



Monday, 20 September 2022

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 4 October 2022 in the Council Offices, Foster Avenue, Beeston, NG9 1AB, commencing at 5.00 pm. This meeting has been re-scheduled from 13 September 2022 due to the death of HM Queen Elizabeth II.

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

Yours faithfully

Chief Executive

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

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

A G E N D A

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

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

3. MINUTES

(Pages 5 - 16)

Cabinet is asked to confirm as a correct record the minutes of the meeting held on 19 July 2022

4. SCRUTINY REVIEWS

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

5. REFERENCE

5.1 Policy Advisory Working Group

(Pages 17 - 34)

28 July 2022
CCity Project

Members considered a report which gave information regarding a proposal to share culture amongst a number of European cities. The report stated that with the creation of the necessary framework conditions, the C-Cities project could be professionally and actively advanced in 2023. It was stated that the process of the project would be continuously evaluated and reports would be submitted to policy-makers in a timely, transparent and open manner.

RECOMMENDED to Cabinet that:

- 1. The creation of terms of reference for the establishment of a Cultural Communities Committee be approved.**
- 2. The allocation of a budget of £10,000 per year to support the C-Cities Project be approved, with the part-year budget of £5,000 in 2022/23 being funded by an allocation from Revenue Contingencies.**
- 3. The creation of a two-year temporary project management resource within Corporate Communications be approved, with the annual cost of around £32,000 being funded from General Fund revenue balances.**
- 4. Cabinet give authority to seek funds on behalf of Broxtowe Borough Council and support funding applications on behalf of the third sector to support the C-Cities project from relevant funding bodies.**

6. RESOURCES AND PERSONNEL POLICY PORTFOLIO

6.1 DISCRETIONARY HOUSING PAYMENTS (Pages 35 - 36)

To request approval for an increase in the level of funding available in relation to Discretionary Housing Payments (DHP) to be funded from the Council's own financial resources.

7. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT PORTFOLIO

7.1 BRAMCOTE NEIGHBOURHOOD FORUM RE-DESIGNATION (Pages 37 - 40)

To seek the resolution of Cabinet to re-designate the Bramcote Neighbourhood Forum for a further five-year period.

7.2 STATEMENT OF COMMUNITY INVOLVEMENT (Pages 41 - 70)

To adopt the revised Statement of Community Involvement.

7.3 INFRASTRUCTURE FUNDING STATEMENT 2020-2021 AND SECTION 106 MONITORING (Pages 71 - 86)

To note the annual Infrastructure Funding Statement and provide an overview on the procedure for monitoring Section 106 agreements.

8. COMMUNITY SAFETY PORTFOLIO

8.1 MODERN SLAVERY AND HUMAN TRAFFICKING SLAVERY 2022 (Pages 87 - 94)

To seek approval for the annually reviewed and updated Modern Slavery Statement and for its inclusion on the website.

8.2 CHILD POVERTY ACTION PLAN 2022-2024 (Pages 95 - 108)

To update Cabinet on the revised Child Poverty Action Plan and seek its approval.

9. EXERCISE OF CHIEF EXECUTIVE'S URGENCY POWERS (Pages 109 - 112)

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

10. CABINET WORK PROGRAMME (Pages 113 - 114)

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.

11. EXCLUSION OF PUBLIC AND PRESS

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

12. RESOURCES AND PERSONNEL POLICY PORTFOLIO

12.1 HOUSING SERVICES AND STRATEGY TEAM RESTRUCTURE (Pages 115 - 122)

13. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT PORTFOLIO

13.1 PROPOSALS FOR THE PROVISION OF A REPAIRS HELPDESK AND SOFTWARE PURCHASE (Pages 123 - 136)

14. LEISURE AND HEALTH PORTFOLIO

14.1 EVENTS AND MUSEUM SERVICE REVIEW (Pages 137 - 146)

14.2 LEISURE FACILITIES REVIEW (Pages 147 - 156)

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CABINET

TUESDAY, 19 JULY 2022

Present: Councillor M Radulovic MBE, Chair

Councillors: S J Carr
S A Bagshaw
T Hallam
R D MacRae
G Marshall
J W McGrath
E Williamson

Apologies for absence were received from Councillors B C Carr and H E Skinner

23 DECLARATIONS OF INTEREST

Councillor R D MacRae declared a non-pecuniary interest in item 5.5 as he supported Hope Community group, minute number 26.5 refers. Councillor S J Carr declared a non-pecuniary interest in item 5.5 as he funded Hope Community group as a Nottinghamshire County Councillor, minute number 26.5 refers. Councillors M Radulovic MBE, S J Carr and G Marshall declared non-pecuniary interests in item 14.2 as they were Members on the Beeston Town Centre Board, minute number 36.2 refers. Councillor S J Carr declared a non-pecuniary interest in item 5.6 as Councillor B C Carr was a Trustee on the Board at the Citizens Advice Broxtowe Minute number 26.6 refers.

24 MINUTES

The minutes of the meeting held on 21 June 2022 were confirmed and signed as a correct record.

25 SCRUTINY REVIEWS

An update was provided on the work being carried out by the Overview and Scrutiny Committee. Progress was being made on the chosen topics of Housing Repairs, Agile working, and Telephone Answering and Customer Services.

26 RESOURCES AND PERSONNEL POLICY

26.1 CORPORATE PLAN PROGRESS 2021/22 OUTCOMES

Cabinet was informed of the progress made in implementing the corporate plan targets for 2021/22, summarising achievements and highlighting targets for year 3, the current year.

RESOLVED that the targets for year 3 2022/23 be approved.

Reason

The Council's performance management framework closely aligns performance and financial management. The Business Plans are linked to the five corporate priority areas. The progress made with the Corporate Plan was therefore closely aligned to the Council's Medium Term Financial Strategy and the annual revenue capital budget setting process.

26.2 STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2021/22

Cabinet was updated on the revenue and capital outturn position for 2021/22 and updated on progress with the preparation of the draft annual statement of accounts for 2021/22.

There had been an underspend on the General Fund revenue account when compared to the revised estimates, that had resulted in a net General Fund Reserve Balance of £552,428. The General Fund Reserve, as at 31 March 2022, was £7.4 million. The underspending on the HRA when compared to the revised estimates had reduced the anticipated deficit on the HRA working Balance which amounted to £4.9 million as at 31 March 2022.

RESOLVED that:

- 1. The accounts summary for the financial year ended 31 March 2022, subject to audit, be approved.**
- 2. The revenue carry-forward requests outlined in section 1.4 of appendix 1 and section 2.2 of appendix 2 be approved and included as supplementary revenue estimates in the 2022/23 budget.**
- 3. The capital carry-forward requests outlined in appendix 3b be approved and included as supplementary capital estimates in the 2022/23 budget.**

Reason

To be accountable for all activities and actions and to ensure that the Council conforms to all financial regulations. This summarises the Council's finances at the end of each financial year.

26.3 HOUSING DELIVERY PLAN- CAPITAL PROGRAMME NEW BUILD SCHEME - REVISIONS TO THE BUDGET 2022/23 & 2023/24

Cabinet was asked to approve revisions to the 2022/23 and 2023/24 Capital programme specifically relating to the new build programme and increased scheme costs. The programme for the new build housing scheme had been revised based on the changes to the timetables associated with the schemes and due to the rapid increase in construction costs over the last 12 months. The agenda item was moved into exempt items to discuss the appendix and recommendation together.

26.4 TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

Cabinet noted the Treasury Management and Prudential Indicators Annual Report for the year ended 31 March 2022.

Members were informed that overall debt was kept under review in order to match the level of borrowing with the financing requirements for assets, based on analysis for the Council's balance sheet with the aim of maintaining the Council's borrowing at the most efficient level in line with the prudential framework for capital finance.

Reason

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 regards to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice

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

Cabinet considered a request for grant aid in accordance with the provisions of the Council's grant Aid Policy.

Hope Nottingham was a project that operated from Hope House at the Boundary Road Community Centre, Beeston. The project had over 300 regular users, with approximately 800 individuals benefitting from the service each year. For 2022/23, Hope Nottingham had requested a grant of over £12,000 towards the general cost of operating the project. The current cost of living crisis has had a direct impact on demand for the services as the reason for the increase in the grant request.

The award was in line with the Grant Aid Policy as the organisation was based in Broxtowe, benefitted Broxtowe residents and was complimentary to the services provided by the Council and targeted the needs of disadvantaged sections of the Community.

RESOLVED that the grant request for Hope Nottingham of £12,000 be approved.

Reason

Consideration for not awarding the grant would be a negative impact for the users and individuals relying on the service. The grant supported the priority of supporting people to live well.

26.6 CITIZEN'S ADVICE BROXTOWE-GRANT AID 2022/23

Cabinet considered the outturn position in respect of the Service Level Agreement with Citizens Advice Broxtowe following the commitment of a three-year grant funding settlement from 2021/22 in accordance with the provisions of the Council's Grant Aid Policy. The three-year funding settlement was seen to provide some much needed stability for Citizens Advice Broxtowe and provide a platform to lever in additional funds from other sources.

RESOLVED that:

- 1. Noted the outturn report from Citizens Advice Bureau.**
- 2. The second year of the three-year funding settlement be released.**

Reason

The Council was empowered to make grants to voluntary organisations by virtue of Section 48 Local Government Act 1985. The grant supported the Corporate Priorities with providing a safe place for the community and supporting people to live well.

26.7 GRANT AID REQUESTS FROM PARISH AND TOWN COUNCILS

Cabinet considered requests for grant assistance with the protocol for the consideration of grant aid to Parish and Town Councils.

Awsorth Parish Council had requested £500 towards the cost of the local Queen's Platinum Jubilee Celebrations. A resubmission from Nuthall Parish Council for funding up to £2,590 towards the purchase of two new defibrillators to be installed outside Horsendale and Mornington areas of the Parish and a resubmission from Kimberley town Council for three grants requests including, Christmas light-switch on, electrical connection for a defibrillator and improved disabled access Stag Recreation Ground.

Members debated the grant requests and felt some of the requests could come from Parish Councils own reserves. There was a need, going forward not to make a precedent on universal items. It was suggested that other funding opportunities may be available with the provision of defibrillators from The Football Association and information should be provided.

RESOLVED that a number of grants requests are approved accordingly.

- 1. Awsorth – £500**
- 2. Nuthall Parish – £2,590**
- 3. Kimberley Town Council – £6,700 (for the Christmas Light Switch on).**

Reason

Consideration was given in respect of awarding grants. As part of the Protocol, Grant Aid would only be given in support of specific projects or services and not as a general grant towards the services provided by a Parish/Town Council. There was no budgetary provision for Capital grants to Parish Councils. The grant aid requests were in line with the current Corporate Plan aims for supporting people to live well and provide a safe place for everyone.

26.8 PEER REVIEW

Cabinet welcomed the Council's intention of seeking an LGA peer review in 2022. It had been more than seven years since Broxtowe had a peer challenge. A peer challenge was a sector-led improvement offer to Local Authorities managed through the Local Government Association. The purpose of the review was to generate external perspectives and insights to inform a future improvement journey.

RESOLVED that an LGA peer review be commissioned during late November/early December 2022.

Reason

A Corporate Peer challenge offered a tried and tested method of improvement and provided Councils with a robust and effective improvement tool. They also provided a critical friend and practitioner perspective as part of the process.

26.9 HOUSING DELIVERY MANAGER POST TO DELIVER THE HOUSING DELIVERY PLAN

Members considered the request for the approval of a new post to oversee delivery of the 2019 Housing Delivery Plan.

The intention was, that once the Housing Delivery Plan was established, the new build programme would be delivered by a permanent Broxtowe employee. Currently the role was being undertaken by the Interim Housing Delivery Manager. The Housing Delivery Plan aimed to deliver a minimum of 230 new homes between 2020 and 2030. The programme required a permanent Housing Delivery Manager to drive forward and manage the programme.

RESOLVED that a new post of Housing Delivery Manager be established and approved accordingly.

Reason

Without the post The Council would not be able to progress the current programme of new build schemes and would not be able to identify new opportunities going forward. Without the post the delivery of the adopted housing delivery programme would be adversely affected.

27 HOUSING

27.1 INCOME MANAGEMENT POLICIES

Members considered the updated Income Management Policies. The Financial Inclusion Policy was to support tenants and applicants to have access to affordable financial products and services that meet their needs. The Income Collection Policy supported how the Council managed and collected rent for properties and garages. The Rent Setting Policy outlined how the Council would calculate rent for the housing stock that it owned and managed within the Housing Revenue Account.

All three policies were written in 2019 and required reviewing. There had been no significant changes in the Council's approach to Income Management.

RESOLVED that the updated policies be approved.

Reason

The policies ensured the Council was meeting the statutory framework for income collection and recovery of Council rent. Having clearly defined policies ensured consistency and ensured that no tenant or resident was treated unfairly or more fairly than others.

28 ENVIRONMENT AND CLIMATE CHANGE

28.1 AIR QUALITY STATUS REPORT 2022

Cabinet was updated with the latest Air Quality Status report that had been submitted to the Department of Food Environment and Rural Affairs.

Each year, DEFRA required all local authorities in England to produce an Annual Status Report in respect of air quality. Some of the positive aspects contained in the report included the 2021 nitrogen dioxide results shown that the air quality levels were below the objective of 40µg/m³ for all of the monitoring locations throughout the Borough. There was an increased number of diffusion tubes measuring nitrogen dioxide to 45 and the Council recently purchased a real time monitor to monitor PM_{2.5}, PM₁₀ and NO₂ in the Trowell AQMA. This data will be reported in the 2023 ASR.

RESOLVED that the Air Quality Status Report and the updated Action Plan be approved.

Reason

The production of the Annual Status Report was intended to aid local transparency, increased accessibility of air quality to the wider public audience and encourage buy-in to deliver air quality improvement measures. The report was in line with the Council's priorities of Protecting the environment for the future, supporting people to live well and providing a safe place for everyone.

29 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

29.1 ECONOMIC GROWTH & REGENERATION PLAN-GOOD GROWTH FOR BROXTOWE

Members considered the process of completing the Council's Economic Growth and Regeneration Plan 2022 to 2027.

The current Economic Development Strategy was expiring and had limited reference to the post COVID-19 economic struggle businesses and people were facing today. The Governments Levelling up Agenda along with programmes such as the Towns Deal, Shared Prosperity Fund and Devolution Deal and some aspects of the Dev-Co were not fully understood and not explicit enough to understand their significance to local economic growth. The Council's bids made reference to a Framework Document for Economic Growth.

RESOLVED that the core principles of the strategy and process to finalise it in order to support bids and guide the Council's work in this crucial period for economic development and regeneration be approved.

Reason

A Framework Document would support future bids and plans and supports Business Growth Corporate priority by investing in our towns and our people.

29.2 GREATER NOTTINGHAM STRATEGIC PLAN MEMORANDUM OF UNDERSTANDING -RESOURCING

Cabinet considered the agreement to a Memorandum of Understanding on the resourcing of the Greater Nottingham Strategic Plan.

The Council had agreed in principle to work with Gedling Borough, Nottingham City and Rushcliffe Borough Council on the Greater Nottingham Strategic Plan. A recommendation was made to provide greater certainty that the appropriate resources was in place to help expedite preparation of the Strategic Plan as this was a statutory requirement. It also helped recognise the strategic importance to the Authorities.

The benefits, through joint working included sharing skills and expertise, saving money and planning together for sustainable growth on a strategic scale.

RESOLVED that the Memorandum of Understanding is approved accordingly.

