

ASHFIELD DISTRICT COUNCIL



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

Agenda

Cabinet

Date: **Monday, 15th July, 2019**

Time: **1.00 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

CABINET

Membership

Chairman:

Councillor Jason Zadrozny

Councillors:

Kier Barsby
David Hennigan
David Martin
Helen-Ann Smith
John Wilmott

Samantha Deakin
Tom Hollis
Matthew Relf
Daniel Williamson

FILMING/AUDIO RECORDING NOTICE

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SUMMONS

You are hereby requested to attend a meeting of the Cabinet 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 Cabinet held on 24th June, 2019. 5 - 10
4. **Interim Scrutiny Recommendations - War Memorials** 11 - 16
Non-Key Decision
Deputy Leader of the Council and Portfolio Holder for Health and Leisure: Councillor Tom Hollis
5. **Corporate Scorecard Performance - 2018/19 Year End Outturn.** 17 - 24
Key Decision
Leader of the Council: Councillor Jason Zadrozny
6. **Digital and Service Transformation Programme (Report to Follow).**
7. **Big Ashfield Spring Clean 2019 Performance Report.** 25 - 32
Non-Key Decision
Deputy Leader of the Council and Portfolio Holder for Streets, Parks and Town Centres: Councillor Helen-Ann Smith
8. **Modern Day Slavery Annual Update.** 33 - 46
Non-Key Decision
Portfolio Holder for Community Safety: Councillor Daniel Williamson
9. **Council's Insurance Arrangements 2018/19.** 47 - 52
Non-Key Decision
Portfolio Holder for Finance: Councillor David Martin
10. **Exclusion of the Press and Public**

A Member of the Cabinet is asked to move:-

“That in accordance with the provisions of Section 100A of the Local Government Act 1972, the press and public be now excluded from the meeting during the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and in respect of which the Proper Officer considers the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

11. Review of Partnership Arrangement.

53 - 58

Key Decision

Portfolio Holder for Housing: Councillor Kier Barsby

CABINET

**Meeting held in the Council Chamber, Council Offices, Urban Road, Kirkby-in-Ashfield,
on Monday, 24th June, 2019 at 10.00 am**

Present: Councillor Jason Zadrozny in the Chair;

Councillors Kier Barsby, Samantha Deakin,
David Hennigan, Tom Hollis, David Martin,
Matthew Relf, Helen-Ann Smith,
Daniel Williamson and John Wilmott.

Apologies for Absence: Craig Bonar and Rob Mitchell.

Officers Present: Lynn Cain, Carol Cooper-Smith, Dean Dakin,
Ruth Dennis, Katherine Green, Peter Hudson,
Mike Joy and Paul Parkinson.

In Attendance: Councillors Christian Chapman, Andy Meakin
and Warren Nuttall.

CA.1 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

No declarations of interest were made.

CA.2 Minutes

RESOLVED

that the minutes of the meeting of the Cabinet held on 11th March, 2019 be received and approved as a correct record.

At this point in the proceedings and in accordance with Council Procedure Rule 4.1 (Order of Business), the Chairman advised Cabinet that he wished to move agenda item 6 (Homelessness Shared Service) to the next item of business. All Members present agreed with this course of action.

CA.3 Homelessness Shared Service

The Portfolio Holder for Housing presented the report to Cabinet and requested approval to formally dissolve the homelessness shared service between Mansfield District Council and Ashfield District Council to enable the service to be delivered in-house.

The Director of Housing and Assets commented that following the decision to bring Ashfield Homes Limited back in house in 2016, it was now prudent to bring the Council's Housing and Homelessness teams back together to provide the desired efficiencies whilst increasing aspirations for delivery of the service.

Members considered the alternative option of continuing with the shared service notwithstanding that circumstances were now very different to when the shared service was created thus meaning that in-house provision was now the most appropriate delivery model.

RESOLVED that

- a) the Homelessness shared service between Mansfield District Council and Ashfield District Council be dissolved;
- b) Ashfield District Council's statutory homelessness function be delivered wholly in-house.

Reasons:

1. To enable the Council to respond in the most efficient and effective way to the Ashfield specific issues highlighted by the joint Homelessness Strategy.
2. The issues can now be best addressed by Ashfield District Council as the housing expertise required to do this is now available as a result of the Council's housing stock and service being brought back in-house and the Council now being in full control of those front line Housing services which are closely aligned to the homelessness service.

CA.4 Overview and Scrutiny: Crime and Disorder Recommendations

The Service Manager, Scrutiny and Democratic Services presented the report and reminded Members that the Overview and Scrutiny Committee: Crime and Disorder meeting held in March 2019 had focussed on anti-social behaviour in Ashfield and included representation from Nottinghamshire Police, the Council's Community Safety and Housing Teams, a representative from Change, Grow, Live and a local Care Worker.

The meeting was streamed live through the Council's Facebook and Twitter pages and questions submitted by Nottinghamshire County Council Youth Forum were answered in real time during the debate.

During consideration of the report, Cabinet Members were advised by the Portfolio Holder for Community Safety that following the meeting in March 2019 and subsequent discussions, £30,000 funding had recently been earmarked for the engagement of a dedicated Mental Health Worker within the Complex Case Team.

Members considered the alternative option of declining to approve the recommendations as presented.

RESOLVED that

- a) the recent allocation of £30,000 for the engagement of a dedicated Mental Health Worker within the Complex Case Team, as requested by the Overview and Scrutiny Committee Members following their annual Crime and Disorder meeting held in March 2019, be welcomed;
- b) having acknowledged the benefits of restorative justice, the Council consider its application on a wider basis focussing on the rehabilitation of anti-social behaviour offenders through reconciliation with victims and local communities;
- c) the Community Safety Team be requested to endeavour to capture additional anecdotal evidence from professionals and regular visitors to the Council's sheltered housing courts to enable any anti-social behaviour issues to be addressed more efficiently;
- d) the Director of Housing and Assets be requested to provide an update to Cabinet Members during October/November 2019 regarding the security measures (new door entry systems, cameras, reinforced doors etc.) being implemented within the Council's sheltered homes and its impact or otherwise in relation to incidences of anti-social behaviour.

Reason:

To provide Cabinet with the considerations and recommendations of the Overview and Scrutiny Committee following its extraordinary meeting to consider crime and disorder in Ashfield.

(At the commencement of this item, Councillor Keir Barsby left the meeting at 10.17 a.m.)

CA.5 Ashfield Community Partnership Strategic Plan

The Portfolio Holder for Community Safety presented the report and requested the draft Ashfield Community Partnership Strategic Plan 2019-2022, as presented, to be endorsed by Cabinet and referred to Council for approval.

Members considered the updated Plan and expressed their gratitude to the Community Protection Team for their determined approach to tackling anti-social behaviour within the District especially the current issues being experienced on the Coxmoor Estate. The revised Plan was comprehensive and would be focussing on a more collaborative working relationship between all partners.

Members considered the alternative option of declining to support the Strategic Plan but this was not recommended as failure to approve the Ashfield Community Partnership Strategic Plan would breach the legislative requirements for the Partnership to produce a rolling three-year strategic plan.

RESOLVED

that the draft Ashfield Community Partnership Strategic Plan 2019-2022, be endorsed and recommended to Council for approval.

Reasons:

1. The Crime and Disorder Act 1998, as amended, requires that every district has a Community Safety Partnership and an associated Strategic Plan in place.
2. Approval of the Ashfield Community Partnership Strategic Plan 2019-2022 will ensure legislative requirements are met.

CA.6 Budget - Draft Outturn 2018/19

The Portfolio Holder for Finance presented the financial outturn for 2018/19 in respect of the General Fund, the Housing Revenue Account and the Capital Programme, as well as an analysis of how this compared to the budget and an explanation of any significant variances. Cabinet was also requested to endorse and recommend to Council two budget underspend adjustments as outlined in the report.

Members considered the alternative option of declining to approve the funding carry-forwards but acknowledged that this would prevent some projects from progressing or would require them to be funded from the General Fund balance which was not recommended.

