



Monday, 9 January 2023

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 17 January 2023 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 A Bagshaw  
S J Carr  
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 - 18)

Cabinet is asked to confirm as a correct record the minutes of the meetings held on 8 December 2022 and 20 December 2022.

4. SCRUTINY REVIEWS (Pages 19 - 22)

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.

5. PORTFOLIO FOR RESOURCES AND PERSONNEL POLICY

5.1 CAPITAL GRANT AID REQUEST-THE ROYAL BRITISH LEGION (BEESTON) SOCIAL CLUB (Pages 23 - 26)

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

5.2 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2022/23 (Pages 27 - 38)

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

5.3 CREATION OF A CLIMATE CHANGE OFFICER ROLE WITHIN THE ENVIRONMENTAL SERVICES DEPARTMENT (Pages 39 - 46)

To seek approval for the creation of a Climate Change Officer role within Environmental Services to improve service provision, build service resilience and support the Council's commitment to become carbon neutral by 2027.

5.4 REQUEST FOR APPROVAL OF INCREASED BUDGET FOR THE ALTERATION OF THE GROUND FLOOR RECEPTION AREA OF THE COUNCIL OFFICES (Pages 47 - 62)

This matter relates to ground floor refurbishment work needed to the reception area at the Council's offices and upgrades to the disabled toilet facilities in the office on the ground, first and second floors.

The purpose of the report is to provide Cabinet more detail of the proposed alterations to the ground floor reception area, to request an increase to the budget to carry out alterations to the ground floor reception area to the Council Offices and the disabled toilet facilities throughout the building.

By way of background, the Council approved a budget of £100,000 (£90,000 plus £10,000 against salaries) in 2020/21 to refurbish the ground floor office reception area but without significant detail. Some of this budget has been spent for redecoration and due to increased materials and labour costs since the original approval we are seeking approval to increase the budget to £150,000 based upon the proposals.

In addition, to regularise matters, we are seeking approval for works in the process of being carried out to the ground, first and second floor disabled facilities (estimated £10,000).

5.5      COMMUNICATIONS AND ENGAGEMENT STRATEGY      (Pages 63 - 88)

To outline the Council's Communications and Engagement Strategy for 2023-2026.

5.6      TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2022/23 MID - YEAR REPORT      (Pages 89 - 106)

To provide a mid-year update Cabinet on the treasury management activity and the prudential indicators for 2022/23.

5.7      BUDGET CONSULTATION 2023/24      (Pages 107 - 116)

To report the results of the 2023/24 budget consultation exercise that took place during October and November 2022.

6.      PORTFOLIO FOR LEISURE AND HEALTH

6.1      ARMED FORCES ACTION PLAN 2023 - 2026      (Pages 117 - 124)

To seek approval for the new Armed Forces Action Plan.

7.      PORTFOLIO FOR ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

7.1 2022/23 PROGRAMME AND GOVERNANCE FOR BROXTOWE BOROUGH'S SHARED PROSPERITY FUND, (SPF) ALLOCATION (Pages 125 - 132)

To consider and approve by way of an outline investment plan, activity proposed in year one of the Council's £2.56 million Shared Prosperity Fund Programme. It requests approval in principle to the plan and interim governance arrangements to oversee the spending of the resources in the current year to enable speed of decision making and maximum spend in the current year. The governance arrangements are proposed to be revisited early in the new Council year to ensure they remain appropriate and transparent.

8. CABINET WORK PROGRAMME (Pages 133 - 134)

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.

9. EXCLUSION OF PUBLIC AND PRESS

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

10. PORTFOLIO FOR RESOURCES AND PERSONNEL POLICY

10.1 CREATION OF A CLIMATE CHANGE OFFICER ROLE WITHIN THE ENVIRONMENTAL SERVICES DEPARTMENT APPENDIX 3 (Pages 135 - 136)

10.2 HOUSING REPAIRS RESTRUCTURE PHASE 2 (Pages 137 - 148)



# Public Document Pack Agenda Item 3

## CABINET

**THURSDAY, 8 DECEMBER 2022**

Present: Councillor M Radulovic MBE, Chair

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

An apology for absence was received from Councillor S A Bagshaw.

### 70 DECLARATIONS OF INTEREST

Councillor H E Skinner declared a non-registerable interest in item 6.2 as she was a Member of the Steering Group, minute number 74.2 refers.

### 71 MINUTES

The minutes of the meeting held on 1 November 2022 were confirmed and signed as a correct record.

### 72 SCRUTINY WORK PROGRAMME

Cabinet noted the Scrutiny Work programme provided by the Overview and Scrutiny Committee.

### 73 RESOURCES AND PERSONNEL POLICY

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

Members considered the requests for grant assistance in accordance with the provisions of the Grant Aid Policy. The Speech, Sign and Song Club had requested £1,000 as a contribution towards the cost of providing weekly and monthly sessions during spring term 2023. The group was formed in 2009 and had recently become a registered charity. The main activity of the group was to deliver regular specialised music group sessions to children who needed support with social and communication skills. Toton Coronation Hall Community Association was responsible for the management and operation of the Coronation Hall on Portland Road in Toton. The aim was to provide a social meeting place for Toton and the surrounding area. A

variety of groups utilise the facilities for educational, recreational, leisure and sporting activities. For 2022/23 Toton Coronation Community Association had requested a grant of £7,000 to cover the market rental of the Coronation Hall. The request of £7,000 from Toton Coronation Hall Community Association was covered within the provision for rent awards.

**RESOLVED that the grant aid requests be approved accordingly.**

- |  |        |
|--|--------|
| 1. Speech, Sign and Song Club                  | £1,000 |
| 2. Toton Coronation Hall Community Association | £7,000 |

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

73.2 CUSTOMER SERVICES STRATEGY 2023 - 2026

Members welcomed the new Customer Services Strategy 2023-2026 detailing the actions that would be taken to continue the development of Customer Services throughout the Council. The Strategy outlined the developments the Council would consider over the next three years. It was noted that there would be a requirement for whole of the Council to embrace the Strategy and the developments it proposed. The Customer Services Strategy had been developed in line with the current Corporate Plan, Communications Strategy and the Digital Strategy. The new Strategy had been developed to include the recommendations from the Overview and Scrutiny Committee, which was resolved at the Cabinet meeting on 1 November 2022. Members commented that the reception area needed to be safe and a query was raised if the Council would have telephony compatibility across the Council. The Overview and Scrutiny Committee would be provided with an update on progress.

**RESOLVED that the Customer Services Strategy 2023-2026 be approved.**

Reason

The Strategy was in line with the GREAT values. Having the values determined how people in the organisation behaved towards residents, customers, businesses and towards each other. Going the extra mile to focus on all needs of its communities, innovation and ready to change, continuous improvement and delivering value for money.

73.3 WELLBEING STRATEGY

Members were updated on the Wellbeing Strategy and recognised that the health and wellbeing of its employees was integral to its success. The Strategy outlined the Council's aims and how wellbeing at work would be promoted to staff. Concern had been raised about staff workload, burnout, demands of work relating to mental ill health. Confirmation was provided that the Council had Mental Health First Aiders and

training was being provided to all Managers in Mental Health First Aid from the Health and Safety Manager. The Mental Health First Aid provided the tools and resources to provide support to the employee and to also recognise when signposting to a professional was required. Members suggested that the Overview and Scrutiny Committee looked at the topic of Mental Health Challenges.

**RESOLVED to RECOMMEND to the Overview and Scrutiny Committee to suggest the topic of Mental Health Challenges be reviewed.**

Reason

The Strategy was closely aligned with the existing Corporate Plan and People Strategy, along with emphasis on the 'GREAT' values. Good health was a combination of physical, emotional and mental wellbeing. The Strategy ensured that the Council was creating conditions for people to flourish in within the organisation, in order for them to do their best work, enjoy what they do and find the work fulfilling. The Strategy aimed to ensure colleagues supported one and other in good and bad times.

73.4 SUPPORT FOR EMPLOYEES FACING FINANCIAL HARDSHIP

Cabinet considered the report on support for employees facing hardship. Members acknowledged the current climate with inflation running into double figures, interest rate rises, increases in food, and energy costs. Three measures had been proposed: waiving of car parking charges where employees on grade 7 and below came into the office to work, an employee hardship grant budget of up to £5,000 per annum be added to the Human Resources' budget and an employee loan scheme. Discussions ensued surrounding discretion and support to employees including signposting to food banks.

**RESOLVED that:**

- 1. The waiving of car parking fees where employees on Grade 7 and below working at the Council Offices in Beeston be approved.**
- 2. Proposals for an Employee Hardship Grant and Employee Hardship Loan scheme be approved.**
- 3. A budget of £5,000 for the Employee Hardship Grant Scheme be funded from the general Fund revenue balances be approved.**

Reason

Having a set of values determined how people in the organisation behaved towards our residents, customers, businesses and towards each other. Employees was at the heart of the Council living out GREAT values and doing fantastic work every day to help achieve the visions. By valuing employees and enabling the active involvement of everyone and going the extra mile by proving a strong caring focus on needs of all communities were two of the values the report recognised.

(Councillor E Williamson left the room prior to this item being voted upon.)

## 74 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

### 74.1 ASSET MANAGEMENT STRATEGY 2022 - 2025

Members were updated with the plans for a refreshed Asset Management Strategy for 2022-2025. Ark Consultancy provided a Strategy focussing on the housing stock and a number of the Council's main operating premises. Some of the actions identified in the Strategy had already taken place, including updating the Council's portfolio of housing stock where the energy performance certificate was out of date and bids for Home Upgrade Grant and Social Decarbonisation Fund had taken place. Members were provided with short, medium and long term objectives as part of the Strategy. Discussions ensued with the need to accelerate the Council's housing programme to meet the current shortfall, while demand on rising rent costs in private renting had caused pressures on the Council. Current rent figures for Broxtowe were amongst the lowest in the Country. A valuation of the housing stock assets would be beneficial and would assist with addressing the inequalities within the Borough. An update on damp and mould was provided at the meeting by the Head of Housing. Concern was raised by Members, with damp and mould in private sector housing. Environmental Health was collecting records on damp and mould which had been reported.

**RESOLVED that the Asset Management Strategy and next steps be approved.**

#### Reason

The purpose of an Asset Management Strategy was to ensure that the Council uses and manages its housing stock to meet its needs and objectives. It was good practice for the Council to have an Asset Management Strategy. The Council had a statutory duty under Section 8 of the Housing Act 1985 to consider housing conditions in its district and meet the needs of the district with respect to the provision of housing accommodation. One of the objectives of the regulator of social housing was to undertake economic regulation of providers of social housing, focusing on governance, financial viability, and value for money.

### 74.2 TOTON AND CHETWYND BARRACKS STRATEGIC MASTERPLAN

Members considered the report and suggested that the document may be pushed back to a later date. It was considered that waiting for the outcome of the publication of the Inspector comments from the Neighbourhood Planning Meeting would support the best option to go forward. Members requested that a further report be submitted to the Cabinet meeting on 7 February 2023.

#### **RESOLVED that:**

- 1. The Supplementary Planning Document will be deferred until the publication of the Inspectors comments from the Neighbourhood Planning meeting of 10 November 2022 are received.**
- 2. The initial Inspectors comments from the Neighbourhood Plan Examination stated that the Toton and Chetwynd Neighbourhood Plan requires modifications and that we resolve to establish a Neighbourhood Officers and Member group to bring into alignment the Supplementary Planning Document and Neighbourhood Plan.**

### Reason

The deferment would allow for consultation between the relevant stakeholders.

## 74.3 GREATER NOTTINGHAM STRATEGIC PLAN PREFERRED APPROACH

Cabinet noted the consultation planned for the Greater Nottingham Strategic Plan preferred approach that was prepared by Broxtowe Borough, Gedling Borough, Nottingham City and Rushcliffe Borough Councils. It was a statutory requirement to have a development plan in place that identified the strategic priorities of the area.

### **RESOLVED that:**

- 1. the Greater Nottingham Strategic Plan Preferred Approach, in so far as it relates to Broxtowe Borough, for public consultation be approved.**
- 2. authority be delegated to the Head of Planning and Economic Development to approve any minor changes (e.g. presentational, typographical and grammatical) required to the Preferred Approach document and the evidence base prior to consultation.**

### Reason

It was a statutory requirement, as set out in the Planning and Compulsory Purchase Act 2004, for the Council to have a Local Plan. Under the Town and Country Planning (Local Planning) (England) Regulations 2012, Local Plans must also be reviewed at least once every five years from their adoption date to ensure that policies remained relevant and effectively address the needs of the local community.

## 75 HOUSING

### 75.1 HOUSING FURNITURE SCHEME

Members considered a proposal to implement furnished tenancies for Council tenants. The Housing Department was aware that a number of tenants were living without essential furniture items. It was stated that the demand for items through partnerships with Charity organisations had helped but the demand for furniture items may not always be able to be met. The research conducted by End Furniture Poverty found that living without essential items including an oven, fridge, freezer, and washing machine impacts financially on the tenant along with mental health impacts and physical needs.

**RESOLVED that the proposal and a one-off budget of £5,000 for external legal advice be approved in 2022/23, to be funded from Housing Revenue Account (HRA) working balances**

### Reason

The aim of the Corporate Plan was to provide a good quality home for everyone. By providing support with furniture to reduce the burden financially to tenants would meet the priorities and objectives highlighted in the Corporate Plan.

## 76 COMMUNITY SAFETY

### 76.1 FEELING SAFE IN BROXTOWE

Members requested that further information to be submitted at the next meeting on 20 December 2022.

## 77 ENVIRONMENT AND CLIMATE CHANGE

### 77.1 GARDEN WASTE SUBSCRIPTION FEES 2023/24

Members were updated with the proposals to increase the subscription for the collection service of garden waste for 2023/24. The number of subscribers in 2022/23 had decreased from 2021/22. This was likely to be as a result of the dry weather, resulting in vegetation not growing. The current cost of living crisis may have also impacted the service. The challenge going forward for the season 2023/24 was to maintain the customer base.

#### **RESOLVED that:**

- 1. The price for the first bin for 2023/24 be increased by £1**
- 2. The price for additional bins for 2023/24 be increased by £1.**

#### Reason

The Council was the waste collection authority for the Borough with a duty to collect specified forms of waste. Section 45(3) of the Environmental Protection Act 1990 stated “no charge shall be made for the collection of household waste except in cases prescribed in regulations made by the Secretary of State”. Section 4 of Schedule 1 of the Controlled Waste (England and Wales) Regulations 2012 stated that charges may be made for the collection of household garden waste. Additionally, Section 45(3) (b) of the Environmental Protection Act 1990 required that collection authorities made a reasonable charge for the collection of household garden waste.

### 77.2 LOCAL AREA ENERGY PLAN

Cabinet was provided with details of the proposed work to deliver a local area energy plan for the Borough of Broxtowe. Local Area Energy Planning (LAEP) had been identified as an important step to supporting climate ambitions across Derbyshire and Nottinghamshire and had the potential to further support increased devolution through a comprehensive plan that identified the most effective pathway to decarbonising each district across D2N2 / East Midlands Mayoral Combined Authority (EMMCA). A Local Area Energy Plan would set out the change required to transition an area’s energy system to net zero in a given timeframe. This was achieved by exploring potential pathways and consider a range of technologies and scenarios which, when combined with stakeholder engagement, would lead to the identification of the most cost-effective preferred pathway and sequenced plan of proposed actions to achieve an areas net zero goal.

**RESOLVED that:**

- 1. the allocation of £75,000 as the Council's contribution towards the commissioning of work to deliver a Local Area Energy Plan be approved, with the cost being funded from General Fund Reserves.**
- 2. the allocation of £7,000 for the 2 years' technical adviser role be approved, with the cost being funded from General Fund Reserves.**

Reason

A Local Area Energy Plan would support the Council's corporate objectives regarding climate change and was also be consistent with socio-economic and equality duties. The implementation of the individual actions and objectives would be set out as the Plan develops.

**78     WORK PROGRAMME**

Cabinet resolved that the work programme, with the added items of the Feeling Safe in Broxtowe, Toton and Chetwynd Barracks Strategic Masterplan Supplementary Planning Document, and Alterations to the Council Offices Ground Floor Reception including potential key decisions, be approved.

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

**79     EXCLUSION OF PUBLIC AND PRESS**

**Cabinet 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.**

**80     RESOURCES AND PERSONNEL POLICY**

**80.1   IRRECOVERABLE ARREARS**

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

**80.2   LEGAL SERVICES ESTABLISHMENT REVIEW AND PROPOSED RESTRUCTURE**

**RESOLVED that the restructure be approved and that:**

- 1. The new Legal Paralegal post be created.**
- 2. The new Solicitor post be created.**
- 3. The Legal Officer post be made permanent within the establishment.**
- 4. The re- profiling, regrading and increasing hours of the Principal Solicitor post.**
- 5. The re-profiling and increasing hours of the Senior Solicitor post No L76.**

6. The re-profiling of the Senior Solicitor post No L71.
7. The re-profiling of the Head of Legal and Deputy Monitoring Officers post.
8. The Senior Solicitor posts L8 and L69 be deleted.

80.3 HOUSING REPAIRS RESTRUCTURE - PHASE 1

**RESOLVED** that Phase 1 of the Housing Restructure be approved at a cost of £146,150 funded by the Housing Revenue Account.



## **CABINET**

**TUESDAY, 20 DECEMBER 2022**

Present: Councillor S J Carr, Vice-Chair in the Chair

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

Apologies for absence were received from Councillors M Radulovic MBE and S A Bagshaw.

### 81 **DECLARATIONS OF INTEREST**

Councillors T Hallam, R D MacRae and J W McGrath declared other registerable interests in agenda item 5.1 due to their roles as members of the Stapleford Executive Board, minute number 84.1 refers.

Councillor H E Skinner declared a non-registerable interest in agenda item 6 due to being a member of the Toton and Chetwyn Neighbourhood Forum, minute number 85 refers.

Councillor R D MacRae declared a non-registerable interest in agenda item 10 due to his close association with the Chayah Project, minute number 89 refers.

### 82 **SCRUTINY WORK PROGRAMME**

Cabinet noted the Scrutiny Work programme provided by the Overview and Scrutiny Committee.

### 83 **RESOURCES AND POLICY**

#### 83.1 **COUNCIL TAX BASE 2023/24**

Members considered the Council Tax Base for the year 2023/24. The Council tax base had been calculated on the estimated full year equivalent number of chargeable dwellings expressed as the equivalent number of band D dwellings in the Council's area after allowing for dwelling demolitions and completions during the year.

**RESOLVED that based on the number of Band D equivalent properties and in accordance with the Local Authorities (Calculation of Council Tax Base)**

(England) Regulations 2012, Broxtowe Borough Council calculates its Council Tax Base for the year 2023/24 as follows:

1. For the whole of its area 34,861.86
2. In respect of Parish Precepts and Special Expenses for those parts of its area mentioned in the table below, the amounts specified there in:

<u>Part of Council's Area</u>	<u>Area Council Tax Base</u>
Awsworth	577.62
Brinsley	713.48
Cossall	248.54
Eastwood	3,050.06
Greasley	3,752.76
Kimberley	1,883.90
Nuthall	2,265.27
Stapleford	4,206.21
Strelley	178.49
Trowell	841.96

**Special Expenses Area**

**Beeston Area**

**17,163.57**

**Reason**

The calculation of the tax base was a legal requirement and an essential part of the tax setting process. The tax base calculations for a particular financial year must comply with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 and be determined by no later than 31st January in the preceding financial year. These regulations had been made under the Local Government Finance Act 1992, as amended (LGFA 1992) and The Local Government Finance Act 2012 (LGFA 2012) includes several amendments to the LGFA 1992 that affect the calculation of the Council Tax base. These amendments require the Council to operate a Council Tax Support Scheme.

**83.2 LOCAL COUNCIL TAX SUPPORT SCHEME 2023/24**

Members considered the arrangements to operate the Local Council Tax Support Scheme 2023/24. The level of Local Council Tax Support Scheme had risen slightly in 2020/21 as a result of the pandemic. However, the last and current year was showing a reducing spend. It was noted that any alterations to the scheme would have to go through a formal consultation process. The scheme was incorporated within the Council Tax Base calculation.

**RECOMMENDED to Council that the current Local Council Tax Support Scheme remains in place for 2023/24.**

### Reason

Under section 13A (2) of the Local Government Finance Act 1992, the Council as billing authority must make a localised Council Tax Reduction Scheme in accordance with Schedule 1A to the Act. Each financial year the Council must consider whether to revise its scheme, or to replace it with another scheme.

## 84 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

### 84.1 ENDORSEMENT OF STAPLEFORD TOWN DEAL DELIVERY BOARD PROCUREMENT DECISION

Cabinet considered the report to give formal endorsement to a procurement and budget decision made by both the Stapleford Town Deal Executive Board and the Town Deal Delivery Board. The Council was the accountable body for the programme. The Stapleford Town Deal Executive Board had agreed a revised Local Assurance Framework that effectively formed a Town Deal Constitution and regulatory protocol.

#### **RESOLVED that:**

- 1. The Stapleford Town Deal's Executive and Delivery Boards' decisions to appoint VIA EM to design the whole town highway improvement scheme; provide detailed designs and construct the replacement car park on Derby Road be endorsed.**
- 2. An exemption to the Council's Contract Procedure Rules be approved to allow for The contract to be awarded without a full tender process being carried out.**

### Reason

The provision of the new car park is vital to facilitate the creation of the next stage of the Victoria Street Enterprise Hub and the commission of VIA EM would enable the construction of the car park once the design had attained planning permission.

(Councillors T Hallam, R D MacRae and J W McGrath, having declared other registerable interests in the item left the room prior to discussion or voting thereon.)

## 85 GREATER NOTTINGHAM STRATEGIC PLAN: PREFERRED APPROACH (UPDATE)

On 8 December 2022 Cabinet resolved to approve the Greater Nottingham Strategic Plan Preferred in relation to Broxtowe, for public consultation. Members noted an update regarding the Greater Nottingham Strategic Plan Preferred Approach consultation following an amendment made relating to Gedling Borough Council. Gedling Borough, Nottingham City and Rushcliffe Borough Councils have also approved the consultation. However, Gedling's Cabinet resolution required the removal of the proposed site at Teal Close for 360 dwellings. This site would have required land to be removed from the Green Belt.

(Councillor H E Skinner, having declared a non-registerable interest in the item left the room prior to discussion thereon.)