Reason

It was a statutory requirement for local planning authorities to prepare a development plan and this duty would have to be discharged by some other mean if not co-operating in this way.

29.3 HOUSES IN MULTIPLE OCCUPATION (HMOS) SUPPLEMENTARY PLANNING DOCUMENT (SPD)

Members were advised of the responses received to the consultation on the drafts Houses in Multiple Occupation Supplementary Planning Document and considered the recommended changes to the document based on these responses.

An Article 4 Direction came into force on 26 March 2022 covering parts of Beeston Rylands and Beeston. As a result of the Article 4 Direction planning permission was required for a change of use from a Class C3 dwelling house to a class C4 House in Multiple Occupation.

Discussions ensued around the Article 4 and impact on residents wanting to protect their area. Policy cannot be set on speculation it had to be evidence based.

RESOLVED that the changes put forward are made and the SPD is adopted.

Reason

Supplementary Planning Documents were introduced as part of the reforms to the planning system through the planning and compulsory Purchase Act 2004. The SPD aimed to provide guidance for applications to convert, use, or develop properties for multiple occupation. It would be used by those making applications to inform them about the Council's requirements and standards for HMOs and Planning Officers to aid their assessment of the applications received.

29.4 CHETWYND: THE TOTON AND CHILWELL NEIGHBOURHOOD PLAN: BROXTOWE BOROUGH COUNCIL REGULATION 16 CONSULTATION RESPONSE

Members considered the approval of representations in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) by Broxtowe Borough Council in respect of the Chetwynd: The Toton and Chilwell Neighbourhood Plan, in order that these can be considered by the Independent Examiner during the Independent Examination of the Neighbourhood Plan.

RESOLVED that the submission of representations, as drafted, to be made in accordance with Regulation 16 of the Neighbourhood Planning (general) Regulations 2012 (as amended) by Broxtowe Borough Council in respect of the Chetwynd: The Toton and Chilwell Neighbourhood Plan be approved.

Reason

The Council had a statutory duty to assist communities in the preparation of neighbourhood development plans and orders and to take plans through a process of examination and referendum. The Localism Act 2011 sets out the Council's responsibilities as designating a forum, designating the area of the Neighbourhood Development Plan, advising or assisting communities in the preparation of a

neighbourhood plan, checking a submitted plan met the legal requirements, arrangement of the independent examination of the plan, determining whether the neighbourhood plan met the basic conditions and other legal requirements.

30 COMMUNITY SAFETY

30.1 PROPOSAL FOR HACKNEY CARRIAGE FARES INCREASE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

Cabinet considered a proposal to increase hackney carriage fares from August 8 2022. Members, at the Council meeting on 13 July 2022 were asked to amend the Constitution in order to transfer the functions of the LG(MP)A 1976 in relation to hackney carriage and private hire licensing. The report had initially been considered at the Licensing and Appeals Committee on 14 June 2022. However, in accordance with legislation it had now been submitted to Cabinet for approval.

The current fees were last increased in 1 May 2019 and was felt by members of the taxi trade the current fares were not in line with current increases including rising fuel costs.

RESOLVED that:

- 1. Option D was approved accordingly.**
- 2. To advertise any proposed increase in hackney carriage fare rates as detailed.**

Reason

A total of 146 hackney carriage/private hire drivers were consulted between 3 and 21 May. The current rise in fuel costs and vehicle maintenance was not sustainable for the taxi driver. The amendments to hackney/carriage fares must be carried out in accordance with the statutory requirements set out in Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 as set out in the report.

31 LEISURE AND HEALTH

31.1 EVENTS AND MUSEUMS SERVICE REVIEW

Cabinet was updated on the feasibility review on transferring the events and museums services back in-house from LLeisure Limited.

Currently events were organised by the Councils employees across a number of Council departments and teams including Civic services, communities, environment, housing, economic development and others. It was a possibility that bringing LLeisure's events and museums team within the Council's structure would make communication and co-ordination of all events more co-ordinated and resilient. The events and museums aspects of work within LLeisure were costly and loss making and detracted from the financial success of LLeisure.

RESOLVED that a feasibility review is carried out on the costs, benefits, and risks of transferring the events and museums service back in-house, to be reported back to the September Cabinet.

Reason

The review would assess the financial implications for the company and the Council. It would identify risks and benefits of the transfer in-house.

32 CABINET WORK PROGRAMME

Cabinet resolved that the work programme, with the added items of the Feasibility Study for the Events and Museums Service Review and Proposals for the Provision of a Repairs Helpdesk and Software Purchase be brought back to the September Cabinet meeting, including key decisions, be approved.

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

33 EXCLUSION OF PUBLIC AND PRESS

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

34 HOUSING

34.1 AIDS AND ADAPTATIONS CASE

RESOLVED that the aids and aids and adaptations work as outlined in the appendices of the report be approved

35 RESOURCES AND PERSONNEL POLICY

35.1 IRRECOVERABLE ARREARS

RESOLVED that the arrears in excess of £1,200 on national non-domestic rates, council tax, rents, housing/council tax benefit overpayment and sundry debtors as set out in the report be written off and to note the exercise of the Deputy Chief Executive's delegated authority under financial regulation 5.9 with the exemption of numbers 1.1, 1.2 and 1.7 within the report which were removed for further investigation.

(Councillor S J Carr left the meeting before the commencement of the item or voting thereon.)

35.2 REQUEST FOR APPROVAL OF BUDGET TO PURCHASE EPC'S FOR HOUSING STOCK

RESOLVED that the provision be made in the budget for 22/23 for £100,000 to obtain EPC data for the Council's housing stock be approved.

35.3 HOUSING DELIVERY PLAN- CAPITAL PROGRAMME NEW BUILD SCHEME - REVISIONS TO THE BUDGET 2022/23 & 2023/24 APPENDIX

RESOLVED that:

1. The revised budgets for the 2022/23 and 2023/24 HRA new build schemes as set out in the Appendix, be agreed.
2. The increase in overall scheme costs as set out in the Appendix, be agreed.
3. That the list be amended as it was considered that not all items represented value for money.

36 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

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

This Item was withdrawn until the next Cabinet meeting in September 2022.

36.2 REQUEST FOR APPROVAL OF INCREASED BUDGET FOR REFURBISHMENT OF THE ARGOS BLOCK, THE SQUARE, BEESTON

RESOLVED that the increase of £100,000 for the refurbishment of the Argos Block scheme in the Capital Programme 2022/23 be approved, to be financed from prudential borrowing.

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Report of the Executive Director

CCITY PROJECT

1. Purpose of Report

To provide the Committee with details of the CCity project.

2. Recommendation

The Committee is asked to **RECOMMEND** to **CABINET** that:

1. The creation of terms of reference for the establishment of a Cultural Communities Committee be approved.
2. The allocation of a budget of £10,000 per year to support the C-Cities Project be approved, with the part-year budget of £5,000 in 2022/23 being funded by an allocation from Revenue Contingencies.
3. The creation of a two-year temporary project management resource within Corporate Communications be approved, with the annual cost of around £32,000 being funded from General Fund revenue balances.
4. Cabinet give authority to seek funds on behalf of Broxtowe Borough Council and support funding applications on behalf of the third sector to support the C-Cities project from relevant funding bodies.

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

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

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

Further events are planned with Chateauroux and Grudziadz agreeing to host in 2023 and 2024 respectively and Gütersloh planning to host again in 2025 to

coincide with the city's two hundredth anniversary. Broxtowe have not formally committed to a date but the Committee are asked to consider whether a date in 2024, 2025 or 2026 would be possible. Details outlining the potential benefits that can be derived from the C-City projects and the estimated costs of hosting a conference event, supporting the C-City project and providing appropriate project management resource are provided in appendix 4.

3. Financial Implications

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

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

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

4. Legal Implications

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

There are no direct legal implications arising from this report

5. Human Resources Implications

The comments from the Human Resources Manager were as follows:

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

6. Union Comments

The Union comments were as follows:

UNISON fully supports this proposal.

7. Data Protection Compliance Implications

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

8. Equality Impact Assessment

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

9. Background Papers

Nil

REFERENCED

APPENDIX 1**GUTERSLOH COMMITTEE FOR CULTURE AND FURTHER EDUCATION
20.06.22****Initial situation – introduction**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This means that all signs point to continuity and sustainability.

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

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

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

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

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

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

After the cosy get-to-know you session at dizzy heights on Thursday, the substantive work got underway on Friday morning. The participants were welcomed Mayor Norbert Mokes and there was a video greeting and an appreciation of the C-City project by the Minister for Federal and European Affairs and International Affairs for the State of North Rhine-Westphalia, Dr Stephan

Holtoff-Pfortner. **(Contents of all inputs can be found in the annex to the communication template).*

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

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

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

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

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

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

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

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

Within the framework of the music workshop, there is the idea to realise a first C-City concert with small ensembles from all partner cities at the conference in Chateauroux in 2023. In addition to jointly presented pieces, all ensembles will have the opportunity to introduce themselves with their own performances.

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

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

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

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

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

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

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

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

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

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

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

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

Outlook and setting the course in Gütersloh

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

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

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

Personnel success factors

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

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

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

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

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

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

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

Overview of Activities International Cultural Projects/European Cultural Work

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

Central project coordination

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

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

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

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

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

Development of a collaborative communication and project platform

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

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

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

Funding acquisition

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

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

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

Cultural Marketing/Networking/Cooperation

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

- OWL culture portal OWL-LIVE

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

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

Maintenance of the uniform corporate design with the cities

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

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

Financial success factors

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

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

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

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

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

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

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

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

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

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

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

All of this also still needs to be coordinated.

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

Conclusion

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

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

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

See also: www.c-city.eu

By proxy

Andreas Kimpel

APPENDIX 2

C-City Charter



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

I am involved in the development of the inter-community European project "C-City - Europe is next door" with citizens from different backgrounds, from all walks of life and from across the EU.

As a participant in the project I undertake to

- Respect our European values as set out in Article 2 of the Treaty on European Union: Human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, which is, among other things, what it means to be European and to treat each other with respect. These values are shared by all EU Member States in a society that demands pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men.
- Contribute to the C-City project with constructive and concrete proposals, respecting the views of others and jointly shaping the future of Europe through the inter-community project "C-City".
- Not to express, distribute or share any content that is illegal, inflammatory or intentionally false or misleading. I will always refer to credible and reliable sources when sharing content and information to support my ideas.
- my participation in the C-City project is voluntary. I will not try to use the C-City project to pursue commercial or exclusively private interests.

As a city participating in the C-City project and organising programme content, I commit to

- put citizens at the centre of every event and allow them to express their opinions freely.
- promote inclusive and accessible content for all citizens, including by posing the details of each event on the conference's multilingual online platform.
- Respect the above principles on participation and ensure that people can discuss the issues that matter to them.
- Promote diversity in debates by actively supporting the participation of citizens from all walks of life, regardless of gender, sexual orientation, age, socio-economic background, religion and/or level of education.
- uphold freedom of speech to create space for competing opinions and proposals - as long as they are neither hateful nor illegal.
- Encourage transnational participation of citizens in events and the use of different EU languages whenever possible and appropriate.
- to ensure complete transparency. During the project participation, I will openly report on the multilingual online platform of the C-City project about the debates and the recommendations formulated by the citizens. I will Stream and/or broadcast event units, whenever possible.
- when providing information on discussion topics (e.g. digital, printed or audiovisual material), ensure that it is accurate, reliable, accessible and traceable.
- ensure compliance with EU data protection and privacy rules.
- to use only the authorised visual identity of the C-City project to announce the event.

Organisers, citizens, municipalities and partner organisations who wish to actively participate in the C-City project must abide by this charter. The organisers reserve the right to remove content that violates this commitment and to deny or withdraw the right to use the visual identity of the C-City project to individuals or organisations that disregard the principles of the C-City project.

CULTURAL
CITYCOMMUNITY
BROXTOWE
CHÂTEAURoux
FALUN
GRUDZIĄDZ
GÜTERSLOH

TERESA CULLEN
Deputy Mayor for the Borough
of Broxtowe

ZULFIQAR DARR
Deputy Chief Executive for
Broxtowe Borough Council

GIL AVÉROUS
Maire de Châteauroux

JEAN-YVES HUGON
Maire-adjoint de Châteauroux

JAN E. FORS
Vice Ordförande i Falu kommun
Internationella råd

SARA HEDSTRÖM
Administrative head of culture and
fridslöshet i Falu
municipality

MACIEJ GLAMOWSKI
Przewodniczący Gminy

RÓŻA LEWANDOWSKA
Wiceprezydent Gminy

NORBERT MOORKES
Mayor

ANDREAS KIMPEL
Councillor for Culture and Further
Education

An initiative of the
City of Gütersloh
Gütersloh

APPENDIX 3



CULTURAL
CITYCOMMUNITY
BROXTOWE
CHÂTEAUX
FALUN
GRUDZIĄDZ
GÜTERSLOH

C-City - Europe is next door

Conference programme

Lectures - workshops - excursions

12 - 15 May 2022



Wunder Park Gütersloh - und Bürgerengagement
Wunder Park Gütersloh - und Bürgerengagement
Wunder Park Gütersloh - und Bürgerengagement



GüterslohMarketing



BERTELSMANN



Conference programme

Thursday, 12.05.2022

Arrival of the guests from the twin towns

19.00 Get-together & Dinner Skylobby Stadttheater

Friday, 13.05.2022 (Small Hall Stadthalle)

09.30 Admission

Facilitator: Brigitte Büscher

Musical Intermezzi: Nils Rabente (Piano)

10.00 Beginning of the conference

Welcome and introduction to the conference, Mayor of the City of Gütersloh, Norbert Morkes

Video-Greeting and Appreciation C-City - Minister for Federal and European Affairs and International Affairs of the State of North Rhine-Westphalia, Dr Stephan Holthoff-Pförtner

Greeting and introduction to "Urban Diplomacy" - Commissioner for Foreign Cultural Policy at the Federal Foreign Office, Irmgard Maria Fellner via Live Stream

Keynote - "Living European Cohesion" - Co-Director. Europe's Future Programme, Bertelsmann Foundation, Dr. Malte Tim Zabel

Keynote - "Municipal Networks for Europe - a perspective from the Gütersloh District" - Head of Europe Direct - Gütersloh District, Municipal Networks for Europe, Lotte Footh

In conversation "European cultural perspectives using the example of C-Cities" Cultural manager & ensemble leader "The Sazerac Swingers", Max Oestersötebier

In conversation Representatives of the C-Cities
Zulfiqar Darr (Broxtowe), Jean-Yves Hugon (Châteauroux), Sara Hedström (Falun), Michal Czepek (Grudziądz), Andreas Kimpel (Gütersloh)

12.15 Lunch break

13.30 Workshop phase I

1. Visual Arts and Exhibitions - Focus on "La Collection en Valise" in room K 23
2. Theatre and Literature - Focus on "European Citizens' Stage" in room K 11B
3. Music I - Pollicino - Joint performance of Henze's Children's opera in room K 22A
4. Music II - Jazz and Rock - Focus on Musical exchange, joint performances and concerts in room K 22B
5. History and Customs - Focus on (Presentation of) Local History; Neoclassicism in room K 21
6. Sports - Focus on Running and Cycling; Sports Events in room K 12
7. Lifestyle - Focus on Exchange about City and Food Festivals in room K 11 A

