chayah Project minute number 44 refers. Councillor S J Carr declared an Other Registerable Interest in agenda item 7.1 as he was a Member of the Bramcote Neighbourhood Forum minute number 42.1 refers.

38 MINUTES

The minutes of the meeting held on 19 July 2022 were confirmed and signed as a correct record with the minor amendment to be added to minute item 26.2 that there had been an underspend on the General Fund revenue account when compared to the revised estimates, that had resulted in a net increase in the General Fund reserve balance of £552,428. The General Fund reserve balance, as at 31 March 2022, was £7.4m.

39 SCRUTINY REVIEWS

An update was provided at the meeting of the progress and work programme of the Overview and Scrutiny Committee.

40 REFERENCE

40.1 POLICY ADVISORY WORKING GROUP

Cabinet was provided with details of the C-City project. The C-Cities concept was a proposal that shared culture and was key to European Co-operation. Concern had been raised with the recent cuts to Local Government funding to fund the project from existing budgets. An amendment to the recommendation was put to Cabinet Members for the C-City project to be considered with the UK Shared Prosperity fund to make a Broxtowe wide bid and encourage other groups, Parishes and Neighbourhoods to take part. The creation of terms and reference and a budget of £10,000 per year would be interogated to see if the funding from the underspend of the good ideas and initiation category within the UK Prosperity Fund could be utilised and to look at project management through the budget process. Other opportunities for funding such as the Arts, Culture and Heritage Grants, Lottery funding, and a suggestion of the International collaboration grant be explored.

RESOLVED that funding for the C-City project be considered with a wider bid from the UK Shared Prosperity Fund.

41 RESOURCES AND PERSONNEL POLICY PORTFOLIO

41.1 DISCRETIONARY HOUSING PAYMENTS

Members considered the request for an increase in the level of funding in relation to Discretionary Housing Payments after the Council had received notification from the Department of Working Pensions of a reduced level of funding in respect of Discretionary Housing payments for 2022/23.

It was agreed that any funding from Nottinghamshire County Council would be used in the first instance.

RESOLVED that an increase in funding of £36,000 from the Council's own resources be provided to support the DHP funding allocation in 2022/23 with the costs being met from a one- off allocation from general Funds reserves.

Reason

The power to award Discretionary Housing Payments was contained within the Discretionary Financial Assistance Regulations 2001 (S12001/1167) as amended. These regulations govern the Council's ability to make payments by way of financial assistance to persons that are entitled to Housing Benefit or relevant Universal Credit.

42 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT PORTFOLIO

42.1 BRAMCOTE NEIGHBOURHOOD FORUM RE-DESIGNATION

Cabinet welcomed the re-designation of the Bramcote Neighbourhood Forum for a further five-year period. The forum was originally designated by the Council on 3 August 2016. The designations lasted for five years. Neighbourhood Areas designations did not expire.

RESOLVED that:

- 1. The Council re-designates the Bramcote Neighbourhood Forum for a further five-year period.**
- 2. Authority be given to the Chief Executive to publicise the designation of the neighbourhood Forum in accordance with Regulation 10 of the Neighbourhood Planning (General) Regulations 2012 (as amended).**

Reason

Under the Neighbourhood Planning (General) Regulations 2012 (as amended by the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016), The Council was required to make a decision as to whether or not to designate the Neighbourhood Forum within the period of 13 weeks. Regulation 11 of the Neighbourhood Planning (General) Regulations 2012 (as amended) confirmed that where a neighbourhood forum had been designated in relation to a neighbourhood area under section 61F of the 1990 Act, and that designation had not expired or been withdrawn, a local planning authority may decline to consider any neighbourhood forum application made in relation to that neighbourhood area.

42.2 STATEMENT OF COMMUNITY INVOLVEMENT

Members were updated with the revised Statement of Community Involvement and the ways in which the Council involved all parts of the community in all aspects of planning work. Councils were required to have a statement of Community Involvement and to review every five years. In line with government guidance, the proposed new Statement of Community Involvement would move away from less effective means of communication, such as advertisements in newspapers, and towards more effective means such as social media tools and online documents.

Members thanked the Planning team with the ongoing work carried out within the department. A discussion ensued with regards to providing better homes for life as current design and build of new housing did not allow for properties in the Borough to be adapted to suit future needs. It was stated that local authorities were spending a vast amount of money adapting properties to meet the needs of residents to allow them stay in their own property. It was suggested that the Overview and Scrutiny Committee could consider how the Council could ensure future house designs in the Borough were catered for.

RESOLVED that the revised Statement for Community Involvement at appendix 2 within the report is adopted.

RECOMMENDED to the Overview and Scrutiny Committee to suggest adding Homes for Life to its work programme.

Reason

The Council, as local planning authority, was required to prepare a Statement of Community Involvement in accordance with Section 18(1), Planning and Compulsory Purchase Act 2004. The law prescribes the matters that the Statement of Community involvement must contain, including a statement of the Council's policy for involving the public in the planning and plan making functions of the local planning authority.

42.3 INFRASTRUCTURE FUNDING STATEMENT 2020-2021 AND SECTION 106 MONITORING

Cabinet noted the annual Infrastructure Funding Statement and the procedure for monitoring Section 106 agreements. The Infrastructure Funding Statement provided information on the monetary (and non-monetary) contributions sought and received from developers for the provision of infrastructure to support development in Broxtowe.

Reason

The Infrastructure Levy (Amendment) (England) (No2) Regulations 2019 required an annual report (The Infrastructure Funding Statement) to be published on the Council's website by December 31 each year, to provide a summary of financial and non-financial developer contributions relating to Section 106 legal Agreements and the Community Infrastructure Levy within Broxtowe for each financial year. The statement provided transparency in relation to Section 106 funds.

43 COMMUNITY SAFETY PORTFOLIO

43.1 MODERN SLAVERY AND HUMAN TRAFFICKING SLAVERY 2022

Cabinet welcomed the updated Modern Slavery and Human Trafficking Statement 2022. In 2021/22 there were 20 young people managed locally who were the victims of criminal exploitation, one victim of domestic servitude, and one victim of modern slavery referred into the National Referral Mechanism. The Communities Team supported the Police with a successful intelligence led Slavery and Exploitation Week of Action and assisted in operations across the borough visiting premises to check on employment status of employees and provided advice and signposting.

RESOLVED that the updated Modern Slavery and Human Trafficking Statement 2022 be approved.

Reason

Whilst the Modern Slavery Act 2015 does not state that Local Authorities are required legally to publish a statement, it was good practice to do so. It was also considered that Broxtowe Borough Council should raise awareness of slavery and human trafficking and should make its position of zero tolerance in respect of slavery and human trafficking.

(Councillor G Marshall joined the meeting for this item and stated that he had no declaration of interests.)

43.2 CHILD POVERTY ACTION PLAN 2022-2024

Cabinet was updated on the revised Child Poverty Action Plan and the threshold for a child who was living in poverty. The Broxtowe Child Poverty Action Plan captured the actions Broxtowe Borough Council would be taking to tackle the drivers of child poverty. This was based on the Government's 2014 report of '*An evidence review of the drivers of child poverty for families in poverty now and for poor children growing up to be poor adults*' which considered drivers for poverty other than fiscal measures.

Members discussed issues with residents who experienced unjust additional charges through the use of pre-payment electricity meters. As part of the Child Poverty Action Plan-2022-2024 a fuel poverty strategy for Broxtowe actions would be identified to help and support residents.

RESOLVED that The Child Poverty Action Plan 2022-2024 be approved.

Reason

The plan is in accordance with the Corporate priorities Broxtowe Borough Council aims to support people to live well by promoting active and healthy lifestyles in every area of Broxtowe.

44 EXERCISE OF CHIEF EXECUTIVE'S URGENCY POWERS

Cabinet noted the report of the Chief Executive's urgency powers under the Constitution in order to respond to an urgent need to address anti- social behaviour in Beeston and Chilwell, to increase the budget for the electrical upgrade at Kimberley Depot and to revise stray dog and kennelling costs.

45 CABINET WORK PROGRAMME

Cabinet resolved that the work programme, with the added items of The Safe Access Home for Night Time Working in the Borough and Leisure Centre update be included in the programme, including key decisions, be approved.

RESOLVED that the work programme, as amended, including key decisions, be approved.

46 EXCLUSION OF PUBLIC AND PRESS

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

47 RESOURCES AND PERSONNEL POLICY PORTFOLIO

47.1 HOUSING SERVICES AND STRATEGY TEAM RESTRUCTURE

RESOLVED that the proposed re-structure of the Housing Services and Strategy team be approved, with the additional cost of £10,150 to be funded from Housing Revenue Account (HRA) working balances.

48 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT PORTFOLIO

48.1 PROPOSALS FOR THE PROVISION OF A REPAIRS HELPDESK AND SOFTWARE PURCHASE

RESOLVED that:

1. The purchase of additional repairs ICT software functionality be approved, at a cost of £12,000 to be funded from HRA working balances in 2022/23.
2. The extended engagement of the part time Repairs Consultant be approved at a cost of £31,250 to be funded from the Housing repairs salaries budget in 2022/23.

49 LEISURE AND HEALTH PORTFOLIO

49.1 EVENTS AND MUSEUM SERVICE REVIEW

RESOLVED that the Events and Museums service be transferred back in house on the 1 October 2022, and the delegation to amend the transfer be given to the Deputy Chief Executive in consultation with the Portfolio Holder for Leisure and Health.

49.2 LEISURE FACILITIES REVIEW

RESOLVED that:

1. 'Active for today' provides a detailed financial review of Liberty Leisure Limited, identifying potential efficiencies and financial savings, including benchmarking information, which would assist in reducing the commercial viability gap of the new Bramcote Leisure centre, be approved.
2. The cost of £8,700 to cover the scope of works and fees in the Appendix of the report be approved, to be met from the budget previously set aside for the merger due diligence work that is no longer required.

CABINET

TUESDAY, 4 OCTOBER 2022 6PM

Present: Councillor M Radulovic MBE, Chair

Councillors: S J Carr
B C Carr
R D MacRae
G Marshall
J W McGrath
H E Skinner
E Williamson

Apologies for absence were received from Councillors S A Bagshaw and T Hallam

50 **DECLARATIONS OF INTEREST**

Councillor R D MacRae declared a Non-Registrable Interest in agenda item 8.1 as he knew the resident. Minute number 59.1 refers. Councillors R D MacRae and J W McGrath both declared Other Registerable Interests in agenda item 4.1 as they were both Stapleford Town Councillors. Minute number 53.1 refers.

51 **SCRUTINY REVIEWS**

An update was provided at the meeting of the current work programme of the Overview and Scrutiny Committee and a report from the working group that was on the agenda for the next Overview and Scrutiny Committee on answering calls

52 **ADJOURNMENT**

It was proposed by the Chair to have a ten-minute adjournment due to the previous rescheduled Cabinet meeting from 13 September 2022 being rearranged to the earlier starting time of 17.00pm on 4 October 2022 and for the purpose of the live streaming.

RESOLVED that the meeting be adjourned for ten minutes.

53 **RESOURCES AND PERSONNEL POLICY PORTFOLIO**

53.1 **GRANT AID REQUESTS FROM PARISH AND TOWN COUNCILS**

Cabinet considered requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils. Three requests had been received for consideration. Nuthall Parish Council of up to £2,330 towards the cost of traffic management for its Remembrance Sunday Parade and a second request of up to £2,100 towards the net cost of maintaining its New Farm Lane Cemetery. A third request from Stapleford Town Council of up to £2,194 towards the cost of traffic management and related operations for its Remembrance Sunday Event.

RESOLVED that the following grant requests be approved accordingly:

- 1. Nuthall Parish Remembrance Parade Traffic Management –£2,330**
- 2. Nuthall Parish New farm lane Cemetery –£2,100**
- 3. Stapleford Town Council –£2,194.**

Reason

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 accordance with legislation and the Councils grant Aid Policy would ensure the Councils compliance with its legal duties. The grant aid requests were in accordance with the current Corporate Plan aims for supporting people to live well and provide a safe place for everyone.

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

Cabinet considered a grant aid request in accordance with the provisions of the Council's Grant Aid Policy. Rushcliffe Community and Voluntary Service had requested grant aid to support running costs to provide volunteer brokerage and support, and network development support across Broxtowe. There are currently 555 users of Rushcliffe Community and Voluntary Service direct services, with 199 volunteers supporting its services in the last year. In Broxtowe, 90 voluntary groups operated and 12 individuals access direct services.

Members requested further clarity on services being delivered in Broxtowe and how many residents were using the Service. As the grant request exceeded £5,000 it was noted that the Grant Aid Policy required that grant awards may be subject to a Service Level Agreement.

RESOLVED that grant aid request for Rushcliffe Community and Voluntary Service of £7,000 be approved.

Reason

Consideration for not awarding the grant may have a negative impact for the users and individuals relying on the service. 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 accordance with legislation and the Council's Grant Aid Policy would ensure the Council's compliance with its legal duties.

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

Cabinet was updated on the Council's Medium Term Financial Strategy and the progress with the delivery of the Business Strategy. There were a number of significant issues concerning local government finance that would have a major impact upon the financial position of the Council. They included the current and ongoing

economic 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 intended to review the level of business rates retention.

It was stated that further impacts on the 2022/23 and 2023/24 budgets were pay awards although (not yet agreed by the Unions) and the significant inflationary cost of energy, fuel, construction, and property services.

The Council had developed a Business Strategy that was designed to ensure that it would be lean and fit in its assets, systems and processes, customer focused in all its activities, commercially minded and financially viable, and would make the best use of technology. A number of initiatives within the Business Strategy had been implemented and had resulted in either reduced costs or additional income and/or improved services for the Council. Proposals for 2023/24 included Council Tax increases, staffing efficiencies, garden waste income and procurement savings amongst many.

RESOLVED that the updated Medium term Financial Strategy and the Business Strategy 2023/24 in the appendices of the report be approved.

Reason

To be accountable for all activities and actions and to ensure that the Council conforms to all financial regulations. The Medium Term Financial Strategy was the Council's key financial planning document.

55.1 BUDGET TIMETABLE AND BUDGET CONSULTATION 2023/24

Cabinet considered the report on the budget timetable and budget consultation 2023/24. The budget consultation process proposed was similar to previous years, using a web-based survey that was publicised through social media. Promotional activity would 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.

RESOLVED that the budget-setting process for 2023/24 and the Budget Consultation questionnaire be approved.

Reason

Section 65 of the Local Government Finance Act 1992 places a duty upon local authorities to consult representatives of non-domestic rate payers before setting the budget. 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 Local Democracy.

55.2 WORKFORCE PROFILE 2021/22

Members were provided with an analysis of the workforce for Broxtowe Borough Council in 2021/22. The workforce profile was an annual report that covered topics such as recruitment, employment issues and health and safety. It provided an

opportunity to compare with previous years to reflect on trends, progression areas for further consideration and improvement.

Discussions ensued with Health and Safety and the importance of reporting near misses. Concern had been raised with the gender pay gap increase from 3.59% to 6.06% in the last year. An increase of 2.47% Members would like to see benchmark figures from neighbouring authorities to compare turnover rates of staff. Members were pleased to note the success of internal staff achieving internal promotions and career progression within the Council and holding the Disability Confident standard for over 20 years. This demonstrated that the Council had a positive approach towards the recruitment of applicants with disabilities.

RESOLVED that the Workforce Profile 2021/22 be approved.

Reason

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

56 COMMUNITY SAFETY PORTFOLIO

56.1 SERIOUS VIOLENCE AND VIOLENCE AGAINST WOMEN AND GIRLS STRATEGY

Cabinet considered the Strategy for the Serious Violence and Violence Against Women and Girls. The Strategy had been produced to support the Nottinghamshire Serious Violence Reduction Strategy and the Violence Reduction Unit. Some serious violence offences had been increasing since 2014-homicide, knife crime, and gun crime. These crimes, typically made up just 1% of crime recorded by the police. A large proportion of robbery offences (21%) involved the use or the threat of use of a knife and knife robberies accounted for 40% of all offences involving a knife or sharp instrument.

In the 2018 Serious Violence Strategy, the government defined 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.

Members suggested putting the useful signposting information and contact numbers into the next Broxtowe Matters.

RESOLVED that that The Serious Violence and Violence Against Women and Girls Strategy be approved.

Reason

Section 5 and 6 of the Crime and Disorder Act 1998 required the Council and other responsible authorities to formulate and implement strategies to reduce crime and disorder in the area: Section 1`7 places a duty on the Council to do it reasonably can to prevent crime and disorder in the area. Implementation of this strategy contributes towards the Council's duties in this regard.

57 CABINET WORK PROGRAMME

Cabinet resolved that the work programme with the added items of a report on Tree's and a Leisure centre update report to the 20 December Cabinet meeting, including key decisions, be approved.

RESOLVED that the work programme, as amended, including key decisions, be approved.

58 EXCLUSION OF PUBLIC AND PRESS

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

59 HOUSING PORTFOLIO

59.1 AIDS AND ADAPTATIONS CASE

Councillor R D MacRae left the room before the item was debated as he declared a Non-Registerable Interest on this item.

RESOLVED that the aids and adaptations work outlined in the appendix of the report are approved.

60 RESOURCES AND PERSONNEL POLICY PORTFOLIO

60.1 IRRECOVERABLE ARREARS

RESOLVED that the arrears in excess of £1,200 on national non-domestic rates, council tax, rents, housing/council tax benefit overpayment and sundry debtors as set out in the report with the exception of item number 1.3 be written off and to note the exercise of the Deputy Chief Executive's delegated authority under financial regulation 5.9

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Report of the Overview and Scrutiny Committee

SCRUTINY WORK PROGRAMME

1. Purpose of report

The purpose of this report is to make Members aware of matters proposed for and undergoing scrutiny. This is in accordance with all of the Council's priorities.

2. Recommendation

Cabinet is asked to NOTE the report

3. Detail

Details of the reviews currently

In addition to aligning with corporate priorities members may wish to consider the criteria for topic selection as:

- Issues identified by members as a key issue for the public
- Issue has a significant local impact
- Significant public dissatisfaction (e.g. through complaints)
- Issue raised by auditors
- New government guidance/legislation
- New evidence provided by external organisation
- Poor performance (e.g. evidence from performance indicators)
- High level budgetary commitment
- Pattern of budgetary overspending.

4. The work programme for the next five meetings is as follows

10 November 2022	<ul style="list-style-type: none"> • Future Reviews to be set by Committee
12 January 2022	<ul style="list-style-type: none"> • Future Reviews to be set by Committee
30 January 2023	<ul style="list-style-type: none"> • Budget Review
31 January 2023	<ul style="list-style-type: none"> • Budget Review
23 February 2023	<ul style="list-style-type: none"> • Consideration of a future work programme

Background papers

Nil

APPENDIX

1. Topics under review:

Topic	Committee/Group	Start date	Proposed Cabinet submission
Telephone Answering and Customer Services	Overview and Scrutiny Working Group	11/07/22	01/11/22
Agile Working	Overview and Scrutiny Committee/Working Group	19/10/22	TBC
Cost of Living	Overview and Scrutiny Committee	10/11/2022	TBC

2. Topics reserved for future consideration:

	Topic	Topic suggested by	Link to corporate priorities/values
1.	Missed Bin Collections	Councillor P J Owen	Continuous improvement and delivering value for money
2.	Broxtowe Lotto	Councillor S J Carr	A strong caring focus on the needs of all communities
3.	Disabled Facilities Grants	Councillor B C Carr	The Housing aim of a good quality home for everyone
4.	Kimberley Leisure Centre	Councillor S Easom	Continuous improvement and delivering value for money
5.	Environment Strategy	Overview and Scrutiny Committee	This links to all of the Council's Corporate Priorities.
6.	Child Poverty	Overview and Scrutiny Committee	A strong caring focus on the needs of all communities
7.	Budget Consultation	Overview and Scrutiny Committee	Continuous improvement and delivering value for money

	Topic	Topic suggested by	Link to corporate priorities/values
8.	Houses In Multiple Occupation	Overview and Scrutiny Committee	The Housing aim of a good quality home for everyone
9.	Service Provided by the Duty Planning Team and Acknowledgment of Calls	Overview and Scrutiny Committee	Continuous improvement and delivering value for money

3. Topics deferred:

	Topic	Topic suggested by	Notes	Link to corporate priorities/values
1.	Housing Repairs Review	Councillor P J Owen	This topic has been deferred to allow for services to be reviewed. Committee to be updated at a future meeting from Head of Housing.	Continuous improvement and delivering value for money

4. Topics suggested for Scrutiny since the last meeting:

	Topic	Topic suggested by	Expected outcomes	Link to corporate priorities/values
1.	Homes for Life	Cabinet	To ensure that future house designs in the borough considered adaptations for the future needs of residents.	The Housing aim of a good quality home for everyone

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Report of the Overview and Scrutiny Committee

SCRUTINY REVIEW – TELEPHONE ANSWERING AND CUSTOMER SERVICES

1. Purpose of report

To present the findings of the Overview and Scrutiny Committee Working Group's review into Telephone Answering and Customer Services. This is in accordance with the Council's corporate values of continuous improvement and delivering value for money.

2. Recommendation

Cabinet is asked to RECEIVE the report and REFER it to the relevant portfolio holder for consideration.

3. Background

The Overview and Scrutiny Committee Working Group reviewed this topic with the purpose of the following outcomes:

- To answer calls within an agreed amount of time.
- Functionality of online Customer skills.

The report is circulated with this agenda, which includes recommendations.

Background papers

Nil

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Broxtowe
Borough
COUNCIL



Report of the Overview and Scrutiny
Committee

Review of Telephone Answering and Customer Services

October 2022

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Summary

1. Broxtowe Borough Council's Overview and Scrutiny Committee established a review of Telephone Answering and Customer Services, to be carried out by the Overview and Scrutiny Working Group at its meeting 8 June 2022. The review was requested by Councillor P J Owen who suggested that there needed to be a focus on Key Performance Indicators, Customer Service Standards and the workflow of the telephone system in relation to the front and back office. The review is in accordance with the Council's Always Improving value providing continuous improvement and delivering value for money.
2. The review concluded on 29 September 2022 after collecting information from a range of sources and witnesses¹. Over the course of the review the group met three times, on 11 July 2022, 25 July 2022 and 8 September 2022.
3. The purpose of the review was to achieve the outcomes outlined in the scoping report². The review sought the following outcomes:
 - To answer calls within an agreed amount of time.
 - Functionality of online Customer skills.
4. This report sets out the review process that was adopted, options considered and the conclusions and recommendations.

¹ The list of appendices is attached at appendix 1.

² The scoping report is attached at appendix 2.

Members of the Overview and Scrutiny Committee Working Group

1. The Working Group was chaired by Councillor P J Owen, with Councillor M Hannah as the vice chair.
2. Three other councillors were part of the Working Group:
 - Councillor S Easom
 - Councillor I L Tyler
 - Councillor J C Goold.
3. The Working Group was assisted by Philip Sudlow, Head of Revenues and Benefits, Lisa Evans, Democratic Services Manager, and Jeremy Ward, Head of Governance.

Recommendations

It is recommended to Cabinet that:

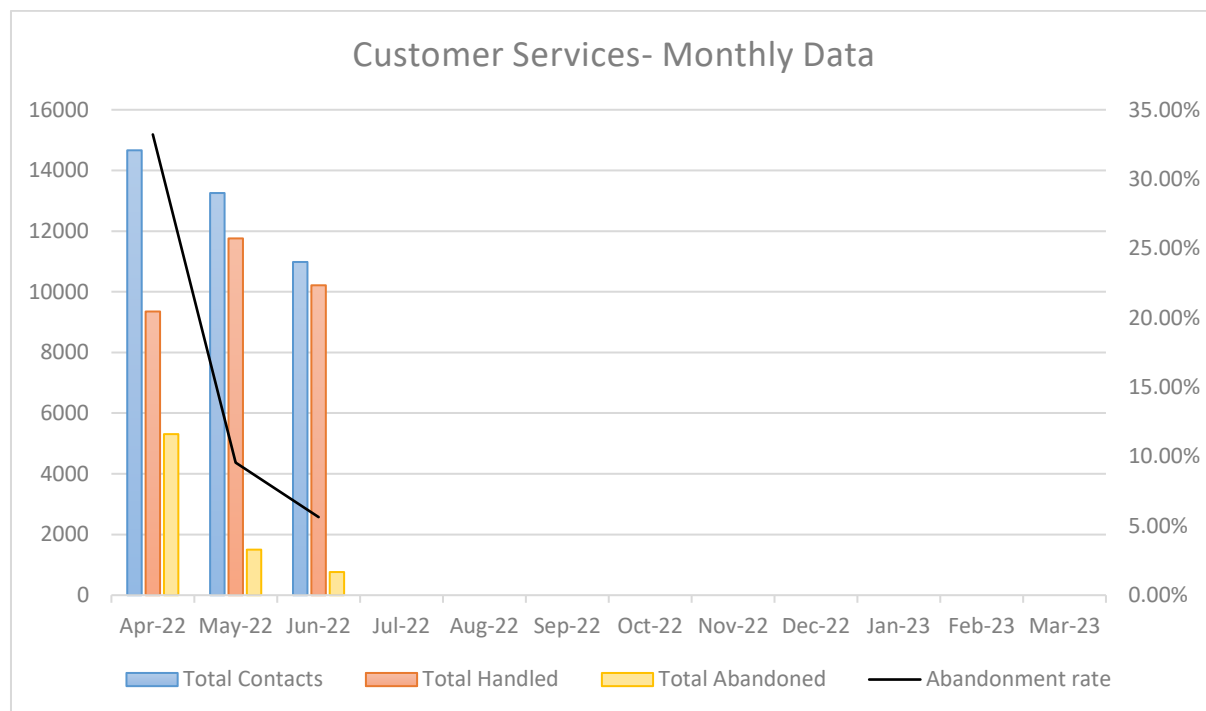
1. Staffing contingency arrangements be considered for the Contact Centre during peak times in order for residents' calls to be answered, in addition to the use of market supplements to address staffing issues.
2. Key Performance Indicators be introduced in relation to departmental call answering data to monitor performance and provide feedback.
3. The answerphone greeting should be standardised across the Authority and be conducted by the Individual Officer. For all Officers to follow a set process of answering calls across the Authority. Officers should only use answerphone messages if they are away for no more than 24 hours and messages should be replied to the following working day. If Officers are to be away for longer the call would enter a hunt group to be answered by a colleague. This should be included in the Customer Services' Strategy.
4. The phone message that reminds customers of the possibility of resolving issues by visiting the Council's website to be reviewed, the length of the message reduced and repetition of the message reduced.