## 86 HOUSING

### 86.1 HOUSING DELIVERY PLAN

An audit of the Housing Delivery Plan was undertaken in 2021. The audit concluded that the Housing Delivery Plan should be refreshed and updated to fully reflect the current aspirations and potential of the project and that an updated report would be presented to members of approval. Cabinet received pre-cursor to this and members noted progress with the delivery outcomes of the Housing Delivery Plan. It recommended that an updated Housing Delivery Plan be brought to Cabinet for approval in 2023.

**RESOLVED that:**

1. **An updated Housing Delivery Plan be prepared and brought to Cabinet for approval in 2023; and**
2. **An additional capital budget of £30,000 for assessing the feasibility options for three sites owned by the Council be approved, to be contained within the existing New Build Housing Feasibility Costs budget within the 2022/23 Capital Programme.**

Reason

This will assist with the Council's corporate priority of Housing and the aim of providing a good quality home for everyone.

## 87 ENVIRONMENT AND CLIMATE CHANGE

### 87.1 SHARED ELECTRIC VEHICLE CHARGING POINTS

The Department for Transport has awarded Nottingham City Council a grant as part of the Future Transport Zones funding to develop and operate an electric vehicle (EV) charging network across the Derbyshire and Nottinghamshire (D2N2) region. Approval was sought to enter into a shared charging point agreement and to approve the funding for the installation of four electric vehicle charging points at Kimberley Depot.

**RESOLVED that:**

1. **The Council enters into an agreement until June 2024 for shared electric vehicle charging points; and**
2. **A budget of £25,000, is added to the Capital Programme 2022/23 for the installation and set up costs of four electrical vehicle charging points at Kimberley Depot be approved, to be financed from capital grants received.**

Reason

This will create a network of public sector organisations who agree to share EV charge points so delivering collective efficiencies in EV operations and overcoming barriers to charge point deployment. The shared network will provide employees from the member organisations with a series of charging points to use for charging Council operated fleet across the region. This will improve the charging network for fleet users, home starts and employees frequently on the move as part of their daily work. The electricity used for charging will be paid for by the organisation whose vehicle is being charged.

## 88 COMMUNITY SAFETY

### 88.1 ANTI SOCIAL BEHAVIOUR CASE REVIEW (COMMUNITY TRIGGER) POLICY AND PROCEDURE

Part 6 of the Anti-Social Behaviour, Crime and Policing Act 2014 came into force on 13 May 2014. The Act contains provisions which give victims of persistent anti-social behaviour the ability to demand a formal case review where the locally defined threshold is met. In Broxtowe, this has been set at the statutory maximum of three qualifying complaints of anti-social behaviour in a six-month period.

**RESOLVED that the Anti-Social Behaviour Case Review (Community Trigger) Policy and Procedure be approved**

#### Reason

The Policy required updates following the retirement of the Head of Public Protection and changes to the coordination and chairing of the service.

### 88.2 FEELING SAFE IN BROXTOWE

Members considered a proposed survey about how safe people feel in Broxtowe which would inform community safety responses and the proposed targeted audience for the survey. It was considered whether schools should be consulted during the process, however, it was agreed that there was a possibility that the consultation could make young children feel unsafe. The Children and Young People's Partnership could be consulted on the item.

**RESOLVED that the proposed survey and the audience for the survey be approved.**

#### Reason

The survey would complement an earlier strategy, in which an action was identified to conduct a survey to find out more specific information about how safe people feel in Broxtowe.

## 89 USE OF CHIEF EXECUTIVE'S URGENCY POWERS

Members noted the use of the Chief Executive's urgency powers in relation to a direct award for CCTV Monitoring and Maintenance Contracts, an additional revenue budget award for the delivery of work by Chayah to address anti-social behaviour in Beeston and an increase to the establishment for the Environmental Health service.

(Having declared a non-registerable interest in the item Councillor R D MacRae left the meeting before discussion relating to the subject of addressing anti-social behaviour in Beeston.)

90 CABINET WORK PROGRAMME

Cabinet considered the Work Programme, including potential key decisions that would help to achieve the Council's key priorities and associated objectives.

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

Reason

The items included in the work programme would help to achieve the Council's key priorities and associated objectives.

91 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, 3 and 4 of Schedule 12A of the Act.**

92 HOUSING DELIVERY PLAN - APPENDIX 1 AND 2

Cabinet noted the appendix from agenda item 7.1.

93 ENDORSEMENT OF STAPLEFORD TOWN DEAL DELIVERY BOARD PROCUREMENT DECISION - APPENDIX 3

Cabinet noted the appendix from agenda item 5.1.

94 USE OF CHIEF EXECUTIVE'S URGENCY POWERS - CONFIDENTIAL APPENDIX

Cabinet noted the appendix from agenda item 10.

## 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

Cabinet is asked to give consideration to the future programme and decision-making with knowledge of the forthcoming scrutiny agenda. It also enables Cabinet to suggest topics for future scrutiny. Further information is included in the appendix.

The Overview and Scrutiny Committee (OSC) and the Overview and Scrutiny Committee Working Groups (OSCWG) are considering their respective topics as follows:

- OSC – Service and Financial Plans
- OSCWG – Agile Working
- OSCWG – Missed Bins
- OSCWG – Cost of Living

The work programme for the next four meetings is as follows:

12 January 2022	<ul style="list-style-type: none"> <li>• Service and Financial Plans Training</li> </ul>
30 January 2023	<ul style="list-style-type: none"> <li>• Service and Financial Plans</li> </ul>
31 January 2023	<ul style="list-style-type: none"> <li>• Service and Financial Plans</li> </ul>
23 February 2023	<ul style="list-style-type: none"> <li>• Consideration of a future work programme</li> </ul>

#### 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.

#### Background papers

Nil

## APPENDIX

## 1. Topics under review:

Topic	Committee/Group	Start date	Proposed Cabinet submission
Agile Working	Overview and Scrutiny Working Group	19/10/22	TBC
Cost of Living	Overview and Scrutiny Committee	10/11/22	TBC
Missed Bins	Overview and Scrutiny Working Group	16/12/22	TBC

## 2. Topics reserved for future consideration:

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



	Topic	Topic suggested by	Link to corporate priorities/values
8.	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

This page is intentionally left blank

## Report of the Portfolio Holder for Resources and Personnel Policy

### CAPITAL GRANT AID REQUEST – THE ROYAL BRITISH LEGION (BEESTON) SOCIAL CLUB

1. Purpose of Report

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

2. Recommendation

**Cabinet is asked to CONSIDER the request and RESOLVE accordingly.**

3. Detail

An application for capital funding of £5,200 has been received from The Royal British Legion (Beeston) Social Club. This has been considered in accordance with the provisions of the Council's grant aid policy. Details of the application are included within the appendix to this report.

4. Financial Implications

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

No budgetary provision exists for capital grants to voluntary organisations. Any grant award would have to be funded from Capital Contingencies in 2022/23 of which £34,000 currently remains available (subject to any other considerations as part of this agenda).

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****ROYAL BRITISH LEGION (BEESTON) SOCIAL CLUB**

The Royal British Legion (RBL) was formed in the aftermath of the First World War when four organisations came together to fight the injustices faced by those returning home after service and became the British Legion in 1921. From the beginning, it campaigned for fair treatment of those who had given so much for their country and provided much needed welfare support and comradeship. Today, RBL continues to respond to the changing needs of the Armed Forces community, providing small interventions to life-changing and sometimes lifesaving support.

The Royal British Legion (Beeston) Social Club ("the Club") was formed in 1949 and is located on Hall Croft in Beeston. The Club is a 'not for profit' registered society, which provides a social, community and entertainment venue and activities for residents of Beeston, Chilwell, Toton and the surrounding areas. Community Groups and similar activities held at the Beeston Club include the Beeston Folk Club, Beeston Cabaret Club, Nottingham Jazz Orchestra and Civic Society meetings. The Club also highlights the support it provides to veterans and bereavement support groups and is particularly proud to host the Studio Dementia Group.

The Club is currently refurbishing its premises (leased from The Royal British Legion (Regional Office Property Management)) with the next phase of this project being the installation of new flooring on the dance floor, stage and toilet area. The Club states that this will bring the flooring up to safety standards for the benefit of all patrons of the Club.

**Financial Information**

The Royal British Legion (Beeston) Social Club has provided its accounts for the year ended 30 September 2021 for scrutiny. Total income amounted to £44,047 (including turnover of £10,992 and government grants of £33,055) which increased from £43,423 in 2020. Total expenditure for the year was £39,442 (2020: £38,230) which mainly related to repairs and renewals, premises overheads and wages and salaries. The surplus for the year was £4,605 (2020: £5,193). The cash at bank and in hand as at 30 September 2021 was £13,648 with total net assets of £24,262.

The RBL national membership fees are not shared with the local clubs, although there is an option to join the Beeston Club for a nominal £1 (around 120 local members). The Club is open to non-members and guests.

**Grant Request**

The Royal British Legion (Beeston) Social Club has requested a capital grant of up to £5,200 to enable it to complete the installation of new flooring on the dance floor, stage and toilet area. The Club has provided an estimate from a local supplier in support of this, detailing the required work to remove the old flooring, 'make good' and replace with new carpet tiles including safety flooring in the toilet area.

Due to the nature of this scheme, any approved grant would normally be made on the basis of 25% of the actual costs incurred, given that it relates to a non-Council owned asset, with a maximum figure specified in appropriate circumstances. Members will recall that a grant of £8,645 for electrical safety works was awarded to the Beeston Club in June 2021 through the exercise of the Chief Executive's urgency powers, as reported to the Finance and Resources Committee in July 2021. A second grant of £6,000 was awarded by Cabinet in May 2022 for further works of a similar nature.

Such a grant award would be in line with the Grant Aid Policy for the following key reasons:

- Welfare Organisations are a specific category of groups welcomed to apply for financial assistance.
- The services provided and facilitated by the Club benefit the people of Broxtowe and are complementary to those services provided by the Council.
- The activities of the Club target the needs of vulnerable sections of the community, helping to reduce social isolation and loneliness.

No budgetary provision exists for capital grants to voluntary organisations. Any capital grant award would have to be funded from the Council's overall capital contingencies budget in 2022/23 of which £34,000 remains available (subject to the consideration of other requests as part of this agenda).

## 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 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> )	32,300
Less: Grant Awards to Date	125,950
<b>BALANCE AVAILABLE FOR DISTRIBUTION</b>	<b>10,550</b>

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

#### 4. Financial Implications

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

The grant aid budget will likely be fully exhausted following consideration and approval of these applications. The total grant amount requested in this report is £28,045, of which £10,000 is already provided for in the rent provision (see note A above). The remaining £18,045 would first be drawn from the balance available for distribution of £10,550, with the remainder needing to be financed through an unplanned withdrawal from General Fund Reserves.

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>
Dig In Community Allotment	1	655	913
Support Through Sport Youth CIC	2	nil	8,132
2 <sup>nd</sup> Kimberley Scout Group	3	7,000	7,000*
Stapleford Community Association	4	3,000	3,000*
The Helpful Bureau	5	10,000	9,000
		<b>Total</b>	<b>28,045</b>

\*The requests from 2<sup>nd</sup> Kimberley Scout Group and Stapleford Community Association for £7,000 and £3,000 respectively are covered within the provision for rent awards.

#### 1. DIG-IN COMMUNITY ALLOTMENT

The Dig-In Community Allotment scheme ('Dig-In') was established in 2004 and is based at the Albany Allotments on Pasture Road, Stapleford. Dig-In provides a facility for local groups and residents to grow fruit and vegetables and explore biodiversity and horticulture through running a sustainable community allotment, organising workshops, volunteer gardening sessions, organic food growing, environmental & food education and local community outreach and involvement.

The group aims to improve the mental & physical wellbeing of the local community through these activities. The group also acts as a community hub for outdoor events and workshops which are intended to bring the local community together with a shared purpose of combating social isolation and developing people's skills, knowledge and self-confidence. Training is offered on an informal and occasional basis and is "on the job" during normal gardening sessions.

Dig-In is free and open to all (the project asks for donations at its events). Community groups and families use the site as a resource. Dig-In is managed by a voluntary management committee made up of local residents, voluntary groups and local agencies/authorities. In 2021 the scheme has delivered:

- 60 volunteer sessions with an average of 6 attendees per session across the year totalling 768 hours.
- Other volunteer groups, including people with learning disabilities and members of 'Pulp Friction' have been welcomed onto the site at regular weekly sessions during the summer and early autumn.

- Five groups from local schools and uniformed groups attended the site, taking part in activities including pond-dipping and 'beast hunting'.
- 11 educational visits to local schools were made, involving 288 children and 62 supporting adults.

### Financial Information

For the year ended 28 February 2022, income totalling £11,827 was derived from grants and donations. Expenditure of £8,928 related to wages (£6,779), activities and events, materials and other operating expenses. Stapleford Town Council supports the project by donating the three allotment plots for community use and as such no rental is charged. Cash and bank balances at 28 February 2022 amounted to £10,594 (2021: £7,695). The group states that as at 1 November 2022, the bank balance for the group was £15,131.

The Council have supported the Dig-In Community Allotment for several years with grant aid towards its running costs. The grants awarded in the past four years were as follows:

2021/22	£655
2020/21	£700
2019/20	£495
2018/19	£515

### Grant Request

For 2022/23 the Dig-In Community Allotment has requested a similar grant of £913 towards insurance premium (£271), ICT costs (£180), water charges (£131), a donation to the Trussell Trust in lieu of accountancy fees (£120) and other miscellaneous support costs.

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

- The services provided by the Dig-In Community Allotment benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of Dig-In Community Allotment target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough, as well as providing educational and co-curricular benefits to local schools and children's uniformed groups.
- Conservation and Environmental groups such as the Dig-In Community Allotment are a specific category of organisation welcomed to apply for Grant Aid.

## 2. SUPPORT THROUGH SPORT YOUTH CIC

Support Through Sport Youth CIC (STS) is a Community Interest Company, established in July 2021, which delivers sport-based activities (including boxing, football, basketball, tennis and multi-skills) to engage with young people within disadvantaged communities. STS aims to deter and tackle negative influences including anti-social behaviour and youth offending by steering young people away from such influences and providing positive experiences and opportunities in line with a theory of change and approach which works around the individual needs of young people with a child-first approach.

STS is keen to address emerging and existing issues which surround and involve young people within communities. STS feels that there is an existing need within Eastwood and Chilwell which is currently not being addressed. Young people feel that there is a lack of provision and these communities have seen a rise in anti-social behaviour from groups of young people as a result of an unaddressed need. STS has a commitment to community safety and hopes to engage with young people through positive intervention which supports the wider community by addressing local issues.

### Project Proposal

After consultation with Nottinghamshire's Violence Reduction Unit, the Portfolio Holder for Community Safety, youth service managers for Eastwood and Chilwell and local young people STS is looking to establish a sport-based diversionary programme for young people in Eastwood and Chilwell.

STS will have free access to facilities in both areas and hopes to deliver football, boxing and multi-skills once per week on an evening between 6pm and 8pm to promote community safety through sport and a positive diversionary activity which young people can get involved in for free. STS points towards great success with similar projects in Stapleford at Stapleford Young People's centre (funded via the Violence Reduction Unit) and Beeston at Beeston Rylands Community Centre (funded via Active Notts) where they have engaged with over 120 young people from both areas to raise activity levels and tackle local issues.

The project will support young people through a range of soft and hard outcomes which strive to achieve the development of pro-social behaviours in line with the STS theory of change which uses sport to tackle negative influences and provide intervention within communities of need. The project will promote a sense of community safety and STS will engage in regular outreach to promote the project locally. STS states that young people have already expressed an interest in this project, and the boxing in particular. Young people will also have the opportunity to attend positive experience events and trips such as sporting events, residential and youth social action projects as well as getting involved in their volunteering programme to support positive youth development.

### Financial Information

As Support Through Sport Youth CIC was only incorporated in July 2021, the first set of formal financial statements is not required to be produced until April 2023. STS has, however, provided a bank statement which demonstrates income and expenditure consistent with the stated activities of the organisation. The closing balance on the statement was noted to be positive, with STS stating that its total reserves as at 21 November 2022 to be £3,000. These reserves are not earmarked for any particular purpose.

The Council has not provided any financial support to STS previously as this is the first time STS has submitted an application to the Council's Grant Aid scheme.

### Grant Request

Support Through Sport Youth CIC has requested two specific revenue grants in support of the proposed programmes to be delivered in Eastwood and Chilwell. The total value of both grants is £8,131.55. A detailed breakdown of the costs has been provided by STS, as follows:

<b>Expense</b>	<b>Eastwood £</b>	<b>Chilwell £</b>
Staffing	3,240	3,240
Equipment	520	520
Travel	344	267
<b>TOTAL</b>	<b>4,104</b>	<b>4,027</b>

'Staffing' is the cost of 3 staff for 2 hours per session for 45 weeks at a rate of £12.00 per hour ( $3 \times 2 \times 45 \times £12 = £3,240$ ). 'Equipment' is the combined cost of a kitbag (£420) and flyers and a banner (£100). 'Travel' is the cost of mileage at a rate of 45 pence per mile, calculated as:

Eastwood      17 miles x 45 sessions x 45 pence = £344.

Chilwell      13.2 miles x 45 sessions x 45 pence = £267.

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

- The services provided by the Support Through Sport Youth CIC would benefit Broxtowe residents and would be complementary to the services provided by the Council.
- The activities of STS target the needs of disadvantaged sections of the community, in particular helping to combat social exclusion and anti-social behaviour within the Borough, as well as providing educational and co-curricular benefits to local young people.

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.

3. 2<sup>ND</sup> KIMBERLEY SCOUT GROUP

The 2<sup>nd</sup> Kimberley Scout Group was established over 50 years ago and is based in Council owned premises at Kettlebrook Lodge on Eastwood Road in Kimberley. The Group continues to thrive and has over 200 members (both junior members and voluntary helpers) from within Broxtowe.

The aim of the Group is to provide activities within the Scout Association organisation. The Group is responsible for the maintenance and up-keep of Kettlebrook Lodge as a community venue. The facilities are currently utilised by the Scouts and Guides organisation, a playgroup and for other events and functions.

Financial Information

The latest accounts for the year ended 31 March 2022 showed receipts of £28,888 (2021: £26,061) being generated from grants, donations, subscriptions, fundraising and other activities. Payments amounted to £27,354 (2021: £23,946) which included premises expenses (rent, heating, lighting, repairs and maintenance), cleaning and caretaking, cost of activities and other expenses. The General Fund is represented by cash and bank balances, which at 31 March 2022 amounted to £21,986 (2021: £20,452). This money is earmarked towards repairs and improvements to Kettlebrook Lodge and capitation to Scout Headquarters. The group states that as at 13 November 2022, the bank balances for the group totalled £14,126.

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

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

2021/22	£7,000
2020/21	£7,000
2019/20	£7,000
2018/19	£6,500

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

### Grant Request

For 2022/23 the 2<sup>nd</sup> Kimberley Scout Group has requested a grant of £7,000 to cover the market rental of Kettlebrook Lodge. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

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

- The services provided by 2<sup>nd</sup> Kimberley Scout Group benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of 2<sup>nd</sup> Kimberley Scout Group provide educational and co-curricular benefits to local children and young people.
- Uniformed Groups such as 2<sup>nd</sup> Kimberley Scout Group are a specific category of organisation welcomed to apply for Grant Aid.

#### 4. STAPLEFORD COMMUNITY ASSOCIATION

The Stapleford Community Association was formed in 1954 and is responsible for the management and operation of the Council owned Community Centre on Cliffe Hill Avenue in Stapleford.

The aim of the Association is to provide a high quality, low cost centre for a variety of leisure, educational and community activities in Stapleford. Around 200 people of all ages use the facilities on a weekly basis with an estimated 80% being residents of the Borough.

### Financial Information

For the year ended 31 December 2021, income of £28,274 (2020: £15,367) was generated from hall lettings and grants (including Covid-19 related business grants). Annual expenditure amounted to £10,276 (2020: £11,408) and included rent, repairs and renewals, cleaning and sundry expenses, insurance, heating and lighting, water charges and depreciation. Cash and bank balances at 31 December 2021 totalled £46,437 (2020: £27,464). Stapleford Community Association has indicated that the reserves as at 9 November 2022 were £46,000, with these funds being earmarked towards ongoing maintenance projects.

As part of the Council's aim to secure economic rents on its properties, the rent was assessed at £3,000 per annum. The Stapleford Community Association has suggested that it would be unable to sustain a rental charge of this size.

The Council has previously supported Stapleford Community Association with grants towards its premises rental. The grants awarded in the past four years were as follows:

2021/22	£3,000
2020/21	£3,000
2019/20	£3,000
2018/19	£3,000

#### Grant Request

For 2022/23, Stapleford Community Association has requested a similar grant of £3,000 to cover the rental of the Community Centre on Cliffe Hill Avenue in Stapleford. This grant award would be for a period of one year and would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget.

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

- The services provided by Stapleford Community Association benefit Broxtowe residents and are complementary to the services provided by the Council.
- Stapleford Community Association and the groups which operate from the Cliffe Hall Community Centre target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough.
- Community Associations such as Stapleford Community Association are a specific category of organisation welcomed to apply for Grant Aid.

#### 5. THE HELPFUL BUREAU

The Helpful Bureau is a registered charity and not for profit organisation based at the Carnegie Civic and Community Centre on Warren Avenue in Stapleford. Originally established in 1978, THB formally registered as a charity from 2001.

The Helpful Bureau provides services which support and encourage older and/or disabled residents to live safely and independently in their own homes including befriending, practical services, social activities, transport scheme and support services. Its work, including positive signposting, supports people to make choices about their lives. The activities provide opportunities for people to socialise and keep active, helping people to feel less isolated and maintain both physical and mental wellbeing; preventing costly interventions. The charity has over 2,900 clients, the majority being residents of Broxtowe.

The application made by The Helpful Bureau for 2022/23 relates primarily to their Community Transport scheme. The Helpful Bureau states that Community Transport is an integral part of supporting people to be independent for longer and helps carers to get out too. Feedback received by The Helpful Bureau from

users suggests that many of their members struggle to afford taxis and that wheelchair taxis are even costlier. The Helpful Bureau states that demand for the service has increased and continues to increase which makes it all the more important to be active in the recruitment, training and support of our volunteers.