15.30 Break

16.00 Various cultural excursions within the city of Gütersloh I

- More than facades (but good ones, too). Sites of cultural education in Gütersloh
 - visit of different sites on Friday and Saturday
 - Franz Jungbluth (English)
- Visit to the Stadtmuseum Gütersloh (City Museum) with the special exhibition "Two Ways - One Europe" about the different development of Gütersloh and Châteauroux after 1945
 - Friday: Norbert Ellermann (English)
 - Saturday: Barbara Weidler (German with English translation)
- "Stolpersteine" and the New Jewish Cemetery: Gütersloh and its Culture of Remembrance
 - Friday and Saturday
 - Julia Kuklik (English)
- Historical city tour through Gütersloh I
 - Friday and Saturday
 - Klaus Gottenströter (German with English translation)
- Historical city tour through Gütersloh II
 - Friday and Saturday
 - Brunhilde Kohls (German with English translation)

18.00 Conclusion at "Dreiecksplatz"

Dinner

20.00 Joint Evening Programme - Westphalian skittles evening

Saturday, 14.05.2022 (Small Hall Stadthalle)

10.00 Workshop phase II

1. Visual Arts and Exhibitions - Focus on "La Collection en Valise" in room K 23
2. Theatre and Literature - Focus on "European Citizens' Stage" in room K 11B
3. Music I - Pollicino - Joint performance of Henze's Children's opera in room K 22A
4. Music II - Jazz and Rock - Focus on Musical exchange, joint performances and concerts in room K 22B
5. History and Customs - Focus on (Presentation of) Local History; Neoclassicism in room K 21
6. Sports - Focus on Running and Cycling; Sports Events in room K 12
7. Lifestyle - Focus on Exchange about City and Food Festivals in room K 11 A

11.30 Break

12:00 Consolidation and discussion of the workshop results with all participants

13.00 Lunch break

14.30 Signing of the charter by the mayor of Gütersloh and the representatives of the twin cities

Zulfiqar Darr & Theresa Cullen (Broxtowe), Gil Averous & Jean-Yves Hugon (Châteauroux), Jan E. Fors & Sara Hedström (Falun), Maciej Glamowski & Róża Lewandowska (Grudziądz), Norbert Morkes & Andreas Kimpel (Gütersloh)
Musical accompaniment: Eckard Vincke (trumpet) and Chihiro Masaki (piano)

15:00 Break

15.30 Various cultural excursions within the city of Gütersloh II

- More than facades (but good ones, too). Sites of cultural education in Gütersloh
 - visit of different sites on Friday and Saturday
 - Franz Jungbluth (English)
- Visit to the Stadtmuseum Gütersloh (City Museum) with the special exhibition "Two Ways - One Europe" about the different development of Gütersloh and Châteauroux after 1945
 - Friday: Norbert Ellermann (English)
 - Saturday: Barbara Weidler (German with English translation)

- "Stolpersteine" and the New Jewish Cemetery: Gütersloh and its Culture of Remembrance
 - Friday and Saturday
 - Julia Kuklik (English)
- Historical city tour through Gütersloh I
 - Friday and Saturday
 - Klaus Gottenströter (German with English translation)
- Historical city tour through Gütersloh II
 - Friday and Saturday
 - Brunhilde Kohls (German with English translation)

17.30 - 18.00 Internal discussion with representatives of the C-City cities about further official development steps of the C-City project.

Optional:

17.00 - 18.10 Concert "Die schöne Müllerin" by Franz Schubert with Kieran Carrel (tenor), Peter Kreutz (piano) in the theatre hall

18.00 Dinner

20.00 "Cultural Kaleidoscope" - Joint evening program with various artists from Gütersloh (Kleiner Saal Stadthalle)

Poetry Slammer Niko Sioulis

Session Sax Duo

Christian Schäfer (Theater Gütersloh) with excerpts from the production "Das Theater träumt" with engl. subtitles

Folklore Circle Gütersloh e.V.

Fanziska Jäger (freelance visual artist)

Youth Music Corps Avenwedde

As a highlight:

Mickey Meinert with the official premiere of the C-City Song

Sunday, 15.05.2022

10.00 Farewell to the guests at the hotel

APPENDIX 4

Benefits of a Cultural Programme

There are a number of well documented benefits for having and maintaining a cultural programme. These benefits can include the following social outcomes:

- increased education attendance and attainment,
- reduced crime and anti-social behaviour,
- improved physical and mental health.

Educational outcomes: Evidence shows that engagement in cultural activities leads to improved engagement with teaching across the curriculum and improved academic attainment, as well as better behaviour and fewer fixed term exclusions.

Crime and anti-social behaviour outcomes: Culture can also be an effective way to reduce re-offending and anti-social behaviour - keeping people positively engaged in their communities, bringing people together to address intergenerational fear and isolation. Research has found that such projects reduced the risk of young people engaging in crime and antisocial behaviour.

Physical and mental health outcomes: Greater participation in the arts increases confidence and wellbeing, and research by Arts Council England has shown that it can improve the physical health of older adults, resulting in lower blood pressure and reduced anxiety in cardiac patients, as well as shorter hospital stays for inpatients.

There are benefits for all ages across the whole Borough.

Budget

The cost to Gütersloh of hosting the C-City Conference 12 to 15 May 2022 including venues, accommodation and hospitality but excluding travelling costs, which were borne by the individual cities, was 60,000 euros approximately £52,000. It is thought that a figure similar to this would be required should Broxtowe wish to host a C-Cities Conference in a similar way to Gütersloh, Chateauroux, and Grudziadz.

As shown the costs involved in hosting a C-City Conference are not insignificant and therefore the Committee should consider seeking the authority from Cabinet to enable it to source funds on behalf of Broxtowe Borough Council and support funding applications on behalf the third sector to further support the C-Cities project from relevant funding bodies.

While it is difficult to estimate the Committee will also need to consider what request it makes of Cabinet to financially support the C-Cities project in each financial year excluding the possibility of hosting a C-City Conference, should external funding not be immediately available. For example, there will be marketing and other communications costs and a costs should the Council provide grants to support some of the costs of cultural groups visiting the other cities. A request for an estimated budget of £10,000 per year starting half way through 2022/23 resulting in a budget of £5,000 for 2022/23. It is hoped that external funding will enable more assistance to be provided potentially using the Council's investment to attract

matched funding, and that some cultural groups may be able to raise funding of their own.

Cultural Communities Committee

In order to successfully participate it will be essential that the Council identifies the social capital within Broxtowe Borough helping and encouraging individuals to take the lead on some of the project strands for example, music, theatre, art, crafts and dance. To coordinate the overall programme, it is suggested that the Committee consider seeking authority from Cabinet to create the terms of reference for a Cultural Communities Committee then establish the committee made up of members of the community and initially chaired by the Deputy Mayor for Broxtowe Borough Council.

Project Management Resource

It will also be necessary to recruit a dedicated project officer on a temporary contract for an initial 2-year period to be located within the Corporate Communications team to: -

- manage the Council's involvement in the C-Cities project,
- manage a cultural directory for the Broxtowe community,
- support a Cultural Communities Committee,
- support Community Group leading on individual community C-City projects,
- bid for resource from relevant funding bodies for example the Department for Digital, Culture, Media and Sport, Arts Council, National Lottery and the National Lottery Heritage Fund,
- ensure all relevant communications are delivered in a timely manner.

Any new role would be subject to a job evaluation exercise but it is thought that a role at Grade 6 is likely. At top of Grade 6 with on cost this will equate to a cost of just under £32,000 per annum.

Financial Implications

The table that follows provides an estimate of potential costs.

	2022/23	2023/24	2024/25	2025/26	2026/27	Total
C-City Conference	Germany	France	Poland	Germany	£52,000	£52,000
Cultural Project Officer	£16,000	£32,000	£16,000			£64,000
C-City Support	£5,000	£10,000	£10,000	£10,000		£35,000
Total	£21,000	£42,000	£26,000	£10,000	£52,000	£151,000

Report of the Portfolio Holder for Resources and Personnel Policy

DISCRETIONARY HOUSING PAYMENTS

1. Purpose of Report

To request approval for an increase in the level of funding available in relation to Discretionary Housing Payments (DHP) to be funded from the Council's own financial resources.

2. Recommendation

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

3. Detail

The Council has received notification from the DWP of a reduced level of funding in respect of DHP for 2022/23, with the amount notified being £81,905. This is a reduction in the allocation from £88,387 at the same point in 2021/22, although the government did then provide an additional £29,565. The government has announced that a further £2m is to be made available in 2022/23 to local authorities, with Broxtowe receiving an additional £1,698. This will take the total DWP contribution in 2022/23 to £83,608, albeit over £36,000 less than the £119,655 that was distributed in the previous financial year.

Under the DHP legislation, the Council is able to allocate its own resources if it feels necessary to the value of 2.5 times that of the allocation from the DWP making a potential fund of £209,008.

As at 18 August 2022, the Council had already issued payments totalling £23,525 in 2022/23 and committed a further £20,582 in future spend. Based on this trajectory, the allocation of DWP funding would be exhausted by December 2022.

Although measures have been implemented to assist with the rising cost of living, such as the Housing Support Fund and the Energy Rebate, it is still expected that the most vulnerable will require additional support. DHP provides the Council to target those most vulnerable in the community and provide direct support to them for any housing costs.

4. Financial Implications

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

It is proposed that the Council provides additional funding from its own resources to bring the level of DHP funding available in 2022/23 up to the value of the amount distributed in 2021/22 (£119,655).

If supported, the additional cost of up to £36,000 would have to be met by a one-off allocation from General Fund revenue reserves. Any additional commitment beyond the current financial year will be considered as part of the annual budget setting process.

5. Legal Implications

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

The power to award DHP's is contained within the Discretionary Financial Assistance Regulations 2001(SI2001/1167) as amended. These regulations govern the Council's ability to make payments by way of financial assistance to persons that are entitled to housing benefit or relevant universal credit who appear to the Council they need further assistance to meet housing costs. However, the Regulations are clear that the Council has complete discretion as to whether to make any payment and or the amount of payment.

6. Data Protection Compliance Implications

This report does not contain any OFFICIAL Sensitive information.

7. Background Papers

Nil

Report of the Portfolio Holder for Economic Development and Asset Management

BRAMCOTE NEIGHBOURHOOD FORUM RE-DESIGNATION

1. Purpose of Report

To seek the resolution of Cabinet to re-designate the Bramcote Neighbourhood Forum for a further five-year period.

2. Recommendation

Cabinet is asked to RESOLVE that:

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

3. Detail

The Bramcote Neighbourhood Forum was originally designated by Broxtowe Borough Council on 3 August 2016. Neighbourhood Forum designations last for a period of five years. Neighbourhood Area designations do not expire. The Bramcote Neighbourhood Forum has been working on producing a Neighbourhood Plan for the Bramcote Neighbourhood Area.

The designation of the Bramcote Neighbourhood Forum expired in August 2021. On 13 June 2022, the Bramcote Neighbourhood Forum applied to Broxtowe Borough Council to re-designate the Bramcote Neighbourhood Forum for a further five-year period.

The Forum's application was accompanied by the supporting documents required by legislation, as set out within the Town and Country Planning Act 1990 and the Neighbourhood Planning (General) Regulations 2012 (as amended), and which include:

- The name of the Neighbourhood Forum;
- A copy of the Constitution of the Neighbourhood Forum;
- The Decision Notice designating the Neighbourhood Area to which the application relates, including a map to identify the area;
- The contact details of at least one member of the Neighbourhood Forum to be made public;
- A statement which explains how the Neighbourhood Forum meets the conditions contained in section 61F (5) of the Town and Country Planning Act 1990.

The Forum also submitted the minutes of its meetings held in August and October 2021 to further support its application.

The Neighbourhood Forum's application to re-designate the Forum can be viewed on Broxtowe Borough Council's website at the following link:

<https://www.broxtowe.gov.uk/bramcoteneighbourhoodplan>

In order to comply with Regulation 9 of the Neighbourhood Planning (General) Regulations 2012 (as amended), Broxtowe Borough Council invited comments on the application to re-designate the Bramcote Neighbourhood Forum for the period between 22 June 2022 and 5 August 2022.

The Council has received one representation from members of the public. This is supportive of the application to re-designate the Neighbourhood Forum.

In addition, responses were received from Natural England, Nottinghamshire County Council, Severn Trent Water and HS2 Ltd, confirming that these organisations had no comments on the application, and from the Beeston and District Civic Society supporting the re-designation of the Neighbourhood Forum.

The Coal Authority provided additional information but did not comment on the application to re-designate the Neighbourhood Forum.

Further information including redacted versions of the representations can be viewed on Broxtowe Borough Council's website at the following link:

<https://www.broxtowe.gov.uk/bramcoteneighbourhoodplan>.

4. Financial Implications

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

There are no financial implications at this stage. If the Council were to make a decision to re-designate the Bramcote Neighbourhood Forum, the Council would be able to apply for grant funding of £5,000 from the Department for Levelling Up, Housing and Communities (DLUHC).

5. Legal Implications

The comments of the Head of Legal were as follows:

Under the Neighbourhood Planning (General) Regulations 2012 (as amended by the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016), The Council is required to make a decision as to whether or not to designate the Neighbourhood Forum within the period of 13 weeks beginning with the day immediately following that on which the application was first publicised (for example 13 weeks from 23 June 2022).

Regulation 11 of the Neighbourhood Planning (General) Regulations 2012 (as amended) confirms that where a neighbourhood forum has been designated in relation to a neighbourhood area under section 61F of the 1990 Act, and that designation has not expired or been withdrawn, a local planning authority may

decline to consider any neighbourhood forum application made in relation to that neighbourhood area.

6. Human Resources Implications

N/A

7. Union Comments

N/A.

8. Data Protection Compliance Implications

N/A

9. Equality Impact Assessment

Not applicable as no new or amended policy is proposed.

10. Background Papers

Nil

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Report of the Portfolio Holder for Economic Development and Asset Management

STATEMENT OF COMMUNITY INVOLVEMENT

1. Purpose of Report

To adopt the revised Statement of Community Involvement (SCI).

2. Recommendation

Cabinet is asked to RESOLVE that the revised Statement of Community Involvement at appendix 2 is adopted.

3. Detail

The SCI sets out the ways in which the Council involves all parts of the community in all aspects of planning work. Councils are required to have an SCI and to review it every five years. Broxtowe's SCI was last reviewed in 2017.

In line with government guidance, the proposed new SCI moves away from less effective means of communication, such as advertisements in newspapers, and towards more effective means, such as social media tools and online documents. It simplifies and adds flexibility to the previous version of the SCI.

The SCI was considered by the Jobs and Economy Committee in January this year and it was the subject of public consultation in May. A summary of the responses to the consultation is given at appendix 1. Some minor changes have been made in light of the consultation responses. The revised version of the SCI, as proposed for adoption, is at appendix 2. An Equality Impact Assessment is included as appendix 3.

4. Financial Implications

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

There are no financial implications at this stage. The revised SCI is expected to result in some financial savings as a result of reduced spend on newspaper advertisements and printed documents. It is not expected to result in significant additional financial costs.

5. Legal Implications

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

The Council, as local planning authority, is required to prepare a statement of community involvement (SCI) in accordance with section 18(1), Planning and Compulsory Purchase Act 2004. The law prescribes the matters that the SCI must contain, including a statement of the Council's policy for involving the public

in the planning and plan making functions of the local planning authority. Section 18 was amended by the 12 Neighbourhood Planning Act 2017 to require an additional provision that the SCI must include policies for providing advice and assistance in relation to neighbourhood planning. The draft SCI complies with this legal duty. The report details the Council's duty under S149 of the Equality Act 2010 (the Public Sector Equality Duty) has been considered and complied with in the preparation of the SCI.

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

(Not applicable.)