Background

1. The topic was suggested by Councillor P J Owen to consider telephone answering and customer services.
2. The review was scoped at the meeting of Overview and Scrutiny Committee on 9 June 2022 where the Scrutiny Working Group was allocated the review, which sought to provide an update on Customer Services, with a particular focus on call abandonment rates and the functioning of the Customer Services Centre.
3. During the investigation the focus expanded to include the application of customer services standards across the workforce, especially the monitoring of back office calls and answerphone greetings. Consideration was also given to hunt group calls, customer services contingencies and the approaches being developed by the Head of Revenues, Benefits and Customer Services to manage demand at peak times.
4. Consideration was also given to particular issues within the Planning and Environment services. The Working Group queried whether the Duty Planning Service should be free and was it part of the Planner's job description. It was suggested that this could be a separate scrutiny topic to recommend to the Overview and Scrutiny Committee, namely the Service Provided by the Duty Planning Team and Acknowledgement of Calls.

Service Data

1. The Customer Services department is monitored on a number of Performance Indicators, ranging from Telephone Abandonment Rates through to Number of Calls received. These are represented below in respect of quarter 1 of 2022/23 financial year.



2. The graph provides an improving level of service for the first three months of the year. There were a number of contributing factors to this improvement which include a greater presence of Customer Services Officers within the Council Building, a higher level of scrutiny from the Head of Revenues, Benefits and Customer Services, regular 1-2-1's with the team, working with the ICT services to resolve issues quicker and a reduction in the number of queries received in relation to initiatives such as Council Tax Energy Rebate.
3. Further data was provided on abandonment numbers across departments. The data provider was new to the Council and the data available was for the month of August only. The information had indicated sizeable call abandonment within Housing Operations and Housing Income, this was mainly due to the high calls in the first instance and areas where staffing was remote at times. Work was being undertaken to look at arrangements with Customer Services to support the call handling. Monthly reports on call abandonment would be sent to Heads of Services for greater scrutiny with individual staff and service delivery.

Conclusions

4. It was positive that there had been improving levels of call answering but a fluctuation caused further concern. It was considered that peak times could often be predicted, usually around Council Tax bills being despatched in the new financial year, and currently around contacting residents. It was agreed that contingency be considered for staffing arrangements during peak times in order for residents' calls to be answered.
5. Key Performance Indicators should be introduced for departmental call answering to monitor performance and provide feedback.

Customer Services Standards

1. The Working Group identified a generic standard for customer services that all employees of the Council would work towards. It was proposed that this should include this within the Customer Services Standards and ensure that it is communicated throughout the Council. The recommended standards are as follows:
 - Clear greeting explaining the department they have called and who they are talking to.
 - Calls returned within one working day.
 - A telephone interpreting service for people with disabilities or those who speak other languages.
 - Clear written communications which follows the 'Communications For All Principles'

Focused – clear, concise and jargon free.

Open – communications should be factual, accurate, reflect the position of the council and be approved by relevant Senior Managers.

Relevant – Communicated to the right people, at the right time, in the right way and be informative and useful.

Accessible – easy to access through appropriate channels and in a variety of formats suitable for those with disabilities and inclusion needs.

Listening – provides opportunities for feedback and two-way conversations wherever appropriate.

Linked up – internal stakeholders and partners should hear about changes or issues before they reported by a third party or in the media.
 - Accessible services.
 - Waiting times are kept to a minimum.
 - To be treated fairly and with respect.
 - Requests resolved at the first point of contact in 80% of enquiries.
2. It was considered that standards currently varied across the Council in relation to telephone answering and also the use of voicemails. Members often considered

that messages were either not responded to by the individual officer or messages were not passed to colleagues for a response.

Conclusions

3. A standard for answering telephones should be introduced into the Customer Services Strategy and by reinforcing set standards this should ensure levels are raised.
4. The use of answerphone messages should be standardised and checked regularly by the relevant Head of Service. This will form part of the Customer Service Strategy but will include the following:
 - Answerphone greeting conducted by the individual officer
 - Identify the name of the officer contacted
 - Identify the department contacted
 - Where the officer is going to be away for a period exceeding 24 hours, then calls should be forwarded to another officer or hunt group.

Telephone workflow

1. The Customer Services Team is currently responsible for answering calls in relation to eight Council Services as well as switchboard, these are:
 - Council Tax
 - Business Rates
 - Housing Benefits and Council Tax Support
 - Housing Rents
 - Housing Repairs
 - Street Cleansing
 - Grounds Maintenance
 - Refuse
2. When contacting the Council using the 0115 9177777 telephone number, you will be provided a number of options, which will be in line with the above services and handled by multi-skilled Customer Services Officers. Recently, a few additional services have been included to these options, such as Housing Allocations, but these calls are direct to the Back Office Team.
3. Each of the eight services represents a queue within the Council's Cisco Contact Centre telephone system. Each of these queues has customisable number lengths. This allows the Customer Services Team to determine the number of calls in the queue before any other calls received are transferred to the back office, and follow the same process as detailed below. These queue lengths are varied based on a number of factors, including service need, staffing levels etc.
4. Where a call is for a service not dealt with by Customer Services, they will go through to the switchboard and redirected from there. Once transferred from switchboard, the call is no longer in the control of Customer Services and will be handled by the relevant back office Team.
5. The Back Office Teams have been set up, using the Microsoft Team platform, on the basis of their request but most will have a set telephone number that is contacted and this acts as a hunt group and directs between the individuals within the specified team until the call is answered. An example of this is in appendix 1 showing the flow of calls going in to the Quality and Control Team. Other examples can be provided during the meeting.
6. Each service area will be set up slightly different but the main basis will be the same. If contacting a telephone number directly, such as calling 0115 9173236 to speak to the Head of Revenues, Benefits and Customer Services, then this will be configured by the individual in question. All will have the facility to redirect their calls to the hunt group in question for their department and have an answer phone with a customisable greeting.

Conclusion

7. Members highlighted the message that is played during the process of being connected that reminds customers of the possibility of using the Council's website to interact, should be regularly reviewed.

Planning and Environment

1. The Working Group requested information from the Head of Planning and Economic Development and the Head of Environment for feedback in the way in which their teams are set up to deal with telephone calls.

Planning

2. "In planning, we have a duty call system that operates between the hours of 1030-1230, where a duty planner is available to answer planning queries. This system works well, and indeed we have the lowest call drop off rate in the Council and we have worked very hard to ensure this service is delivered successfully. If, for any reason, customers cannot get through to an officer, messages are taken and emailed to the relevant officer, who calls back later that day.
3. This system works well in planning, and enables planners to focus their main efforts on planning applications and other paid planning work at other times of the day. It is unfortunate that we cannot have this call system operating for longer periods of time, but workloads have increased by 20% and due to current work pressures this is not possible."

Questions from the Group to the Head of Planning and Economic Development

4. How much time are your planners out of the office?

At least one full day a week officers are out on site visits, but this can vary immensely based on workload and the complexity and number of sites. Often they are on site meeting people/ public/ agents at pre-determined times.
5. Can greater clarity be provided on why the hours of contact for the Duty Planner is 10:30 to 12:30?

Workload. The Duty planner service, is a free service where we give generic planning advice to members of the public. The majority of our work relating to 'Core Planning' which is making and establishing planning policy or assessing and determining planning applications and/ or enquiries. Applications and enquiries all

require a fee, and have to be determined within in certain time frames. This work obviously therefore takes priority.

6. What would the duty planner be doing when not on the phone?

Their case load of planning applications or enquiries, writing reports, assessing information, out on site, discussing amendments, etc...

7. Could a planner have a mobile phone that they take out on site with them to answer calls outside of the 10:30 to 12:30.

No. When they are out on site they are dealing with other areas of work, and often meeting people on site, and or making notes on planning applications. It is not practical or reasonable.

8. What levels of additional resources would be needed to be able to extend the hours of 10:30 to 12:30?

More planners. We are really struggling to keep up with the workload currently, which was up 20% in 2021. We have to prioritise the paid applications and core work over the 'free service' we provide. Many Councils both regionally and nationally do not have any duty planning system at all. Several others have one or two mornings a week or similar, and indeed these are often 'manned' by back office or administrative staff, not planning officers, as is the case here. Indeed, if workload continues in the current vein, the current duty rota will be reduced further. This is not a favourable route, or one we wish to take, though it may get that far. Everybody has an opportunity to write into the Council and pay for planning advice as a pre application enquiry. Whilst not binding, this service does provide members of the public with more comprehensive responses than can ever be given over the phone. This route also reduces the level of error or misinterpretation, as advice is in writing, rather than verbally.

Environment

9. The Head of Environment provided information as follows:

10. "The calls at Kimberley Depot are primarily based on service areas with appropriate pick up and diversion on phone lines being in place. A review of the phone navigation system has recently taken place and some further improvements have been made to the routing of calls to improve the customer experience. The phones are open from 8.30am to 17.00pm Monday to Thursday (16.30pm on Friday)."

11. Where we receive a request for a service, we aim to deal with these as quickly as possible. However, we have to acknowledge that the length of time taken with vary significantly depending on the service request. A simple request may take a matter

of hours to resolve where a more complex one might take several weeks. All formal complaints are managed within the Council's Complaint procedure and timelines.

12. I am aware that the Council has recently purchased additional telephone reporting software that will provide my service areas with greater clarity of what calls are received. Once we are able to obtain this data on a regular basis, we will be able to identify potential service improvements."

Conclusion

13. It was considered that the responses around the Planning service did not resolve issues around duty planners. There would be a request to the Overview and Scrutiny Committee to consider a further review into this subject.

Conclusions

1. It was positive that there had been improving levels of call answering but a fluctuation caused further concern. It was considered that peak times could often be predicted, usually around Council Tax bills being despatched in the new financial year, and currently around contacting residents. It was agreed that contingency be considered for staffing arrangements during peak times in order for residents' calls to be answered.
2. Key Performance Indicators should be introduced for departmental call answering to monitor performance and provide feedback.
3. A standard for answering telephones should be included in the Customer Services Strategy and by reinforcing set standards this should ensure levels are raised.
4. The use of answerphone messages should be standardised and checked regularly by the relevant Head of Service. This will form part of the Customer Service Strategy but will include the following:
 - Answerphone greeting conducted by the individual officer
 - Identify the name of the officer contacted
 - Identify the department contacted
 - Where the officer is going to be away for a period exceeding 24 hours, then calls should be forwarded to another officer or hunt group.
5. Members highlighted the message that is played during the process of being connected that reminds customers of the possibility of using the Council's website to interact. It was suggested that this message should be reviewed regularly.
6. It was considered that the responses around the Planning service did not resolve issues around duty planners. There would be a request to the Overview and Scrutiny Committee to consider a further review into this subject.

APPENDIX 1

The following is a list of witnesses who gave evidence to the Working Group:

Date	Witness
25 July 2022	Head of Revenues, Benefits and Customer Services*
8 September 2022	Executive Director
8 September 2022	Head of Planning and Economic Development, in writing
8 September 2022	Head of Environment, in writing

* present at more than one meeting

Scoping Report

Title of review	Telephone Answering and Customer Services		
Expected outcomes	To answer calls within an agreed amount of time. Functionality of online Customer skills		
Terms of reference/Key lines of enquiry	Are Key Performance Indicators being met? Cold calling to test the procedure How is data currently being collected. How many calls are unanswered? Look at the handover procedure to the back office. Look at complaints Staffing levels of customer services and volume of calls into customer services. Look at officer working times and peak call times Options on the telephone to the customer Update on the replacement telephony solution.		
Possible sources of information	Operating procedures Evidence from Officers-Head of Revenues, Benefits and Customer Services, Manager of Customer Services, Councillor, Residents. Cold calling List of complaints Key Performance Indicators		
How review could be publicised	Email Me Social Media Comms channels speak to Comms Team Website		
Specify site visits	Visit to Contact Centre.		
Possible witnesses	Head of Revenues, Benefits and Customer Services, Manager of Customer Services, Councillor, Residents. Data Controller Residents		
Resource requirements	Officers and Members		
Projected start date	08.06.2022	Draft report deadline	
Projected completion date	10.11.2022		

Report of the Portfolio Holder for Resources and Personnel Policy

GRANT AID REQUESTS FROM PARISH/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

Two requests for grant aid assistance from parish/town councils have been received:

- Stapleford Town Council has requested that the Council commit to providing a 'contributing third party payment' of £6,450 to the FCC Communities Foundation as a condition of securing additional funding from that Foundation for the refurbishment of the Carnegie Civic Centre in Stapleford.
- Kimberley Town Council has requested a grant of up to £1,958 towards the full cost of traffic management and security stewarding at the forthcoming Remembrance Sunday Parade.

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

4. Financial Implications

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

In terms of the request from Stapleford Town Council, no budgetary provision exists for capital grants to parish councils. If Members wished to support the request from Stapleford Town Council, an award could be made from the 2022/23 capital contingencies budget of which £49,000 currently remains available (subject to the consideration of any other requests as part of this agenda). Any payment would only be made in the event of Stapleford Town Council being successful in their application to the FCC Communities Foundation.

If Members wished to support the request from Kimberley Town Council, an award could be made from the £20,000 provision for grants to parish councils included in the 2022/23 revenue budget, of which £3,226 remains available.

5. Legal Implications

The Council is empowered to make grants by virtue of Section 137 Local Government Act 1972 (as well as other legislation). Having an approved process in line with the legislation and the Council's Grant Aid to Parish and Town Councils Protocol 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 1

Grant Application – Stapleford Town Council

Members may recall that in May 2022 Cabinet considered a grant aid request from Stapleford Town Council for a contribution of £25,000 towards the cost of the refurbishment and development of the Carnegie Civic Centre on Warren Avenue in Stapleford. At that meeting, Cabinet resolved to defer a decision on the application to allow discussions to take place between the Leader of the Council and Chief Executive to understand the broader picture of current developments within Stapleford, including the Youth Centre and Arthur Mee Centre. Following this, a revised application is now presented to Cabinet within this report for consideration.

To assist with the financing of the refurbishment project, Stapleford Town Council now has in progress an application for £60,000 from the FCC Communities Foundation (an organisation which awards grants to community projects from funds donated by FCC Environment through the Landfill Communities Fund). As part of the requirements for such an award from the Foundation, an applicant must secure a 'contributing third party payment' equating to 10.75% of the total amount applied for. This payment is made direct to FCC Environment and only covers the shortfall they suffer by participating in the scheme. The funding for the payment cannot be taken out of any grant awarded by the Foundation, and must be raised from a third party such as a private company, public sector organisation, charity or private donor.

The grant request from Stapleford Town Council is for this Council to commit to provide the necessary contributing third party payment in order for the application to the FCC Communities Foundation to proceed. The amount required would be £6,450, being 10.75% of the £60,000 to be applied for. Payment of this amount to the Foundation would only be made in the event of Stapleford Town Council being successful in their application to the Foundation.

Such a request is in line with the Protocol for the Consideration of Grant Aid requests from Parish and Town Councils for the following key reasons:

- The award would be for a specific capital project.
- The need for the payment to the Foundation to be from a third-party means that Stapleford Town Council is unable to finance this from its own resources.

The Town Council has provided a detailed narrative report in support of this application and this narrative is presented below in full for consideration by Cabinet, as follows:

Rationale

Stapleford Town Council is looking at how it can best serve the needs of the community whilst capitalising the use of our assets to alleviate pressure to increase the Precept. It recognises that the position with regard to community facilities in the town is changing as a result of the Town Deal Funding. The Proposed Community Hub on Hickings Lane park and the Enterprise Hub on the high street could potentially impact on the income of the Town Council by reducing rental income from

the Carnegie Civic Centre. Rather than compete with the planned new provision, the Council would like to diversify and provide alternative facilities to residents and visitors which are complementary to future plans.

Project Outline

The Town Council is seeking to refurbish the Carnegie Civic Centre and Annex building to provide more comfortable accommodations and facilities for users and to increase the letting potential. The Council is currently exploring the opportunity for holding wedding ceremonies and other services in the Carnegie Civic Centre which will increase the facilities to the town and fit in with sustainability ideals. The front of the building is iconic as a former library but in need of a 'facelift' (repointing of blockwork, re-varnishing/repair of front doors, refresh of steps and signage).

The interior of the Carnegie Civic Centre has period features but requires repainting and re-flooring and the idea of creating a larger professional kitchen facility has been explored. An additional accessible toilet would be created as part of the works. There is also a proposal to introduce folding doors to the rear meeting room to enable the creation of a third smaller space for additional letting potential. This would include the reinstatement of an old doorway (currently sealed and painted shut) in order to enter the room. The current meeting room furniture is not fit for purpose (it appears to be cast offs from local schools) and will also require replacement with more flexible items. Additionally, the Council would like to improve the AV facilities to include a large screen TV for presentations.

The annexe building was let out to a local company but they have since surrendered the lease and the building now needs to be refurbished to make it attractive in a competitive market. There is a damp issue which needs to be resolved. The project will then include the installation of a small kitchen, replacement window and then painting and re-flooring of the building.

Corporate Plan and Sustainable Community Strategy

Stapleford Town Council recognises the need for this project to contribute to the aims and objectives of Broxtowe Borough Council's Corporate Plan and the Sustainable Community Strategy.

The Town Council are keen to attract as many new visitors into Stapleford as possible to help its local businesses and believe that encouraging people and groups into the town centre by providing an historic small event facility will assist in doing this.

The events run by the Town Council to date have already attracted new visitors to the town who have expressed positive comments about the town and a desire to return. The work of the Town Council in supporting increased tourism through running events is a vital component to sustaining the town and its businesses.

Costs

This a large project and will be carried out in phases to minimise disruption to existing users of the building. Some elements have not been fully costed at the time of writing [...] However, several quotes have been obtained for a number of elements – the best prices are set out below:

Annexe

Item	Quoted Cost¹
<i>Damp proofing work</i>	<i>£1,176.00</i>
<i>Kitchen</i>	<i>£850.41²</i>
<i>Plumbing/heating</i>	<i>£835.00</i>
<i>Window replacement</i>	<i>£78.00</i>
<i>Painting</i>	<i>£400.00</i>
<i>Carpet</i>	<i>£500.00³</i>
Total	£3,839.41

Carnegie Civic Centre

Item	Quoted Cost¹
<i>Exterior works</i>	<i>£1,200.00</i>
<i>Kitchen (pro catering grade)</i>	<i>£25,589.50</i>
<i>Plumbing</i>	<i>£1,500.00³</i>
<i>Electrical</i>	<i>£1,500.00³</i>
<i>Painting</i>	<i>£2,200.00</i>
<i>Flooring</i>	<i>£5,000.00</i>
<i>Interior building works inc materials</i>	<i>£13,375.50</i>
<i>Waste disposal/skips etc</i>	<i>£1,200.00</i>
<i>AV equipment</i>	<i>£2,000.00</i>
<i>Meeting rooms furniture</i>	<i>£5,915.00</i>
<i>Catering equipment</i>	<i>£500.00</i>
<i>Contingency</i>	<i>£2,000.00³</i>
Total	£61,980.00

¹ all prices are including VAT

² items only - install quote to be obtained

³ estimated

Financial Information

The closing balance of Stapleford Town Council funds as at 31 March 2022 (per the 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). The Stapleford Town Council annual precept for 2022/23 was £104,151 (2021/22: £97,182). The budget projection for 2022/23, approved by the Town Council on 21 January 2022, anticipates a deficit of approximately £30,000.

Grant Application – Kimberley Town Council

Kimberley Town Council has submitted a grant aid request for up to £1,958 towards the full cost of traffic management and security stewarding at its forthcoming Remembrance Sunday Parade.

The Kimberley Parade has been running for many years. Following the police withdrawal of traffic control by way of a rolling roadblock, updated regulations require a full road closure. Kimberley's War Memorial, the location for the service, is situated at a mini roundabout junction in the centre of Kimberley. As the Parade begins at the Holy Trinity Church, and follows a busy road up to the War Memorial, the Town Council has little alternative but to employ specialised contractors for the event in order to manage a safe event. Moreover, the location of the event (in the Town centre close to a high-volume shopping precinct) has created additional risks and responsibilities.

Such a request is in line with the Protocol for the Consideration of Grant Aid requests from Parish and Town Councils for the following key reasons:

- Though the award would be for a revenue grant (rather than for a specific capital project), events such as the Remembrance Service Parade complement the services provided by Broxtowe Borough Council and have historically been provided by this and other parish/town councils throughout the borough.
- The provision of events such as Remembrance Service Parades contributes towards community cohesion, helps to combat social exclusion and loneliness and assists with the development of Town Centres.

Financial Information

The closing balance of Kimberley Town Council funds as at 1 September 2022 was £425,357. These funds include reserves set aside for an election, match funding for the Levelling Up Fund bid and towards the rebuilding of the Town Hall should the Levelling Up Fund be unsuccessful. The Kimberley Town Council annual precept for 2022/23 was £128,941 (2021/22 - £123,877).

Should this (Broxtowe) Council only provide a partial contribution, the shortfall will be made up from Kimberley Town Council's reserves.

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	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 2021
04/10/22	Nuthall Parish Council	£2,330	Remembrance Parade
04/10/22	Nuthall Parish Council	£2,100	Cemetery Maintenance
04/10/22	Stapleford Town Council	£2,194	Remembrance Event

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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>)	18,000
Less: Grant Awards to Date	103,950
BALANCE AVAILABLE FOR DISTRIBUTION	<u>2,050</u>

The total grant amount requested in this report is £8,500. Of this, £8,000 is already provided for as an 'other anticipated grant award'. The remaining £500 would be drawn from the balance available for distribution of £2,050. There is also included within this report a request for an 'in principle' decision to provide grant funding to Broxtowe Women's Project to cover anticipated rental expenditure up to £3,000 regarding a potential tenancy within Council-owned premises. Such a decision at this stage will not require immediate funding. However, it is included in this report to provide assurance to both Broxtowe Women's Project and the Council that the rental cost of these premises would be covered by the Council's Grant Aid scheme.

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 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 £8,500. The additional sums requested in this report, when compared to the previous year, would amount to £500 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>
Broxtowe Women's Project	1	8,000	8,000*
Eastwood & District Darts & Dominoes League	2	Nil	500
		Total	<u>8,500</u>

*The request of £8,000 from Broxtowe Women's Project is wholly covered within the provision for anticipated annual recurring grants. The further request for an 'in principle' decision regarding potential future rental costs of up to £3,000 will not result in an immediate award and is therefore not included within these figures here.

1. BROXTOWE WOMEN'S PROJECT

Broxtowe Women's Project ('BWP') is a support, advice and advocacy charity for women, children and young people affected by domestic abuse, predominantly covering Broxtowe. BWP aims to empower women to regain domestic control and lead independent, fulfilling, safe and positive lives. BWP nurtures children and young people affected by domestic abuse to build resilience and understand healthy relationships and emotions. In addition, BWP challenges the stigma associated with domestic abuse, advocates for women and their families, raises awareness and campaigns for an end to domestic abuse.

Over time, BWP has grown and developed a range of services. These include:

- Women's Outreach
- Drop-in Support Services
- Helpline
- Wellbeing
- Employability Programme
- Children's and Young People's Service
- Counselling
- Training
- Legal and Court support
- Volunteering
- Awareness Raising and Campaigning
- Signposting to a range of other support services
- Partnership working
- Leading the White Ribbon Campaign across Broxtowe in partnership with this Council

- Business training and support packages

BWP also aims to raise awareness of domestic abuse with partner organisations and businesses to increase their understanding and so they can better support their staff and customers.

BWP are part of the Broxtowe Crime Reduction plan, taking a leading role with regard to Domestic Abuse. BWP are a member of the Consent Coalition for Nottinghamshire and are an active part of Nottinghamshire DVA Communication Group.

BWP are the only Domestic Abuse charity in the UK to achieve the White Ribbon Accreditation and are currently leading the Broxtowe White Ribbon campaign for 2022 alongside this Council's Community Safety and Housing Teams. Along with Equation, BWP are coordinating the launch of Notts White Ribbon and recently launched the 'Notts Cut It Out' campaign to work with salons and barbers across Broxtowe so that they could better support their clients.

Throughout 2021/22 BWP received 257 referrals. 114 became on-going support cases accessing adult and children's outreach services. 94 cases were adult outreach, 20 were children.

Outcomes are monitored and the percentage of women that reported an increase in positive outcomes as a direct result of working with BWP during this period included client empowerment (92%), feeling safer (80%), minimised risk of harm (80%), skills increased (more informed) (84%), increased self-esteem (68%), improved mental health (67%), reduced isolation (54%), fled relationship (55%) and gained employment/training/ volunteering (24%). Furthermore, 50% of women were 'support ready' for moving onto well-being/counselling/befriending services after outreach. These outcomes provide a strong indication of the impact the BWP has had upon the lives of survivors with whom it works. It also indicates the importance of continually developing services such as the counselling to increase the positive outcomes for women.