#### Financial Information

The Helpful Bureau has submitted its draft Annual Report and Financial Statements for the year ended 31 March 2022 for scrutiny. The charity splits its accounts between restricted and unrestricted funds. Total income generated in the year amounted to £148,249 (2021: £219,867), including £72,259 as unrestricted funds, from fees and services (£64,706), donations, contracts and fundraising. Restricted grants totalling £75,990 were received in from Nottinghamshire County Council (£43,870), this Council (£12,509) and other funders. Total expenditure was £168,881 (2021: £151,191), including £29,147 from the unrestricted fund, and related to wages (£111,643 split between restricted and unrestricted funds for an average of 12 employees), rent and services and other running costs. Total bank balances as at 31 March 2022 were £92,328 (2021: £108,769), with Total Funds declared at £105,226, including £77,974 as unrestricted funds.

The Helpful Bureau has stated its reserves as at 24 November 2022 to total £42,173. THB's policy on reserves is to retain three months' worth of operating costs in addition to provision for future developments and vehicles.

The Helpful Bureau has received or applied for assistance for the Community Transport scheme from a number of other grant-giving bodies, including Awards for All (£10,000), The Wheatcroft Fund (£5,000), Inman Charity (£5,000), NCC Community Transport (£1,000) and a County Councillor donation of £500. No applications have been made elsewhere solely for general running costs, though a proportion is included in project-specific applications where the scheme allows.

The Helpful Bureau also notes in their application that support from the Local Communities Fund has been reduced and the difference was initially funded from The Helpful Bureau's reserves.

The Council have supported The Helpful Bureau for several years with the grants awarded in the past four years being as follows:

2021/22	£10,000
2020/21	£5,000
2019/20	£5,000
2018/19	£2,000

#### Grant Request

For 2022/23, The Helpful Bureau has requested a grant of £9,000. Of this, £6,000 is requested as direct assistance with the Community Transport



Scheme, with the remaining £3,000 as a contribution towards general running costs.

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

- The services provided by The Helpful Bureau benefit Broxtowe residents and are complementary to the services provided by the Council.
- The activities of The Helpful Bureau target the needs of vulnerable and disadvantaged sections of the community, in particular helping to combat loneliness and social exclusion within the Borough and improving the mental health and well-being of residents.
- Caring Organisations such as The Helpful Bureau are a specific category of organisation welcomed to apply for Grant Aid.

This page is intentionally left blank

## Report of the Portfolio Holder for Resources and Personnel Policy

**CREATION OF A CLIMATE CHANGE OFFICER ROLE WITHIN THE ENVIRONMENTAL SERVICES DEPARTMENT**1. Purpose of Report

To seek approval for the creation of a Climate Change Officer role within Environmental Services to improve service provision, build service resilience and support the Council's commitment to become carbon neutral by 2027.

2. Recommendation

**Cabinet is asked to RESOLVE that the creation of a Climate Change Officer post (Grade 10) at £49,450 per annum including on costs be approved, to be funded from General Fund Reserves.**

3. Detail

In 2019 the Council made an ambitious commitment to become carbon neutral by 2027. The Council created its Climate Change Strategy and Green Futures Programme in 2020 to provide strategic direction with regards working towards this target. The programme ensures that consideration for climate change issues are embedded across all service areas within the Council.

A gap analysis has recently been undertaken within Environmental Services to establish what resources are needed to achieve the Council's climate change ambitions. In addition, in December 2022 the Council had an external peer review with particular focus on the Council's approach to tackling climate change. One of the initial findings of the peer review team was that the Council has "one of the most comprehensive approaches to carbon reduction we've seen – passion shines through from Cllrs and officers. Cross-cutting approach with buy in from critical service areas". However, they go on to say that achieving carbon neutrality would be a challenge.

The gap analysis highlighted that whilst the high level strategic governance around the Council's climate change ambitions are managed, additional resources to deliver the day to day actions within the overarching Green Futures Programme are needed.

It is therefore proposed that a new Climate Change Officer role is created which will focus on engaging with key stakeholders, both internally and externally, as well as the delivery of actions to drive progress towards achieving carbon neutrality. This will enable climate change to be further embedded at an operational, as well as a strategic level.

The role will be based in Environmental Services but will provide a supporting role to all service areas across the Council. The role will actively seek opportunities in support of reducing carbon emissions and will play a key role not

only in reducing the Councils emissions, but also working towards the wider target of carbon net zero across the Borough.

Background and supporting information on the proposed changes can be found in the supporting document shown in appendix 1, with information about the Council's Carbon Footprint at appendix 2. Appendix 3 is confidential and shows where the role sits in the Council's structure.

4. Financial Implications

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

The cost of the proposed Climate Change Officer post at Grade 10 (top of scale) is £38,150 at estimated 2023/24 pay rates, which equates to £49,450 including on costs. The addition of this post to the establishment would have to be funded directly from General Fund Reserves balances.

5. Legal Implications

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

The UK has a legally binding target to become net zero carbon by 2050. Section 111 of the Local Government Act 1972 enables the Council to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of their functions. Furthermore, section 2(1) of the Local Government Act 2000 introduced a power that permits local authorities to do anything that they consider likely to promote or improve the economic, social and environmental well-being of their area

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No comments

7. Union Comments

The Union comments were as follows.

UNISON fully supports the creation of this important role within the Environmental Services team. As the report mentions, the Council have a commitment to be carbon neutral by 2027 which this post will contribute towards. They will be seeking opportunities to reduce carbon emissions and liaising with all areas of the Council to improve awareness and access funding opportunities.

8. Data Protection Compliance Implications

N/A

9. Equality Impact Assessment

N/A

10. Background Papers

N/A

**APPENDIX 1****1. Corporate Priorities**

The corporate vision for the Council is 'a greener, safer, healthier Borough, where everyone prospers'. A key aim for the Environment is to 'protect the environment for the future'. This will be achieved by 'developing plans to reduce our carbon emissions to net zero and start implementing them'

**2. Climate Change and Green Futures**

The Council created the Climate Change Strategy and Green Futures Programme in 2020. The programme identified 145 actions that would be implemented to reduce the Council's emissions. Ninety percentage of those actions have either been completed or are in progress.

The Climate Change Strategy is being refreshed and a new carbon management plan being produced. The revised strategy, and carbon management plan which contains around 150 strategic actions, will provide the strategic, direction of travel for 2023/24.

To ensure the strategy remains fresh and current it will be reviewed annually. A public consultation exercise will be undertaken in the first year and any agreed actions will be incorporated as part of the initial review process to ensure the strategy notes the views and aspirations of the Borough's residents. The new Climate Change Officer role will play a key part in managing and reviewing the findings of the consultation process.

**3. Current Performance**

The Council is achieving a year on a year reduction. As is shown in appendix 2 for 2021/22 the Council achieved 3099 tCO<sub>2</sub>e which was a 3% reduction from the previous year. However, there is still a significant amount of work to be done and the creation of a new Climate Change Officer role will support colleagues across the authority in achieving results in their services areas.

**4. Peer Review**

The findings of the Peer Review Team were that the Council was performing well in terms of its approach to climate change and applauded the ambitious commitment of being carbon neutral by 2027. However, the findings also highlighted that achieving carbon neutrality will be a challenge and that achieving the final 20% reduction will be the most difficult. The Council therefore still has to remain progressive and invest in climate change if the target is to be achieved. The creation of a Climate Change Officer will ensure that the Council has the appropriate structure in place to be able to investigate and address the hard to reach areas which will become more apparent as the Council continues its climate change journey.

## 5. Rationale for changes

As previously indicated an internal review of Environmental Services and the resources needed to ensure the Council moves forwards with regards climate change has been undertaken. The review considered where capacity gaps are apparent in terms of service delivery, namely with regards to progressing climate change at the pace necessary to support the Council in achieving its commitment of being carbon neutral by 2027.

It is proposed that a new Climate Change Officer be created. The new role will:

- Build contingency and service resilience across all Council Departments
- Ensure the Council has capacity to investigate and bid for external funding
- Support the Council's ambition with regards climate change.
- Align synergies within related areas of work.

## 6. High level functions of the role

The high level functions and duties of the Climate Change Officer role is shown in the table below.

Main Duties
<ul style="list-style-type: none"><li>• Lead on Climate Change communications, working with corporate communications</li><li>• Manage and lead on school/community group presentations and engagement to build social capital around climate change.</li><li>• Engage and be involved with strand leads and other stakeholders across the Council in the delivery of actions within the different climate change strands</li><li>• Develop and deliver carbon literacy training across the Council.</li><li>• Monitor climate change performance and be responsible for the delivery, development, collating and reporting on the climate change elements within Green Futures, including the production of the Councils annual carbon footprint</li><li>• Research and be responsible for following up on funding opportunities i.e., LAD funding projects/Sustainable Warmth, EV Decarbonisation funds. Signpost relevant departments to potential funding streams.</li><li>• Represent the Council at LAEP and other climate change meetings</li></ul>

## 7. Job evaluation

The job description for the new post of Climate Change Officer has been reviewed under job evaluation. The salary apportioned to the post through the job evaluation process, and the associated additional on costs, are shown in the 'financial implications' section.

**8. Financial Implications**

The substantive salary for the Climate Change Officer is shown in the table below.

Role	Salary (top of grade)	Salary with on cost (31.8%)
Climate Change Officer (Grade 10)	£36,336	£47,890

**9. Structure**

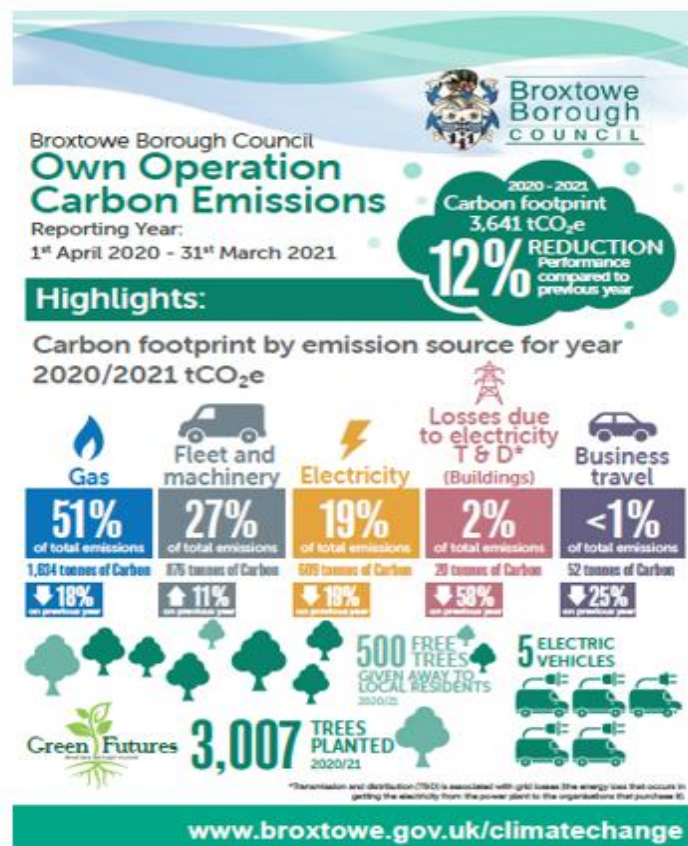
The current and proposed structures are shown in appendix 3.



## APPENDIX 2



# The Council's carbon footprint



This page is intentionally left blank

## Report of the Portfolio Holder for Resources and Personnel Policy

### **REQUEST FOR APPROVAL OF INCREASED BUDGET FOR THE ALTERATION OF THE GROUND FLOOR RECEPTION AREA OF THE COUNCIL OFFICES**

#### 1. Purpose of report

This matter relates to ground floor refurbishment work needed to the reception area at the Council's offices and upgrades to the disabled toilet facilities in the office on the ground, first and second floors.

The purpose of the report is to provide Cabinet more detail of the proposed alterations to the ground floor reception area, to request an increase to the budget to carry out alterations to the ground floor reception area to the Council Offices and the disabled toilet facilities throughout the building.

By way of background, the Council approved a budget of £100,000 (£90,000 plus £10,000 against salaries) in 2020/21 to refurbish the ground floor office reception area but without significant detail. Some of this budget has been spent for redecoration and due to increased materials and labour costs since the original approval we are seeking approval to increase the budget to £150,000 based upon the proposals.

In addition, to regularise matters, we are seeking approval for works in the process of being carried out to the ground, first and second floor disabled facilities (estimated £10,000).

#### 2. Recommendation

**Cabinet is asked to RESOLVE that:**

- 1. The proposed alterations to the Council Offices Reception alterations, including a revised total budget of £150,000, be approved in principle, subject to final scheme design and tender costs. The additional budget of £51,550 required in the 2022/23 capital programme is to be funded from prudential borrowing.**
- 2. The alterations to the disabled facilities at the Council Offices at a capital cost of £10,000 is approved, to be funded from General Fund Capital Contingencies 2022/23.**

### 3. Detail

Attached at Appendix 1 is a design brief, Appendix 2, a layout, Appendix 3, a series of illustrations to show the appearance of the proposals and Appendix 4, a breakdown of costs.

The current ground floor reception area, which provides access for staff, and visitors to the Council, Police and Citizens Advice Bureau is in need of refurbishment. The floor finishes are poor and there is a need to reconfigure meeting room space to provide additional facilities. There is also a need to improve the “front of house” experience that meets the needs of the customer and enables people to be properly directed to their destination or be met by their host. The original reception was moved as a result of COVID-19, to the current location which was the former cash office. It provided security and screening for staff but suffers from lack of visibility and a more open facility for visitors.

The need for safety of staff is very important and this has been a factor in the design now proposed. The scheme that has been proposed provides a new semi- circular reception desk with a lower disabled area as illustrated. From a security point of view, the desk is wide so that receptionists are set back from the customer however the layout allows for escape into a secure space if the staff feel threatened. Now that COVID-19 restrictions have been lifted it is proposed that there will be no screens however it is proposed that screens will be ordered at the same so that in the event of another pandemic or other event requiring additional security, they can be installed promptly when required.

The positioning of the reception desk is important as it is more evident when customers enter the building. This enables the Council to provide additional meeting rooms of varying size on the ground floor for visitor/community group meetings. The Council have a number of community groups providing important support to vulnerable groups needing this type of space and the Council are keen to support where possible.

The subdivision of the ground floor has also been introduced by use of moveable furniture and also floor finishes. Floor finishes must be easily cleaned and robust and so generally hard finishes using vinyl have been proposed. The reason for removable furniture is so that the overflow area used for the public to view Council meetings can be accommodated. The current arrangements provide screens, hearing loop etc. and so this avoids substantial reconfiguration.

Externally the proposal is to provide an up to date appearance and inviting entrance.

The original budget agreed in 2020/21 was in the sum of £100,000. Since this was agreed costs have increased substantially and at appendix 4 the draft costs schedule totals £150,000 which includes a 10% contingency.

In summary since COVID-19, the use of the ground floor by the public has changed and the Council have already recognised the principle of upgrading the ground floor reception area. The Asset Management team have therefore looked at solutions to provide an attractive, functional reception area to incorporate a new reception desk with disabled access, new floor finishes, and additional meeting rooms. In addition, the proposals look to improve the access and external features at the “front of house”.

In addition, refurbishment works were needed to the second floor disabled toilets and minor upgrades to the ground and first floor disabled facilities were also required, to allow for improved facilities for people with colostomy bags. The previous arrangements were undignified and inappropriate. The Council’s Aids & Adaptations officer was able to provide a specification of works for the refurbishment and competitive prices were obtained. An opportunity arose for works to the second floor to start promptly otherwise they would not commence until at least February 2023. After consideration with GMT approval to have the work carried out was agreed and this work is now approaching completion. This request is therefore seeking to regularise the position with a retrospective approval from Cabinet.

#### 4. Financial Implications

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

The Council approved a budget of £100,000 (including £10,000 capital salaries) in 2020/21 to refurbish the ground floor office reception area. This work was delayed by the pandemic with the unspent budget being rolled forward into the 2022/23 capital programme at £98,450. An increased budget of £150,000 has now been requested to complete the works. The additional £51,550 required would have to be financed from prudential borrowing with the subsequent cost of borrowing being added to future years General Fund revenue budgets.

The capital cost of the urgent alterations required to the disabled facilities at the Council Offices, as set out in the report, is £10,000. It is proposed that this capital costs are funded from General Fund Capital Contingencies in 2022/23 of which sufficient balance is available.

#### 5. Legal Implications

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

Whilst there are direct legal implications arising from this report, there will be procurement implications once the project starts and advice will be taken from the Council’s procurement as required

6. Human Resources Implications

Consideration should be made for any employees with disabilities or who require any reasonable adjustments, including appropriate DSE assessments once the new working area is built.

7. Union Comments

The new Reception area plans make it look very welcoming and provide areas to be rented out to generate income as well as areas for employees to meet with the public. We would assume that these spaces would have the relevant health and safety risk assessments and panic buttons as required.

After discussing the proposals with our members in Customer Services, they are happy with the plans on the whole. They raised a concern about the location of the Reception desk and the planned escape route. However, we understand that this is being addressed. They have also requested that they are able to use the office behind the Reception desk as a means of escape, and for general office items such as the photocopier, leaflets etc. This will leave more space in the Reception desk area.

Another concern they raised was about tea/coffee making facilities and a kitchen area. The only kitchen available on the plan is the one next to the Council Chamber, which would not always be practical to use as they would need to walk through the Council Chamber to access it.

It is positive to see that the new Reception area has been future-proofed by enabling the use of screens if required.

8. Equality Impact Assessment

Not applicable

9. Background Papers

Nil



## **APPENDIX 1**

### **Broxtowe Council Offices Reception Area Design Brief**

Providing a welcoming space for the people of the Borough

The main idea and aim of our Concept Design Proposal is to rejuvenate the Reception area. We have designed a fresh new look to echo the Broxtowe Brand and re-planned the layout to be more efficient for both customers and Broxtowe Staff.

A key aspect of the design is improving the customer experience when entering the building. Currently customers are often unsure which way to turn when they enter. The reception desk is out of the line of site from the door. Signage is also unclear.

The proposal is to relocate the reception desk into the centre of the reception area, and install new signage immediately opposite the entrance so it is clear where different services are located, i.e. Council, Citizens Advice Bureau (CAB) or Police. A Graphic slogan 'Welcome to Broxtowe Borough Council' is proposed on the wall behind the reception desk.

The reception counter is designed for operation by up to two personnel at any one time. We have taken into consideration future proofing for any pandemic and also safety and security of our staff by means of clear screens which are designed to be removable with ease. The area behind reception will be accessed through a secure door or partition and an escape route to the adjacent rooms has been factored into the design. The desk has been designed to be accessible to our disabled visitors, with a low level access zone at its centre.

As part of providing for a multi-functional space we have developed the design to provide an extra door lobby as an entrance/exit. A one-way entrance/ exit system may be operated with two doors to prevent bottle necking.

Provisions for seating will be more comforting by the means of a high backed seating bank to the left as you enter reception. This will not only serve a purpose for customers waiting to be seen by Broxtowe Staff but will also serve people waiting to be seen by the Police and CAB. The high backs of the seating bank will provide a small divide between the Police and CAB and the rest of the reception area. The design is to be a portable modular system so



the fixture can be broken down and be repositioned against walls or moved out of reception to make way for public seating arrangements.

The proposed layout will provide a number of meeting rooms of various sizes which may be used by Council staff and third parties for meetings with the public.

We have also facilitated for spaces which could be rented or used by third parties, including an area behind the proposed reception desk.

Larger windows are proposed for the meeting rooms located in the original reception area to replace the existing high level windows and allow in more natural light.

The colour scheme including finishes and fixtures present a new ambience that reflects the true nature and service of our core values and Brand awareness. To the external of the building, a new Broxtowe Borough Council sign and crest are proposed, as the existing has faded with age.

Hard and soft flooring are planned in strategic areas with acoustics and wear and tear in mind. The majority of the reception area is proposed to receive vinyl flooring which will be durable and easy to clean.

To echo the Broxtowe watermark, decoration will include a high level vinyl wall covering in a bespoke effect as shown on the visual and design board.

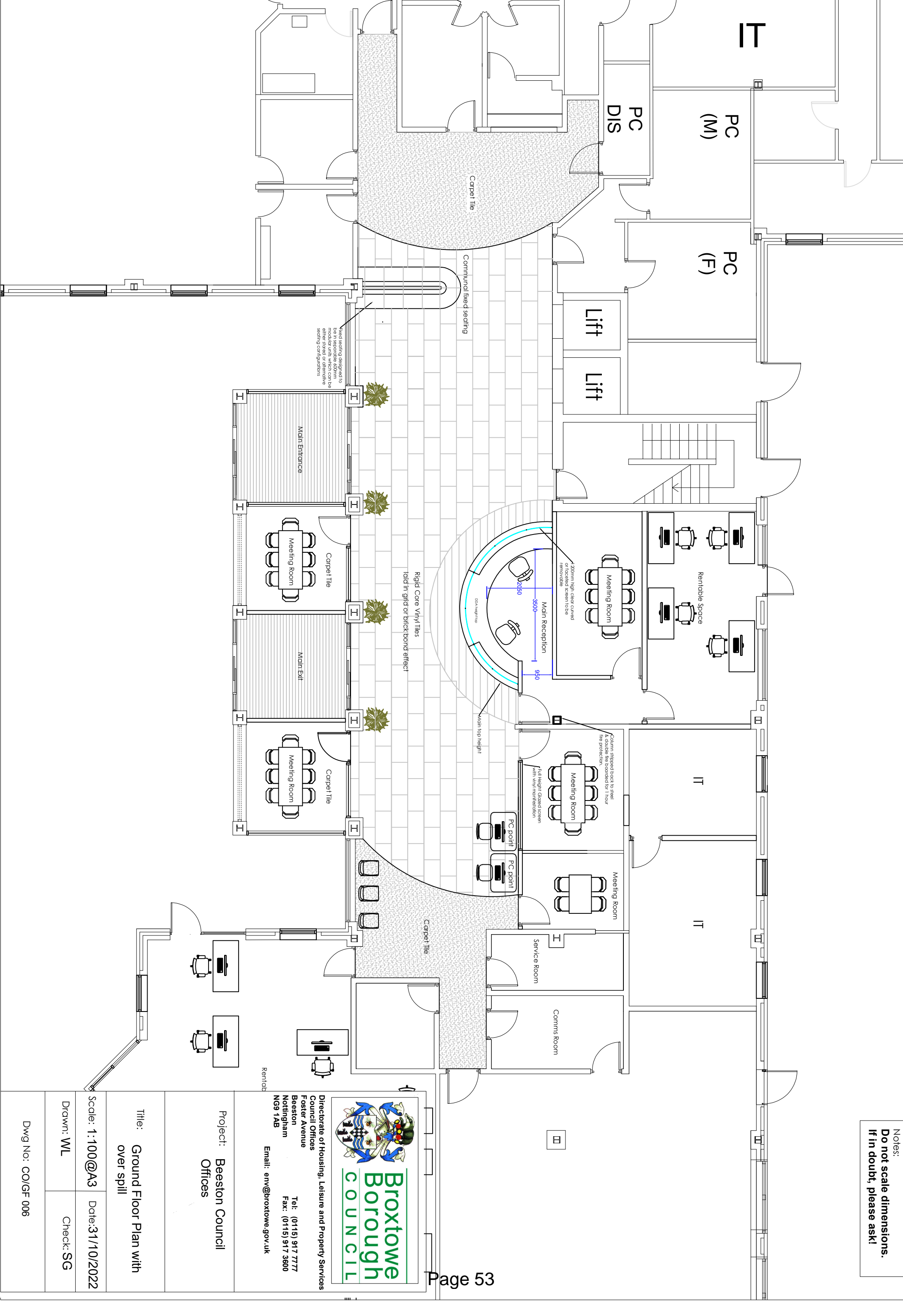
Where possible glazed walls and doors with creative manifestation graphics will have an element of welcome but also privacy.