9. Equality Impact Assessment

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

10. Background Papers

Nil

Summary of responses to the SCI consultation

Name and Date	Representation/Consultation Response	Council Comment	Action Recommended
Beeston and District Civic Society (May 2022)	The Society agrees with the statements at paragraphs 2.2 and 3.1 regarding Neighbourhood Planning.	Noted.	No action needed..
Beeston and District Civic Society (May 2022)	The Society would like there to be a 'Beeston and District Neighbourhood Forum and Plan'.	The establishment of a Forum and the production of a Plan are matters beyond the scope of the SCI itself. However the Council would be pleased to discuss these points with the Society.	No action needed.
Beeston and District Civic Society (May 2022)	The Society agrees with paragraph 2.8, regarding the Duty to Co-operate.	Noted.	No action needed.
Beeston and District Civic Society (May 2022)	The Society agrees with paragraph 2.11 regarding methods of involvement and shifting the focus towards digital platforms.	Noted.	No action needed.
Beeston and District Civic Society (May 2022)	Regarding paragraph 2.12, the Society agrees that the proposed methods of consultation 'can be successful'. However the Society 'should take an active role' in 'explaining the importance of such consultations' and 'facilitating presentations, exhibitions and workshops in the community'.	The Council would welcome the involvement of the Society and other community groups and would be pleased to discuss these points. No changes to the document are required.	No action needed.
Beeston and District Civic Society (May 2022)	Regarding paragraphs 2.13-2.14 on 'hard to reach groups', the Society 'would be	Noted and welcomed.	No action needed.

Name and Date	Representation/Consultation Response	Council Comment	Action Recommended
	willing to help the Council make better use of local organisations, groups and communities to reach out to the diverse community it serves’.		
Beeston and District Civic Society (May 2022)	Regarding paragraph 4.1, concerning community involvement in planning applications, the Society supports an ‘online first’ approach. It proposes that comments on applications should be available online. It considers that there should be ‘better functionality for the response form’ and that ‘it should also be possible to upload accompanying images, petitions or files’ and ‘link to online petitions’. There should be ‘clearer interface on planning applications’.	The Council agrees regarding the ‘online first’ approach, which is, broadly, what the revised SCI proposes. Having carefully considered the Society’s suggestion, the Council does not agree that comments on planning applications should be available online. However, copies of comments on applications will continue to be provided on request, by email or post. The Council will also continue to consider ways in which its online services can be improved. It would not be appropriate for the SCI to go into detail on these matters.	No action needed.
Beeston and District Civic Society (May 2022)	Regarding paragraph 4.4, the Society welcomes the encouragement of pre-application enquiries. However ‘applications which omit or lack prior consultation with neighbours and members	The Council will continue to encourage pre-application enquiries and to consider applications on their merits.	No action needed.

Name and Date	Representation/Consultation Response	Council Comment	Action Recommended
	of the public should be actively discouraged’.		
Beeston and District Civic Society (May 2022)	Regarding paragraph 4.8, concerning the publication of planning applications, the Society is generally supportive of the approach. However it considers that the table should refer to the County’s Historic Environment Record and a Local Heritage List.	The general support is welcomed. The Council considers that the table covers all the relevant types of development which may require differing kinds of publicity, and therefore disagrees with the proposed additional references.	No action needed.
Beeston and District Civic Society (May 2022)	Regarding paragraph 4.12, the Society confirms its view that comments on applications should be available on the website, as ‘it is not reasonable to limit/expect people to come to the offices in person to view planning comments’.	Having carefully considered the Society’s suggestion, the Council does not consider that this would be appropriate. However, copies of comments on planning applications will continue to be provided on request, by email or post.	No action needed.
Beeston and District Civic Society (May 2022)	The Society considers that the contents of paragraph 4.13, concerning neighbour notification, ‘should be made explicit on the comment submission form, with an opt-out tick box’.	This point will be considered when the comment submission form is next reviewed. It would not be appropriate for the SCI to go into this degree of detail.	No action needed.
Broxtowe Green Umbrella (BGU) (May 2022)	Regarding paragraph 2.6, concerning stakeholders, BGU would be happy to be	We will add BGU to the database. No change is	No action needed.

Name and Date	Representation/Consultation Response	Council Comment	Action Recommended
	added to the Council's database of stakeholders who will be consulted.	required to the SCI.	
Broxtowe Green Umbrella (BGU) (May 2022)	BGU considers that the consultation methods listed at paragraph 2.12 are all valid. The group 'believe that we could assist the Council in reaching larger numbers and more diverse communities through engagement events'.	The Council would welcome the involvement of the BGU and other community groups and would be pleased to discuss these points. No changes to the document are required.	No action needed.
Broxtowe Green Umbrella (BGU) (May 2022)	Regarding section 3, concerning Neighbourhood Planning, BGU notes that there is no Neighbourhood Plan for Beeston and district. It believes that 'we could help address this gap and ensure there is a voice within this area'.	The production of a Neighbourhood Plan is a matter beyond the scope of the SCI itself. However the Council would be pleased to discuss this point with the BGU.	No action needed.
Broxtowe BC planning officers (May-August 2022)	For purposes of clarification, various minor wording amendments have been proposed at paragraphs 4.6, 4.8 and 4.9.	Agreed.	These minor amendments have been made. (There are no changes of substance to the version of the SCI that was previously considered by the Jobs and Economy Committee.)
Coal Authority (May 2022)	The Authority has 'no specific comments'.	Noted.	No action needed.
Environment Agency (May 2022)	The Agency responded to the consultation but made no comments on the document.	Noted.	No action needed.
Historic England (HE) (May 2022)	HE suggests adding a link to a list of statutory consultees for planning policy	Disagree. In order to be of any substantial use, such a	No action needed.

Name and Date	Representation/Consultation Response	Council Comment	Action Recommended
	documents and otherwise has 'no further comments'.	list would have to be long and complex, as statutory requirements to consult vary considerably with the type of document and the stage in the production process.	
HS2 Ltd (May 2022)	HS2 Ltd 'welcomes the inclusion of paragraph 5.1' (which relates to Nationally Significant Infrastructure Projects, such as HS2) and 'has no objection to this consultation'.	Noted.	No action needed.
Natural England (NE) (May 2022)	NE 'are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters'. Otherwise, NE made no comments on the document.	Noted.	No action needed.
National Highways (NH) (May 2022)	NH has 'no further comments to make at this time'.	Noted.	No action needed.
NHS Nottingham and Nottinghamshire Clinical Commissioning Group (CCG) (May 2022)	The CCG confirms that it wants to continue to be consulted on applications for more than 25 dwellings and to continue to receive the weekly lists of applications. The CCG makes no comments on the SCI itself.	Noted.	No action needed.

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Broxtowe Borough Council Statement of Community Involvement

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Appendix A – Glossary of Terms

1. Introduction

What is a Statement of Community Involvement?

- 1.1 The Statement of Community Involvement (SCI) sets out how Broxtowe Borough Council, as the Local Planning Authority, will engage and consult the public and stakeholders in preparing Local Planning Policy documents and determining planning applications.
- 1.2 The purpose of the SCI is to set out who the Council will consult, when consultation will be undertaken and how it will be carried out.
- 1.3 This document will replace the Broxtowe Borough Council SCI, adopted in June 2009, and the Broxtowe SCI Supplement, adopted in 2017.

Why is a Statement of Community Involvement needed?

- 1.4 The Planning and Compulsory Purchase Act 2004 makes provision for the SCI. This document also reflects the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, The Localism Act 2011 and the National Planning Policy Framework (NPPF).
- 1.5 In accordance with the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, the Council will review its SCI at least every five years in order to determine if the commitments made by the Council are working in practice and to assess how effective the community engagement processes have been in shaping the decision-making process.

2. Community Involvement in Planning Policy

Planning Policy Documents

- 2.1 The Local Plan in Broxtowe is in two parts, as set out below. It sets out a strategy, development management policies and site allocations for future development across the Borough. These documents are subject to a statutory process which includes public engagement.
- 2.2 Decisions on planning applications have to be made in accordance with what is known as the 'development plan', unless material considerations indicate otherwise. The 'development plan' in Broxtowe includes:

- Broxtowe Aligned Core Strategy Part 1 Local Plan (2014) – setting out the overarching strategic vision, aims and objectives for Broxtowe as a whole until 2028. This document has been prepared and revised on an ‘aligned’ basis with the LPAs of Gedling Borough Council, Nottingham City Council and Broxtowe Borough Council.
 - Broxtowe Part 2 Local Plan (2019) – delivers the strategic aims and objectives as set out in the Core Strategy.
 - The Minerals and Waste Local Plans, which are prepared by Nottinghamshire County Council.
 - Neighbourhood Plans – The Localism Act 2011 gave local communities powers to develop a shared vision for their neighbourhood and shape the development and growth of their local area. Broxtowe Borough Council currently has a number of groups at different stages of the Neighbourhood Plan production and consultation methods for these are decided by the local body responsible for the Neighbourhood Plan.
- 2.3 Supplementary Planning Documents (SPDs) give further explanation and detail to Local Plan policies. They are subject to statutory procedures including community engagement but are not subject to independent examination. The Council is not obliged to produce any SPDs and these will be produced as and when they are considered necessary.
- 2.4 The Local Development Scheme is a programme that sets out how and when the Council will prepare and revise its policies in Development Plan Documents. The Local Development Scheme is kept up-to-date and reported every year in the Annual Monitoring Report. The annual Authority Monitoring Report sets out how planning policies are being delivered and how well the Council is doing in meeting its timescales for the production of the Local Plan.

Statutory Consultees

- 2.5 The Council must at least conform to the minimum requirements for consultation set out in Government legislation. Following this, the Council has identified the specific statutory consultation bodies that must be included at various stages of the consultation process.

Stakeholders

- 2.6 The Council has a database of stakeholders who will be consulted as the Council considers appropriate. Additional stakeholders will be added to this database as they are identified.

Duty to Co-operate

- 2.7 The Localism Act 2011 introduced a Duty to Co-operate, which places a requirement for all local planning authorities, all county councils and certain other specified public organisations to engage with one another on an ongoing basis and consider joint approaches to plan-making.
- 2.8 The Duty to Co-operate forms part of the legal and procedural requirements against which an independent inspector will assess the Local Plan during a public examination. It is considered essential that the Council can demonstrate effective collaborative working with neighbouring authorities, key stakeholders and other organisations during the preparation of both its Local Plan and the evidence base that supports it.

Consultation Stages

- 2.9 The production of Local Development Documents is guided by national planning policy and regulations. The Council will aim to consult with local communities and other stakeholders at the earliest appropriate stage in the production and revision of Local Development Documents. However, it is important to take into consideration the relevance of the particular stage of the document preparation and revision in order to ensure that proper methods are being used and relevant people are invited to participate to guarantee efficiency and effectiveness of the consultation process. For DPDs each stage of the consultation period will run for a minimum of 6 weeks. For SPDs consultations must be carried out during their preparation and before adoption, for a period of no less than 4 weeks.
- 2.10 Upon completion of the final stage of public consultation a submission version of any Development Plan Document will be submitted for independent examination.

Methods of Involvement

- 2.11 As the document progresses through the public consultation process the Council will ensure it utilises a range of consultation methods and media to help. Taking into account the increasing range of digital outlets and technology

available to the general public, the Council will focus on reducing the amount of printed literature produced, shifting the focus towards digital platforms. This will also have a positive impact on the environment by reducing the amount of printing and waste paper.

2.12 Listed below are the consultation methods which will be used by the Council when it undertakes consultation on the document:

- All documents to be consulted on will be available on the Council's website and social media platforms will be used to announce consultation dates and to keep people informed about the planning process.
- Statutory consultees and other appropriate organisations will be contacted directly via the most suitable method of communication.
- Emails will be sent informing those individuals, companies and groups registered on the Local Plan Consultation Database of public consultation.
- Hard copies of the document will be available to view in the Council offices.
- Upon request and applying any reasonable print and postage charges, printed consultation documents will be made available to community groups, town and parish councils, and statutory organisations.
- Presentations, exhibitions and workshops will be undertaken where considered appropriate to discuss consultation documents with various stakeholders and members of the public.

Hard to Reach Groups

2.13 The Council will encourage the participation of all members of the public with an interest in the Borough and is committed to providing fair and equal access to planning services. Taking factors of financial and resource constraints into account, the Council will make all reasonable efforts to engage in consultation which is fair and accessible to all communities within Broxtowe.

2.14 The Council recognises that 'hard to reach' groups tend to be underrepresented in responding to consultation exercises and are therefore 'seldom heard' from. For this reason, the Council will make additional efforts and will endeavour to be inclusive and consult taking account of any of the 9 protected characteristics contained within the Equality Act.

2.15 The Council will attempt to provide information in a variety of formats, including braille, large print, and other languages on request. If this is not possible we will work with the group or individual to provide information and enable them to express their views through alternative inclusive methods.

- 2.16 The Council will revise the Local Development Scheme (LDS - the 'timetable' for producing planning policy documents) when it seems appropriate, in accordance with the legislation. This will depend on the Council's planning priorities at the time and we do not therefore intend to consult on the LDS itself.

3. Duty to Advise and Assist on Neighbourhood Plans and Neighbourhood Development Orders

- 3.1 Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. The Council welcomes and encourages Parish and Town Councils and local communities to embark on the preparation of Neighbourhood Plans.

- 3.2 Neighbourhood planning can be accomplished by following six stages:

- setting up a neighbourhood forum, if necessary;
- establishing an area designation;
- gathering evidence, preparing the plan and conducting community consultation;
- submitting the plan & LPA Plan consultation
- Examination: Examiner's report and LPA's decision statement
- Plan referendum

- 3.3 The Council has a statutory role in the preparation of a Neighbourhood Plan as well as elements of consultation. The Council also has a statutory duty to advise and assist groups producing Neighbourhood Plans. The Council will assist in the designation of Neighbourhood Forums and Neighbourhood Areas where needed, taking a positive and proactive approach to the preparation of Neighbourhood Plans. Our commitments in order to meet these duties are as follows:

- Providing access to relevant information available (technical reports, maps, etc.) for Neighbourhood Forums and Town or Parish Councils to gather evidence;
- Providing information about strategic and non-strategic planning policies adopted by the Council in its Local Plan (Parts 1 and 2). We will also provide information and guidance in relation to relevant national policies;
- Informing Parish Councils and Neighbourhood Forums about planning applications in their area;
- Giving legal and general advice on planning requirements;

- Sharing relevant contact information for consultation with stakeholders, interest groups, public agencies and statutory consultees (subject to the provisions of the GDPR);
- Checking the Neighbourhood Plan before submission and providing feedback on drafts.

The responsibility for neighbourhood planning content rests almost entirely on the Neighbourhood Forum or Parish Council.

3.4 Once a Neighbourhood Plan has been submitted to the Council the remainder of the process is largely undertaken by the Council:

- The Council must satisfy itself that the plan submitted for independent examination complies with all the legal requirements. Where the Council has the responsibility to publicise them, the Council will publicise details of the draft plan including where and when it can be inspected on the Council's website. The Council will provide details on how representations to the draft plan can be made, and the date by which those representations should be received, this not being less than 6 weeks from the date the plan is first publicised.
- The Council also has to issue a statement that any representation may include a request to be notified of the LPA's decision in relation to the NP.
- The Council will notify any consultation body referred to in the Consultation Statement of the draft Neighbourhood Plan as required by Neighbourhood Planning Regulations.
- The Council will submit the draft Neighbourhood Plan and supporting documents (along with any representations made) to examination, which will be funded by the Council.
- Once received, the Council will publish the Examiner's Report on the Council website. The Council will consider the recommendations of the Examiner's Report, and decide what actions to take in response to each recommendation. The Council can make modifications to ensure the NP meets the basic conditions. The Council must set out its decision and reasons in a decision statement. Should the NP meet the basic conditions and is compatible with any EU obligations and any of the Convention rights, the Council must make a decision to proceed to referendum as soon as reasonably possible.
- The Council will arrange and fund the referendum in accordance with The Neighbourhood Planning (Referendums) Regulations 2012. If over 50% vote in favour of the Plan then, subject to compliance with the various legal obligations, the Council will adopt ('make') the Neighbourhood Plan.