Financial Information

BWP has provided its draft accounts for the year ended 31 March 2022 for scrutiny. Total income for the year was £325,303 (2021: £245,585) which included grants and donations of £316,172 (2021: £240,387) and other small sundry amounts including fees and reclaimed gift aid. Total expenditure for the year was £243,308 (2021: £242,184) which included wages and salaries of £185,425, professional fees of £18,644 and other expenses including rent, room hire, training, utility costs and communications.

Total reserves as at 31 March 2022 were £165,236 (2021: £83,241) of which £52,369 is restricted. These reserves include £165,442 in cash at bank and in hand. The increase in reserves during the year is primarily the result of a significant and unexpected donation to BWP which has been allocated to a close-down fund.

Grant Aid Request

There are two elements to the Grant Aid Request from BWP for consideration.

Firstly, for 2022/23, BWP has requested grant aid of £8,000 to meet its current rental obligations and to contribute towards other core costs. Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The services provided by BWP benefit Broxtowe residents and are complementary to the services provided by the Council.
- BWP targets the needs of vulnerable and disadvantaged sections of the community.
- Caring Organisations such as BWP are a specific category of organisation welcomed to apply for Grant Aid.

The second element of the request is for Cabinet to approve 'in principle' the award of a grant of up to £3,000 to cover the anticipated rental cost associated with BWP entering into a tenancy to occupy Council-owned premises within Broxtowe. Though the negotiations for such a tenancy are at an early stage, it is understood that the Council is keen to support BWP in expanding their operations within Broxtowe and such a 'in principle' decision would provide assurance to both BWP and the Council that the financing for this aspect of the project would be covered.

As with all rent awards to other Voluntary Groups which hold tenancies for Council-owned properties, no cash would become payable to BWP as part of this element of the grant.

The Council has supported BWP for many years, as follows:

2021/22	£8,000
2020/21	£6,000
2019/20	£6,000
2018/19	£6,000

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

2. EASTWOOD AND DISTRICT DARTS AND DOMINOES LEAGUE

Eastwood and District Darts and Dominoes League ('EDDDL') was established approximately 80-90 years ago and holds darts and dominoes competitions at a public house in Newthorpe. Teams from within the Borough and surrounding areas meet to compete six times a year. EDDDL feels that such activity helps to bring the community together, both old and young, and assists with the sustainability of local trade.

There are currently 11 teams within the League, each consisting of approximately 20 players. In addition, spectators are welcome at meetings of the League, with EDDDL estimating the total number of Broxtowe residents involved to be 200.

Financial Information

Due to the closure of public houses for much of 2020 and 2021 as a result of the Covid-19 pandemic, EDDDL was unable to hold its meetings and was effectively a dormant organisation. As such, EDDDL has not produced a set of formal accounts since February 2020, with the next set intended to be drawn up for the Annual General Meeting in March / April 2023.

EDDDL has, however, provided a bank statement which confirms the closing balance on the account as £218 as at 14 September 2022. A regular pattern of monthly cash deposits of the fees collected from EDDDL members (approximately £150-£200 per month) has also been observed, with a withdrawal of £2,000 recently made in order to help pay for trophies and other prizes.

Members should also note that although the bank account referred to above is operated solely for the benefit of EDDDL, it is held by an individual as the group was, due to being an unincorporated group, unable to open an account in its own name. This has been confirmed separately with both the Chairman and Treasurer of EDDDL.

Grant Aid Request

EDDDL has requested grant aid of £500 to provide trophies and other prizes to encourage people to enter the competitions held by the League. This is the first time EDDDL has applied to this Council for support.

Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- The events held by EDDDL benefit Broxtowe residents and are not in conflict with services provided by the Council.
- As 60% of the membership of EDDDL is over 60 years of age, it may be considered that the group targets the needs of vulnerable and disadvantaged sections of the community, helping to reduce social isolation and loneliness.

Cabinet may also wish to note that this application is presented with the support of the Leader of the Council.

Report of the Portfolio Holder for Resources and Personnel Policy

REPORT ON RIPA (REGULATION OF INVESTIGATORY POWERS ACT 2000) POLICY

1. Purpose of Report

To seek Cabinet approval for the proposed amendments to the Regulation of Investigatory Powers Act 2000 ('RIPA') policy and to inform Members that none of the RIPA powers have been used in the last 12 months.

2. Recommendation

Cabinet is asked to RESOLVE that the updated RIPA Policy be approved and NOTE there have been no use of the RIPA powers in the last 12 months.

3. Detail

The RIPA Policy document should be reviewed at least once a year by Members to ensure it remains fit for purpose.

A revised RIPA Policy is included at appendix 1 and the changes to it are in the table at appendix 2. No substantive changes have been proposed as the existing policy remains fit for purpose. Only administrative changes have been made to reflect the correct position.

The policy also requires Members to consider the use of the RIPA powers (on an annual basis) to ensure it is being used in accordance with the Council's policy. There has been no use of the RIPA powers since July 2015. This is due to the fact that these powers were only used by the Council in relation to the investigations into benefit fraud and this function was transferred to the Department of Work and Pensions in 2015

4. Financial Implications

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

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

5. Legal Implications

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

If the Council does not adopt a revised RIPA Policy and there is no common reference point, there is a risk that covert surveillance is inconsistently applied across different service areas. This might increase the risk of legal challenge and reduce the fairness and effectiveness of the Council's approach to covert surveillance. The adoption of a policy is considered to be best working practice and will also assist the Council to demonstrate that it has regard to the relevant legislation and Codes of Practice.

6. Human Resources Implications

Not applicable

7. Union Comments

Not applicable

8. Data Protection Compliance Implications

No Data Protection concerns or points, in general RIPA supersedes Data Protection

9. Equality Impact Assessment

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

10. Background Papers

Nil



Broxtowe
Borough
COUNCIL

**REGULATION OF INVESTIGATORY POWERS
ACT 2000 (RIPA) POLICY**

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INTRODUCTION

Broxtowe Borough Council ("the Council") only carries out covert surveillance where such action is justified and endeavours to keep such activities to a minimum. It recognises the importance of complying with the Regulation of Investigatory Powers Act 2000 ("RIPA/the Act") when such an investigation is for the purpose of preventing or detecting crime or preventing disorder and has produced this guidance document to assist officers.

APPLICATIONS FOR AUTHORITY

An officer of at least the level of Head of Service (Authorising Officer) will consider all applications for authorisation in accordance with RIPA. Any incomplete or inadequate application forms (see Appendix A for forms) will be returned to the applicant for amendment. The Authorising Officer shall in particular ensure that:

- there is a satisfactory reason for carrying out the surveillance, and the serious crime threshold is met (see 6.2)
- any directed surveillance passes the 'serious crime' threshold
- the covert nature of the investigation is necessary
- proper consideration has been given to collateral intrusion
- the proposed length and extent of the surveillance is proportionate to the information being sought
- Chief Executive's authorisation is sought where legal / medical / clerical / parliamentary issues are involved or a juvenile covert human intelligence source is proposed.
- the authorisations are reviewed and cancelled
- the authorisations are sent to Legal Services for entry onto the Central Register.

Once authorisation has been obtained from the Authorising Officer, the Investigating Officer will attend the Magistrates' Court in order to obtain Judicial Approval for the authorisation.

Training

Each Authorising Officer shall be responsible for ensuring that relevant members of staff are aware of the Act's requirements.

The Head of Legal Service and Deputy Monitoring Officer shall ensure that refresher training is offered at least once a year to all directorates of the Council and also provide advice and training on request. Officers working in this area are also required to complete the e-learning training provided by the Council.

Central Register and Records

Legal Services shall facilitate and retain the Central Register of all authorisations issued by the Council. The Head of Legal Services and Deputy Monitoring Officer will monitor the content of the application forms and authorisations to ensure conformity and compliance with RIPA.

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

GUIDANCE – PART I

DIRECTED SURVEILLANCE AND COVERT HUMAN INTELLIGENCE SOURCE

1. Purpose

The purpose of this guidance is to explain:

- the scope of RIPA – Chapter 1 of Part II
- the circumstances where it applies
- the authorisation procedures to be followed – **Appendix B.**

2. Introduction

- 2.1 This Act came into force in 2000 is intended to regulate the use of investigatory powers exercised by various bodies including local authorities, and to ensure that they are used in accordance with the human rights legislation. This is achieved by the requirement for certain investigations to be authorised by an appropriate officer together with judicial approval. From 1 November 2012 local authority authorisations and notices under RIPA will only be given effect once an order has been granted by a Justice of the Peace. See **Appendices C and D** for Home Office Guidance.
- 2.2 The investigatory powers which are relevant to a local authority are directed covert surveillance and covert human intelligence sources ('CHIS') in respect of specific operations involving criminal offences that are either punishable, whether on summary conviction or indictment by a term of imprisonment of at least six months, or are related to the underage sale of alcohol and tobacco. The Act makes it clear for which purposes they may be used, to what extent, and who may authorise their use. There are Codes of Practice relevant to the use of these powers which are attached as **Appendix E.**
- 2.3 Consideration must be given, prior to authorisation as to whether or not the surveillance and associated collateral intrusion is **necessary** and **proportionate** i.e. whether a potential breach of the human rights legislation is justified in the interests of the community as a whole, or whether the information could be obtained in other ways.

- 2.4 A public authority may only engage the RIPA when in performance of its **core functions**, that is the specific public functions undertaken by the authority in contrast to the ordinary functions that are undertaken by every authority for example employment issues, contractual arrangements, etc.

3. Scrutiny and Tribunal

3.1 External

3.1.1 From 1 November 2012 the Council must obtain an Order from a Justice of the Peace approving the Grant or Renewal of any authorisation for the use of directed surveillance or Covert Human Intelligence Sources (CHIS) before the authorisation can take effect and the activity carried out. The Council can only appeal a decision of a Justice of the Peace on a point of law by the Judicial Review process.

3.1.2 The Investigatory Powers Commissioners Office (IPCO) a role established by the Investigatory Powers Act 2016 was set up to monitor compliance with RIPA. The IPCO OSC has “a duty to keep under review the exercise and performance by the relevant persons of the powers and duties under Part II of RIPA”, and the Surveillance Commissioner will from time to time inspect the Council’s records and procedures for this purpose.

3.1.3 In order to ensure that investigating authorities are using the powers accordingly, the Act also established an Investigatory Powers Tribunal (IPT) to hear complaints over the exercise of RIPA powers and breaches of the Human Rights Act. Applications will be heard on a judicial review basis. Such claims must be brought no later than one year after the taking place of the conduct to which it relates, unless it is just and equitable to extend this period.

The Tribunal rules of 2018 govern the IPT’s conduct it can:

- Quash or cancel any warrant or authorisation
- Order the destruction of any records or information obtained by using a warrant or authorisation
- Order the destruction of records or information held by a public authority in relation to any person.

- Award compensation

The Council has a duty to disclose to the IPT all documents they require if any Council officer has:

- granted any authorisation under RIPA
- engaged in any conduct as a result of such authorisation.

3.2 Internal Scrutiny

3.2.1 The Council will ensure that the Head of Legal Services and Deputy Monitoring Officer is responsible for:

- the integrity of the process in place within the Council to authorise directed surveillance and CHIS compliance with Part II of the 2000 Act and with the accompanying Codes of Practice
- engagement with the Commissioners and Inspectors when they conduct their inspections
- where necessary oversee the implementation of any post-inspection action plans recommended or approved by a Commissioner.

3.2.2 The elected members of the Council will review the authority's use of RIPA powers the Council's policy and guidance documents at least once a year. They will also consider internal reports on the use of the 2000 Act to ensure that it is being used consistently with the Council's policy and that that policy is fit for purpose. The members will not however be involved in making decisions on specific authorisations.

3.3 If an Officer is concerned that no authorisation has been obtained under RIPA for surveillance taking place then they should contact the Head of Legal to seek advice.

3.4 If an activity is deemed to be unauthorised it will be reported to the IPOC.

4. **Benefits of RIPA authorisations**

The Act states that, if authorisation confers entitlement to engage in a certain conduct and the conduct is in accordance with the authorisation, then it will be lawful for all purposes. Consequently, RIPA provides a statutory framework under which covert surveillance can be authorised and conducted compatibly with Article 8 of the Human Rights Act 1998 – a person's right to respect for their private and family life, home and correspondence.

Material obtained through properly authorised covert surveillance is admissible evidence in criminal proceedings.

Section 78 Police and Criminal Evidence Act 1984 allows for the exclusion of evidence if it appears to the court that, having regard to all the circumstances in which the evidence was obtained, the admission of the evidence would have such an adverse effect on the fairness of the proceedings that the court ought not to admit it. Evidence obtained through covert surveillance will not be excluded unless the test of unfairness is met.

5. Definitions

- 5.1 'Covert' is defined as surveillance carried out in such a manner that is calculated to ensure that the person subject to it is unaware that it is or may be taking place. (s.26 (9)(a)).
- 5.2 'Covert human intelligence source' (CHIS) is defined as a person who establishes or maintains a personal or other relationship with a person for the covert process of obtaining/providing access to/disclosing, information obtained through that relationship or as a consequence of the relationship (s.26 (8)).
- 5.3 'Directed surveillance' is defined as covert but not intrusive and undertaken:
- for a specific investigation or operations
 - in such a way that is likely to result in the obtaining of private information about any person
 - other than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorization under this Part to be sought for the carrying out of the surveillance (s.26(2)(2)).

- 5.4 'Surveillance' includes monitoring, observing, listening, with or without the assistance of a surveillance device, and includes recording of any information obtained.
- 5.5 'Private information' includes, and possibly goes beyond, information relating to a person's private or family life, and aspects of business and professional life.
- 5.6 'Intrusive' surveillance is covert surveillance that is carried out in relation to anything taking place on any residential premises or in any private vehicle and involves the presence of an individual on the premises or in the vehicle or using a surveillance device. Broxtowe Borough Council may not authorise such surveillance.
- 5.7 'Authorising officer' in the case of local authorities these are specified as the Deputy Chief Executive (and more senior officers), Heads of Service, Service Managers or equivalent, responsible for the management of an investigation (see Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 (SI 2010 No.521) As amended (from 1st November 2012) by the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources (Amendment) Order 2012 No. 1500. At Broxtowe Borough Council, they are nominated Heads of Service and above. (see Appendix F).
- 5.8 'Senior Responsible Officer' (see Appendix G) is responsible for:
- The integrity of the process in place within the public authority for the management of CHIS
 - Compliance with Part II of the Act and with the Codes
 - Oversight of the reporting of errors to the relevant oversight Commissioner and the identification of both the cause(s) of errors and the implementation of processes to minimize repetition of errors
 - Engagement with the IPCO inspectors when they conduct their inspections, where applicable
 - Where necessary, oversight of the implantation of post-inspection action plans approved by the relevant oversight Commissioner.

Within local authorities, the senior responsible officer should be a member of the General Management Team team and should be responsible for ensuring that all authorising officers are of an appropriate standard in light of any recommendations in the inspection reports prepared by the IPCO. Where an inspection report highlights concerns about the standards of authorising officers, this individual will be responsible for ensuring the concerns are addressed.

5.9 'RIPA Co-ordinating Officer' (see Appendix H) is responsible for:

- Maintaining the central record and collation of documents
- Day to day oversight of the RIPA process
- Organising training in RIPA
- Raising awareness of RIPA within the Council.

6. When does RIPA apply?

6.1 RIPA applies where the directed covert surveillance of an individual or group of individuals, or the use of a CHIS is necessary for the purpose of preventing or detecting crime, (see below).

6.2 The Council can only authorise **Directed Surveillance** to prevent and detect a criminal offence if it is punishable, whether on summary conviction or indictment, by a period of imprisonment of at least six months, or would constitute an offence under:

- (a) Section 146 Licensing Act 2003 (sale of alcohol to children)
- (b) Section 147 Licensing Act 2003 (allowing the sale of alcohol to children)
- (c) Section 147a Licensing Act 2003 (persistently selling alcohol to children)
- (d) Section 7 of the Children and Young Persons Act 1933 (sale of tobacco, etc to persons under eighteen).

6.3 CCTV

The normal use of CCTV is not usually covert because members of the public are informed by signs that such equipment is in operation. However, authorisation should be sought where it is intended to use CCTV in a covert and pre-planned

manner as part of a specific investigation or operation, for the surveillance of a specific person or group of people. Equally a request, say by the police, to track particular individuals via CCTV recordings may require authorisation (from the police).

6.4 Special considerations in respect of social networking sites

The fact the digital investigations are routine, easy to conduct or apparently public does not reduce the need for authorisation. Any surveillance carried out on the internet must be carried out in accordance with this policy if the criteria are met.

Guidance issued by the Investigatory Powers Commissioners Office in connection with the use of Social Media offers the following:

“Authorising Officers must not be tempted to assume that one service provider is the same as another or that the services provided by a single provider are the same.

Whilst it is the responsibility of an individual to set privacy settings to protect unsolicited access to private information, and even though data may be deemed published and no longer under the control of the author, it is unwise to regard it as “open source” or publicly available; the author has a reasonable expectation of privacy if access controls are applied. In some cases data may be deemed private communication still in transmission (instant messages for example). Where privacy settings are available but not applied the data may be considered open source and an authorisation is not usually required. Repeat viewing of “open source” sites may constitute directed surveillance on a case by case basis and this should be borne in mind.

Providing there is no warrant authorising interception in accordance with section 48(4) of the 2000 Act, if it is necessary and proportionate for a public authority to breach covertly access controls, the minimum requirement is an authorisation for directed surveillance. An authorisation for the use and conduct of a CHIS is necessary if a relationship is established or maintained by a member of a public authority or by a person acting on its behalf (i.e. the activity is more than mere reading of the site’s content).

It is not unlawful for a member of a public authority to set up a false identity

but it is inadvisable for a member of a public authority to do so for a covert purpose without authorisation. Using photographs of other persons without their permission to support the false identity infringes other laws.

A member of a public authority should not adopt the identity of a person known, or likely to be known, to the subject of interest or users of the site without authorisation, and without the consent of the person whose identity is used, and without considering the protection of that person. The consent must be explicit (i.e. the person from whom consent is sought must agree (preferably in writing) what is and is not to be done)."

7. Covert Human Intelligence Source

7.1 The RIPA definition (section 26) is anyone who:

- (a) Establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within paragraphs (b) or (c);
- (b) Covertly uses such a relationship to obtain information or provide access to any information to another person; or
- (c) Covertly discloses information obtained by the use of such a relationship or as a consequence of the existence of such a relationship

Any reference to the conduct of a CHIS includes the conduct of a source which falls within (a) to (c) or is incidental to it.

References to the use of a CHIS are references to inducing, asking or assisting a person to engage in such conduct.

Section 26(9) of RIPA goes on to define:

- a purpose is covert, in relation to the establishment or maintenance of a personal or other relationship, if, and only if, the relationship is conducted in a manner that is calculated to ensure that one of the parties to the relationship is unaware of that purpose
- a relationship is used covertly, and information obtained as mentioned in 7 (c) above and is disclosed covertly, if, and only if it is used or as the case may

be, disclosed in a manner that is calculated to ensure that one of the parties to the relationship is unaware of the use or disclosure in question.

- 7.2 There is a risk that an informant who is providing information to the Council voluntarily may in reality be a CHIS even if not tasked to obtain information covertly. It is the activity of the CHIS in exploiting a relationship for a covert purpose which is ultimately authorised in the 2000 Act, not whether or not the CHIS is asked to do by the Council. When an informant gives repeat information about a suspect or about a family, and it becomes apparent that the informant may be obtaining the information in the course of a neighbourhood or family relationship, it may mean that the informant is in fact a CHIS. Legal advice should always be sought in such instances **before** acting on any information from such an informant.

7.3 Juvenile Sources

Special safeguards apply to the use or conduct of juvenile sources; that is sources under the age of 18 years. On no occasion should the use or conduct of a source under the age of 16 years be authorised to give information against their parents or any person who has parental responsibility for them. The duration of a juvenile CHIS is **one** month. The Regulation of Investigatory Powers (Juvenile) Order 2000 SI No 2793 contains special provisions which must be adhered to in respect of juvenile sources. Can only be authorised by Chief Executive or Deputy Chief Executive.

7.4 Vulnerable Individuals

A vulnerable individual is a person who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation. Any individual of this description should only be authorised to act as a source in the most exceptional circumstances. Can only be authorised by Chief Executive or Deputy Chief Executive.

7.5 Legal Advice

Please consult the Senior Responsible Officer and RIPA Co-ordinating Officer before taking any practical steps to authorise a CHIS.

7.6 Handler and Controller

There needs to be in place arrangements for the proper oversight and management of CHIS, including appointing individual officers as defined in section 29(5)(a) and (b) of the 2000 Act for each CHIS.

The Handler has day to day responsibility for:

- Dealing with the CHIS on behalf of the authority
- Directing the day to day activities of the CHIS
- Recording the information supplied by the CHIS, and
- Monitoring the CHIS's security and welfare.

The Handler will usually be a rank or position below that of the authorising officer.

The Controller will normally be responsible for the management and supervision of the "handler" and general oversight of the use of the CHIS.

8. **Authorisations**

8.1 Applications for directed surveillance

All application forms (**see Appendix A**) must have a Unique Operation Reference Number (URN) and must be fully completed with the required details to enable the Authorising Officer to make an informed decision. Sections 12 and 13 of the form must be completed by the Authorising Officer.

An authorisation under the 2000 Act will only ensure that there is a justifiable interference with an individual's Article 8 rights if it is **necessary** and **proportionate** for these activities to take place. Therefore, the grant of authorisation should indicate that consideration has been given to these points and no authorisation shall be granted unless the Authorising Officer is satisfied that the investigation is:

- **necessary** for either the prevention or detection of crime, involving a criminal offence punishable whether by summary or on indictment by a maximum sentence of at least six months' imprisonment or related to the underage sale of alcohol or tobacco (see paragraph 6.2 for offences) Covert surveillance cannot be said to be necessary if the desired information can reasonably be

obtained by overt means, and

- **proportionate** - if the activities are necessary, the person granting the authorisation must believe that they are **proportionate** to what is sought to be achieved by carrying them out. This involves balancing the intrusiveness of the activity on the target and others (see 8.4 Collateral intrusion) who might be affected by it against the need for the activity in operational terms.

The method of surveillance proposed must not be **excessive** in relation to the seriousness of the matter under investigation. It must be the method which is the **least invasive** of the target's privacy.

The activity will not be proportionate if it is excessive in the circumstances of the case or if the information which is sought could reasonably be obtained by other less intrusive means. All such activity should be carefully managed to meet the objective in question and must not be arbitrary or unfair.

The **privacy** of innocent members of the public must be respected and collateral intrusion minimised – see 8.4 below.

It must be at an **appropriate** level (i.e. not excessive) and no other form of investigation would be appropriate.

8.2 Necessity

The authorising officer must be satisfied that the use of covert surveillance is necessary for one of the purposes specified in Section 28(3) of RIPA. In order to be satisfied, the conduct that it is aimed to prevent or detect must be identified and clearly described, particularly if it is questionable whether the serious crime criteria are met.

8.3 Proportionality

Proportionality is not only about balancing the effectiveness of covert methods over overt methods but of explaining why a particular covert method, technique or tactic is the least intrusive. It is insufficient to make a simple assertion or to say that the `seriousness` of the crime justifies any or every method available. It may be unacceptable to advance lack of resources or a potential cost saving as sufficient ground to use technological solutions which can be more intrusive than

a human being. This critical judgment can only be reached once all aspects of an authorisation have been fully considered. It will be helpful to consider the following elements:

- (i) That the proposed covert surveillance is proportional to the misconduct under investigation
- (ii) That it is proportional to the degree of anticipated intrusion on the target and others
- (iii) It is the only option, other overt measures having been considered and discounted.

The following elements of proportionality should therefore be considered:

- balancing the size and scope of the operation against the gravity and extent of the perceived misconduct
- explaining how and why the methods to be adopted will cause the least possible intrusion on the target and others
- that the activity is an appropriate use of the legislation and the only reasonable way, having considered all others, of obtaining the necessary result
- providing evidence of other methods considered and why they were not implemented.

The authorising officer should set out, in his own words, “*I am satisfied*” and “*I believe*” why he is satisfied or why he believes the activity is necessary and proportionate.

8.4 Collateral intrusion

The privacy rights of members of the public who are not the subject of the investigation, must be minimised and the surveillance must be carefully controlled so as to respect those rights.

The Authorising Officer must also take into account the risk of '**collateral intrusion**' i.e. intrusion on, or interference with, the privacy of persons other than the subject of the investigation, particularly where there are special sensitivities e.g. premises used by lawyers, MPs, doctors or priests e.g. for any form of medical or professional counselling or therapy. The application must include an **assessment** of any risk of collateral intrusion for this purpose.

Steps must be taken to avoid unnecessary collateral intrusion and minimise any necessary intrusion.

Those carrying out the investigation must inform the Authorising Officer of any unexpected interference with the privacy of individuals who are not covered by the authorisation as soon as these become apparent.

Where such collateral intrusion is unavoidable, the activities may still be authorised, provided the intrusion is considered proportionate to what is sought to be achieved.

8.5 Special consideration in respect of confidential information

Particular attention is drawn to areas where the subject of surveillance may reasonably expect a high degree of privacy e.g. where confidential information is involved.

Confidential information consists of matters subject to legal privilege, communication between a Member of Parliament and another person on constituency matters, confidential personal information or confidential journalistic material. (Sections 98-100 Police Act 1997).

8.6 Legal privilege

Generally, this applies to communications between an individual and his/her legal adviser in connection with the giving of legal advice in connection with or in contemplation of legal proceedings. Such information is unlikely ever to be admissible as evidence in criminal proceedings.

If in doubt, the advice of the Head of Legal Services and Deputy Monitoring Officer should be sought in respect of any issues in this area.