Lighting at high level is serviceable as existing. The general ambience however will be addressed through upgrading the existing general lighting to colour changing LEDs to provide more accent effects for when there's a social or public occasion.

An additional television screen is proposed near the new reception desk to broadcast live Council meetings, and to advertise the Council's latest news.



**Notes:**  
**Do not scale dimensions.**  
**If in doubt, please ask!**



This page is intentionally left blank





Wall Covering



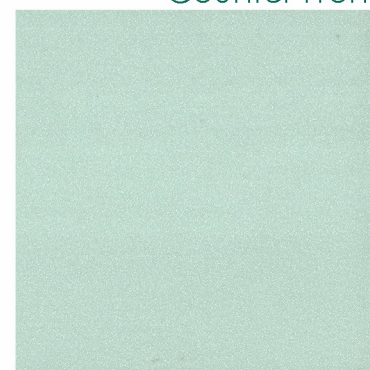
Lighting Upgrade



Reception counter



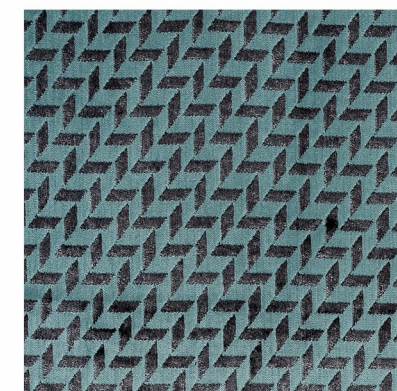
Counter Front



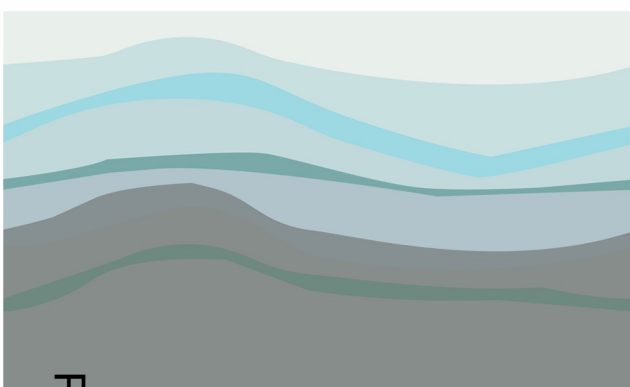
Solid surface Quartz Top options



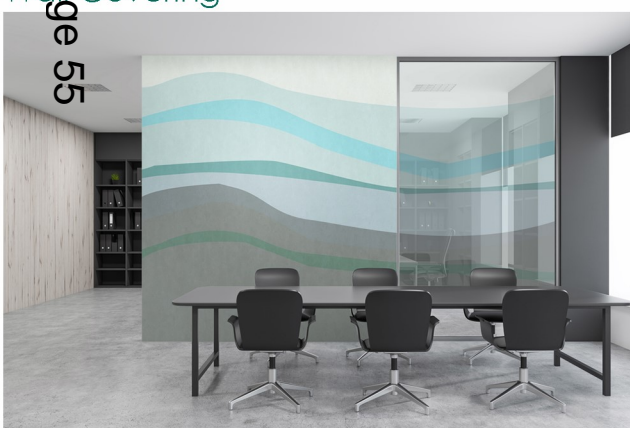
Stone Effect Vinyl Floor



Upholstery Fabric



Wall Covering



Wall Covering



Digital Information



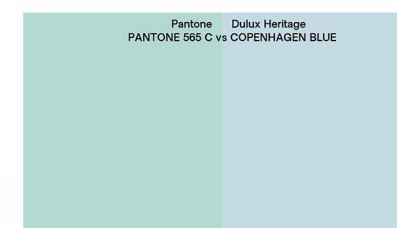
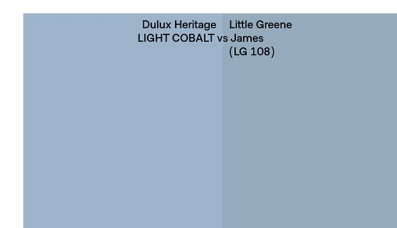
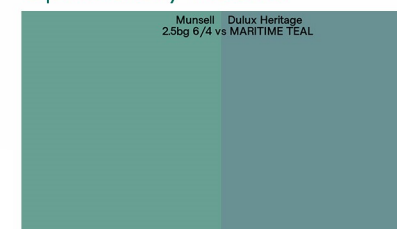
Living Plants



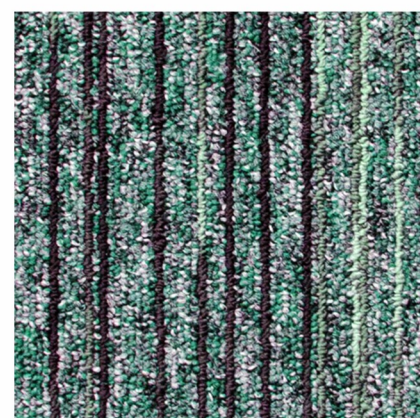
Fixed Seating



Stone Effect Vinyl Floor



Matt Imultion paint



Main Carpet



## Reception Area design



Living Plants



Waiting Chairs



Waiting Chairs





This page is intentionally left blank







This page is intentionally left blank



This page is intentionally left blank



**Reception refurbishment estimated costs**

Demolitions	£7,900.00
Front entrance alterations	£30,252.00
Internal building works	£17,790.00
Electrics, services & IT	£30,000.00
Fit out	£40,575.00
Contingency, Prelims & Fees	£22,092.89
<b>Total</b>	<b>£148,609.89</b>

This page is intentionally left blank

## Report of the Portfolio Holder for Resources and Personnel Policy

### **COMMUNICATIONS AND ENGAGEMENT STRATEGY 2023-2026**

#### 1. Purpose of Report

To outline the Council's Communications and Engagement Strategy for 2023-2026.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that the Communications and Engagement Strategy 2023-2026 be approved.**

#### 3. Detail

The Communications and Engagement Strategy outlines the direction of the Council's communications activity over the next three years.

As well as taking into account the current Corporate Plan, Digital Strategy and People Strategy, it also considers how the Council can continue to provide a high quality service which adapts to the changing national and local context in which it is operating.

Whilst the strategy will be led and managed by the Communications, Cultural and Civic Services Team, buy in from employees and Members is essential to its success.

#### 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 Head of Legal and Deputy Monitoring Officer were as follows:

There are direct legal implications arising from this report. The council follows the Recommended Code of Practice for Local Authority Publicity. The Code provides guidance on the content, style, distribution and cost of local authority publicity.

#### 6. Human Resources Implications

Not applicable

7. Union Comments

Not applicable

8. Data Protection Compliance Implications

This report does not contain any OFFICIAL Sensitive information.

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



Broxtowe  
Borough  
COUNCIL

# Communications and Engagement Strategy

2023 - 2026



“Broxtowe...a greener, safer, healthier Borough,  
where everyone prospers.”

# Introduction

**Over the last few years, Broxtowe has continued to be a place of growth, investment and most importantly, community.**

Since our last Communications and Engagement Strategy was developed, the way we live our lives and go about our business has also shifted significantly as a result of the pandemic.

It is therefore the right time for us to renew how we brand and market the Borough, as we move ahead with our ambitious plans to make Broxtowe a greener, safer, healthier Borough, where everyone prospers.

This strategy outlines how we will position ourselves as a Council, as well as how we will communicate, listen, respond and collaborate with the Broxtowe community, our employees, Elected Members and partners to support the local area and local people to thrive.

Our communications approach needs to create a consistent and compelling story to reach those communities that are hardest to reach, as well as recognising and celebrating the diversity of our Borough. It will place our values at the heart of everything we do and focus on our priorities.

We need to respond to the changing needs of both local people and the Council as an organisation, so this is very much a living document that will be regularly reviewed and adapted.



**Councillor Milan Radulovic MBE, Leader of the Council**



**Councillor Steve Carr, Deputy Leader of the Council**

# Scope

**Communications is at the very heart of the Council, helping to keep people informed about the services that matter to them, supporting business transformation and behaviour change, helping us to ‘place brand’ the Borough, as well as managing and improving our reputation.**

## Approach

A strategic, positive and proactive approach will ensure that communications activity delivers outcomes which are aligned to the Corporate Plan, vision and values. This includes focusing our attention on the things that will bring most value to the people we serve, and ensuring that communications is a “must have” rather than a “nice to have” feature of every programme, project and change. This will enable us to influence and guide strategic direction from the beginning.

When required and when resources allow, we will consider commissioning professional expertise to support communications activities for core projects.

A campaign-led approach will ensure specific key messaging, channels and audiences can be identified and evaluated, and that plans are based on customer focused understanding and intelligence.

Communicating what we stand for and why it is relevant to employees will be the focus of our internal communications work, so that our workforce can act as advocates of the Council when interacting with residents and external stakeholders.

We will also ensure that our communications operate within legal boundaries and the Code of Recommended Practice on Local Government Publicity (2011).



### It's GREAT values are:

- **G**oing the extra mile - a strong, caring focus on the needs of all communities
- **R**eady for change - innovation and readiness for change
- **E**mployees - valuing employees and enabling the active involvement of everyone
- **A**lways improving - continuous improvement and delivering value for money
- **T**ransparent - integrity and professional competence

## Alignment to the Corporate Plan, Vision and Values

The Communications and Engagement Strategy supports the Council's vision and Corporate Plan by telling the story of what we do, why we do it and how we need to adapt to the challenges we face.

We will focus our efforts on communicating how the Council is delivering on those objectives and on projects which fall under them.

### The Council's vision is:

**"Broxtowe...a greener, safer, healthier Borough, where everyone prospers."**

Its priorities are:

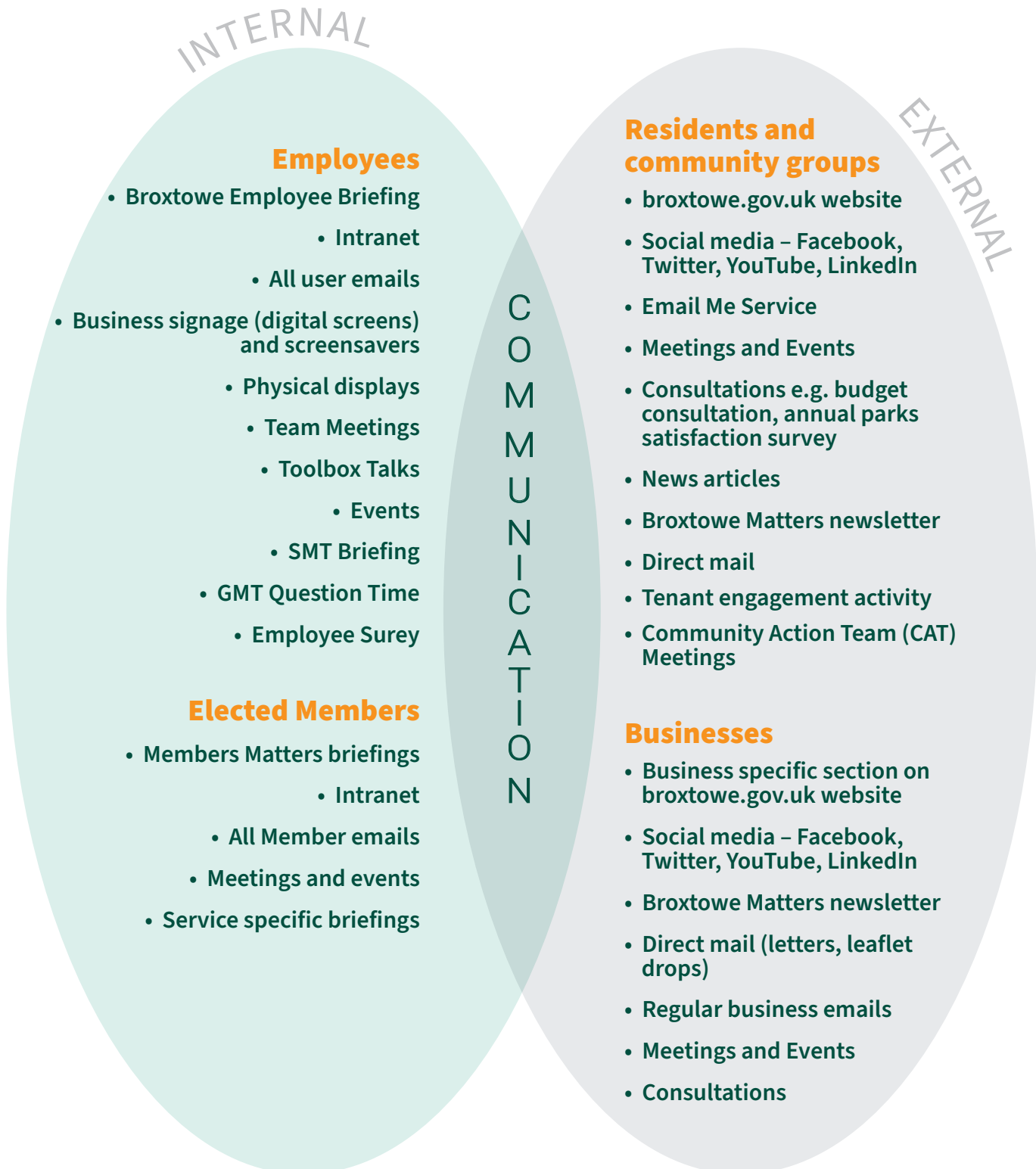
- **Housing - A good quality home for everyone.**
- **Business Growth - Invest in our towns and our people.**
- **Environment – Protect the environment for the future.**
- **Health - Support people to live well.**
- **Community Safety - A safe place for everyone.**

## Stakeholders

- |                                    |                           |
|------------------------------------|---------------------------|
| • Residents and service users      | • Business community      |
| • Employees                        | • Potential investors     |
| • Elected Members                  | • The media               |
| • MPs                              | • Local groups and forums |
| • Partner bodies and organisations | • Civic Dignitaries       |
|                                    | • Influencers             |



## Channels



# Context

A number of facts and figures have helped shape the strategy.

## The National Picture

**93%** of UK adults use the internet at home and **85%** use a smartphone

**82%** of internet users have a social media profile.

The most popular are Facebook (83% of social media users) and Instagram (57%).

**f** **91%** of social media users aged 65+ have a Facebook profile.

By contrast, only 69% of social media users aged 16-24 year olds have one, compared to Snapchat (72%).

- **32% of people use print newspapers** to get news, **49% use social media and other websites** and apps such as news organisations.
- **65% of search engine users** are aware that some websites will be accurate and unbiased and others will not.

The average time spent watching broadcast TV channels fell to three hours per day and was less than 1 hour per day for the 16-24s.



Radio listening remains high. Among the 90% of the UK population that listen to the radio, an average of 20 hours each week was spent listening to the radio.

Most people consider post to be important. Almost three quarters of people say that they feel that post is essential or important as a channel of communication.



### Sources

OfCom Adults' Media Lives study 2020-21  
OfCom News Consumption in the UK: 2021 Report  
OfCom Communications Market Report 2022

# The Local Picture

**At the end of 2021/22, the Council had:**

 **7,084**  
Facebook followers

 **7,891**  
Twitter followers

 **195**  
YouTube subscribers

 **805**  
LinkedIn followers

## In the most recent budget consultation:

**65%** were very satisfied or satisfied with the way in which the Council delivers services,

**76%** said they were very satisfied or satisfied with their local area as a place to live

**27%** were dissatisfied or very dissatisfied with how the Council well the Council listens to them.

In the same consultation, the most preferred way to contact the Council was by email, followed by the web and by phone.

**26,343** subscribers to the Email Me service.

**447,999** online transactions made on its website and 83,086 online and ATP payments.

- Received and responded to **92 press enquiries**.
- Issued **74 press releases**, all of which were used by at least one media outlet.
- According to figures from the Audit Bureau of Circulations (ABC), **The Nottingham Post** had a print circulation per issue of **7,088** between July and December 2021 and the **Eastwood and Kimberley Advertiser** had **784**.
- The monthly Members briefing, Members Matters has an engagement rate of **52%**.
- Around **50%** of the Council's employees are also Borough residents.

## In the most recent Employee Survey:

- **90%** of respondents were aware of the values.
- **77%** were aware of the Council's vision and long term goals.
- **81%** understood how the Council's vision and values relate to the work they do.
- **62%** felt informed.
- The weekly employee briefing has an average engagement rate of **87%**.

## Consultation

Views from key stakeholders have also been sought through:



- Account management meetings with all Council departments and service areas.
- Consultation with Members.
- Consultation with partners and stakeholders.

# Achievements 2018-2022



## Digital

### Increased subscribers across all of our digital channels



**Facebook – 102% increase in subscribers to 7,084.**

Our content reaches an average of **73,000 users monthly** through sharing, liking and commenting.



**Twitter – 10% increase in subscribers to 7,891.**

Our content reaches an average of **70,000 users a month** through retweeting and liking.



Produced 84 YouTube videos, which have received over **18,000 views.**



Established a new LinkedIn account to connect with businesses, residents and employees. There are now over **800 followers.**



**Email Me - 43% increase to 26,343 subscribers.**

Our content has an average **engagement rate of 73.8%**, compared to the Local Government average of 69%.



Achieved full accessibility accreditation from ShawTrust.



Increased online and automated telephone payments by **23% to 83,086** at the end of 2021/22.



Increased online transactions by **2%** between 2018/19 and the end of 2021/22 to **447,999.**



Increased the number of visitors to the Council's website by **68%** between 2018/19 and the end of 2021/22 to **850,813.**

## Employee Engagement

- Introduced an annual employee survey and helped to establish **new employee initiatives** in response to the feedback, including GMT Question Time sessions, Here to Help sessions, promotion of our 'GREAT' values and you said, we did exercises.
- Introduced a weekly Employee Briefing which includes employee shout outs to celebrate success, and which received an average **engagement rate of 87%** compared to the national average for public sector of 65%.<sup>3</sup>

<sup>3</sup> Granicus 2019 Public Sector Engagement Report

## Civic Engagement and Events

- Designed and delivered an annual programme of at least ten civic events, including Remembrance Parades, Holocaust Memorial Services and Freedom Parades, as well as smaller community engagements events.
- Adapted existing events and developed new ones to respond to the challenges of the pandemic and its social restrictions, including live streaming ten Council events to allow more people to take part. This is in addition to live streaming Council and Committee meetings.

## Awards Recognition

- Work with partners on projects, including Stapleford Town Deal which won a Gold award in the CIPR Midlands PRide Awards, as well as the redevelopment of Beeston, which was shortlisted in the same awards.
- Awarded third place highly commended in the Civic Office of the Year Awards 2020 for our approach to responding to and moving forward from the pandemic.
- A joint project across all Nottinghamshire Council's communications teams, WestCo and Council Advertising Network (CAN) to increase vaccination uptake won 'Gold' at the Public Service Communications Awards 2021.
- Shortlisted for Team of the Year in the Employee Awards 2020.

## Communications, Marketing and Engagement

- Delivered a Borough wide public engagement exercise and consultation as part of development of the Corporate Plan.
- Developed and delivered campaigns to support the Climate Change Strategy including a Green Challenge, which 1,655 residents sign up to, and promotion and engagement of the Green Rewards platform which has resulted in over 2,000 sign ups to date.
- Delivered a successful Voter ID pilot awareness campaign as part of the 2019 local elections.

## COVID-19 Emergency Response



The Communications Team were at the forefront of the pandemic emergency response. During the first lockdown (March to May 2020) alone they:

- Produced **19 press releases**.
- Responded to **40 press enquiries**.
- Supported and promoted **17 national and local campaigns**.
- Created and distributed **42 COVID-19 related email bulletins** and increased our Email Me service subscribers by 1,390.
- Produced and distributed a **COVID special newsletter** to 52,000 homes and businesses.
- Shared **351 social media posts**, including 72 timed service updates and **responded to over 800 social media enquiries**.
- Gained **518 new Facebook likes** and **185 new Twitter followers**.
- Filmed, edited and **shared 30 videos**.
- Shared **25 community stories**.
- Produced **18 articles** for the Council's intranet.
- Made regular **contact with 30 community and voluntary groups** to provide updates to residents on services that could support them
- Produced **44 employee briefings** and supported production of **40 member briefings**.
- Devised and promoted an employee wellbeing survey which received 200 responses.
- Organised **50 employee shout outs**.
- Launched a **crowdfunding appeal** which **raised over £19,000**.
- Produced a suite of **COVID-19 webpages** to signpost and provide information. – these pages received **22,241 visits**.

This work continued throughout the remainder of 2020 and 2021.

# Strategic Objectives

1

## BRING COUNCIL PRIORITIES TO LIFE

Develop a compelling and engaging narrative to tell the story of what the Council is working to achieve for local people.