3.5 Neighbourhood Development Orders (NDOs) can be introduced by a Parish or Town Council, or a Neighbourhood Forum, in order to grant planning permission for a specific development or type of development in their

neighbourhoods. The Council will give similar advice and assistance regarding neighbourhood development orders as it will regarding neighbourhood plans.

4. Community Involvement in Planning Applications

- 4.1 Planning applications and decisions can be controversial. There will often be arguments for and against granting permissions for any type of development, and the Council must apply planning policies accordingly in a reasonable and impartial manner. The important issue is to ensure that the decision-making process is as clear, transparent and inclusive as possible.
- 4.2 It is important to note that the quality and relevance of points raised in any objection carry more weight within the decision-making process than the number of objections. Therefore, a large number of objections being received does not automatically mean that a proposal will be refused. Equally the absence of objections does not necessarily mean that an application will be approved.
- 4.3 Broxtowe Borough Council is not responsible for determining all planning applications within the Borough. Nottinghamshire County Council deals with certain categories of applications such as mineral and waste developments, and is therefore responsible for any consultation relating to these matters.

Pre-Application Advice and Enquiries

- 4.4 The Council encourages applicants for major planning applications and larger schemes such as new residential developments to submit pre-application enquiries in order to enter into early discussions with the Council regarding the proposals. Section 93 of the Local Government Act (2003) allows Local Planning Authorities (LPAs) to charge for providing a pre-application advice service. Details of the relevant fees are provided on the [Council's website](#).
- 4.5 The level of information necessary for effective pre-application advice to be given will vary depending on the scale and nature of the development. Whilst the Council will not set out a list of validation requirements for pre-application enquiries it should be noted that the more information provided the more detailed and insightful the response from Planning Officers can be.

- 4.6 Pre-application enquiries will generally not be consulted on and are treated as confidential. However, where it may aid the advice being given in response to pre-application enquiries the Council may consult with technical consultees such as the Highway Authority and Environment Agency. The Council will also encourage applicants to enter into proportionate levels of consultation with neighbours and members of the public prior to the submission of a planning application.
- 4.7 For more general queries relating to permitted development rights and householder development the Council offers a Duty Planner service. The details regarding the number to call and times this will be operational will always be available on the [Council's website](#). It should be noted that advice offered through the Duty Planner service is free of charge, although it will only extend to verbal advice. Any advice required in writing will be subject to a pre-application enquiry and the relevant costs associated with this. All advice offered is informal and 'without prejudice'.

Planning Application Stage

Publication of Planning Applications

- 4.8 The Council is required by law (Article 15 of the Town and Country Planning (General Management Procedure) (England) Order 2015 as amended) to give publicity to all planning applications. The legislation sets out the publicity required for various types of development and this is summarised in the table below. The Council will only publicise the required applications in local newspapers for as long as required by law. Should the legislation change in respect of this during the lifetime of this SCI the Council will use a reasonable alternative method as required.

Type of Development	Publicity Required
<ul style="list-style-type: none"> • Applications subject to Environmental Impact Assessment which are submitted with an Environmental Statement; • Applications involving a departure from the development plan; or • Applications for development affecting a Public Right of Way. 	<ul style="list-style-type: none"> • Publication on the Council's website; and • Publication in a local newspaper; and • Sending a neighbour notification letter to identifiable neighbouring properties; and • A site notice will be erected on or near the land for no less than 30 days.
<p>Applications for Major Development:</p> <p>(a) Residential development of 10 or more dwellings or where the site is 0.5ha or more; and</p> <p>(b) For all other uses, floor space of 1000 sq. metres or more or site area of 1ha or more.</p>	<ul style="list-style-type: none"> • Publication on the Council's website; and • Publication in a local newspaper; and • Sending a neighbour notification letter to identifiable neighbouring properties; and • A site notice will be erected on or near the land for no less than 21 days.
<p>Applications for external works to a Listed Building, internal works to Grade I and Grade II* Listed Buildings and development in Conservation Areas.</p>	<ul style="list-style-type: none"> • Publication on the Council's website; and • Publication in a local newspaper; and • Sending a neighbour notification letter to identifiable neighbouring properties; and • A site notice will be erected on or near the land for no less than 21 days.
<p>Minor Development (all other development, except as at 4.9)</p>	<ul style="list-style-type: none"> • In all cases, publication on the Council's website. In addition, either or both of the following two options: • Sending a neighbour notification letter to identifiable neighbouring properties; and/or • A site notice will be erected on or near the land for no less than 21 days where neighbouring properties are not clearly identifiable or where there is considered likely to be wider interest in the application.

- 4.9 The Council will not normally consult on applications for advertisement consent and those which are solely for internal works to Grade II Listed Buildings.

Neighbour Notification and Consultation Period

- 4.10 The Council sends individual notification letters to all properties/premises immediately adjoining or adjacent to the application site to ensure neighbours receive a timely and direct notification. Where a neighbouring property is not clearly identifiable adjacent to the application site a site notice will be posted at the site for no less than 21 days. A site notice will also be posted where there is considered likely to be wider interest in the application.
- 4.11 There is a statutory consultation period of 21 days (except where consultation falls over a bank holiday, where an additional day will be added for each bank holiday the period covers). After that period a decision may be taken, although any comments received prior to the application being decided will generally be considered. Where planning applications are to be determined by the Planning Committee, any comments received after the agenda has been finalised will be reported to the Planning Committee in a schedule of late items. However, any comments received after noon on the day of the meeting will not be reported to the Committee.
- 4.12 Public comments on planning applications will not be made available on the Council's website. However, all comments received will form part of a public record and made available for public inspection. Members of the public should therefore consider the content of any comments made in response to planning applications and only provide information they would be happy to be viewed by other members of the public and applicants. The sharing of information will be carried out in accordance with the Council's Planning Privacy Notice which can be viewed via <https://www.broxtowe.gov.uk/for-you/planning/planning-privacy-notice/>.
- 4.13 Upon request comments from the public may be sent to any other members of the public, including the applicant. Names and addresses if included on letters will not be redacted in these instances unless clearly requested at the beginning of your correspondence. The only personal information to be redacted as standard will be telephone numbers, email addresses and signatures. Some information such as medical details may also be identified as being confidential and as such would not be available for public viewing. This would be on a case by case basis upon agreement between the Council and the individual who commented.

4.14 The preferred and most efficient way for comments to be submitted is through the Council's website at <http://planning.broxtowe.gov.uk/ApplicationSearch>. However, comments can also be submitted by email to pabc@broxtowe.gov.uk and by post with all correspondence referencing the planning application number.

4.15 The Council will only assess planning issues relevant to the application. Examples include:

- Compliance with national or local planning policies
- Design and appearance
- Loss of privacy
- Loss of daylight/sunlight
- Sense of enclosure
- Noise/smell and disturbance as a result of the proposal
- Traffic generation and access

Examples of issues that are not material planning considerations include:

- Impact on property values
- Boundary/legal disputes
- Loss of view
- Commercial competition
- Impact of building work

4.16 Comments received from statutory and technical consultees, ward Councillors and Town/Parish Councils will normally be displayed on the website.

The Decision and Planning Committee

4.17 The Council decides many planning applications through delegated powers with Council Officers being responsible for determining the applications. Borough Councillors can call applications in for determination at Planning Committee, which is held approximately every 4 weeks. Other occasions whereby applications are determined by Planning Committee include those applications which the Head of Planning considers should be considered by members as well as applications where Broxtowe Borough Council is the applicant.

- 4.18 Where an application is to be determined by the Planning Committee a report will be prepared by the case officer and will form part of the agenda. The agenda will normally be available 5 working days prior to the meeting and be available on the Council's website. The applicant/agent and any member of the public who has commented on the application will be advised in writing (by email or post where an email address is not provided) if a particular application is to be determined by Planning Committee. Where a petition has been received in respect of a particular application only the organiser of the petition or the person listed at the top of the petition will be notified.
- 4.19 There is an opportunity for members of the public to speak at Planning Committee. Only one registered member of the public is allowed to speak to support, and one to oppose, the application and no agents (or other similarly qualified individuals) will be eligible to speak. In the event that more than one member of the public requests to speak the Council will assess who is more appropriately placed to speak. Speakers will be allowed a maximum time of 3 minutes to speak. Information on how to register to speak will be included in the correspondence making members of the public aware of the application being taken to Planning Committee.

After the Decision

- 4.20 The Council will post all planning decision notices on the Council website as soon as possible after a decision has been made. A copy of the decision notice is retained on file.
- 4.21 Following a refusal of planning permission or the imposition of conditions, the applicant has the right to appeal the Council's decision to the Planning Inspectorate who will consider the proposal and make an independent decision. Should an appeal be submitted the Council will notify members of the public who commented on the original application in accordance with Government requirements.
- 4.22 Following the granting of planning permission there is no third party right of appeal against the decision.

5. Nationally Significant Infrastructure Projects

- 5.1 Nationally Significant Infrastructure Projects (NSIPs) such as HS2 are subject to separate consultation processes and dealt with on an individual basis. The Council will follow the appropriate guidance should such measures be required.
- 5.2 Further information on consultation in respect of NSIPs is available at <https://infrastructure.planninginspectorate.gov.uk/>.

6. Further Information

- 6.1 For further information regarding this Statement of Community Involvement or any aspect of the process for planning policy and planning applications please contact us using the details below. Further information regarding all these matters is also available on the Council's website.

By Email:

pabc@broxtowe.gov.uk

By Post:

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

Telephone: 0115 917 3447

Website: www.broxtowe.gov.uk

Appendix A – Glossary of Terms

Development Plan Document: A spatial planning document which is part of the development plan subject to extensive consultation and independent examination.

Development Plan: Includes adopted Local Plans and Neighbourhood Plans, and is defined in Section 38 of the Planning and Compulsory Purchase Act 2004.

Localism Act 2011: An act of Parliament that introduced changes to the planning system including introducing the Duty to Cooperate and Neighbourhood Planning.

Local Development Documents: Documents including Development Plan Documents and Supplementary Planning Documents that deliver the spatial planning strategy for the Local Planning Authority.

Major Planning Application: Planning applications for residential development of 10 or more dwellings or site area of 0.5 hectares or more. For non-residential proposals 1000 sq.m. floor space or a site area of 1 hectare or more.

National Planning Policy Framework: Sets out the Government's planning policies for England and how these are expected to be applied.

Nationally Significant Infrastructure Projects: Major infrastructure developments that bypass normal local planning application processes.

Neighbourhood Plan: A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area.

Planning Committee: A committee of local councillors that determines certain planning applications.

Supplementary Planning Documents: Documents which add further detail to policies in the Local Plan. Supplementary Planning Documents are capable of being a material consideration in planning decisions but are not part of the development plan.

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APPENDIX 3**Equality Impact Assessment**

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

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

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

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

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

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

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

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

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

design, deliver and evaluate services, and how they commission and procure from others.

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

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

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

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

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

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

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

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

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect

on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Planning and Economic Development	Lead officer responsible for EIA	Ryan Dawson
Name of the policy or function to be assessed:		Statement of Community Involvement (SCI)	
Names of the officers undertaking the assessment:		David Lawson	
Is this a new or an existing policy or function?		Existing, being revised.	
<p>1. What are the aims and objectives of the policy or function?</p> <p>The Statement of Community Involvement (SCI) sets out how Broxtowe Borough Council, as the Local Planning Authority, will engage and consult the public and stakeholders in preparing local planning policy documents and determining planning applications. The purpose of the SCI is to set out who the Council will consult, when consultation will be undertaken and how it will be carried out. This document will replace the Broxtowe Borough Council SCI, adopted in June 2009, and the Broxtowe SCI Supplement, adopted in 2017.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>In line with government guidance, the proposed new SCI moves away from less effective means of communication, such as advertisements in newspapers, and towards more effective means, such as social media tools and online documents. It simplifies and adds flexibility to the previous version of the SCI.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>All members of the community, local organisations and statutory consultees.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>All members of the community, local organisations and statutory consultees.</p>			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>n/a.</p>			
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <p>n/a</p>			

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

The responses to the consultation, as summarised in the Cabinet report, did not raise any issues relating to equalities.

8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:

☐ **Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?**

It does not target or exclude a specific group or community. By placing increased emphasis on online methods of community involvement, it is hoped that the new SCI may encourage more involvement by some members of some communities, who may be reluctant to attend 'in-person' meetings or exhibitions.

It is not intended or anticipated that the SCI will exclude, or adversely affect, older people, people without access to social media, people not online or people with visual impairment. People wanting to access the consultations will still be able to do so in the Council Offices, with assistance if needed. Paper copies of consultation documents, including large-print copies, will continue to be available for those who need them, on request. Similarly, copies of comments on planning applications will continue to be provided on request, by email or post.

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

Yes.

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

No.

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

No.

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

Potentially, evidence of numbers of responses to consultations, as mentioned in section 9.

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

Age: We will attempt, where possible, to monitor the numbers of responses to consultations before and after the SCI changes, in order to assess any positive or adverse impact on this strand.

Disability: We will attempt, where possible, to monitor the numbers of responses to consultations before and after the SCI changes, in order to assess any positive or adverse impact on this strand.

Gender: We will attempt, where possible, to monitor the numbers of responses to consultations before and after the SCI changes, in order to assess any positive or adverse impact on this strand.

Gender Reassignment: We will attempt, where possible, to monitor the numbers of responses to consultations before and after the SCI changes, in order to assess any positive or adverse impact on this strand.

Marriage and Civil Partnership: We will attempt, where possible, to monitor the numbers of responses to consultations before and after the SCI changes, in order to assess any positive or adverse impact on this strand.

Pregnancy and Maternity: We will attempt, where possible, to monitor the numbers of responses to consultations before and after the SCI changes, in order to assess any positive or adverse impact on this strand.

Race: We will attempt, where possible, to monitor the numbers of responses to consultations before and after the SCI changes, in order to assess any positive or adverse impact on this strand.

Religion and Belief: We will attempt, where possible, to monitor the numbers of responses to consultations before and after the SCI changes, in order to assess any positive or adverse impact on this strand.

Sexual Orientation: We will attempt, where possible, to monitor the numbers of responses to consultations before and after the SCI changes, in order to assess any positive or adverse impact on this strand.

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: Ryan Dawson

Report of the Portfolio Holder for Economic Development and Asset Management

INFRASTRUCTURE FUNDING STATEMENT 2020-2021 AND SECTION 106 MONITORING

1. Purpose of Report

To note the annual Infrastructure Funding Statement (IFS) and provide an overview on the procedure for monitoring section 106 (S106) agreements.

2. Recommendation

Cabinet is asked to NOTE the Infrastructure Funding Statement (IFS) and Section 106 monitoring process, within the appendix.

3. Detail

The IFS provides information on the monetary (and non-monetary) contributions sought and received from developers for the provision of infrastructure to support development in Broxtowe, and the subsequent use of those contributions by Broxtowe Borough Council. The report covers the financial year 1 April 2020 – 31 March 2021, see the appendix. Councils are required to publish an IFS annually.