RESOLVED that

- a) the 2018/19 Revenue Outturn for the General Fund, the HRA Outturn and the Capital Programme Outturn be noted;
- b) the 2019/20 revenue budgets be adjusted to reflect carry-forward of 2018/19 approved but unutilised project funding from earmarked reserves and for Officer Decisions taken during April 2019 as detailed at Section 4 of the report be noted;
- c) it be recommended to Council that the £4.715m underspend on the Capital Programme during 2018/19, caused by delays to schemes included in the Programme, be carried forward to 2019/20;
- d) it be also recommended to Council that £55,000 of the 2018/19 underspend be used to meet the additional costs of the Council's new political structure.

Reason:

To report to those charged with governance, the Council's financial Outturn for 2018/19 and to comply with the Council's Financial Regulations.

CA.7 Procurement Strategy

The Portfolio Holder for Finance presented the report seeking approval for an update to the Council's Procurement Policy and Strategy for the years 2019/20 to 2022/23.

Members considered the alternative option of declining to adopt the revised Procurement Strategy and Policy as presented.

RESOLVED

that the updated Council's Procurement Policy and Strategy for 2019/20 to 2022/23, as presented, be approved.

Reason:

In March 2018, Ashfield District Council changed providers of the procurement service from Bassetlaw District Council to Nottingham City Council. Since that change, Ashfield's Contract Procedure Rules have been updated to ensure continued good governance and to align our rules to those of the provider to achieve the best possible outcomes. As a consequence, the Procurement Policy and Strategy is therefore due for alignment reflecting the practical change to service delivery.

The meeting closed at 11.50 am

Chairman.

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|----------------------------|--|--------------|---------------------|
| Report To: | CABINET | Date: | 15 JULY 2019 |
| Heading: | INTERIM SCRUTINY RECOMMENDATIONS: WAR MEMORIALS | | |
| Portfolio Holder: | DEPUTY LEADER AND PORTFOLIO HOLDER FOR HEALTH AND LEISURE - COUNCILLOR TOM HOLLIS | | |
| Ward/s: | ALL | | |
| Key Decision: | NO | | |
| Subject to Call-In: | NO | | |

Purpose of Report

The purpose of this report is to present interim recommendations formed by Members of Scrutiny Panel B to Cabinet as part of the ongoing scrutiny review of war memorials. This report details the interim recommendations for war memorials in relation to cleaning and restoration, funding options, and a communications plan.

Recommendation(s)

Cabinet Members are recommended:

- a. To ensure the four priority war memorials identified in this report are professionally cleaned and restored in readiness for remembrance events in November 2019.
- b. To continue with the submission of a grant application to the War Memorials Trust, to secure funding for the professional cleaning and restoration work required.
- c. In conjunction with recommendation B, to immediately identify sufficient Council funding for the professional cleaning and restoration work required, should the grant application to the War Memorials Trust prove unsuccessful.
- d. To develop a communications plan ensuring the public is fully informed of the proposed cleaning and restoration works, and any other events or plans relating to the District's war memorials.

Reasons for Recommendation(s)

War memorials was added as a topic for review to the Scrutiny Workplan 2019/20 in June 2019.

Due to the considerations of the Panel being time sensitive, Members felt it appropriate to present a set of interim recommendations to Cabinet at the earliest possible stage. This is to ensure that suitable cleaning and restoration work can be carried out in a timely manner, ensuring completion before remembrance events in November 2019.

Alternative Options Considered

Alternatively, interim recommendations could not be submitted to Cabinet at this time, and Scrutiny Panel B Members could wait until the scrutiny review of war memorials is fully concluded to approve and present a final set of recommendations.

Detailed Information

Recommendations

War Memorial Cleaning and Restoration

To ensure the four priority war memorials identified in this report are professionally cleaned and restored in readiness for remembrance events in November 2019.

Four of Ashfield's war memorials have been identified as high priority for cleaning and restoration works due to the state of the memorial and the extent of work needed. The works for each memorial identified below are maintenance and repairs, meaning that Listed Building Consent is not required.

Titchfield Park War Memorial, Hucknall, NG15 7LU

- Bronze staining
- Surface damage to stone
- Repointing
- Doff clean
- Microcrystalline wax
- Step readjustment

Kingsway Old Cemetery War Memorial, Kirkby – in – Ashfield, NG17 7FJ

- Damage to wall and railings
- Loss of mortar
- Cracks to memorial
- Step readjustment
- Lettering reinstatement
- Doff clean

Sutton Cemetery War Memorial, Sutton – in – Ashfield, NG17 2EL

- Staining
- Loss of lead to lettering
- Crack to marble
- Base repairs
- Remove vegetation
- Lettering repairs
- Doff clean

Huthwaite Cemetery War Memorial, Huthwaite, NG17 2NQ

- Stone discolouration
- Repointing
- Doff clean
- Microcrystalline wax

Members outlined the importance of maintaining war memorials, both in terms of heritage and community significance. Memorials that fall into disrepair can have a significant detrimental effect in the community. Members of the Panel believe that appropriate work should be undertaken at the earliest possible opportunity.

War Memorials Trust Grant Funding Bid

To continue with a grant application to the War Memorials Trust, to secure funding for the professional cleaning and restoration work required.

The War Memorials Trust is a charity that works to protect and conserve war memorials in the UK. The Trust provides free advice and runs grant schemes to support repair and conservation projects. Applications can be submitted to the War Memorials Trust for grant funding towards surveys, repair and restoration. Grants are made from money available to the charity at the time of an assessment round. This money comes from donations or specific grant schemes; funds may not be sufficient to meet all applications.

Decisions about which projects are awarded grants are based on need and priority of works, as assessed by a Grants Panel formed of the War Memorials Trust staff; with the War Memorials Trust's Board of Trustees having ultimate responsibility for decisions made.

The application process for grant funding, as outlined on the Trust's website, can be lengthy. The charity only funds works in-line with best conservation practice to minimise any damage to a war memorial. Care must be taken when preparing an application that proposed works are appropriate for the memorial and will not cause unnecessary damage. Furthermore, as public money provides a portion of the grant money, appropriate procurement methods are required, depending on the size and timeframe of the project. Projects will not be funded by the War Memorials Trust if they have already started or finished. Of the 166 grants awarded by the War Memorials Trust between 2018-19, the average was £4,949.

Ashfield District Council is in the process of preparing an application for grant funding from the War Memorials Trust to fund cleaning and repair works for the four priority war memorials identified in this report. The deadline for the grant bid is 31 July 2019, with a response anticipated within 6 – 8 weeks of the submission.

Following the work already undertaken in preparing the application, Members of the Panel agreed that the application to the War Memorials Trust should be submitted as planned.

Council Funding for War Memorial Work

In conjunction with recommendation B, to immediately identify sufficient Council funding for the professional cleaning and restoration work required, should the application to the War Memorials Trust prove unsuccessful.

Panel Members, with an understanding of how the grants application process works, and the potential for the application to be unsuccessful or hindered by the length of the adjudication

process, agreed that it was prudent for the Council to identify alternative funding arrangements to carry out the works.

The Panel are still awaiting final quotes for the works, however initial estimates provided to Members for the cleaning and restoration is in the region of £2,000 to £2,500 per memorial.

Communications

To develop a communications plan ensuring the public is fully informed of the proposed cleaning and restoration works, and any other events or plans relating to the District's war memorials.

Members of Scrutiny Panel B recognised the importance for there to be clear lines of communication between the Council, the public, and interested groups, setting out clear timelines and plans of work to be undertaken, alongside opportunities for engagement and community involvement going forward.

This recommendation is for the Council's Place and Communities Team to work collaboratively with the Corporate Communications Team to ensure that appropriate dissemination of all information regarding war memorials is managed effectively.

This should include details of:

- Cleaning and restoration
- Work timescales
- Events
- Guidance and advice regarding involvement

Review Next Steps

Although interim recommendations have been made to Cabinet due to pressing timescales, the Panel will continue to review war memorials in more detail. This will include engaging local community groups, site visits and the development of a longer term war memorial protocol.

Implications

Corporate Plan:

The scrutiny review of war memorials is focussed on the following Corporate Plan Priority areas:

- Place and Economic Growth
- Communities and Growth

This includes recognising, promoting, and enhancing Ashfield's cultural and historic environment, engaging communities, and a cleaner environment.

Legal:

There are no legal implications identified in this report. Any legal implications regarding war memorials will be considered and addressed as part of the ongoing review.

Finance:

As detailed in the report, initial estimates for the cleaning and restoration is in the region of £2,000 to £2,500 per memorial. This is subject to final quote confirmation in the coming weeks.

| Budget Area | Implication |
|---|--|
| General Fund – Revenue Budget | Based on the initial estimates the maximum costs would be £10,000. The costs to the Council will reduce if the application to the War Memorials Trust is successful. The costs will be met from the Economic, Development and Place Reserve. |
| General Fund – Capital Programme | N/A |
| Housing Revenue Account – Revenue Budget | N/A |
| Housing Revenue Account – Capital Programme | N/A |

Risk:

| Risk | Mitigation |
|--|--|
| Failure to adequately maintain and restore war memorials in Ashfield is a significant reputational risk for Ashfield District Council. | Ensuring that sufficient maintenance and restoration of war memorials is carried out, and that this is effectively communicated to all interested parties. |

Human Resources:

There are no HR implications identified in this report.

Equalities:

There are no equality implications identified in this report.

Other Implications:

None.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

None.

Report Author and Contact Officer

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Agenda Item 5



| | | | |
|----------------------------|--|--------------|------------------------|
| Report To: | CABINET | Date: | 15th July, 2019 |
| Heading: | CORPORATE SCORECARD PERFORMANCE – 2018/19 YEAR-END OUT-TURN | | |
| Portfolio Holder: | COUNCILLOR JASON ZADROZNY – LEADER OF THE COUNCIL | | |
| Ward/s: | ALL | | |
| Key Decision: | NO | | |
| Subject to Call-In: | NO | | |

Purpose of Report

This report presents to Cabinet the 2018/19 year-end outturn for the corporate performance scorecard, and recommendations which acknowledge the forthcoming need to review and refresh the corporate performance scorecard. The existing Corporate Scorecard which was established under the previous Administration is currently being reviewed in alignment with a review and refresh of the new Corporate Plan and corporate priorities.

Recommendation(s)

For Cabinet to consider and proactively review the levels of performance achieved against the Corporate Scorecard, as at year-end 2018/19, whilst recognising the forthcoming review of the Scorecard, in order to ensure alignment with the Council's future ambitions and corporate priorities

Reasons for Recommendation(s)

In March 2016, Cabinet agreed the use of a balanced scorecard methodology to enhance the organisation's performance framework and ability to understand how successfully the Corporate Priorities are being delivered, the approach providing a more rounded view on performance with a greater emphasis on customer satisfaction and quality.

The current Corporate Scorecard is aligned to priorities and key actions agreed pre 2018/19 by the previous administration.

The new administration has identified specific priorities for action in 2018/19.

The Corporate Plan and Corporate Scorecard are currently being reviewed and refreshed to ensure they reflect the Council's future ambitions and Corporate Priorities for the next four years (2019-2022).

Alternative Options Considered

None

Detailed Information

Corporate Plan progress is monitored through both the successful delivery of key projects and initiatives and performance achieved against the corporate scorecard.

Over the period of the current Corporate Plan (2016 to 2019) over 83% of corporate scorecard measures indicate an improved position since 2015/16.

Overall, the corporate scorecard outturn for April 2018 to March 2019 indicates the following:-

- 88% of measures achieving or exceeding target, or within 10% variance of target.
- 71% of measures indicating an improved position compared to the same period in the previous year, or within 5% of previous year's performance levels.

Corporate Plan key successes delivered within the last 12 months are:-

Health and Wellbeing Priority

- The Leisure Transformation Project is progressing with a new build leisure centre in Kirkby.
- Free swimming, ice skating and fun activity sessions for under 17's continue to be delivered as part of the Targeted Activities Programme. Since its inception over 3,000 children have taken the opportunity to access free activities.
- The Council has successfully prosecuted the responsible operator following a death in a local care home

Housing Priority

- The Housing service was confirmed as best for overall customer satisfaction and income collection when compared nationally, with upper quartile performance also achieved in void relets and repairs.
- The authority has brought in a further range of powers to tackle some of the most challenging private sector properties and landlords whilst also launching a new mandatory HMO licencing scheme, including civil penalties, rogue landlord database, enforced sale of properties and banning orders.
- Only 0.14% of council housing stock is non-decent, which are the lowest levels achieved, comprising of only 9 properties in total of which 1 is awaiting decision on disposal, and 2 are currently void awaiting conversion.
- Through additional Tenancy Sustainment Officer capacity we have been able to support nearly 1200 tenants this year with welfare and money advice, a 13% increase on 2017/18 levels.
- Despite a fundamental change in legislation and new methodologies around homelessness this year, prevention levels have increased by 26% during the last 12 months, indicating our continuing commitment to the prevention of homelessness.

Regeneration and Place Priority

- The Discover Ashfield brand was developed and launched with a new website. An Ambassadors scheme was launched to support the roll out of the project and gather wider support.
- A successful events calendar has been delivered during the year, highlights include Christmas events which were supported by local sponsorship, the Tour of Britain, and a number of events and initiatives to mark the centenary of the end of World War I.
- We have confirmation of a successful bid for Government funding for Sutton town centre through the Future High Streets Fund whilst the Sutton Masterplan was completed.
- Worked with Go ultra-low Nottingham to identify sites and obtain commitment to provision for electric vehicle charging points in public car parks
- New Town Teams have facilitated strengthened working relationships with traders and organisations across the three towns with draft action plans for each town.
- Following the refurbishment and successful promotion to businesses and the public, occupancy of Idlewells Indoor Market has increased from 47% to 75% and footfall has increased significantly.
- There has been successful completion of the development phase of the HLF funded project for Kings Mill Reservoir
- Planning applications continue to be processed well above nationally prescribed standard targets.
- The Council has undertaken a number of very positive actions which has resulted in 13 premises being taken off the dilapidated buildings list. This is as a result of collaboration across different service areas and using the most appropriate pathways for action. Other cases have also been progressed with interventions but still remain on the list as they are longer term projects.

Communities and Environment Priority

- We were successfully awarded Keep Britain Tidy-Local Authority of the Year 2018
- Number of resident generated reports of dog fouling have reduced by 22% in the last year, nearly half of the level two years ago. Over the last 2 years we have engaged in dog fouling campaigns with Keep Britain Tidy, one was the dog walking routes on Brierley Forest Park and the other was the dog-fouling scoreboard campaign on Sutton Lawn. Both campaigns yielded good results and judging by the number of resident generated services requests, have had a lasting impact. We have also engaged with Tikspac who have provided 25 dog fouling bag stations across our parks and open spaces for residents to utilise
- We retained six Green Flag awards for parks and green spaces. Park improvement projects were completed at ten sites, with projects nearing completion at a further four sites. Funding of £1.2m was secured for park improvement projects, including HLF funding for Kings Mill Reservoir. £280k of funding bids were submitted for 2019/20
- Two successful Big Ashfield Spring Cleans ran over 3 week periods in May 2018 and March 2019 across the district collecting 82.52 and 302 tonnes of waste respectively. The average end to end time for collection of free bulky waste service was 7 days for general waste and 13 days for metal waste. this is against a target time frame of 4 weeks, which was the expectation that was given to residents when making requests.
- Anti-social and drug dealing tenants have been dealt with through successful evictions, whilst a multi-agency approach has led to a successful set of actions around support and

enforcement and a much improved environment for town centre residents, shoppers and businesses.

Organisational Improvement Priority

- We have successfully acquired £24m of commercial investment property to date, delivering much needed annual income of £1.78m to support the 2019/20 budget and MTFS. In addition, we have realised a £1.1m capital receipt to support future projects.
- Through partnership with the DWP we have been able to achieve a smooth roll-out of Universal Credit Full Service across the District over the months from June (Selston/Jacksdale area), October (Hucknall area) and November (Kirkby, Sutton area).
- Our Customer and Digital Transformation Programme is beginning to show success through increased customer focus with; average call waiting times reducing by nearly half with a corresponding reduction in call abandonment rates month by month; and the number of online payments and direct debit payment levels continuing to significantly increase, 19% and 5% respectively. The recent implementation of a new payment solution also offers our residents and businesses more effective and accessible payment choices to suit the customer.
- There has been a significant increase in the number of young persons recruited (10%) through innovative use of the new Apprenticeship Levy and changing our approach to promoting vacancies
- Implementation of the Agile Working programme and principles supporting enhanced customer service will increase productivity of the workforce through facilitating remote, mobile and flexible working arrangements, whilst maximising office space to generate external rental income.
- Sickness absence levels are indicating a slight reduction. There is currently a review of the manager's guidance along with additional training. We are also trialling Physio clinics at the Depot as well as analysing trends and hotspots. Regular meetings are held with Managers and Directors to discuss absence within their teams and Service Areas.

The new administration is keen to see high levels of performance across all Council services and has identified areas for improvement including but not limited to:-

- Current recycling levels are 4% higher compared with 2015/16 recycling rates which is the last time the garden waste service was chargeable. It is recognised that the re-introduction of charges for garden waste in 2018, and a sustained period of dry weather which affected the growth of grass, has initially impacted upon performance compared to the previous year, as forecasted in the Cabinet report 5th November 2015. However, the number of garden waste subscribers is increasing year on year, currently being at 19,000 subscribers, 9,000 more than the levels achieved at the same time last year. It is expected that we will see an increase in garden waste collection weights in 2019/20, which is already evident in the tonnages collected in March 2019 which showed an increase of 285% when compared to March 2018. This will see a positive increase to ADC's recycling rate in 2019/20.

Glass recycling collected has also increased by 25% following the introduction of the 140l receptacles which has been a great boost to recycling rates but also in terms of income we get from glass rebates.

We also recognise that our recycling rates are impacted upon by the 3% increase in residual waste, equating to 918 tonne increase. 266 tonnes (29%) of this related to extra waste collected during the spring clean in 2019. Dry Recycling tonnage has also increased during

the year by 7%, some of this is attributable to a reduction in contamination rate on the back of educational activities carried out by the waste advisor.

- Resident generated service requests for litter, and fly tipping have overall shown increases compared 2017/18. We are utilising the data to produce hotspot maps for each of the environment area teams so they can focus on main areas of concern. We are continuing to use overt surveillance cameras to monitor and record areas that are repeatedly effected by environmental crime. The environment enforcement officer is continuing to investigate reported fly-tips to gather enough evidence to take enforcement action. In Q4 2018/19 there were 61 investigations carried out resulting in 4 warning letters and 4 FPN's issued, all of which have been paid
- Attendances at our leisure centres are slightly lower than predicted. The downturn in attendance has been apparent over the year and is related to:-
 - The impact of competition in the area. New facilities attract customers from existing facilities and whilst some have returned not all have done so.
 - Transfer of operation of Selston Leisure Centre to Selston High school has accounted for circa 11,000 attendances Jan – Mar
 - Customers financial uncertainties
 - GDPR compliance has reduced customer contact information
 - Maintenance closures of ice rink
 - Perceived uncertainties about Festival Hall longevityTo improve the downturn:-
 - Marketing and promotion outputs have increased including social media, emails and ad vans.
 - Numerous offers and competitions have been used
- The number of long term empty and derelict private sector homes brought back into use has reduced by 16%. However, performance significantly exceeded target for the year. The lower outturn figure reflects the work undertaken by the Private Sector Enforcement Team over the course of the last 5 years to reduce the overall number of long term empty private sector homes in the District. There is now a smaller core of long term empties that require more intensive work to bring them back into use.
- Current rent arrears are £20k higher than at week 52 last year with performance affected by the wider roll-out of Universal Credit. We are carrying almost £61k more rent debt from tenants exclusively on Universal Credit than this time last year.

Despite this, the arrears performance figure is still upper quartile when compared nationally which is a testament to everyone's efforts in the income team. The forthcoming year will be even more challenging for us as the number of Universal Credit cases increase.

Implications

Corporate Plan:

The report relates to delivery of the Corporate Plan Priorities. It covers performance for the period April 2018 to March 2019. The Corporate Scorecard is currently being reviewed and refreshed to align with the future Corporate Plan and associated corporate priorities as a means of identifying their successful delivery.

Legal:

No direct legal implications

Finance:

| Budget Area | Implication |
|---|---|
| General Fund – Revenue Budget | Financial performance is included within a detailed corporate scorecard reported to CLT and Scrutiny. Financial PI's form a key element of the balanced scorecard approach, and will be reviewed to reflect future priorities in alignment with review of the Corporate Plan in 2019. |
| General Fund – Capital Programme | |
| Housing Revenue Account – Revenue Budget | |
| Housing Revenue Account – Capital Programme | |

Risk:

| Risk | Mitigation |
|---|---|
| Poor performance would potentially result in inability to deliver the corporate priorities as specified in the corporate plan | Regular monitoring of performance and robust performance management through the authority's performance framework |

Human Resources:

High levels of performance can have a positive impact upon employee engagement and retention which in turn can enhance performance further.

Equalities:

No direct equalities implications

Other Implications:**Reason(s) for Urgency****Reason(s) for Exemption****Background Papers**

(if applicable)

Report Author and Contact Officer

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Rob Mitchell
CHIEF EXECUTIVE

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Agenda Item 7



| | | | |
|----------------------------|--|--------------|---------------------|
| Report To: | Cabinet | Date: | 15 July 2019 |
| Heading: | BIG ASHFIELD SPRING CLEAN 2019 PERFORMANCE REPORT | | |
| Portfolio Holder: | DEPUTY LEADER AND PORTFOLIO HOLDER FOR STREETS, PARKS AND TOWN CENTRES – COUNCILLOR HELEN-ANN SMITH | | |
| Ward/s: | ALL WARDS | | |
| Key Decision: | NO | | |
| Subject to Call-In: | NO | | |

Purpose of Report

To update Cabinet of the success of the Big Ashfield Spring Clean 2019.

Recommendation(s)

Members to note the report detailing performance of the Big Ashfield Spring Clean 2019.

Reasons for Recommendation(s)

The Council delivered a Big Ashfield Spring Clean in 2018 and due to the success of the campaign, which was well received by residents of Ashfield, incorporated an annual campaign in the refreshed Corporate Plan.

Lessons learned from the 2018 campaign led to a new personalised approach to the 2019 campaign which saw collections of additional waste from all properties in Ashfield, along with the 'Flying Skips' (bin lorries) collecting waste from locations across the district on three Saturdays. Further support was provided to residents with free bulky waste collections for the duration of the campaign.

Community action and targeted enforcement underpinned the campaign to drive forward plans to create sustainable change in the way waste is managed in Ashfield. This report sets out the successes of the campaign.

Alternative Options Considered

To recreate the Big Ashfield Spring Clean utilising the static skip approach provided less capacity than the additional waste collection option and did not take into account lessons learned from the original 2018 campaign.

Detailed Information

Waste Collection approach

The Big Ashfield Spring Clean 2019 commenced on Monday 11 February with collections of additional waste presented next to red lidded wheeled bins in Sutton until Friday 15 February. Additional lorries supported the general waste collection. On Saturday 16th February three waste collection lorries provided additional capacity in the following locations:

- High Street, Stanton Hill
- Beech Street, Healdswood Estate
- Quarrydale Estate
- Brierley Road
- Hill Crescent
- St Michael Street
- Columbia Street
- Ashfields Estate
- Leamington Estate

Week two of the campaign kicked off in Kirkby & Rurals on Monday 18 February with collections of general waste presented out for collection in bin bags on resident's usual recycling collection. Three additional lorries provided a collection service for the general waste until Friday 22 February, they then went on to provide additional capacity on Saturday 23 February in the following locations:

- York Avenue, Jacksdale
- Main Road, Underwood
- Victoria Road Selston
- Beacon Drive, Kirkby
- Nuncargate Road
- Western Avenue
- Frederick Avenue
- Vernon Road
- Greenwood Drive

The final week of the campaign started in Hucknall on Monday 25 February with residents putting additional waste out with their red lidded bin until Friday 1 March. Additional lorries supported the collection of the additional general waste and three lorries provided the final day of additional capacity on Saturday 2 March in the following locations:

- Laughton Crescent
- Christchurch Road
- Beauvale Road
- Farleys Lane

- Kenbrook Road
- Bernard Avenue
- Broomhill Road
- Derbyshire Lane
- George Street

To support the campaign and to provide even more flexibility to residents, a free bulky waste collection service took place from Monday 11 February until Friday 1 March. Bulky waste collections are collections of large items such as furniture or white goods.

With each property being able to access a collection for up to three items at no charge, the bulky waste collection service carried out collections at 3245 properties, collecting 6988 items in total.

Performance data

In the 2018 Big Ashfield Spring Clean campaign 82.52 tonnes of waste was collected from static skips and flying skips, with 867 bulky waste collections made to residents.

The 2019 campaign saw a total of 302.38 tonnes of waste collected which is a huge 219.86 more tonnes and 2,378 more bulky waste collections than the previous campaign.

A detailed area breakdown in table 1 shows the following information:

Table 1 – general waste collected

| Area | Tonnes of general waste collected during campaign 2019 | Tonnes of general waste collected in same period 2018 | Variance in Tonnes of waste collected in each of the two campaigns |
|--------------------|--|--|--|
| Whole District | 2,411.9 | 2,145.92 | 265.98 |
| Sutton & Huthwaite | 1,182.68 | 976.6 | 206.08 |
| Kirkby & Rurals | 94.58 | n/r separate collection of general waste on recycling week | Unable to confirm. |
| Hucknall | 1,134.64 | 1,169.32 | -34.68 |

In 2018 the district was impacted by a storm known as the Beast from the East, this occurred in the comparable Hucknall campaign week (w/c 26/2/18) and as a result of the storm a number of waste collections were stood down. In order to fully analyse the data, weight information from general waste lorries deployed the following (recycling) week (w/c 5/3/18) was factored into the comparison.

Data in Table 1 shows anomalies in Hucknall with the waste collected in 2019 lower than the previous year. This could be due to the residual effects of the storm leading to residents presenting more waste for collection.

The data for Kirkby is known to be accurate as the campaign took place on recycling week and therefore general waste was collected separately. Deducting Kirkby from the overall tonnage collected by the campaign shows that 171.4 tonnes was collected between Sutton and Hucknall. Dividing this equally between the two areas would attribute 85.7 tonnes to each area as the waste collected during the campaign.

Community Action

To complement the waste collection element of the campaign a number of community events took place along with targeted community action and roadshows across the district. In total 11 community events took place with participation from 54 adults and 15 green buddies (children and young people), a total of 128 bags of litter were collected by Ashfield's business and community volunteers. Roadshows took place in parks and town centres with the Council's Waste Advisor providing information around waste and recycling.

To support sustainability of good environmental behaviours in the district the Council's Community Safety Team carried out some targeted action throughout the campaign. Where there were known hotspots or where residents informed the Council that they were struggling to manage their waste Community Protection Officers and their colleagues visited properties to provide advice, support and guidance. The team supported 21 residents with advice and guidance, helped 56 residents access the free bulky waste service and issued letters to 29 properties advising of support available.

The Community Safety Team also carried out targeted interventions on parks and in town centres to address littering and dog fouling. Community Protection Officers engaged with 100 people on their patrols and encouragingly only two dog walkers were not able to demonstrate they were carrying dog bags and were issued with FPNs. During the patrols officers engaged with 5 businesses and were able to inform them how they could get involved with the campaign.

Sting operations took place in a secret location where illegal waste carriers were targeted by officers to prevent fly tipping in the district. Of the 8 waste carriers we engaged with, 5 attended the sting. From the attendees 2 were fully licensed, 1 was unlicensed but engaged with the Council to become licensed and is now operating legally. Two waste carriers were unlicensed but refused to engage and therefore a warning was issued and an investigation remains ongoing.

Communications

The Big Ashfield Spring Clean 2019 campaign was launched and delivered with a robust communications plan which was tested from the 2018 campaign. Messages were clear and delivered at the right time to inform residents of each stage of the campaign.

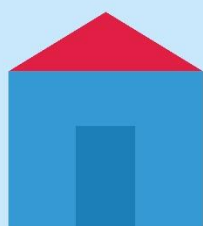
With a focus on no cost and low costs options, the communications campaign utilised social media and digital channels to promote the campaign and deliver clear and responsive messages quickly. A small budget of £1.5k was used to produce campaign materials such as temporary and reusable signage for the Council's fleet, stickers for litter collection bags and campaign themes high viz vest for community use.

The following illustration demonstrates the communications campaign approach and the positive messages shared with residents throughout the campaign.

THE **BIG** ASHFIELD SPRING CLEAN 2019

As part of the BIG Ashfield Spring Clean 2019, Ashfield District Council once again provided FREE Bulky Waste collections for residents. Throughout the campaign Ashfield residents could get in touch with the Council to book in a free collection of up to three items.

Thousands took the Council up on this fantastic offer. It meant people had the opportunity to have a good clear out of their houses or get rid of larger unwanted items taken up room in their homes.

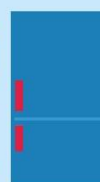


3245
HOUSEHOLDS
BENEFITED



6988
TOTAL ITEMS
COLLECTED

990
FRIDGES/
FREEZERS



**OTHER
WHITE
GOODS**

135

246
TELEVISIONS



1021 BEDS AND
MATTRESSES



934 SOFAS
& ARMCHAIRS



5 BBQs



**PLUS MUCH MUCH MORE, INCLUDING:
TABLES, CARPETS, WARDROBES, DESKS, BICYCLES, MICROWAVES**

Financial contribution

In March 2019 Ashfield District Council received confirmation from the Ministry of Housing, Communities and Local Government (MHCLG) that a grant was to be awarded to support community clean up campaigns.

The MHCLG recognised the importance of high streets in local communities and awarded the grants for High Street Community Clean ups, recommending that the funding be used to support clean up campaigns already taking place. Intended benefits from the fund were:

- Increased pride in their local high street and where they live
- Increased community cohesion as people work together with their neighbours
- Enhanced social well-being as a result of increased volunteering
- Better partnerships between communities and their local authority on the cleanliness agenda for their high streets and town centres
- More volunteers from local communities helping to maintain the public realm, ahead of other initiatives to support our High Streets including the Great British High Street Awards

In Ashfield residents and businesses came together during the Big Ashfield Spring Clean 2019 to carry out litter picks in the town centres, parks, transport hubs and neighbourhoods collecting 128 bags of litter.

The Council was awarded £22.1k which contributed to the cost of the Big Ashfield Spring Clean 2019. The full cost of the campaign was £25.2k leaving only £3.1k to be taken from an underspend in the directorate budget.

Implications

Corporate Plan:

The Big Ashfield Spring Clean has proved to be an effective way of helping residents dispose of their additional waste and engage in supporting the clean-up effort in their communities. It has enabled businesses to participate in civic events and promoted good environmental behaviours. This along with tackling environmental crime has been established as an ongoing priority in the Council's Corporate Plan in the Cleaner, Safer, Greener theme.

Legal:

Targeted action to address or prevent environmental crime was carried out in conjunction with the Council's Legal team.

Finance:

| Budget Area | Implication |
|---|---|
| General Fund – Revenue Budget | The cost of the Spring Clean, £25.2k, was fully funded from in-year underspends within the Place & Communities Directorate. A contribution of £22.1k was made from the Ministry of Housing, Communities and Local Government |
| General Fund – Capital Programme | N/A |
| Housing Revenue Account – Revenue Budget | N/A |
| Housing Revenue Account – Capital Programme | N/A |

Risk:

| Risk | Mitigation |
|--|--|
| Risk of being unable to carry out collections due to vehicle breakdown | Hire vehicle options prepared but not needed |
| Risk of physical violence during sting operations and targeted enforcement activity | Experienced and trained officers carried out the targeted interventions and worked in pairs or teams and in accordance with risk assessments |
| Risk of no community engagement with the scheme | Community action officers contacted community groups to energise engagement |
| Risk of unofficial waste disposal points being created in the district in anticipation of flying skips | Communications plan released in stages to manage messages |

Human Resources:

Employees supported the campaign with voluntary overtime worked on three Saturdays. This was arranged in line with HR policies.

Equalities:

There are no implications

Other Implications:

None

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

BIG ASHFIELD SPRING CLEAN 2018

Report Author and Contact Officer

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|----------------------------|---|--------------|---------------------|
| Report To: | CABINET | Date: | 15 July 2019 |
| Heading: | MODERN DAY SLAVERY ANNUAL UPDATE | | |
| Portfolio Holder: | PORTFOLIO HOLDER FOR COMMUNITY SAFETY – COUNCILLOR DANIEL WILLIAMSON | | |
| Ward/s: | ALL | | |
| Key Decision: | Yes | | |
| Subject to Call-In: | Yes | | |

Purpose of Report

To reaffirm the Council's commitment to tackling Modern Slavery and approve the refreshed Modern Slavery and Human Trafficking Policy Statement and Transparency Statement 2019/20.

Recommendation(s)

Cabinet to approve the Modern Slavery and Human Trafficking Policy Statement and Transparency Statement 2019/20 attached to this report.

Reasons for Recommendation(s)

To meet the Council's legal, moral and safeguarding obligations and to take a proactive approach in tackling this type of crime.

It is a legislative requirement on commercial organisations with an annual turnover of £36 million, to have a Modern Slavery Transparency Statement. The Council's annual turnover is above this threshold. Whilst the Act does not state that local Authorities specifically are included in those organisations legally required to publish a statement, ADC has elected to do so as a matter of good practice and social responsibility.

Alternative Options Considered

(with reasons why not adopted)

Members could choose not to approve the Modern Slavery and Human Trafficking Policy Statement and Transparency Statement or approve a different version. However, the documents have been prepared in order to set out the current and ongoing action the Council intends to take to demonstrate its commitment to tackling this issue in a clear and concise way. Whilst the Council could take a less proactive approach than set out in the documents, this would not demonstrate the Council's commitment to tackle and prevent Modern Slavery issues in the District, the County and in its own supply chains.

Detailed Information

Across the UK, modern slavery has increased significantly in recent years and is a growing safeguarding concern for all local authorities due to its seriousness and impact on the people who are exploited. Today slavery refers to someone being exploited and completely controlled by someone else, without being able to leave. 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.

Someone is in slavery if they are:

- forced to work – through coercion, or mental or physical threat;
- owned or controlled by an 'employer', through mental or physical abuse or the threat of abuse;
- dehumanised, treated as a commodity or bought and sold as 'property';
- physically constrained or have restrictions placed on their freedom of movement.

Victims may be unwilling to come forward to law enforcement or public protection agencies, indeed, not seeing themselves as victims, or fearing further reprisals from their abusers. Victims may also not always be recognised as such, by others who come into contact with them which is why recognising the signs and reporting concerns is so important.

According to the Government's UK Annual Report on Modern Slavery published October 2018 the most robust estimate to date of the scale of modern slavery in the UK was produced by the Home Office in 2014. The estimate suggested that there were between 10,000 and 13,000 potential victims of modern slavery in the UK in 2013. The National Crime Agency (NCA) assesses that the actual scale of modern slavery in the UK is gradually increasing and, if drivers remain at their current levels, will continue to do so over the next three years.

The three main sources of data available on the potential scale of modern slavery in the UK come from:

- Referrals of potential victims to the National Referral Mechanism (NRM), the UK's identification and support system for victims of modern slavery. In 2017, there were 5,143 potential victims referred to the NRM (a 35% increase from 2016), of whom 41% (2,121) were children.
- Referrals of potential victims under the 'duty to notify' provision of the Modern Slavery Act 2015 which applies to England and Wales. Specified public bodies have a duty to notify the Government if they encounter an adult victim of modern slavery. In 2017, 1,694 potential adult victims were referred via duty to notify, bringing the total number of potential victims identified in 2017 to 6,837.
- The number of modern slavery crimes recorded by the Police. In the year to March 2018, police in England and Wales recorded 3,337 modern slavery offences, a 49% increase on the

previous year. The Police in Scotland recorded 60 offences and the Police Service of Northern Ireland (PSNI) recorded 31 offences.

The Modern Slavery Act 2015 was enacted in March 2015 which;

- makes prosecuting the traffickers easier by consolidating the existing slavery offences
- increases sentences for slavery offences
- bans prosecuting victims of slavery for crimes they were forced to commit by their traffickers, such as drug production or petty thefts
- introduces child trafficking advocates to better protect trafficked children
- makes big UK businesses publically report on how they tackle slavery in their global supply chains
- establishes an independent Anti-Slavery Commissioner to overlook the UK's policies to tackle slavery.

The Act includes a number of provisions for local authorities including:

1. A duty to identify and refer modern slavery child victims and consenting adults through the National Referral Mechanism (NRM).
2. A duty to notify the Home Secretary of adults who do not consent to enter the NRM.
3. A duty to cooperate with the Independent Anti-Slavery Commissioner.

Commercial organisations, with a turnover in excess of £36 million annually, are required to report their efforts to identify, prevent and mitigate the risk of modern slavery in their commercial operations by publishing an annual Slavery and Human Trafficking Statement.

Whilst there is uncertainty as to whether the legal requirement to produce 'Transparency Statements' applies to local authorities, in April 2017, Parliament's Joint Committee on Human Rights recommended that "If the Government expects business to take human rights issues in their supply chains seriously, it must demonstrate at least the same level of commitment in its own procurement supply chains". The same can be said of local authorities i.e. that they have a responsibility to ensure that the risks of modern slavery within their supply chains are understood and that they are demonstrating community leadership in promoting a human rights approach towards procurement.

Beyond ensuring that supply chains are free from modern slavery, local authorities have three key roles to play; firstly the identification and referral of victims; secondly supporting victims, for example, through safeguarding children and adults with care and support needs and through housing/homelessness services; and thirdly through community safety, disruption and enforcement activities.

The Council's Response to Modern Day Slavery

Ashfield District Council is actively involved in tackling modern slavery in a number of ways. To ensure that the Council meets its responsibilities in relation to Modern Slavery and associated Practises and Policies, the future governance arrangement will continue to be managed by the Council's Internal Corporate Vulnerability and Safeguarding Group. The Council has a responsibility in relation to Vulnerability and Safeguarding for children and adults. The Terms of Reference for the group has been revised to include Modern Slavery. The Council is also an active partner in the County Modern Slavery Partnership.

Key members of staff in Housing and Community Protection have been trained by the external organisation Hope for Justice. All members of the Private Sector Enforcement team have attended modern slavery training enabling them to recognise the signs and take appropriate action.

The Council works with Gangmaster and Labour Abuse Authority (GLAA) based upon specific intelligence and organised operations. In particular, the Private Sector Enforcement Team have worked on numerous cases with the GLA, Police and forced labour teams identifying high risk properties such as houses in multiple occupation. Modern slavery is within our communities;

Case 1

The Private Sector Enforcement team assisted Nottinghamshire Police's Modern Slavery unit in relation to a male who was held captive in a shed in a garden within our district. The occupiers of the house had been keeping the male in squalid conditions at the rear of the property and he was a victim of coercive, financial, physical and sexual abuse. The male victim was fed on the doorstep of the back of the house and neighbours had reported this matter to the police. The victim was moved to a place of safety by the police and the PSE team assisted to cleanse the address and retrieve the man's belongings so they could be returned to him. The PSE team dealt with the social landlord who had failed to engage appropriately to assist the police and had prior knowledge of the use of the shed areas for sleeping accommodation. The PSE team safeguarded the children in the property to social care. Criminal charges have been laid against the perpetrators and the case is ongoing.

Case 2

The Private Sector Enforcement team have been working with the GLAA to target unlicensed Houses in Multiple Occupation (HMO) using the Housing Act 2004. Properties like this can be used to move casual undocumented workers around for financial gain and to control vulnerable tenants in an illegal manner. Nottinghamshire Police within the Ashfield HUB and the Council's Community Protection and Housing teams are engaged in this process. So far the PSE team have dealt with 11 unlicensed premises this way and a further 7 are to be targeted by the end of August 2019. The team with all of the internal and external partners continue to target modern slavery concerns and forced labour allegations to effectively safeguard such individuals.

The Private Sector Enforcement (PSE) and Community Safety team report into the Council's Corporate Safeguarding Group on matters relating to forced labour and modern slavery. PSE are also starting a new piece of work to look at the traveller's communities and any connections to forced labour with the Fire Service and GLA.

The Council's Community Safety team provides guidance for all employees on how to report any suspicions of modern slavery and information is on the Council's Safeguarding intranet webpage regarding reporting Modern Day Slavery concerns.

The Council's website has been updated to highlight information on Modern Day Slavery, the Council's response and includes a link to a copy of the Modern Slavery and Human Trafficking Policy Statement and Transparency Statement 2018/19 which was approved at Cabinet on 9 July 2018.

The Council has signed up to the Co-operative Party's Charter Against Modern Slavery. This Charter goes further than existing law and guidance, committing Councils to proactively vet their own supply chain to ensure no instances of modern slavery are taking place. The decision to sign the Charter was taken as a result of a Motion presented to the 29 November 2018 Council meeting ensuring that the Council's procurement practices do not support slavery. Contractual clauses requiring suppliers and contractors to comply with requirements under the Modern Slavery Act 2015 are in place.

Modern Slavery Statement

The Council's Modern Slavery Governance Statement sets out its commitment to identify, address and prevent slavery and exploitation within its work; that of contractors that it commissions and services that it procures.

The Statement highlights the Council's responsibilities as an employer and acknowledges and accepts its duty as a Council under Section 52 of the Modern Slavery Act 2015, to notify the Secretary of State of suspected victims of slavery or human trafficking.

This prevention work will be addressed through the Council's policies and procedures relating to Procurement, Recruitment, the overarching Modern Slavery and Human Trafficking Policy, employee and Member safeguarding training, and through proactive work with partners.

The Council's Modern Slavery Statement is attached to this report as appendix 1.

Modern Slavery and Human Trafficking Policy

The aim of this Policy is to provide guidance on how the Council will safeguard potential victims of modern slavery and how it will work in partnership with other local statutory organisations, to help address and prevent slavery and exploitation.

The policy applies to all services within the remit of Ashfield District Council and to all employees including permanent, temporary, casual workers, voluntary workers, Elected Members, work experience students, agency staff, consultants, outside hirers and other contracted persons within the duration of that contract, whatever their position, role, or responsibilities. It also applies to work carried out in all settings, including Council premises or external, privately hired and other venues.

A copy of the Council's Modern Slavery and Human Trafficking Policy is attached to this report as Appendix 2.

Implications

Corporate Plan:

Fully meets the vision and objectives in the Corporate Plan as regards employment, business growth and community safety for all of our residents.

Procurement:

We aim to minimise the risk of modern slavery and human trafficking in the supply chain by reviewing the market to identify areas of vulnerability and taking mitigating actions. This will include excluding suppliers with convictions for modern slavery, using robust contract clauses and monitoring supplier performance.

Legal:

The Modern Slavery Act 2015 introduced a number of provisions to tackle the issue and included a duty on any local authority to notify the Secretary of State if it has reasonable grounds to believe that a person may be a victim of human trafficking or modern slavery. Under Section 54 of the Modern Slavery Act 2015, certain organisations are required to prepare a slavery and human trafficking statement for each financial year of the organisation. As part of Section 11 Children’s Safeguarding Audits and inspection of safeguarding relating to the Care Act 2014, all local authorities are required to have a range of policies in place which relate directly to district level safeguarding. This includes Modern Slavery, as it affects children, young people and adults of all ages and abilities.

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 |
|------|------------|
| | |

Human Resources:

No implications.

Equalities:

This measures outlined in this report regarding prevention and enforcement, will strengthen equalities of opportunity, employment and business development for Ashfield residents.

Other Implications:

Communications: recommended to release a press statement to accompany this report.

Reason(s) for Urgency

(if applicable)

Reason(s) for Exemption

(if applicable)

Background Papers

Enc 1: Modern Slavery & Human Trafficking Policy Statement

Enc 2: Modern Slavery & Human Trafficking Transparency Statement 2019/2020

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Modern Slavery & Human Trafficking Transparency Statement 2019/2020

This statement sets out the steps Ashfield District Council (“the Council”) has taken during 2018/19 and the steps the Council will be taking in 19/20 to ensure that slavery and human trafficking is not taking place in any of its supply chains and in any part of its own business.

The Council is committed to ensuring there is transparency in its own business and in its approach to tackling modern slavery throughout its supply chains. The Council expect the same standards from its contractors, suppliers and other partners and as part of its procurement processes. The Council will ensure that when pre-contract questionnaires are distributed to potential contractors, that they include questions in relation to the contractor/supplier’s Modern Slavery and Human Trafficking policies, processes and responsibilities, to ensure the Council only enters into contracts with those organisations who are fulfilling their statutory responsibilities.

In addition the Council has already included anti-slavery clauses in its standard contract terms and conditions and tender documents, to ensure that the Council is only entering into contracts with suppliers who are committed to complying with requirements under the anti-slavery and human trafficking laws, including but not limited to the Modern Slavery Act 2015.

Organisationally the Council takes its responsibilities for safeguarding extremely seriously. The organisation, through its HR practices and employment checks, will ensure that anyone offered work as an employee will be scrutinised to ensure that they are legally entitled to work in the U.K. The Council through its pay policies will adhere to appropriate legislation that determines and prescribes levels of minimum payment for work undertaken as an employee.

The co-ordination of training and disseminating further information to staff in respect of Modern Slavery will be dealt with by the Council’s Corporate Safeguarding Group. Through staff briefings via the intranet and handouts, staff will be advised of the impact of modern slavery both locally and nationally. They will be advised of the potential signs that slavery or human trafficking may be occurring and where to report their concerns. In depth training will be given to staff, in particular those staff working in front facing services who may be more likely to encounter instances of modern slavery, such as Housing and Community Protection.

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Ashfield

DISTRICT COUNCIL

Modern Slavery & Human Trafficking Policy Statement

1. Policy statement

- 1.1. Modern slavery and human trafficking are crimes and a violation of fundamental human rights. It is widely recognised as increasing in prevalence across the UK and a safeguarding concern for all communities. Modern slavery can take various forms, such as slavery, domestic servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. Ashfield District Council has a zero-tolerance approach to modern slavery and are committed to acting to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.
- 1.2. Ashfield District Council are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015.
 - 1.2.1. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.
- 1.3. This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

2. Responsibility for the policy

- 2.1. The Council's Members and Corporate Leadership Team have overall responsibility for ensuring this policy complies with our legal and ethical obligations.
- 2.2. The Council's Service Managers have primary and day-to-day responsibility for implementing, monitoring its use and effectiveness, dealing with any queries regarding it and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.
- 2.3. All levels of management are responsible for ensuring that those reporting to them understand and comply with this policy and are given appropriate training on the issue of modern slavery in supply chains.

3. Compliance with the policy

- 3.1. All employees must be aware of, read, understand and comply with this policy.

- 3.2. The prevention, detection and reporting of modern slavery in any part of the Council's business or supply chains is the responsibility of all those working for the Council or under its control. Employees are required to avoid any activity that might lead to, or suggest, a breach of this policy. If an employee is unsure about whether a particular act or treatment of workers or working conditions constitutes any of the various forms of modern slavery, the concerns should be raised with their manager.
- 3.3. Employees must notify their manager as soon as possible if they believe or suspect that a conflict with this policy has occurred, or may occur in the future.
- 3.4. Employees are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.
- 3.5. Employees should note that where appropriate, the Council will give support and guidance to our suppliers to help them address abusive and exploitative work practices in their own business and supply chains.
- 3.6. The Council aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken and no one should suffer any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery is or may be taking place. This includes dismissal, disciplinary action, threats or other unfavourable treatment.

4. Communication and awareness of this policy

- 4.1. Training on this policy, and on the risk the business and the community face from modern slavery in its supply chains, is available and will form part of the induction process for all individuals who work for the Council, and regular refresher training and awareness will be provided as necessary.
- 4.2. The Council's zero-tolerance approach to modern slavery will be communicated to all suppliers, contractors and business partners at the outset of the business.

5. Breaches of this policy

- 5.1. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.
- 5.2. The Council may terminate its relationship with other individuals and organisations working on our behalf if they breach this policy.

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| Report To: | CABINET | Date: | 15th JULY 2019 |
| Heading: | COUNCIL'S INSURANCE ARRANGEMENTS 2018/19 | | |
| Portfolio Holder: | CLLR MARTIN- PORTFOLIO HOLDER FOR FINANCE & RESOURCES | | |
| Ward/s: | | | |
| Key Decision: | NO | | |
| Subject To Call-In: | NO | | |

Purpose of Report

This report is to provide Members with the latest position concerning insurance funds, and premiums paid during 2018/19.

Recommendation(s)

- 1) Members are requested to note the contents of the 2018/19 Annual Insurance Report.

Reasons for Recommendation(s)

To meet the requirements of the Council's Financial Regulations (C.37).

Alternative Options Considered (With Reasons Why Not Adopted)

None

Detailed Information

COUNCIL'S INSURANCE ARRANGEMENTS

As part of the Council's overall arrangement for managing the risks of such a diverse organisation, the Council makes provision for unavoidable risks by two methods:

- Self-insurance funds
- External insurance

This report provides Members with an assessment of both these arrangements for 2018/19.

1. Self-Insurance Funds (Insurance Reserves)

The transactions of the Insurance Funds for 2018/19 are summarised below:

General Fund Insurance Reserve

| | Liability Fund £000 | Property Fund £000 | Employee Tools £000 | TOTAL £000 |
|--|------------------------------------|-----------------------------------|------------------------------------|-----------------------|
| Balance at 1 st April 2018 | (110) | (194) | (8) | (312) |
| Leaseholders contribution | 0 | 0 | 0 | 0 |
| Credits received from insurance company | (40) | 0 | 0 | (40) |
| Claims Paid | 1 | 4 | 0 | 5 |
| New Claims not Settled | 57 | 42 | 0 | 99 |
| General Fund Contribution | (75) | 0 | 0 | (75) |
| Interest | (1) | (1) | 0 | (2) |
| Balance at 31st March 2019 | (168) | (149) | (8) | (325) |

Housing Revenue Account (HRA) Insurance Reserve

| | HRA Insurance Fund £000 |
|--|--|
| Balance at 1 st April 2018 | (135) |
| Claims Paid | 51 |
| New Claims not settled | 5 |
| HRA Contribution | (50) |
| Balance at 31 st March 2019 | (129) |

1.1 Liability Fund

It is prudent to keep an insurance reserve because there can often be a significant delay in the reporting of claims. This is particularly the case with those involving some form of industrial injury which may not surface until some years after the incident occurred, or cases involving children which are allowed to be reported many years after the incident took place.

The potential level of liability as estimated by the insurance company is calculated as the maximum liability likely to arise taking into account all known factors. This amount could increase or decrease depending on how cases develop.

A provision has been included in the 2018/19 accounts for the current estimated liabilities.

The reserve is maintained to fund future liabilities identified in 2018/19 onwards. A budgeted transfer of £75k from the General Fund has been made to top up the reserve.

A more detailed analysis of the liability claims outstanding by year is given below:

| <u>Year</u> | <u>Number</u> | <u>Value</u> £'000 |
|---------------------|---------------|------------------------------|
| 2018-19 | 16 | 65 |
| 2017-18 | 2 | 50 |
| 2016-17 | 3 | 44 |
| 2015-16 | 0 | 0 |
| 2014-15 | 0 | 0 |
| 2013-14 | 1 | 15 |
| 2012-13 | 1 | 35 |
| MMI Provision | | |
| (See Paragraph 3.2) | | 65 |
| TOTAL | 23 | 274 |

1.2 Property Fund

The Council has an earmarked reserve to cover the cost of any property claims that fall below the insurance excess of £5k. If for example, the Council settled a claim for £6k, the Authority would be liable for the first £5k and the insurers would be liable for £1k. For any property claim up to and including £5k, the Council is fully liable. Property claims are settled from the Property Fund, reducing the balance in the fund.

As at the 31st March 2019 there were four claims still to be settled with an estimated value of £56k.

1.3 Employee Tools

The Employee Tools Policy was agreed by Cabinet on 13th July 2017. Before the Employee Tools Policy if an employee had their personal work tools stolen they would have to replace their own tools at their own expense.

The Employee Tools Policy allows for an employee to claim from the Authority for claims up to £1,000 less a £50 excess, if conditions are met. In 2018/19 there were no claims made for Employee Tools.

1.4 Housing Revenue Fund (HRA)

There have been 6 property claims during the year 2018/2019 that have been met by HRA insurance funds. There is one claim outstanding at the end of the year, the costs for this claim have not yet been finalised.

2. Renewal of External Insurance Policies

The new premiums under contract for 2019/20 and comparison to 2018/19 are shown below, the figures shown exclude the 12% Insurance Premium Tax (IPT).

| Type of Cover & Insurer | Insurer | 2019/20 £000 | Insurer | 2018/19 £000 |
|------------------------------------|----------------|-------------------------|------------------------|-------------------------|
| Property Package | Protector | 98 | AIG and HSB via RMP | 82 |
| Liability/Fidelity Guarantee | Travelers | 96 | Travelers | 96 |
| Engineering Inspection – | HSB via RMP | 26 | HSB via RMP | 27 |
| Motor Vehicle – | Protector | 69 | QBE via RMP | 69 |
| TOTAL | | <u>289</u> | | <u>274</u> |

The total premiums have increased by £15k. The reason for the increase is because the sum insured in respect of property is higher following the addition of investment properties to the council's portfolio.

3. Previous Insurance Providers

3.1 Independent Insurance Company

Between 1992 and 1999 the Council's liability insurers were the Independent Insurance Company. In 2001 the company was declared insolvent. From that point onwards full financial liability for any claims above the excess fell to the Council. These will be limited to claims for industrial injury with a long development period (e.g. industrial deafness) or claims involving children. The Authority currently have four claims outstanding with an estimated liability of £25k which has been provided for in the insurance provision in the Council's 2018/19 Accounts.

3.2 Municipal Mutual Insurance Liability

In September 1992, Municipal Mutual Insurance (MMI), the councils former insurers ceased accepting new business. MMI and its policyholders including local authorities established a "scheme of arrangement" for the orderly run down of the company. To date, the council has paid a levy during the scheme of arrangement of £143k.

The Authority may be asked by the administrators of MMI to settle the Council's full estimated remaining liability of £430k. It is unlikely that the whole remaining liability will be requested in one tranche. It is more likely that this will be requested in several instalments. Any amounts payable to the MMI administrators will be funded from

the Liability Insurance Reserve therefore the adequacy of the reserve will require continued review into the future.

4. Risk Management Fund

The Risk Management Fund was established to fund projects that will help reduce and identify risk for the Council and hence reduce the cost of insurance claims and premiums. Insurers are reluctant to underwrite those which do not operate proactive Risk Management.

There have been no changes to the Risk Management Fund balance in 2018/19 other than a small interest contribution of £48. The balance of this fund is currently £7,961. This will be available to fund issues raised via the Health and Safety Committee. Previously Smartwater (applying smartwater to an asset means that assets can be traced directly back to the Council) was purchased using monies from the Risk Management Fund.

Implications

Corporate Plan:

The reporting of the position with regard to insurance indirectly supports all of the Council's main objectives through contributing to business efficiency and effectiveness.

Legal:

The report ensures compliance with Financial Regulation C.37.

Finance:

| Budget Area | Implication |
|---|--|
| General Fund – Revenue Budget | There are no direct financial implications arising from this report. |
| General Fund – Capital Programme | |
| Housing Revenue Account – Revenue Budget | |
| Housing Revenue Account – Capital Programme | |

Human Resources / Equality and Diversity:

No adverse Human Resources / Equality and Diversity implications could be identified.

Other Implications:

Reason(s) for Urgency (if applicable):

Exempt Report:

Background Papers

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CHIEF EXECUTIVE

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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