2

## EMPOWER EMPLOYEES TO TELL OUR STORY

Provide the right opportunities and tools to empower employees to actively participate in delivering our vision and values and act as ambassadors for the Council.

3

## LISTEN, RESPOND AND COLLABORATE

Listen and respond to local people and work with them to achieve our vision for Broxtowe.

4

## BUILD EFFECTIVE COMMUNICATIONS PLATFORMS

Communicate and engage with the right people, in the right way, using the right channels.

## How will success be measured?

- Employee survey
- Resident satisfaction surveys and feedback
- Behaviour change
- Service impacts e.g. reduction in carbon footprint
- Digital channel statistics
- Service take up e.g. increased online transactions



# Bringing Council priorities to life

**Develop a compelling and engaging narrative to tell the story of what the Council is working to achieve for local people.**

Our priorities outline how we will support the Borough and our residents to grow and thrive. By taking a positive and proactive approach to telling the story of what we do and why, we can build a sense of community and garner support for us to work together to achieve our aims.

A strong brand is more than just a logo. It is an important part of achieving our vision in a cohesive and consistent way. By promoting the Council as an effective, efficient organisation which is focused on the needs of our residents, we can instil trust and confidence that we are up to the job.

## Actions

- 1 Develop a set of key messages for each of the Council's priorities to ensure consistent communications that help us reach our communications objectives.
- 2 Develop a priority based campaign model to ensure that our efforts are focused on the work that supports the Corporate Plan and adds the most value.

In 2022/23, this will include:



A multi-channel campaign to promote how the Council is taking climate change seriously and working proactively to tackle it. It also highlights how behavioural science techniques can be used to 'nudge' our communities to take action on climate change.



This campaign is designed to promote the hugely significant investment taking place in Broxtowe, and our aspirations for what Broxtowe will look like in the year to come.



This campaign brings together all aspects of health and wellbeing to increase the profile of these services and achieve positive health outcomes for residents, employees and other stakeholders.

### Business as usual

Aside from communicating strategic messages, we won't forget the basics and will ensure we provide effective information on the core services that people value the most, including waste and recycling, parks and open spaces, street cleansing and housing services.

## Actions

- 3 Renew relationships with the local media to improve balanced coverage of important local stories, including considering open days/meet the team sessions, exclusives and previews. Increase the positive national profile of the Council, including coverage in specialist and trade press and entering awards.
- 4 Develop our stakeholder map, maintaining and building new connections with community groups, leaders and influencers who can support our work and help us to reach hard to reach groups , as well as identify the individual differences of our places and our people.
- 5 Continue to look at ways to bring content to life including videos, infographics, and events.
- 6 Review the ways in which we provide information and engage with Elected Members to ensure we are using the right tools to support them in their roles.
- 7 Provide media and communications training to senior Members and Officers to ensure they are equipped to communicate effectively on behalf of the Council.
- 8 Provide the tools and support to enable smaller communications activities to take place within Council departments.
- 9 Update the corporate style guide, incorporating tone and language to ensure greater consistency across the Council and support our brand.
- 10 Establish a Council marketing group with key officers to:
  - Share best practice.
  - Identify leads and opportunities for collaboration to strengthen our offering.
  - Gather customer insights.
  - Gather case studies/ human interest stories which can be used to help promote the Council and its services, as well attract and retain talented employees.





# Empower Employees To Tell Our Story

**Provide the right opportunities and tools to empower employees to actively participate in delivering our vision and values and act as ambassador for the Council.**

The Council values can only come to life when employees know what is happening and are engaged with our ideas and ambitions. A programme of effective internal communications will keep employees informed and engaged across service boundaries, and in turn committed and motivated to be our ambassadors.

Many employees are also local residents who can shape and influence perceptions of the Council through their interactions with family, friends and the communities in which they live.

Our focus will be on helping employees understand what we stand for and how it is relevant to them. We will also work on ways to effectively reach a more dispersed workforce and those who are not online to build a 'one team' approach to support efficient and effective service delivery.



## Actions

- 1 Continue to improve the perception of how informed employees feel through new and existing employee engagement initiatives.
- 2 Review the intranet to ensure it is fit for purpose and define it as the 'go to' place to do business, find information and read the latest news.
- 3 Create a programme of targeted communications to middle managers and supervisors to recognise the key role they play in embedding the Council's values and how they are put into practice by the workforce.
- 4 Review and improve how we communicate with employees who are dispersed or who do not have computer access to address any barriers and provide a quicker, easier, better experience.
- 5 Review our internal communication channels to ensure they inform and engage employees in and out of an office environment and support agile working.
- 6 Create a programme of content to communicate the benefits of working at Broxtowe Borough Council and encourage our employees to engage with health and wellbeing programmes latest news.
- 7 Encourage active participation in tools like LinkedIn as a professional communications tool to share the work that the Council does, its values and how they are put into practice by the workforce.
- 8 Develop a communications toolkit to support employees to take ownership for delivering effective communications as part of their day to day work.
- 9 Create a programme of stories which highlight how our employees are living out the values and use this to enhance the Council's image as a caring Council which works hard to support local people, as well as as an employer of choice.

# Listen, respond and collaborate

**Listen and respond to local people and work with them to achieve our vision for Broxtowe.**

Local people are at the heart of everything we do, and we need their support to work with us to deliver on our ambitions and for the Borough to thrive.

Taking a two-way approach to communications, whereby we actively listen rather than simply broadcast to our residents and stakeholders will enable us to better engage with hard to reach groups, learn from their experiences and insight and support local needs.

This will also help us to ensure that we can be inclusive and accessible to people and groups of all backgrounds and abilities, in terms of service design and delivery and improving the reputation of the Council.



## Actions

- 1 Develop 'Let's Talk Broxtowe' as a brand for the Council's consultation work to promote a culture of listening, responding and collaborating.
- 2 Produce new guidelines for conducting consultation work to ensure transparency and inclusiveness, and help engage a wider range of views that represent people across the Borough.
- 3 Consider ways in which the informal methods of feedback which residents may choose to voice their views through, can be incorporated into service design and more formal consultation work.
- 4 Continue to build and develop our stakeholder mapping to tap into conversations that are already taking place organically and ensure that our communications and engagement work reflects the Borough's diversity.
- 5 Review how existing events which take place across the Council and Borough could be better used as part of our corporate engagement approach and consider what alternatives may be required.
- 6 Review how the role of Mayor and civic events can be used as a community engagement tool, and how this role should adapt to the changing needs of the Council and the local area.
- 7 Working with key partners and stakeholders to identify ways to target those who are hardest to reach.
- 8 Work with successful community engagement groups, such as existing CAT Meetings to identify what works well and produce a toolkit to support others.
- 9 Create a programme of content to promote the Council as community champions, promoting and celebrating the people, the community groups and businesses within Broxtowe, as well as our own work.
- 10 Consult and engage local people on the development of a new Corporate Plan.



# Build effective communications platforms

**Communicate and engage with the right people, in the right way, using the right channels.**

It has been over ten years since the Council first launched its social media accounts and since then, the digital landscape has changed dramatically.

The pandemic has been a catalyst for digital skills and many people with limited skills have embraced new technology. This presents an opportunity to engage a new audience through our communications. There is a real need to identify ways to communicate and engage with younger audiences who are no longer using traditional social media channels.

The Council will adopt a digital first approach to communication as the channel of choice for many people to engage local people at a time and in a place which suits them. At the same time, we will continue to provide alternative methods of communication for those for whom digital is not an option and continue to ensure our engagement with community leaders, influencers and other stakeholders supports this work.

We also recognise that there is “no one size fits all” approach, and we must adapt our channels and our content to be the most effective and engaging it can be for our different audiences.

Utilising behaviour change techniques in our communications and engagement work will also be an integral part of our strategy, to deliver efficient and effective services and tackle the challenges we face as a Borough, as well as more widely.



## Actions

- 1 Identify ways to make better use of business intelligence to inform content creation and use this intelligence to design and deliver behaviour change campaigns to support service take up and engagement. Use insights to inform service improvement.
- 2 Consider options for extending our range of channels, within the resources we have available, to include others that residents may wish to engage with us on and ensure we are not missing opportunities to communicate with key groups.
- 3 Increase promotion and understanding of how to use online services to encourage a digital first approach for accessing Council services for those who are able to. Consider how to support those who are willing but unable to move online.
- 4 Work with all departments to review and improve the navigation and editorial content of the website and develop an annual action plan to ensure this is maintained.
- 5 Complete refresher training with users of our digital communications platforms to ensure the best practice standards are maintained and continuously improved.
- 6 Review Broxtowe Matters newsletter to ensure it is fit for purpose as a non-digital communications tool.
- 7 Consider how social media enquiries and service requests could be best dealt with within the Council's structure, including links between the Communications and Customer Services Teams.
- 8 Establish an Accessibility user test group to ensure that our communications continue to be accessible technically, as well as in terms of language and tone.
- 9 Complete a channel and audience audit to identify which channels are right for which audiences and how we can develop audience profiles to better engage them with our content.

**This document is  
available in large  
print upon request.**

### **Follow Broxtowe with social media**

Keep up-to-date with the latest Council news, jobs and activities in your area by following Broxtowe Borough Council on your favourite social networking sites or sign up to the email alerts.

[www.broxtowe.gov.uk/socialmedia](http://www.broxtowe.gov.uk/socialmedia)



**Broxtowe  
Borough  
COUNCIL**

Broxtowe Borough Council  
Foster Avenue, Beeston,  
Nottingham, NG9 1AB  
Tel 0115 917 7777  
[www.broxtowe.gov.uk](http://www.broxtowe.gov.uk)



This page is intentionally left blank



## EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Communications, Cultural and Civic Services	Lead officer responsible for EIA	Sarah Tidy
Name of the policy or function to be assessed:		Communications and Engagement Strategy 2023-26	
Names of the officers undertaking the assessment:		Sarah Tidy	
Is this a new or an existing policy or function?		New	
<p><b>1. What are the aims and objectives of the policy or function?</b></p> <p>The strategy is designed to help the Council better communicate and engage with its stakeholders.</p> <p>The objectives of the strategy are:</p> <ol style="list-style-type: none"> <li>1. Bring Council priorities to life - develop a compelling and engaging narrative to tell the story of what the Council is working to achieve for local people.</li> <li>2. Empower employees to tell our story - provide the right opportunities and tools to empower employees to actively participate in delivering our vision and values and act as ambassador for the Council.</li> <li>3. Listen, respond and collaborate - listen and respond to local people and work with them to achieve our vision for Broxtowe.</li> <li>4. Build effective communications platforms - communicate to the right people, in the right way using the right channels.</li> </ol>			
<p><b>2. What outcomes do you want to achieve from the policy or function?</b></p> <ul style="list-style-type: none"> <li>• Increased understanding of our corporate priorities and objectives</li> <li>• Increased engagement with our stakeholders</li> <li>• Behaviour change</li> </ul>			
<p><b>3. Who is intended to benefit from the policy or function?</b></p> <ul style="list-style-type: none"> <li>• Residents and service users</li> <li>• Employees</li> <li>• Elected Members</li> <li>• Partner bodies and organisations</li> <li>• Business community</li> <li>• Local groups and forums</li> </ul>			
<p><b>4. Who are the main stakeholders in relation to the policy or function?</b></p> <ul style="list-style-type: none"> <li>• Residents and service users</li> <li>• Employees</li> <li>• Elected Members</li> <li>• MPs</li> <li>• Partner bodies and organisations</li> <li>• Business community</li> <li>• Potential investors</li> <li>• The media</li> <li>• Local groups and forums</li> </ul>			

Directorate:	Communications, Cultural and Civic Services	Lead officer responsible for EIA	Sarah Tidy
<ul style="list-style-type: none"> <li>• Civic Dignitaries</li> <li>• Influencers</li> </ul>			
<b>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</b> <ul style="list-style-type: none"> <li>• Workplace profile</li> <li>• Ward profiles</li> <li>• Electoral data</li> </ul>			
<b>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</b> <ul style="list-style-type: none"> <li>• Feedback from local groups and stakeholders.</li> <li>• Equalities monitoring data from consultation exercises conducted by the Council.</li> </ul>			
<b>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</b> The strategy aims to break down barriers across different groups and encourage more engagement with the Council, so the likely impact would be positive in nature.			
<b>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</b> The strategy does not adversely affect any particular group and aims to ensure the Council and its communications and engagement activity is accessible to as many different groups as possible.			
<input type="checkbox"/> <b>Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</b> No			
<input type="checkbox"/> <b>Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</b> No			
<input type="checkbox"/> <b>Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</b> The strategy aims to break down barriers across different groups and encourage more engagement with the Council, so the likely impact would be positive in nature.			

Directorate:	Communications, Cultural and Civic Services	Lead officer responsible for EIA	Sarah Tidy
<p><b>□ Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</b></p> <p>By creating a shared sense of understanding amongst stakeholders about the context the Council is working in, our ambitions and how we serve local people and ensuring there are opportunities for us to listen to what people from all backgrounds have to say.</p>			
<p><b>□ What further evidence is needed to understand the impact on equality?</b></p> <p>Regular evaluation will take place throughout the duration of the strategy to monitor its impact and effectiveness and identify areas to focus on in terms of the equality strands.</p>			

<b>9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?</b>
<b>Age:</b> Regular evaluation to ensure this group is engaged.
<b>Disability:</b> Regular evaluation to ensure this group is engaged.
<b>Gender:</b> Regular evaluation to ensure this group is engaged.
<b>Gender Reassignment:</b> Regular evaluation to ensure this group is engaged.
<b>Marriage and Civil Partnership:</b> Regular evaluation to ensure this group is engaged.
<b>Pregnancy and Maternity:</b> Regular evaluation to ensure this group is engaged.
<b>Race:</b> Regular evaluation to ensure this group is engaged.
<b>Religion and Belief:</b> Regular evaluation to ensure this group is engaged.
<b>Sexual Orientation:</b> Regular evaluation to ensure this group is engaged.

<b>Executive Director:</b>
----------------------------

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:**

## Report of the Portfolio Holder for Resources and Personnel Policy

### TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2022/23 MID – YEAR REPORT

#### 1. Purpose of report

To provide a mid-year update Cabinet on the treasury management activity and the prudential indicators for 2022/23.

#### 2. Recommendation

**Cabinet is asked to CONSIDER and NOTE the Treasury Management and Prudential Indicators Mid-Year Report.**

#### 3. Detail

Regulations issued under the Local Government Act 2003 require the Council to fulfil the requirements of the Chartered Institute of Finance and Accountancy (CIPFA) Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities when undertaking its treasury management activities.

As well as the Treasury Management and Prudential Indicators annual report that is presented to Cabinet in July each year, there is a regulatory requirement for Members to receive a mid-year review. This is intended to enhance the level of Member scrutiny in these areas.

The CIPFA Code of Practice on Treasury Management requires the Deputy Chief Executive to operate the Treasury Management function in accordance with the Treasury Management Strategy approved by the former Finance and Resources Committee on 10 February 2022 and Council on 2 March 2022. Details of all borrowing and investment transactions undertaken in 2022/23 up to 30 November 2022, together with the balances at this date and limits on activity, are provided in appendix 1. There are no issues of non-compliance with these practices that need to be reported.

Under the CIPFA Prudential Code for Capital Finance in Local Authorities, the Council is required to prepare a number of prudential indicators against which treasury management performance should be measured. The Council has complied with its 2022/23 prudential indicators up to 30 November 2022 and details are provided in appendix 2.

#### 4. Financial Implications

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

This report meets the requirements of the CIPFA Code of Practice on Treasury Management and the Prudential Code for Capital Finance in Local Authorities.

All treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice on Treasury Management and the approved Treasury Management Strategy. Further comments are incorporated in the narrative in the executive summary and appendices.

5. Legal Implications

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

Treasury Management activities have to conform to the Local Government Act 2003, the Local Authorities (Capital; Finance and Accounting) (England) Regulations 2003 (SI 2003/3146), which specifies that the Council is required to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice and also the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 (SI 2008/414), which clarifies the requirements of the Minimum Revenue Provision guidance. This report demonstrates compliance with the legislative framework.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no comments from UNISON.

8. Data Protection Compliance Implications

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

9. Equality Impact Assessment

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

10. Background Papers

Nil

## APPENDIX 1

## TREASURY MANAGEMENT

1. Borrowinga) Debt activity during 2022/23

The loan debt outstanding as at 30 November 2022 compared to the opening position as at 1 April 2022 is shown below:

Loan Type	Amount Outstanding 01/04/22 £'000	Amount Outstanding 30/11/22 £'000
Short Term Loans:		
Bramcote Crematorium	544	624
Money Market Loans	5,000	2,000
Public Works Loan Board	4,514	4,508
Long Term Loans:		
Money Market Loans	3,000	3,000
Public Works Loan Board	82,643	82,643
<b>Total</b>	<b>95,701</b>	<b>92,775</b>

b) Short Term Loans

The short term money market loans are from other local authorities and public sector bodies. Details of the movement in these during the period are set out in the table below:

Lender	Balance 01/04/22 £'000	Start Date	End Date	Rate %	Balance 30/11/22 £'000
Vale of Glamorgan	2,000	24/03/22	22/12/22	0.95	2,000
Bedford Borough Council	1,000	28/03/22	28/06/22	0.75	-
Nottingham City Council	2,000	28/03/22	28/09/22	0.85	-
<b>Total</b>	<b>5,000</b>				<b>2,000</b>

A PWLB loan of £4.5 million is also due to mature on 28 March 2023. This will be replaced, at least in part, with other borrowing before 31 March 2023.

Short term loans at 31 March 2022 included PWLB annuities of £12,895. A sum of £6,280 was repaid on 13 September 2022 and the remaining £6,615 is due for repayment on 15 March 2023.

Short term loans at 31 March 2022 also included £544k that had been invested with the Council by Bramcote Crematorium. At 30 November 2022 Bramcote Crematorium had invested a further £75,000 (net) with the Council plus accrued interest. A distribution of £400,000 was made to the two constituent authorities on 1 October 2022.

The major element of the long-term loans from the PWLB is the loans totalling £66.4m taken out on 28 March 2012 to make the payment to the Department for Communities and Local Government (DCLG). This enabled the Council to exit the Housing Revenue Account (HRA) subsidy system and move to self-financing arrangements that allow local authorities to support their housing stock from their own HRA income. These loans were for maturity periods between 10 and 20 years and were at special one-off preferential rates made available by the PWLB for this exercise of 13 basis points above the equivalent gilt yield at the date on which the loans were taken out.

Debt is kept under review in order to match the level of borrowing with the financing requirement for assets, based on analysis of the Council's balance sheet, with the aim of maintaining borrowing at the most efficient level in line with the prudential framework for capital finance.

The planned financing of the 2022/23 capital programme as at 30 November 2022 indicates that borrowing of £4,801,450 would be required to help fund the General Fund part of the programme. This borrowing has not, as yet, been fully undertaken as the availability of large investment balances has meant that there has been no specific need to undertake this borrowing thus far.

The Council will continue to adopt a cautious and considered approach to any borrowing that it may undertake. The Council's treasury advisors, Arlingclose, actively consult with investors, investment banks and capital markets to establish the attraction of different sources of borrowing and their related trade-off between risk and reward. The Council will liaise with its advisors before making any borrowing decisions and then report these to Members.

Arlingclose expects short-dated borrowing from the money markets to remain cheaper than long-term borrowing from the PWLB over the next 12-month period.

c) Debt rescheduling

In conjunction with the treasury management advisors, the Council continues to seek opportunities for the rescheduling of debt that could reduce its overall borrowing costs. No debt rescheduling has taken place to date in 2022/23.

Whilst the possibility of achieving savings by repaying a loan may initially appear attractive, if a replacement loan is taken out to facilitate this then the replacement loan will have to be replaced at some stage. There is a risk that, as interest rates rise, future loans could be more expensive and the initial decision to pursue the repayment of the original loan could turn out to be costly in the long term.



There may be opportunities in the future to achieve discounts by repaying loans using funds that are currently invested but the Council's primary concern will be to ensure that it has sufficient liquidity available to meet its liabilities and this represents a significant barrier to debt repayment activity.

Currently all of the Council's PWLB loans would attract a premium, i.e. a penalty, on premature repayment of between 5% and 99%. Those which have a higher probability of attracting a discount in the future were interest rates to rise (i.e. where the current premium is between 0% and 10%) are some loans that were taken out on 28 March 2012 at preferential rates as part of the move to exit the HRA subsidy system as referred to in 1(a) above.

The Council and its treasury management advisors will continue to monitor the situation and evaluate potential opportunities where appropriate. Debt rescheduling activity will only be undertaken when annual revenue savings can be achieved and both a stable debt maturity profile and suitable interest rate structure can be maintained.

d) Cost of borrowing and debt profile

i. Long term debt

The Council's long term debt had an average of 8.18 years to maturity at 30 November 2022 (31 March 2022 was 8.00 years). The average interest payable at that date was 3.11% (31 March 2022 was 3.07%).

ii. Short term borrowing

Short-term borrowing comprises the continuing loan from the Bramcote Crematorium Joint Committee and the loans outlined in 1(a) above.

The Council has, on occasion, taken advantage of exceptionally low interest rates for short-term loans that have been available from other local authorities and public sector bodies.

iii. PWLB Rate Changes and Future Borrowing

Most of the Council's long term debt is borrowed from the PWLB. The most recent PWLB Technical Note (published on 21 October 2021) shows the current Standard Rate for PWLB loans is 100 basis points above current gilt prices. Those local authorities who submit a Certainty Rate Return, which is primarily a high-level analysis of the authority's capital programme, capital financing and borrowing plans for the next three years, are eligible to borrow at the Certainty Rate. The Certainty Rate is 20 basis points below the Standard Rate.

Given that PWLB lending terms are currently competitive, PWLB will be considered, alongside other lenders, by the Council when looking to take out future long-term borrowing.

## 2. Investments

### a) Investment Policy

The Council's investment policy is governed by guidance from Central Government, which was implemented in the Investment Strategy approved at the Finance and Resources Committee meeting on 10 February 2022 and then by Council on 2 March 2022. This gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.

The Council only places investments with banks and building societies which are UK domiciled and have, as a minimum, the Long Term A- (or equivalent) rating from the Fitch, Moody's and Standard and Poors credit rating agencies.

The Council is also able to invest in Money Market Funds (MMF) that are AAA rated and with the UK government, as well as with other local authorities. The maximum permitted duration of investments is two years.