Further information in respect of S106 monies available and not allocated for projects is being prepared and will be available in due course.

Details of a step by step process for monitoring S106 agreements has been provided in the appendix, to provide an overview of how monetary and non-monetary contributions are monitored over time.

4. Financial Implications

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

The annual Infrastructure Funding Statement provides information on the contributions sought and received from developers and their subsequent use of these contributions by the Council. Section 106 contributions are monitored by the Planning and Finance Services teams. The financial details relating to Section 106 contributions covering the financial year 2020/21 are included in the appendix to this report.

5. Legal Implications

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

The Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019 require an annual report (The Infrastructure Funding Statement (IFS)) to be published on the Council's website by December 31st each year, to provide a summary of the

financial and non-financial developer contributions relating to Section 106 Legal Agreements (S106) and the Community Infrastructure Levy (CIL) within Broxtowe Borough Council for each financial year. There are potential legal implications if the Council does not fulfil its obligations in respect of Section 106 legal agreements. The preparation of the IFS on an annual basis provides much greater transparency in relation to S106 funds including those which have been received, spent, allocated and not yet allocated or spent.

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

Not applicable.

9. Equality Impact Assessment

Not applicable.

10. Background Papers

Nil.

BROXTOWE BOROUGH COUNCIL

INFRASTRUCTURE FUNDING STATEMENT

2020/2021

Ryan Dawson
Head of Planning and Economic Development
Broxtowe Borough Council,
Council Offices,
Foster Avenue,
Beeston,
Nottingham
NG9 1AB

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1.0 Introduction

- 1.1 This report provides information on the monetary (and non-monetary) contributions sought and received from developers for the provision of infrastructure to support development in Broxtowe, and the subsequent use of those contributions by Broxtowe Borough Council. The report covers the financial year 1 April 2020 – 31 March 2021.
- 1.2 Broxtowe does not have a Community Infrastructure Levy and therefore seeks developer contributions through Section 106 agreements (also known as “planning obligations”). As part of the planning process Section 278 agreements are also entered into with developers and Nottinghamshire County Council to secure highway improvements. However, these are not included within this Infrastructure Funding Statement (IFS).

Planning Obligations

- 1.3 Section 106 of the Town and Country Planning Act 1990 enables a local planning authority to enter into a negotiated agreement – a planning obligation - to mitigate the impact of a specific development, to make it acceptable in planning terms. The planning obligation might, for example, require the provision or contribution to a new or improved road, school, health facility or local green infrastructure. Local Planning Authorities can also seek planning obligations to secure a proportion of affordable housing from residential developments. In some instances, section 106 planning obligations may require payments to be made to parish councils.

2.0 Section 106 (planning obligations) report

2.1 The Council's policy in respect of developer contributions are set out in Policy 19 of the Broxtowe Aligned Core Strategy (2014) and Policy 32 of the Broxtowe Part 2 Local Plan (2019).

2.2 Policy 19 of the Broxtowe Aligned Core Strategy (2014) states:

1. All development will be expected to:

- a) meet the reasonable cost of new infrastructure required as a consequence of the proposal;**
- b) where appropriate, contribute to the delivery of necessary infrastructure to enable the cumulative impacts of developments to be managed, including identified transport infrastructure requirements; and**
- c) provide for the future maintenance of facilities provided as a result of the development.**

2. The Councils intend to introduce Community Infrastructure Levies to secure infrastructure that has been identified as necessary to support new development and to achieve Core Strategies objectives.

3. Prior to the implementation of a Community Infrastructure Levy, planning obligations will be sought to secure all new infrastructure necessary to support new development.

2.3 Policy 32 of the Broxtowe Part 2 Local Plan (2019) states:

1. Financial contributions may be sought from developments of 10 or more dwellings or 1,000 square metres or more gross floorspace for provision, improvement or maintenance, where relevant, of;

- a) Affordable housing;**
- b) Health;**
- c) Community facilities;**
- d) Green Infrastructure Assets;**
- e) Biodiversity;**
- f) Education;**
- g) Highways, including sustainable transport measures;**
- h) Cycling, footpaths and public transport;**
- i) The historic environment, heritage assets and/or their setting; and**
- j) Flood mitigation measures, including SuDS.**

2. On-site provision of new playing pitches may be required for developments of 50 dwellings or more.

- 2.4 In some instances certain developments may be unviable and in such cases it may be possible for S106 contributions to be negotiated. In such instances a Viability Assessment will be required to demonstrate why the scheme is unviable, and it will be usual practice for the Council to have this assessment independently reviewed at the cost of the applicant.
- 2.5 Nottinghamshire County Council are the Highways Authority and Education Authority for Broxtowe Borough Council. The County Council is therefore responsible for identifying required contributions in respect of primary and secondary education, and highways improvements, including improvements to the bus network. It is usual practice for S106 contributions requested by the County Council to be paid directly to the County Council by the developer.

3.0 S106 Headline Figures

3.1 Table showing monetary contributions:

Monetary Contributions

Total money to be provided¹ through planning obligations agreed in 2020/21	£5,052,796 (see table 3.3)
Total money received² through planning obligations (whenever agreed) in 2020/21	£1,151,435.66 (see table 3.5)
Total money, received through planning obligations (whenever agreed), spent³ in 2020/21	£0
Total money, received through planning obligations (whenever agreed), retained⁴ at the end of 2020/21 (excluding “commuted sums” for longer term maintenance).	£378,108 (see section 3.7)
Total money, received through planning obligations (whenever agreed), retained at the end of 2020/21 as “commuted sums” for longer term maintenance.	£36,272

- 3.1.1 It is important to note that there is no record of Section 106 monies spent in the 20/21 financial year. It is expected that this is due to the disruption caused by the COVID-19 pandemic. Total money received at the end of 2020/21 as

¹ If sums to be provided are yet to be confirmed please provide an estimate (as set out in regulations)

² Including sums received for monitoring in relation to the delivery of s106 obligations

³ “spent” includes sums transferred to an external organisation to spend but does not include sums held internally, whether allocated or otherwise to a specific infrastructure project or type. Total money spent includes sums spent on monitoring the delivery of s106 obligations (please provide an estimate if total sum not known, in line with regulations)

⁴ ‘Retained’ refers to S106 sums remaining unspent including sums both ‘allocated’ and ‘unallocated’.

“commuted sums” for longer term maintenance relates to Myford Ltd, Wilmot Lane, Beeston – 17/00723/FUL. These commuted sums are for off-site play area improvements at Dovecote Lane play area.

3.1.2 Table showing break down of monies agreed 2020/21:

Contribution	Site	Amount
ITPS	Field Farm, Ilkeston Road, Stapleford – 20/00116/FUL	£275,000
	136 Church Street, Eastwood – 19/00142/OUT	£9,000
Affordable Housing	Field Farm, Ilkeston Road, Stapleford – 20/00116/FUL	£1,485,000
	136 Church Street, Eastwood – 19/00142/OUT	£540,000
Open Space	Field Farm, Ilkeston Road, Stapleford – 20/00116/FUL	£432,768
	136 Church Street, Eastwood – 19/00142/OUT	£79,050
Education	Field Farm, Ilkeston Road, Stapleford – 20/00116/FUL	£1,109,987
	136 Church Street, Eastwood – 19/00142/OUT	£710,116
Other - off site highways contributions	Field Farm, Ilkeston Road, Stapleford – 20/00116/FUL	£343,000
Other – health care	136 Church Street, Eastwood – 19/00142/OUT	£68,875

3.1.3 Table showing Non-Monetary Contributions:

		Site
Total number of affordable housing units to be provided through planning obligations agreed in 2020/21	33	Field Farm, Ilkeston Road, Stapleford – 20/00116/FUL
Total number of affordable housing units which were provided⁵ through planning obligations (whenever agreed) in 2020/21	38	Field Farm, Ilkeston Road, Stapleford - 15/00841/REM

⁵ Not a regulatory requirement but it is suggested that authorities, for clarity and transparency, report on this

		Site
		Hilltop House, Nottingham Road, Eastwood – 18/00798/FUL
		Beeston Market Willoughby Street, Beeston – 20/00282/REG3
Total number of school places for pupils to be provided through planning obligations agreed in 2020/21	46 (26 primary school and 20 secondary school places)	136 Church Street, Eastwood – 19/00142/OUT

(also add summary details outside of the above table on any other non-monetary contributions⁶ to be provided through section 106 planning obligations which were agreed in 2020/21)

3.2 Total monies received in 2020/21 came from 2 sites:

Contribution	Site	Amount
ITPS		None
Affordable Housing	Myford Ltd, Wilmot Lane, Beeston – 17/00723/FUL	£103,634.66
	Beamlight, Eastwood – 14/00334/OUT	£910,000
Open Space	Myford Ltd, Wilmot Lane, Beeston – 17/00723/FUL	£36,272
Education	Myford Ltd, Wilmot Lane, Beeston – 17/00723/FUL	£101,529

⁶ This includes any land or infrastructure to be provided

3.3 Section 106 infrastructure expenditure⁷ in 2020/2021

3.3.1 Planning obligations spent on specific infrastructure projects in 2020/21:

Infrastructure Project/Type	Planning Obligation receipts spent
None	£0

3.3.2 The Council is required to report on the total amount of money, received through planning obligations (whenever agreed and money received), spent in 2020/21 on repaying money borrowed, including any interest. The Council reports that it does not use any money from planning obligations received to repay borrowing costs.

3.3.3 The Council is required to report on the total amount of money, received through planning obligations (whenever agreed and money received), spent in 2020/21 on monitoring in relation to the delivery of planning obligations. The Council reports that it does not use any money from planning obligations received to cover monitoring costs.

3.3.4 The Community Infrastructure Levy (Amendment)(England)(No.2) Regulations 2019 allows Local Authorities to charge a monitoring fee through section 106 planning obligations, to cover the cost of the monitoring and reporting on delivery of that section 106 obligation as described above. Monitoring fees can be used to monitor and report on any type of planning obligation, for the lifetime of that obligation. However, monitoring fees should not be sought retrospectively for historic agreements.

3.3.5 The Council's monitoring fees currently use a fixed 5% of financial contributions capped at £5,000. Monitoring fees can be reviewed, however in all cases, monitoring fees must be proportionate and reasonable and reflect the actual cost of monitoring. This will be reviewed in due course.

⁷ Reporting authorities should report sums transferred to external organisations in this section (as such sums are regarded as "spent" in the regulations) and can add details of the infrastructure provided in regard to such transfers of money, where the sums have subsequently been spent.

3.4 Section 106 receipts retained (allocated⁸ and unallocated)

- 3.4.1 The total amount of money, received through planning obligations prior to 2020/21, *which had not been allocated* (to an infrastructure project or item) by the end of 2020/21:

£50,461

- 3.4.2 The total amount of money, received under any planning obligation in any year, *which had been allocated* (to an infrastructure project or type) for spending by the end of 2020/21 but which had not been spent:

£327,647

- 3.4.3 Infrastructure projects or items to which receipts from planning obligations, whenever collected including 2020/21, have been allocated (but not spent) and the amount allocated to each item:

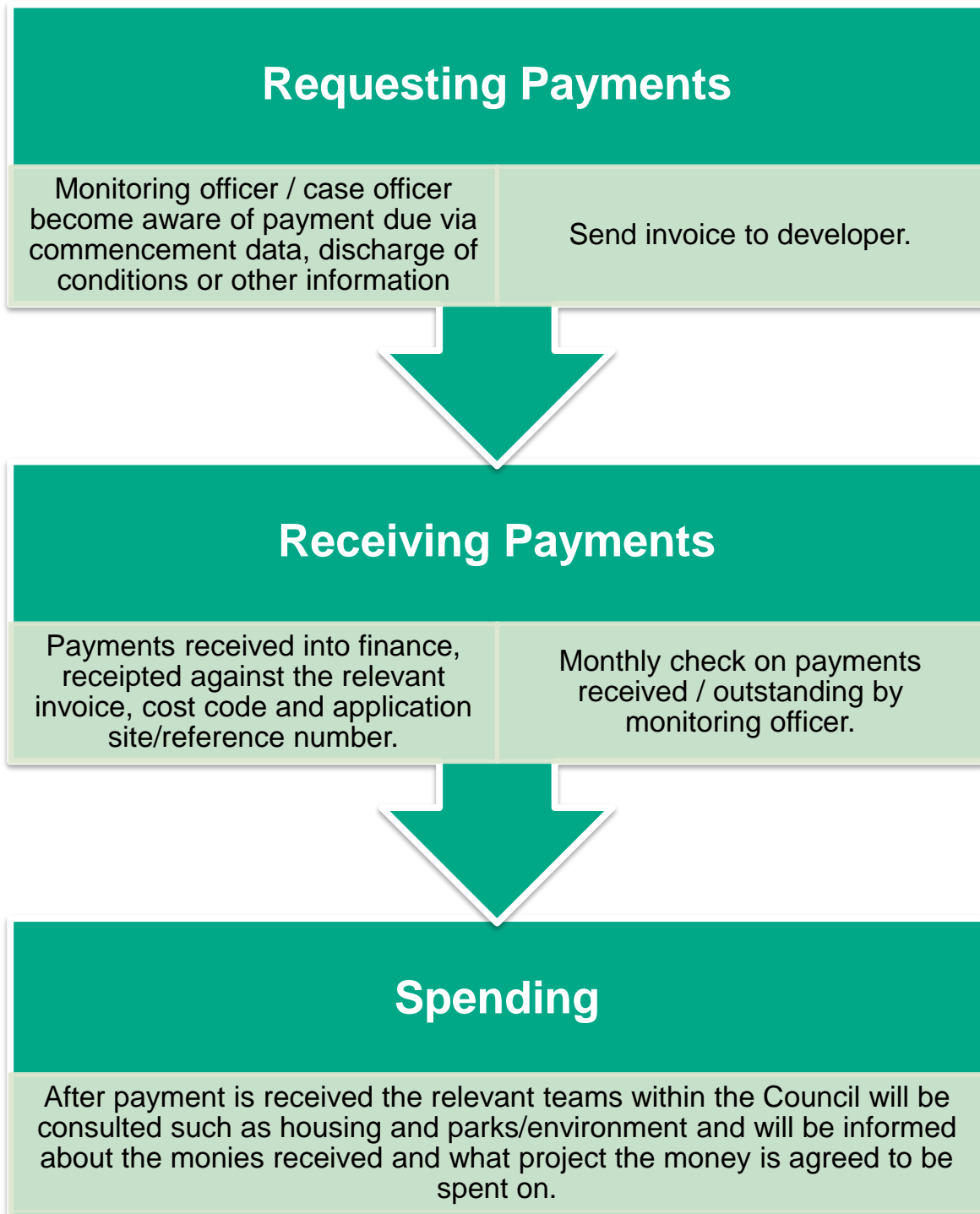
Allocated receipts from Planning Obligations

Infrastructure Project/Type	Planning Obligation receipts allocated
Beeston Tram Interchange	£138,547
HS2 Potential Extension Studies	£100,000
Contribution to A610 footways adjacent to Mushroom Farm	£80,000
Kimberley Footpath 35 Improvements	£9,100 Underspend (£15,000 allocated originally)

⁸ 'Allocated' means section 106 sums retained by the reporting authority which have, or knowingly will be, passed to an internal team to fund a specific infrastructure project or infrastructure type. 'Allocated' also includes sums which will knowingly be passed to an external organisation but which are yet to be passed.

