

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Council

Date: **Wednesday, 13th February, 2019**

Time: **7.00 pm**

Venue: **Council Chamber, Council Offices, Urban Road,
Kirkby-in-Ashfield**

For any further information please contact:

Lynn Cain

l.cain@ashfield.gov.uk

01623 457317

COUNCIL

Membership

Chairman: Councillor Glenys Maxwell

Vice-Chairman: Councillor Tony Brewer

Councillors:

Lee Anderson	Jim Aspinall
Chris Baron	Rachel Bissett
Amanda Brown	Tim Brown
Cheryl Butler	Christian Chapman
Don Davis	Joanne Donnelly
David Griffiths	Helen Hollis
Tom Hollis	Jackie James
John Knight	Rachel Madden
Cathy Mason	Lauren Mitchell
Keir Morrison	Lachlan Morrison
Mick Murphy	Nicolle Ndiweni
Christine Quinn-Wilcox	Matthew Relf
Paul Roberts	Kevin Rostance
Phil Rostance	Robert Sears-Piccavey
Helen-Ann Smith	Mike Smith
John Wilmott	Sam Wilson
Jason Zadrozny	

FILMING/AUDIO RECORDING NOTICE

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SUMMONS

You are hereby requested to attend a meeting of the Council to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



R. Mitchell
Chief Executive

AGENDA

Page

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**
3. To receive and approve as a correct record the minutes of the meeting of the Council held on 29th November, 2018. 5 - 30
4. To receive any announcements from the Chairman, Leader, Members of the Cabinet and the Head of Paid Service.
5. To receive questions from the Public in accordance with Council Procedure Rule 11, if any.
(None received for this meeting)
6. To receive and consider any petitions submitted in accordance with Council Procedure Rule 12, if any.
(None received for this meeting)
7. In accordance with Council Procedure Rule 2 (viii) to receive reports from the Cabinet in relation to the Council's budget and policy framework, reports of the Overview and Scrutiny Committee for debate and reports from Officers of the Council:-
 - a Pay Policy Statement 2019-20. 31 - 42
 - b Changes to Political Balance and Committee Membership. 43 - 46
 - c Overview and Scrutiny Annual Report 2017/18. 47 - 66
8. In accordance with Council Procedure Rule 2 (ix), to receive recommendations from the Cabinet and the Council's Committees and resolve in accordance with the Council's rules of debate as per the attached schedule. 67 - 96
9. **Notices of Motion.**

Motion 1

To consider a notice of motion proposed by Councillor Lee Anderson and seconded by Councillor Chris Baron, as follows:-

“This council to review it’s housing policy by the formation of a working group to ensure there is accommodation available, solely for the over 55’s. This will ensure a reduced risk of ASB towards our elderly tenants and therefore improve their health and wellbeing.”

10. To answer any questions submitted in writing by Members in accordance with Council Procedure Rule 13, if any.

Question 1

Question from Councillor Keir Morrison to the Leader of the Council:

“What is the total amount of unallocated section 106 money designated for Hucknall?”

Question 2

Question from Councillor Keir Morrison to the Cabinet Member (Outward Focus):

“Could the portfolio holder responsible present up to date performance figures & data, including number of current licenses and improvement works carried out on properties as a result of the councils selective licensing scheme to date.”

Question 3

Question from Councillor Keir Morrison to the Deputy Leader of the Council (Inward Focus):

“Can the portfolio holder responsible reassure me and every Hucknall resident that this year's Christmas tree will be erected properly, level and straight in our market place.”

11. To receive a list of minutes and a web link to access Cabinet and Committee meeting minutes that have been published since the last ordinary meeting of the Council for Members to give notice of their intention to ask a question of a relevant Chairman under Procedure Rule 13.2. 97 - 98

COUNCIL

Meeting held in the Council Chamber, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Thursday, 29th November, 2018 at 7.00 pm

Present: Councillor Glenys Maxwell in the Chair;

Councillors Lee Anderson, Chris Baron, Rachel Bissett, Tony Brewer, Amanda Brown, Tim Brown, Cheryl Butler, Christian Chapman, Don Davis, David Griffiths, Helen Hollis, Tom Hollis, John Knight, Rachel Madden, Cathy Mason, Lauren Mitchell, Keir Morrison, Lachlan Morrison, Mick Murphy, Nicolle Ndiweni, Christine Quinn-Wilcox, Paul Roberts, Kevin Rostance, Phil Rostance, Robert Sears-Piccavey, Helen-Ann Smith, Mike Smith, John Wilmott, Sam Wilson and Jason Zadrozny.

Apologies for Absence: Councillors Jim Aspinall and Jackie James.

Officers Present: Lynn Cain, Richard Crossland, Ruth Dennis, Martin Elliott, Peter Hudson, Robert Mitchell and Shane Wright.

C.50 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

No declarations of interest were made.

C.51 Minutes

RESOLVED

that the minutes of the meetings of the Council held on 11th October and 23rd October, 2018, as now submitted, be received and approved.

(During consideration of the minutes, Councillor Mike Smith entered the meeting at 7.02 p.m.)

C.52 Announcements from the Chairman, Leader, Members of the Cabinet and the Head of Paid Service

Chairman

“Personally I have one announcement to make. After the meeting in the room behind, there are drinks, sherry and wine and I think there are a few mince pies. So you are quite welcome to come and join us.”

Leader of the Council

"I do, Madam Chairman, thank you, I'll give a brief report on my portfolio.

"Regeneration and Place Area: Place Enhancement: Discover Ashfield, the new brand for the District, was launched in November at the Mansfield and Ashfield 2020 Business Meeting and with a very positive article in the Chad. The brand will be promoted at Christmas events with information provided on the brand as well as give-aways and competitions.

The Discover Ashfield website is up and running, helping to promote the area for business investment, to boost visitor numbers and tourism as well as increasing pride in our communities. We are recruiting Discover Ashfield ambassadors who will be supported to promote the District from a business, community and/or visitor perspective.

Moving forward sub-groups from the Place Board will be implementing an action plan to support these themes. We've already secured a number of place brand ambassadors including Rolls Royce and it's been very ably chaired by Martin Ridley who I would, again, like to put thanks from the Administration for all the work that he's done.

In terms of economic growth, Madam Chairman, a blue chip IT company, after some serious lobbying from this Council, has decided to open an operation at Sherwood Business Park and planning to create around 200 jobs there over the next two years. Corporate Communications Officers are working with their counterparts at the company to co-ordinate the publicity. A public announcement and launch event is expected in the very early new year.

Unfortunately, though it would appear that Prolog will be closing their Sherwood Business Park distribution operation with the potential loss of around 500 jobs. We understand that Prolog is looking for another operator to take on the plant and the workforce and we wish them well in that search. We have been working with the DWP's Rapid Response Team and will be doing what we can to help any affected local residents to find alternative employment should Prolog's search for another owner not be successful.

With D2N2 consultations we have submitted our second set of comments back on the D2N2 Draft Strategic Economic Plan (SEP). This Council's feedback in September has resulted in a more recent consultation on our recent feedback and has been largely very supportive.

A more important consultation is still to come in the early new year with the D2N2 Local Industry Strategy (LIS) due to be created. This LIS, aligned with the finalised SEP, will be more focussed on where and how future funding, predominantly in the UK Government's Shared Prosperity Fund, will be spent making it very important that our views are incorporated. The Shared Prosperity Fund will affectively replace the EU's ESIF funding, including the ERDF2 funding and ESF funding etc.

The Future High Street's Fund was announced in the last budget to help the LEP's Government contracts put together the guidance. D2N2 have been asked to suggest the types of town centre projects that might be considered

eligible for funding. The £8M N2 Town Centre Improvement Programme pulled together by the RSS and run by NCC has made the area a trusted expert in such things. Officers are currently pulling together a list of potential projects that might benefit from Future High Streets funding probably focused on Sutton in Ashfield.

Town Centres and Markets: a Winter 2018 Newsletter was circulated to all shops in the three town centres highlighting Small Business Saturday, social media skills training, free weekend parking in Council car parks throughout December, Christmas shop window competitions, tree lighting events and business grant funding.

The Take a Seat initiative was launched in Ashfield in partnership with Age Friendly Nottinghamshire with over 50 local retailers and businesses that signed up for over a three week period. Myself, County Councillor Samantha Deakin and the Chairman of that board at the County Council opened that in Idlewells in Sutton in Ashfield.

Idlewells Indoor Market is due to reach 75% of occupancy before Christmas with the introduction of a fruit and veg stall already in. The Artisan Cobbler and a fishmonger is in place, taking their stalls up now. The market has been supported and promoted through a number of events during the run up to Christmas and signage is due to be installed within the Idlewells and externally. Members will remember the dire state that market was in with just over 30% occupancy when I took over this portfolio.

It was in a terrible state, the market, it was just over 30% occupancy. We're very pleased that it's now at 75% and vibrant. I will inform Members that the tenacity of Trevor Middleton in that department and me personally negotiating a number of contracts with stalls has been successful.

Planning: We've now published our Local Development Scheme which sets out the timeline for producing the New Local Plan. Our next step is to issue a call to landowners to put forward sites they wish to be considered for inclusion in the New Plan. This will take place in January.

In the meantime, officers are working up a detailed timetable to work with Members to develop the new vision and options for future development and build a revised evidence base for the New Plan. The consultation on the new design guide for the conversion of retail premises into residential has now closed. The response to the consultation and any amendments will be reported in January.

The Hucknall Town Centre Conservation Area Consultation is due to close on the 7th January and will be reported in due course. Work is currently underway on the Sutton Masterplan which will also be reported in due course.

Finally, I've been working with officers to develop a response to the consultation to HS2. A response is shortly to be issued to HS2 which covers key concerns and the potential for mitigating the worst effects of development as well as the economic, social and environmental opportunities for this Council.

It's clear that some of our residents will be deeply affected by the HS2 proposals but we are working hard to influence how HS2 responds to those concerns and also helps Ashfield to capitalise on the available opportunities.

We continue to work to ensure that empty buildings are safe and secure and owners are being actively encouraged to bring back buildings into use. We would much rather work with owners on a voluntary basis, however, we will not hesitate to take enforcement actions where buildings are in a dilapidated or dangerous state.

That does now include the Police Station in Sutton in Ashfield, which we have been lobbying the Police and Crime Commissioner to get rid of as an eyesore in the public realm. At the last Police and Crime Panel which I attended and he announced that he is going to put that up for sale for residential use. So hopefully that place would be put back into space. I've attended all of mine rather than the eight months that were left by the previous Leader, Madam Chair."

Cabinet Member (Outward Focus)

"Thank you, Madam Chairman, I'll talk a little bit about the issues that I've been involved in.

First of all, Better Care Funding: Since September 2017 we have assisted 69 tenants to remain in their homes and live independently with the aid of additional assistive technology grants totalling £17,000. The types of sensors that have been fitted are fall detectors, smoke detectors, property exit sensors and bed occupancy sensors. Throughout the funding project we have received positive feedback from both the service user and their families that the equipment provided has given peace of mind and aided hospital discharges.

Tenants Roadshows: During October and November 2018 we held four Universal Credit Roadshows across the District to advise on the rollout of Universal Credit and to offer advice and assistance. In attendance were Welfare Reform staff, Housing, the DWP, Nottinghamshire County Council Welfare team, Ashfield District Ashfield Citizens' Bureau and our Revenues team. The roadshows were well received by tenants who attended these, with many of them thanking us for taking time to explain about UC and for offering to provide support and assistance. The roadshows also encouraged many tenants who couldn't attend to arrange home visits with us to discuss their individual circumstances.

Tenants Portal: As part of our digital service transformation a new Tenant Portal will be launched in the next few weeks which will fully integrate with our Housing Management System to offer customers a secure and seamless user journey and real time data such as rent account balances and repair tracking.

The new self-service online portal which is named the Tenant Portal will allow tenants to view their tenancy details and amend their contact information, view their rent account statements and current balance, request and view repairs, e-mail their assigned officers, contact us and make online payments. An engagement plan has been agreed with our Communications Team to maximum awareness and registration of the portal.

Homelessness Review and Strategy: The Council is working in partnership with Mansfield District Council and Newark and Sherwood District Council to review its homelessness service and devise a strategy that will help determine future priorities for the service. The review stage is nearing completion and the findings will be made available for consideration and comment in December.

The Council has successfully implemented the requirements of the new Homelessness Reduction Act 2017. The Act that came into effect in April 2018 has brought with it fundamental changes to the role and responsibility of the Council in assisting residents who are homeless or threatened with homelessness. The impact of these changes will form an important part of the revenue and the subsequent strategy document.

Winter Warmth Campaign: This winter the Council's Strategic Housing team in partnership with the Corporate Communications team will soon be launching a campaign aimed at keeping older and vulnerable residents warm this winter. In addition to focusing on those in need the campaign will seek to reach out to families, friends and the wider community. A key part of the campaign will be a series of winter pledges that we would encourage Members and residents to commit to.

Winter Homelessness Shelter: Once again this winter the Council will be working in partnership with Mansfield District Council to ensure accommodation is available for those who are homeless and rough sleeping. And like in previous years, the shelter will be open seven days a week this year running from the 1st of December through to March. The provision is over and above what the Council is duty bound to provide under the Severe Weather Emergency Protocol. The shelter will be located in Mansfield but transport will be provided for those who are referred and need assistance to get there.

Section 106 Properties: The Council has completed the purchase of nine properties on the Persimmon development at the former Rolls Royce site in Hucknall. All nine properties are now let and local residents in housing need have taken up residency. The Council continues to look for similar opportunities with a view to purchasing more S106 properties to add to the housing stock.

Procurement: The Housing and Assets Directorate have successfully procured the Property Health and Safety Check Partnership, that's gas, solid fuel servicing and electrical testing, which included the re-profiling of how this service was delivered to a rolling eleven month programme. This has realised both operational benefits for officers and support services while maintaining 100% compliance and has engineered a recurring saving to this Authority of £60,000 a year, year on year. With scope to make further saving throughout the duration of the partnership.

And finally, Apprentice Success: In October 2018 plumbing apprentice Keaton Pierce was entered into the D2N2 Public Service Compact Apprentice of the Year Awards and was selected as the overall winner of the Apprentice of the Year Award. A great acumen to the work that this Council is doing."

Cabinet Member (Joint Focus)

“Okay, just hopefully some nice brief updates.

The Council’s Community Safety team obviously continues to work tirelessly to keep the residents safe. We’ve got new patrol plans that have been developed to ensure good breadth of focus including patrolling schools, parks, town centres, estates, hot spot locations. CPO’s focusing on problem solving and prevention on the street. Enforcement and reporting issues to the right services with the majority of time now spent on foot.

Members may also be aware that one of our officers was injured in the line of duty at the weekend following an assault while addressing an off road motorcycle issue. Whilst the CPO was badly bruised they produced a statement and provided CCTV evidence to the Police and action will be taken.

We most recently had a possession of a Council property, having been granted, which has gone to the High Court and has been ongoing for several years, demonstrating the team’s dedication and perseverance to resolving anti-social behaviour. The warrant will be executed on the 5th of December for possession of that property.

The Council has led a multi-agency approach in addressing issues in Sutton town centre. Key issues including the scale of the problem impacted by Mamba users in the town centre, substance misuse options, housing provision and charitable offerings. Some of the key individuals are now in treatment due to the continuous efforts and work of the seconded Drugs Misuse Officer.

Work has taken place regarding the suitability of charitable offerings. Tenancy enforcement and management of individuals, custodial sentences, drugs intelligence being supplied. Ensuring the community and the traders are confident with using these areas.

We have had one of our ASB and Nuisance Officers threatened in Sutton town centre. Statements have been provided and the offender has been prosecuted at Court. We have had two injunctions granted to safeguard a vulnerable resident and both offenders have been issued conditions to not enter specific locations and to manage their behaviours.

Ashfield District Council are taking forward 16 days of activism on the White Ribbon Campaign from the 25th of this month so that’s ongoing. We’ve got events across Ashfield including Kings Mill Hospital, West Notts. College, Sutton Idlewells, Hucknall Broomhill Children’s Centre and Jacksdale Community Centre.

I’m sad to say that currently we have four domestic homicide reviews ongoing. Two are expected to be completed in the early new year.

From a community safety point of view, we have funding confirmation from the Ministry of Housing Communities and Local Government securing finances for a dispersed refuge accommodation located within Ashfield until 2020. The Council will work with the provider to support the sustained services moving forward and I feel this is a great service for Ashfield.

Just want to come onto some important environmental health notices that I've got. The Environmental Health team and Legal have successfully prosecuted a case against Alliance Care Dale Homes Limited at Nottingham Crown Court. Alliance Care were ordered to pay a fine of £600,000 and costs totalling a £100,000 for failing to ensure health and safety of residents and employees of Kestrel Lodge Care Home in Kirkby in Ashfield. This is an extremely sad case.

The details first arose when Environmental Health Officers investigated a confirmed legionella case on the 6th of November, 2012. A 90 year old resident in good health when he entered the home some ten weeks before contracted legionella and died on the 15th of November, 2012. Ashfield Council brought the case because the company's failings had exposed vulnerable residents and staff to the home to very poor standards of care and serious risks in relation to their safety from the water management. I am delighted that as a Council we have demonstrated that we will not accept poor standards in this District.

I can also announce that we're holding a Healthy Options Takeaway event in the new year to showcase suggested ways of providing healthy alternatives and demonstrating the use of substituting ingredients. We're also pushing forward showing the actual healthiness of our takeaway outlets within the area. So if you ever want to go and have a look at how these are rated, not only on how good they are on the various apps that you can find them on but actually how their health is going, you can go to <http://ratings.food.gov.uk>. We put all of our outlets on that site and you can go on there, have a look and you can see actually how they rate on the healthy assessments. The scores are updated monthly. So obviously we keep it as up to date as we can.

And one nice bit of news, the Council has once again scooped top awards at the RSPC's Annual Community Animal Welfare Award for stray dog services. The Council has won three awards, Gold, Diamond and Platinum, which were presented earlier this week. We are only one of four authorities to win all three of these awards.

Despite this we are not resting on our laurels, stray dogs' protocols have recently been reviewed and our working with local vets continue to improve processes with reuniting pets and their owners as quickly as possible. The protocol is currently out to consultation with local vets and obviously we'll be getting that back soon and acting on it.

Finally, the study in relation to the Ministerial Direction air quality has been accepted and acknowledged for its good work by the Government and the air quality issues identified will be resolved sooner than anticipated.

I thank you for your time."

Deputy Leader of the Council (Inward Focus)

"Thank you, Madam Chair.