The investment activity during 2022/23 to date conformed to the approved strategy. The Council had no security or liquidity difficulties.

### b) Interest Received

The total interest receivable for the period ended 30 November 2022 amounted to £254,851 at an average rate of 1.88% (compared to £101,300 at 0.96% to 31 October 2021). This was linked to the incremental increases in the Bank Rate from 0.75% to 3.00% (as at 30 November 2022) and the Council holding relatively high levels of cash due to the up-front receipt of the Council Tax Energy Rebate monies and capital grants. These surplus funds were included in short-term investments.

The return of Money Market Funds (net of fees) increased during the period up to 30 November 2022, with current rates at 3.04%.

The Council's treasury advisors, Arlingclose, continues to expect Bank Rate to peak at 4.25%, with further incremental rises in December, February, March and May 2023. It is expecting that the Bank of England Monetary Policy Committee will cut rates in the medium term to stimulate a stuttering UK economy, but will be reluctant to do so until wage growth eases. Arlingclose is anticipating rate cuts in the first half of 2024. Gilt yields are expected to remain broadly steady over the medium term, with continued volatility across shorter time periods. This will influence capital investment and prudential borrowing decisions.

SONIA (Sterling Overnight Index Average) is an interest rate published by the Bank of England, which can be seen as the average interest rate at which a selection of financial institutions lends to one another in sterling (GBP) with a maturity of 1 day (overnight). SONIA is a benchmark rate. The SONIA average 1-day rate over the period was 1.57%.

The LIBOR interest rate is the average interbank interest rate at which a large number of banks on the London Money Market are prepared to lend one another in unsecured funds denominated GBP. The LIBOR rate is available in seven maturities, from overnight to 12-months and serves as a base rate for all sorts of other products such as savings accounts, mortgages and loans. The 1-month LIBOR average rate over the period was 1.56%.

The Council has a total of four long term investment totalling £8.0m and these along with the average interest income received per quarter are as follows:

- CCLA Local Authority Property Fund (LAPF) – £2.0m (£20,000)
- CCLA Diversified Income Fund (DIF) – £2.0m (£15,850)
- Royal London Enhanced Cash Plus Fund – £2.0m (£5,350)
- Ninety-One Diversified Income Fund – £2.0m (£6,500)

The £2.0m invested in the CCLA Local Authorities' Property Fund (LAPF) had a dividend yield of 3.67% during the period whilst the £2.0m invested in CCLA Diversified Income Fund had a dividend yield of 2.39%. The Royal London Cash Plus and Ninety-One Diversified Income Funds have dividend yields that generally average around 3.52%. The average total income return for the period is 3.10%. Further details of these long-term investments are set out in 3(v).

There has been a change in the redemption terms for the CCLA Local Authorities Property Fund with investors required to give at least six months' notice for redemptions (up from 90 calendar days). Whilst the Fund continues to enjoy the support of a wide-base of long-term investors, with requests for redemptions being relatively low and the prevailing liquidity in the Fund being appropriate, the degree of current uncertainty in the property market merits further caution. Property as an asset class is not liquid and where the Fund do sell properties, it wants to be able to do this in an orderly fashion, focusing on those assets which we believe have become less attractive and less well placed to support the Fund's income and capital growth over the long term. The Council considers this to be a reasonable approach for this type of long-term investment.

c) Investments Placed

A summary of all investments (either short or long term) made and repaid from 1 April to 30 November 2022 is set out in the following table:

Investments	Balance 01/04/22 £000	Invests Made £000	Invests Repaid £000	Balance 30/11/22 £000	Move- ment £000
<b>UK Banks/Building Societies</b>					
Barclays	-	-	-	-	-
Santander UK	-	16,210	(16,210)	-	-
BOS 32 Day Notice Acct	-	3,430	(3,430)	-	-
<b>Other Local Authorities</b>	-	-	-	-	-

Investments	Balance 01/04/22 £000	Invests Made £000	Invests Repaid £000	Balance 30/11/22 £000	Move- ment £000
<b>Money Market Funds</b>					
LGIM MMF	-	32,946	(28,606)	4,340	4,340
Aberdeen MMF	5,000	1,600	(1,600)	5,000	-
Federated MMF	1,730	12,600	(9,330)	5,000	3,270
Public Sector Deposit Fund	5,000	-	-	5,000	-
<b>Long Term Funds</b>					
LA Property Fund	2,000	-	-	2,000	-
Royal London Enhanced Cash Plus	2,000	-	-	2,000	-
CCLA Diversified Income Fund	2,000	-	-	2,000	-
Ninety One Diversified Income Fund	2,000	-	-	2,000	-
<b>Total</b>	<b>19,730</b>	<b>66,786</b>	<b>(59,176)</b>	<b>27,340</b>	<b>7,610</b>

The Money Market Funds (MMF) are set up as individual accounts where funds can be placed short-term, often overnight, and monies withdrawn as and when required. This has a major impact upon the number of investments made with these institutions during the period above.

Use continues to be made of MMF due to their ability to provide a secure and highly liquid place in which to invest and the reduced number of other potential counterparties available as outlined in 2(g) below.

d) Credit Risk

Security of capital has remained the Council's main investment objective. The Council aims to achieve a score of '7' or lower in order to reflect its overriding priority of maintaining the security of any sums invested. This equates to the minimum credit rating threshold of A- for investment counterparties as set out in the 2022/23 investment strategy.

Counterparty credit quality has been maintained at an appropriate level during 2022/23 as shown by the credit score analysis in the following table:

Date	Value Weighted Average – Credit Risk Score	Value Weighted Average – Credit Rating	Time Weighted Average – Credit Risk Score	Time Weighted Average – Credit Rating
31/03/2022	5.05	A+	5.05	A+
30/09/2022	4.99	A+	4.99	A+

No investments were made with institutions where the credit rating exceeded a score of 7 (i.e. lower than A-). All deposits were made with institutions achieving an average score of 5.0 or better. As such, counterparty credit quality has been maintained at an appropriate level during the period.

The table below shows how credit risk scores relate to long-term credit ratings:

Rating	AAA	AA+	AA	AA-	A+	A	A-	BBB+	BBB	BBB-
Score	1	2	3	4	5	6	7	8	9	10

e) Risk Benchmarking

The Investment Strategy 2022/23 to 2024/25 contained a number of security, liquidity and risk benchmarks to allow officers to monitor the current and trend positions and incorporate these within investment decisions. The benchmarks have been met in full for the period to 30 November 2022 such that:

- the Council's maximum average credit risk score has been less than 7;
- a bank overdraft limit of £1.0m has been maintained;
- liquid short-term deposits of at least £0.5m have been available within one week;
- the average weighted life of investments has been below a maximum of six months; and
- returns on investment have been above the SONIA average 1-day interest rate and the 1-month LIBOR average rate over the period.

f) Counterparty Update

The Deputy Chief Executive maintains a counterparty list based upon criteria set out in the Investment Strategy. Any proposed revisions to the criteria will be submitted to Cabinet for formal approval as set out in 2(g) below.

The rating criteria use the lowest common denominator method of selecting counterparties and applying limits. This means that the application of the Council's minimum criteria will apply to the lowest available rating for any institution. For example, if an institution is rated by two agencies and one meets the Council's criteria and the other does not, the institution will fall outside the lending criteria.

Creditworthiness information is provided by the treasury management advisors, Arlingclose, on all counterparties that comply with the criteria set out in the Investments Strategy. Any counterparty failing to meet the criteria is removed from the counterparty list.

g) Changes to the Investments Strategy

Due to the level of uncertainty in financial markets, it is important that there is sufficient flexibility to enable changes to be made to the Investments Strategy at short notice should they be considered necessary by the Deputy Chief Executive.

Any such changes to the Investments Strategy will be made by the Chief Executive Exercising Standing Order 32 powers following consultation with the Leader of the Council and the Portfolio Holder for Resources and Personnel Policy. A report setting out the detail behind these changes would then be presented to Cabinet at the next available opportunity.

h) Regulatory Update

In July 2018, the Government (through the MHCLG at the time) consulted on statutory overrides relating to the introduction of the IFRS 9 Financial Instruments accounting standard from 2018/19. It has since decided to introduce a statutory override for fair value movements in pooled funds for at least five years until 31 March 2023.

MHCLG accepted arguments made in the consultation responses that the un-amended adoption of IFRS 9 could result in unwarranted volatility for the General Fund and impact unnecessarily upon Council Tax and/or service expenditure. The subsequent statutory override, while requiring IFRS 9 to be adopted in full, requires fair value movements in pooled investment funds to be taken to a separate unusable reserve instead rather than directly to the General Fund.

MHCLG accepted that the three-year statutory override suggested in the consultation was too short a period and committed to keeping the override in place for five years. It will keep under review a decision whether permitting the override to lapse in March 2023 will have a detrimental impact on balanced budget calculations in subsequent years. This is expected to be extended.

The override will apply to all collective investment schemes and not just to pooled property funds. As set out above, in order to promote transparency, the guidance requires a separate unusable reserve to be used to hold the fair value movements rather than the Financial Instruments Adjustment Account.

i) Prudential and Treasury Management Code Changes

The Prudential Code requires the production of a high-level Capital Strategy report to full Council covering the basics of the capital programme and treasury management. The prudential indicators for capital expenditure and the authorised borrowing limit are included in this report

The definition of investments in the Treasury Management Code now covers all of the Council's financial assets as well as other non-financial assets that are held primarily for a financial return. This is replicated in the Government's Investment Guidance in which the definition of investments is further broadened to include all such assets held partially for financial return. The Council has no such assets at present.

### 3. **Treasury Management Indicators**

The Council measures and manages its exposures to treasury management risks using the following indicators:

#### i) **Security**

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

Credit Risk Indicator	Target 2022/23
Portfolio Average Credit Rating	A-

The Council has complied with this indicator by achieving an average credit rating of A+ for its investment portfolio between 1 April and 30 November 2022.

#### ii) **Liquidity**

The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

Liquidity Risk Indicator	Target 2022/23
Total cash available within 3 months	£10.0m

The Council has complied with this indicator by maintaining an average of £25.4m in cash available to meet unexpected payments within a rolling three-month period from 1 April to 30 November 2022.

#### iii) **Interest Rate Exposures**

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interest rates for 2022/23 are:

Interest rate risk indicator	Target Limit 2022/23
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£1.0m
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£1.0m

The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at current rates.

Even after the incremental increases in the Bank Rate from 0.75% to 3.00% (as at 30 November 2022), the target limits for 2022/23 have been complied with for the mid-year period.

iv) Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. It is intended to limit large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates.

Maturity Structure of Fixed Rate Borrowing	Lower Limit %	Upper Limit %	Fixed Rate Borrowing 30-Nov-22	Level %	Compliance with Set Limits
Under 12 months	0	50	6,513	7	Yes
12 months to 2 years	0	50	7,414	8	Yes
2 years to 5 years	0	50	25,003	27	Yes
5 years to 10 years	0	75	39,181	43	Yes
10 years to 20 years	0	100	6,046	7	Yes
20 years to 30 years	0	100	2,000	2	Yes
30 years to 40 years	0	100	3,000	3	Yes
40 years to 50 years	0	100	0	0	Yes
50 years and above	0	100	3,000	3	Yes

Investments are limited to a maximum of two years as set out earlier. As suggested in the CIPFA Code, fixed rate investments of less than 12 months and fixed rate borrowing with less than 12 months to maturity are regarded as variable rather than fixed rate investments and borrowings as their replacement could be subject to movements in interest rates. This principle has been applied in calculating the fixed and variable interest rate exposures on debt and investments. However, the borrowing with less than 12 months to maturity at 30 November 2022 is shown as fixed rate borrowing in the maturity structure.

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.



v) Principal Sums Invested for Periods Longer than a Year

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

Risk Indicator	Target Limit 2022/23
Upper limit on principal invested beyond year end	£8.0m

The upper limit for this indicator was set at 50% of the estimated in-year average of total investments of £16.0m for 2022/23. The Council has complied with the limit during the period to 30 November 2022.

The Council had £8.0m in long term investments as at 30 November 2022 consisting of:

- £2.0m invested in the CCLA Local Authorities' Property Fund (LAPF). Although the Council can theoretically redeem part or all of its holding in the fund by giving 6 months' notice as set out in 2(c), this is intended to be a long term investment.
- £2.0m invested in the CCLA Diversified Income Fund. Whilst this is intended to be a long term investment, two days' notice is required should this investment need to be repaid to the Council.
- £2.0m invested in the Royal London Enhanced Cash Plus Fund. Whilst this is intended to be a long term investment, should the Council require this to be repaid then it can be done with one day's notice.
- £2.0m invested in the Ninety-One Diversified Income Fund. The minimum recommended period for such an investment is 3-5 years. However, should this need to be repaid to the Council then it can be done with three days' notice.

## APPENDIX 2

## PRUDENTIAL INDICATORS

1. Introduction

The Local Government Act 2003 requires local authorities to comply with the Prudential Code for Capital Finance in Local Authorities when carrying out their capital budgeting and treasury management activities. Fundamental to this is the calculation of a number of prudential indicators, which provide the basis for the management and monitoring of capital expenditure, borrowing and investments. The indicators are based on the Council's planned and actual capital spending.

2. Capital Expenditure and Financing 2022/23

The Council undertakes capital expenditure on assets which have a long term value. These activities may either be:

- financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resulting impact upon the Council's borrowing need; or
- if insufficient financing is available or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

Actual capital expenditure forms one of the required prudential indicators. The following table shows the 2022/23 capital programme as at 30 November 2022 compared with the original estimate for the year across each committee:

	2022/23 Original Estimate £000	2022/23 Estimate at 30/11/22 £000
Housing (HRA/GF) (including Housing Delivery Plan)	11,833	14,728
Jobs and Economy (including Stapleford Towns Fund)	5,695	5,902
Leisure and Health	0	28
Environment and Climate Change	974	1,631
Community Safety	0	95
Finance and Resources	245	3,391
<b>Total</b>	<b>18,747</b>	<b>25,775</b>

The change to the original estimate is largely accounted for by the carry forward of unspent capital budgets totalling £8,053,650 from 2021/22 plus additional budget allocated to schemes including £100,000 allocated to the Refurbishment of Argos Block (Beeston Square Phase 3) less the net movement in the budget profile for the Housing Delivery Plan reported to Cabinet on 19 July 2022.

Excluded from the original 2022/23 capital programme were schemes totalling £703,000 that were on a 'reserve list' to be brought forward for formal approval to proceed once a source of funding was identified.

The table below shows the planned capital expenditure up to 30 November 2022 and how this will be financed:

	Original Estimate 2022/23 £000	Original Estimate at 30/11/22 £000
General Fund	7,712	12,472
HRA	11,035	13,303
<b>Total Capital Expenditure</b>	<b>18,747</b>	<b>25,775</b>
Financed by:		
Capital Receipts	748	1,564
Capital Grants	7,566	9,167
Revenue	5,997	6,874
<b>Unfinanced Capital Expenditure</b>	<b>4,436</b>	<b>8,170</b>

The increase in the estimated use of capital receipts in 2022/23 is primarily due to schemes carried forward from 2021/22 and to the further use of HRA capital receipts to assist the financing of capital schemes in the Housing Delivery Plan.

The increase in the estimated use of capital grants in 2022/23 is largely attributable to schemes carried forward from 2021/22 and potential opportunities with securing Homes England Grants in delivering the Housing Delivery Plan.

It is anticipated that the schemes on the 'reserve list' will be financed from capital receipts received at a future date. Unfinanced capital expenditure will be met from additional borrowing as set out above.

## 2. Overall Borrowing Need

The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a gauge of the Council's debt position and represents net capital expenditure that has not yet been paid for by revenue or other resources.

Part of the treasury management activity seeks to address this borrowing need, either through borrowing from external bodies or utilising temporary cash resources within the Council.

As set out in 1(a) in appendix 1, the Council has not fully taken out the anticipated borrowing of £8,170,000 in respect of the planned capital expenditure for 2022/23 shown as unfinanced above. It is likely that some of this borrowing will be delayed until 2023/24 if there is significant slippage in the capital programme from 2022/23 into the following year. Any additional borrowing to be undertaken will seek to align the Council's overall borrowing level with the CFR. As at 30 November 2022, the Council has a short term loan totalling £2.0 million with other local authorities that will mature on 22 December 2022. A PWLB loan of £4.5 million is also due to mature on 28 March 2023. This will be replaced, at least in part depending upon cash flows, with other borrowing before 31 March 2022

The Council has reduced its position on short-term loans in the period as the Council sought to stabilise its level of investments in order to reduce credit risk.

The Council's CFR will next be calculated as at 31 March 2023 when the financing of actual capital expenditure incurred in 2022/23 will be undertaken. This will be reported to Cabinet in July 2023.

### 3. Prudential Indicators and Compliance Issues

Some of the prudential indicators provide either an overview or specific limits on treasury management activity. These are as follows:

#### i) Gross Borrowing Compared to the Capital Financing Requirement (CFR)

In order to ensure that borrowing levels are prudent over the medium term, the Council's external borrowing must only be for a capital purpose. Gross borrowing should not therefore, except in the short term, exceed the CFR. This indicator will be calculated at the end of 2022/23 and the result reported to Cabinet in July 2023. It is presently anticipated that the Council will comply with this indicator.

#### ii) Authorised Limit

This is the statutory limit determined under section 3(1) of the Local Government Act 2003 and represents the limit beyond which borrowing is prohibited. It reflects the level of borrowing which could be afforded in the short term to maximise treasury management opportunities and cover temporary cash flow shortfalls, but is unlikely to be sustainable over the longer term. The table below demonstrates up to 30 November 2022, the Council has maintained gross borrowing within its authorised limit.

iii) Operational Boundary

This indicator is based on the probable external debt during the course of the year. The operational boundary is not a limit and actual borrowing can vary around the levels shown for short times. The operational boundary should act as an indicator to ensure the authorised limit is not breached and is a key management tool for in year monitoring of treasury management activities by the Deputy Chief Executive.

	Values £000
Authorised Limit for Borrowing	138,900
Operational Boundary for External Debt	111,100
*Maximum Gross Borrowing (April to November 2022)	95,977

The maximum external debt in the period from April to November 2022 represents the gross borrowing figures as set out in 1(a) and includes the loan received from Bramcote Crematorium during this period.

iv) Ratio of Financing Costs to Net Revenue Stream

This indicator compares net financing costs (borrowing costs less investment income) to net revenue income from revenue support grant, business rates, housing revenue account subsidy, council tax and rent income. The purpose of the indicator is to show how the proportion of net income used to pay for financing costs is changing over time. The indicator will be calculated for 2022/23 at the end of the financial year and reported to Cabinet in July 2023.

This page is intentionally left blank

## Report of the Portfolio of Resources and Personnel Policy

### BUDGET CONSULTATION 2023/24

#### 1. Purpose of report

To report the results of the 2023/24 budget consultation exercise that took place during October and November 2022.

#### 2. Recommendation

**Cabinet is asked to NOTE the outcome of the Budget Consultation and to consider the findings as part of the budget setting process for 2023/24.**

#### 3. Detail

As with earlier budget consultation exercises, a web-based survey publicised through social media has been used to consult on the 2023/24 budget. This included no reference to any specific policy options but sought views on all Council services and indications of satisfaction, or otherwise, with these as well as the way in which they are provided and with the local area generally.

Local people were asked for their preferred approach to balancing the Council's budget and to provide an indication as to which services they thought should have their funding increased, decreased or remain the same.

Residents were asked how frequently they access Council services and how satisfied they were with the way in which this can be done. They were also asked how they prefer to conduct business with the Council and if they would they would consider accessing services in another way. There was a question regarding the Council's approach to climate change. Finally, they were asked if they thought that the Council listened to them.

Respondents were also asked to provide demographic data, including which area of the Borough they live in so that any correlation between location and satisfaction levels could be analysed.

A total of 1,210 responses were received on the extended survey. This was significantly higher than the submissions received in 2021 (606), 2020 (277) and 2019 (407). The results are summarised in the appendix along with a summary of the demographic data for the respondents.

The feedback and comments received as part of the Budget Consultation survey suggested prioritised investment and focus on Community Safety, this is provided with partner support of the Nottinghamshire Police and Crime Commissioner. Another priority highlighted related to regeneration and this is being achieved through the Stapleford Towns Fund, UK Shared Prosperity Fund and with the potential of Levelling Up Fund bids pending for Eastwood and Kimberley. Feedback from the survey also refers to the Council having a strong focus on Housing investment with the Housing Delivery and modernisation

programmes; and finally the Council's Environmental objectives which are being delivered through the Climate Change Strategy and Green Futures programme.

4. Financial Implications

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

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

5. Legal Implications

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

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

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no comments from UNISON.

8. Data Protection Compliance Implications

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

9. Equality Impact Assessment

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

10. Background Papers

Nil



**APPENDIX****SUMMARY OF RESPONDENTS**

The analysis of ethnicity indicates a bias towards White British respondents (91%). A further 4% of respondents indicated they considered themselves to be White Irish or White Other. Only 59 responses, being 5%, were received from people who identified as being Asian or Chinese or Black or Mixed race and any other ethnic group categories (up from 22 responses (4%) last year). The sample of respondents was not considered to be wholly representative of the local communities in Broxtowe.

In terms of gender, the majority 52% of the respondents were female. Around 82% of respondents identified as being over 45 years old with 27% being between 45 and 59 years, 14% between 60 and 64 years and 42% over 65. The number of younger respondents was higher than previously with 18% of responders being under 45 compared to 16% in the previous year.

Around 24% of responders identified themselves as being disabled or with long term health problems limiting daily activity, a similar level to the previous year.

In terms of geographical location, Beeston residents responded the most (24%), with residents in Chilwell accounting for 14% of respondents and Stapleford accounting for 12% of respondents. Others included Bramcote (9%), Eastwood (9%) and Kimberley (6%). The splits across each area were broadly similar to the previous year. There was at least one respondent from every area.

A total of 1,165 responders confirmed that they were Council Taxpayers (96%).

A full breakdown of gender, age ranges, ethnicity, disability and location is included later in the appendix. As a proportion of the total population of Broxtowe, the number of respondents means that the results cannot be taken as statistically significant. It is advisable to only consider the results as indications of local views rather than attempt to draw strategic conclusions from the detailed responses.

**Satisfaction with Services**

The questionnaire asked residents “how satisfied or dissatisfied are you with the way in which the Council provides services; and your local area as a place to live”.