3.5 Section 106 Monitoring Process

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ANNEX A: The Regulatory Requirements for Infrastructure Funding Statements

The Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019

Regulation 121A states:

(1) Subject to paragraph (2), no later than 31st December in each calendar year a contribution receiving authority must publish a document (“the annual infrastructure funding statement”) which comprises the following—

(a) a statement of the infrastructure projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL (other than CIL to which regulation 59E or 59F applies) (“the infrastructure list”);

(b) a report about CIL, in relation to the previous financial year (“the reported year”), which includes the matters specified in paragraph 1 of Schedule 2 (“CIL report”);

(c) a report about planning obligations, in relation to the reported year, which includes the matters specified in paragraph 3 of Schedule 2 and may include the matters specified in paragraph 4 of that Schedule (“section 106 report”).

(2) The first annual infrastructure funding statement must be published by 31st December 2020.

(3) A contribution receiving authority must publish each annual infrastructure funding statement on its website.

ANNEX B: List of Schedule 2 requirements for the Infrastructure Funding Statement

Section 106 planning obligations

Reporting requirement (Schedule 2, Paragraph 3 and (optional) 4)	Ref. in template
3 (a). the total amount of money to be provided under any planning obligations which were entered into during the reported year;	3.1
3 (b). the total amount of money under any planning obligations which was received during the reported year;	3.1
3 (c). the total amount of money under any planning obligations which was received before the reported year which has not been allocated by the authority;	3.4.1
3 (d). summary details of any non-monetary contributions to be provided under planning obligations which were entered into during the reported year, including details of— (i) in relation to affordable housing, the total number of units which will be provided; (ii) in relation to educational facilities, the number of school places for pupils which will be provided, and the category of school at which they will be provided;	3.1.3 3.1.3
3 (e). the total amount of money (received under any planning obligations) which was allocated but not spent during the reported year for funding infrastructure;	3.4.2
3 (f). the total amount of money (received under any planning obligations) which was spent by the authority (including transferring it to another person to spend);	3.1
3 (g). in relation to monies (received under planning obligations) which were allocated by the authority but not spent during the reported year, summary details of the items of infrastructure on which the money has been allocated, and the amount of allocated to each item;	3.4.3

Reporting requirement (Schedule 2, Paragraph 3 and (optional) 4)	Ref. in template
<p>3 (h). in relation to monies (received under planning obligations) which were spent by the authority during the reported year (including transferring it to another person to spend), summary details of—</p> <p>(i) the items of infrastructure on which monies (received under planning obligations) were spent, and the amount spent on each item;</p> <p>(ii) the amount of monies (received under planning obligations) spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);</p> <p>(iii) the amount of monies (received under planning obligations) spent in respect of monitoring (including reporting under regulation 121A) in relation to the delivery of planning obligations.</p>	<p>3.3.1</p> <p>3.3.2</p> <p>3.3.5</p>
<p>3 (i). the total monies (received under any planning obligations) during any year which were retained at the end of the reported year, and where any of the retained monies have been allocated for the purposes of longer term maintenance (“commuted sums”), also identify separately the total amount of commuted sums held.</p>	<p>3.1</p>

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Report of the Portfolio Holder for Community Safety

MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT 2022

1. Purpose of Report

To seek approval for the annually reviewed and updated Modern Slavery Statement and for its inclusion on the website.

2. Recommendation

Cabinet is asked to RESOLVE that the updated Modern Slavery and Human Trafficking Statement 2022 be approved.

3. Detail

The Modern Slavery Act 2015 consolidates various offences relating to human trafficking and slavery.

Section 54 of the Act imposes a legal duty on commercial organisations, which supply goods and/or services from or to the UK and have a global turnover of more than £36 million, to publish a slavery and human trafficking statement each financial year. Broxtowe Borough Council engages in commercial activities by providing services (some of which are statutory and some discretionary) and its annual turnover is greater than the specified £36 million.

Modern slavery clauses are included in our legal contracts where appropriate and Modern Slavery Policies are requested from third party organisations along with Safeguarding, Equalities, Data Protection Act 2018 (GDPR) and Environmental / Carbon Impact policies at account meetings.

Whilst the Modern Slavery Act 2015 does not state that Local Authorities specifically are included in those organisations legally required to publish a statement, many do so as a matter of good practice. It is considered that Broxtowe Borough Council should be keen to raise awareness of slavery and human trafficking and as a large scale local employer and provider of services, should make its position of zero tolerance in respect of slavery and trafficking clear and unequivocal.

In 2021/22 there were 20 young people managed locally who were the victims of criminal exploitation and one victim of domestic servitude and one victim of modern slavery referred into the National Referral Mechanism. The exploitation worker for the City attends the monthly Neighbourhood Safeguarding and Disruption meetings and Complex Case Panel meetings to assist in identifying and managing victims and those at risk of being victims of exploitation.

The Communities Team supported the Police in a very successful intelligence led Slavery and Exploitation Week of Action assisting in operations across the borough visiting premises to check to employment status of employees and provide advice and signposting.

The Councils contract and procurement arrangements require clauses in all contracts which relate to contractors complying with our policy on slavery.

The Modern Slavery and Human Trafficking Statement for Broxtowe 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 for the Council with any costs being contained within existing budgets.

5. Legal Implications

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

The legal implications are already set out within the body of the report.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

No response received.

7. Union Comments

The Union comments were as follows:

No response received.

8. Data Protection Compliance Implications

There are no data protection issues to be considered.

9. Equality Impact Assessment

The revised statement makes no fundamental changes to policy.

10. Background Papers

Nil.

BROXTOWE BOROUGH COUNCIL MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT 2021-22

1. Introduction

- 1.1 Broxtowe Borough Council (the Council) is committed to preventing slavery and human trafficking in the delivery of its services and corporate activities. The Council recognises that slavery and human trafficking remain a hidden blight on our society, that it has a responsibility to be alert to the risks and to strive to ensure that its supply chains are free from slavery and human trafficking.
- 1.2 This Modern Slavery and Human Trafficking Statement details the steps the Council has taken to understand potential modern slavery risks related to its business and to put in place measures that are aimed at ensuring that these offences are not committed in its own business or its supply chains.
- 1.3 This Statement relates to activity carried out during the financial year ending 31 March 2022. The Council will be reviewing the Statement on an annual basis and a new updated Statement, acknowledging any further actions that may have been taken, will be published in each subsequent year.

2. The Modern Slavery Act 2015

- 2.1 The Modern Slavery Act 2015 (the Act) consolidates various offences relating to human trafficking and slavery. Broadly speaking:
- 'slavery' is where ownership is exercised over a person;
 - 'servitude' involves coercion to oblige a person to provide services;
 - 'forced and compulsory labour' is where a person works or provides services on a non-voluntary basis under the threat of a penalty;
 - 'human trafficking' involves arranging or facilitating the travel of a person with a view to exploiting them.
- 2.2 Section 52 of the Act imposes a duty on public authorities, including district councils, to notify the Secretary of State of suspected victims of slavery or human trafficking.
- 2.3 Section 54 of the Act imposes a legal duty on commercial organisations, which supply goods and/or services from or to the UK and have a global turnover of more than £36 million, to publish a slavery and human trafficking statement each financial year.
- 2.4 The Council engages in commercial activities by providing services (some of which are statutory and some discretionary) and its annual turnover is greater than the specified £36 million. Whilst the Act does not state that local authorities

specifically are included in those organisations legally required to publish a statement, the Council has chosen to do so as a matter of good practice. The Council is keen to raise awareness of slavery and human trafficking and as a large scale local employer and provider of services, it is seen as imperative that the Council makes its position of zero tolerance in respect of slavery and trafficking clear and unequivocal.

3. Standards

3.1 The Council will meet the following standards and also expects those with whom it does business, to meet them:

- To support every individual's human right to live free from abuse, servitude and inhumane treatment;
- To promote ethical business and operational practices in corporate activity and services delivered;
- To take appropriate steps to ensure that slavery and human trafficking is not taking part in any of its business or supply chains;
- To take reports of witnessed, suspected or disclosed concerns of slavery and human trafficking seriously and ensure that such reports are shared with appropriate law enforcement and other partner agencies in order that they can be fully investigated;
- To take appropriate action to address actual instances of slavery and human trafficking brought to the Council's attention and to take all reasonable steps to support and protect its victims.

4. Organisational structure

4.1 The Council is a second tier local authority situated in the county of Nottinghamshire. The Council provides a wide range of statutory and discretionary services delivered both directly by itself, and through partnership working with other agencies and commissioned work with external contractors.

4.2 The Council's Constitution and details of the structure are both available on the Council's website <https://www.broxtowe.gov.uk/>

5. Supply chains

5.1 As part of its procurement processes, the Council will require that all suppliers of goods and services comply with all applicable laws, statutes, regulations and codes including the Modern Slavery Act 2015. Suppliers will also be expected to publish a Slavery and Human Trafficking Statement (where applicable). Contract terms and conditions will set out the requirements of suppliers and sub-contractors in relation to ensuring there is no slavery or human trafficking in their businesses.

5.2 The Council will also require its suppliers and sub-contractors engaged in 'regulated activity' for children and adults at risk to have safeguarding policies, procedures and training in place and to comply with the reporting procedures in the Council's Adult and Children's Safeguarding Policies.

6. Policies and Plans

6.1 Broxtowe Borough Council has a range of policies and plans in place that reflect its commitment to acting ethically and with integrity to prevent slavery and human trafficking in its operations. These include:

6.2 **Council's Corporate Plan 2020 - 2024** – a key corporate priority is that “Broxtowe will be a safe place for everyone.”

In working towards this aim, the Council is working, individually and with partner agencies, to reduce crime and anti-social behaviour; using statutory powers to improve public safety, for example, enforcement of licensing requirements; raising awareness of services available; and encouraging victims to report incidents to access the support they need.

6.3 **Safeguarding Policies** – The Council's Safeguarding Adults and Safeguarding Children policies set out the steps the Council is taking to safeguard and protect the welfare of children and adults at risk who come into contact with its services and activities. The policies include the Council's responsibilities in respect of modern slavery and human trafficking and its legal obligation to notify the Home Office of suspected victims of these offences. The Council recognises that Nottinghamshire County Council is the lead agency in the borough with regard to the protection of children and adults at risk. However, Broxtowe Borough Council has a statutory duty to work in partnership with these agencies to identify, refer and respond to suspected abuse and to provide additional support. These policies were refreshed in June 2022.

6.4 **Whistleblowing Policy** – The Council encourages all its employees, councillors, contractors, their agents and/or subcontractors, consultants, suppliers and service providers to report concerns about any aspect of service provision, conduct of officers and others acting on behalf of the Council. The Whistleblowing Policy is intended to make it easier to disclose information without fear of discrimination and victimisation. This policy was refreshed in September 2019.

6.5 **Code of Conduct** – The Council makes clear to all its employees that there are expected standards of behaviour to which they must adhere when they are representing and acting on behalf of the Council. Employee conduct and behaviour that fails to meet these standards is fully investigated and appropriate action taken. This was refreshed in September 2019.

6.6 **Recruitment and Selection Procedures Policy** – This sets out procedures followed to vet new employees to ensure that confirmation of their identities and qualifications is obtained. To comply with the Immigration, Asylum and Nationality Act 2006, prospective employees are asked to supply evidence of their eligibility to work in the United Kingdom and the following guidance and service <https://www.gov.uk/prove-right-to-work>.

References are sought and followed up for all external employees and Police Vetting is carried out where relevant to the post. There are no post at the Borough Council which fit the criteria for Disclosure and Barring Service (DBS) checks however these are carried out for colleagues who take students on off site visits for safeguarding purposes. Liberty Leisure carry out their own checks. This policy was refreshed in September 2016.

6.7 Money Laundering Prevention Policy – This sets out the Council's commitment to the prevention, detection and reporting of money laundering. This policy was refreshed in 2017.

6.8 Commissioning and Procurement Strategy 2019 – 2024 – This strategy sets out the strategic aims and principles of procurement activity, including the principles that the Council follows in the acquisition of goods, works and services from suppliers. This strategy was refreshed in November 2012.

6.9 Equality and Diversity Policy – This policy provides a framework for the Council's approach to the wide ranging equality and diversity agenda. This was refreshed in January 2019.

7. Due diligence

7.1 The Council's approach to procurement requires suppliers of goods and services to implement due diligence procedures in relation to slavery and human trafficking with their own suppliers, sub-contractors and other participants in their supply chain. For organisations with a turnover below £36 million, suppliers will be asked to confirm their acceptance of this Modern Slavery and Human Trafficking Statement. The Procurement Team are also working to establish a protocol for establishing Modern Slavery and Human Trafficking checks as part of the new contract management framework.

7.2 As part of the Council's commitment to identify and mitigate risk, Council departments work together and alongside partner agencies to:

- Identify and assess potential risk areas in its business affairs;
- Mitigate the risk of slavery and human trafficking through robust checks and balances;
- Monitor and review any potential risk areas identified;
- Identify and report individuals and properties of concern;
- Protect whistle-blowers.

8. Training

8.1 The Council has made considerable efforts to ensure that initiatives to raise awareness of slavery and human trafficking, and services available to assist victims have been prioritised. Over the last four years, the Council has provided training for its staff. The online e-learning system contains a mandatory module "Modern Slavery" as well as Serious Organised Crime. The purpose of the

training has been to enable employees to better identify and know how to report, suspected or disclosed incidents, including situations involving slavery and trafficking.

9. Targeted activity

- 9.1 The Council has a strong history of working in partnership with other local authorities, both at county and district level, partner agencies, local charities and community groups. The Council is also an active member of Nottinghamshire's Serious Organised Crime Board and Serious Organised Crime Management Group. The Council's Communities Team delivers activity locally both in respect of responding to issues reported on a daily basis and creating and coordinating medium and longer-term projects that aim to reduce crime and improve public safety, gathering intelligence and disrupting activity where appropriate.
- 9.2 In support of its corporate objectives, the Communities Team facilitates and leads the Broxtowe Complex Cases Panel. This has a very broad membership including the Exploitation Officer for South Nottinghamshire and its key priority is to ensure that all agencies are working together to share intelligence, help identify adults at risk and agree actions that can be taken to provide tailored support. Where this panel identifies potential abuse or slavery, the necessary enforcement agencies are informed and referrals made to local and national support agencies.
- 9.3 Safeguarding reports may also flag exploitation and where the Safeguarding Lead identifies potential abuse or slavery, the necessary enforcement agencies are informed and referrals made to local and national support agencies.
- 9.4 The Communities Team also coordinates and manages the Broxtowe Neighbourhood Safeguarding and Disruption (NSD) meetings which manage young people involved in or at risk of exploitation and County Lines and refer young people into the Child Criminal Exploitation Panel (CCEP) meetings.

10. Monitoring our effectiveness

- 10.1 The Council will use the following steps to regularly review and monitor the measures being implemented to address slavery and human trafficking and to safeguard against such activity in any part of its business or supply chains:
- i) Record the number of employees provided with training on modern slavery and human trafficking;
 - ii) Carry out periodic reviews to identify any deficiencies within our policies and practices and take appropriate action to rectify these to strengthen our ability to address slavery and human trafficking;
 - iii) Carry out periodic internal audits to ensure compliance with the policy.

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Report of the Portfolio Holder for Community Safety

CHILD POVERTY ACTION PLAN 2022 - 2024

1. Purpose of Report

To update Cabinet on the revised Child Poverty Action Plan and seek its approval.

2. Recommendation

Cabinet is asked to RESOLVE that The Child Poverty Action Plan 2022 - 2024 be approved.