8.7 Confidential personal information

This is oral or written information held in (express or implied) confidence, relating to the physical or mental health or spiritual counselling concerning an individual (alive or dead) who can be identified from it. Specific examples provided in the codes of practice are consultations between a health professional and a patient, discussions between a minister of religion and an individual relating to the latter's **spiritual welfare** or matters of **medical or journalistic confidentiality**.

8.8 Confidential journalistic material

This is material acquired or created for the purposes of journalism and held subject to an undertaking to hold it in confidence.

It should be noted that matters considered to be confidential under RIPA may not necessarily be properly regarded as confidential under section 41 Freedom of Information Act.

Where confidential information as referred to in sections 8.4 to 8.8 is likely to be acquired, the surveillance may only be authorised by the Chief Executive, or, in her absence, a Chief Officer, and should only be authorised where there are exceptional and compelling circumstances.

8.9 Authorisations must be in writing.

The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources (Amendment) Order 2012 amended the 2010 Order - see the new 7A which states that the serious crime threshold of investigating criminal offences with a sentence of at least six months imprisonment and those offences related to the underage sale of alcohol and tobacco apply.

8.10 Notifications to Inspector/Commissioner

The following situations must be brought to the Inspector/Commissioner's attention at the next inspection:

- where an officer has had to authorise surveillance in respect of an investigation in which he/she is directly involved
- where a lawyer is the subject of an investigation or operation
- where confidential personal information or confidential journalistic information has been acquired and retained.

8.11 Applications for CHIS

The application is the same as for directed surveillance except that the serious crime threshold of investigating criminal offences with a sentence of at least six months imprisonment does not apply. The authorisation must specify the activities and identity of the CHIS and that the authorised conduct is carried out for the purposes of, or in connection with, the investigation or operation so specified.

There are additional requirements in s29(5) relating to responsibility for dealing with the source and maintenance of records relating to the source.

All application forms (**Appendix A**) must be fully completed with the required details to enable the Authorising Officer to make an informed decision.

In addition to the requirements of RIPA, the duties set out in the Source Records Regulations (S.I.2000/2725) must also be observed.

Please consult the Head of Legal Deputy Monitoring Officer before taking any practical steps to authorise a CHIS.

8.12 Judicial Approval of authorisations

Once the Authorising Officer has authorised the directed surveillance or CHIS, the Investigating Officer who completed the application form should contact the Magistrates Court to arrange a hearing for the authorisation to be approved by a Justice of the Peace.

The Investigating Officer or Authorising Officer will provide the Justice of the Peace with a copy of the original authorisation or notice and the supporting documents setting out the case. This forms the basis of the application to the

Justice of the Peace and should contain all information that is relied upon.

In addition the Investigator will provide the Justice of the Peace with two copies of a partially completed judicial application/order form.

The hearing must be in private (unless the Court otherwise directs) and the officer will be sworn in and present evidence as required by the Justice of the Peace. Any such evidence should be limited to the information in the authorisation. It is not sufficient for the local authority to provide oral evidence where this is not reflected or supported in the papers provided.

The Justice of the Peace will consider whether he/she is satisfied that, at the time the authorisation was granted or renewed or the notice given or renewed, there was reasonable grounds for believing that the authorisation or notice was necessary and proportionate and whether that continues to be the case. They will also consider whether the authorisation was given by the appropriate designated person at the correct level within the Council and whether (in the case of directed surveillance) the crime threshold has been met.

The Order Section of the above mentioned form will be completed by the Justice of the Peace and will be the official record of his/her decision. The local authority need to retain a copy of the form after it has been signed by the Justice of the Peace.

The Justice of the Peace can:

- (a) approve the Grant or of Renewal of an Authorisation or Notice, which means the authorisation will then be effective
- (b) refuse to approve the Grant of Authorisation or Notice, which means that the authorisation will not take effect but the Council could look at the reasons for refusal, make any amendments and reapply for judicial approval
- (c) refuse to approve the Grant of Authorisation or Renewal and quash the original authorisation. The Court cannot exercise its power to quash the authorisation unless the applicant has at least two business days from the date of the refusal to make representations.

Appeals

A local authority may only appeal a Justice of the Peace's decision on a point of law by making an application for judicial review in the High Court. The Investigatory Powers Tribunal (IPT) will continue to investigate complaints by individuals about the use of the RIPA techniques by public bodies, including local authorities. If, following a complaint to them, the IPT finds fault with a RIPA authorisation or notice it has the power to quash the Justice of the Peace's order which approved the grant or renewal of the authorisation or notice.

8.13 Working in partnership with the police

Authorisation can be granted in situations where the police rather than Broxtowe Borough Council require the surveillance to take action, as long as the behaviour complained of meets all criteria to grant and in addition is also of concern to the Council. Authorisation cannot be granted for surveillance requested by the police for a purely police issue.

9. **Duration and Cancellation**

- An authorisation for **directed surveillance** shall cease to have effect (if not renewed) 3 months from the date the Justice of the Peace approves the grant
- If renewed the authorisation shall cease to have effect 3 months from the expiry of the original authorisation
- An authorisation for **CHIS** shall cease to have effect (unless renewed) 12 months from the date the Justice of the Peace approves the grant or renewal
- An authorisation or renewal shall cease to have effect (unless renewed) 72 hours from the date of grant or renewal.

This does not mean that the authorisation should be given for the whole period so that it lapses at the end of this time. The Authorising Officer, in accordance with s.45 of the Act, must cancel each authorisation as soon as that officer decides that the surveillance should be discontinued. Authorisations should continue for the minimum period reasonable for the purpose they are given and in any event will not last longer than 3 months.

On cancellation, the cancellation form should detail what information has been obtained as a result of the surveillance activity. The forms should include the dates and times of any activity, the nature of the information obtained and its format, any associated log or reference numbers, details of where the information is to be held and the name of the officer responsible for its future management. Documentation of any instructions to cease surveillance should be retained and kept with the cancellation form.

10. Reviews

The Authorising Officer should review all authorisations at intervals determined by him/her. This should be as often as necessary and practicable. **The reviews should be recorded.**

If the directed surveillance authorisation provides for the surveillance of unidentified individuals whose identity is later established, the terms of the authorisation should be refined at review to include the identity of these individuals.

Particular attention should be paid to the possibility of obtaining confidential information.

11. Renewals

If for any reason a Review is not carried out on time the Head of Legal Services may cancel the authorisation. Notice of this cancellation must be given to the Authorising Officer immediately.

Any authorised officer may renew an existing authorisation on the same terms as the original at any time before the original ceases to have effect. The renewal must then be approved by a Justice of the Peace in the same way the original authorisation was approved. The process already outlined in paragraph 8.10 should be followed.

A CHIS authorisation must be thoroughly reviewed before it is renewed.

12. Central Register of authorisations

12.1 The authority must maintain the following documents:

- copy of the application and a copy of the authorisation together with any supplementary documentation and notification of the approval given by the authorised officer
- a record of the period over which the surveillance has taken place
- the frequency of reviews prescribed by the authorising officer
- a record of the result of each review of the authorisation
- a copy of any renewal of an authorisation and Order made by the Magistrates' Court together with supporting documentation submitted when the renewal was requested
- the date and time when any instruction to cease surveillance was given
- the date and time when any instruction was given by the Authorising Officer.

12.2. To comply with section 12.1 the Head of Legal Services and Deputy Monitoring Officer will hold the Central Register of all authorisations issued by an officer of Broxtowe Borough Council. A copy of every authorisation, renewal and cancellation issued should be lodged immediately with the Head of Legal Services and Deputy Monitoring Officer in an envelope marked 'Private and Confidential'.

Any original authorisations and renewals taken to the Magistrates' Court should be retained by the Council because the Court only keeps copies of the authorisations or renewals.

12.3 The Council must also maintain a centrally retrievable record of the following information:

- type of authorisation
- date the authorisation was given

- date the Approval Order was by the Justice of the Peace
- name and rank/grade of the authorising officer
- confidential information
- self authorisations
- unique reference number of the investigation/operation
- title (including brief description and names of the subjects) of the investigation/operation
- reviews
- details of renewal
- dates of any Approval Order for renewal given by the Justice of the Peace
- whether the investigation/operation is likely to result in obtaining confidential information
- date of cancellation.

These records will be retained for at least **3 years** and will be available for inspection by the Investigatory Powers Commissioners Office.

13. Retention of records

The authority must ensure that arrangements are in place for the secure handling, storage and destruction of material obtained through the use of directed surveillance. The Authorising Officers, through their relevant Data Controller, must ensure compliance with the appropriate data protection requirements under the UK General Data Protection Regulations (as defined in Part 1, section 3, paragraph 10 of the Data Protection Act 2018 (as amended)) and any relevant Codes of Practice relating to the handling and storage of material.

14. Complaints procedure

14.1 The Council will maintain the standards set out in this guidance and the Codes of

Practice (**See Appendices C and E**). The Investigatory Powers Commissioner has responsibility for monitoring and reviewing the way the Council exercises the powers and duties conferred by RIPA.

- 14.2 Contravention of UK General Data Protection Regulations may be reported to the IPCO. Before making such a reference, a complaint concerning a breach of this guidance should be made using the Council's own internal complaints procedure. To request a complaints form, please contact the Complaints Officer, Council Offices, Foster Avenue, Beeston, Nottingham, NG9 1AB or telephone 0115 9177777 or submit an online complaint at www.broxtowe.gov.uk .

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

APPENDIX A

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..\Forms\renewal-directed-surveillance.doc

..\Forms\review-directed-surveillance.doc

..\Forms\chis-application.doc

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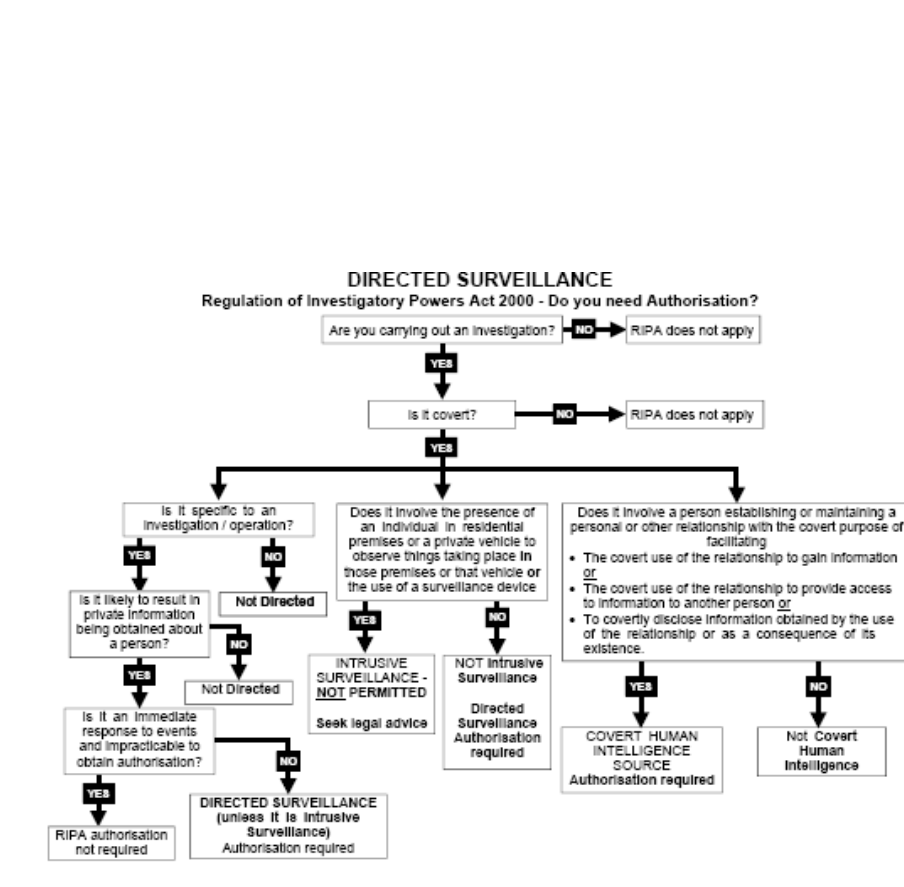
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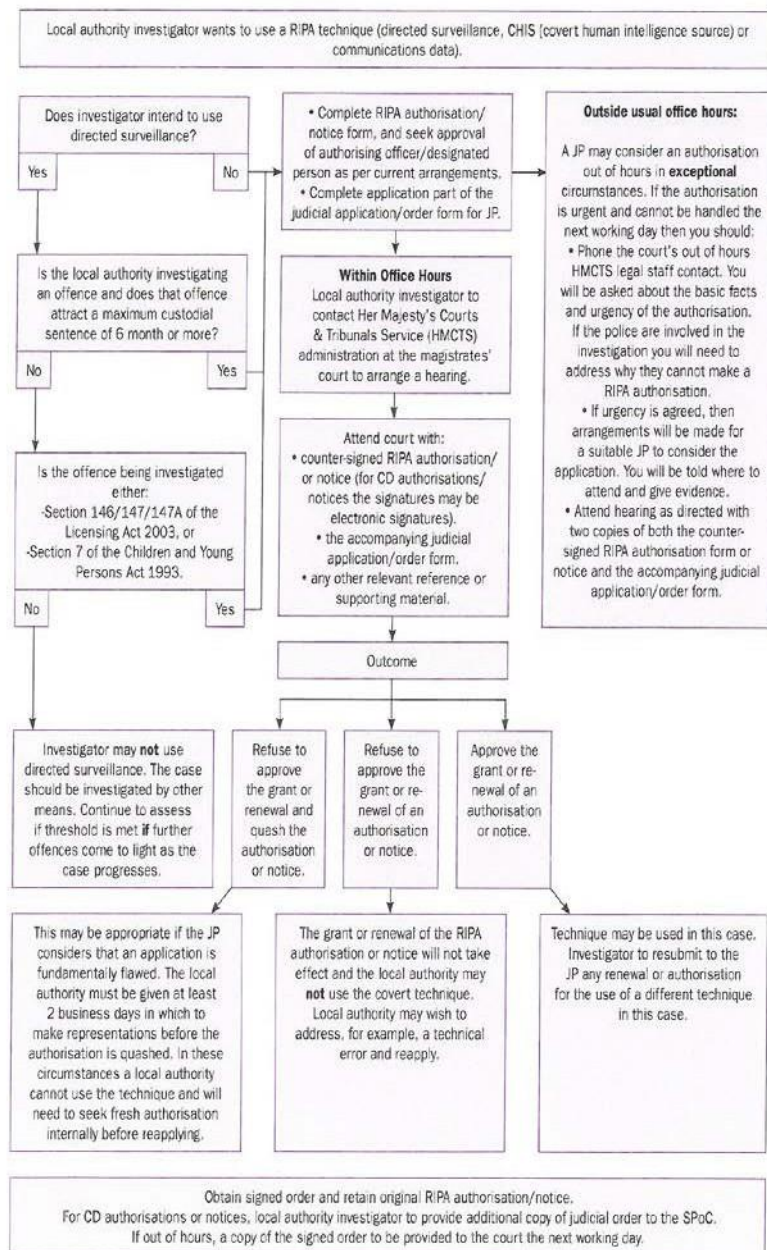
..\Forms\Judicial Approval form

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

APPENDIX B



LOCAL AUTHORITY PROCEDURE: APPLICATION TO A JUSTICE OF THE PEACE SEEKING AN ORDER TO APPROVE THE GRANT OF A RIPA AUTHORISATION OR NOTICE



REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

APPENDIX C

[..\local-authority-england-wales.pdf](#)

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

APPENDIX D

[..\magistrates-courts-eng-wales.pdf](#)

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

APPENDIX E

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384975/Covert_Surveillance_Property_Interference_web_2_.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384976/Covert_Human_Intelligence_web.pdf

REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

APPENDIX F

BROXTOWE BOROUGH COUNCIL'S AUTHORISING OFFICERS

CHIEF EXECUTIVE

DEPUTY CHIEF EXECUTIVE/SECTION 151 OFFICER

HEAD OF REVENUES AND BENEFITS

HEAD OF HOUSING

HEAD OF LEGAL AND DEPUTY MONITORING OFFICER

REGULATION OF INVESTIGATORY POWERS ACT 2000
(RIPA)

APPENDIX G

Senior Responsible Officer

Chief Executive

RIPA Co-ordinating Officer

Head of Legal Services and Deputy Monitoring Officer

RIPA Policy Section	Suggested Change	Inserted Wording (if applicable)	Reason for Change
Title of Document Page 1	Removal of 'RIPA' from heading	(RIPA)	Administrative change
Introduction paragraph	Change of word format	("the Council") only	Administrative change
Introduction paragraph	Replacement of surveillance to activities	activities	Administrative change
Introduction paragraph	Insertion of Legislation and removal of RIPA	the Regulation of INVESTIGATORY Powers Act 2000 ("RIPA/the Act")	Administrative change
Applications for Authority Paragraph	Insertion of 'Authorising Officer'	(Authorising Officer)	Administrative change
Applications for Authority Paragraph	Removal of 'See Appendix A for Forms'		Administrative change
Applications for Authority Paragraph	Capitalised Authorising Officer	Authorising Officer	Administrative change
Applications for Authority Paragraph	Insert bullet point and sentence - 'any directed surveillance passes the 'serious crime' threshold'	any directed surveillance passes the 'serious crime' threshold	Administrative change
Applications for Authority Paragraph	Inclusion of wording - or a juvenile covert human intelligence source is proposed.	or a juvenile covert human intelligence source is proposed.	Administrative change
Central Register and Records Paragraph	Removal of Broxtowe Borough and inclusion of 'the'	The Council	Administrative change
Guidance – Part 1 Introduction Paragraph 2	Removal of 'which'		Administrative change

Guidance – Part 1 Introduction Paragraph 2.1	Insertion of ‘to’ and ‘the’	and to ensure that they are used in accordance with the human rights legislation	Administrative change
Guidance – Part 1 Introduction Paragraph 2.2	Insertion of (‘CHIS’)	(‘CHIS’)	Administrative change
Guidance – Part 1 Introduction Paragraph 2.3	Insertion of ‘the’	breach of the human rights legislation	Administrative change
Guidance – Part 1 Introduction Paragraph 2.3	Replacement of the word gleaned to ‘obtained’	Obtained	Administrative change
Guidance – Part 1 Introduction Paragraph 2.1	Replacement of the 2000 Act to ‘RIPA’	RIPA	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 2.2	Insertion of ‘Covert Human Intelligence Sources’	Covert Human Intelligence Sources	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1.2	Insertion of ‘a role established by the Investigatory Powers Act 216’	a role established by the Investigatory Powers Act 216	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph	Removal of ‘OSC’		Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1.3	Replacement of the word ‘properly’ to ‘accordingly’	Accordingly	Administrative change
Guidance – Part 1 Scrutiny and 3.1.3 Paragraph	Amendment to the word ‘establishes’ to ‘established’	established	Administrative change

Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1	Amendment to the word 'a' to 'an'	an	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1.3	Inclusion of 'Investigatory Powers Tribunal (IPT)'	Investigatory Powers Tribunal (IPT)	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1.3	Replacement of the sentence 'from persons aggrieved by conduct, e.g. directed surveillance.' To 'over the exercise of RIPA powers and breaches of the Human Rights Act 1998'	over the exercise of RIPA powers and breaches of the Human Rights Act 1998	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1.3	Replacement of 'Tribunal can order' to 'Tribunal rules of 2018 govern the IPT's conduct it can'	Tribunal rules of 2018 govern the IPT's conduct it can	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1.3	Amendment of the word 'quashing' and 'cancellation of' to 'quash' and 'cancel'	quash or cancel any warrant or authorisation	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1.3	Insertion of 'order the' for bullet point 2 & 3	Order the	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1.3	Insertion of a bullet point and sentence 'Award compensation'	Award compensation	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.1.3	Replacement of the word 'tribunal' to 'IPT'		Administrative change
Guidance – Part 1 Scrutiny and Tribunal	Replacement of 'senior officer' to	Head of Legal Services and Deputy	Administrative change

Paragraph 3.2	Head of Legal Services and Deputy Monitoring Officer	Monitoring Officer	
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.2.2	Replacement of ‘the 2000 Act and the authority’s policy’ to ‘RIPA powers the Council’s policy’	RIPA powers the Council’s policy	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.2.2	Replacement of ‘local authority’ to ‘Council’s’	Council’s	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.3	Insertion of paragraph	If an Officer is concerned that no authorisation has been obtained under rA for surveillance taking place, then they should contact the Head of Legal to see advice	Administrative change
Guidance – Part 1 Scrutiny and Tribunal Paragraph 3.4	Insertion of paragraph	If an activity is deemed to be unauthorized it will be reported to the IPOC	Administrative change
Guidance – Part 1 Definitions Paragraph 5.3 azina	Insertion of sentence	to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under this Part to be sought for the carrying out of the surveillance	Administrative change
Guidance – Part 1 Definitions Paragraph 5.8	Replacement of ‘corporate leadership’ to ‘General Management’	General Management Team	Administrative change
Guidance – Part 1 Definitions Paragraph	Replacement of ‘Investigatory Powers Commissioners	IPCO	Administrative change

	Office' to 'IPCO'		
Guidance – Part 1 Covert Human Intelligence Source Paragraph 7	Replacement of 'his' to 'their'	Their	Administrative change
Guidance – Part 1 Covert Human Intelligence Source Paragraph 7	Replacement of 'him' to 'them'	Them	Administrative change
Guidance – Part 1 Covert Human Intelligence Source Paragraph 7	Replacement of 'himself' to 'themselves'	themselves	Administrative change
Guidance – Part 1 Covert Human Intelligence Source Paragraph 7	Replacement of 'himself' to 'themselves'	themselves	Administrative change
Guidance – Part 1 Authorisations Paragraph 8	Removal of 's' from 'RIP(S)A'	'RIPA'	Administrative change
Guidance – Part 1 Authorisations Paragraph 8.3	Replacement of 'mischief' to 'misconduct'	Misconduct	Administrative change
Guidance – Part 1 Authorisations Paragraph 8.3	Replacement of 'mischief' to 'misconduct'	Misconduct	Administrative change
Guidance – Part 1 Authorisations	Removal of 'Director of Legal and Planning Services and'		Administrative change
Guidance – Part 1 Authorisations	Removal of 'The hearing is a `legal proceeding` and therefore local		Administrative change

	authority officers need to be formally designated to appear.'		
Guidance – Part 1 Duration and Cancellation Paragraph	Removal of 'product'	'information'	Administrative change
Guidance – Part 1 Retention of records Paragraph 13	Removal of 'The Central Register of authorisations will be kept in a securely locked cabinet in the Chiefs Executive Department		Administrative change
Guidance – Part 1 Retention of records Paragraph 13.	Removal of 'GDPR'	Insertion of 'UK General Data Protection Regulations (as amended in Part 1, Section 3, paragraph 10 of the Data Protection Act 2018 (as amended)).	Administrative change
Guidance – Part 1 Complaints Procedure Paragraph 14		Broxtowe borough council website address	Administrative change
Guidance Part II – Acquisition and Disclosure of Communications Data	Deletion of this section		Not relevant for the purposes of Part I.
Appendix F	Deletion of link to IPCO guidance		This guidance is out of date and not yet been updated.
Appendix G	Deletion of 'Head of Regulatory Service' 'Director of Legal & Planning Services' 'Head of Public protection.	'Section 151 Officer' and 'Head of Revenues and Benefits', 'Head of Legal and Deputy Monitoring Officer'	Administrative change
Appendix H	Deleted Appendix H		Administrative change
Appendix J	Deletion of 'Nicola Dumville'	'Head of Legal and Deputy Monitoring Officer'	Administrative change

APPENDIX 3

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate: **Chief Executive**

Lead officer responsible for EIA: **Head of Legal and Deputy Monitoring Officer**

Name of the policy or function to be assessed: **Regulation of Investigatory Powers Act 2000 ('RIPA').**

Names of the officers undertaking the assessment: **Head of Legal and Deputy Monitoring Officer**

Is this a new or an existing policy or function? **Existing policy function**

1. What are the aims and objectives of the policy or function?

The policy explains the scope of RIPA and the circumstances where it applies to the Council. It provides guidance on the authorisation procedures to be followed in the event that surveillance is needed and the correct management of the process by the Council

2. What outcomes do you want to achieve from the policy or function?

A requirement of the policy is that elected Members should review the RIPA policy on annual basis as well as monitor the use of RIPA powers by the Council on an annual basis.

3. Who is intended to benefit from the policy or function?

Council Officers

4. Who are the main stakeholders in relation to the policy or function?

Council Officers

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

None – as the Council have not used these powers since 2015, the review of this policy is procedural rather than operational.

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

None – as the Council have not used these powers since 2015, the review of this policy is procedural rather than operational.

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

Not applicable

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?

No, RIPA does not target or exclude any groups or individuals within the community. RIPA ensures that surveillance is only carried out in a limited and specific way to identify only those conducting criminal activity and that it is both necessary and proportionate.

Does it affect some equality groups or communities differently? If yes, can this be justified?

No

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

N/A

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

N/A

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

N/A

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

None.

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: No further action

Disability: No further action

Gender: No further action

Gender Reassignment: No further action

Marriage and Civil Partnership: No further action

Pregnancy and Maternity: No further action

Race: No further action

Religion and Belief: No further action

Sexual Orientation: No further action

10. Head of Service:

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:

Signed: Head of Legal Services & Deputy Monitoring Officer

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Report of the Portfolio Holder for Resources and Personnel Policy

EFFICIENCY EAST MIDLANDS COMMUNITY DONATION

1. Purpose of report

To consider and provide options as to how to allocate a community donation received from Efficiency East Midlands (EEM) in 2022/23.

2. Recommendation

Cabinet is asked to CONSIDER the report and RESOLVE accordingly.

3. Detail

Efficiency East Midlands (EEM) is a non-profit organisation offering efficiency savings for the public sector, which all public sector bodies are free to join. The EEM priority is to support its members in their common goal – to provide efficiently delivered and high quality products and services to the communities they serve. The EEM membership now consists of 278 organisations ranging from contracting local authorities, education providers, police forces, NHS trusts and charitable organisations.

As a not-for-profit organisation, EEM chooses to distribute all of its operating surplus to the membership in the form of a 'community donation'. These donations are split proportionally between the membership based upon the respective spends through EEM Frameworks. The only stipulation from EEM is that the donation is spent on a project that benefits a community and is not something that budgets should cover as standard.

A sum of £6,489 was received from EEM in August 2022. This is the EEM Community Donations for 2021/22 and 2022/23. No donation was made in 2020/21 due to the pandemic.

Members are now asked to consider the report and provide options as to how to allocate this community donation from EEM.

4. Financial Implications

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

A donation of £6,489 has been received from EEM. This sum is earmarked towards a suitable scheme, either as capital and/or revenue, and will be included within the General Fund and/or Housing Revenues Account (HRA) accordingly depending upon the Cabinet resolution.

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

Report of the Portfolio Holder for Housing

ALLOCATIONS POLICY

1. Purpose of Report

To seek Cabinet approval for the proposed amendments to the Allocations Policy.

2. Recommendation

Cabinet is asked to RESOLVE that the updated Allocations Policy be approved.

3. Detail

The Allocations Policy outlines the method by which the Council manages the Housing Register. It confirms who is eligible to join the list, how applications are assessed and prioritised and how properties are allocated. The Council aims to make the best use of the social housing stock in the Borough to meet the needs of residents.

The aims of the policy are:

- To ensure that all regulatory and legal requirements are met
- To set out the requirements for considering eligibility and qualification
- To ensure that applicants are given choice
- To set out the categories of applicants who will be given reasonable preference
- To set out the categories of applicants who will be given additional preference
- To confirm when local lettings policies and direct lets may be used
- To set out a framework for reviews and appeals

A revised Allocations Policy is included at appendix 1, and the changes are summarised in the table at appendix 2. As there are changes to Council policy, and Equalities Impact Assessment has also been completed at appendix 3.

4. Financial Implications

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

There are no additional financial implications for the Council at this stage with any costs being contained within existing budgets. Any significant budget implications going forward, over and above virement limits, would require approval by Cabinet.

5. Legal Implications

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

The relevant legislation is contained within the policy document, the most relevant one is Part VI of the Housing Act 1996 that requires a local housing authority to adopt an allocations scheme, and, except in defined circumstances, to allocate property only in accordance with the scheme. When framing the scheme, the Council must have regard to statutory guidance issued by the Secretary of State and to its own homelessness and tenancy strategies. The proposals in this policy do not conflict with the statutory requirements or the Council's strategies. This, ultimately ensures there is a robust structure in place for the allocation of social housing.

6. Human Resources Implications

Not applicable

7. Union Comments

Not applicable

8. Data Protection Compliance Implications

Not applicable

9. Equality Impact Assessment

As this is a change to policy / a new policy an equality impact assessment is included in the appendix to this report.

10. Background Papers

Nil.



ALLOCATIONS POLICY

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1.0 Scope

This policy covers all properties for social rent or affordable rent allocated through the Broxtowe Borough Council's Choice Based Lettings (CBL) system called Homesearch.

Although homeless applicants will be allocated properties through the Homesearch system this policy does not set out the Council's approach to Homelessness. This is detailed in the South Nottinghamshire Homelessness and Rough Sleeping Strategy, which is shared with Gedling Borough Council and Rushcliffe Borough Council.

This policy does not cover allocations of social housing made by registered providers outside of the Homesearch system, mutual exchanges or temporary decants to another property.

2.0 Purpose

The purpose of the policy is to set out who can apply for social housing, how priority is given to different applicants and how the housing register is maintained.

This policy does not set out how applicants can apply to Homesearch or bid for properties. Full details can be found on the Homesearch website - www.home-search.org.uk/ or by contacting a member of the Lettings Team at Broxtowe Borough Council.

3.0 Aims and Objectives

We aim to make the best use of the social housing stock in the Borough to meet the needs of residents. The aims of the policy are:

- To ensure that all regulatory and legal requirements are met
- To set out the requirements for considering eligibility and qualification
- To ensure that applicants are given choice
- To set out the categories of applicants who will be given reasonable preference
- To set out the categories of applicants who will be given additional preference
- To confirm when local lettings policies and direct lets may be used
- To set out a framework for reviews and appeals

4.0 Regulatory Code and Legal Framework

The 'Allocation of accommodation: guidance for local housing authorities in England' is statutory guidance issued in 2012 to local housing authorities in England under s169 of the Housing Act 1996. Housing Authorities are required to have regards to it in exercising their functions under Part 6 of the Housing Act 1996 and Localism Act 2011.

Additional guidance 'Providing social housing for local people' was issued in 2013 to assist housing authorities to make best use of the flexibilities within allocation legislation to better meet the needs of their local residents and their local communities.

S166A of Housing Act 1996 provides that authorities must have regard to their homelessness and tenancy strategies when framing their allocations scheme.

The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 and the DLUHC Statutory Guidance – Right to Move (March 2015) apply where a local authority has introduced a local connection qualification within its lettings policy.

5.1 Definition of an 'Allocation'

Housing Act 1996, Part 6 states a housing authority allocates accommodation when it:

- Selects a person to be a secure or introductory tenant of accommodation held by that authority
- Nominates a person to be a secure or introductory tenant of accommodation held by another housing authority
- Nominates a person to be an assured tenant of accommodation held by a Private Registered Provider

For the purpose of this policy an allocation will be considered to be a nomination if the property has been advertised and shortlisted through the Homesearch Choice Based Lettings system.

This applies to existing tenants if:

- The allocation is made at the tenants request
- The tenant has reasonable preference (as defined in this policy)

This policy and definition does not apply if the Council initiates a transfer for management purposes.

5.2 Choice

Broxtowe Borough Council is committed to enabling applicants to play an active role in choosing where they want to live whilst continuing to house those in greatest need and making the best use of the social housing stock in the Borough.

Through Homesearch applicants have a choice about where they wish to live, the type of accommodation they wish to occupy and who they wish to have as a landlord. The promotion of choice to applicants will help create sustainable tenancies and communities.

5.3 Eligibility

There are certain groups of people who are eligible for social housing. The eligibility provisions do not apply to applicants who are already secure, introductory or assured tenants of a private registered provider.

Accommodation will not be allocated to persons from abroad who are ineligible for housing if:

- They are subject to immigration control unless he or she comes within a class prescribed in regulations made by the Secretary of State
- They are to be treated as ineligible for an allocation of accommodation as prescribed in regulations made by the Secretary of State

The term 'person subject to immigration control' is defined in s13(2) of the Asylum and Immigration Act as a person who under the Immigration Act 1971 required leave to enter or remain in the United Kingdom (whether or not such leave has been given)

The following categories of people do not require leave to enter or remain in the UK:

- British citizens
- Certain Commonwealth citizens with a right to abode in the UK
- Irish citizens, who are not subject to immigration control in the UK because the Republic of Ireland forms part of the Common Travel Area with the UK which allows free movement
- EEA nationals, and their family members, who have a right to reside in the UK that derives from EU law
- Persons who are exempt from immigration control under the Immigration Acts

All potential circumstances cannot be included in the policy. The UK Border Agency provides a service to housing services to confirm the Immigration Status of an applicant from abroad. If there is any uncertainty regarding eligibility, enquiries will be made before accepting an application

A joint tenancy, for two or more people, will not be granted if any of the applicants are ineligible. However, if one of the applicants is eligible then the tenancy may be offered to that applicant only. Ineligible family members may be taken into account in determining the size of accommodation which is allocated.

All applicants accepted by Broxtowe Borough Council as homeless will be eligible.

All applicants will sign a declaration to confirm that they are eligible for accommodation.

5.4 Qualification

To join the housing register, applicants must:

1. Be aged over 18, unless due to the following exceptional circumstances:
 - Homeless young people to whom a duty is owed under Housing Act 1996, Part 7
 - Care Leavers with a recommendation from Children's Services
 - Teenage parents

Any tenancy granted to a person under the age of 18 will be held in trust for them by a responsible adult, appointed to act on their behalf

2. Have been a resident in the borough of Broxtowe for 3 out of the last 5 years, unless one of the exceptions below applies:
 - Members of armed forces who have been discharged within 5 years preceding the allocation of social housing
 - Bereaved spouses and civil partners of members of the armed forces leaving Services Family Accommodation following the death of their spouse or partner
 - Serving or former members of the Reserved Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service
 - Broxtowe Borough Council care leavers who have been placed outside of the borough
 - Applicants who are permanently employed in the Borough or have confirmation of a permanent job offer in the Borough. This includes those who are self-employed within the Borough. When applicants are self-employed, they must provide proof of their self-employment status. This can be in the form of tax returns, VAT registrations certificate or similar documentation relating to the business. The location of the business base will be considered.

- Applicants who are survivors of domestic abuse who cannot return to their home or require rehousing away from their home due to fear of violence
- Applicants who are part of the UK Protected Persons Scheme (formally known as Witness Protection)
- Applicants that have support needs associated with their household and their housing needs cannot reasonably be met or provided outside of the Borough
- Applicants who provide care to people within the Borough and whose care needs are not able to be met in any other way, subject to the applicant meeting the other eligibility and qualification criteria.
- Applicants over the age of 60 who are applying for Independent Living accommodation (excluding bungalows). These applicants will be placed in Band 4.

Applicants will not qualify if they are not available to occupy accommodation, if they were to be offered a property. This includes prisoners and those in tied accommodation. In these circumstances applicants should reapply when their circumstances change.

If an applicant declares that they have a current or former financial interest in a property, a full review will be completed following the Application from Home Owners procedure to establish if they qualify. This includes those who have shared ownership of a property. Exceptions could include;

- Owner occupiers who live in conditions of disrepair or in unsuitable accommodation who are vulnerable due to age, long-term medical condition or disability and cannot resolve or adapt their property to make this suitable. Supporting evidence will be required.
- Owner occupiers who experience a change of circumstances so that their home is at risk. Applicants must have approached their local Housing Options Team or have received independent housing advice and their potential homelessness cannot be prevented
- Owner occupiers who cannot remain in their home due to safety concerns such as fleeing domestic abuse

Broxtowe Borough Council will take all the resources available to the applicant into account. Applicant who own or used to own a property and those with equity must declare any interests in land, property or equity that they have.

All applications will be reviewed on an individual basis considering the equity available, ability to resolve their own housing situation and if they are able to access or sell their property. Applicants who have an equity value of over half of the average property price (based on information from the Land Registry) in the Broxtowe Borough will be expected to resolve their own housing circumstances, unless mitigation applies. If the applicants home is outside the Broxtowe Borough, local connection criteria will be applied first. Home owners or those with a financial interest in property may be excluded following the completion of the review.

Home owners over the age of 60 who are applying for Independent Living accommodation only, excluding bungalows, will be exempt from review and will be placed in Band 4.

All applicants will sign a declaration to confirm that they qualify for accommodation.

5.5 Types of applicant

Single applicants – The majority of these applicants will be those who want to live alone, but also includes those who want to live with others but not have a joint application. If a single applicant accepts a tenancy, the tenancy must be granted in their name only.

Joint applicants – Applicants who have a long term commitment to live together. If joint applicants accept a tenancy, the tenancy must be granted in the name of all of the joint applicants.

Family applicants – Applicants who have at least one dependant child (aged up to 18). This includes adopted and foster children. Applicants who are pregnant will be considered as family applicants as soon as their pregnancy has been confirmed.

Applicants no longer wishing to apply jointly – If applicants in a joint application no longer wish to apply jointly, separate applications can be made from the original joint application. Each application will be reassessed. If the applicant is awarded the same or lower band then the original registration date will be used. If they are awarded a higher band then the registration date will be the date that they are placed in the higher band.

5.6 Reasonable Preference

Broxtowe Borough Council is required to give 'reasonable preference' to certain groups over other groups. These groups are:

- Applicants who are homeless (in accordance with Part 7 of the Housing Act 1996 as amended and extended by the Homelessness Act 2002) including those who are intentionally homeless and those who are not priority need
- People who are owed a duty by any housing authority under s190 (2) or 195 (5) of the Housing Act 1996 (or under s65(2) or 68(2) of the Housing Act 1985 or who are occupying accommodation secured by any housing authority under s192 (3)
- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- People who need to move on medical or welfare grounds
- People who need to move to a particular locality in the borough, where failure to meet that need would cause hardship (to themselves or others).

The Allocations Policy has been framed to ensure that the groups listed above have been given reasonable preference within the appropriate band.

5.7 Additional Preference

Housing authorities have the power to frame their allocation scheme to give additional preference to particular descriptions of people who fall within the statutory reasonable preference categories and have urgent housing needs. All housing authorities must consider, in the light of local circumstances the need to give effect to this provision. People with urgent housing need include:

- Those who need to move urgently because of a life threatening illness or sudden disability
- Families in severe overcrowding which poses a serious health hazard
- Those who are homeless and require urgent re-housing as a result of violence or threats of violence, including those escaping domestic abuse

The Allocations Policy has been framed to ensure that groups with urgent housing need, including those listed above have been given additional preference within the appropriate band.

5.8 Armed Forces

Additional preference must also been given to:

- Former members of the Armed Forces
- Serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
- Bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner
- Serving or former members of the Reserved Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service

Additional preference will be given to these applicants by awarding the applicant one band higher than if their application was assessed solely on their other circumstances. For example, if an applicant is assessed as Band 3 but is a former member of the armed forces their application will be awarded Band 2.

5.9 Care Leavers

If an applicant is a care leaver then the local connection criteria specified in 5.4 is not applicable. The applicant will qualify if they have previously lived or been placed in local authority care within Nottinghamshire, not just the Borough of Broxtowe.

A care leaver will be given additional priority if they join the scheme and have not found accommodation that is suitable within 8 weeks, this is in accordance with the Nottinghamshire County Wide Care Leavers Protocol.

For any assessment that is completed with the applicant, the applicant must be accompanied by the Care Leaving Service.

5.10 Medical Assessments

Officers will make assessments following the medical assessment procedure to ensure that the appropriate band is awarded. Applicants will be asked to provide supporting information from medical professionals who currently work with them.

If further guidance is needed, or conflicting information has been provided from medical professionals then the Council will make a referral to an independent specialist advisor.

If the Council has evidence or has witnessed that the property will be unsuitable for medical reasons, the offer of the property will be withdrawn. This includes offers that are unreasonable for the reasons of health and safety, such as those in an Independent Living where the only method of escape is by using a lift.

5.11 Banding

Broxtowe Borough Council has a duty to offer choice and to ensure that the needs of reasonable preference and additional preference categories are met. The most appropriate way to achieve this is to operate a needs based banding system with bands arranged to reflect the level of housing need.

The current housing circumstances and needs of each applicant will be the determining factor in deciding which Band an applicant receives. Once placed in an appropriate band, applicants will be ordered within the band by date order so that priority within a band is given to the applicant with the earliest date.

If an applicant's circumstances reflect more than one of the situations in the bands, the situation in the highest band will be used. No additional priority is given if circumstances reflect more than one situation. However, if an applicant's circumstances reflect two distinctly different characteristics in the same band, that have no relation or impact to each other, the applicant will be awarded one band higher. If an applicant has more than one Band 1 criteria relevant to their application, they will be awarded a further 12 months waiting time. This will enable their applications to be further prioritised.

The banding process will ensure that applicants in the greatest need receive the most preference for re-housing. Once an applicant has been assessed and placed

into a Band, the applicant will not move to another Band unless there is a change in the applicant's circumstances.

Broxtowe Borough Council has 4 application bands. Criteria for Bands 1, 2 3 and 4 are shown on the next pages..

Band 1

Urgent Medical Priority	Applicants who have a permanent or chronic illness or disability and as a result of their condition are unable to continue to occupy their current accommodation. This includes both physical and mental health. An Occupational Therapy report will need to be provided to show that the property has been assessed and it cannot be adapted to meet their needs. The report also needs to advise of any adaptations required in their future rehousing.
Hospital Discharge	Applicants who are in hospital, or another care facility, who cannot return to their present accommodation, as it is considered no longer suitable/cannot be adapted There must be specific recommendation, with supporting evidence, from the hospital/care facility and a detailed care/support package must be in place before the applicant is assessed in the band
Demolition	Applicants whose home is subject to demolition.
Independent Living Stock Options (Broxtowe Borough Council only)	Applicants who are affected by a scheme that is being de-designated and wish to be rehoused in Independent Living accommodation and the current accommodation is being demolished or re-purposed for a purpose that is no longer permanent social housing accommodation.
Category 1 Hazards	Applicants whose home has been assessed by the Council's Environmental Health Team as being subject to a category 1 hazard under the Housing Health and Safety Rating System which cannot be resolved whilst they are in occupation.
Statutory Overcrowding	Applicants whose current accommodation has been assessed as being statutorily overcrowded by an Environmental Health Officer. Priority will only be awarded where this has arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the property. The Council will also take into account bedroom standard criteria to assess if an household is overcrowded.
Severe Under Occupation	Tenants of one of the Homeseach partners whose current home is too large for the needs of their household by two or more bedrooms. The Council will use the bedroom standard criteria to assess if an household is under occupied.
UK Protected Persons Scheme	Applicants rehoused at the request of the UK Protected Persons Service (UKPPS), formally the National Witness Protection Scheme
Homelessness – Main Duty	Where the Council has accepted a main homelessness duty i.e. eligible for assistance, have a priority need and unintentionally homeless. Also for those where an applicant is owed the relief duty and would likely be owed the main duty if the relief duty were to end unsuccessfully.

Care Leavers	Care leavers will be placed in Band 1 if they have previously been in Band 2 in accordance with the Policy and Nottinghamshire County Wide Care Leavers Protocol and have not found suitable housing in 8 weeks.
Families wishing to foster children	Applicants that wish to be foster carers and adopters who are at a stage in the assessment process where the responsible adoption/fostering service is able to provide an in principle recommendation or where the applicants have been formally approved and their housing prevents them from being able to start or continue to provide foster care for a looked after child

Band 2

Homelessness – Prevention Duty	Where an applicant with a local connection to the Council is owed a prevention duty, where all prevention measures have been exhausted and would likely be owed the main duty if both the prevention and relief duty were to end unsuccessfully.
Harassment	Applicants who are at risk in their current property because they are experiencing serious and sustained harassment, violence or threats of violence and likely to be owed the main housing duty if they were to make a formal homelessness declaration. This includes applicants fleeing domestic abuse.
Succession	Applicants who have succeeded a tenancy owned by one of the Homesearch partners but the property is unsuitable due to the size or adaptations.
Care Leavers	Applicants who are leaving care, in accordance with the Nottinghamshire County Wide Care Leavers Protocol.
Move on from specialist and supported accommodation	Applicants who are ready to move on to social housing from supported accommodation. Applicants will be awarded this category following confirmation from the accommodation or support provider that they are ready to move on and have the necessary skills to maintain an independent tenancy. Applicants must have local connection to the Broxtowe Borough in accordance with the guidance within the Policy, or, have been referred in to the accommodation by Broxtowe Borough Council's Housing Options Team as a result of the applicant being threatened with homelessness. Applicants moving on from supported accommodation will have one offer of suitable accommodation.
High Medical Priority	Applicants or a member of their household who have a serious, lasting medical condition, illness or disability which is made worse by their current accommodation and as a result of their condition it is not reasonable to continue to occupy their current accommodation on a long term basis. This includes both physical and mental health. To meet this criteria, the property which the applicant is moving to must meet and resolve their housing needs. Medical evidence must be provided which shows details of the condition and how the condition is affected by their current housing circumstances. For example, if an applicant lives in a property with stairs has had a serious medical episode and now has lasting mobility issues, they would require a ground floor property due to concerns with stairs.
Severe Overcrowding	Applicants whose current accommodation is assessed as being two bedrooms short of the required number of bedrooms. The best use of all rooms in the house will be considered when calculating the number of bedrooms. Priority will only be awarded where this has arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the

	property. This will only be awarded where the main applicant is listed as the main tenant of their current property.
Under Occupation	Tenants of one of the Homeseach partners whose current home is too large for the needs of their household by one bedroom. The Council will use the bedroom standard criteria to assess if an household is under occupied.
Independent Living Stock Options (Broxtowe Borough Council only)	Applicants who are affected by a scheme that is being de-designated and wish to be rehoused in Independent Living accommodation, but the current accommodation is remaining as permanent tenanted accommodation.
Unsuitable accommodation due to adaptations	Tenants of one of the Homeseach partners whose current home is an adapted property but the adaptation is no longer required.
High Welfare Need	Applicants who experience hardship in their current accommodation and who need to move to improve their situation. This includes applicants who have suffered a traumatic incident in their home. Applicants that are placed in High Welfare Need require re-housing but the need is not considered to be an emergency, placing them at risk of immediate homelessness.

Band 3

Homeless	<p>This band will be awarded where an applicant is owed either a prevention or relief duty but where they would not be owed the main duty when the prevention and relief duty comes to an end because they have been assessed as likely to be:</p> <ul style="list-style-type: none"> • Not in priority need and/or • Intentionally homeless and/or • Have refused an offer of suitable accommodation as discharge of the Council's main duty, prevention or relief homelessness duties <p>The banding will also be awarded to those applicants who are classed as part of "early interventions" within the homelessness process. This applies when an applicant is not threatened with homelessness within 56 days but is likely to be threatened with homelessness in the near future or where they have been served with a Section 21 Notice by their landlord and have not approached/do not wish to approach the Housing Options Team</p>
Discharged Homeless Duty	<p>Applicants who have been accepted as being owed a full housing duty following a homelessness application and who have declined an offer of accommodation which was considered by the Council to be a reasonable offer of accommodation suitable to the applicants needs</p> <p>For applicants who have had their homelessness duty discharged, this banding will remain unless there has been a material change in their circumstances which would warrant a new assessment.</p>
Lodgers with dependent children	Applicants with dependent children, or who are pregnant and who are lodging with family or friends.
Lodgers who share facilities	Applicants who have to share facilities, such as a kitchen or bathroom, with another household who are not part of their immediate family
Moderate Medical Priority	Applicants whose household includes a person who has an illness or disability which is affected by their current accommodation and whose condition would benefit from alternative accommodation but a move is not essential. This includes both physical and mental health.
Overcrowding	Applicants whose current accommodation is assessed as being one bedroom short of the required number of bedrooms. The best use of all rooms in the house will be considered when calculating the number of bedrooms. Priority will only be awarded where this has arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the

	property. This will only be awarded where the main applicant is listed as the main tenant of their current property.
Welfare Need	Applicants who experience hardship in their current accommodation and who need to move to improve their situation. This includes applicants suffering from financial hardship and applicants who need to move to be closer for specialist education, medical facilities or support.
Employment	Applicants who need to move to take up an offer of permanent employment.
Reassessed Urgent Applicants	If an applicant has previously been assessed in as a Band 1 or 2 but has not been bidding on suitable properties that have been available for them whilst they are in the urgent bands.

Band 4

Applicants with no Housing Need	Applicants who do not meet any of the criteria set out in Bands 1, 2 and 3
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5.12 Verification

All applicants will be required to provide information to enable their application to be processed, this includes:

- Identification which confirms the applicants current address
- Identification which confirms the applicants signature
- Proof of current tenancy status such as a tenancy agreement
- Details of previous five years accommodation, including addresses where the applicant was not the tenant
- Details of all household members
- Financial information, including any interest in property

Extra information or evidence will also be required from some applicants, including:

- Assessments made by professionals in support of application
- Proof of pregnancy
- Access to children and evidence of child benefit
- Details of convictions
- Information regarding additional support needs
- Landlord references, including any details of rent arrears
- Confirmation of circumstances regarding the Armed Forces

It is not possible to list every document that may be required. When an application is received it will be assessed by a member of the Lettings Team who will contact the applicant to request any additional supporting evidence. Applicants will only be accepted, awarded a band and allowed to bid once all evidence has been received. The registration date, for allocation purposed is the date that the application was activated following all verifications being completed.

If the applicant is assessed as potentially Band 1 or 2 then a full investigation will be completed as to whether the applicant can be accepted onto the list, this includes previous convictions or anti-social behaviour. If the applicant is assessed as Band 3 or 4 then they will be accepted onto the list and further checks will be completed before an offer of accommodation is made. This distinction has been made due to the level of work involved in completing checks and because applicants in Bands 3 and 4 are likely to be on the list for a longer period of time before an offer of a property is made.

An applicant who has current and/or former rent arrears will be accepted. When an offer of property is made the applicant will need to provide proof that a payment plan has been arranged and maintained for a minimum of 12 weeks. Partner landlords

may wish to include current and/or former arrears in the terms of their tenancy agreement. Broxtowe Borough Council will do this on all occasions.

Applicants with additional support needs will be supported and assisted to provide the necessary information.

Applicants will be asked to declare if they are a 'related party', these are applicants who are either:

- Staff of any of the partner registered providers
- Local Authority elected members
- Partner registered providers board members
- A relative of any of the above

Applications from related parties will be verified in the same way as other applicants but the banding and any offers of accommodation will be approved by the Head of Housing.

5.13 Pre- tenancy checks and risk assessments

All offers of accommodation made through the Homesearch system will be provisional offers subject to pre-tenancy checks being completed. The purpose of the checks is to confirm that the applicant is eligible and qualifies for the scheme and has provided the necessary information to complete verification checks. Landlord references will also be taken at this time to confirm tenancy conduct and rent arrears. All pre-tenancy checks will be completed following the pre-tenancy checks procedure.

As part of pre-tenancy checks a risk assessment will be completed. It is important that the location and type of property is known as this informs the assessment. For this reason, the checks will be completed once a property has been provisional allocated. All risk assessments will be completed following the risk assessment procedure.

