

# POLICY AND PERFORMANCE COMMITTEE

4 JULY 2018

Present: Councillor R I Jackson, Chair

Councillors: M J Crow  
S J Carr  
S Easom  
J C Goold  
A Harper  
E Kerry  
G Marshall  
J W McGrath  
J C Patrick (substitute)  
M Radulovic MBE  
P D Simpson  
A W G A Stockwell (substitute)

An apology for absence was received from Councillor D A Elliott.

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES

The minutes of the meeting held on 17 April 2018 were confirmed and signed.

3. REFERENCES

3.1 Local Joint Consultative Committee – 14 June 2018  
ALCOHOL AND DRUG MISUSE POLICY

The Joint Committee had considered the amendments to the Alcohol and Drug Misuse Policy. The amendments to the policy were intended to introduce a more robust policy to ensure the health and safety of its employees. Guidance had been produced for managers in order to provide further support and clarity in dealing with alcohol and drug misuse.

**RESOLVED that the revisions to the Alcohol and Drug Misuse Policy within the Conditions of Service for employees be approved.**

3.2 Local Joint Consultative Committee – 14 June 2018  
AMENDMENTS TO CONTRACT OF EMPLOYMENT

The Joint Committee had noted the amendments to the contract of employment. It was highlighted that the conditions of service had not changed. The contract of employment had been updated to include a statement on General Data Protection Regulations and Pay in Lieu of Notice.

**RESOLVED that the revisions to the Written Statement of Employment Particulars within the Conditions of Service for employees be approved.**

3.3 Local Joint Consultative Committee – 14 June 2018  
AMENDMENTS TO CONTRACT OF EMPLOYMENT

The Joint Committee had considered the amendments to the Council's Attendance Management Policy. It was noted that attendance trigger points had been adjusted in line with wider, local government schemes. Additionally, the policy had been condensed to provide greater clarity and a more robust scheme for managers implementing the policy.

**RESOLVED that the Attendance Management Policy within the Conditions of Service for employees be approved.**

4. FUTURE OF THE TOWN HALL BEESTON – PROPOSALS SUBMITTED

In April 2018 the Committee resolved to invite four community groups to submit more detailed proposals for the future of the Town Hall and to use a framework approved by Committee to help assess those proposals. The Council launched an invitation to submit detailed proposals on 18 April 2018 and the closing date was 15 June 2018. One church subsequently declared it was no longer interested, and the student co-operative was not able to meet the deadline despite being given a modest time extension. The two bids received were from a proposed Charitable Incorporated Organisation based on a number of Beeston-based community groups and a Beeston-based church 'plant' from a major church elsewhere in Nottingham.

Members were informed that if sensitive matters contained within the exempt appendix were not discussed then the item could be considered in open session. Dismay was expressed that information contained within the exempt appendix had been published by external means prior to the meeting. Members described the leak as an alarming precedent which may stop the Council from achieving best value for the building.

It was suggested that the Council should work with the groups for an acceptable outcome that did not place a financial strain on the Council.

**RESOLVED that Council officers continue to work with both remaining groups which have submitted bids with a view to enabling one or other of them (or through enabling them to work together) to**

**provide an outcome which delivers good value to the Council and good community use of the Town Hall building. For the avoidance of doubt this means both groups will be enabled to further improve their bid.**

(Having declared a pecuniary interest in the item Councillor J C Patrick left the meeting before discussion or voting thereon.)

5. BEESTON TOWN CENTRE REDEVELOPMENT

Members noted a report on progress on The Square Phase 2 in Beeston and its exempt appendix. The Council has agreed to act directly as developer for a cinema and food and beverage development at the top end of the site, with a residential development at the bottom end of the site, linked by public realm. It was stated that no risks could be taken with the Council's finances and it was important to undertake the project in the correct manner. It was likely that planning permission would be considered during October.

6. BUSINESS AND FINANCIAL PLANS OUTTURN 2017/18

Members noted the progress made in achieving the Corporate Plan priorities and with regard to the financial position for 2017/18. The following comments were amongst those made:

- There was concern over town centre units and high street jobs. The Secretary of State had been contacted and it was important for all parties to know rates long into the future. Reports on town centres would be submitted to the Jobs and Economy Committee in future.
- Tram compensation discussions were on-going.
- CCTV was being used to counter fly tipping and although incidents were reducing the scale of incidents had increased. A range of processes were being considered to address the issue.
- There had been a noticeable increase in weeds and litter in the borough. This was partly due to the malfunction of a mini sweeper and the next dispersal of weed killer being due in September.
- Levels of domestic violence were high. There was an action plan in place which would be considered by the Community Safety Committee which included points for young people and victims.
- Working days lost due to sickness absence was considered and it was stated that there had been a reduction in short term sickness. Peaks related to serious issues that skewed figures with regards to work related stress in the Housing department. As time progressed the figures showed a reduction. Referrals to PAM Assist had received positive feedback but it was possible that all avenues in this area had not been explored.
- Training for councillors on Universal Credit would be held in October in order to assist with helping the most vulnerable in the borough. Residents would be supported by an extra officer if the requirements demand such action.
- An explanation of Other Charges contained within the Hosing Revenue Account would be distributed to members.

- The cost of agency staff at Kimberley Depot was high but they were needed to cover sickness to provide fully staffed refuse collection teams. A report on agency staff would be submitted to the relevant committee in due course.
- The Council had the lowest number of compulsory redundancies compared to any other authority in the area.

7. ANNUAL REVIEW OF THE CORPORATE PLAN 2016-2020

The Committee considered whether any adjustment was required to the Corporate Plan priorities, objectives and targets in the light of the experience of the second year of implementation in 2017/18.