So obviously quite an exciting time in the Leisure and Activities portfolio. Particularly an update on Selston Leisure Centre transfer. The transfer operations to the Two Counties Trust is progressing on schedule. In regards

to the new Kirkby Leisure Centre, obviously with the swimming pool, site feasibility studies are in train and scheduled sites will be updated at the January's Cabinet.

Moving on, the Lammas Leisure Centre celebrated its 10th anniversary recently. It was a fantastic day of activity hosted by the Olympian and TV personality Colin Jackson. That took place obviously at the Lammas Leisure Centre on Saturday November the 3rd. Other celebrities on-site were Olly Hynd, Commonwealth World swimming medallist and Paralympic champion. Forest Glade Choir sang a Happy Birthday to Lammas Leisure Centre with a specially adapted song and there was a number of free activities along with raffles and free memberships that were won during that day.

Being Mobile with Everyone Active launch recently: Launch of a spectacular mobile app took place on Saturday the 10th of November at Sutton Lawn. We were joined by local families who took part in a number of fitness activities including a fitness trail along with Everyone Active's team. The launch is a start of a series of sessions which will lead to Everyone Active and Sutton Lawn at the Kings Mill Reservoir in the new year.

Of course we've had the fantastic event just down the road here with the poppy downfall on the 19th of November. We've had obviously the Remembrance Day Parades which were absolutely fantastic. We attended particularly the one in Huthwaite which I went to. There was easily twice as many people there as normal and it was, I know Councillor Anderson joined me there, it was absolutely fantastic and I've heard the one in Sutton was the busiest they've ever seen it as well and I only hope that can continue going forward.

Events to look forward to: the first Christmas event is the Kirkby Christmas Festival on Friday the 30th, 4pm until 8pm. Then we've got Sutton on the 1st of December, 10am until 4pm and then Hucknall on Wednesday the 5th, 4pm until 8pm and there's a number of other activities going off in December which again I'll circulate to Members.

And finally, and not by no means least, Ashfield Council are working in partnership with SureStart on local breastfeeding peer supporters and volunteers to encourage further sign-ups to the Breastfeeding Friendly Scheme with a particular focus on Sutton town centre and surrounding areas.

So that's kind of a brief update on my portfolio, Chair, and obviously with particular emphasis to developments in the leisure centre programme, it's fair to say it's quite an exciting brief to currently hold at this Council, Chair, thank you."

Deputy Leader of the Council (Outward Focus)

"Thank you, Chair, I will be brief, just a few things that I wanted to pick up on.

First of all, I'm happy to report that we're making good progress continuously on development and implementing a wide range of improvement projects with several projects completed already as part of the Greenspace Play Projects.

The Play Strategy: a number of projects were presented to Cabinet in October as part of the Play Strategy to invest up to a £120,000 in each of the four areas of the District over the next four years, with the Rurals area prioritised in year one, subject to approval at Council this evening.

The following projects will be progressed: Friezeland recreation ground, Underwood, outdoor gym and scooter park; multi-use games area at Jacksdale Recreation Ground and an extension to the main car park in Jacksdale. Proposals for a new play area in Broomhill Park in Hucknall are being progressed, the design and selection of the new equipment is now complete and quotations are being sought from local contractors for installation.

The new play provision is being developed in close consultation with local schools, community groups and local neighbouring residents. It is envisaged that the opening event will be held before the end of March once the works are complete. Works to replace old play equipment at Sutton Lawn, Morven Park and West Park in Kirkby are due to be completed by March next year. The Council is working with Sutton Junction Residents Association to complete the replacement of the play area at Roundhills Recreation Ground.

There has been a significant amount of money put into improvements to bowling greens within the District namely at Huthwaite, Sutton Lawn, Titchfield Park in Kirkby and at Kingsway Park. Kingsway Park works to improve the main grass football pitch on Kingsway Park have been completed. The new perimeter fence and spectator hardstanding area and barriers, improved access for spectators and players and new dug-out provided.

The Kings Mill Reservoir Heritage Project was presented to the Heritage Lottery along with a project tour in final preparation for the grants panel meeting on the 29th of November.

The group tour included the Leader and the Chief Executive of the Council along with the Environment Agency and Chair of Sherwood NHS Trust. Hosting the Heritage Lottery provided an opportunity to discuss how the project will improve local greenspaces and sustainability, support wider benefits to visitor economy and greater opportunities to improve health and wellbeing. If successful, the commencement of the improvements would start from January 2019.

Discover Ashfield is now showcasing the Council's town centres and beautiful parks and open spaces. This clean-up campaign shows residents that the Council remains committed to maintaining and developing these fabulous spaces in spite of the national conversation around reducing greenspaces.

Tackling fly tipping is a priority for the Council and residents will now start to see signage around the District highlighting our new CCTV cameras. Our Environmental Enforcement Officer is investigating all reports of fly tipping and working hard to gather evidence for prosecution. We urge all residents to report any fly tipping they see to environment@ashfield.gov.uk including details of vehicles or perpetrators if you have it.

Brierley Forest Visitors Centre has a new operator who will be moving into the site imminently. Once the legal documents are signed you will see the site open for traditional breakfast, a lunchtime offer, an afternoon tea offer and a new evening offer.

In Hucknall Titchfield Park, the Council has selected an operator to take over the running of Titchfield Park café in Hucknall. The current operator is due to move out on the 1st of December 2018 and the new operator will take over shortly after. The new operator will continue to work with the sports teams and park users at the site. Look out for exciting new menus to come.

Last few bits, Madam Chairman, around waste. Residents of Ashfield will have received their new calendars which highlights the Christmas collection dates. There's some information on the calendars to support residents with their recycling. We'll be also releasing information on how to have a sustainable Christmas by recycling as much as possible. Hints and tips will be released over the month of December. The Council remains committed to helping residents recycle as much as possible as we strive for the 50% target by 2020. Look out for our Waste Advisor at the local Christmas events who will be providing advice on what can be recycled and giving away goodies to help reduce waste.

We're gearing up for Christmas tree collections in January for those residents who prefer the real deal at Christmas. Look out for the collection information on our website which will also be on Facebook and Twitter.

And on the last note, it's just to remind residents that the first red lidded bin collection after Christmas, we will be accepting one bag of side waste also to help residents get through the busy period of Christmas.

Thank you, Madam Chairman."

(During the announcements, Councillors Lachlan Morrison and Keir Morrison left the room at 7.12 p.m. and 7.16 p.m. and returned to the meeting at 7.14 p.m. and 7.20 p.m. respectively. Councillor John Knight also entered the meeting at 7.08 p.m.)

C.53 Questions from the Public

In accordance with Council Procedure Rule 11, the following questions had been submitted:-

Question 1

From Ms. Natalie Bryan:

"To the Portfolio Holder for Environment:

It has been revealed that during the 'Ashfield Big Spring Clean' that asbestos was dumped in the skip on Babbacombe Way (in Hucknall). Will the portfolio holder now accept responsibility for exposing the public, council workers and contractors to this hazardous, carcinogenic material?"

The Deputy Leader of the Council (Outward Focus) responded to the question as follows:-

“Thank you for your question Miss Byron. The Big Ashfield Spring Clean was a campaign run by this Council for three weeks throughout May and June this year which encouraged residents to clear out their waste. Skips and bin lorries were provided for residents use.

The campaign was a great success which enabled residents to dispose of over 80 tonnes of waste. In Hucknall, for instance, I was delighted to join Councillor John Wilmott, alongside local residents Rebecca Cullen and Lee Waters, in cleaning Titchfield Park before heading off into the Hucknall town centre.

Information received by both this Council and Councillor John Wilmott is that it was overwhelmingly welcomed by local people in Hucknall. Indeed, we look to next year, the day when the Spring Clean returns to Hucknall.

Back to your question about last year’s Spring Clean, the skips used for the campaign were provided by a specialist waste disposal contractor who was able to process all of the waste put into the skips.

In Hucknall on Babbacombe Way there was a small amount of construction waste, around 100 kilograms and that construction waste contained about 1% of asbestos. The equivalent of a bag of sugar. The specialist skip company using their own employees was able to remove the asbestos and dispose of it safely following their own internal risk assessments and policies.

Council crews carried out checks on the skip sites to ensure that any waste needing specialist disposal could be reported to the contractor. All necessary precautions were taken and there were no further incidents of asbestos waste identified. It’s important to note that no other asbestos was found in any other skips in the three weeks that our Spring Clean was carried out.

Due to the fact we collected fine grained data on the Spring Clean, opposition Members are aware of the issue regarding the small amount of asbestos. Members will also be aware that there are plenty of incidents where construction waste including asbestos is fly tipped by unscrupulous contractors for our environmental crews to pick up. Our crews are fully aware of protocols around finding asbestos as is the skip company which we used. You should also note that asbestos is not harmful if left untouched.

Regarding the Spring Clean, although skips were not manned they were monitored and all necessary precautions were taken. The skip company took full responsibility for the waste and dealt with it through their procedures.

Thank you.”

The Chairman then gave Ms. Bryan the opportunity to ask a supplementary question and she responded as follows:-

“Thank you. Given that there is no safe level of asbestos exposure and the detection was not actually until after ADC workers had cleaned around the skip site, will the Portfolio Holder and I think the Leader of the Administration, now

give a personal apology to both the ADC refuse workers and residents of Ashfield, in particular in Hucknall living on Babbacombe Way, for failing to anticipate the very real probability that hazardous waste, including asbestos, could have been dumped in unmanned skips. And will they further give a guarantee that they will not make the same mistakes in the future.”

The Deputy Leader of the Council (Outward Focus) again responded to the supplementary question as follows:-

“Thank you for your question, Miss Bryan. I can guarantee that on any future project that procedures have been put in place to prevent it from happening again. I do feel that I did give a complete answer to your question within my previous answer.

However, I’m delighted to be able to take this opportunity to announce this week that the Cabinet have approved the Big Ashfield Spring Clean which will be taking place again next year. I’m thrilled that we can offer a service that will help all residents across the District. We’ll be driving down every single street making it easier for residents to dispose of their rubbish and I know last year there was some residents that struggled to use the skips due to work commitments. This new approach will accommodate all residents.

We’ll be running a free bulky waste collection service for the duration of the Spring Clean and we’ll be working with local community groups and organisations to carry out community litter picks. It will be our staff collecting and disposing of the waste into the lorries. This will prevent any further trade waste from being disposed of in our skips in the future as part of our projects.

Thank you.”

Question 2

From Ms. Lynda Mcleod, on behalf of Butlers Hill Project Community Group, Hucknall:

“To Councillor Helen-Ann Smith as the Portfolio Holder responsible for Parks and Open Spaces:

The proposed banning of dogs from Ashfield sports pitches & parks is a move which will punish responsible dog owners who clean up after their pets. Will the portfolio holder responsible confirm that these proposals will not go any further?”

The Deputy Leader of the Council (Outward Focus) responded to the question as follows:-

“Thank you, Ms. Mcleod, for your question. Firstly, I just want to condemn a leaflet that’s been distributed throughout Hucknall and Harlow Wood and Sutton Junction on this issue. I have asked the Police to look into this as it’s a breach of the Representation of the Peoples Act. Because it is a blatant lie. Can I say, Ms. Mcleod, that I’m sorry that a clear misrepresentation of the fact has been led to your question this evening. I hope that if you are contacted by the Police you can assist them in their enquiries.

The impact of the Labour Party deliberately misleading residents has an adverse impact on the delivery of the Council services in our District. Dozens of residents have contacted our Council's customer services for clarification on claims that as your question asks, we are proposing to ban dogs from Ashfield's sports pitches and parks. Let me make this quite clear, Ms. Mcleod, Ashfield District is absolutely not proposing to ban dogs from Council owned parks or open spaces.

The Council is looking at options to prevent dog fouling on sports pitches where children play as it is unacceptable for sports clubs to have to pick up dog faeces before they can enjoy a game of football. That is all. There will not be, nor has it ever been proposed, a ban on dogs from our parks. We are not targeting responsible dog owners. There will not, nor has it ever been proposed, a ban on dogs from our parks. We are not targeting responsible dog owners but committed to providing safe and clean recreational space for all residents to enjoy.

I was recently sent a picture from a mother in Leamington. Her son was playing football on the Twitchell Recreation Ground and came home covered in dog muck. The mother didn't want dogs banning from sports pitches, she just wanted dog owners to be more responsible.

At the Full Council in October there was a motion for the Council to consider banning all dogs from Council owned football and sports pitches. The decision which was taken was to further investigate the issue. There was no request to ban dogs from parks. Subsequent leaflets from the Labour Party picked this issue up as a community campaign.

The Council resolves ongoing complaints of dog faeces being left on sports pitches by irresponsible owners for those who then use the facility to have to clean up before they can play. Our investigations will explore this issue in more detail before coming to any conclusions. There is currently a Public Space Protection Order in place enabling enforcement action relating to a number of types of issues including dog fouling, not carrying a suitable receptacle to pick up dog faeces, maximum numbers of dogs on leads, maximum number of dogs on a lead by direction, dog exclusion areas for enclosed sports areas and enclosed children's play areas and parks.

Again I want to strongly reiterate that this Council does not want to discourage responsible dog owners from using our beautiful award winning parks across our District. Any other assertion on this issue from the Labour Party is simply a tawdry lie. Thank you, Madam Chairman."

The Chairman then gave Ms. Mcleod the opportunity to ask a supplementary question and she responded as follows:-

"If this ban does go ahead, how do you actually propose to put a stop to it? There doesn't seem to be any presence at the moment of PCSO's in the area or anything, so how is this actually going to work if it does go ahead?"

The Deputy Leader of the Council (Outward Focus) again responded to the supplementary question as follows:-

"I refer to my previous answer, there will be no ban on dogs on play areas. The only ban on dogs in play areas is enclosed play spaces. Like, for example, where you've got an enclosed children's park. But those bans are already in place.

We don't want to stop dog owners being able to walk their dogs, which is one of the reasons why this Cabinet have looked into different options and we're working with a company that's going to be providing, free to the Council, big noticeboards in all the parks in the District with free poo bags for people to collect them themselves. So we're not, we don't want to ban dog owners from parks.

We want to encourage dog owners to go to parks but we want to encourage them to be more responsible. This is just not true. What is true is that this Council will work with the residents, the communities, to make their lives better. To make the lives of children better. So children aren't walking into their house after playing football covered in dog faeces. We want to do the best for our residents and this is just scaremongering.

Thank you, Madam Chairman."

(At this point in the proceedings, a point of clarification was requested and following the response the meeting was adjourned at 7.45 p.m. and reconvened at 7.48 p.m.)

C.54 Petitions

No petitions were received for consideration.

(Councillors Chris Baron, Cathy Mason, Lauren Mitchell and Helen-Ann Smith returned to the meeting following the adjournment at 7.49 p.m.)

C.55 Report on Urgent Key Decision

The Leader of the Council advised as follows:-

"In accordance with Rule 17.2 of the Access to Information Procedure Rules it is necessary for me to inform the Council when an executive decision has been taken pursuant to Rule 16 (Special Urgency Provisions.)

I can confirm to the Council that one such decision has been taken by the Cabinet as a matter of urgency recently.

The decision related to the acquisition of a commercial investment property. The decision was key and contained exempt information but the full 28 days' notice could not be given due to the need to proceed with the transaction without delay.

The Rule 16 Notice and the non-exempt elements of the decision have been published."

C.56 Polling District and Polling Places Review

Council were requested to consider the proposals for revised polling districts and polling places following a periodic review required by the Electoral Registration and Administration Act 2013.

RESOLVED that

- a) the recommendations of the Review Working Group as set out in the minutes of the meetings held on 22nd May, 5th September and 7th November, 2018, as outlined at Appendices A, B and C, be approved;
- b) the final proposals report setting out the changes to the polling districts and polling places, as outlined at Appendix D, be approved;
- c) the Chief Executive be requested to formally publish the notice of conclusion of the review, its findings, the responses from consultees and all other relevant documentation;
- d) should a polling place be unavailable in the run up to an election, delegated authority be granted to the (Acting) Returning Officer to select an appropriate alternative with formal retrospective approval being sought from Council following the election should this be a permanent proposed change.

Reason:

To comply with the legislation requiring the Council to undertake periodic reviews of polling district and polling places.

(During consideration of this item, Councillor Cathy Mason left the room at 7.53 p.m. and returned to the meeting at 7.54 p.m.)

C.57 Recommendations from the Cabinet and the Council's Committees

In accordance with the Council Procedure Rule 2(ix), Council considered the following recommendations:-

Minute No. L.7

Licensing Committee – 8th November, 2018

Review of the Statement of Licensing Policy

RESOLVED

that the draft revised Statement of Licensing Policy (effective from 31st January, 2019), as presented, be approved;

Minute No. L.8

Licensing Committee – 8th November, 2018

Review of the Statement of Gambling Policy

RESOLVED

that the draft revised Statement of Gambling Policy (effective from 31st January, 2019), as presented, be approved;

RESOLVED

that the new capital schemes, as outlined in the Cabinet report as presented, be approved.

C.58 Notices of Motion 1

The Council received a notice of motion moved by Councillor Lachlan Morrison and seconded by Councillor Don Davis as follows:-

“Breaking Point campaign

This Council notes that many council budgets are now at Breaking Point. Austerity has caused huge damage to communities up and down the UK, with devastating effects on key public services that protect the most defenceless in society – children at risk, disabled adults and vulnerable older people – and the services we all rely on, like clean streets, libraries, and children’s centres;

- *Tory cuts mean councils have lost 60p out of every £1 that the last Labour Government was spending on local government in 2010;*
- *Councils had to spend an extra £800m last year to meet the demand on vital services to protect children by over;*
- *With an aging population and growing demand adult social care faces a gap of £3.5 billion – with only 14% of council workers now confident that vulnerable local residents are safe and cared for;*
- *Government cuts have seen over 500 children’s centres and 475 libraries close, potholes are left unfilled, and 80% of councils’ workers now say have no confidence in the future of local services;*
- *Northamptonshire has already gone bust due to Tory incompetence at both national and local level, and more councils are predicted to collapse without immediate emergency funding;*
- *Councils now face a further funding gap of £7.8 billion by 2025 just to keep services ‘standing still’ and meeting additional demand. Even Lord Gary Porter, the Conservative Chair of the Local Government Association, has said ‘Councils can no longer be expected to run our vital local services on a shoestring’;*

This Council condemns Chief Secretary to the Treasury Liz Truss for stating on BBC Newsnight on 1st October, 2018 that the government is “not making cuts to local authorities”, when all independent assessments of government spending show that this is entirely false; and that this Council further notes that Prime Minister Theresa May has also claimed that “austerity is over” despite planning a further £1.3bn of cuts to council budgets over the next year;

This Council agrees with the aims of the ‘Breaking Point’ petition signed by Labour councillors across the country, in calling for the Prime Minister and Chancellor to truly end austerity in local government by:

- *Using the Budget to reverse next years planned £1.3bn cut to council budgets;*
- *Immediately investing £2bn in children’s services and £2bn in adult social care to stop these vital emergency services from collapsing;*
- *Pledging to use the Spending Review to restore council funding to 2010 levels over the next four years;*

This Council resolves to:

- *Support the ‘Breaking Point’ campaign, recognising the devastating impact that austerity has had on our local community;*
- *Ask the Leader of the Council to write to the Chancellor of the Exchequer, the Prime Minister, and the Secretary of State for Housing, Communities and Local Government setting out the funding pressures faced by our local council, and calling on the Government to truly end austerity in local government.”*

Councillor Jason Zadrozny moved an amendment to the motion, seconded by Councillor Tom Hollis with the meeting being adjourned at 8.20 p.m. and reconvened at 8.30 p.m. to enable due discussion to take place.