In overall terms, local people are satisfied with the borough of Broxtowe and the Council’s management of it. The results show that 76% of people (904 respondents) were either ‘satisfied’ or ‘very satisfied’ with the area in which they live which is the same as the positive response in 2021/22. Over 65% are either ‘satisfied’ or ‘very satisfied’ with the way that the Council delivers services (785 respondents), which again is the same as in the previous year. A further 25% had a neutral stance. However, 2% of people are ‘very dissatisfied’ in both categories which is a similar level to last year’s consultation.

The outcomes are broadly similar with an earlier Local Government Association (LGA) research report telephone questionnaire in October 2022 that contacted 1,001 British adults where it was found that 79% of respondents are 'very satisfied' or 'fairly satisfied' with their local area as a place to live and 62% of respondents are 'very satisfied' or 'fairly satisfied' with the way their local council runs things.

The progress with satisfaction rates between years, as part of the Budget Consultation process, can be seen in the following tables:

- Overall, how satisfied or dissatisfied are you with the way in which the Council provides its services?

	2018/19	2019/20	2020/21	2021/22	2022/23
Response	575	414	275	604	1,204
Satisfied or very satisfied	63.5%	58.7%	63.6%	64.7%	65.2%
Neutral	26.9%	26.1%	28.4%	25.0%	25.17%
Dissatisfied or very dissatisfied	9.6%	15.2%	8.0%	10.3%	9.6%

- Overall, how satisfied or dissatisfied are you with your local area as a place to live?

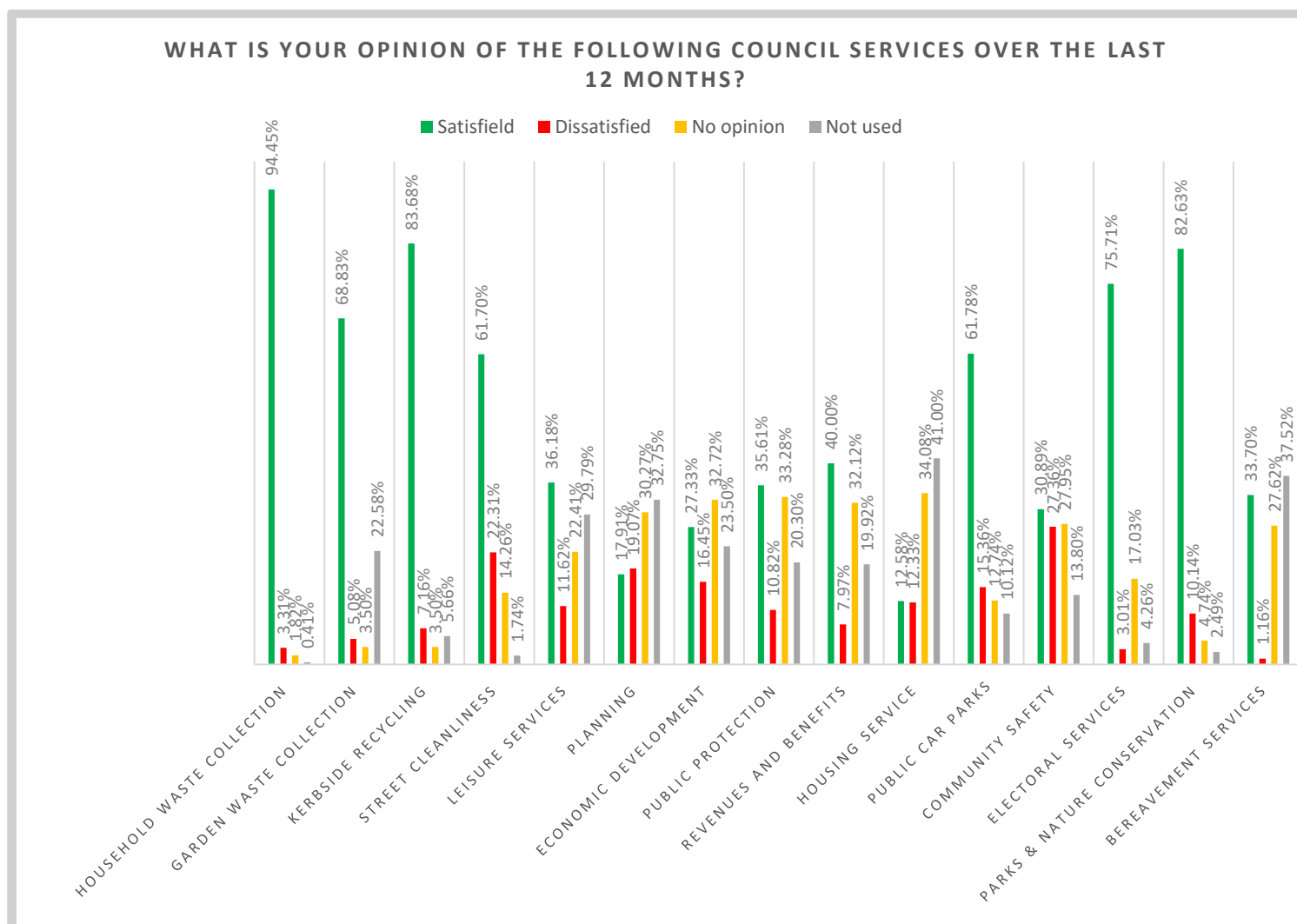
	2018/19	2019/20	2020/21	2021/22	2022/23
Response	578	409	275	602	1,189
Satisfied or very satisfied	73.9%	74.3%	72.7%	76.3%	76.0%
Neutral	16.1%	15.2%	10.9%	13.3%	14.1%
Dissatisfied or very dissatisfied	10.0%	10.5%	16.4%	10.4%	9.9%

Figure 1 below analyses the level of satisfaction with individual Council services over the last twelve months. The services with the highest satisfied responses were Household Waste Collection (*black lidded bin*) with 94% (up from 91%); Kerbside Recycling (*green lidded bin, glass bag or red lidded glass bin, textiles*) with 84% (up from 74%); Parks and Nature Conservation with 83% (up from 81%); Electoral Services with 75% (down from 78%); and Garden Waste Collection (*brown lidded bin*) with 69% (up from 66%) of responders being satisfied or very satisfied.

The services with the highest levels of dissatisfied responses were Community Safety (*anti-social behaviour, domestic abuse, alcohol awareness*) with 27% (worsened from 24%); Street Cleanliness (*litter collection, graffiti removal, fly tipping, neighbourhood wardens*) with 22% (improved from 29%); Planning (planning applications and planning policy) with 19% of responders (worsened from 15%); and Economic Development (*support to businesses, regeneration, Town Centre Management, business growth*) at 16% (improved from 19%).

These rankings are similar to those seen in previous years.

Figure 1:



## Spending on Services

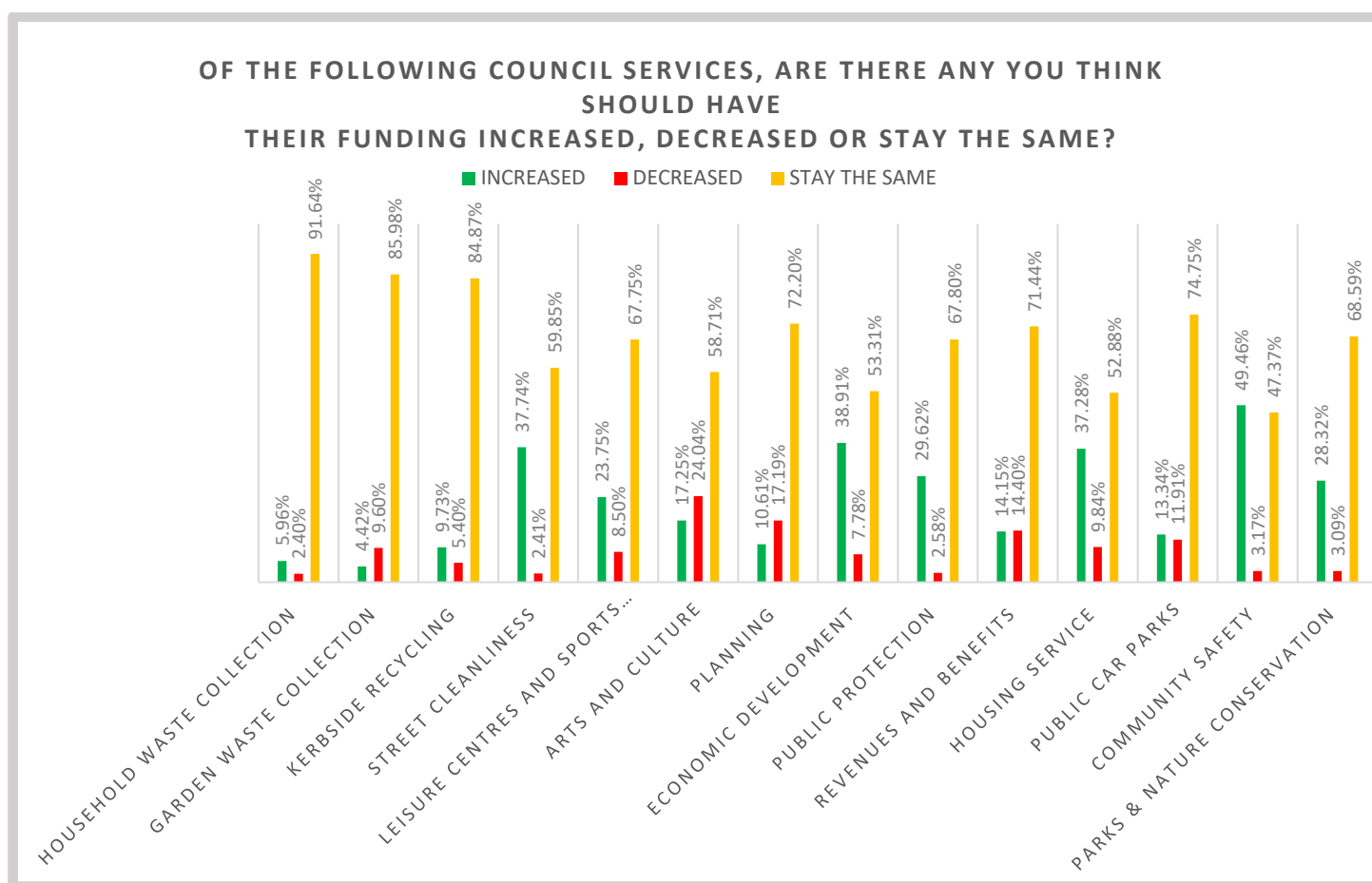
When asked about spending on services and whether the Council has the balance right or are there any services where funding should be increased, decreased or stay the same, Community Safety scored the highest again at 49% (up from 45%) in terms of respondents thinking their funding should be increased. This was followed by Economic Development at 39% (up from 35%); Street cleanliness at 38% (previously 41%); Housing service (*housing options advice, homelessness, provision of affordable housing, tenancies*) at 37% (same); and Public Protection (licensing, food hygiene inspections, nuisance complaints) at 30% (down from 32%).

Arts and Culture at 24% (was 31%); Planning (*planning applications and planning policy*) at 17% (was 22%); Revenues and Benefits (*housing benefit and council tax support payments*) at 14% (was 18%) and Public Car Parks at 12% (was 15%) scored the highest in terms of respondents thinking their funding should be decreased. These were similarly ranked to previous years although the scores were generally lower.

Household Waste Collection at 92% (previously 88%), Garden Waste Collection at 86% (was 82%) and Kerbside Recycling at 85% (was 80%) scored highest in terms of respondents thinking their funding should stay the same. This could be interpreted as indicating a relationship with satisfaction levels as these services secured high satisfaction ratings. This pattern is reflected in most services with respondents consistently voting more for the funding of services to stay the same.

Figure 2 provides detailed analysis on whether spending on services should be increased, decreased or stay the same across a range of Council activities.

**Figure 2:**



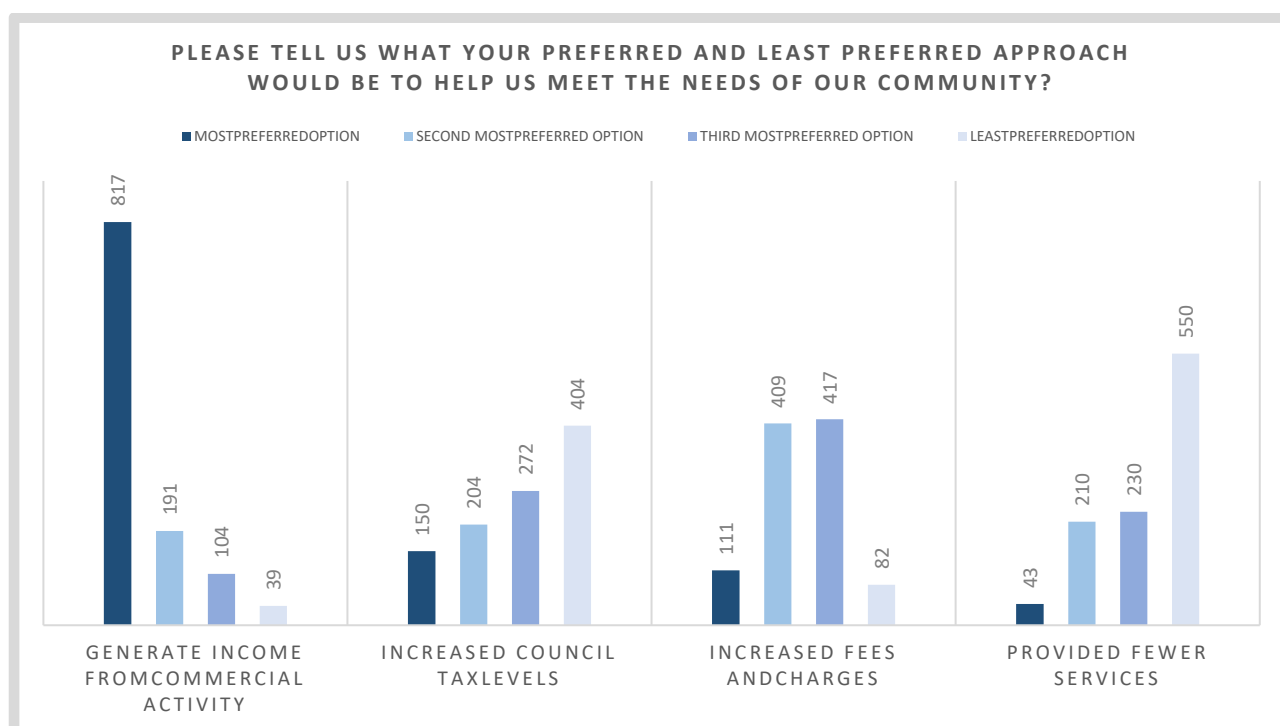
### Balancing the Budget

The questionnaire asked that "Council tax is an important way of raising income to provide the services that we rely on in the community. Please tell us what your preferred and least preferred approaches are to help us meet the needs of our community?". Respondents were asked to state their preferred and least preferred approaches are to help us meet the needs of our community?

By far the most preferred option for balancing the budget was to “generate income from commercial activity” at 71% (previously 73%) with the next most preferred option being “increased council tax levels at 15% (previously 14%) and “increased fees and charges” at 11% (as previous). The least preferred option for balancing the budget was to provide fewer services with 53% of respondents (previously 55%) followed by increasing council tax levels with 39% (previously 40%).

Again, these rankings are similar to those seen in previous years and the responses are provided in Figure 3 below.

**Figure 3:**



## Communicating with the Council

As in previous years, respondents were asked whether they feel the Council listens to them. Over 27% of responders agreed or strongly agreed with the statement, whilst 45% were neutral. Over 27% of responders disagreed or strongly disagreed with the statement. This appears to be a very similar profile to the previous year when the question generated a 50:50 return to a similar ‘yes/no’ question.

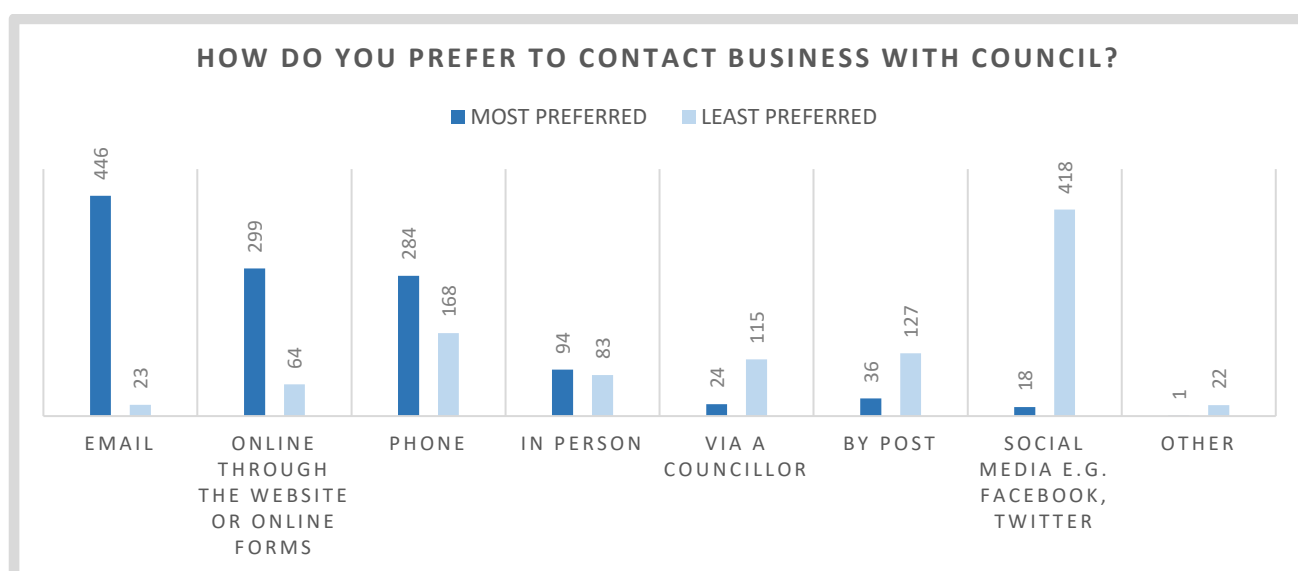
To obtain further information on how to shape services in future, local people were asked about how satisfied they are with the ways they can access Council services and how they prefer to contact the Council to do business. Over 57% of respondents were either very satisfied or satisfied with the way they can access Council services, which represents a similar figure to 2021/22. Around 14% of respondents were either very dissatisfied or dissatisfied with the way in which they can access Council services (increased 1% on the previous figure). However, 28% were neither satisfied nor dissatisfied (i.e. neutral) which represents a 1% decrease on 2021/22.

The large majority of responders at 76% only contacted the Council ‘a few times a year’ (up from 75%). Only 10% of responders contacted the Council more frequently than monthly (down from 14%).

In terms of what methods of communication local people prefer to use, there was again clearly a preference in the budget consultation for email contact (446 ‘positive’ responses) and online which reinforced the results from recent years. It must be remembered however that all respondents were already able to access services online by virtue of them completing this survey.

Communicating via social media e.g. Facebook and Twitter was again the least preferred method of conducting business with the Council (418 responses) followed by ‘phone’ (168) and ‘by post’ (127). Further details are set out in Figure 4 below.

**Figure 4:**



## Climate Change

The questionnaire asked “how satisfied are you with the Council's approach to tackling climate change?” This was the second time that such this question was included on the budget consultation.

Overall 29% of responders were either very satisfied or satisfied with the Council’s approach (similar to 2021/22), with a further 60% providing a neutral response (was 56%). The remaining 11% were either very dissatisfied or dissatisfied with the approach (previously 15%).

**Demographic Data**

Gender	Number of Responses	2022 %	2021 %
Male	532	44.7	52
Female	620	52.2	45
Another Way	5	0.4	0
Prefer not to say	32	2.7	3
<i>Not stated – 21</i>	1,189		

Age	Number of Responses	2022 %	2021 %
Under 18	-	-	-
18 – 24	7	0.6	1
25 – 29	23	1.9	1
30 – 44	185	15.5	14
45 – 59	320	26.9	26
60 – 64	163	13.7	14
Over 65	494	41.4	44
<i>Not stated – 18</i>	1,192		

Ethnicity	Number of Responses	2022 %	2021 %
White – British	1,073	91.2	92.8
White – Irish	9	0.8	1.0
White – Other	36	3.1	1.9
Asian or Asian British - Indian	10	0.9	0.7
Asian or Asian British - Pakistani	3	0.2	0.2
Asian or Asian British - Bangladeshi	-	-	-
Asian or Asian British – Other Background	3	0.2	0.9
British or Black British - Caribbean	4	0.3	0.9
British or Black British - African	3	0.2	0.2
British or Black British - Other Background	-	-	-
Mixed - White and Black Caribbean	3	0.2	0.2
Mixed - White and Black African	1	0.1	-
Mixed - White and Asian	4	0.3	0.3
Mixed - Other Background	4	0.3	-
Chinese	8	0.7	0.5
Any Other Ethnic Group	16	1.4	0.5
<i>Not stated – 33</i>	1,177		

Do you consider yourself as disabled or have any long-term health problems that limit daily activity?	Number of Reponses	2022 %	2021 %
Yes	279	23.5	21.7
No	907	76.5	78.3
<i>Not stated – 24</i>	1,186		

Which of the following areas do you live in?	Number of Reponses	2022 %	2021 %
Attenborough	35	2.9	2.5
Awsorth	15	1.3	1.7
Beeston	284	23.8	23.5
Bramcote	112	9.4	9.5
Brinsley	24	2.0	2.8
Chilwell	171	14.3	11.5
Cossall	2	0.2	0.5
Eastwood	106	8.9	6.7
Greasley	37	3.1	4.7
Kimberley	77	6.5	6.0
Newthorpe	39	3.3	3.2
Nuthall	69	5.8	5.0
Stapleford	149	12.5	12.9
Strelley	3	0.3	0.5
Toton	51	4.3	5.7
Trowell	20	1.7	3.3
<i>Not stated – 16</i>	1,194		



## Report of the Portfolio Holder for Leisure and Health

### ARMED FORCES ACTION PLAN 2023 – 2026

#### 1. Purpose of Report

To seek approval for the new Armed Forces Action Plan.