**RESOLVED that the current Corporate Plan 2016-20 Priorities and Objectives be maintained.**

8. CARE LEAVERS' COUNCIL TAX REDUCTION SCHEME

The Council has the discretion to reduce the council tax liability for individuals or prescribed groups as it thinks fit. The proposed scheme is in addition to the Council's Local Council Tax Support Scheme (LCTSS) and would provide assistance to people living within the borough who have previously been in care and meet the appropriate qualifying criteria, as detailed in the appendix.

The proposed Care Leave Reduction Scheme would only be applied after all other relevant discounts and exemptions. It was anticipated that most care leavers would already be receiving assistance through the Council's LCTSS, which grants a reduction to council tax payers based on an assessment of their means to pay.

It was agreed that an appeal before members be added to the process following an unsuccessful application and an initial appeal to the Council's Revenues Team.

**RESOLVED that:**

1. **The implementation of the Care Leavers' Council Tax Reduction Scheme be adopted.**
2. **The Head of Revenues and Benefits be delegated the authority to decide upon the award of Care Leavers' Council Tax Reduction Scheme, with unsuccessful applicants having the right to appeal to a Member Panel following and appeal to the Council's Revenue Team.**

**RECOMMENDED to the Finance and Resources Committee that a supplementary capital estimate of £5,700 for software to administer the Care Leavers' Council Tax Reduction Scheme be approved with funding from 2018/19 capital contingencies.**

9. BROXTOWE LOTTO – DELEGATION OF AUTHORITY TO APPROVE GOOD CAUSES

On 15 February 2018 the Council's Finance and Resources Committee agreed to establish a local lottery, now known as the Broxtowe Lotto. Preparations were underway for a promotional launch on 18 July 2018 at which good causes would sign up to the Lotto. In other lotteries run by local authorities, good causes applied to participate in the Lotto via e-mail and once it was agreed that the criteria had been met, their details were passed to Gatherwell, the external Lottery Managers which then created a webpage for each individual good cause.

The Commercial Manager was the only person whom the Gambling Commission recognised as a qualified person within the Council and all contact with the Gambling Commission must go through the Commercial Manager. For that reason and for purposes of a quick turnaround, it was proposed that the Commercial Manager was responsible for identifying which good causes meet Broxtowe's criteria for inclusion in the Lotto.

**RECOMMENDED to Council that authority be delegated to the Commercial Manager, in consultation with the three group leaders, to approve good causes which wish to participate in the Broxtowe Lotto.**

10. REVISION OF THE COUNCIL'S MAJOR EMERGENCY PLAN

The Council's Major Emergency Plan is reviewed every three years to ensure it complies with organisational, technological and legislative changes. The plan supports the Council's ability to respond to emergency situations by providing clear guidance in respect of facilities, roles and responsibilities.

**RESOLVED that the revised Major Emergency Plan be approved.**

11. REVISION OF THE COUNCILLORS' EMERGENCY PLAN

Members considered revisions to the Councillors' Emergency Plan in order for them to be aware of the Council's responsibilities under the Civil Contingencies Act and the role they could play before, during, and after an incident or emergency.

**RESOLVED that the revised Councillors' Emergency Plan be approved.**

12. REVISION OF THE HEALTH AND SAFETY POLICY

The Health and Safety Policy Statement specifies the binding commitment of the Council in that health and safety ranks as a prominent and permanent feature of all activities conducted. The statement is signed annually by the Chief Executive so that employees will recognise it as an authoritative document and will note the on-going commitment.

The position of the Council has been to continually develop its commitment to health and safety. By reviewing and revising the Health and Safety Policy the Council was demonstrating its continual commitment to ensuring the health, safety and welfare of its employees.

**RESOLVED that the revised Health and Safety Policy be approved.**

13. COMMUNICATIONS AND ENGAGEMENT STRATEGY

The Council's existing Communications, Consultation and Engagement Strategy had recently come to an end and was in need of a refresh. Following consultation with employees, members and other stakeholders, a new strategy had been drafted to address changing communications and engagement needs over the next three years.

**RESOLVED that the Communications and Engagement Strategy 2018-21 be approved.**

14. INDEPENDENT REVIEW OF RETIREMENT LIVING SERVICE

Following an independent review by Housing Quality Network three potential models for future delivery of the current retirement living service were considered and, following a Housing Committee decision in January 2018, subjected to consultation with residents. The Housing Committee considered the results of the consultation and unanimously supported the recommended option put forward in a report to the Committee on 6 June 2018.

Figures were circulated in respect of three voluntary redundancy requests with end dates of 31 July 2018, although only one was ready for consideration by the Committee.

**RESOLVED that:**

- 1. The proposed new Independent living structure set out in appendix 2 of the report be approved.**
- 2. The voluntary redundancy request of the relevant Retirement Living Officer be approved.**

15. STAPLEFORD COMMUNITY CENTRE

Members noted a report which stated that various options continued to be explored for Cliffe Hill Community Centre in order to ensure that suitable community facilities could be provided in Stapleford in addition to existing Council assets being fully utilised.

16. WORK PROGRAMME

**RESOLVED that the Work Programme be approved.**

17. 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 involved the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.**

18. FUTURE OF THE TOWN HALL BEESTON – PROPOSALS SUBMITTED APPENDIX

Members noted a report on the future of the Town Hall Beeston.

(Councillor J C Patrick, having declared a pecuniary interest, left the meeting before discussion thereon. Councillor G Marshall left the meeting before discussion thereon on an unrelated matter.)

19. BEESTON TOWN CENTRE REDEVELOPMENT – APPENDIX

Members noted a report on Beeston Town Centre Redevelopment.