Having considered the suggested amendment, Councillors Lachlan Morrison and Don Davis, as the mover and seconder of the motion, duly agreed to the change of wording subject to a retraction of wording contained in bullet point 5.

Councillor Zadrozny then proceeded to read out the agreed amendment in the following terms:-

“Breaking Point campaign

This Council notes that many council budgets are now at Breaking Point. Austerity has caused huge damage to communities up and down the UK, with devastating effects on key public services that protect the most defenceless in society;

- *Local councils in England have seen an average cut to their budgets of almost 26% since 2010, taking inflation into account, according to the Institute of Fiscal Studies;*
- *Northamptonshire has already gone bust and more councils are predicted to collapse without immediate emergency funding;*

- *Councils now face a further funding gap of £7.8 billion by 2025 just to keep services ‘standing still’ and meeting additional demand. Even Lord Gary Porter, the Conservative Chair of the Local Government Association, has said ‘Councils can no longer be expected to run our vital local services on a shoestring’;*

This Council calls for the Prime Minister and Chancellor to truly end austerity in local government by:

- *Using the Budget to reverse next years planned £1.3bn cut to council budgets;*
- *Pledging to use the Spending Review to restore council funding to 2010 levels over the next four years;*

This Council resolves to:

- *Support the ‘Breaking Point’ campaign, recognising the devastating impact that austerity has had on our local community, and to support any campaign that fights for improved funding for Local Government, specifically District Councils;*
- *Ask the Leader of the Council to write to the Chancellor of the Exchequer, the Prime Minister, and the Secretary of State for Housing, Communities and Local Government setting out the funding pressures faced by our local council, and calling on the Government to truly end austerity in local government.”*

(At this point in the proceedings and in accordance with Council Procedure Rule 23 (Conclusion of Proceedings), a motion was moved and seconded to extend the conclusion of the meeting to 9.30 p.m. The motion was put to the vote and duly carried.)

Having been fully considered, the substantive motion was then put to the vote and it was

RESOLVED that

- a) the Council supports the ‘Breaking Point’ campaign, recognising the devastating impact that austerity has had on our local community and further supports any campaign that fights for improved funding for Local Government, specifically District Councils;
- b) the Leader of the Council be requested to write to the Chancellor of the Exchequer, the Prime Minister, and the Secretary of State for Housing, Communities and Local Government setting out the funding pressures faced by the local council, and calling on the Government to truly end austerity in local government.”

(During consideration of the motion, Councillors Nicolle Ndiweni and John Knight left the room at 8.42 p.m. and 8.52 p.m. and returned to the meeting at 8.44 p.m. and 8.53 p.m. respectively.)

C.59 Notice of Motion 2

The Council received a notice of motion moved by Councillor Mike Smith and seconded by Councillor David Griffiths as follows:-

“This council notes

- *Though slavery was abolished in the UK in 1833, there are more slaves today than ever before in human history. Figures from the International Labour Organisation (ILO) suggest that there are more than 40 million people in modern slavery across the world, with nearly 25 million held in forced labour.*
- *There were 3805 victims of modern slavery identified in the UK in 2016. A rising number but still well below the 10,000 and 13,000 potential victims estimated by the Home Office.*
- *Modern Slavery is happening nationwide. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. This can include sexual and criminal exploitation.*

This council believes:

- *That action needs to be taken to raise awareness of modern slavery and the fact that it is happening all over the UK.*
- *That the current support for victims is not sufficient and needs to go beyond the 45 days they are currently given by the government.*
- *That councils have an important role to play in ensuring their contracts and supplies don't contribute to modern day slavery and exploitation.”*

This council resolves:

- *To adopt the Co-operative Party's Charter against Modern Slavery to ensure our procurement practices don't support slavery.”*

(Following a short debate and in accordance with Council Procedure Rule 16.11(i) [Closure Motions), a motion was moved and seconded to proceed to the next business. The Chairman having duly indicated that she believed the item had been sufficiently discussed, the motion was put to the vote and carried.)

Having been sufficiently considered, the motion was then put to the vote and it was

RESOLVED

that the Council agrees to adopt the Co-operative Party's Charter against Modern Slavery thus ensuring that the Council's procurement practices do not support slavery.

(During consideration of the motion, Councillor Lauren Mitchell left the room at 9.07 p.m. and returned to the meeting at 9.09 p.m.)

C.60 Questions received in accordance with Council Procedure Rule 13

In accordance with Council Procedure Rule 13, the following questions were submitted:-

Question 1

From Councillor Lee Anderson:

"Could the council leader please advise on what damage, if any has been caused to our war memorials in Sutton and Huthwaite Cemeteries?"

The Leader of the Council, Councillor Jason Zadrozny, responded as follows:-

"Madame Chairman can I thank Councillor Anderson for his question. I know what a very keen interest he has taken in the War Memorials and their preservation particularly in Sutton and Huthwaite.

Councillor Anderson will be aware of the historic advice we've taken from the Conservation Officer that did show previous cleaning of the War Memorials had caused some damage. The damage, particularly where well-meaning people had used abrasive chemicals like turtle wax which bearing in mind the stone we've got, it's a porous type of stone, our Conservation Officer seems to think it absorbs into the stone and can degrade it from inside out so we've had to be extremely careful about the work we've done.

We've taken advice from the War Memorials Trust that said we shouldn't clean War Memorials unless the dirt is harmful to them for example hazardous fumes and things like that. However, that said, we did undertake to do some very light steam cleaning work and Councillor Anderson joined me as we watched it happen in Sutton and then onto Huthwaite. We undertook the most sensitive type of work we could do trying to make sure that the Armistice days were celebrated in the best way that we could.

It's too early to say if any damage was caused with that sort of cleaning but in order to avoid any damage, we were concerned that the least intensive methods were used so that meant no high pressure work, no detergents and no scrubbing.

We realised that people have an emotional family attachment to our War Memorials but we must remember that the War Memorials are nearly a hundred year's old and many are fragile so the cleaning has potential to damage them irreparably. This can happen by weakening the lead letters on names, by loosening the mortar leading to water ingress and frost damage, by exposing the stone surface pores meaning that they become dirtier quicker and by bronze staining from plaques etc.

Ironically, cleaning can make the situation become worse and more visibly damaging if it's not done properly. It is for those reasons we decided not to have an extensive programme for cleaning this year, on the basis of the advice of the Conservation Officer and the War Memorials Trust, and when they are cleaned it will be in an appropriate and gentle method carried out by specialists and in that way we can ensure that they are still around for the next hundred years.

Madame Chair, I would like to take this opportunity to thank Councillor Anderson particularly for the work he has done on raising this issue and making sure the Council has a sharp focus on it. We were all very disappointed when we had the very late advice from the Conservation Officer that we shouldn't do any work and so we scabbled around at the last minute to try and make sure we could do as much sensitive work as we could. That involved putting planters out, planting up with red flowers, primroses and rows of primulas, cleaning around the areas in the churchyard and cleaning the Memorials in the most sensitive way that we could.

Councillor Anderson I hope recognises the work that we did do and what I'd also like to say Madam Chairman that as you know and that all Members know across the Chamber, this year was an enormously special year. 100 years since the end of the First World War and all of our Armistice Day celebrations/commemorations across the District were attended by four or five times more people than they would normally be and that is a real testament to our community spirit.

The public have done us really proud remembering those who fell to make sure we can enjoy the freedoms we've got today and aside of working out what we are going to do with War Memorials I'm very proud that we supported the Poppy Downpour on the Regent Cinema. That was an outstanding piece of work that I've not seen anywhere else in the country and we also put decals on 11 of our roads and the tommy silhouettes also. I think we should make sure this Council does all it can to make sure we do keep remembering those who paid the ultimate sacrifice Madame Chairman, so thank you and thank you Councillor Anderson for your question."

In accordance with Council Procedure Rule 13.5, Councillor Anderson was invited to ask a supplementary question but he duly declined.

Question 2

From Councillor Lee Anderson

"Could the council leader please advise why there has been an apparent lack of money spent of keeping all our War Memorials in good condition?"

The Leader of the Council, Councillor Jason Zadrozny, responded as follows:-

"I've got an answer from the officers that disagrees fundamentally with what I think, Councillor Anderson, so I'm going to read out the points they have written for me but then I'm going to tell you what I think is firmly the truth.

I do think there has been systemic underfunding of the things that are very important to us. This year was 100 years since the end of the First World War so we all had a sharp focus on it but next year is 80 years since the start of the Second World War and we should have an equally sharp focus on it.

I was really proud to stand with my grandad outside there, a former paratrooper, when we unveiled the tommy silhouette and a young guy from Kirkby who served in Afghanistan. We should never forget that we all stand here affording everything we have because of those people that gave an immense amount for our freedom so my answer written here says that it's not the case that they have been underfunded and the fact that Hucknall War Memorial had restoration work carried out on it as recently as 2005. Well that's not a great answer to me Madame Chairman.

I don't think I can stand by that because I think we should be doing more than that. When I was Leader in 2007 until 2009 there was a specific budget for War Memorials' maintenance and ongoing repair and restoration work. That budget stopped in 2009 so since then, of course, £180,000 pounds of investment never happened to those War Memorials and we've got dozens and dozens of them across the District. Councillor Sears-Piccavey has recently been walking around every single one of them; they are not all grand, big memorials but we've got lots and lots of various ones.

Shane, who Members will have now met, our new Scrutiny Research Officer, has been writing an extensive historical document for us all to be able to look at that lists all of our War Memorials across the District and their history. It will include who's listed on them, wars that they fought in, what stone they are made of, what condition they are in and what we need to do.....and so I think we need to do a damn sight more.

We should be incredibly proud of Ashfield and the Sherwood Forest regiments and all those things we've got. Ashfield does not sing about its history enough and we have a damn proud one and I have already worked with Councillor Sears-Piccavey to be making sure that a budget line is back in next year's budget. We will be having a small restoration budget, £10,000 to £20,000 each year to ensure that small works can be done, year after year after year, so we are never in this place again.

So that the lead letterings are back, so that the families who contacted me saying their grandfathers' names had eroded out of the sandstone, that the lead lettering had fallen out.... I was embarrassed when I had those phone calls this year and I don't think it is fair or right and I've got shivers now because I remember some of the phone calls, people crying to me that they've come over here to remember their family at a really important time and they weren't there. What a horrific indictment on this Council, that those people who fell for us, that their names are literally washing away with time.

We should never forget them and I don't think this is a political thing, I just think I was never really on it and now its back I don't think we'll ever forget it again. So again, I thank you for reminding us with these questions but look.....whoever's here in whatever form of local government we've got in 100 years, I want to make sure those names are still there and that nobody ever forgets.

The one thing I was incredibly proud about at the Armistice Day parades, I hope you had it in Sutton as we had in Kirkby, was the immense amount of children, scouts and schools that came and were taught about local history and they remembered. I think that was the most wonderful part of it, that we are passing on that baton and that hopefully, someone will always be there to remember Madame Chairman and that's the only beautiful thing we can hand on and I really think we should. So thank you Councillor Anderson."

In accordance with Council Procedure Rule 13.5, Councillor Anderson was invited to ask a supplementary question but he duly declined.

Question 3

From Councillor Keir Morrison:

"Given that Cllr. Wilmott was the deputy leader of the council at the time the decision was taken to close Hucknall's public toilets, could he inform the council when new public toilets will be built in Hucknall?"

The Cabinet Member (Outward Focus), Councillor John Wilmott, responded as follows:-

"First of all can I thank Councillor Morrison for his question and giving me the opportunity to search a number of issues over the past few years and they'll be very interesting to read indeed.

Yes, I was Deputy Leader of the Council when the decision was first made by the Labour Party to close the facility on the 20th February, 2014, although I was not the Cabinet Member with executive responsibility at that time. This followed a programme of closures that the Labour Party wanted to do which saw every Council run toilet closed in the entire District, including Kirkby, Sutton Station, two in Skegby and one in Huthwaite.

At that time the ruling group were informed that the Authority was facing a serious financial position and for those that were on the Labour Group and the Council at that time they would remember that several were put before us as possible savings to balance the books. The decision to close the toilets was made by the Labour Group as one of the options that was put before them and then it was endorsed by full Council later.

Members in the Labour Group will know what a lively debate took place in the group's meetings before all these decisions were made in fact then, a further report by the then Deputy Leader, Councillor Cheryl Butler, on her report to the full Council on the 8th October, 2014 said 'that following a public consultation in budget savings/priorities undertaken in late 2013, the decision was taken by Cabinet on the 20th February, 2014 and approved by Council on the 3rd March, 2014 to close the public facilities across the Ashfield District.' That was almost eight or nine months after the first decision.

Councillor Butler continues saying 'Hucknall and Kirkby which were the last two facilities to be closed were finally closed on the 6th June, 2014 and were boarded up with the exception of one cubicle of the Hucknall toilet made available for use by market staff on a temporary basis.' After these reports

became public, the Council received an enormous amount of criticism, particularly from residents in Hucknall, where there are fewer private establishments where people could access a convenience.

In May 2015, I stopped being a Councillor on this Authority and it was at this time that members of the public were pleading with the then Labour Administration to re-open Hucknall toilets. Their requests were ignored and a report to Council on the 10th December 2015, put forward by Hucknall's Councillor Nicole Ndiweni in her report to full Council, said that 'the Hucknall public toilet building was subject to a planning application to demolish the building and landscape the area and make good the Church boundary wall.' It was anticipated that subject to planning application approval and Council approval of revised capital budgets, the work would commence in Spring 2016, two years after the original decision with completion of the project in the Summer of 2016.

Councillor Ndiweni in the report also went on to say that the Council also sought out arrangements for nearby facilities that could be used as an alternative....the H2O bar, the Half Moon Public House and the John Godber centre had stated that their toilet facilities could be used by traders but no mention of the residents, or elderly people or people with disabilities, no mention whatsoever.

This was over two and a half years ago after the decision to close the facility so the Labour Party had considerable time to change the decision if they were so inclined to do so. They chose not to.

Whilst I was on the County Council, I obtained a petition to have the toilet facilities in the public library as well as in all other libraries in Nottinghamshire. That facility at the time...hundreds of thousands of pounds were being spent on the renovation of the Hucknall library so it was an opportune time. On the 26th November, 2015, I presented a petition with 1416 signatures to the full County Council meeting begging the Council to create public toilet facilities for Hucknall people.

Guess what? Whilst I was fighting on behalf of the residents I represent, the Labour run County Council chose to ignore the people of Hucknall's request. I am told that the staff in the library, at their discretion, will allow the elderly and disabled to use the toilet facilities but all over the country it seems public toilets are being closed at a rapid rate but in the end, it would be nice to see a facility at Hucknall. I will therefore continue to look at possible options to increase public conveniences in my town."

Prior to Councillor Morrison being invited to ask a supplementary question and in accordance with Council Procedure Rule 13.3, the Chairman advised that due to the lateness of hour and the fact that there was insufficient time for any further questions to be asked, all responses would be duly provided to Members in writing.

(During questions from Members, Councillors Cathy Mason and Helen-Ann Smith left the room at 9.14 p.m. and 9.17 p.m. and returned to the meeting at 9.17 p.m. and 9.18 p.m. respectively.)

The meeting closed at 9.30 pm

Chairman.

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Report to:	COUNCIL	Date:	13 FEBRUARY 2019
Heading:	PAY POLICY STATEMENT 2019 - 2020		
Portfolio Holder:	CLLR SEARS-PICCAVEY, CABINET MEMBER (INWARD)		
Ward/s:	N/A		
Key Decision:	NO		
Subject To Call-In:	NO		

Purpose Of Report

Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement by 31 March each year. This report presents the Ashfield District Council Pay Policy Statement 2019 – 2020 for agreement.

Recommendation(s)

That the Pay Policy Statement 2019-20 is approved.

Reasons For Recommendation(s)

To ensure that the Council complies with legislative requirements.

Alternative Options Considered (With Reasons Why Not Adopted)

No other alternatives considered.

Detailed Information

Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement by 31 March each year. The purpose of the Statement is to increase accountability in relation to payments made to senior members of local authority staff by enabling public scrutiny.

A Pay Policy Statement must set out the Authority's policies relating to:

- a) the remuneration of its chief officers,
- b) the remuneration of its lowest-paid employees, and
- c) the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.

The Statement must include the Authority's policies relating to:

- a) the level and elements of remuneration for each chief officer,
- b) remuneration of chief officers on recruitment,
- c) increases and additions to remuneration for each chief officer,
- d) the use of performance-related pay for chief officers,
- e) the use of bonuses for chief officers,
- f) the approach to the payment of chief officers on their ceasing to hold office or to be employed by the authority, and
- g) the publication of and access to information relating to remuneration of chief officers.

The Pay Policy Statement may include information relating to the policy on employment terms and conditions for all chief officers.

The Statement must be approved by a resolution of the Authority before the 31 March immediately before the financial year to which it relates. The Pay Policy Statement may be amended by resolution during the year. It must be published on the Authority's website as soon as possible after approval. Publishing the Pay Policy Statement also meets requirements under the Code of Recommended Practice for Local Authorities in Data Transparency.

The term 'chief officer' referred to above includes:

- a) the head of paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- b) the monitoring officer designated under section 5(1) of that Act (monitoring officer also Director Legal & Governance);
- c) a statutory chief officer mentioned in section 2(6) of that Act
- d) a non-statutory chief officer mentioned in section 2(7) of that Act (three corporate directors by virtue of reporting directly to the head of paid service).

The Pay Policy Statement must include the following information in relation to each chief officer listed above:

- a) the chief officer's salary,
- b) any bonuses payable,
- c) any charges, fees or allowances payable,
- d) any benefits in kind to which the chief officer is entitled,
- e) any increase or enhancement to the chief officer's pension entitlement, and
- f) any amounts payable to the chief officer on the chief officer ceasing to hold office or be employed by the Authority.

Appendix 1 contains the full Pay Policy Statement for Ashfield District Council for the year 2019-20. It is intended to publish this document on the Council's website immediately after resolution. Appendix 2 lists the senior management posts and their remuneration.

Summary of the Pay Policy Statement 2019-20

Remuneration of chief officers

- Chief Executive (CEO) – incorporates statutory officer Head of Paid Service total annual remuneration (excludes Election duties) £109,500.
- Director Legal & Governance (incorporating Monitoring Officer) £77,520
- Director – Place & Communities - £62,854 (part time).
- Director – Resources & Business Transformation - £77,520
- Director – Housing & Assets - £80,520 (includes £3,000 Deputy Chief Exec allowance).
- Corporate Finance Manager (incorporating Section 151 officer) - £64,140.

Remuneration of lowest paid employees

The current minimum point for a competent employee taken on in a defined role is £17,173.

Relationship between the above

- The relationship between the remuneration of Chief Executive (the highest paid employee) and the lowest paid employees is 6.38:1
- The relationship between the remuneration of the Chief Executive (the highest paid employee) and the median average earnings across the Council is 4.74:1

Implications

Corporate Plan:

The report aligns to the Council's requirement to comply with the Localism Act 2011 and ensure its policies are compliant.

Legal:

Section 38 of the Localism Act 2011 requires the Council to publish a Pay Policy Statement by end March each year.

Finance:

This report has the following financial implications:

Budget Area	Implication
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Human Resources / Equality and Diversity:

The policy is produced by Human Resources taking into consideration relevant legislation. The equality impact assessment has been reviewed as part of the updating of the policy.

Other Implications:

Not applicable.

Reason(s) for Urgency (if applicable):

Background Papers

Appendix 1-Pay Policy Statement 2019 – 2020

Appendix 2-List of senior management posts and their remuneration

Report Author and Contact Officer

Report author – Kate Hill, Senior HR Adviser

Contact Officer – Craig Bonar, Director – Resources & Business Transformation



Ashfield District Council
Pay Policy Statement 2019 – 2020
February 2019

VERSION CONTROL

Version Number	Date Issued
Original	28 December 2018
Revised V1	2 January 2019
Revised Final Version	13 February 2019

ASHFIELD DISTRICT COUNCIL Pay Policy Statement 2019 - 2020

1. Introduction

- 1.1 Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement by 31 March each year. The purpose of the statement is to increase accountability in relation to payments made to senior members of local authority staff by enabling public scrutiny.
- 1.2 The Act and supporting statutory guidance provides details of information that must be included in this statutory pay policy but also emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be approved formally by Council by the end of March each year; can be amended in year; must be published on the Council's website and must be complied with when setting the terms and conditions of Chief Officer employees.
- 1.3 This Pay Policy includes a policy on:
- The level and elements of remuneration for each Chief Officer
 - The remuneration of the lowest paid employees
 - The relationship between the remuneration of Chief Officers and other Officers
 - Other specific aspects of Chief Officer Remuneration, fees and charges and other discretionary payments
- 1.4 Remuneration includes any charges, fees, allowances, benefits in kind, any increase in enhancements of pension entitlements and termination payments.
- 1.5 Two appendices have also been appended to the document. Appendix 1 (this Appendix) provides a summary of chief officers pay in the Authority and those earning above £50,000. Appendix 2 details the reporting arrangements in the organisation.

2. Remuneration of the Council's Chief Officers

- 2.1 The posts which are Chief Officer posts for the purposes of the Council's Pay Policy Statement under the Localism Act 2011 are:-
- Chief Executive (as Head of Paid Service-S43(2)(a) of the 2011 Act)
 - Director – Legal & Governance and Monitoring Officer (S43(2)(b) of the 2011 Act)
 - Director – Resources & Business Transformation (S43(2)(d) of the 2011 Act)
 - Director – Place & Communities (S43(2)(d) of the 2011 Act)
 - Director – Housing & Assets (S43(2)(d) of the 2011 Act)
 - Corporate Finance Manager (as Section 151 Officer-S43(2)(c) of the 2011 Act)
- 2.2 The policy for each group is as follows:-

Chief Executive

- The salary for this post up to August 2018 is within a locally determined pay scale which is spinal points CEOP1 to CEOP5, which equates to £103,530 - £108,732 per annum.

- The pay scale was determined by the Council's Chief Officers Employment Committee following an analysis of benchmark data with other comparators and an analysis of the degree of responsibility for the role.
- This was reviewed on 20th August 2018 by the Chief Officers Employment Committee following an analysis of benchmark data with other comparators and an analysis of the degree of responsibility for the role.
- The salary for this post from 20th August 2018 is within a locally determined pay scale which is spinal points CEOP1 to CEOP3, which equates to £109,500 - £115,500 per annum.
- Progression through the scale is determined through satisfactory annual performance appraisals.
- Other Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Chief Executives national conditions.

Monitoring Officer and Directors

- The salary for these posts is a locally determined fixed salary point of £77,520 per annum.
- The pay scale was determined by the Council's Chief Officers Employment Committee following an analysis of benchmark data with other comparators and an analysis of the degree of responsibility for the role.
- There is an additional £3,000 responsibility allowance payable to the designated Deputy CEO. This is subject to an annual review.
- Other Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Services.

No member of the Corporate Leadership Group (i.e. those posts listed above) is entitled to other additional elements of remuneration in respect of overtime, flexitime, bank holiday working, stand-by payments etc. as these officers are expected to undertake duties outside their contractual hours and working patterns without additional payment.

Following a restructure exercise it was agreed by Chief Officers Employment Committee that one Director would assume the role of Deputy Chief Executive for a small responsibility allowance, which has been set at £3,000 per annum. This is an annual appointment made by the Chief Executive.

Section 151 Officer (Corporate Finance Manager)

- The salary scale for this post is a fixed salary point of £58,140 per annum.
- Other Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Services.
- There is an additional £6,000 Section 151 allowance payable to the designated Section 151 Statutory Officer. This is subject to an annual review.

Other Chief Officer posts

- Although not defined as Chief Officers for the purposes of the Pay Policy, the Council also employs employees at Assistant Director level, whose Terms and Conditions of Service are as prescribed by the Joint National Council (JNC) for Local Authority Services. The salary range for these posts is £56,100 - £58,140 per annum. Details of these posts are listed below:-

- Assistant Director – Place and Wellbeing
- Assistant Director – Planning & Regulatory Services
- Assistant Director – Neighbourhoods & Environment
- Assistant Director – Assets & Investments

2.3 Cost of Living Pay Awards

A cost of living pay increase of 2% was awarded to all employees, including Chief Officers, on 1 April 2018.

Pay awards are negotiated nationally. When a national pay award is agreed the pay rates stated in 2.2 above will change to reflect the percentage increase awarded.

3. **Additional Fees**

- 3.1 Special fees are paid for Returning Officer duties, which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. The role of the Returning Officer involves, and incurs personal responsibility and accountability and is statutorily separate from their duties as an employee of the Council. As Returning Officer they are paid a separate allowance for each election for which they are responsible.

The Nottinghamshire Election Officers group regularly review the scale of fees and these reviews determined the rates applied for the elections held in 2017/18. This information is available on the Council's Website.

4. **Pay Structure**

- 4.1 The pay structure for all employees outside the Chief Officers is in accordance with the NJC for Local Authorities National Pay Spine.
- 4.2 All posts outside the Chief Officers are evaluated using a locally adopted job evaluation scheme. The Council adopted the NJC Job Evaluation Scheme for all employees outside those on Chief Officers' terms and conditions during 2014 – 2015.

5. **Remuneration of the Council's lowest-paid employee**

- 5.1 With effect from 1 April 2018 the lowest paid employee within the Council is paid at Local grade A12 which equates to £17,173.00 per annum.
- 5.2 The Council ensures that remuneration of the lowest paid employee reflects the Living Wage Foundation rate.

6. **Allowances and benefits in kind**

- 6.1 Allowances and benefits typically follow nationally agreed rates. Locally agreed allowances or benefits in kind payments include:

- All employees of the Council have access to Ashfield Benefits, which enable employees to enjoy discounts with major retailers. There is a contribution cost from the employer of £2.95 per employee per annum.
- Access to salary sacrifice schemes such as child care vouchers (with effect from 5th October 2018 this is only applicable to existing employees in line with current legislation) and cycle to work schemes, which are available to all employees in accordance with current policies.
- Reimbursement of professional fees, where applicable, in accordance with the current policy introduced with effect from 1 October 2014.

7. Payments, charges and contributions

- 7.1 All employees, including Chief Officers, who are members of the Local Government Pension Scheme (LGPS), make individual contributions to the scheme in accordance with the following, which were effective from 1 April 2018

Band	Range	Contribution rate for employment	
		Main section	50/50 section*
1	Up to £14,100	5.5%	2.75%
2	£14,101 - £22,000	5.8%	2.9%
3	£22,001 - £35,700	6.5%	3.25%
4	£35,701 - £45,200	6.8%	3.4%
5	£45,201 - £63,100	8.5%	4.25%
6	£63,101 - £89,400	9.9%	4.95%
7	£89,401 - £105,200	10.5%	5.25%
8	£105,201 - £157,800	11.4%	5.7%
9	£157,801 or more	12.5%	6.25%

*Please note: 50/50 scheme is for employees who opt to pay reduced contributions for a reduced pension

- 7.2 The Council makes employers contributions into the scheme. The current rate of contribution is 14.4%. The next review by the actuary will be in 2020 and the revised rate will be implemented once confirmed.

8. Relationship between remuneration levels

- 8.1 The Council's current ratio between its top earner (£109,500) to its median earner (£23,110) is: 4.74:1
- 8.2 The Council's current ratio between its top earner (£109,500) to its lowest earner (£17,173) is 6.38:1
- 8.3 These ratios will be monitored annually within the Pay Policy Statement and the figures exclude apprentices.

9. Severance and Discretionary payments

- 9.1 The policy for the award of any discretionary payments is the same for all employees, regardless of their pay level and is in accordance with the Council's current Discretionary Compensation Payment Policy.
- 9.2 The Council also reserves the right and discretion to implement settlement agreements with individual employees, which may include enhanced severance and discretionary payments in accordance with a business case.

The business case will be considered and determined by:

Chief Officers Employment Committee: Chief Officers and Statutory Officers as defined in the Council's Constitution

Chief Executive: All other employees

10. Remuneration Decisions

- 10.1 Decisions on remuneration relating to pay, starting spinal point (for Chief Executive only) and any additional allowances for Chief Officers as defined in the Council's Constitution are determined by the Chief Officers Employment Committee.
- 10.2 Spinal point progression for Chief Executive is considered and approved by the Chief Officers Employment Committee subject to satisfactory performance.
- 10.3 The Chief Officers Employment Committee acts as the recruitment interviewing committee for all posts defined as Chief Officers and/or Statutory Officer posts in the Council's Constitution.
- 10.4 Where individual officers are requested to carry out part of a role at a higher level in excess of four weeks and/or carry out project related activities outside of their substantive role, Chief Officers may, at their discretion, propose that an honoraria is paid in accordance with the Council's Acting Up and Honoraria Arrangements Guidance.

11. Publication

- 11.1 This Pay Policy Statement will be published on the Council's website in accordance with Section 38 of the Localism Act 2011. The statement also contains information of posts attracting salaries in excess of £50,000 to meet the requirements of the Local Government Transparency Code

12. Annual Review

- 12.1 The Pay Policy Statement will be annually reviewed on or before 31 March each year.

Appendix 2

Pay Policy 2019 - 2020

Post	Total annual Salary	Salary Range	Salary on recruitment	Amount payable on cessation of employment
Chief Executive	£109,500	£109,500 - £115,500	£99,500 (2015)	See Policy
Director – Legal & Governance (also Monitoring Officer)	£77,520	£77,520 Single point	£71,000 (2011)	See Policy
Director – Place & Communities	£62,854 (part time)	£77,520 (FTE) Single point	£61,622 (2017)	See Policy
Director - Resources & Business Transformation	£77,520	£77,520 Single point	£71,000 (2011)	See Policy
Director – Housing & Assets (also Deputy Chief Exec)	£80,520 (£77,520 base salary plus £3,000 responsibility allowance for Deputy Chief Executive role)	£77,520 Single point	£73,144.20 (2016)	See policy
Corporate Finance Manager (also Section 151 officer)	£64,140 (£58,140 base salary plus £6,000 allowance for Section 151 Statutory Officer role)	£58,140 Single point	£56,100 (2018)	See policy

Posts attracting salaries in excess of £50,000 (to meet the requirements of the Local Government Transparency Code)				
Post	Total annual salary	Salary range	Salary on recruitment	Amount payable on cessation of employment
Asst Director – Place & Wellbeing	£56,100	£56,140 - £58,140	£56,100	See policy
Asst Director – Planning & Regulatory Services	£56,100	£56,140 - £58,140	£56,100	See policy
Asst Director – Neighbourhoods & Environment	£56,100	£56,140 - £58,140	£56,100	See policy
Asst Director – Assets & Investment	£56,100	£56,140 - £58,140	£56,100	See policy

Temp Snr Ops Manager – Technical Services	£53,694 (includes £6,000 honorarium)	£46,657 – £47,694	£52,296 (£46,296 plus £6,000 honorarium)	See policy
Service Manager Revenues and Benefits	£52,111	£49,191 - £52,111	£47,276	See policy
Service Manager Strategic Housing & Lettings	£49,191	£49,191 - £52,111	£49,191	See policy
Service Manager Corporate Support & Transformation	£49,191	£49,191 - £52,111	£49,191	See policy

Report To:	COUNCIL	Date:	13 FEBRUARY 2019
Heading:	CHANGES TO POLITICAL BALANCE AND COMMITTEE MEMBERSHIP		
Portfolio Holder:			
Ward/s:	ALL		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

To consider the consequential impact of political proportionality on seats on the Council's Committees for the remainder of the 2018/19 local government year as a result of the By Election for the Sutton Junction & Harlow Wood Ward held on the 12 December 2018.

Recommendation(s)

That Council confirm the:

- 1. Number of places on each Committee of the Council;**
- 2. Politically proportional allocation of places on each Committee;**

Reasons for Recommendation(s)

To comply with the provisions of the Local Government & Housing Act 1989, requiring the Council to allocate places on its Committees in a politically proportional way.

Alternative Options Considered

No other options are appropriate as the Council has to comply with the need for political proportionality in the distribution of places on Council Committees.

Detailed Information

The Council is required by law to ensure that it allocates places on its Committees in a politically proportionate way. It does not apply to the Council's Executive, the Cabinet.

At the start of the year the Council is asked to allocate places on the relevant Committees in a politically proportionate way. This has been revisited following the By Election for the Sutton Junction & Harlow Wood Ward held on the 12 December 2018.

There are currently 82 Committee Seats available in total. Council is asked to make amendments to these allocations during the course of the year, as required to reflect any changes to its overall political composition.

Following the By Election, Ashfield Independents have gained 2 seats. This is reflected in the tables 1.1 & 1.2 below.

Fig 1.1 Allocation of Politically Proportional Seats on the Council's Committees Based on 82 Seats as at 12 December 2018 (Following the By Election).

Group	Seats on Council	Allocation of the '82' places subject to political proportionality
Labour	14	33
Ashfield Independents	12	28 (+2 From 26)
Conservative	5	12
Non-Aligned	4	9 (-2 From 11)

Following the By Election, changes to Number of seats are:

- Ashfield Independent seats increase by 2;
- Non Aligned Independent seats decrease by 2;
- Labour Seats on Council remain unchanged
- Conservative seats remain unchanged

In order to restore as far as possible political proportionality on the Council (for practical purposes some element of 'rounding' of the figures is required) allocation of places on Committees needs to be changed.

Fig 1.2 Allocation of Politically Proportional Places on Each of the Council's Committees Based on 82 Seats as at 12 December 2018 (Following the By Election).

	Labour	Ashfield Independents	Conservative	Non-Aligned
Planning	4	4	2	1
Licensing	4	4(+1)	2	1(-1)
Standards & Personnel Appeals	3	2	1	1
Local Plan Steering Group	4	4	1	2
Overview and Scrutiny	3	2	1	1
Scrutiny Panel A	3	2	1	1
Scrutiny Panel B	3	3	1	
Chief Officers Employment Committee	3	2	1	1
Charities	3	2	1	1
Audit Committee	3	3 (+1)	1	0 (-1)
Total	33	28 (+2)	12	9 (-2)

*Figures in brackets have already been incorporated into overall figure

Further Changes To Committee Membership

- Councillor Glenys Maxwell to come off the Overview and Scrutiny Committee and be appointed to the Licensing Committee;
- Councillor Christine Quinn-Wilcox to come off Scrutiny Panel B and be appointed to the Audit Committee.
- Councillor Matthew Relf be appointed to the Overview and Scrutiny Committee and Scrutiny Panel B

Implications

Corporate Plan:

There are no implications in respect of the Corporate Plan

Legal:

The Local Government & Housing Act 1989 requires local authorities to allocate places on its committees in a politically proportional way.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
Should the changes not be made to allocated places and political proportionality the Council would be contravening The Local Government & Housing Act 1989 (which requires local authorities to allocate places on their committees in a politically proportionate way).	Committee Membership and Political Balance be altered accordingly.

Human Resources:

There are no Human Resources implications arising from this report.

Equalities:

There are no Equality implications arising from this report.

Other Implications:

None

Reason(s) for Urgency

None

Reason(s) for Exemption

None

Background Papers

None

Report Author and Contact Officer

**Ruth Dennis DIRECTOR OF LEGAL AND GOVERNANCE (MONITORING OFFICER)
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Report To:	COUNCIL	13 FEBRUARY 2019
Heading:	OVERVIEW AND SCRUTINY ANNUAL REPORT 2017/18	
Portfolio Holder:		
Ward/s:	ALL	
Key Decision:	NO	
Subject to Call-In:	NO	

Purpose of Report

This Annual Report summarises Overview and Scrutiny activity during 2017/18. Both the Overview and Scrutiny Committee and Scrutiny Panels have considered a wide variety of topics focused on making tangible improvements on issues relating to community concerns, performance and Corporate Plan objectives. The report highlights some of the work undertaken by Members scrutinising the services provided by the Council and its partners over the previous twelve months.

Recommendation(s)

That Members note and comment on the year end achievements and the work undertaken by Scrutiny during 2017/18 detailed within this report.

Reasons for Recommendation(s)

Scrutiny has a statutory responsibility to produce an annual report on the work undertaken by Overview and Scrutiny.

Alternative Options Considered

(with reasons why not adopted)

No alternative options have been considered, as Scrutiny has a statutory responsibility to produce an annual report on the work undertaken.

Detailed Information

The Scrutiny Annual Report 2017/18 is attached as Appendix A

Implications

Corporate Plan:

Scrutiny Reviews are cross-cutting and may have an impact on all of Corporate Plan objectives:

Legal:

The report satisfies a statutory responsibility which requires Overview and Scrutiny to produce an annual report for Council.

Finance:

There are no immediate direct financial implications contained in the report. Any financial issues highlighted through the work undertaken by the Overview and Scrutiny Committee throughout the year have sought appropriate support, advice and guidance from Finance.

Budget Area	Implication
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
There are no risks associated with this report.	None

Human Resources:

Where HR implications were applicable, consultation and advice was sought and provided to assist Scrutiny Members carrying out their review and performance monitoring requirements.

Equalities:

All Scrutiny reviews should give due consideration to all diversity/equality legislation and any subsequent implications. Where applicable, advice on Diversity and Equality issues has been sought to assist Members with the work undertaken.

Other Implications:

None

Reason(s) for Urgency

None

Reason(s) for Exemption

None

Background Papers

Scrutiny Workplan 2017/18

Report Author and Contact Officer

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OVERVIEW AND SCRUTINY ANNUAL
REPORT 2017/18



Ashfield

DISTRICT COUNCIL



Chairman's Foreword



2017/18 has been yet another another Challenging year for Scrutiny. During this period we have continued to work with Officers, Elected Members, partners and the Community to consider, discuss and review topics and issues that affect Ashfield residents.

The Council continues to face financial pressures that require us to rethink and reshape our services to ensure that they are fit for purpose, efficient and economically viable.

In developing the Workplan last year, we tried to ensure that we covered a broad range of topics including both strategic and community concerns. In addition Members of Scrutiny also utilised its Call-in Powers to ensure that we were satisfied with the decisions taken.

In the coming 12 Months the Government will be publishing a new statutory guidance on overview and scrutiny in local government. The role of scrutiny has changed significantly since the last Guidance, issued in 2006 and I look forward to embracing the new guidance in order to ensure that Scrutiny continues to deliver a forum for the community and Elected Members review, challenge and recommend ideas for improvement.

This report provides an overview of the topics, issues and considerations of both the Overview and Scrutiny Committee and Panels A & B during 2017-18. I would like to take the opportunity to acknowledge and thank everyone who have participated in the Scrutiny process this year including officers, Members, the community and partners.

COUNCILLOR LEE ANDERSON – CHAIRMAN OF OVERVIEW AND SCRUTINY

Crime and Disorder Scrutiny



The Overview and Scrutiny Crime and Disorder Meeting was the first meeting of the Council to utilize both Facebook Live Streaming and Twitter for real time interactive questions to be asked during the meeting.

Posts went out on Facebook and Twitter in the week leading up to the meeting promoting the fact the meeting would be FB live and inviting residents to submit questions. Interaction on these posts was minimal and no questions were submitted before the event.

Public interaction through social media on the night was very successful with around 10 relevant questions asked during the meeting, along with questions from the floor. Engagement as a whole was also very encouraging with the live video feed attracting around 5000 views.

Under the Police and Justice Act 2006, Overview & Scrutiny has the right to consider crime and disorder issues and in particular, to review the performance of the Ashfield Community Partnership. The Partnership is responsible for drawing-up and implementing the District's Crime and Disorder Reduction Strategy. It is made up of public sector bodies, such as the Council and Nottinghamshire Police, as well as representatives from the business community and voluntary groups.

In attendance at the meeting were representatives from Nottinghamshire Police and the Council's Community Protection Team. The Committee explored how the Council and the Police worked together following the development of a single 'Hub', located at the Council's Urban Road offices. Members considered how the ways in which this allowed greater collaborative working in tackling crime.

As part of the meeting, Members also considered amongst others;

- Whether the Selective Licensing Scheme had made it easier for the partners to combat crime and anti-social behaviour
- New Cross partnership initiative
- recorded crime during 2016-17 compared to the previous year

- Hate Incidents
- Closed Circuit Television (CCTV)
- Police '101' phone system

In concluding the meeting It was recognised that significant progress had been made and that this should continue to be monitored.

Community Engagement – Scrutiny Panel A



Community Engagement item was added to the Scrutiny Workplan in 2016 with an aim of considering how the Council and Councillors currently engaged with local communities.

It was acknowledged that local communities currently engaged with the Council and Councillors in a variety of ways. The democratic process allowed opportunities for the public to proactively engage in the decision making process and the Council were continually committed towards ensuring that engagement and consultation with the public was undertaken as widely and as often as possible.

The primary methods for active engagement and involvement with the community included:-

- community attendance and involvement at Area Committees, Planning Committee and Council meetings;
- community participation and involvement in the Scrutiny process;
- formal consultation exercises;
- specific projects (i.e. the New Cross Project);
- Locality Team support for community groups and organisations;
- submission of petitions (paper and e-petitions);
- Councillor surgeries;
- social media presence;
- introduction of new website – more accessible and user friendly;
- live twitter feeds from Council events.

Members were advised of the benefits of good community engagement:-

- it can create social connections between individuals and groups;
- it can enhance the motivation and capacity to participate in decision-making, instead of being passive recipients;

For the purposes of the consideration, Members were requested to express their views in relation to the Council's current engagement methods, how effective they were, what worked well for them and what, if anything, could be done better. The Service Director, Corporate Services and Transformation informed the Panel about methods for managing the expectations of the public in relation to engagement and ensuring that any methods utilised remained good value for money. It was also acknowledged that the Council needed to maximise its use of social media outlets in the future, recognising its effectiveness at reaching communities swiftly and in large numbers, at minimum cost.

The following actions were put forward for consideration

- meeting dates should be more widely advertised;
- better/increased use of social media to reach wider audiences within quicker timescales;
- to consider the possibility of more interaction between the public and Members during consideration of planning applications;
- increase promotion of 'good news' stories thereby encouraging interest and public pride;
- introduce use of 'instant chat messaging' to enable prompt responses to public enquiries;
- increase awareness of Council plans and policies (i.e. Area Locality Plans) with information guides in plain English about their objectives and aspirations;
- offer more ongoing support to resident-led groups to encourage sustainable, effective local decision making;
- utilising Twitter to give real-time updates during Council meetings;

Council Tax Exemptions for Care Leavers – Scrutiny Panel A

Scrutiny Panel Members were introduced to the topic of Council Tax Exemptions for Care Leavers to explore the financial difficulties that care leavers often faced and initiatives proposed to assist with this.

Members considered the definition of a care leaver (a person leaving Nottinghamshire County Council care provision at the age of 18), the proposed exemptions and why they had been recommended

During the review Panel Members took the opportunity to ask questions to the Service Manager and Portfolio Holder and in doing so discussed a number of issues including:-

- the financial implications for Ashfield District Council and other Preceptors to implement such a scheme;
- acknowledgement that the exemption, if applied until 25, would not be means tested due to the resource implications and capacity to administer this process;
- how the exemption would apply to Care Leavers moving into hostels, as opposed to fully independent living accommodation;
- the Council being mindful of an individual's change in circumstances and the means by which this information is communicated;
- the importance of providing care and support to Care Leavers up the age of 25 as they are vulnerable individuals who are more likely to experience financial and life management difficulties;
- a strong commitment from the Council is required to ensure that effective signposting measures are put in place to assist and support individuals;

The Panel were informed during the review that the Council has the discretion to reduce the council tax liability for individuals or prescribed groups as it thinks fit. This discretion is exercised in accordance with section 13A (1) (c) of the Local Government Finance Act 1992.

The proposed scheme (considered by the Panel) was in addition to the Council's current Local Council Tax Support Scheme (CTS scheme) and would provide assistance to people living within the District that have previously been in care and meet the appropriate qualifying criteria.

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

Where the qualifying criteria was met and all discounts and exemptions, including CTS, did not cover the full Council Tax charge, then under this scheme the qualifying care leaver would receive further assistance to cover 100% of their council tax charge.

In considering the Scheme, the Panel were informed that to implement such a scheme would require a change to the Council Tax system. The Council did not currently have the software to administer such a reduction in council tax therefore an upgrade to the system would be required. The cost of purchasing this software would be approximately £5,700 plus an ongoing annual maintenance fee of £1,100. The cost of

the additional software can be met from 2018/19 Revenues service budget. The on-going maintenance costs would be met from the Revenues & Benefits Application Software maintenance and licensing budget.

Although the Council was aware that there were currently 104 care leavers living within the District, it is not fully aware of the demographic of these individuals and how many of these are currently receiving Council Tax Support.

Based on a situation where all 104 required additional support through the additional care leavers' reduction scheme, then there would be a reduction of approximately £120,000 per annum in collection of Council Tax.

Based upon the 2018/19 precepts, Ashfield District Council's share of this was approximately £12,000 (or 9.9%) with the other precepting authorities (Nottinghamshire County Council, Nottinghamshire Police and Crime Commissioner and Nottinghamshire Fire Authority) meeting approximately £108,000 (or 90.1%).

The following recommendations were submitted to Cabinet for consideration:-

- Cabinet be requested to support the implementation and details of the proposed scheme, due to the social benefits far outweighing the financial cost;
- Cabinet be requested to review the position in approximately 12 months' time to consider any changes in the number of claimants, the impact on Council tax collection and, the costs of managing such a scheme;
- Council consider circulating an annual change of circumstances form to recipients of the exemption, to ensure that the Councils position is effectively monitored;
- Council be encouraged to make a strong commitment to providing a holistic support system to ensure that effective signposting measures are put in place to assist and support individuals;
- delegated authority be granted to the Director of Resources and Business Transformation, to award the reductions as deemed appropriate, to enable the Council Tax Team to deliver a fast and efficient process for implementing the reductions.

Syrian Vulnerable Persons Resettlement Scheme – Scrutiny Panel B

Panel Members were asked to consider and review the Council's role in the Syrian Vulnerable Persons Resettlement Scheme (SVPR). The Council is currently required to

fulfil its obligation to resettle an agreed number of Syrian refugee families each year and it was felt to be a good time to consider the process and make any changes as appropriate.

In March 2017, the Council accepted its first two refugee families with a further two families being resettled in November 2017. The families were identified as needing resettlement by the UN High Commissioner for Refugees (UNHCR) and were nominated for rehousing in the UK.

Under the scheme the Government has committed to the resettlement of up to 20,000 Syrian refugees between 2016 and 2020. Ashfield District Council has currently committed to accommodating 46 individuals which equates to 8/10 families.

Under the terms of the SVPR agreement, the Council receives a grant to support each individual refugee which also meets the cost of preparing the property and any additional support the family may need. The families are accommodated for 5 years in the first instance with a decision as to whether the family will stay in the country or return to Syria being made at the end of their stay.

The Council is currently working in partnership with Mansfield District Council to support the scheme with resettlement and community support being provided by Tuntum Housing's Supported Housing Service. Faith groups have also been instrumental in supporting the families in a number of ways. To date, the families have been housed by housing association partners and one family in a property acquired by a local church as an investment.

Panel Members welcomed the news that all the families had settled quickly into their communities and many of the children had excelled at school and formed friendships with other children. The Council were committed to resettling two further families in November 2018 with the final two families arriving mid-2019.

Lessons had been learnt following the resettlement of the first families in 2017 and these were acknowledged by the Panel as follows:-

- the importance of supporting families to become independent and endeavouring not to create dependencies with support being reduced each year;
- Community and faith groups were a great source of support though care needed to be taken to ensure that they continued to enable independence and offered appropriate support;
- Reasonable assumptions had been wrong and concerns regarding how the families might be received by neighbours and the local community were unfounded. Neighbours had been very supportive and in some cases protective of the families. Likewise, an expectation that the families would develop close relations with one another had not proved to be the case;
- The key to becoming part of the local community and to unlocking opportunities, such as employment, had been language skills and the commencement of

English language lessons as soon as possible had been important in achieving this.

As part of the review, Members further debated the following:

- suitable locations;
- types of housing including size;
- the importance of keeping Ward Members involved as they may have contacts and be able to assist in support and employment;
- the need to continue communications with private sector landlords and housing associations;
- the growing relevance of technology including language apps;
- recognition that different cultures require different types of support.

The Following Comments were forwarded to Cabinet

- the update in relation to the Council's role in the Syrian Vulnerable Persons Resettlement Scheme, be received and noted;
- Ward Members where the resettlement scheme is taking place in 2018 are kept fully informed and consulted with;
- research be undertaken to consider whether any mobile apps would be appropriate to assist with learning languages for job applications and social integration;
- further discussions to take place with housing associations and landlords in the search for suitable properties and locations.

CCTV – Scrutiny Panel B



This topic was added to the Scrutiny Workplan to gain an understanding of CCTV, to consider the impact it has within the Community, and how it contributes to the Council's Corporate Priorities.

Members explored the topic and discussed how CCTV is a popular and effective tool for increasing community safety and reducing the fear of crime.

The use of CCTV as a tool to detect and assist operations against crime has grown substantially. As the number of CCTV installations increase across Britain, so does a growing recognition and acceptance of the benefits of CCTV and the role it has in reducing crime. As well as its uses for crime detection and prosecution, CCTV is also considered to have a substantial deterrent and reassurance effect. The presence of CCTV can make communities feel safer and greatly reduce the fear of crime.

CCTV is effective on its own, but must be used in conjunction with other crime reduction measures. It is important for any CCTV to be adapted and evaluated for local settings and needs.

Other benefits CCTV can provide are:

- Better targeting and use of Police resources
- Detection of incidents
- Identification of criminals
- Strong evidence as a fearless and accurate witness
- Incident prevention
- Increased chance of locating missing persons
- Ashfield District Council utilises CCTV for the following purposes:
- Protecting areas and premises
- Detering and detecting crime and anti-social behaviour
- Assisting in the identification of offenders leading to their arrest and successful prosecution
- Reducing fear of crime, disorder, and aggression

Shared Service Arrangement

Ashfield District Council forms part of a CCTV Shared Service including two other local authorities in Nottinghamshire; Newark and Sherwood District Council and Broxtowe Borough Council. The monitoring of the CCTV for the three authorities in the Shared Service is undertaken by Profile, an outsourced contract managed by Broxtowe Borough Council. Ashfield District Council has 29 wireless CCTV cameras that are monitored 24 hours a day, 7 days a week at a control room situated at Nottinghamshire Police Headquarters (Sherwood Lodge). The control room also provides a 24-hour contact centre for all out-of-hours calls made to this Council.

The key topics that the CCTV Shared Service Arrangement sets out are:

- Key Objectives of the partnership;
- The Principles of Collaboration;
- Performance Indicators; and
- The Respective Roles and Responsibilities each party has within the Partnership.

Control Room Site Visits

Over the course of the review, Members of the Panel have undertaken two site visits to the CCTV Control Room, located at Sherwood Lodge, Nottinghamshire Police Headquarters. These visits were undertaken to assist Members in gaining a greater understanding of the following:

- How CCTV is utilised throughout Ashfield
- Monitoring of Ashfield District Council's CCTV cameras
- Staffing at the CCTV Control Room
- Image quality
- Communication between Control Room Staff and Nottinghamshire Police

First Visit

The initial visit took place on the 21 March 2018, and allowed Members the opportunity to observe the Control Room during daytime operations. Control Room Staff, alongside the Emergency Planning and CCTV Officer from Newark and Sherwood District Council, were available to answer operational questions and give insight into how the system is used to detect and deter crime. During the visit Members were informed that:

- Control Room Operatives demonstrated to Members how the cameras are used and the quality of imaging available
- This included a demonstration of the zooming functionality of the cameras
- Two Security Industry Authority licensed operators continually staff the Control Room
- the Control Room monitors approximately 160 cameras between Ashfield District Council, Broxtowe Borough Council, and Newark and Sherwood District Council
- All cameras have been strategically placed in accordance with a carefully planned network designed to deter and detect acts of crime and disorder
- The Control Room has direct links with Nottinghamshire Police through dedicated radio and telephone links
- The Control Room Operatives also have the capability to directly transmit images to the Police to facilitate live incident monitoring

Second Visit

The second visit was arranged to give Members of the Panel an additional opportunity to observe the Control Room with the added benefit of seeing evening operations. During the visit the following was discussed:

- Camera Quality
- Concerns were raised over camera image quality in night-time conditions

- Camera locations such as Kingsway Park and Sutton Lawn had particularly low visibility
- Further concerns were raised that Ashfield District Council has not kept up with modern technology developments
- Control Room Operatives demonstrated HD/infra-red cameras in use by other local authorities and Members noted the increased quality and clarity Camera Location
- Members expressed concerns that camera locations were not regularly evaluated
- Lack of Ashfield District Council CCTV coverage in Huthwaite, Annesley, and the Rurals
- Members were advised that with any camera relocation, serious consideration must be given to the dispersion of crime throughout the District Communication
- Members were informed that Control Room Operatives maintain constant radio communication with the Police and Community Protection Officers to ensure incidents are dealt with proactively and reactively.

The Panel is due to report final recommendations to Cabinet in March 2019

Play Strategy for Rural Areas / Green Space Projects – Overview and Scrutiny Committee



Members of the Overview and Scrutiny Committee considered the Play Strategy for the rural areas and green space projects following a call-in of the Cabinet decision. It was noted that the Ashfield District Council Play Strategy was a plan of action, rather than an adopted document, which aimed to provide continued improvements to play facilities over a four-year period using additional funding streams.

The Committee were advised that the Public Open Space Strategy had been adopted by the Council in 2016 and set out the catchment for play areas across the district. The Deputy Leader also noted that the Rural area had seen significantly less investment in play areas due to lack of funding in the past, namely from lower amounts received from Section 106 agreement.

During consideration of this topic, the Committee was advised that the emerging play strategy would address this lower level of investment by providing £120,000 of funding in the current financial year for Rural area projects, and that Kirkby, Hucknall and Sutton-in-Ashfield would receive the same amount of funding in subsequent years. It was noted that projects would be prioritised using information gathered from a recent stock condition survey.

Members were advised that play area improvements funded through Section 106 contributions and grant funding were continuing this year and through into 2019 and that these included improvements at West Park and Morven Park, Kirkby, Sutton Lawn and Roundhills Recreation Ground, Sutton and Broomhill Park in Hucknall. It was also noted two new play areas had been opened in the current year which had been provided as part of developments at Papplewick in Hucknall, and at Larwood Park in Kirkby.

With regards to the Car Parking Strategy Members were informed that the Car Parking Strategy was due for an annual review. This review would be completed by end March 2019, but noted that Brand Lane would not be covered by the strategy which focused on parking need and demand in town centres and the Rural area rather than very localised parking issues across the district.

Members of the committee expressed concern regarding the parking situation at Brand Lane and on how any Section 106 monies would be spent to relieve parking and traffic issues in the Brand Lane area created as a consequence of housing development in the area. Members agreed that it would be beneficial for Cabinet to look at the terms of the Section 106 agreement with regard to Brand Lane to ensure the agreement adequately met the needs of the area.

The following recommendations were provided to Cabinet:

- the proposed schedule of work for investing in play areas, as detailed in the emerging Play Strategy be informed by specific needs for investment, and that these needs be recorded, rather than investment being determined solely on a schedule and list of areas.
- Cabinet's response to a) above be reported to the Overview and Scrutiny Committee.
- Cabinet looks again at the Section 106 agreement for Brand Lane in order to ensure that the agreement meets the requirements of the area in mitigating the impact of further housing development.

Ashfield Spring Clean



The Big Ashfield Spring Clean had been added to the Scrutiny Workplan in September 2018 to enable the committee to review the project and to make recommendations to Cabinet for any proposed future schemes. It was noted that the district wide clean-up campaign had been delivered over a three-week period between 19 May and 9 June 2018 and the officer's report set out details regarding the cost of delivery, the impact the scheme made, as well as details on lessons learned.

It was noted that the campaign was rolled out geographically across the District over a three-week period, with Sutton week one, Kirkby and the Rurals week two and Hucknall week three. The campaign was comprised of three distinct offers for residents with static skips being placed at various locations across the District, complemented by "flying skip" bin lorries which collected waste at pre-determined routes over the weekends (excluding the Bank Holiday weekend) as well as free bulky waste collections for residents who needed door to door collection or additional support.

The report presented to the Committee contained a full evaluation of the scheme including information on the amount of waste collected, the type of waste collected and the costs associated with the disposal of the waste collected.

Members were informed during consideration of this item that any future scheme would utilise the "flying skips" more widely and engage with local community groups more as initial assumptions made around the community self-policing of the skips and skip sites had not been fully realised. Members of the committee noted with approval the positive outcome of the scheme in that it had resulted in the collection of large amounts of waste from the district, but did express concerns that some commercial and hazardous waste, including a small amount of asbestos that had been placed into the static skips.

The following recommendations were provided to Cabinet

- both flying skips and static skips used in the Ashfield Spring Clean 2019 be staffed at all times
- a policy and procedure be developed for dealing with any hazardous waste deposited in skips during the Big Ashfield Spring Clean 2019.

- the Council's contractor used for the processing of waste collected from skips during the Ashfield Spring Clean 2018 be contacted for further information on how asbestos deposited in skips was processed as part of an investigation of how the incident of asbestos being deposited in a skip was dealt with.
- a detailed written response on the written questions submitted by Councillor Mason in advance of the meeting regarding specific details of Big Ashfield Spring Clean 2018 be provided to Councillor Mason by the Interim Director of Place and Communities.
- full costings for all aspects of the Ashfield Spring Clean 2019 be made available in advance of the decision being made by Cabinet regarding the details and implementation of the Big Ashfield Spring Clean 2019.

Performance



Performance management is one of the key roles of Overview and Scrutiny and provides Scrutiny Members with the opportunity to proactively review and challenge performance, add value to the Council's services and monitor functions delivered with and by the Council's partners that add quality of life to the citizens of Ashfield.

During 2017-18, the Overview and Scrutiny Committee monitored the performance of an agreed list of priority areas identified in the Corporate Plan to assess where problems were arising and which aims and objectives were being achieved.

Scrutiny Members held a number of meetings to discuss performance issues with relevant service lead officers and Portfolio holders to actively challenge where outcomes have not been achieved.

The Committee have been pleased to note that the level of achievement against priorities identified within the Corporate Plan has improved significantly. Scrutiny of Performance is additionally supported by the Corporate Performance Manager. Issues raised during the year were also used to inform the 2018-19 Scrutiny Workplan.

Getting Involved

There are a number of different ways in which members of the community can get involved in Scrutiny. These are:

1. Attend A Meeting - All Scrutiny meetings are open to the public to come and listen to the debate. There may also be a chance to speak at the meetings at the discretion of the Chair. The meetings are publicised and can be found at: <https://democracy.ashfield-dc.gov.uk/ieDocHome.aspx?bcr=1>

2. Put Forward A Suggestion For A Topic To Be Considered By Scrutiny - Any topic can be suggested for consideration for the Scrutiny workplan. To put forward a topic does not mean that you will have to become directly involved in the review if you do not wish to be. <https://www.ashfield.gov.uk/your-council/about-the-council/councillors-and-meetings/overview-and-scrutiny-function/>

2. Speak To Your Local Councillor - Your local Councillor details are located on the Council's website at; <https://democracy.ashfielddc.gov.uk/mgMemberIndex.aspx?bcr=1>

Meeting of the Council
13th February, 2019
Schedule of Recommendations

N.B.
 The Schedule sets out recommendations from the Cabinet and the Council's Committees upon which Council is required to reach a decision. During discussion of these items Council Procedure Rule 16 applies (Rules of Debate). Speeches must be relevant to the item being debated. Speeches do not have to be in the form of, or include a question. Members may speak for up to 5 minutes. The Chairman may allow a further 2 minutes at his/her discretion. A Member may only speak once on a motion but may also speak once on an amendment.

<u>Meeting:</u>	<u>Minute No:</u>	<u>Subject:</u>	<u>Recommendation(s):</u>
Standards and Personnel Appeals Committee 10th December, 2018	SP.13	<u>Disclosure and Barring Service Checks for Members - Review of Policy</u>	d) the amended Policy on Disclosure and Barring Service for Members, as appended to the report, be supported and recommended to Council for approval. (Report attached at Appendix 1)
Cabinet 21st January, 2019	CA.66	<u>Housing Project, Davies Avenue, Sutton-in-Ashfield</u>	Council be recommended to approve the following:- b) an application be made to the Secretary of State for Housing, Communities and Local Government for consent under Section 32 of the 1985 Act to dispose of the land incorporating a pre-emption clause in the sale contract (as required under Schedule A8 of Section 32 of the Housing Act 1985) which will grant the Council the right of first refusal when the land and buildings are subsequently sold; c) the use of Housing Revenue Account reserves to fund the purchase of approximately 26 new affordable homes up to a total value of £2.87m in the event that the Council decides to exercise the right of first refusal. (Report attached at Appendix 2)

<p>Cabinet 21st January, 2019</p>	<p>CA.68</p>	<p><u>Digital and Service Transformation Programme</u></p>	<p>b) that it be recommended to Council:-</p> <ul style="list-style-type: none">i. that an allocation of Housing Revenue Account funding, to a maximum of £250,000 for upfront implementation costs associated with the project be approved;ii. that Housing Revenue Account funding of £30,000 for annual costs, including support and maintenance and support to award a contract for the solutions at (a) be approved. <p>(Report attached at Appendix 3)</p>
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Report To:	STANDARDS AND PERSONNEL APPEALS COMMITTEE	Date:	10 DECEMBER 2018
Heading:	DISCLOSURE AND BARRING SERVICE CHECKS FOR MEMBERS – REVIEW OF THE POLICY		
Portfolio Holder:	NOT APPLICABLE		
Ward/s:	NOT APPLICABLE		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

The report is to update the Committee in respect of the implementation of the Policy on Disclosure and Barring Service for Members which was introduced in May 2017 and to consider the amended policy.

Recommendation(s)

Committee is asked to :

- 1. Note the update in relation to the implementation of the Policy on Disclosure and Barring Service for Members;**
- 2. Consider if all Members should continue to be DBS checked; and if so,**
- 3. Recommend to Council what level of check Members should undergo; and**
- 4. Recommend to Council the amended Policy as set out in Appendix 1.**

Reasons for Recommendation(s)

In order to protect those who are most vulnerable in society the Council adopted a policy for all Members to undergo Standard Disclosure and Barring Checks in 2017. The policy has been in place for two years and so it is a good time, in advance of the District Council elections in May 2019, to look at how the policy has been implemented and consider making suitable changes to the policy in order for the policy to remain up to date.

Alternative Options Considered

(with reasons why not adopted)

To recommend that DBS checks are no longer required – checking an individual’s background would assist in determining whether appointing a Member to a particular role may be less suitable for them in light of a relevant disclosure. In order to protect those who are most vulnerable in society it is proposed that this option be rejected; the Council may be open to criticism if it does not take reasonable steps to assess and mitigate the risk.

To recommend that a basic check is carried out - a basic check contains details of convictions and conditional cautions considered to be unspent under the terms of the Rehabilitations of Offenders Act 1974. The check does not provide details of any police remands or warnings.

To recommend that a standard check is carried out - discloses both spent and unspent convictions, cautions, reprimands and warnings.

To recommend that an enhanced check is carried out – this option is ruled out as it is not lawful to check the barred lists unless the individual who is being checked is going to undertake a “regulated activity” as amended by the Protection of Freedoms Act 2012. Members are not eligible by virtue only of their position as a councillor.

To recommend that DBS checks are carried out for specific Councillor roles only instead of for all Members – all Councillors have responsibilities for decision making and engage in a variety of function across the Council and in their constituency work and so it is considered more appropriate to check all Members.

Detailed Information

The Protection of Freedoms Act 2012 (“PFA”) introduced changes to the arrangements for carrying out criminal records checks. One of the key changes involved the merger of the Criminal Records Bureau (“CRB”) and the Independent Safeguarding Authority (“ISA”) in December 2012 to form a new body called the Disclosure and Barring Service (“DBS”).

The DBS is a non-departmental public body, sponsored by the Home Office. The DBS provides access to criminal records and other relevant information for organisations in England and Wales and is also responsible for investigating safeguarding concerns and maintaining the barred lists for Children and Adults and the combined list (these are statutory lists containing details of people considered unsuitable to work with children and/or adults).

Changes to the definition of Regulated Activity

The changes introduced under the PFA not only affected the administrative arrangements but also scaled back the number of activities, involving work with children and adults, that are regulated; these are known as “regulated activities”. Individuals on a barred list for children and/or adults cannot undertake a “regulated activity” and it is a criminal offence for the Council to allow an individual to do so without first checking whether they are on a barred list.

A “regulated activity” is one involving close work with vulnerable groups, including children, which a barred person must not do. The legislation redefines and reduces the scope of regulated activities. Examples of “regulated activity” include being employed in a position that involves regularly undertaking unsupervised activities such as caring for or supervising children, regularly working for certain establishments such as children’s centres, and providing personal care to an adult in a care home or day care centre.

Councillors generally do not have unsupervised contact with children or adults as part of their role and therefore will not be involved in “regulated activity”. Therefore, unless activities fall within the redefined scope of “regulated activity”, Councillors are not required to be checked by virtue only of their position as a Councillor.

It should be noted that Section 80 of the Local Government Act 1972 already provides some safeguard by disqualifying individuals from standing for election or holding office if they have been convicted of a criminal offence within the last 5 years and received in excess of 3 months’ imprisonment (including a suspended sentence).

DBS Checks for Councillors and Council policy

In light of safeguarding issues in other Councils, the Standards and Personnel Appeals Committee requested that the Council’s position be reviewed and the development of a policy for consideration was placed on the Committee’s work programme in 2016.

Section 11 of the Children Act 2004 places a statutory duty on key people and bodies, including district councils, to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children.

In seeking to identify the appropriate options in relation to the undertaking of DBS checks for Councillors, other local authorities were consulted to provide information on their respective positions and the recommendations and alternative options presented in 2016 took this research into account. The established practice within local authorities with regard to undertaking DBS checks on Councillors varies but it appears that local authorities are increasingly undertaking DBS checks for their Members. County or Metropolitan Council’s having a responsibility for education and social services functions generally carry out such checks.

Although the duties and responsibilities of Councillors do not fall under the scope of “regulated activity” and Councillors are no longer required to be checked if not undertaking such activity, the Council can still request that DBS checks (excluding a check of the barred lists) be carried out.

Safeguarding children, young people and adults is a key priority for the Council and the important role Councillors play in scrutinising services that are delivered and the arrangements that are put in place for these groups is recognised.

Councillors have a wide range of responsibilities which may require Councillors to access sensitive information about, or have contact with, vulnerable children and adults. A Councillor’s constituency work may bring them in to unsupervised contact with vulnerable people. The fact that all Councillors are checked may strengthen public confidence.

The Standards and Personnel Appeals Committee recommended that all Councillors should be DBS checked at the Standard level. At Council on 8 December 2016 it was:

“RESOLVED that

- a) the proposed Policy on Disclosure and Barring Service ‘DBS’ Checks for Councillors and Co-opted Members, as presented to Council, be approved and adopted;*
- b) it be agreed that all Councillors bear the individual cost of their annual DBS check (undertaken by the Council) and the monies be deducted accordingly from their Member allowance via the Council’s payroll system.” (Council Minute C.45 refers)*

DBS Checks

There are now three levels of DBS checks that can be carried out; when the Council's 2017 policy was introduced only Standard and Enhanced checks were available. The three levels of checks are:

1. **Basic DBS** – A Basic check is for any purpose, including employment. The certificate would disclose details of convictions and conditional cautions that are considered to be unspent under the Rehabilitation of Offenders Act 1974 (ROA). An individual can apply for a basic check directly to DBS, or through the Council if the individual gives consent to carry out the check. The Basic check costs £25.
2. **Standard DBS** - this level of check would disclose both spent and unspent convictions, cautions, reprimands and warnings that are held on the Police National computer which are not subject to filtering. An individual cannot apply for a standard check themselves. The Standard DBS check costs £26.
3. **Enhanced DBS** - this level of check provides the information resulting from a standard DBS check and may also contain non-conviction police information provided by the local police force. The enhanced check may be with or without checks against the barred lists. The enhanced DBS check costs £44.

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. The Council's current policy is to require a Member to undergo a DBS check within two months of the Member taking office following an election. The Council decided not to accept previously-issued DBS checks unless this was through the official update service. In order for a check to be portable a Councillor would have to firstly have a new DBS Certificate. The Member would then have 14 days to register with the DBS for the Update Service after the certificate issue date (the Council cannot do this on the Member's behalf). Registration must be renewed annually and costs £13 per year. It is only when you have successfully registered with the update service that your DBS check is portable. The DBS Update Service keeps DBS certificates up to date online and allows a certificate status to be checked at any time. For the Council to be able to use the Online Update Service the elected Member would be required to give consent for access.

The Committee is asked to consider:

1. **Whether to recommend to Council that all Members should continue to undergo a DBS check following their election to the Council; and if so**
2. **What level of DBS check to recommend to Council; and**
3. **Appropriate amendments to the Policy as set out at Appendix 1 to the report.**

Implementation of the Policy – Update

Following the implementation of the policy in May 2017, 34 out of 35 Members have undergone a standards DBS check. Councillor Joanne Donnelly is the only Councillor not to have undergone a DBS check through the Council. Councillor Donnelly has been reminded of the need to undergo a DBS check on numerous occasions.

Implications

Corporate Plan:

The Council will strive to ensure effective community leadership, through good governance, transparency, accountability and appropriate behaviours.

Legal:

Legal issues are outlined in the report.

Finance:

In accordance with the Council resolution, the costs of the DBS checks have been paid for by Members by the deduction from their allowance. There are no budgetary implications.

Budget Area	Implication
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
Failure to meet Section 11 of the Children Act 2004 duty which places a statutory duty on key people and bodies, including district councils, to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children.	The approval of a policy whereby all Councillors undergo a DBS check provides a means of demonstrating the Council is complying with its statutory duty. The proposed policy also sets out the process in the event that information is disclosed as part of the DBS check.
Security of data.	The proposed policy identifies how the Council ensures data is retained securely in line with legislation.

Human Resources:

There are no Human Resource implications associated with the report.

The HR Shared Service is involved in the processing and safe storage of the DBS checks and information disclosed.

Equalities:

If the Council adopts a reviewed policy it will apply to all Members.

The DBS offers a confidential checking service for transgender applicants in accordance with the Gender Recognition Act 2004.

Other Implications:

None.

Report Author and Contact Officer

Ruth Dennis

DIRECTOR OF LEGAL AND GOVERNANCE

(Monitoring Officer)

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Policy on Disclosure and Barring Service (“DBS”) Checks for Councillors and Co-opted Members

Background

1. The effective date of commencement for this policy is [*to be confirmed*].
2. This policy complies with the exception to the Rehabilitation of Offenders Act 1974 and with the Disclosure and Barring Service Code of Practice.
3. This policy replaces all previous policies, decisions and/or precedents relating to criminal records checks for Ashfield District Councillors.

General Principles

4. In light of the fact that the Council has a duty to protect the most vulnerable in society this Policy requires all Councillors to undergo [*basic or standard*] level DBS checks.

The Process

5. *Within two months of taking office following election, all newly elected Councillors will be required to undergo a standard DBS check.*
6. Checks will be processed by Democratic Services in conjunction with Human Resources following a request by the Council’s Monitoring Officer.
7. The relevant Councillor will be provided with a DBS certificate issued by the DBS. The Council will be notified of the disclosure and whether the DBS check is clear. This information will be returned to the Monitoring Officer. Where a check is not clear, for instance, it contains details of an offence, the Councillor will be required to provide a copy of the DBS certificate to the Monitoring Officer within 28 days of the date of issue of the DBS certificate, unless the content of the DBS certificate is disputed and the dispute is raised with the DBS within 3 months of the date of issue, in which case the certificate must be provided to the Monitoring Officer within 28 days following the outcome of the dispute.
8. In accordance with Section 124 of the Police Act 1997 disclosure information will only be passed to those people who are authorised to receive it in the course of their duties. The Monitoring Officer will maintain a record of the date a check was requested, the date a response was received and a ‘list’ of all those to whom the disclosure or disclosure information has been revealed together with other relevant information. It is a criminal offence to pass this information to anyone who is not entitled to receive it.
9. Disclosure information will only be used for the specific purpose for which it is requested and for which the applicant’s full consent has been given.

10. Records of the Disclosure Number will be kept electronically, along with the date of issue. Where Disclosure Information is made available this will be kept securely in lockable, non-portable containers and destroyed within six months in line with the DBS Code of Practice and the Data Protection Act.
11. Once the retention period has elapsed, any disclosure information will be destroyed by secure means. No photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure will be kept. However, as stated above, the Monitoring Officer will maintain a register of the date of the request for, and issue of, a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the detail of any decision taken as a result of the disclosure.

Portability

12. DBS certificates are not portable other than for those individuals registered with the online DBS update service.

The Use of Disclosure Information

13. The existence of a criminal record or other information revealed as a result of a standard DBS check will not debar a Councillor from holding office.
14. In the event that the disclosure information received raises issues of concern, the Chief Executive advised by the Monitoring Officer in consultation with the relevant Group Leader, will discuss with the individual Councillor the restrictions considered necessary, to safeguard children, young people and adults, on the positions held by that Councillor.

Review of the Policy

15. This policy will be reviewed every two years and updated as and when required as a result of changes in the law.

Report To:	CABINET	Date:	21 JANUARY 2019
Heading:	HOUSING PROJECT, DAVIES AVENUE, SUTTON-IN-ASHFIELD		
Portfolio Holder:	CABINET MEMBER (OUTWARD FOCUS), COUNCILLOR JOHN WILMOTT		
Ward/s:	CARSIC WARD		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

To obtain authorisation to dispose of vacant Housing Revenue Account held land to a Registered Provider of Social Housing (EMH Group) for the purposes of building approximately 26 affordable homes and to enter into an agreement to purchase the development once completed.

Recommendation(s)

Subject to the authority of Council to seek Secretary of State consent as set out in recommendation 2, Cabinet is asked:

- 1. To approve the disposal of the vacant Housing Revenue Account held land at Davies Avenue to EMH Group using powers granted under Section 32 of the Housing Act 1985, for the purposes of building approximately 26 affordable homes to meet housing need;**
- 2. To recommend that Council authorises an application to the Secretary of State for Housing, Communities and Local Government for consent under S32 of the 1985 Act to dispose of the land incorporating a pre-emption clause in the sale contract (as required under schedule A8 of Section 32 of the Housing Act 1985) which will grant the Council the right of first refusal when the land and buildings are subsequently sold;**
- 3. To recommend that Council authorises the use of Housing Revenue Account reserves to fund the purchase of approximately 26 new affordable homes up to a total value of £2.87m in the event that the Council decides to exercise the right of first refusal;**
- 4. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Director of Legal and Governance and Chief Finance Officer, to negotiate and formalise final scheme costs, specification, pre-emption clause details, delivery and exercising the pre-emption.**

Reasons for Recommendation(s)

To enable a project that will increase Ashfield District Council's housing stock and provide additional good quality affordable homes that will meet housing need in the district.

To bring back in to use, in an extremely positive and beneficial way, an area of derelict land which currently attracts fly tipping and other anti-social behaviour that is of detriment and concern to local residents.

Alternative Options Considered

The alternative is to do nothing i.e. maintain the land as vacant and not allocate any Housing Revenue Account reserves to house building. This is not considered reasonable given Ashfield as of December 2018 has 4,446 applicants on the housing waiting list. The cost of the build can also be accommodated within Housing Revenue Account balances, and the opportunity provides the potential to regenerate part of the district.

Detailed Information

The Council has previously set out its intention to build and enable affordable housing on Council-owned land. One of the most suitable sites is located on Davies Avenue, Sutton in Ashfield. It is a 0.6ha site which could provide approximately 26 homes, depending on the types of properties that are required (exact numbers may change within a margin once a full assessment of the land has been undertaken).

It has been considered as a potential site since the closure of the Sutton Town Social Club in 2011, and was the subject of a Cabinet report in September 2013. The report included the following recommendations, which were all approved:

- 1) Appropriate the site into the Housing Revenue Account from the General Fund, under Part II of the Housing Act 1985 to allow for a potential future social housing development.
- 2) Purchase the area owned by Rippon Homes for £10,000 (restricted for social housing use only), funded from the Housing Revenue Account, to protect access to the site.
- 3) Allow the tenants to surrender the ground lease.
- 4) Demolish the social club, funded by the Housing Revenue Account.
- 5) Explore the future potential of the site as a social housing scheme.

Due to the Council's other social housing developments, and the cost of development, it has until now not been possible to find a viable affordable housing scheme on Davies Avenue. The Council could tender for a development partner to deliver an affordable housing scheme, but would have to employ consultants to draw up tender specifications, navigate the procurement process, manage the contract and apply for its own Affordable Housing Grant via Homes England. This would significantly add to the contract sum and affect viability by extending the term by which the new homes would pay back through rent receipts.

However, in recent months officers have been discussing a potential partnership with the EMH Group. Formerly known as East Midlands Housing Association, EMH Group is a Registered Provider that has some 20,000 homes across 30 local authority areas in the East Midlands, Lincolnshire and Northamptonshire. They have a very strong presence in Ashfield and have a great deal of experience in working in partnership to deliver new affordable housing schemes as well as acquiring the affordable housing allocation on major sites. They also have their own specification

which meets the required standards but can be amended to suit Ashfield's supply chain and maintenance arrangements. EMH Group are also the only Association within the East Midlands region to be a Strategic Partner of Homes England and as such have secured £30.5m in grant to increase housing in the region. This funding can be directly applied to schemes such as the one proposed at Davies Avenue thus ensuring the viability of the project.

In order to apply this funding EMH Group would need to have an interest in the land – such as outright ownership or a long-term lease. The proposal is that the Council would dispose of the Davies Avenue site to EMH at market value so that they would build a scheme to our requirements (property types, space standards and specification). Once complete, the Council could then buy back the site - complete with all of the affordable homes secured via a pre-emption agreement before the transfer of the land.

A draft scheme has been drawn up using the information that the Council holds on the need and demand for affordable homes in the area and, subject to planning approval, it is anticipated that the site could hold approximately 26 homes. Potentially the mix could be:

- 2 x 3 bedroom fully adapted bungalows
- 8 x 3 bed terrace houses
- 12 x 2 bed terrace houses
- 4 x 2 bedroom apartments

In addition to reflecting the need in the area, the proposed scheme also provides a sustainable mixture of household types. The inclusion of the 3 bedroom bungalows also provides much needed housing for families who have one or more members with a disability. This type of property is in great demand so their inclusion will reduce waiting times, mean that fewer substantial alterations are required under the Disabled Facilities Grant scheme, and allow more families to receive assistance. Equally the Authority can set out a Local Lettings Policy to determine who the properties are let to e.g. the ground floor apartments could be exclusively for over 55's.

Another benefit to the Council would be the additional revenue from Council Tax and potentially additional New Homes Bonus that is applied to affordable homes providing the minimum percentage growth of dwellings is achieved (currently 0.4%).

Although Right to Buy will always be an issue on any new properties built for social housing, the property values themselves are protected by what is known as the 'cost floor'. This means via legislation that the Authority will receive the full cost of the building for the first 15 years of its completion. As such it is immaterial how many years right to buy discount the tenant may have they will still need to pay the Authority the full cost of the build if purchased during the first 15 years.

Cost

The plans are at an early stage and site investigations are yet to be commissioned. However, work has been done to establish provisional costs although they may change if there are any major issues requiring remediation. It is anticipated that a scheme of this size would cost the Council in the region of £2.87m. This represents an approximate reduction of circa £30k to £40k per property from the total scheme cost which is covered by Homes England grant. In order to produce better value for the Council it is recommended that the scheme is funded by a mixture of Housing Revenue Account reserves and the utilisation of commuted sum payments that the Council has received from developers as part of their planning obligations. The specific costings, and the requirement for commuted sums, are yet to be determined until the full cost of the development is known. The deployment of commuted sums will be handled through the parameters set out in the financial regulations and council constitution.

Disposal of the land

The disposal of vacant land is permissible under Section 32 of the Housing Act 1985 and ordinarily we would not need to seek Secretary of State consent to do so. However, due to the nature of the proposed agreement with EMH Group, the transfer contract should include a pre-emption agreement which ensures that the council has the right of first refusal on the land when it is sold upon completion of the development. The inclusion of such a clause will require Secretary of State consent (schedule A8 of section 32 of the Housing Act 1985). If the recommendations of this report are approved, the necessary application would be made and a decision expected within 6 weeks as per recent conversation with MHCLG.

Contract

The Council would only be party to a contract with the EMH Group for the transfer of the land with the pre-emption clause included. The terms of the contract will be agreed between the Council's legal section and those representing EMH Group. Once this is done EMH Group will select a developer partner through a procurement framework and will contract with them directly. They will also lead on the planning application. Under this arrangement design and specification will be agreed between the Council and EMH Ltd before commencement.

Timescale

It is estimated that the pre-construction phase will take up to 12 months from start to finish. This phase will include preparing and agreeing the brief, agreeing specification and design and the planning process.

The construction phase will take in the region of 18 months from start on site to practical completion.

The site can be prepared immediately following approval to demonstrate commitment and intent to local residents who are keen to see the land put back in to use rather than remain a derelict site attracting anti-social behaviour and actions.

Implications

Corporate Plan:

Influence housing provision to ensure that there is sufficient housing available in the district of the right size, type and quality, ensuring an adequate supply of affordable housing

Increase overall supply of affordable and appropriate homes in the district

Develop a long term sustainable business plan to enhance and expand existing Council owned housing stock

Legal:

Legal issues are set out in the report and legal advice and support will be provided throughout the process.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	On completion of the development and transfer to the Council – additional Council Tax and potentially New Homes Bonus funding
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	On transfer of the land - £60k HRA capital receipt and on completion of the development and transfer to the Council – additional rent income
Housing Revenue Account – Capital Programme	On completion and transfer to the Council – payment of up to £2.87m for the purchase of the properties

Risk:

Risk	Mitigation
Land proves unsuitable without significant remediation	Topological and ground surveys to be undertaken before agreement signed
ADC and EMH cannot agree terms	Both committed to delivery of affordable housing (EMH is the regional strategic partner for such)
Unexpected costs	Viability will be tested ahead of the agreement. Commuted sums are available as internal subsidy to meet reasonable additional cost.
Unforeseen building industry issues (materials, labour, financial stability of developer)	Due to nature of agreement these will be issues for EMH to resolve. (ADC may however suffer delay on delivery)

Human Resources:

No HR implications contained in the report

Equalities:

An Equalities Impact Assessment Screening Form has been completed and submitted in accordance with the Council's policy.

Other Implications:

(if applicable)

Reason(s) for Urgency

(if applicable)

Reason(s) for Exemption

(if applicable)

The report contains commercially sensitive information

Background Papers

Site plan

Report Author and Contact Officer

Stuart Murray

Lead Development Officer

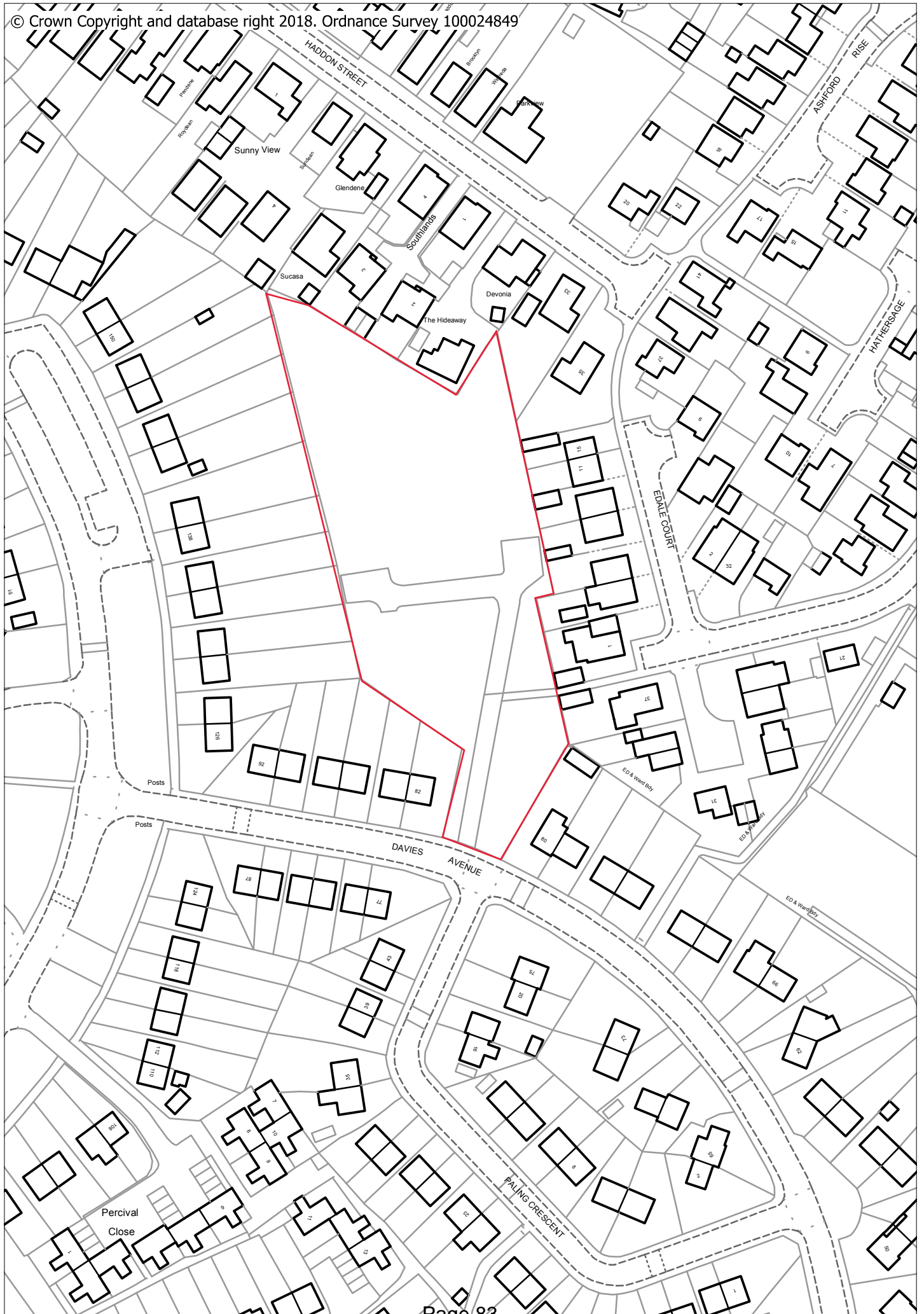
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Report To:	CABINET	DATE:	21 JANUARY 2019
Heading:	DIGITAL SERVICE TRANSFORMATION (HOUSING)		
Portfolio Holder:	CABINET MEMBER (OUTWARD FOCUS), COUNCILLOR JOHN WILMOTT AND CABINET MEMBER (JOINT FOCUS), COUNCILLOR CHRISTIAN CHAPMAN		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

In reference to the previous report to Cabinet on 14th June 2018, approval is now sought for recommended investment in technology required to enable a more customer centric, customer responsive and productive housing repairs function, as supported by the business case detailed in this report.

Recommendation(s)

1. To approve the purchase and implementation of a mobile Housing Repairs solution incorporating a repairs module, associated licences, handheld devices and Dynamic Resource Scheduler (DRS).
2. To recommend to Council approval for the release of a maximum of £250k Housing Revenue Account (HRA) funding for upfront implementation costs, and a maximum of £30k annual costs for maintenance and support to award a contract for the above solutions.
3. To include the required repairs module, and associated licences, within the existing contract with Capita, in line with the procurement regulations.
4. To procure a DRS solution via a relevant procurement process for 2 years with an optional extension of two further years.
5. That the delegation is granted to the Director of Housing and Assets to extend the contract(s) +1 +1 at the end of the 2 year contract term.

Reasons for Recommendation(s)

Many organisations and councils have moved towards customer centric 'digital first' approaches which provide convenient and accessible services in order to meet customer expectation, investing in technology solutions to transform the way services are delivered, thereby enabling and facilitating improved customer focus, whilst also improving efficiency, productivity and reducing costs.

Our technology landscape is outdated, most systems are at end of life and we have no real online 'offer'. The Housing Repairs function lags significantly behind other Housing Providers, lacking modern technical capabilities, preventing it from working in a more flexible and efficient way, whilst being able to deliver a more effective (and enhanced) service to customers.

This report presents to Cabinet a business case, indicating how investment in technology would be a catalyst for delivering a more customer focussed housing repairs function. The business case summarised in this report also indicates strong potential for payback of the required investment realised through a more productive and agile re-structured housing repairs workforce, with reduced reliance on sub-contractors.

The Council faces future challenging financial targets in order to maintain a balanced budget. We are confident that the proposed investment will deliver future savings and efficiencies as demand for services and residents' expectations of the quality of front-line services continue to rise.

The proposed customer centric changes facilitated by IT investment in housing repairs are part of the council's digital and service transformation programme which is aimed at addressing the joint challenges of the need to continue to make savings with the increasing expectations of customers for a high-quality service. The core element of the digital transformation programme is to have organisation wide customer focus, putting the customer at the heart of everything we do, challenging our approach to delivering services, as well as looking at how we can use digital technology and new ways of working to improve how we operate, delivering an improved customer experience.

The transformation review of the repairs service has incorporated consideration of role changes including mobile working, for which a re-evaluation of relevant job roles is underway which will allow those staff currently on Ashfield Homes work contracts to transfer over to ADC contracts thus creating parity across the Council workforce.

As part of the Council's preparations for the implementation of the GDPR, it is apparent that the Council's current systems and processes in relation to officers and operatives printing off data for home visits and repairs possess a significant potential breach of data protection legislation such that a more secure process is required urgently to reduce this risk.

The required financial envelope for the upfront costs of this project is proposed as a maximum of £250k for implementation and application licensing, with ongoing support and maintenance costs should not exceed £30k per annum. These costs will be funded via the Housing Revenue Account (HRA). This is within the financial estimates provided by the current housing line of business system supplier. The exact costs cannot be guaranteed until the procurement evaluation process is complete.

The introduction of modern working arrangements, particularly mobile working and dynamic work scheduling will result in large productivity gains. However, in order to deliver the savings and productivity gains, additional investment in current IT infrastructure and resources will be required.

Alternative Options Considered

Do nothing is not considered an alternative based on the significant and pressing operational and strategic benefits which can be delivered by implementing new technology which facilitates improved ways of working, benefitting both the customer and the council. Expected customer benefits would be:-

Faster Service Delivery

- The housing repairs service will be faster and more responsive, being able to complete more responsive repairs daily, reducing the time it takes for issues to be fixed.
- Whilst on site operatives will be able to record any additional work required, immediately allocate the work, obtain the materials and complete the work without the requirement for further visits.
- Reallocation of resource will enable void turnaround times to be reduced allowing prospective new tenants to move in quicker.

Enhanced Customer Experience

- There will be more flexibility in scheduling jobs and reacting to situations as they arise, being able to respond more effectively to customer needs.
- Tenants will be proactively informed with confirmations and reminders via text message the evening before, on the morning of the appointment and also a reminder whilst en-route, thereby reducing no access and re-bookings and increasing first time fix rates, reducing the need for further visits which can be inconvenient.

Enabling Customer Independence

- Investment will facilitate future self-serve and 'self-appointing' opportunities.
- Using digital devices tenants will be able to report, book, and track progress of repairs online, at a time and place of their choosing, increasing accessibility and engagement

Detailed Information

1. Background

Over recent years Housing Providers have significantly altered their approach to the delivery of frontline Housing Services, this is principally due to; advancements in mobile technology, the need to enhance how customers are dealt with as individuals and to also help mitigate additional cost pressures such as the 4 year 1% rent reduction and the potential income loss created by the introduction of Universal Credit.

As Ashfield Homes, the Housing Service lacked adequate IT investment and this trend has continued to a point where the service now lags significantly behind other national and local Housing Providers with the current service delivery model being questioned by both customers and staff alike. Our last two previous accreditation visits from Housing Quality Network have suggested that the service move to mobile working with required IT investment in order to retain recognition as a good/excellent housing provider.

The Council currently provides responsive repairs services to approximately 6,800 properties, responding to around 42,000 calls per annum to the Repairs Call centre and delivering around 39,000 responsive repairs annually of various kinds.

2. Current Methodology – Impacts on the Customer/Tenant

Currently service response to a customer repair is determined by a priority timescale which is set by the Council based on the Right to Repair Regulations, rather than repairs completions appropriate to customer needs and expectations. Most repairs requests are received via telephone to the Repairs Call Centre.

Due to outdated technology solutions, separate visits can often be made to the same customer for every repair they raise (even if several are active at the same time), despite manual administrative processes aimed to combine visits to the same property. This is further impacted by the allocation of work to specialist and distinct repairs trade roles, requiring additional visits if the job demands two or more separate trades to complete the repair.

Current working arrangements and working practices are inefficient. Operationally, Repairs Operatives come in to the depot every morning to pick up their job tickets, materials and van for the day and then return back to the depot in the evening (in works time) to return the van. Jobs are manually organised, with Team Leaders printing off job tickets, sorting and allocating to trades operatives on a daily basis. This is wasteful and time-consuming and is a major contributor to poor productivity, which has a knock on impact of how fast repairs can be completed.

There is little flexibility in scheduling jobs and reacting to situations such as operatives running late or booking emergency orders, which can impact upon the customer experience. For example, any changes to/ or further repairs noted whilst attending the property cannot be immediately allocated and would require raising of further work tickets and future visits, inconveniencing the tenant.

The current arrangements for reporting repairs electronically are very underdeveloped in comparison with many other organisations. There are limited opportunities for customers to report repairs directly via modern systems such as web-based self-reporting, repair diagnostic and ordering systems. There are very limited opportunities for customers to review, progress chase, update and change repairs appointments. Text messaging and other modern electronic means of communication with customers is underdeveloped. Absence of a facility of this type, enabling customers to access the service directly is recognised as a key weakness.

3. Current Methodology – Operational Impacts

The current repairs ordering processes are traditional, paper-based systems, with paper based works instructions and materials ordering systems. Works ordering, closure and financial completion systems are inefficient and time-consuming. Current processes and workflows are outmoded. They also lead to a lot of duplication and repetitive processes in day-to day tasks such as job completion and amendments.

As mentioned previously, current working arrangements and working practices are inefficient.

With little foresight or intelligence as to what repairs are in the system and who is undertaking them, the stores facility has to hold enough materials to cater for all eventualities regardless of demand or seasonal issues. There are gaps in the adequacy of current system capability for easy to access to meaningful data

The introduction of appropriate technology will enable operatives to receive work to their device the night before and attend site straight from home the following morning, with the system allocating the first job as close to home as possible (recognising the skills needed) to reduce travelling time and associated costs.

Time will be saved each morning by operatives not queuing up to pick up their van, materials and job tickets. The new system capabilities will enable 'planner/scheduler' roles to have detailed understanding of what stock is on the van and required replenishment. Similarly at the end of the day the operative can work later in the properties as they have no need to travel back to drop the van off at the depot site.

Studies undertaken by both the Housing Quality Network and also one of the potential solution suppliers indicates efficiencies yielded by the van movements will improve productivity enabling each operative to be able to typically perform at least one extra job per day.

It is important to recognise that the Council will in any given year contract out anywhere between £5 and £9 million pounds of additional work to external contractors to do repairs, servicing and improvement works to Council Houses and/or corporate buildings. Given that the contractor will make a good margin on such work there is no reason as to why the extra capacity gained via the DRS is not used to undertake this work ourselves in-house.

Currently, 21% of reported responsive repairs are completed by sub-contractors which totals approximately £474,800 per annum. This includes elements of specialist work, such as roofing, which cannot be completed by in-house resources.

4. Technical Capability Gaps – Opportunities to Improve

The customer journey and operational process can be improved significantly by the implementation of a mobile working solution based around what is called a Dynamic Resource Scheduler (DRS):-

- A single optimised work plan for all tasks irrespective of if they are planned, cyclical, complex or emergency tasks for today, tomorrow, next week, next month, the next year etc.
- Matches the workload with the available resources and provides visibility for periods where an organisation is under or over-resourced
- Accept (from existing repairs back office) new work requests (jobs) and make optimised appointments bookings
- Work plans are optimised up to the point where jobs are dispatched to the field workforce
- Live feeds from worker mobile devices are then used to dynamically re-optimize the work plan in response to the emerging day; in order to ensure efficiency, customer service, and repairs targets are met

It should be noted that two versions of DRS are available which link to the Capita Housing system via existing licenced middleware. One is used commonly across the Housing sector (and with various Housing systems), the other is an existing scheduling system which will require further work to be fully optimised for a housing environment. The relative maturity of the systems reflects on the pricing and amount of work required in-house to develop the product specifically for Ashfield.



Example of scheduling screen

Appointment Booking

Currently when repairs are reported via the Repairs Call Handling Centre (RCHC), customers are asked to express a preferred date / time. The RCHC do not have system capability to be able to view the availability of an appropriate tradesperson who is most efficiently located with appropriate skills whilst offering appointment slots.

Within the proposed solution, when a job is raised the DRS scheduler will use the location, the planning window, the Schedule of Rates (work required to be undertaken), any business / tenant information (such as language, gender, etc.), skills required, etc.

The scheduler will analyse the job requirements in real-time using algorithms to give the best matches to the available resources i.e. those in work and whose sectors cover the postcode area for the location, matching their skills, as defined in the scheduler, and combinations of the other system and user-defined tenant scheduling preferences.

The scheduler also calculates proximity to the location and calculates the global travel distances to the job for each available appointment slot and will display efficiency of the slots by highlighting the shortest travel time.

Appointment slots are then displayed as defined specifying am/pm and school run (this could be AM / PM only, 2 hour slots, all day slots, etc).



The slots displayed above are showing actual availability of a resource within that time slot and are also indicating the efficiency of that slot (based on travel time). As an example, the green slots might mean 0 – 20 minutes travel (from another job within that slot), the teal might indicate 20 – 35 mins travel, azure blue might indicate 35 – 60 minutes travel, and yellow greater than 60 minutes travel.

Automated Appointment Confirmation and Reminders

The proposed solution is capable of sending automated text message and email reminders to tenants, typically (but not limited to) at the following stages of a job:

- Confirmation of Repair Appointment at time appointment booked
- Reminder of appointment (typically the evening before)
- Reminder of appointment (on the day of the appointment)
- On Route message (as the tradesperson indicates they are traveling to the job via the mobile application)

These pro-active notifications are proven to reduce no-access with current DRS supplier reference sites demonstrating 50%+ reductions. The council's current on-access performance is reasonable and we expect further improved performance. Measures will be put in place to assess the extent of the successful delivery of benefits of the proposed IT investment.

Further Potential

The investment sought for additional technology capability is intended to most significantly improve the operational housing repairs function, with associated productivity efficiencies. With intended future investment in 'core' organisation wide customer focussed solutions, as part of the overarching Digital Transformation Programme, there will be future opportunities to integrate these solutions in order to offer customers the ability to report a repair, select and optimise an appointment on-line, without any potential involvement with the contact centre, channel shifting demand to suit the customer.

Naturally for this transformation to happen it requires the purchase of the DRS and the mobile solutions and devices to both allocate the jobs in real time and for operatives to feedback when they finish a job and what materials they have used in order to maintain the stock levels and re-ordering requirements.

5. Skills Gaps – Opportunities to Develop Employees

The skill base of the operatives is traditional and trade based. Modern and up-to-date DLOs have a high level of multi skilling and flexibility in the skill base of the workforce. The lack of multi skilling is a further barrier to productivity.

Critical to the success of the DRS system are also changes to how our workforce operates. First and foremost operatives will need to become 'multi skilled' in order to complete a wider variety of repairs e.g. a plumber will not only need to fit a bath but then also need the skills to apply the tiles around it (to negate the need for another operative to attend) and then perhaps in addition ease a door within the property, because the customer has raised a separate repair for it to be done.

To this end the operatives can also gain a formal qualification by the virtue of being recognised as a multi skilled trades person. (This has already been discussed with staff and in reality is not such a major step as it already happens on many jobs either in a work capacity or if they were doing work in their own/relations homes).

Often multi skilling is implemented as part of mobile working since, one of the key elements of the delivering an efficient repair service is to allocate work to appropriately skilled trades operatives. The more multi skilled operatives within the workforce of the organisation then the easier it becomes to allocate work and manage resources.

Many organisations have achieved significant efficiency gains by removing the need for the duplication of visits, multiple trade visits to properties and associated follow on work from secondary trades by increasing the level of multi skilling in the workforce.

A restructuring of the DLO would also be required in order to maximise the benefits of mobile working and more flexible working arrangements.

Investment Costs

Indicative costs associated with the required investment in technology are as follows;

Upfront Costs:-

• Repairs module	£17,820
• Licences	£40,390
• DRS	£149,380
• Allowance for Mobile Devices & Hardware	£40,000

Sub Total **£247,590**

Annual Costs:-

• Annual Support costs	£26,000
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The maximum estimated total sum of contracts will be £351.2k over four year contracts. The exact costs cannot be guaranteed until the procurement evaluation process is complete.

Potential upfront HR associated costs have not been estimated or factored into this business case as the restructure associated with the technology investment and changed ways of working has not been finalised. This is scheduled for completion by early summer 2019. However, due to redeployment opportunities as a result of vacancy levels within the service, this is not expected to be significant.

Expected Efficiencies and Payback

1. Increased Productivity and Reduced Sub-Contracting Costs

The housing repairs service currently sub-contracts a significant amount of work, particularly that related to plumbing and heating, with anything between 2 and 4 sub-contract engineers attending the depot operations counter daily to collect work.

The potential improved productivity associated with the implementation of a DRS has been quantified as follows:-

Current Position

Number of responsive plumbing and heating engineers when fully resourced internally	10
Average number of jobs completed per day per operative	4
Total plumbing and heating jobs completed per day	40
Total plumbing and heating jobs completed per year (x 200 working days per year)	8000
Average labour job cost of plumbing and heating sub-contractors	£45

Revised Position

Number of responsive plumbing and heating engineers when fully resourced internally	10
Average number of jobs completed per day per operative – increase of at least 1 job per day	5
Total plumbing and heating jobs completed per day	50
Total plumbing and heating jobs completed per year (x 200 working days per year)	10000
Average labour job cost of plumbing and heating sub-contractors	£45
Additional jobs completed internally	2000
Sub- contractor efficiencies (2000 less jobs at £45)	£90,000

Modelling based on improved productivity also indicates the potential for additional efficiencies from:-

- Other trades and reduced contracting out of work
- Ability of housing repairs function to take on other work streams which are currently contracted out, such as; 'major works' streams like replacement of kitchens and bathrooms, rewires; and repairs and improvements to non-domestic assets/ public buildings
- Reduced fuel costs and a reduction to the carbon footprint

The intention is to determine more accurately these efficiency opportunities 12 months post implementation of the technology solutions identified for investment. Data and efficiencies are also reliant on being able to recruit sufficient staffing members.

2. Revised Staffing Structure

With additional technical capabilities, the current ways of working and required skills and capacity of the housing repairs function have been reviewed indicating the following:-

Current staffing costs	£3,287,242
Proposed indicative staffing costs	£3,202,897
Potential staffing efficiencies	£84,345

The above costs are indicative and subject to job evaluation (scheduled to complete by March 2019)

3. Other Efficiencies

Reduced travel associated costs, such as fuel, are anticipated however are still to be determined
Reduced printing and paper cost reductions are estimated at £2,000 per annum

4. Total Minimal Expected Efficiencies

Efficiencies analysed at this stage of the review indicate a total of around £176,000 savings per annum with significant potential for further efficiencies.

The table below identifies the payback period for the technical investment, of 3.4 years. There is a strong possibility of reduced development costs dependent on the outcome of the procurement evaluation for IT investment, which would make the business case and payback more beneficial. It should also be noted that completion of restructuring which will provide more in-depth knowledge of HR related upfront costs that have not been factored into this financial model, however is not expected to be significant.

The payback model implies a strong business case for investment and return, indicating around £76k net return by the end of the third year contract period and ongoing net efficiencies of around £150k per annum.

	Year:	0	1	2	3	4	5
Costs							
Total Cost Of Development		-247,590.00					
Minimum Revenue Provision (MRP)			0.00	0.00	0.00	0.00	0.00
Borrowing Cost		0.00	0.00	0.00	0.00	0.00	0.00
Internal Interest Rate Lost		0.00	0.00	0.00	0.00	0.00	0.00
Other costs (e.g. maintenance)			-26,000.00	-26,000.00	-26,000.00	-26,000.00	-26,000.00
Total Expenditure		-247,590.00	-26,000.00	-26,000.00	-26,000.00	-26,000.00	-26,000.00
Potential Return / Saving			58,666.67	176,000.00	176,000.00	176,000.00	176,000.00
Cumulative Present Value		-247,590.00	-214,923.33	-64,923.33	85,076.67	235,076.67	385,076.67
Discounted Cashflow		1.000	0.966	0.934	0.902	0.871	0.842
Net Cumulative Present Value		-247,590.00	-207,655.39	-60,606.63	76,734.28	204,855.73	324,224.22
Payback period (years)	3				3	4	5
Net Cumulative Present Value	324,224.22						
Average Cumulative Present Value	64,844.84						
Return on Investment	131%				2.4 years		

Implications

Corporate Plan:

The implementation of an agile workforce will reduce the over-head costs of delivering the Housing Repairs service. This is money which can be used to both improve existing stock and potentially build additional housing units

New methods of working will allow for the alignment of staffing contracts across the Council, whilst assisting in staff development via initiatives such as a multi skilling qualification.

Modernising the Housing Repairs Service demonstrates a reinvestment of efficiencies gain through the transfer back in to front line services which directly interface with the customer.

Legal:

The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations. The Council has approved standing orders relating to contracts.

Contract Procedure Rule 3 enables Chief Officers to recommend the use of Framework Agreements. The requirements set out in Rule 3 should be complied with when seeking to enter into a Framework Agreement, should this be the most appropriate route.

EU procurement regulations state that you can vary existing contracts by up to 50% of the original total value

In accordance with Financial Regulation B, approval of additional budgets falls to Council.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	<p>Once the project costs are finalised following the procurement evaluation, the optimum funding solution will be implemented which will include some or all of the following funding sources:</p> <ul style="list-style-type: none"> • Cashable savings from investment in the new technology • Revenue funding from the HRA Technology Investment Reserve • Prudential borrowing (if any up front technology investment elements of the project are capitalised) may not be required <p>There could be potential HR related costs as a result of a future proposed restructure. These are still to be determined.</p>
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
<p>Failure/non-compatibility of software/hardware</p> <p>The mobile vision is a significant departure from the current operation</p>	<p>Both software and hardware for Capita mobile working is fully operational in multiple other housing departments/providers</p> <p>DRS options are limited with availability of a tried and tested system, with some solutions still in development for the sector.</p> <p>Opportunity to work in partnership with potential suppliers in the development of can be examined through the procurement exercise.</p> <p>Other Housing providers have nearly a decade of experience of this model. ADC has strong connections with such organisations to assist and learn from.</p>

<p>GDPR/Data Protection breach</p> <p>Inability to retain and recruit to key trades in order to replace contractors</p>	<p>A move to electronically encrypted devices will eliminate the need for officers/operatives to carry around print offs and tickets which contain names, addresses and other personal data.</p> <p>Roles will be placed through the Council’s Job Evaluation/Job Families. Multi—skilling Training qualification to be made available.</p>
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Human Resources:

Investment in the aforementioned system capabilities will facilitate changes to the way the housing repairs service operates and therefore changes to current working practices, most significantly the ability for operatives to receive work directly to a mobile device and then able to attend site straight from home.

A re-evaluation of associated job specifications has already commenced taking into account changes to working practices and impacts upon roles within the current structure. This work is scheduled to complete by April 2019 and will incorporate the opportunity to transition affected employees from AHL to ADC contracts.

Formal consultation in regards to HR related changes will be undertaken with affected employees throughout the summer.

Equalities:

Enables a fully agile service where officers can visit all tenants in their own homes to offer help, support and guidance with up to date information and real time actions is a significant service enhancement from an equalities perspective. No existing route to access housing services will be withdrawn at this stage.

Other Implications:

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

none

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Rob Mitchell
CHIEF EXECUTIVE

Report To:	COUNCIL	Date:	13TH FEBRUARY, 2019
Heading:	MINUTES OF CABINET AND COMMITTEE MEETINGS PUBLISHED SINCE THE LAST ORDINARY MEETING ON 29TH NOVEMBER, 2018		
Portfolio Holder:	LEADER, COUNCILLOR JASON ZADROZNY		
Ward/s:	N/A		
Key Decision:	N/A		
Subject To Call-In:	N/A		

Purpose Of Report

To present a list of minutes of Cabinet and Committee meetings which have been published since the last ordinary meeting of the Council and for Members to consider whether they wish to give notice of their intention to ask a question of the relevant Chairman under Council Procedure Rule 13.2.

Background

As part of the 2013 annual review of the Constitution, approved by the Council on 6th June, 2013, the former practice of printing the minutes of Cabinet and Committees within the Council agenda papers was discontinued and replaced with an index that lists the minutes published since the previous meeting of the Council. The index outlined below and the web link enables Members to access the minutes on the Council website for perusal as required.

In accordance with Council Procedure Rule 13.2, Members may give notice of their intention to ask a question of a relevant Chairman in respect of the published minutes. Notice of their questions must be given in writing or by e-mail to the Chief Executive no later than 4.00 p.m. two clear working days before the meeting (i.e. Friday, 8th February, 2019). Questions are limited to a maximum of two per Member.

MINUTES PUBLISHED SINCE 29TH NOVEMBER, 2018

The minutes are accessible via the Council website:

[Click here to access documents](#)

Committee Meeting:	Date of Meeting:
Overview and Scrutiny Committee	7th November, 2018

Scrutiny Panel A	13 th November, 2018 22 nd January, 2019
Cabinet	26 th November, 2018 21 st January, 2019
Scrutiny Panel B	27 th November, 2018 29 th January, 2019
Audit Committee	3 rd December, 2018
Standards and Personnel Appeals Committee	10 th December, 2018
Planning Committee	13 th December, 2018

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