3. Detail

A child is living in poverty if they live in a household whose income falls below a given threshold. In the UK, there are two definitions of that threshold:

- The threshold for *relative* poverty is set at 60% of the average (median) net household income in the year in the year in question. This threshold can fluctuate from one year to the next.
- The threshold for *absolute* poverty is set at 60% of the average (median) net household income in 2010/11. This threshold does not fluctuate over time.

These thresholds can be considered both before taking into account housing costs (BHC) and after housing costs (AHC). This therefore results in four different measures of child poverty each year.

As well as the four definitions, in the past, the picture has been further complicated by the fact that different datasets have been used to provide the figures.

- At a national and regional level, Department of Work and Pensions (DWP) [Households Below Average Income \(HBAI\)](#) statistics have traditionally been used and these provided the headline measures for children in low income households at a national and regional level.
- At local level, the statistics were provided using DWP's [Children in out-of-work benefit households](#) and HMRC's [Personal Tax Credits: Children in low income families local measure](#).

The limitations of the former releases have been addressed and the new statistics, which are still experimental, complement and are calibrated to DWP's [Households Below Average Income \(HBAI\)](#) statistics providing a more coherent picture of children in low income families for both relative and absolute measures BHC. Unfortunately, the change in datasets does not allow for a simple year on year comparison.

The life chances of children growing up in poverty are severely constrained by their circumstances. There is compelling evidence demonstrating the negative effect of poverty on child development.

According to figures from DWP Stat Xplore in 2020/21 there were 10,852,240 children resident in England, 1,641,170 of which (15.1%) are under the age of 16 and in Absolute Low Income Families which was a decrease of 3.7% on 2019/20. The most recent local data from 2019 shows the number of children living in poverty in Nottinghamshire is 17% and Broxtowe 13% in however in the more deprived areas this will be significantly higher.

The most recent national data available is from 2020/21 so the impact of the Covid-19 pandemic has yet to be reflected in figures however pandemic and lock down restrictions have resulted in several negative outcomes for children, young people and their families – especially for those in low income households. A number of research reports and papers have been published since the first national lock down in March 2020 which highlight the impact of COVID-19 on children, young people and families, in particular for those already experiencing poverty.

The Broxtowe Child Poverty Action Plan captures the actions Broxtowe Borough Council will be taking to tackle the drivers of child poverty. This was based on the Government's 2014 report *"An evidence review of the drivers of child poverty for families in poverty now and for poor children growing up to be poor adults"* which considers drivers for poverty other than just fiscal measures, which are:

- Worklessness (long-term) and Low Earnings
- Parental Qualifications
- Family Instability
- Family Size
- Parental Health and Disability
- Educational Attainment
- Housing
- Neighbourhood
- Debt
- Drug and Alcohol Dependency
- Child Health
- Non-Cognitive Development
- Home Learning Environment, Parenting Styles and Aspirations

The 2022 – 2024 Child Poverty Action Plan 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 for the Council at this stage with any costs being contained within existing budgets. Any significant budget implications in the future, 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 implications 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:

UNISON fully supports the proposed Child Poverty Action Plan.

8. Data Protection Compliance Implications

There are no Data Protection issues.

9. Equality Impact Assessment

This is not a change to policy so an equality impact assessment isn't required.

10. Background Papers

Nil.

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APPENDIX

Child Poverty Action Plan 2022 - 2024

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
SENIOR MANAGEMENT						
Reduce fuel Poverty	Create a Fuel Poverty Strategy for Broxtowe	Identify actions to; <ul style="list-style-type: none"> • Reduce the percentage of income spent on fuel for vulnerable people and families • Support vulnerable people and families to heat their homes efficiently • Support vulnerable people and families to insulate their homes • Support vulnerable people and families to access support • Lobby and advocate on behalf of those who experience unjust additional charges through use 	Chief Executive Partners Local Councils	Percentage prevalence reduced	Ongoing until 2024	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
		of electricity meters.				
COMMUNITIES						
Reduce Child Poverty	Monitor child poverty across Broxtowe. Prevalence is 13% (under 16yrs).	Monitor data when available	Communities Officer (C&YP)	Percentage prevalence reduced	Ongoing until 2024	
Reduce Child Poverty	Support actions within the Nottinghamshire Life Chances for Children & Families Strategy	Create and deliver action plan so support the strategy	Communities Officer (C+YP)	Reduction in prevalence of child poverty	Ongoing until 2024	
Reduce Food Poverty	Ensure access to food for residents	Support food banks where appropriate and refer vulnerable individuals in to food bank services	Communities Officer (Health)	Increase access for residents to food and make sure food banks remain open and viable	Ongoing until 2024	
Reduce Food Poverty	Deliver Holiday Activities and Food Programme.	Liaise with Notts CC to ensure good HAF coverage for the Borough. Maintain good working relationship with County	Nottinghamshire County Council And Communities Officer (C+YP)	HAF provisions successfully delivered.	Ongoing until 2024	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
Reduce Food Poverty	Ensure access to affordable food for residents	Support food clubs where appropriate and refer vulnerable individuals in to food club services	Communities Officer (Health)	Increase access for residents to food and make sure food clubs remain open and viable	Ongoing until 2024	
Reduce Fuel Poverty	Work with partners to identify those in need and secure support they require	Support County Council fuel poverty voucher schemes within the Borough. Refer vulnerable individuals in to schemes	Notts Energy Partnership	Manage and address fuel poverty issues in the Borough	Ongoing until 2024	
HOUSING						
Provide sustainable housing for children in council tenancies	Tenancy Sustainment	Tenancy Sustainment Service to work with those requiring support to sustain their tenancy	Housing Operations Manager	Number of families with children supported by the service	Ongoing until 2024	
Provide financial advice to families in Council tenancies	Financial Inclusion	Financial Inclusion Service to work with those requiring financial assistance	Income and Housing Manager	Number of families with children supported by the service	Ongoing until 2024	
Close partnership working to	Work with other agencies to support families	Quarterly Welfare Reform meetings	Income and Housing Manager	Regular meetings held,	Ongoing until 2024	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
address child poverty in Council tenancies				outcomes that improve services		
Advice to young people about homelessness	Education programme in schools	'Home Sweet Home' programme delivered in schools	Housing Operations Manager	Number of sessions held, Number of young people attending	Ongoing until 2024	
Increase income for families	Utilise any grants available to offer financial support	Household Support Fund	Income and Housing Manager	Number of households assisted	Ongoing until 2024	
Support families to furnish their homes	Support with low cost furniture and household items	Housing Furniture Project	Income and Housing Manager	Number of households assisted	Ongoing until 2024	
Provide targeted advice to families	Information at events attended by families	Housing Service attendance at Play Days	Home Owner and Performance Manager	Number of people spoken to	Ongoing until 2024	
Provide better housing for families	Upgrade housing stock	Retrofit insulation to solid wall housing stock	Modernisations Manager	Number of properties upgraded	Ongoing until 2024	
Reduce disrepair on rental properties	Work with Landlords	Respond to complaints and bring rented properties up to standard	Senior Private Sector Officer	Reduction in number of properties falling below standard	Ongoing until 2024	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
Enable children with disabilities to remain in the family home	Monitor Disabled Facilities Grant cases for children	Ensure access to the grant funding. Monitor database	Senior Private Sector Officer	Number of grant applications from families with children	Ongoing until 2024	
Provide affordable housing for families	Create 22 rented and 4 shared ownership units at Field Farm for families	Build housing units		26 family housing units made available	Ongoing until 2024	
ENVIRONMENT						
Provide more access to safe play areas	Improve / upgrade free play areas for children and families	Upgrade play areas within the Borough	Parks and Green Spaces Manager	Number of play areas upgraded	Ongoing until 2024	
REVENUES AND BENEFITS						
Reduce Poverty in families	Retain the Discretionary Housing Payment (DHP)	Assess cases and award support where appropriate	Head of Revenues & Benefits	Number of payments made via the scheme	Ongoing until 2024	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
	scheme (demand led)					
Reduce Poverty in families	Retain Council Tax Support Scheme	Assess cases and award support where appropriate	Head of Revenues & Benefits	Tax Support scheme retained and number of payments made	Ongoing until 2024	
HUMAN RESOURCES						
Increase access to training and increase skills	Offer apprenticeships within the Council	Apprenticeships opportunities identified, offered and filled	Human Resources Manager	Number of people taking part in the scheme	Ongoing until 2024	
Increase access to training and increase skills	Offer Work experience placements within the Council	Liaise with schools, colleges and Universities to respond to their requests for work placements. Allocate work placement positions	Human Resources Manager	Number of young people taking part in the scheme	Ongoing until 2024	
Increase access to training and increase skills	Work with organisations and special schools to offer work experience placements as a Disability	Liaise with various external organisations to respond to their requests for work placements. Allocate work placement positions	Human Resources Manager	Number of disabled people taking part in the scheme	Ongoing until 2024	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
	Confident Employer					
NEIGHBOURHOODS AND PROSPERITY						
Increase diversionary activities	Create a community space for young people in Stapleford	Develop a community space	Economic Development and Regeneration Manager	Centre created	Ongoing until 2024	
Increase access to training and increase skills	Create a library learning facility for entry level skills and training in Stapleford	Create the learning facility	Economic Development and Regeneration Manager	Facility created	Ongoing until 2024	
Improve health and access to job opportunities	Create safer cycling routes in Stapleford and Kimberley joining up the cycle networks	Create new cycle paths	Economic Development and Regeneration Manager	Cycle pass opened	Ongoing until 2024	
FINANCE SERVICES						
Support the voluntary sector to provide services and support for young people	Award Grants to appropriate Community Groups working to prevent / alleviate the	Continue to administer grant applications and assist applicants where possible and appropriate.	Chief Audit and Control Officer	Grants to Community Groups are reported to Members and published on	Ongoing until 2024	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
and families	effects of Child Poverty.			the Council Website.		
Reduce debt and support the voluntary sector to provide services and support for families	Grant to Citizen's Advice Broxtowe	Ensure grant is available through the awards process	Chief Audit and Control Officer	Grant awarded to CAB	Ongoing until 2024	
MEMBERS ACTIVITY						
Reduce Food Poverty	Provide access to food for families in need	Run Stapleford Community Group	Cllr R Macrae	Food parcels issued	Ongoing until 2024	
Reduce Food Poverty	Provide access to food for families in need	Run Eastwood Food Bank	Cllr S Bagshaw	Food Parcels issued	Ongoing until 2024	
Reduce Food Poverty	Provide access to food for families in need	Run Brinsley Food Bank	Cllr E Williamson	Food Parcels issued	Ongoing until 2024	
Reduce Food Poverty	Provide access to food for children in need	Stapleford Community Group via the #StaplefordFoodProject supplying food to Stapleford Youth Club	Cllr R Macrae	Meals issued	Ongoing until 2024	
Reduce Food Poverty	Provide access to food for children in need	Stapleford Community Group working with Early Years Pre-School and Nursery to supply food via the	Cllr R Macrae	Meals issued	Ongoing until 2024	

Objective	Approach	Proposed Activity	Activity Lead	Success Indicators	Timescale	Status
		#StaplefordFoodProject to help tackle holiday hunger during the summer holidays.				
Reduce Food Poverty	Provide access to food for children in need	Stapleford Community Group working with The Haven Church and Community Centre to supply food via the #StaplefordFoodProject to help tackle holiday hunger during the summer holidays.	Cllr R Macrae	Meals issued	Ongoing until 2024	
Reduce Family Poverty	Provide access to shoes for children in need	Stapleford Community Group working with Shoe Aid to get footwear to local youngsters in need, this involves working with other partner agencies to identify those we can support .	Cllr R Macrae	Shoes issued	Ongoing until 2024	

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Report of the Chief Executive

EXERCISE OF CHIEF EXECUTIVE'S URGENCY POWERS1. Purpose of Report

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

2. Recommendation

Cabinet is asked to NOTE the exercise of the Chief Executive's Urgency Powers to:

- 1. Provide additional budget of £2,500 to address anti-social behaviour in Beeston and Chilwell, with funding being provided by an allocation from Revenue Contingencies in 2022/23**
- 2. Provide additional capital budget of £15,000 for electrical upgrade works at Kimberley Depot, with funding being provided by an allocation from General Fund Capital Contingencies in 2022/23.**
- 3. Approve the revised stray dog and kennelling fees for 2022/23.**

3. Detail3.1 Chayah Project

The Chayah project, a social enterprise, has previously presented to the former Community Safety Committee on work it has done to address youth violence issues in Stapleford. The outreach work had successful outcomes. Problems have arisen more recently in Beeston and Chilwell, which other enforcement powers have not been able to address. Given the successful work done by the Chayah Project in Stapleford it was thought necessary and desirable to use this organisation to undertake outreach activities in Beeston and Chilwell with a view to addressing the issues and resolving them. It was necessary to act quickly to secure this intervention promptly. The cost is £2,500, so additional provision was made for the cost in the manner indicated in paragraph 4.

3.2 Kimberley Depot

Following a tender exercise, the cost of the electrical upgrade at Kimberley depot is approximately £65,000. The capital budget for this upgrade is £50,000. However, due to the Health and Safety and nature of this work and the increasing material costs due to inflation it is important that the Council proceeds with the upgrade immediately.

3.3 Stray Dog and Kennelling Fees

Following a tendering exercise for the provision of a kennels service in support of the stray dog service, an amendment to the current fees and charges in line with those detailed in the successful tender submission is necessary.

The number of stray dogs taken to the kennels in 2021/22 during office hours was 26. Over the same period, the total number of stray dogs taken to the kennels during out of office hours was nine. Based upon the new tender, the overall cost for the stray dogs collected and taken to kennels would reduce in line with the revised fees.

4. Financial Implications

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

There was no budgetary provision in place for the cost of the Chayah project scheme. An allocation of £2,500 has therefore been made from the revenue contingencies budget in 2022/23, of which £17,500 subsequently remains available (subject to any other requests on this agenda).

The Capital Programme 2022/23 already included a budget of £50,000 towards Kimberley Depot Electrical Upgrades. The cost to complete this scheme following receipt of tenders has increased to £65,000. An additional funding allocation of £15,000 has therefore been made from the capital contingencies budget in 2022/23, of which £40,000 subsequently remains available (subject to any other requests on this agenda).

The increasing the Stray Dog and Kennelling Fees in line with the recent tender outcomes will not have any significant impact on the revenue budget.

5. Legal Implications

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

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Data Protection Compliance Implications

The Chayah organisation will be required to comply with the GDPR /data protection statutory obligations.

9. Equality Impact Assessment

Not required.

10. Background Papers

Nil.

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Report of the Leader of the Council

CABINET WORK PROGRAMME

1. Purpose of Report

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

2. Recommendation

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

3. Detail

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

4 October 2022	<u>Resources and Personnel Policy</u> <ul style="list-style-type: none"> • Irrecoverable Arrears • Medium Term Financial Strategy and Business Strategy • Budget Consultation 2022/23 • Grants to Voluntary and Community Organisations • Capital Programme Update 2022/23 • Revenue Budget variations 2022/23 • Wellbeing Strategy • Workforce Profile • Review of Activity Coordinator Structure
1 November 2022	<u>Housing</u> <ul style="list-style-type: none"> • Allocations Policy • Housing Furniture Scheme • House Building Delivery Plan • Review of Activity Coordinator Structure <u>Economic Development and Asset Management</u> <ul style="list-style-type: none"> • Cremator Review* <u>Environment and Climate Change</u> <ul style="list-style-type: none"> • Dog Policy Review

4. Legal Implications

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

5. Background Papers

Nil.

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