In certain situations, particularly when applicants are fleeing harassment, violence, threats of violence or domestic abuse, housing the applicant in certain areas of the Borough may pose or fail to alleviate the risks being fled. For allocations in these circumstances, professional advice may be sought and a risk assessment will take place, completed by the Council in conjunction with any relevant agency to determine suitability of potential allocations. For example, if an applicant is fleeing abuse or harassment, it will not be considered appropriate for them to be housed in the same area as they are fleeing, because this is unlikely to alleviate the risk of abuse or harassment.

There is no distance specified as safe within the Policy, but a distance greater than 5 miles or an area that has few if any ongoing links with the previous address, such as employment, family members or schooling, may be considered suitable as convention.

5.14 Application following end of fixed term tenancy

If an applicant is applying to the Council following the end of a fixed term tenancy their application will be assessed on their individual circumstances as set out in 5.11.

5.16 Independent Living accommodation

Properties that are designated as Independent Living will only be allocated to applicants over the age of 60 unless the applicant has a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation. This will be supported by documentation that shows that the applicant is in high rate (mobility/daily living) Personal Independence Payment.

Properties that are designated as Independent Living can be offered to those applicants who are under 60 if the property is difficult to let and the applicant is being placed through the Community Living Network or equivalent scheme.

The property advert will state if a property is designated as Independent Living.

5.17 Larger Independent Living accommodation

Properties that are designated as Independent Living accommodation and are larger than one bedroom will be allocated to applicants over the age of 18 and will be allocated in accordance with household needs, such as disabilities, rather than whether they need the support available within Independent Living.

These larger units can be used to allow families with disabilities for instance. The relevant documentation and support from a Specialist Occupational Therapist will be required as necessary.

5.18 Local Lettings Policies

Section 166A(6)(b) of the Housing Act 1996 enables housing authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the authority is able to demonstrate compliance with the requirements of the Act.

This is particularly appropriate for new build schemes, large estates and areas with problems of anti-social behaviour. The Council's Guidance for the use of Local Lettings Policies, provides detailed information on the process and considerations.

For new build schemes, the Council will implement additional policy preference relating to local applicants and their connection to the area of the new build scheme. Relevant guidance for the individual scheme will be agreed using the Guidance for the use of Local Lettings Policies.

The Council will support registered providers to introduce local lettings policies where there is evidence for a need for a separate policy.

If a property will be allocated according to a local lettings policy, the advert will clearly state: 'Allocations will be made in accordance with a local lettings policy'

5.19 Sensitive Allocations

On some occasions it is appropriate that an individual property is allocated sensitively. This would be applicable for one allocation, the same property would not be sensitively let every time it became void. In these cases, a Local Lettings Policy would be required.

An example of a sensitive allocation would be a property where the previous tenant had been evicted for anti-social behaviour and the needs of the immediate neighbours need to be considered.

Any properties let as a sensitive allocation must be approved by the Head of Housing and the advert will clearly state: 'Allocations will be made in accordance with sensitive allocations criteria'.

5.20 Direct Allocations

It is expected that the majority of allocations will be made following the bidding process via Homesearch but there are some cases where it is necessary to make offers to applicants outside of these arrangements. There are two categories of direct allocations:

Urgent housing management cases – such cases are exceptional and an offer must be approved by the Head of Housing, each case will be considered in regards to its individual circumstances

Lower demand properties – if a property has been advertised and shortlisted via Homesearch and the property has not been let, then the property can be offered directly to an applicant, in accordance with the Difficult to Let procedure. It is important to note that if direct offers are made by registered provider partners then the allocation is not subject to this policy. All offers made by Broxtowe Borough Council are subject to this policy. The Council may approach the Community Living Network with properties that are difficult to let to assist with the placing of applicants within difficult to let properties.

Property Acquisitions – in exceptional circumstances a property may be acquired to meet the need of an applicant on the waiting list for whom the Council does not currently own a suitable property or a suitable property is unlikely to become available through the homesearch scheme. In this circumstance approval for a direct let of the property will be approved by the Chief Executive in consultation with the Housing Portfolio Holder at the point of final approval to purchase.

5.21 Right to Move

The statutory guidance issued in connection with “Right To Move” states that a local authority should allocate a quota of properties each year for tenants under the “Right To Move”. The suggested quota is 1%. This is the quota that Broxtowe Borough Council will use. The quota is for lets, not adverts. Therefore, more than 1% of properties may be advertised with this criteria, if properties are not successfully let to ‘Right to Move’ applicants.

Every quarter, at least one property will be advertised as preference to applicants who meet the ‘Right to Move’ criteria. The advert will clearly state: ‘Allocations will be made in accordance with ‘Right to Move’ criteria. Priority will be given to applicants who meet these criteria.

Under the Right to Move legislation the Council has to disregard the local connection criteria for social housing tenants who need to move into the local authority area where the tenant has:

- Reasonable preference in order to avoid hardship, and
- Employment within the district, or has been offered employment within the district and has a genuine intention to take up the offer

5.22 Change of circumstances

Applicants must inform Broxtowe Borough Council of any change of circumstances. This can be done by telephone or in writing. The applicant may be asked to provide additional information or evidence. If this is required, the application will be suspended until the necessary documents have been provided.

An applicant’s banding may change. If the applicant is awarded the same or lower band then the original registration date will be used. If they are awarded a higher band then the registration date will be the date that they are placed in the higher band.

5.23 Annual Review

On the anniversary of their registration all applicants will receive a review letter or e-mail. This will ask the applicant to confirm that they wish to remain on the list and that there has not been a change in their circumstances since their application or last review.

If an applicant has not responded within 28 days of the date of their review letter then their application will be closed.

Applicants with additional support needs may be contacted differently, for example by telephone.

If the applicant's circumstances have changed a review of their new circumstances will be completed. If the applicant is awarded a lower band, then the effective date will remain as the original date. If the applicant is awarded a high band, then the effective date will be changed to the date of the completion of the review.

If an applicant has placed no bids in the year since the last review, and suitable properties have become available in that time, the Council will review the application and inform the applicant of the intention to close the application.

5.24 Review of urgent applications

All applicants awarded Band 1 will be reviewed every 12 weeks. All applicants awarded Band 2 will be reviewed every 26 weeks.

The purpose of this review is to ensure that appropriate bids are being placed and to monitor any refusal reasons. Applicants will be given advice on how to increase the possibility of an offer of a property.

If an applicant is not placed a bid for 12 weeks and suitable properties have become available for them to bid on within that time, the application will be reviewed to see if further intervention for the team is necessary to assist or whether a review of the banding is appropriate.

If a review is undertaken and there is no suitable reason provided to explain why an applicant has not been bidding on available and suitable properties, the applicant should be reassessed into Band 3. The application can be reassessed and/or priority restored subject to appropriate assurances from the applicant being received or a further change in circumstances of the applicant

The Council will routinely place all applicants in Band 1 on Automatic Bidding, to ensure that a property is sourced as quickly as possible and the applicant does not miss out.

5.25 Application suspension

If an applicant fails to respond, or refuses 3 offers of accommodation following placing a bid, then their application will be suspended for 6 months. The suspension of application procedure will be followed.

At the end of the suspension period, a review will be completed.

5.26 Application exclusion/Removal from the register

An applicant will be excluded if following reassessment, the applicant is no longer eligible for housing.

An applicant will be excluded if an applicant no longer meets the qualifying criteria at any time from the point of registration, to the point of allocation.

An applicant will be removed if an offer of accommodation has been made, has been accepted and signed for by the applicant from the Council or a partner within the Homesearch scheme.

An applicant will be removed if the address that they are applying from changes, this change in circumstances will require a new application to be made.

If requested documentation is not provided within 21 days of it being requested, and an appropriate reason has not been provided, the application will be closed.

If an applicant fails to respond to communications from the Council within the specified time limit within the individual communication, the application will be closed. If a suitable reason is provided, the Council will consider reopening the application.

If an applicant displays conduct in a previous tenancy that is of cause for concern for Broxtowe Borough Council, the Council will consider whether exclusion from the register is appropriate. The following circumstances will be considered

- Where upon review, the applicant is a homeowner with significant equity in their home or former home to assist in resolving their own housing circumstances, in accordance with the Application from Homeowners Procedure
- Unacceptable behaviour, which would justify possession proceedings of a tenancy, this includes but is not limited to;
 - Anti-social behaviour
 - Criminal behaviour relating to the loss of previous accommodation
 - Perpetrating domestic abuse
 - Tenancy fraud, illegal subletting or abandonment of property
 - Violence or threats of violence or harassment of any staff or agents of the Council or its partners, previous landlords, the Police or any other statutory or voluntary agency
 - Any other conduct that shows the applicant to be unsuitable to be a tenant

The exclusion will only apply to the member(s) of the household who were considered to be participative in the unacceptable behaviour with other members of the family able to make separate applications subject to them meeting the qualification criteria of the Policy.

Exclusion from the register will last for 12 months. The exclusion of application procedure will be followed.

At the end of the exclusion period, a review will be completed to assess whether exclusion should still apply.

Applicants have the right to request a review of the decision to exclude them from the housing register.

5.27 Right to Review

Housing authorities must inform applicants that they have the right to information about certain decisions and a right to review those decisions.

Applicants will be informed in writing of any decision:

- That they are ineligible for an allocation of accommodation under s106ZA(2) or (4)
- That they are not a qualifying person under s 106ZA(7)

Therefore if an application is not accepted following the guidance in sections 5.3 and 5.4 of this policy then the applicant must be informed in writing of the decision. If the applicant has additional support needs then other methods, such as telephone or visit should be used in addition to providing the information in writing.

If an applicant wants to request a review, it is expected that this will be received in writing within 21 days of the decision letter. In exceptional circumstances requests will be accepted via other methods or after 21 days.

Broxtowe Borough Council will complete the review within 28 days. The review will be completed by an officer senior to the officer who made the original decision.

6.0 Related Policies, Procedures and Guidelines

This policy should be read in conjunction with the:

- South Nottinghamshire Homelessness Strategy
- Tenure Strategy
- Voids Management Policy
- People with additional support needs Policy
- Difficult to Let criteria
- Area Placements Procedure
- Advertising of properties procedure
- Annual review procedure
- Application from home owners procedure
- Direct lets procedure
- Medical assessment procedure
- Pre-tenancy checks procedure
- Sign-up procedure
- Suspension of application procedure
- Tenancy risk assessment procedure
- Transfer procedure
- Use of Autobids procedure

7.0 Review

This policy will be reviewed every year to ensure that it meets current statutory guidance and legislation.

A full review will be completed every 3 years.

8.0 Appendix

Appendix 1 - Size and types of properties that applicants can bid for

9.0 Document History and Approval

Date	Version	Committee Name
Dec 2017	1	Housing Committee - Draft version for consultation
June 2018	2	Housing Committee – For approval
November 2019	3	Housing Committee – Review
November 2020	4	Housing Committee - Review
November 2021	5	Housing Committee - Review
November 2022	6	Cabinet

Size and types of properties that applicants can bid for

	Single Person	Couple	Single/ Couple + 1 Child/ Pregnant	Single/ Couple + 2 Children	Single/ Couple + 3 or more children	Single person with overnight carer
Studio	x					
1 Bed Flat	x	x				
2 Bed Flat			x	x		x
3 Bed Flat				x		
1 Bed Maisonette	x	x				
2 Bed Maisonette			x	x		x
3 Bed Maisonette				x	x	
1 Bed House	x	x				
2 Bed House			x	x		
3 Bed House				x	x	
4+ Bed House					x	
1 Bed Bungalow	x	x				
2 Bed Bungalow			x	x		x
3 Bed Bungalow				x	x	

Properties that are designated for Independent Living will only be allocated to applicants over the age of 60 or applicants with a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation.

Where the applicant has access to their children, but whose main home is with the other parent or another carer, they will not be counted as permanent members of the household. This will need to be evidenced through the main applicant having proof of child benefit to show who is responsible for the main care of the children for housing purposes.

Families with children of the same sex where both children are aged under 16 may be allocated on the basis of the children sharing a bedroom

Families with children of the opposite sex where both children are aged under 16 may be allocated on the basis of the children sharing a bedroom, unless the older child is over 10

For a bedroom to be awarded for an overnight carer, a live-in carer is essential on a daily and continuing basis and a live-in carer has been identified and has moved in with the household or is ready to do so when accommodation is available and if the applicant were to claim housing benefit, the extra bedroom would be awarded, in conjunction with housing benefit regulations. Receipt of carers allowance alone does not mean that a live in carer is necessary. In all cases, regardless of whether or not the carer is in receipt of carer's allowance, it will be necessary for the applicant to provide evidence that they receive disability benefits commensurate with the need for a live in carer. If an additional bedroom is required for a carer, supporting evidence from an Occupational Therapy or Adult Social Care assessment will be required. A GP letter is not sufficient.

APPENDIX 2

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.4 Qualification	<p>To add to existing clause around local connection and employment</p> <p><i>Applicants who are permanently employed in the Borough or have confirmation of a permanent job offer in the Borough. This includes those who are self-employed within the Borough. When applicants are self-employed, they must provide proof of their self-employment status. This can be in the form of tax returns, VAT registrations certificate or similar documentation relating to the business. The location of the business base will be considered.</i></p>	Applicants that are self-employed in the Borough have local connection as well as those who are in regular employment
Suggested Change 5.4 Qualification	<p>To add to the existing clause around local connection for older applicants</p> <p><i>Applicants over the age of 60 who are applying for Independent Living accommodation (excluding bungalows). These applicants will be placed in Band 4.</i></p>	<p>This preference only applies to applicants looking at schemes. Applicants who require a bungalow will require local connection to the Broxtowe Borough or meet one of the other exclusion criteria.</p> <p>The separation of the clauses around Independent Living qualification between bungalows and non-bungalows is reflected throughout the document and reflects the demand differences between the two types of accommodation</p>

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.4 Qualification	<p>To add clarity to existing criteria around home ownership and equity</p> <p><i>If an applicant declares that they have a current or former financial interest in a property, a full review will be completed following the Application from Home Owners procedure to establish if they qualify. This includes those who have shared ownership of a property. Exceptions could include;</i></p> <ul style="list-style-type: none"> • <i>Owner occupiers who live in conditions of disrepair or in unsuitable accommodation who are vulnerable due to age, long-term medical condition or disability and cannot resolve or adapt their property to make this suitable. Supporting evidence will be required.</i> • <i>Owner occupiers who experience a change of circumstances so that their home is at risk. Applicants must have approached their local Housing Options Team or have received independent housing advice and their potential homelessness cannot be prevented</i> • <i>Owner occupiers who cannot remain in their home due to safety concerns such as fleeing domestic abuse.</i> 	<p>Added criteria of shared ownership being counted as financial interest</p> <p>Added criteria including adaptations</p> <p>Added criteria around domestic abuse</p>

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.11 Banding	<p>To change Band 1 Urgent Medical Priority</p> <p><i>Applicants who have a permanent or chronic illness or disability and as a result of their condition are unable to continue to occupy their current accommodation. This includes both physical and mental health. An Occupational Therapy report will need to be provided to show that the property has been assessed and it cannot be adapted to meet their needs. The report also needs to advise of any adaptations required in their future rehousing.</i></p>	To provide additional clarity to applicants
Suggested Change 5.11 Banding	<p>To add additional Band 1 criteria of Hospital Discharge</p> <p><i>Applicants who are in hospital, or another care facility, who cannot return to their present accommodation, as it is considered no longer suitable/cannot be adapted</i></p> <p><i>There must be specific recommendation, with supporting evidence, from the hospital/care facility and a detailed care/support package must be in place before the applicant is assessed in the band</i></p>	Many other Council's have a clause for applicants affected by hospital discharge. This will allow for more planned pathway and process rather than making homelessness applications

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.11 Banding	<p>To add additional Band 1 criteria of Families Wishing to Foster Children</p> <p><i>Applicants that wish to be foster carers and adopters who are at a stage in the assessment process where the responsible adoption/fostering service is able to provide an in principle recommendation or where the applicants have been formally approved and their housing prevents them from being able to start or continue to provide foster care for a looked after child</i></p>	To enable us to assist foster carers into more appropriate housing
Suggested Change 5.11 Banding	<p>To add to the existing clause in Band 2 Move on Specialist and Supported accommodation</p> <p><i>Applicants who are ready to move on to social housing from supported accommodation. Applicants will be awarded this category following confirmation from the accommodation or support provider that they are ready to move on and have the necessary skills to maintain an independent tenancy. Applicants must have local connection to the Broxtowe Borough in accordance with the guidance within the Policy, or, have been referred in to the accommodation by Broxtowe Borough Council's Housing Options Team as a result of the applicant being threatened with homelessness Applicants moving on from supported accommodation will have one offer of suitable accommodation.</i></p>	To provide further clarity on this existing clause

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.11 Banding	<p>To add to the Band 2 High Medical Priority clause</p> <p><i>Applicants or a member of their household who have a serious, lasting medical condition, illness or disability which is made worse by their current accommodation and as a result of their condition it is not reasonable to continue to occupy their current accommodation on a long term basis. This includes both physical and mental health. To meet this criteria, the property which the applicant is moving to must meet and resolve their housing needs. Medical evidence must be provided which shows details of the condition and how the condition is affected by their current housing circumstances. For example, if an applicant lives in a property with stairs has had a serious medical episode and now has lasting mobility issues, they would require a ground floor property due to concerns with stairs.</i></p>	To provide clarity on the existing clause
Suggested Change 5.11 Banding	<p>To clarify Band 2, Severe Overcrowding clause</p> <p><i>Applicants whose current accommodation is assessed as being two bedrooms short of the required number of bedrooms. The best use of all rooms in the house will be considered when calculating the number of bedrooms. Priority will only be awarded where this has</i></p>	To provide clarity that the main applicant and tenant can be given this banding

	<i>arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the property. This will only be awarded where the main applicant is listed as the main tenant of their current property.</i>	
Suggested Change 5.11 Banding	<p>To add to Band 3 clause regarding Homelessness</p> <p><i>This band will be awarded where an applicant is owed either a prevention or relief duty but where they would not be owed the main duty when the prevention and relief duty comes to an end because they have been assessed as likely to be:</i></p> <ul style="list-style-type: none"> <i>• Not in priority need and/or</i> <i>• Intentionally homeless and/or</i> <i>• Have refused an offer of suitable accommodation as discharge of the Council's main duty, prevention or relief homelessness duties</i> <p><i>The banding will also be awarded to those applicants who are classed as part of "early interventions" within the homelessness process. This applies when an applicant is not threatened with homelessness within 56 days but is likely to be threatened with homelessness in the near future or where they have been served with a Section 21 Notice by their landlord and have not approached/do not wish to approach the Housing Options Team</i></p>	To provide further clarity on who qualifies in this band.

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.11 Banding	<p>To add to the Band 3 criteria of Discharged Homeless Duty</p> <p><i>Applicants who have been accepted as being owed a full housing duty following a homelessness application and who have declined an offer of accommodation which was considered by the Council to be a reasonable offer of accommodation suitable to the applicants needs</i></p> <p><i>For applicants who have had their homelessness duty discharged, this banding will remain unless there has been a material change in their circumstances which would warrant a new assessment.</i></p>	To provide clarity about who can qualify for this clause.
Suggested Change 5.11 Banding	<p>To add to the Band 3 criteria of Overcrowding</p> <p><i>Applicants whose current accommodation is assessed as being one bedroom short of the required number of bedrooms. The best use of all rooms in the house will be considered when calculating the number of bedrooms. Priority will only be awarded where this has arisen as a result of natural growth or where proof can be provided that the person who caused the overcrowding had no other option than to move to the property. This will only be awarded where the main applicant is listed as the main tenant of their current property.</i></p>	To provide further clarity on who qualifies in this band.

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.13 Pre-tenancy checks and risk assessments	<p>To add a clause to the existing clause</p> <p><i>In certain situations, particularly when applicants are fleeing harassment, violence, threats of violence or domestic abuse, housing the applicant in certain areas of the Borough may pose or fail to alleviate the risks being fled. For allocations in these circumstances, professional advice may be sought and a risk assessment will take place, completed by the Council in conjunction with any relevant agency to determine suitability of potential allocations For example, if an applicant is fleeing abuse or harassment, it will not be considered appropriate for them to be housed in the same area as they are fleeing, because this is unlikely to alleviate the risk of abuse or harassment.</i></p> <p><i>There is no distance specified as safe within the Policy, but a distance greater than 5 miles or an area that has few if any ongoing links with the previous address, such as employment, family members or schooling, may be considered suitable as convention.</i></p>	<p>The Council is increasingly encountering difficult discussions with applicants surrounding the areas which they wish to seek rehousing. Many applicants are wanting to stay very close to the area that they are fleeing harassment or abuse from, which is incompatible with the band reasoning and the objective of keeping applicants free and safe from abuse. The suggested change provides clarity to applicants on the Council's approach and processes that it will follow.</p>

Allocation Policy Section	Suggested Change	Reason for Change
Suggested removal 5.15 Transfer applicants	To remove the clause surrounding transfer applicants and preference	Giving preference to Transfer Applicants has never been enacted in 5 years since the original policy drafting and it is unlikely that it will ever be enacted in the future.
Suggested Change 5.16 Independent Living Accommodation	<p>To add some further areas of clarity around qualification for Independent Living</p> <p><i>Properties that are designated as Independent Living will only be allocated to applicants over the age of 60 unless the applicant has a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation. This will be supported by documentation that shows that the applicant is in high rate (mobility/daily living) Personal Independence Payment.</i></p>	To provide additional clarity for applicants

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.18 Local Lettings Policies	<p>To add a clause about additional preference for local applicants</p> <p><i>For new build schemes, the Council will implement additional policy preference relating to local applicants and their connection to the area of the new build scheme. Relevant guidance for the individual scheme will be agreed using the Guidance for the use of Local Lettings Policies.</i></p>	This is different to Local Connection, but the proposed change gives additional preference to those applicants who have a connection to a town or village within the Borough, where a scheme is being constructed
Suggested Change 5.20 Direct Allocations	<p>To remove reference to the Chair of the Housing Committee</p> <p><i>Property Acquisitions – in exceptional circumstances a property may be acquired to meet the need of an applicant on the waiting list for whom the Council does not currently own a suitable property or a suitable property is unlikely to become available through the homeseach scheme. In this circumstance approval for a direct let of the property will be approved by the Chief Executive in consultation with the Housing Portfolio Holder at the point of final approval to purchase</i></p>	To reflect the change in decision making structures at the Council

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change 5.23 Annual Review	<p>To add an additional application closure criterion</p> <p><i>If an applicant has placed no bids in the year since the last review, and suitable properties have become available in that time, the Council will review the application and inform the applicant of the intention to close the application.</i></p>	To provide clarity for applicants
Suggested Change 5.24 Review of Urgent Applications	<p>To add a criteria of auto-bidding for band 1 applicants</p> <p><i>The Council will routinely place all applicants in Band 1 on Automatic Bidding, to ensure that a property is sourced as quickly as possible and the applicant does not miss out.</i></p>	To ensure those in the highest needs are placing bids

Allocation Policy Section	Suggested Change	Reason for Change
<p>Suggested Change 5.26 Application exclusion/Removal from the register</p>	<p>To add additional circumstances to this clause</p> <p><i>An applicant will be removed if the address that they are applying from changes, this change in circumstances will require a new application to be made.</i></p> <p><i>If requested documentation is not provided within 21 days of it being requested, and an appropriate reason has not been provided, the application will be closed.</i></p> <p><i>If an applicant fails to respond to communications from the Council within the specified time limit within the individual communication, the application will be closed. If a suitable reason is provided, the Council will consider reopening the application.</i></p>	<p>To provide procedural and process clarity for applicants</p>

Allocation Policy Section	Suggested Change	Reason for Change
Suggested Change Size and types of properties that applicants can bid for	<p>To add clarity to a clause around caring responsibilities for children</p> <p><i>Where the applicant has access to their children, but whose main home is with the other parent or another carer, they will not be counted as permanent members of the household. This will need to be evidenced through the main applicant having proof of child benefit to show who is responsible for the main care of the children for housing purposes.</i></p>	To provide clarity for applicants
Suggested Change Size and types of properties that applicants can bid for	<p>To add clarity to a clause around caring responsibilities</p> <p><i>For a bedroom to be awarded for an overnight carer, a live-in carer is essential on a daily and continuing basis and a live-in carer has been identified and has moved in with the household or is ready to do so when accommodation is available and if the applicant were to claim housing benefit, the extra bedroom would be awarded, in conjunction with housing benefit regulations. Receipt of carers allowance alone does not mean that a live in carer is necessary. In all cases, regardless of whether or not the carer is in receipt of carer's allowance, it will be necessary for the applicant to provide evidence that they receive disability benefits</i></p>	To provide clarity for applicants

	<i>commensurate with the need for a live in carer. If an additional bedroom is required for a carer, supporting evidence from an Occupational Therapy or Adult Social Care assessment will be required. A GP letter is not sufficient.</i>	
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EQUALITY IMPACT ASSESSMENT (EIA)

Directorate: **Chief Executive**

Lead officer responsible for EIA: **Richard Smith**

Name of the policy or function to be assessed: **Allocations Policy**

Names of the officers undertaking the assessment: **Housing Operations Manager**

Is this a new or an existing policy or function? **Existing Policy Function**

1. What are the aims and objectives of the policy or function?

The Allocations Policy provides guidance on how applications to Broxtowe Borough Council for Housing are prioritised and properties allocated

2. What outcomes do you want to achieve from the policy or function?

The review seeks to address and provide clarity on some operational and strategic issues and challenges faced in the area of Lettings and the housing register.

3. Who is intended to benefit from the policy or function?

Applicants for social housing who wish to be housed within the Broxtowe Borough

4. Who are the main stakeholders in relation to the policy or function?

Housing applicants

Housing staff

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

When applicants apply for housing through the Homeseach scheme, they have to provide a range of personal and special category data

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

Information held in the choice based lettings and housing management systems.

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

The review and items changes have been brought about by emerging issues or challenges relating to the administration of the policy.

All applicants are asked to complete a satisfaction survey regarding the application and bidding process once they are rehoused. Feedback has been considered as part of the review.

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?

Applicants must be over the age of 18 to apply, so this is inherently exclusive. This can be justified.

There is also eligibility criteria to qualify for housing with the Council, such as immigrations status. This can be justified

Does it affect some equality groups or communities differently? If yes, can this be justified?

No, provided the eligibility criteria are met and applicants can show that they are met

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

Yes, provided the eligibility criteria are met and applicants can show that they are met

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

Support is in place through the Lettings Team to ensure the service is inclusive

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

The policy should not contribute positively or negatively in this area

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

None

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: The eligibility criteria for housing is defined in legislation. Applicants must be over 18. Statutory agencies assist those under 18. The Council may need to refer younger applicants to the appropriate agency.

Disability: Support will be given to those that require help to submit an application. Autobids can be used for applicants that will find it difficult to place bids.

Gender: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Gender Reassignment: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Marriage and Civil Partnership: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Pregnancy and Maternity: It is acknowledged that applicants may want to make an application during pregnancy, if their current property will no longer be large enough for their family size. Appropriate advice regarding eligibility for larger accommodation will be provided.

Race: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Religion and Belief: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Sexual Orientation: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

10. Head of Service:

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

Signature of Head of Service:

Head of Housing

Report of the Portfolio Holder for Housing

HOME RELEASE SCHEME

1. Purpose of Report

To seek approval to for a new Council property downsizing incentive scheme, called the Home Release Scheme.

2. Recommendation

Cabinet is asked to RESOLVE that the Home Release Scheme be approved with a new annual budget of £20,000 being established as part of the budget setting process for the Housing Revenue Account in 2023/24.

3. Detail

The Council offers Secure “lifetime” tenancies to its tenants. During the course of any tenancy, circumstances can change that can affect living in the accommodation and its size. A common eventuality is that a family home allocated becomes under occupied as children move on with their lives away from the family home. This under occupancy can lead to financial hardship.

Moving home to a smaller Council property can be a daunting prospect for tenants who may have lived in their property for a number of years and may not feel they can do so without support. The Home Release Scheme puts into place financial support as well as the support of officers to assist with some of the practical arrangements.

The Council has a high demand for larger property based on its waiting list profile, so additional homes to allocate to families would help those in high housing need on the waiting list or those that are threatened with homelessness. As at the end of September, there are 346 applicants requiring a property with three or four bedrooms. 133 of these are in Band 1 and Band 2, our priority bands.

Initial analysis of the housing waiting list and information held in the housing management system indicates that there are:

- 90 households currently under occupying family homes
- 19 households under occupying by two bedrooms
- 5 x four bedroom homes being under occupied (The Council only has 56 x four bedroom homes)

It is acknowledged that not all households will wish to move, even when incentives and support are offered. However, it is estimated that 8-10 households per year may move.

It is proposed that the work to contact each household to discuss their circumstances, reasons they have not previously moved, and if they would be

willing to move, would be completed in Winter 2022/23. This would provide an accurate, updated list of the potential. A £20,000 budget will be requested for 2023/34, to be financed by the Housing Revenue Account.

4. Financial Implications

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

The total cost of this scheme will be determined by demand. In the meantime, an estimated budget of £20,000 will be considered as part of the budget setting process for 2023/24 to be funded from Housing Revenue Account balances.

5. Legal Implications

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

The Council must ensure that it is satisfied that the Homes Release Scheme payment is justified and meets the Council's obligations to ensure best value. This downsizing incentive scheme will enable the Council to realign its limited housing stock to meet key housing needs and will assist the Council in discharging its statutory housing functions and its duties and obligations to specific groups such as disabled persons and those persons with high priority needs. The Council must be satisfied that the criteria and application of the scheme is both proportionate in its effect and sufficiently robust to withstand any potential challenge. The Scheme is permitted by virtue of Section 137 of the Local Government act 1972 which allows the Council to incur expenditure in the interests of their local area and Section 1 of the Localism Act 2011 (the General Power of Competence) which permits the Council it to do anything an individual may do.

6. Human Resources Implications

No implications

7. Union Comments

No implications

8. Data Protection Compliance Implications

No implications

9. Equality Impact Assessment

As this is a new policy an equality impact assessment is included in the appendix to this report.

10. Background Papers

Nil



Home Release Scheme (Downsizing Incentive) Policy

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1.0 Scope

The “Home Release Scheme” downsizing incentive policy sets out the approach that Broxtowe Borough Council takes to residents who wish to move to a smaller home.

The policy applies to any Council tenant that meets the eligibility criteria within the Policy.

The policy only applies to those moving between Council properties, so does not apply to those residents that may be moving from another social housing provider to a Council property, and may be downsizing as a result.

It also does not apply to those tenants that are downsizing through mutual exchange or succession.

Payments are only made to the tenant or joint tenants, so others within the household will not receive it. Only one payment is made per claim.

2.0 Purpose

The purpose of the policy is to outline the criteria and execution of the Council’s downsizing incentive scheme.

The Council has a shortage of family homes as its stock of these has reduced over time due to the Right to Buy scheme. The demand for these properties is high due to the limited supply of affordable homes and affordability issues within the private rented sector. Many families also appreciate the security of tenure offered by Council tenancies.

The Council therefore has a steady supply of smaller property, 1 and 2 bedroom flats in particular, but fewer larger homes. The aim of the scheme is to offer financial incentives to those tenants who may not be fully occupying their current property, because of changing circumstances since they moved in. It is also to support tenants in the downsizing process as the Council understands that this can be a daunting process and those tenants in occupation could be suffering financial hardship.

3.0 Aims and Objectives

The aims and objectives of the policy are

- To outline the rationale for the scheme
- To outline the criteria and eligibility for the scheme
- To outline how and what deductions may be made
- To outline how payments will be made to tenants
- To outline the support that will be provided to applicants

4.0 Regulatory Code and Legal Framework

Housing Act 1985

Housing Act 1996

5.0 Policy Outline

5.1 Who is eligible for the scheme

The scheme applies to any secure tenant of the Council who is wishing to move and downsize.

To be eligible, the tenant must live in a 2-bedroom property or larger and be downsizing to a 1-bedroom property. The only potential exception is if a tenant is releasing a property with major adaptations and no longer requires and adapted property. Major adaptations are defined within the Aids and Adaptations Policy.

If a property is in a poor state of repair through tenant neglect, this will be referred to the Housing Operations Manager to decide on whether the grant should be paid or the move be prevented in accordance with the Council's Transfer Procedure and Allocations Policy and whether further action is required to either consider tenancy enforcement action or to suspend or exclude the applicant from the waiting list.

Any allocations and suitability of accommodation offered will be subject to the Council's Allocations Policy and duties in accordance with Housing Act 1996 Part 6.

Eligible tenants will be identified by the Lettings Team and will have been awarded the relevant priority Band on the Homeseach scheme, in accordance with the Allocations Policy, that relates to downsizing of property.

5.2 Grant amounts and criteria

The main basic grant that all eligible tenants can receive is £1000. Additional amounts are payable in certain circumstances. These are outlined below.

£500 additional bedroom bonus

For every room underutilised within the property, this is paid. For example, for a single person moving from a 3 bedroom house to a 1 bedroom flat, it would be an additional £1000 on top of the £1000 basic grant. So £2000 paid.

£500 high demand bonus

Some properties within the Broxtowe Borough are in higher demand than others. When a property that is in high demand is eligible for the scheme, an additional £500 is paid on top of the £1000 basic and any other bonus' up to the maximum amount. Demand level is identified and informed by the Housing Operations Manager, who provides management and oversight of the Waiting List.

£500 Independent Living Scheme Bonus

Some properties within the Broxtowe Borough are in low demand, all of these are within Independent Living Schemes. A tenant that accepts a property on a Category 2 scheme will receive this additional bonus on top of the £1000 basic grant and in addition to any other bonus up to the maximum amount set out in the Policy.

£1500 Adapted Property Bonus

In the eventuality that a tenant no longer requires major adaptations that are within the home, because their household circumstances have changed and is wishing to downsize, the Council will pay the additional grant to the tenants in these circumstances. This is in addition to the £1000 basic grant.

There are high costs associated with adapting family homes and the impact that completing major adaptations has on their lettable. Major adaptations are outlined within the Aids and Adaptations Policy.

The amount of grant paid is capped at £2500, regardless of the number of the above bonus criteria that are met.

5.3 Deductions to grants paid

If a tenant has unpaid debts or recharges to the Council, these will be deducted from any grant that is to be paid.

The only charges that are eligible and Housing related charges, such as unpaid rent or charges that have been made due to damage or neglect of the property in the past.

If the level of charges owed exceed the grant amount, the case will be referred to the Housing Operations Manager for a decision on whether the transfer should proceed or not. It may be decided that the transfer should continue, but the Council reduce the debt owed by the quantity of the grant.

5.4 Support Provided for Residents

The Council will provide some additional support to residents who require it. The Council understands that residents may have lived in their homes for many years and therefore it could be a daunting process for them to move.

Help that the Council can provide could include but is not limited to

- Advice and assistance on removals
- Disposal of large or bulky items
- Redirection of mail and changes to benefits and other key services
- Advice regarding utilities and other bills
- Safe disconnection and reconnection of cookers and washing machines

The Home Release Scheme procedure outlines support provided further.

The Council reserves the right to charge for certain services requested by tenants and these will be deducted from the grants paid. These will be made clear to tenants before they are completed and how it will affect the overall grant that is paid.

5.5 Payments

Payments are made through BACS transfer to tenants or paid directly to rent accounts where necessary to clear rent arrears.

Tenants will be notified in writing of the final amounts paid and any deductions made, the amount and the reasons why the deductions have been made.

Tenants can appeal if they do not agree with amounts paid or deductions made. This will be done in writing to the Head of Housing. Appeal processes are outlined in the Home Release Scheme procedure.

6.0 Related Policies, Procedures and Guidelines

This policy should be read in conjunction with the:

- Allocations Policy
- Tenancy Agreement
- Aids and Adaptations Policy

7.0 Review

This Policy will be reviewed every 3 years unless there are significant changes in legislation.

8.0 Document History and Approval

Date	Version	Committee Name
1/11/2022	1.0	Cabinet

APPENDIX 2

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate: **Chief Executive**

Lead officer responsible for EIA: **Richard Smith**

Name of the policy or function to be assessed: **Home Release Scheme**

Names of the officers undertaking the assessment: **Housing Operations Manager**

Is this a new or an existing policy or function? **New policy**

1. What are the aims and objectives of the policy or function?

To enable tenants to downsize their Council home with support

To provide financial incentives for those tenants wishing to downsize

2. What outcomes do you want to achieve from the policy or function?

To enable tenants to downsize

To free up large family homes

3. Who is intended to benefit from the policy or function?

Tenants that are underoccupying

Prospective tenants on the waiting list, or those seeking larger accommodation

4. Who are the main stakeholders in relation to the policy or function?

Tenants

Housing staff

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

When applicants apply for housing through the Homeseach scheme, they have to provide a range of personal and special category data

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

Information on Council records

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

None

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?

Applicants must be over the age of 18 to hold a tenancy with the Council, so this is inherently exclusive. This can be justified.

There is also eligibility criteria to qualify for housing with the Council, such as immigrations status. This can be justified

Does it affect some equality groups or communities differently? If yes, can this be justified?

The policy affects all in the same way that hold a tenancy and are underoccupying

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

The policy affects all in the same way that hold a tenancy and are underoccupying

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

The policy affects all in the same way that hold a tenancy and are underoccupying

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

The policy should not contribute positively or negatively in this area

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

None

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: It is expected that some of the tenants who may be interested in downsizing, may be older tenants. The policy acknowledges that if these tenants wish to move, they may require practical support as well as a financial incentive.

Disability: The policy offers both practical as well as financial support. Individual circumstances will be considered, including disability.

Gender: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Gender Reassignment: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Marriage and Civil Partnership: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Pregnancy and Maternity: The policy offers both practical as well as financial support. Individual circumstances will be considered, including if practical support is required because the tenant is pregnant.

Race: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify

reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Religion and Belief: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

Sexual Orientation: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barrier identified.

10. Head of Service:

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

Signature of Head of Service:

Head of Housing

Report of the Portfolio Holder for Leisure and Health

PROPOSAL FOR THE PROVISION OF CHRISTMAS LIGHTS 20221. Purpose of Report

The purpose of this report is to outline the proposal regarding the provision of Christmas lighting for this coming Christmas 2022

2. Recommendation

Cabinet is asked to RESOLVE that the proposal is approved, including a total contribution of £10,000 each to Eastwood and Kimberley Town Councils towards their Christmas tree, festive lights and the associated light switch-on festivities.

3. Detail

The proposal is for a simplified provision for Christmas lights and associated festivities that reflects the festive season, whilst at the same time recognising the rising energy costs that everyone is experiencing at present.

The proposal for Christmas 2022 follows discussions with Eastwood, Kimberley and Stapleford Town Councils. It has been proposed that for this year and for the following two years, Broxtowe Borough Council will provide the sum of £10,000 for each town (to include Beeston). Within this amount, the Council will supply and install a suitable Christmas tree via Contractors. The budget estimate for each tree is between £1,500 to £1,750. The balance remaining of the £10,000 award will be for the respective Town Councils to use to provide lights for the tree and any associated festivities they wish to arrange.

Cabinet recently agreed proposals to transfer the Cultural Services Team back to the Council from Liberty Leisure. The team currently works in partnership with Stapleford and Eastwood Town Councils to arrange Christmas Lights switch on events, with both the Town Councils and the Borough Council contributing to the cost of the event and the Cultural Services Team managing the events. The team also arranges the Beeston Christmas Light Switch on event. Kimberley Town Council arranges their own event. No changes are proposed to this arrangement.

Eastwood and Kimberley Town Councils both wish to pursue this proposal. Stapleford Town Council has chosen not to pursue the proposal this year. Broxtowe Borough Council will therefore provide the tree and lighting for Beeston and Stapleford and organise the arrangements and associated festivities.

Because of timing, the trees have been ordered and Contractors are delivering and installing the trees on the 14 November for Kimberley, Stapleford and Eastwood and 20 November for Beeston (to avoid market day).

4. Financial Implications

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

The revenue budget for 2022/23 includes an allocation of £55,000 towards the provision of Christmas decorations. It is proposed that the contributions towards the festive trees and lights in towns across the Borough, including the respective lights switch-on events and associated costs, is funded from this allocation.

Any commitment beyond 2022/23 will be subject to the annual budget being agreed at a sufficient level.

5. Legal Implications

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

Whilst no direct legal implications arise at this stage, there will be a requirement for a legal agreement to be drawn up setting out the terms and conditions of the contribution including the requirement for indemnity insurance, risk assessments as well as other general provisions.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No HR comments.

7. Union Comments

The Union comments were as follows:

No Union comments

8. Data Protection Compliance Implications

Not applicable.

9. Equality Impact Assessment

Not applicable.

10. Background Papers

Nil

Report of the Leader of the Council

CCITY PROJECT

1. Purpose of Report

To provide Cabinet with details of the CCity project following the report that was on the Cabinet agenda 4 October 2022, attached at Appendix A.

2. Recommendation

The CABINET is asked that:

- 1. the creation of terms of reference for the establishment of a Cultural Communities Committee be approved.**
- 2. Cabinet give authority to seek funds on behalf of Broxtowe Borough Council and support funding applications on behalf of the third sector to support the C-Cities project from relevant funding bodies**

The report that was presented to Cabinet 4 October 2022 included a number of recommendations. The two recommendations above need a formal Cabinet decision before they can proceed. The full report is provided at appendix A for reference.

It is anticipated that both recommendations can be accommodated within existing resources. Any funding requirements will be the subject of a further report to Cabinet following attempts to obtain external funding.

3. Financial Implications

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

There are no direct financial implications arising from this report

4. Legal Implications

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

There are no direct legal implications arising from this report

5. Human Resources Implications

The comments from the Human Resources Manager were as follow:

There are no direct human resource implications arising from this report

6. Union Comments

The Union comments were as follows.

Unison fully support this proposal

7. Data Protection Compliance Implications

The Cultural Directory will require a DPIA and appropriate privacy policy. Guidance may be required for Community Groups when sharing personal details with other cities

8. Equality Impact Assessment

Not Applicable.

9. Background Papers

Nil

Appendix A

Report of the Executive Director

CCITY PROJECT10. Purpose of Report

To provide the Committee with details of the CCity project.

11. Recommendation

The Committee is asked to RECOMMEND to CABINET that

- 1. the creation of terms of reference for the establishment of a Cultural Communities Committee be APPROVED**
- 2. the creation of a two-year temporary project management resource within Corporate Communications be APPROVED.**
- 3. the allocation of a budget of £10,000 per year to support the C-Cities Project be APPROVED**
- 4. Cabinet give authority to seek funds on behalf of Broxtowe Borough Council and support funding applications on behalf of the third sector to support the C-Cities project from relevant funding bodies**

The C-Cities concept, a proposal that sharing culture is key to European cooperation, was developed in Gütersloh and was presented to Broxtowe, Falun (Sweden), Chateauroux (France), Grudziadz (Poland) late in 2019. Interest was shown from all “cities” in terms of participating and developing the concept further. A copy of the report produced by the lead officer in Gütersloh to their Culture and Education Committee is provided in appendix 1 (translated from German).

Numerous meetings using video conferencing took place during 2020 and 2021 leading to the C-City Conference held in Gütersloh 12 to 15 May 2022. All of the cities attended the conference and participated in numerous workshops, excursions, a varied cultural programme and a joint meal which offered the opportunity to talk intensively with each city delegation, to exchange ideas and to learn from each other. Broxtowe sent a small delegation of 5 participants, Deputy Mayor Councillor Teresa Cullen, Councillor Tim Hallam, Councillor Lydia Ball, the Deputy Chief Executive and the Executive Director. Other cities included in their delegation representatives from different cultural groups within their communities.

A C-City Charter was signed by all participants (see appendix 2) and specifically by the Deputy Mayor and the Deputy Chief Executive on behalf of Broxtowe Borough Council. The full CCity Conference schedule is provided in appendix 3.

Further events are planned with Chateauroux and Grudziadz agreeing to host in 2023 and 2024 respectively and Gütersloh planning to host again in 2025 to coincide with the city’s two hundredth anniversary. Broxtowe have not formally committed to a date but the Committee are asked to consider whether a date in 2024, 2025 or 2026 would be possible. Details outlining the potential benefits that can be derived from the C-City projects and the estimated costs of hosting a

conference event, supporting the C-City project and providing appropriate project management resource are provided in appendix 4.

12. Financial Implications

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

The proposal includes an estimated budget of £10,000 per year to financially support the C-Cities project. If Members were minded to support the proposal, the part-year request of £5,000 in 2022/23 could be met from an allocation from the Revenue Contingencies budget of which £25,000 remains available in 2022/23. The annual commitment beyond the current financial year would be considered as part of the annual budget setting process.

The proposal also includes the establishment of a dedicated Project Officer on a temporary contract for an initial two-year period within the Corporate Communications team. The additional cost of the assumed Grade 6 post is around £32,000 per annum including on cost (subject to job evaluation and pay award pending). If supported the part-year cost in 2022/23 could be contained within the overall General Fund establishment budget and/or fully/partially funded by an allocation from General Fund revenue balances. The commitment for the remaining period of the temporary contract would be incorporated into the establishment accordingly as part of the budget setting process.

13. Legal Implications

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

There are no direct legal implications arising from this report

14. Human Resources Implications

The comments from the Human Resources Manager were as follow:

Given the current difficulties in respect of direct recruitment (which we anticipate will continue), we might not be able to recruit at grade 6 and as agency costs are also increasing there might be a need to set aside a higher amount for the salary costs.

15. Union Comments

The Union comments were as follows.

Unison fully support this proposal

16. Data Protection Compliance Implications

The Cultural Directory will require a DPIA and appropriate privacy policy. Guidance may be required for Community Groups when sharing personal details with other cities

17. Equality Impact Assessment

Not applicable

18. Background Papers

Nil

Appendix 1

**GUTERSLOH COMMITTEE FOR CULTURE AND FURTHER EDUCATION
20.06.22****Initial situation – introduction**

It began in 2019, when the C-Cities concept developed by the undersigned was first discussed and presented to the boards.

The committee for Culture and Further Education subsequently decided on 19.09.2020 on the conceptual approach to European cultural work: 'C-City – a cultural European city network'. Quote from the draft: 'Culture is becoming the key to united European cooperation'.

The project was then presented to the cities and it was clarified who was interested in participating and developing it further. All were enthusiastic and officially announced their participation in 2021 in a declaration of intent.

At the same time, intensive work was done on project development, communication and coordination. And this was done again and again with changing staff. Three staff members became mothers during this time.

Difficult times followed in terms of project communication: the corona pandemic prevented the all-important face-to-face meetings, Zoom meetings and a small WhatsApp group became the communication platform of choice – and we also got closer virtually, both professionally and personally.

But not least, the war in Ukraine also led to readjustments in the project.

Nevertheless – C-City and its idea are alive and have become an exclamation mark for a peaceful and humane Europe.

The first C-Cities Congress took place in the Kultur Raume Gutersloh from 12 to 15 May. Numerous workshops, excursions, a varied cultural programme and a joint meal offered the opportunity to talk intensively with each other, to exchange ideas and to learn from each other.

The festive and emotional highlight was the joint signing of a charter by all the cities, which, as a kind of project constitution, seals the heart of a binding, networked, inter-municipal European cooperation.

The participants from Chateauroux, Grudziadz, Falun and Broxtowe were able to get to know the history of the city of Gutersloh – for example on a historical guided tour of the city or a tour of Jewish sites. They were able to get to know the cultural scene of Gutersloh through musical contributions during these two days, through 13 and 14 May 2022 and through the big closing event on Saturday evening, the cultural Kaleidoscope.

An intensive exchange took place in the workshops, different cultural projects were developed and first implementation possibilities were planned.

It is important to note that this conference, as a kick-off conference, was not a one-off meeting but the start of a long-term cooperation whose projects will be implemented from 2025 onwards.

In this way, creative ideas can not only be developed, but also advanced. Next year, the next big conference meeting will take place in Chateauroux in May 23. Mayor Gil Averous has extended a warm invitation to this.

The projects that have now emerged at this conference will be consolidated and further developed in the meantime, so that they can experience new creative thrusts and be concretised in Chateauroux 2023.

Grudziadz also took the conference as an opportunity to extend an invitation to the 3rd C-Cities Conference 2024 in Grudziadz through its city president Mr Glamowski.

This means that all signs point to continuity and sustainability.

For international cultural work on the ground, this means that the initiative for 'urban diplomacy' strengthened by the Federal Government must now become reality.

The idea must now be followed by action. International municipal cultural work will become a firm pillar of municipal cultural policy in Gütersloh. The other necessary steps outlined in this paper must be taken now.

For the current global classification of the topic of the new foreign cultural policy and urban diplomacy, excerpts from the newspaper of the German Cultural Council (issue 6-22 – pages 5-7) are attached to this submission.

Summary and documentation of the first C-Cities Conference from 12-15.05.2022 in Gütersloh

For four days, delegates from culture, politics, administration and civil society of the C-City twin towns were guests in Gütersloh to get to know each other, but also the Gütersloh cultural scene and its players.

The event kicked off on Thursday evening as a welcome evening in a relaxed atmosphere above the rooftops of the city in the Sky Lounge of the Stadtheater. After years of correspondence via Zoom, the first meetings finally took place over delicious food and cold drinks. Takte 'live' takes place.

After the cosy get-to-know you session at dizzy heights on Thursday, the substantive work got underway on Friday morning. The participants were welcomed Mayor Norbert Mokes and there was a video greeting and an appreciation of the C-City project by the Minister for Federal and European Affairs and International Affairs for the State of North Rhine-Westphalia, Dr Stephan Holtoff-Pfortner. **(Contents of all inputs can be found in the annex to the communication template).*

This was followed by a further greeting and an introduction to the C-City project in the context of the currently much-discussed 'urban diplomacy' by Irmgard Maria Fellner, Commissioner for Foreign Cultural Policy at the Federal Foreign Office, who was connected live to the conference from Berlin. The subsequent question and answer session – as well as all the following items on the conference agenda – was expertly moderated by Brigitte Buscher.

Following Ms Fellner, Dr Malte Tim Zabel, Co-Director, Programme Euro-pas Future of the Bertelsmann Foundation, on the topic of 'Living European Cohesion'. Lotte Footh, Head of Europe Direct – District of Gütersloh, Municipal Networks for Europe, focused on the region in her vivid presentation 'Municipal Networks for Europe – a perspective from the District of Gütersloh' which was enriched with film documenting her own work.

Local 'European cultural perspectives using the example of C-Cities' were presented by Max Oesterso-tebier as cultural manager and ensemble leader 'The Sazerac Swingers' in conversation with Brigitte Buscher.

The first part was concluded by a joint discussion on the inputs with regard to their significance for the individual twin towns in conversation with their representatives – Zulfiqar Darr (Broxtowe), Jean-Yves Hugon (Chateauroux), Sara Hedstrom (Falun), Michal Czeek (Grudziadz), Andreas Kimpel (Gütersloh).

After the lunch break, the workshop phase started, where joint project planning and development took place. All participants were divided into workshops on the following topics. Main topics:

- 1. Visual Arts and Exhibitions – Focus on 'La Collection en Valise'**
- 2. Theatre and Literature – Focus on 'European Civic Stages'**
- 3. Music I – Pollicino – Joint performance of Henze's children's opera**
- 4. Music II – Jazz and Rock – Focus on musical exchange, joint performances and concerts**
- 5. History and customs – Focus on (presentation of) local history and custom**
- 6. Sports – Focus on running and cycling including sporting events**
- 7. Lifestyle – Focus: exchange on city and gastronomy events**

The results of the two workshop phases on Friday and Saturday were impressive.

There are various plans for projects that will enter the concrete test phase in the next few months, well before the big presentation in 2025, or will already be crowned with intermediate meetings in the twin cities.

Within the framework of the music workshop, there is the idea to realise a first C-City concert with small ensembles from all partner cities at the conference in Chateauroux

in 2023. In addition to jointly presented pieces, all ensembles will have the opportunity to introduce themselves with their own performances.

The idea of performing Hans Werner's children's opera together as a C-City project is a great challenge due to its complexity, but all those involved are happy to take it as an opportunity to explore all the possibilities for this great project. As an option it is being considered whether the children's opera could be performed in Gütersloh in 2026 on the occasion of the 100th anniversary of Henze's birth.

Visual artists want to travel, both for themselves and for art objects, and thus enter into inter-European exchange. This can take place through exhibitions, artists in residence or joint art events. In the same way, exhibitions can travel and perhaps even go to places where it is not immediately possible for visitors to visit exhibitions, such as people in old people's homes or hospitals (based on the concept of 'La collection en valise' from Chateauroux).

The participants of the Theatre and Literature Workshop are planning a C-City Drama Festival.

Civic theatres and non-professional and/or inclusive theatre groups could develop a play together with younger people and those who are not yet so familiar with theatre, which does not require language. They can also imagine an annual literature festival in which authors from the various partner cities come together and publish a book at the end (short stories, fairy tales, reports by city writers, etc.). The content could be presented to the public in the context of poetry slams, readings, etc.

In the field of sport, joint running and cycling events are planned. In 2025, the most beautiful places in the twin towns are to be presented in a joint brochure and invite visitors. A large joint cycling event with Gütersloh as the destination is also being considered.

There were several ideas to focus on aspects of the history and customs of the twin towns. For example, a contemporary witness project about the twinned towns, a historical geocaching of 'historical treasures' for younger people and families, or a dance and song festival where citizens can participate and guests from the twin towns are hosted by local families. There was also the idea of a market festival with traditional handmade products.

In the area of lifestyle, the idea of a joint C-City cookbook is already taking concrete shape. In addition to various recipes from the cities that are to make it into the cookbook, a presentation and publication concept is being worked on. The project will be linked to an accompanying programme of cultural events. The next online project meeting is scheduled for September and work will continue in person during the 'Salon de la gastronomie et des vins' in Chateauroux at the end of November.

With seven-league boots, 'The Sazerac Swingers' 'sprinted' ahead. Through the band's close cooperation with the C-City project coordination in Gütersloh and Grudziadz, there was a joint concert at Klub Akcent in Grudziadz just two weeks after the conference, where the foundations were laid for a C-City Band Tour Record project. In joint jam sessions with local bands, the spirit of Gütersloh was

reawakened and the first recordings for a C-City music documentary were made, from which joint tours and recordings are to develop.

The first major release, however, came at the conference itself. Mickey M presented the C-City Song, which he had composed for the project, in front of an enthusiastic audience at the 'Cultural Kaleidoscope'. Since the song is arranged in German, the idea arose at the conference to take the German version as a starting point in order to play it again in a language version professionally translated into English, French, Swedish and Polish, but also with instrumentation typical of the country.

The other artists from Gütersloh, such as Franziska Jager (visual arts), the poetry slammer Niko Sioulis, the Session Sax Duo, Christian Schafer, representing the various Gütersloh stages, the Folklore Circle Gütersloh and the Youth Music Corps Avenwedde were also celebrated at the closing evening.

The conference in Gütersloh was organised and coordinated by the cultural department and two other employees [name employee removed] (VHS) and [named employee removed] (Department of Culture) who were temporarily assigned to the project. However, the conference would not have been such a success without the great input and participation of many local participants from culture, politics, administration and civil society. We would like to take this opportunity to thank all those involved once again. **(further project ideas and contact details in the appendix).*

"It was difficult to find any area of the conference that was not 5 stars!! The conference was excellent and we are looking forward to how this may develop. Thank you for inviting Broxtowe to this very special opportunity". (Kevin Powell, Broxtowe)

Outlook and setting the course in Gütersloh

Gütersloh is and remains the motor, driver and central head office for further project development and project statistics. This is where the threads from all the cities come together. Information and findings are passed on and coordinated from here.

There is a demanding and trusting role that Gütersloh performs as a central function in the network of cities. This role must be carried out seriously and with the appropriate professionalism.

Therefore, in addition to the creative mind-set in terms of content, ensuring the personal and financial framework conditions are essential for sustainable success.

Personnel success factors

The first conference on the C-Cities network in the period from 12-15 May 2022 with 100 participants has been successfully completed and we can sum up that the project has now moved from the pre-project phase to the real project phase, which all cities have also sealed by signing the charter. Many interdisciplinary tasks lie ahead of us in the project – they concern all municipal policy fields – culture is the bracket, diversity, sustainability, European policy, education, economy, sport and culture.

Therefore, after the evaluation of the congress, it can now be formulated with conviction that an additional 1 FTE in FB41 is absolutely necessary for project coordination and project development from 1.1.23 onwards. Subject to a final job evaluation, a grouping in the range of the TVOD of EG 10/11 is to be assumed.

This is the only way to achieve the project goals without jeopardising the project.

This is also against the particular background of the very fragile personnel portfolio in FB 41 in the combination of high fluctuation, predominantly ½ positions and uncertain return times, or return scopes of staff on parental leave.

This represents a risk that should not be underestimated, as it can be assumed that there is insufficient time and qualitative capacity and continuous processing for further task completion.

Any third-party funding (federal, state, EU, foundations) will of course be sought, but in view of the complexity it is of course not yet possible to give a reliable figure. The high significance and scope of the project for the city of Gütersloh, especially against the background of the geopolitical situation.

With regard to the applications for the 2023 establishment plan, an additional FTE for European Cultural Policy 'C-Cities' is considered indispensable from a cultural perspective.

Overview of Activities International Cultural Projects/European Cultural Work

What are the tasks/activities for the further development of the project from now on?

Central project coordination

Establishment and expansion of the European Culture and Events Network with the participating twin cities

Project management: optimisation of the framework and detail conception of projects within the C-City network – int. project management

Assessment of the feasibility and support of project ideas with the network – Project qualifications

Conception and implementation of current and new cultural cooperation projects with the Gütersloh partner cities participating in the C-Cities project.

Continuous control and evaluation of the projects (milestones, sub-goals, adherence to deadlines)

Development of a collaborative communication and project platform

Organisation of international cultural exchanges, performances abroad, cooperation projects with artists from Gütersloh

Development and implementation of a funding guideline for the international exchange of artists, performances abroad, cooperation projects (export funding)

Cooperation with the Youth Parliament, Integration Council, Senior Citizens' Advisory Council, Volunteer Office and various departments in the city administration.

Funding acquisition

Identification of relevant funding programmes at state, federal and EU level, foundations and industry

Submission of corresponding funding applications, also in cooperation with the foreign project partners

- Further processing of applications in case of approval
- Financial processing of applications
- Development of new participatory, inter-municipal funding models/fund solutions

Cultural Marketing/Networking/Cooperation

Local and regional cooperation work (Regional Cultural Policy, Regiopole, Regionale)

- OWL culture portal OWL-LIVE

Develop and implement a social media strategy with the partner cities, if necessary with the support of an agency.

- Provision of social media content (text, image and film)
- Publication of the contents in consultation with the partner cities

Maintenance of the uniform corporate design with the cities

Trademark protection, trademark registration and trademark establishment and maintenance of 'C-Cities'.

Accompanying the implementation and evaluation of project ideas for local cultural work and various cultural policy fields of action from cultural development planning (e.g., cultural education, visual arts-art in public space, culture of remembrance) with special consideration of participatory and intercultural aspects.

Financial success factors

In the 2022 budget, a budget of 50T€ is available for international cultural work.

This budget is to be increased by 10T€ to a total of 60T€ for 2023. As already mentioned above, the increase in funding will also be accompanied by the development and implementation of a funding guideline for the international artists' programme exchange, appearances abroad, cooperation projects (export promotion). The orientation should be based on the tried-and-tested funding programmes of the state of NRW.

In addition, it is about the development and promotion of international cultural exchanges, performances abroad, cooperation projects with artists from Gütersloh.

For their work, cultural workers need inspiration and the confrontation with the new, the foreign.

The aim of the funding programmes of the international, municipal cultural policy is therefore to promote exchange between artists, companies and institutions from Gütersloh with international partners within the framework of the C-Cities network. In addition, the profile of the city of Gütersloh as a cultural city in other European countries is to be raised.

Funding can be provided for performances (e.g., guest performances, concerts, readings, exhibition) in the C-City cities through subsidies for travel and transport costs, fees, accommodation costs, catalogue costs or production costs, for example.

As a rule, the object of funding is the costs incurred by the domestic partner up to an amount yet to be defined.

The applicant's own contribution amounts to at least 10 per cent of the eligible costs incurred by the domestic partner. A financial contribution of at least 20 per cent of the eligible costs by the foreign partners is considered necessary, but has yet to be agreed.

Funding is provided for C-City cooperation projects between artists, companies and cultural institutions in Gütersloh with European partners from the C-City cities.

As a rule, the object of funding is the costs incurred by the domestic partner.

In the case of municipal projects, the applicant's own contribution must amount to at least 10-20% of the eligible costs incurred by the domestic participant. The foreign partners must contribute at least 50% of the eligible costs. Funding is provided for up to two years with the option of a one-year extension.

All of this also still needs to be coordinated.

If the exchange is to be seriously and seriously advanced, it will not succeed without flanking municipal support for voluntary work on the ground.

Conclusion

With the creation of the necessary framework conditions, the C-Cities project can also be professionally and actively advanced in 2023. Another process building block for the European house would be laid.

The task now is to consolidate this in the upcoming deliberations on the 2023 budget.

The process of the project is continuously evaluated. Reporting to policy-makers is done in a timely, transparent and open manner.

See also: www.c-city.eu

By proxy

Andreas Kimpel

C-City Charter



for citizens, representatives of municipalities, associations and institutions participating in the C-City project

I am involved in the development of the inter-community European project "C-City - Europe is next door" with citizens from different backgrounds, from all walks of life and from across the EU.

As a participant in the project I undertake to

- Respect our European values as set out in Article 2 of the Treaty on European Union: Human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, which is, among other things, what it means to be European and to treat each other with respect. These values are shared by all EU Member States in a society that demands pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men.
- Contribute to the C-City project with constructive and concrete proposals, respecting the views of others and jointly shaping the future of Europe through the inter-community project "C-City".
- Not to express, distribute or share any content that is illegal, inflammatory or intentionally false or misleading. I will always refer to credible and reliable sources when sharing content and information to support my ideas.
- my participation in the C-City project is voluntary. I will not try to use the C-City project to pursue commercial or exclusively private interests.

As a city participating in the C-City project and organising programme content, I commit to

- put citizens at the centre of every event and allow them to express their opinions freely.
- promote inclusive and accessible content for all citizens, including by posing the details of each event on the conference's multilingual online platform.
- Respect the above principles on participation and ensure that people can discuss the issues that matter to them.
- Promote diversity in debates by actively supporting the participation of citizens from all walks of life, regardless of gender, sexual orientation, age, socio-economic background, religion and/or level of education.
- uphold freedom of speech to create space for competing opinions and proposals - as long as they are neither hateful nor illegal.
- Encourage transnational participation of citizens in events and the use of different EU languages whenever possible and appropriate.
- to ensure complete transparency. During the project participation, I will openly report on the multilingual online platform of the C-City project about the debates and the recommendations formulated by the citizens. I will Stream and/or broadcast event units, whenever possible.
- when providing information on discussion topics (e.g. digital, printed or audiovisual material), ensure that it is accurate, reliable, accessible and traceable.
- ensure compliance with EU data protection and privacy rules.
- to use only the authorised visual identity of the C-City project to announce the event.

Organisers, citizens, municipalities and partner organisations who wish to actively participate in the C-City project must abide by this charter. The organisers reserve the right to remove content that violates this commitment and to deny or withdraw the right to use the visual identity of the C-City project to individuals or organisations that disregard the principles of the C-City project.

CULTURAL
CITYCOMMUNITY
BROXTOWE
CHÂTEAUXROUX
FALUN
GRUDZIĄDZ
GÜTERSLOH

TERESA CULLEN
Deputy Mayor for the Borough
of Broxtowe

ZULFIQAR DARR
Deputy Chief Executive for
Broxtowe Borough Council

GIL AVÉROUS
Maire de Châteaoux

JEAN-YVES HUGON
Maire-adjoint de Châteaoux

JAN E. FORS
Vice Ordförande i Falu kommun
Internationella råd

SARA HEDSTRÖM
Administrative head of culture and
fridshärvärdningen in Falu
municipality

MACIEJ GLAMOWSKI
Przewodniczący Gminy

RÓŻA LEWANDOWSKA
Wiceprezydent Gminy

NORBERT MOORKES
Mayor

ANDREAS KIMPEL
Councillor for Culture and Further
Education

An initiative of the
City of Gütersloh
Gütersloh



CULTURAL
CITYCOMMUNITY
BROXTOWE
CHÂTEAUX
FALUN
GRUDZIĄDZ
GÜTERSLOH

C-City - Europe is next door

Conference programme

Lectures - workshops - excursions

12 - 15 May 2022



Wunder Park Gütersloh - und Bürgerengagement
Wunder Park Gütersloh - und Bürgerengagement
Wunder Park Gütersloh - und Bürgerengagement



GüterslohMarketing



BERTELSMANN



Conference programme

Thursday, 12.05.2022

Arrival of the guests from the twin towns

19.00 Get-together & Dinner Skylobby Stadtttheater

Friday, 13.05.2022 (Small Hall Stadthalle)

09.30 Admission

Facilitator: Brigitte Büscher

Musical Intermezzi: Nils Rabente (Piano)

10.00 Beginning of the conference

Welcome and introduction to the conference, Mayor of the City of Gütersloh,
Norbert Morkes

Video-Greeting and Appreciation C-City - Minister for Federal and European Affairs
and International Affairs of the State of North Rhine-Westphalia, Dr Stephan
Holthoff-Pförtner

Greeting and introduction to "Urban Diplomacy" - Commissioner for Foreign Cultural
Policy at the Federal Foreign Office, Irmgard Maria Fellner via Live Stream

Keynote - "Living European Cohesion" - Co-Director. Europe's Future Programme,
Bertelsmann Foundation, Dr. Malte Tim Zabel

Keynote - "Municipal Networks for Europe - a perspective from the Gütersloh
District" - Head of Europe Direct - Gütersloh District, Municipal Networks for
Europe, Lotte Footh

In conversation "European cultural perspectives using the example of C-Cities"
Cultural manager & ensemble leader "The Sazerac Swingers", Max Oestersötebier

In conversation Representatives of the C-Cities
Zulfiqar Darr (Broxtowe), Jean-Yves Hugon (Châteauroux), Sara Hedström (Falun),
Michal Czepek (Grudziądz), Andreas Kimpel (Gütersloh)

12.15 Lunch break

13.30 Workshop phase I

1. Visual Arts and Exhibitions - Focus on "La Collection en Valise" in room K 23
2. Theatre and Literature - Focus on "European Citizens' Stage" in room K 11B
3. Music I - Pollicino - Joint performance of Henze's Children's opera in room K 22A
4. Music II - Jazz and Rock - Focus on Musical exchange, joint performances and
concerts in room K 22B
5. History and Customs - Focus on (Presentation of) Local History; Neoclassicism in
room K 21
6. Sports - Focus on Running and Cycling; Sports Events in room K 12
7. Lifestyle - Focus on Exchange about City and Food Festivals in room K 11 A

15.30 Break

16.00 Various cultural excursions within the city of Gütersloh I

- More than facades (but good ones, too). Sites of cultural education in
Gütersloh
 - visit of different sites on Friday and Saturday
 - Franz Jungbluth (English)
- Visit to the Stadtmuseum Gütersloh (City Museum) with the special
exhibition "Two Ways - One Europe" about the different development of
Gütersloh and Châteauroux after 1945
 - Friday: Norbert Ellermann (English)
 - Saturday: Barbara Weidler (German with English translation)
- "Stolpersteine" and the New Jewish Cemetery: Gütersloh and its Culture of
Remembrance
 - Friday and Saturday
 - Julia Kuklik (English)
- Historical city tour through Gütersloh I
 - Friday and Saturday
 - Klaus Gottenströter (German with English translation)
- Historical city tour through Gütersloh II
 - Friday and Saturday
 - Brunhilde Kohls (German with English translation)

18.00 Conclusion at "Dreiecksplatz"

Dinner

20.00 Joint Evening Programme - Westphalian skittles evening

Saturday, 14.05.2022 (Small Hall Stadthalle)

10.00 Workshop phase II

1. Visual Arts and Exhibitions - Focus on "La Collection en Valise" in room K 23
2. Theatre and Literature - Focus on "European Citizens' Stage" in room K 11B
3. Music I - Pollicino - Joint performance of Henze's Children's opera in room K 22A
4. Music II - Jazz and Rock - Focus on Musical exchange, joint performances and concerts in room K 22B
5. History and Customs - Focus on (Presentation of) Local History; Neoclassicism in room K 21
6. Sports - Focus on Running and Cycling; Sports Events in room K 12
7. Lifestyle - Focus on Exchange about City and Food Festivals in room K 11 A

11.30 Break

12:00 Consolidation and discussion of the workshop results with all participants

13.00 Lunch break

14.30 Signing of the charter by the mayor of Gütersloh and the representatives of the twin cities

Zulfiqar Darr & Theresa Cullen (Broxtowe), Gil Averous & Jean-Yves Hugon (Châteauroux), Jan E. Fors & Sara Hedström (Falun), Maciej Glamowski & Róża Lewandowska (Grudziądz), Norbert Morkes & Andreas Kimpel (Gütersloh)
Musical accompaniment: Eckard Vincke (trumpet) and Chihiro Masaki (piano)

15:00 Break

15.30 Various cultural excursions within the city of Gütersloh II

- More than facades (but good ones, too). Sites of cultural education in Gütersloh
 - visit of different sites on Friday and Saturday
 - Franz Jungbluth (English)
- Visit to the Stadtmuseum Gütersloh (City Museum) with the special exhibition "Two Ways - One Europe" about the different development of Gütersloh and Châteauroux after 1945
 - Friday: Norbert Ellermann (English)
 - Saturday: Barbara Weidler (German with English translation)

- "Stolpersteine" and the New Jewish Cemetery: Gütersloh and its Culture of Remembrance
 - Friday and Saturday
 - Julia Kuklik (English)
- Historical city tour through Gütersloh I
 - Friday and Saturday
 - Klaus Gottenströter (German with English translation)
- Historical city tour through Gütersloh II
 - Friday and Saturday
 - Brunhilde Kohls (German with English translation)

17.30 - 18.00 Internal discussion with representatives of the C-City cities about further official development steps of the C-City project.

Optional:

17.00 - 18.10 Concert "Die schöne Müllerin" by Franz Schubert with Kieran Carrel (tenor), Peter Kreutz (piano) in the theatre hall

18.00 Dinner

20.00 "Cultural Kaleidoscope" - Joint evening program with various artists from Gütersloh (Kleiner Saal Stadthalle)

Poetry Slammer Niko Sioulis

Session Sax Duo

Christian Schäfer (Theater Gütersloh) with excerpts from the production "Das Theater träumt" with engl. subtitles

Folklore Circle Gütersloh e.V.

Fanziska Jäger (freelance visual artist)

Youth Music Corps Avenwedde

As a highlight:

Mickey Meinert with the official premiere of the C-City Song

Sunday, 15.05.2022

10.00 Farewell to the guests at the hotel

Appendix 4

Benefits of a Cultural Programme

There are a number of well documented benefits for having and maintaining a cultural programme. These benefits can include the following social outcomes:

- increased education attendance and attainment,
- reduced crime and anti-social behaviour,
- improved physical and mental health.

Educational outcomes: Evidence shows that engagement in cultural activities leads to improved engagement with teaching across the curriculum and improved academic attainment, as well as better behaviour and fewer fixed term exclusions.

Crime and anti-social behaviour outcomes: Culture can also be an effective way to reduce re-offending and anti-social behaviour - keeping people positively engaged in their communities, bringing people together to address intergenerational fear and isolation. Research has found that such projects reduced the risk of young people engaging in crime and antisocial behaviour.

Physical and mental health outcomes: Greater participation in the arts increases confidence and wellbeing, and research by Arts Council England has shown that it can improve the physical health of older adults, resulting in lower blood pressure and reduced anxiety in cardiac patients, as well as shorter hospital stays for inpatients.

There are benefits for all ages across the whole Borough.

Budget

The cost to Gütersloh of hosting the C-City Conference 12 to 15 May 2022 including venues, accommodation and hospitality but excluding travelling costs, which were borne by the individual cities, was 60,000 euros approximately £52,000. It is thought that a figure similar to this would be required should Broxtowe wish to host a C-Cities Conference in a similar way to Gütersloh, Chateauroux, and Grudziadz.

As shown the costs involved in hosting a C-City Conference are not insignificant and therefore the Committee should consider seeking the authority from Cabinet to enable it to source funds on behalf of Broxtowe Borough Council and support funding applications on behalf the third sector to further support the C-Cities project from relevant funding bodies.

While it is difficult to estimate the Committee will also need to consider what request it makes of Cabinet to financially support the C-Cities project in each financial year excluding the possibility of hosting a C-City Conference, should external funding not be immediately available. For example, there will be marketing and other communications costs and a costs should the Council provide grants to support some of the costs of cultural groups visiting the other cities. A request for an estimated budget of £10,000 per year starting half way through 2022/23 resulting in a budget of £5,000 for 2022/23. It is hoped that external funding will enable more assistance to

be provided potentially using the Council's investment to attract matched funding, and that some cultural groups may be able to raise funding of their own.

Cultural Communities Committee

In order to successfully participate it will be essential that the Council identifies the social capital within Broxtowe Borough helping and encouraging individuals to take the lead on some of the project strands for example, music, theatre, art, crafts and dance. To coordinate the overall programme, it is suggested that the Committee consider seeking authority from Cabinet to create the terms of reference for a Cultural Communities Committee then establish the committee made up of members of the community and initially chaired by the Deputy Mayor for Broxtowe Borough Council.

Project Management Resource

It will also be necessary to recruit a dedicated project officer on a temporary contract for an initial 2-year period to be located within the Corporate Communications team to: -

- manage the Council's involvement in the C-Cities project,
- manage a cultural directory for the Broxtowe community,
- support a Cultural Communities Committee,
- support Community Group leading on individual community C-City projects,
- bid for resource from relevant funding bodies for example the Department for Digital, Culture, Media and Sport, Arts Council, National Lottery and the National Lottery Heritage Fund,
- ensure all relevant communications are delivered in a timely manner.

Any new role would be subject to a job evaluation exercise but it is thought that a role at Grade 6 is likely. At top of Grade 6 with on cost this will equate to a cost of just under £32,000 per annum.

Financial Implications

The table that follows provides an estimate of potential costs.

	2022/23	2023/24	2024/25	2025/26	2026/27	Total
C-City Conference	Germany	France	Poland	Germany	£52,000	£52,000
Cultural Project Officer	£16,000	£32,000	£16,000			£64,000
C-City Support	£5,000	£10,000	£10,000	£10,000		£35,000
Total	£21,000	£42,000	£26,000	£10,000	£52,000	£151,000

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*.

8 December 2022	<u>Environment and Climate Change</u> <ul style="list-style-type: none"> Garden Waste Subscription fee <u>Housing</u> <ul style="list-style-type: none"> Housing Furniture Scheme <u>Community Safety</u> <ul style="list-style-type: none"> Safe Access Home at Night <u>Resources and Personnel Policy</u> <ul style="list-style-type: none"> Training Plan Legal Services Restructure Customer Services Strategy Wellbeing Strategy Cost of Living <u>Economic Development and Asset Management</u> <ul style="list-style-type: none"> Asset Management Strategy
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 Council Tax Base 2023/24

	<u>Housing</u> <ul style="list-style-type: none"> Housing Delivery Plan <u>Environment and Climate Change</u> <ul style="list-style-type: none"> Waste Strategy Trees Electrical Vehicle Charging Points <u>Leisure and Health</u> <ul style="list-style-type: none"> Leisure Centre Update. <u>Economic Development and Asset Management</u> <ul style="list-style-type: none"> Ground Floor Reception Alterations
17 January 2023	<u>Housing</u> <ul style="list-style-type: none"> Mobility Scooter Policy <u>Resources and Personnel Policy</u> <ul style="list-style-type: none"> Local Council Tax Support Scheme Communications and Engagement Strategy
7 February 2023	<u>Housing</u> <ul style="list-style-type: none"> Housing Management of Communal Areas Policy <u>Resources and Personnel Policy</u> <ul style="list-style-type: none"> Irrecoverable Arrears Housing Benefit-War Pension Disregard Budget Proposals and Associated Strategies
14 March 2023	<u>Resources and Personnel Policy</u> <ul style="list-style-type: none"> Grants to Voluntary and Community Organisations Equality and Diversity Annual report <u>Community Safety</u> <ul style="list-style-type: none"> Broxtowe Crime Reduction Action Plan 2023-2024 Hate Crime Pledge Serious Organised Crime Strategy <u>Leisure and Health</u> <ul style="list-style-type: none"> Armed Forces Community Covenant Action Plan 2023-2025

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.