#### 2. Recommendation

**Cabinet is asked to RESOLVE that the Armed Forces Action Plan 2023 – 2026 be approved.**

#### 3. Detail

The Armed Forces Action Plan 2023 – 2026 supports the Boroughs Military Covenant or Armed Forces Covenant. Introduced in 2000 the Covenant refers to the mutual obligations between the nation and its Armed Forces. It is an informal understanding, rather than a legally enforceable deal, but it is nevertheless treated with great seriousness within the services. Organisations which sign up to the Covenant pledge that they acknowledge and understand that those who serve or who have served in the armed forces, and their families, should be treated with fairness and respect in the communities, economy and society they serve with their lives.

The Armed Forces Community includes regular personnel; reservists; veterans; families of regular personnel; and the immediate family of service personnel who have died, whether or not the death was connected with the Service.

The Covenant sets a framework for how the veterans Community can expect to be treated, but it is not possible to specify in detail how it should be applied in every case.

Broxtowe Borough Council signed up to the Armed Forces Community Covenant in January 2012. The Authority is also signed up to The Defence Employer Recognition Scheme (ERS) which encourages employers to support defence and inspire others to do the same. The scheme recognises employer organisations that pledge, demonstrate or advocate support to defence and the armed forces community, and align their values with the Armed Forces Covenant.

The Borough Council support of the covenant has resulted in changes to many of the Councils policies. Armed forces personnel, their families and veterans can be awarded an additional level of priority under certain circumstances. Five units of accommodation for veterans has been constructed and a local lettings policy is in place to ensure appropriate nominations are made for the properties. The Authorities recruitment policy has also been amended to ensure veterans who meet the essential criteria are guaranteed an interview, and as a mark of respect and gratitude for ex-service men with no known family the Borough

Council will bear the cost of an officiant at welfare funerals for ex-service veterans from the Borough.

The Armed Forces Action Plan 2023 – 26 is attached at the appendix.

4. Financial Implications

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

There are no additional financial implications 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:

There are no direct legal implication arising from this report

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No comments.

7. Union Comments

The Union comments were as follows:  
none received

8. Data Protection Compliance Implications

There are no data compliance issues.

9. Equality Impact Assessment

This is not a change in policy so does not require an equality impact assessment.

10. Background Papers

Nil.

# **BROXTOWE ARMED FORCES ACTION PLAN 2023 – 2026**

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
Support veterans in the community	Support activity at the Civil and Military Partnership Board and align activity in the district	Borough Council attending Civil and Military Partnership Board	Communities Officer (C+YP) + Member Champion	Meetings Attended	Ongoing to 2025	
Support veterans in the community	Publicity promotion and communication	Promote and publicise armed forces events/projects/initiatives to the general public staff and partners	Communities Officer (C+YP) + Comms Teams	Public attending events and initiatives	Ongoing to 2025	
Support veterans in the community	Publicity promotion and communication	Develop and maintain armed forces webpage on the website including appropriate links and promotion of armed forces covenant front	Communities Officer (C+YP) + Comms Teams	Website maintained and accessed by veterans	Ongoing to 2025	
Support veterans in the community	Appoint and armed forces champion to promote their cause	Identify a Member to act as an armed forces champion	Democratic services	Champion identified and appointed	Identify Annually	
Support veterans in the community	Maintain database of contacts for virtual armed forces covenant steering group	Circulate appropriate literature to the database	Communities Officer (C+YP)	Emails sent out to the group	Ongoing to 2025	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
Support veterans in the community	Maintain close links with local armed forces charity 'Forces in the Community'	Involve 'Forces in the Community' in appropriate multi-agency task groups to capture issues relating to veterans	Communities Officer (C+YP)	Relationship maintained and attendance of charity at multi-agency meetings	Ongoing to 2025	
Support veterans in the community	Promotion of the Veterans Together network	Promote Veterans Together network to the wider community	Communities Officer (C+YP) + NCC armed forces lead officer	Information disseminated	Ongoing to 2025	
Support veterans in the community	Apply for the armed forces employer recognition silver award	Promote the armed forces employer recognition scheme Meeting arranged 28/10/22 to discuss move to Silver Award and session booked for 30/11/22 on 'Getting the most of the covenant'	Communities Officer (C+YP) + HR Manager	Silver award received	Ongoing to 2025	
Support veterans in the community	Promote the armed forces covenant and E-Learning	Produce a briefing note for Members Matters and employee news circulated to all staff and elected Members about the armed forces covenant and signposted to E-Learning	Communities Officer (C+YP) + Comms Team	Members Matters article circulated	Ongoing to 2025	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
Support veterans in the community	Promote the armed forces covenant and E-Learning	Produce a briefing note for Broxtowe Matters and circulate it to the community	Communities Officer (C+YP) + Comms Team	Broxtowe Matters article circulated	Ongoing to 2025	
Support veterans in the community	Provide grant funding	Refurbishment of Royal British Legion grant funding 6K	Finance	Refurbishment undertaken	202/2023	
Support veterans in the community	Provide accommodation	Rehouse ex-service personnel in our specialist accommodation in Stapleford when vacancies arise	Housing	Rehousing of suitable applicants	Ongoing	
Support veterans in the community	Prioritisation on housing waiting list	Continue to offer additional preference to ex-service personnel and their families through the Council's housing register	Housing	Rehousing of suitable applicants	Ongoing	
MEMBERS ACTIVITY						
Provide Leadership	Armed Forces Champion	Leadership.	Cllr M Radulovic		Review May 2023	
Delivery of Action Plan	Offer of support with events	Offer of support with events	Cllr Don Pringle		2023/24	
Support for Veterans	Royal British Legion Fundraising	Royal British Legion Poppy Stand in the Stapleford Aldi Store and collection boxes in pubs and businesses in	Cllr Richard Macrae Honorary Member and Secretary of	Money and awareness Raised	202/24	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
		Stapleford.	the Stapleford Combined Services Club			
Support for Veterans	Point of contact and support for issues.	Stapleford Combined Services Club meet at The Con Club, Derby Road, Stapleford the 1st Sunday of each month at 11am. Past and present members of the Armed Services are welcome.	Cllr Richard Macrae Honorary Member and Secretary of the Stapleford Combined Services Club	Veterans supported	2023/24	
Support for Veterans	Point of contact and support in a relaxed environment.	Veterans Breakfast Clubs at Two4Tea, Derby Road, Stapleford the 2nd Saturday of each month at 10am. Past and present armed services members are welcome.	Cllr Richard Macrae Honorary Member and Secretary of the Stapleford Combined Services Club	Veterans supports	2023/24	

This page is intentionally left blank



## Report of the Portfolio Holder for Economic Development and Asset Management

### 2022/23 PROGRAMME AND GOVERNANCE FOR BROXTOWE BOROUGH'S SHARED PROSPERITY FUND, (SPF) ALLOCATION

#### 1. Purpose of Report

To consider and approve by way of an outline investment plan, activity proposed in year one of the Council's £2.56 million Shared Prosperity Fund Programme. It requests approval in principle to the plan and interim governance arrangements to oversee the spending of the resources in the current year to enable speed of decision making and maximum spend in the current year. The governance arrangements are proposed to be revisited early in the new Council year to ensure they remain appropriate and transparent.

#### 2. Recommendation

**Cabinet is asked to:**

1. **RESOLVE** that the proposed Broxtowe Borough Council Shared Prosperity Fund Investment plan, attached at in the appendix, be approved as a working document.
2. **RESOLVE** that the determination of the final grant awards for businesses, partner organisations and community and voluntary organisations who have supplied expressions of interest or made an application in respect of any of the projects listed for spend in 2022/23 be delegated for decision to the Deputy Chief Executive and Section 151 Officer, in consultation with a UKSPF Members Advisory Panel (if available) comprising:
  - Leader of the Council
  - Deputy Leader of the Council
  - Leader of the Opposition
  - Cabinet Portfolio Holder Economic Development and Asset Management
  - Cabinet Portfolio Holder for Resources and Personnel Policy

(or their substitutes) with an Officer to minute actions, a senior Economic and Regeneration Officer (if available), and the S151 Officer in attendance.

3. **NOTE** the exercise of the Chief Executive's Emergency Powers to use the government's allocated capacity funding to commit £20,000 to jointly employ capacity with Rushcliffe Borough Council to deliver the programme in both areas.

### 3. Details

The Council will receive its 2022/23 SPF allocation shortly, having had Secretary of State approval and signed the Memorandum of Understanding (MOU) with DHLUC on 13 December 2022. The MOU means the Council is committed to delivering the Fund's priorities, outputs and outcomes as set out in the Broxtowe Shared Prosperity Fund Investment Plan and accompanying expenditure and deliverables spreadsheets. A summary of these commitments are included in the Appendix.

In governing the programme, the Council will need to achieve its outputs and outcomes and provide assurance that the Council has taken steps to:

- mitigate the risk of fraud;
- ensure compliance with fund branding guidelines;
- ensure funding has been used in accordance with UK subsidy control legislation;
- ensure that any procurement undertaken by a Contracting Authority using UKSPF funds has complied with public procurement rules;
- ensure compliance with its statutory obligations under the Public Sector Equality Duty; and
- ensure that any personal data obtained in connection with UKSPF activities is handled in compliance with the Data Protection Act 2018.

The Broxtowe allocation is as follows:

Allocation 2022/2023 (£)			Indicative allocation 2023/2024 (£)	Indicative allocation 2024/2025 (£)
Capital	Revenue	Capacity	627,300	1,643,527
34,000	279,650	20,000		

An interesting departure from the expected settlement is that revenue funding can be converted to capital. This maximises the flexibilities and freedoms available to Broxtowe but comes with the expectation that the Council will proceed with awards as soon as they can be made. There are rules which have determined how much can be spent within each of the three themes:

- Communities and Place;
- Business Support; and
- People and Skills

There is some flexibility and the Council proposes a broad division for the open round of £110,000 (see attached appendix).

The need to spend over £300k in effectively one quarter presents management challenges. Certainly with the cost of living crisis and the absence of new European funding, the Council needs to make best endeavours to get the funding into the organisations who will do the best as soon as possible.

In order to achieve this, measures similar to the emergency COVID-19 grants panel would be appropriate. Steps have been taken to practically achieve the desired outcome, for example the “Good Ideas Fund” has already opened to receive applications with a closing date of 26 January 2023 being set. In addition to the on line form a process has been established so that applicants can ring the Council’s call handling service to “phone in” their application. This should encourage a diverse range of projects to come forwards.

Applications will be rapidly assessed, and those which are able to support the Investment Plan targets, meet due diligence and conform to the objectives of the fund will be identified. If agreed by Cabinet, the funding will be determined as proposed in recommendation 2 with the final sign-off by the Deputy Chief Executive and Section 151 Officer. Written records will be kept of the outcome of meetings and delegated decisions made by the Deputy Chief Executive will be reported back to Cabinet.

The Council has the opportunity to spend up to 4% of its allocation on Programme administration and has been awarded £20,000 of capacity funding. There will be a support needed to funded projects and to monitor and report outputs and outcomes. The Economic Development and Regeneration Team needs additional capacity but it is unclear whether this will need to be a full time role. The Chief Executive has therefore used her Executive Emergency Powers to support a proposal to jointly employ capacity with Rushcliffe Borough Council to fund a Project Officer working 50% of the time in both authorities.

There are some excellent projects which have formed the spine of the Council’s Investment Plan submission. With an eye to ensuring delivery of the programme, following approval of the investment plan, it is hoped under the guidance of the advisory panel, internal and external projects can begin to proceed to delivery immediately.

The governance for Shared Prosperity Funding will be reviewed before the end of the financial year. What is being put in place now may need to be considered against what is planned to be delivered in years two and three and by whom it is being delivered.

It should be noted that part of the investment plan includes proposals to join with partners in order to maintain the best functioning EU funded business support and skills programmes that are currently in place. The Council is currently working with all Nottinghamshire authorities to jointly procure these programmes. Procurement exercises such as these will take several months and it is therefore important that the Council declares a strong intent to engage in this way.

#### 4. Financial Implications

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

The Council was successful in its bid for UK Shared Prosperity Funding of around £2.56m across three years. The Year 1 funding due to be received in 2022/23 is £333,650, split between capital, revenue and capacity funding. The schemes will be budget profiled and included in the General Fund revenue budget and the Capital Programme accordingly. There are no financial implications at this stage, with the additional costs quoted expected to be contained within the overall UKSPF programme. Any significant budget implications for the Council going forward would require approval by Cabinet.

The need for a robust governance and risk framework in these matters is vital to protect the Council and its officers and Members. Approval of this framework should enable the scheme to be delivered quickly and efficiently, but still to have the necessary levels of check and challenge in place, similar to the arrangement applied to administer the emergency COVID-19 grants. An early review of these arrangements, as proposed after March 2023, is to be welcomed.

#### 5. Legal Implications

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

As the Council already has clear purchasing arrangements in place this will provide assurance about the compliance of awards made to demonstrate value for money, procurement to deliver the range of projects if funding is secured, which will be considered per project in accordance with the grant, the Council's Contract Procedure Rules and the Public Contract Regulations 2015. Under the new Subsidy regime, public authorities will be required to self-assess whether the financial assistance they grant is consistent with key principles and will be required to publish information about subsidies. Further governance, legal and procurement advice will be provided as the investment plan develops to ensure robust governance, lawful decision making, management and monitoring requirements in line with the Council's Constitution and relevant statutory requirements.

In relation to the Chief Executive's use of Emergency Powers: Chapter 2 Part 1, point 24 of the Council Procedure Rules in the Council's Constitution states:

In consultation with the Leader of the Council and where possible the Leader of the opposition, the Chief Executive has the power to authorise the taking or carrying out of action, notwithstanding anything in the Council's Procedure Rules, Financial Regulations all other delegations, where they consider that circumstances exist that make it expedient or necessary for action to be taken prior to the time when such action could be approved through the normal Council procedures. A report on such action, and the circumstances justifying the exercise of the delegated powers, shall be made to the next meeting of the Council as appropriate.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Not applicable

7. Union Comments

The Union comments were as follows:

Not applicable

8. Data Protection Compliance Implications

The MOU and Investment Plan commits the Council to performing to best practise criteria under the Data Protection Act (2018) and related legislation.

9. Equality Impact Assessment

The MOU and Investment Plan commits the Council to performing to best practise criteria under Data Protection Act (2018) and related legislation. The SPF Investment Plan contains a full statement of EIA compliance.

10. Background Papers

Broxtowe Borough Council Shared Prosperity Fund Investment Plan 2022/23 – 2024/25

This page is intentionally left blank

Communities & Place:	Capital 22/23	Revenue 22/23*	Capital 23/24	Revenue 23/24	Capital 24/25	Revenue 24/25
E1 Town Centre Improvements	£22,000	£0	£0	£0	£42,527	£0
E6 Local Arts Heritage & Creative Activities	£4,000	£62,000	£10,000	£60,000	£3,000	£136,000
E7: Support for local active travel enhancements	£0	£20,000	£17,250	£5,750	£35,250	£35,250
E11: Capacity building & infrastructure support for local groups	£0	£13,650	£0	£13,500	£0	£38,500
E13: Community measures to reduce the cost of living	£0	£40,000	£0	£84,000	£0	£110,000
E14: Relevant feasibility studies	£0	£22,000	£0	£0	£0	£0
Local Output - Good Ideas Fund (Communities & Place)	£8,000	£32,000	£0	£0	£108,000	£72,000
TOTALS	£34,000	£189,650	£27,250	£163,250	£188,777	£391,750
Supporting Local Businesses	Capital 22/23	Revenue 22/23	Capital 23/24	Revenue 23/24	Capital 24/25	Revenue 24/25
E16: Open markets & town centre retail & service sector	£0	£0	£0	£2,800	£0	£46,000
E18: Supporting Made Smarter Adoption	£0	£0	£0	£56,000	£0	£57,000
E23: Strengthening local entrepreneurial ecosystems	£0	£80,000	£30,000	£202,000	£15,000	£308,000
E24: Training hubs, business support offers, incubators & accelerators	£0	£0	£0	£46,000	£60,000	£180,000
E29: Supporting decarbonisation & improving natural environment	£0	£0	£25,000	£0	£31,000	£31,000
TOTALS	£0	£80,000	£55,000	£306,800	£106,000	£622,000
People & Skills:	Capital 22/23	Revenue 22/23	Capital 23/24	Revenue 23/24	Capital 24/25	Revenue 24/25
E33: Employment support for economically inactive people		£10,000		£75,000		£165,000
E34: Courses including basic, life & career skills	£0	£0	£0	£0	£0	£60,000
Local Output Good Ideas Fund (People and Skills)	£0	£0	£0	£0	£38,500	£71,500

Not including £20,000 Capacity Funding

Communities & Place:	All Years Outputs & Outcomes	All Years Outputs & Outcomes	All Years Outputs & Outcomes
E1 Town Centre Improvements	1000 M <sup>2</sup> public realm created/improved	10% Increase in footfall on baseline	10% Improvement of perception of facilities amenities
E6 Local Arts Heritage & Creative Activities	2 Organisations receiving grants	25 Local events supported	2 Volunteering Opportunities supported
	10% Increase in footfall on baseline	10% Improvement of perception of facilities amenities	20% increase in engagement numbers
E7: Support for local active travel enhancements	10% Increase in perception of events		
	4 Neighbourhood Improvements	1 New Facility Created	
E11: Capacity building & infrastructure support for local groups	2 Organisations Receiving Grants	2 Facilities Created/supported	20% increase in engagement numbers
	2 New or Improved facilities from support		
E13: Community measures to reduce the cost of living	55 Organisations receiving non-financial support	820 Households receiving support	820 people reached
E14: Relevant feasibility studies	1 Feasibility Study Supported	1 new project started from feasibility study	
Local Output - Good Ideas Fund (Communities & Place)	8 Organisations Receiving Grants	4 Neighbourhood Improvements	4 Events or participatory programmes
	12 Projects supported	20% improvement in engagement	10 New volunteers
	4 Facilities improved through support		

TOTALS			
	Contracted Delivery Targets		
Supporting Local Businesses	All Years Outputs & Outcomes	All Years Outputs & Outcomes	All Years Outputs & Outcomes
E16: Open markets & town centre retail & service sector	105 Businesses Supported (non-financially)	5 Jobs Safeguarded	10% Increase in Businesses supported
E18: Supporting Made Smarter Adoption	13 Businesses Supported (non financially)	13 organisation engaged in Knowledge transfer	13 Businesses Adopting New technology or processes
E23: Strengthening local entrepreneurial ecosystems	40 Businesses receiving Grants	370 potential entrepreneurs supported	20 Jobs Created
	20 New Businesses Created	35 Businesses engaged in new markets	
E24: Training hubs, business support offers, incubators & accelerators	160 Businesses Supported (non financially)	10 Businesses Receiving Grants	5 jobs Created
	10 Jobs Safeguarded	20 Orgs receiving Knowledge transfer activity	10 businesses adopting new tech or processes
E29: Supporting decarbonisation & improving natural environment	20 Business receiving non-financial support	20 Decarbonisation plans developed	4 firms adopting new tech or processes
	20 tonnes of GH reduced		

TOTALS			
	Contracted Delivery Targets		
People & Skills:	All Years Outputs & Outcomes	All Years Outputs & Outcomes	All Years Outputs & Outcomes
E33: Employment support for economically inactive people	140 economically inactive people supported	73 EIP's receiving benefit entitlement	105 EIPs engage with benefits system
	120 Socially Excluded receiving support	120 SE's getting basic Skills	51 SEs by MH / Physical Health supported
	110 People supported in job Searching	140 people supported to gain employment	100 people helped to stay in employment
	73 EIP's getting benefit entitlements	120 People employed thru better interpersonal skills	100 people supported in employment
	51 people engaged with mainstream health	140 people supported via Key worker to employment	60 people engaged in job searching
	30 people into Self Employment	20 people sustaining employment for 6 months	
E34: Courses including basic, life & career skills	35 people engaged in life skills	35 people supported onto a course with fin support	30 people gaining a qualification after completing a course
	35 with reduced barriers to employment	30 supported into employment following a course	
Local Output Good Ideas Fund (People and Skills)	50 people supported with basic skills	20 people with health needs into employment	50 people supported with life skills
	20 people gaining work experience	5 people retraining	96 people attending training sessions
	70 people getting a qualification	20 people with health needs into employment	96 people into education and training
	20 people with reduced barriers	20 people more familiar with employers	70 people on courses with a qualification
	5 EIP's into training	50 people gaining life skills training	



## 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\*.

7 February 2023	<p><u>Housing</u></p> <ul style="list-style-type: none"> <li>• Housing Management of Communal Areas Policy</li> <li>• Damp and Mould in properties</li> </ul> <p><u>Resources and Personnel Policy</u></p> <ul style="list-style-type: none"> <li>• Irrecoverable Arrears</li> <li>• Housing Benefit- War Pension Disregard</li> <li>• Budget Proposals and Associated Strategies</li> <li>• Peer Review</li> <li>• Broxtowe Matters Newsletter</li> <li>• Pay Policy</li> </ul> <p><u>Leisure and Health</u></p> <ul style="list-style-type: none"> <li>• Leisure Centre update</li> <li>• Events Programme</li> </ul> <p><u>Economic Development and Asset Management</u></p> <ul style="list-style-type: none"> <li>• Toton and Chetwynd Barracks Strategic Masterplan *</li> <li>• Sale of surplus land to the rear of the Crematorium Bramcote</li> <li>• Homes England grant allocation to new housing sites</li> </ul>
14 March 2023	<p><u>Resources and Personnel Policy</u></p> <ul style="list-style-type: none"> <li>• Grants to Voluntary and Community Organisations</li> <li>• Equality and Diversity Annual report.</li> <li>• Additional Capital Programme funding for new build sites.</li> </ul>

	<p><u>Community Safety</u></p> <ul style="list-style-type: none"><li>• Broxtowe Crime Reduction Action Plan 2023-2024</li><li>• Hate Crime Pledge</li><li>• Serious Organised Crime Strategy.</li><li>• PSPO Renewals</li></ul> <p><u>Housing</u></p> <ul style="list-style-type: none"><li>• Revisions to Rent Policy for Section 106 Schemes</li></ul> <p><u>Environment and Climate Change</u></p> <ul style="list-style-type: none"><li>• Waste Strategy</li><li>• Trees</li><li>• Electric Vehicle Charging Points</li></ul>
--	---

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.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank