

ASHFIELD DISTRICT COUNCIL



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

Agenda

Council

Date: **Thursday, 26th September, 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 Tony Brewer

Vice-Chairman: Councillor Andy Meakin

Councillors:

John Baird
Kier Barsby
Christian Chapman
Melanie Darrington
Andy Gascoyne
Arnie Hankin
David Hennigan
Trevor Locke
Sarah Madigan
Lauren Mitchell
Warren Nuttall
Kevin Rostance
Dave Shaw
Helen-Ann Smith
Lee Waters
Daniel Williamson
Jason Zadrozny

Chris Baron
Jim Blagden
Ciaran Brown
Samantha Deakin
Dale Grounds
Andrew Harding
Tom Hollis
Rachel Madden
David Martin
Keir Morrison
Matthew Relf
Phil Rostance
John Smallridge
David Walters
Caroline Wilkinson
John Wilmott

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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 correct records the minutes of the meetings of the Council held on 25th July and 5th September, 2019. 5 - 20
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 Report on Urgent Key Decision.
 - b Interim Review of Polling Places. 21 - 34
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. 35 - 76
9. Updates from Members of the Cabinet on their Portfolio Activity.
10. **Notices of Motion.**
(None received for this meeting)

11. **To answer any questions submitted in writing by Members in accordance with Council Procedure Rule 13, if any.**
(None received for this meeting)

12. **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.** 77 - 78
(None received for this meeting)

COUNCIL

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

on Thursday, 25th July, 2019 at 7.00 pm

Present: Councillor Tony Brewer in the Chair;

Councillors John Baird, Chris Baron,
Kier Barsby, Jim Blagden, Christian Chapman,
Ciaran Brown, Melanie Darrington,
Samantha Deakin, Andy Gascoyne,
Dale Grounds, Arnie Hankin, Andrew Harding,
David Hennigan, Tom Hollis, Trevor Locke,
Sarah Madigan, David Martin, Andy Meakin,
Lauren Mitchell, Keir Morrison, Warren Nuttall,
Matthew Relf, Kevin Rostance, Phil Rostance,
Dave Shaw, John Smallridge, Helen-Ann Smith,
David Walters, Lee Waters, Caroline Wilkinson,
Daniel Williamson, John Wilmott and
Jason Zadrozny.

Apologies for Absence: Councillor Rachel Madden.
Rob Mitchell.

Officers Present: Craig Bonar, Beth Brown, Lynn Cain,
Carol Cooper-Smith, Richard Crossland,
Ruth Dennis, Mike Joy, Paul Parkinson and
Shane Wright.

**C.16 Declarations of Disclosable Pecuniary or Personal Interests
and Non Disclosable Pecuniary/Other Interests**

No declarations of interest were made.

C.17 Minutes

RESOLVED

that the minutes of the meeting of the Council held on 16th May, 2019, as now submitted, be received and approved.

**C.18 Announcements from the Chairman, Leader,
Members of the Cabinet and the Head of Paid Service**

Leader of the Council

“Thank you Mr. Chairman, I think Members are aware of the new agenda here, where Cabinet reports on portfolio activity at item 9, but I do have some announcements on behalf of the Council.

The first one is that I'd like to formally announce that I'm going to set up a Veterans and Service Personnel Commission, with immediate effect, for this Council to investigate all opportunities for it to do as much as it can, for those members of the armed forces serving and retired.

To see that we can pull together all the different strategies and policies of the Council, and make sure that they're all in one place, so that it's very, very clear that we go above and beyond the armed forces covenant that we have agreed to and do everything that we can in this District to do the best by those people who have served on behalf of the country.

I've asked Councillor Gascoigne if he would Chair that Commission and over the coming weeks and months that will be staffed by the Scrutiny Team so that they can form part of proper recommendations to Cabinet. Councillor Gascoigne will be choosing members of that Commission from outside of the Council to get expertise in and we've spoke to people with relevant experience who run charitable bodies etc. already to help feed in to that.

So I'd like to make that announcement. I'm delighted that Councillor Gascoigne with his proud service record actually on behalf of the country has agreed to take on that piece of work. I think it's very, very good.

Secondly and lastly, Members may not be aware but this will be Beth Brown's last full Council meeting today. She is going off toI don't want to say a better place! She's going off to Nottingham City, so it's different. I'm not sure it's better. I think she's got a better job and a great opportunity but I think we'll be sad to see her and her skills leave Ashfield District after the number of years she's been here.

So on behalf of the Administration I'd like to say a big thank you, and Beth, from us....we'd like you to come forward please and take these flowers.

In addition to that, I'd also like to say that it would ordinarily have been Carol Cooper-Smith's last full Council meeting. She has served as Interim Director for a long time and done an incredible piece of work here. She goes off for a small vacation very soon but we're not going to say goodbye to Carol at this stage and I'm not quite ready to say why not, but it's not goodbye, it's just au-revoir for a couple of weeks. So, thank you Carol for this bit and we'll see you very, very soon. Thank you Mr. Chairman."

Portfolio Holder for Regulatory Services

"Thank you Chairman for allowing me to talk on this subject today before us. May I first of all congratulate Theresa Hodgkinson on her promotion to the Director of, of Places and Communities. A very deserved appointment after many years working in this Department. I would also like to put on record my sincere thanks to Carol for all her help that she's given me in the short time I've been one of her portfolio holders and she had four actually...and as I say she's been the Director for the past two years and we all wish her well with whatever she comes up with."

C.19 Questions from the Public

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

From Mr. Trevor Carter:

To the Deputy Leader and Portfolio Holder for Streets, Parks & Town Centres:

“Why have ADC stopped selling dog waste bags to Teversal Visitors Centre, Vets, Pet shops and other distributors, which is cost effective and replaced the facility with the provision of dispensers full of free bags at parks that leads to vandalism, scattering and wanton disposal of the contents and an additional cost to ADC?”

The Deputy Leader and Portfolio Holder for Streets, Parks & Town Centres duly responded to the question as follows:-

“Thank you Chairman, and thank you Mr. Carter for your question. Several years ago Labour scrapped the free dog poo bags that the Council used to distribute, and instead they introduced a charge to those bags. What we looked at was ways that we could improve this because it created a massive problem across the District. There was a massive increase in dog fouling incidents across the District putting an additional cost on the Authority.

So what we did, we went outside, we looked at what was available and we got the Tikspacs. We have introduced 25 free dog poo stands across the District. Some of the parks include Brierley Park, Kingsway Park, Sutton Lawn, and Titchfield Park in Hucknall. These are free at the point of access and all the bags are fully bio-degradable, they're corn starch and I'm pleased to say that the units and bags provided at no cost to this Authority. We do undertake close monitoring of the Tikspac units in our parks and they are well used by members of the public.

Responsible dog owners always clean up after their dogs. The minority who don't clean up, or won't carry the means of cleaning up....sorry but they risk a fixed penalty notice. We do not intend to return to selling dog poo bags when there is a viable cost effective and readily accessible alternative.

What the Ashfield Independents have shown is that we can come up with common sense solutions to problems across our District. Labour scrapped free dog poo bags to save £15,000 a year. It ended up costing us over £40,000 a year in additional revenue cost to clean up the mess. This is why we introduced the Tikspac pack service and it is yet again, the Ashfield Independents who are showing common sense solutions and are cleaning up Labour's mess and putting Ashfield residents first.”

The Chairman then gave Mr. Carter the opportunity to ask a supplementary question and he responded as follows:-

“Do the Council think it’s fair that in the light of what’s been said there, that I feel there’s a cost to this system that you’re now using? We always paid for our dog bags at Teversal, upon receipt, the silly thing was, I’m afraid, and it annoyed me, was that attached to it was a note saying “when you have used the dog bags or sold them, please pay for them”. Which to my way is silly.

It’s like going into Currys and buying a fridge and being told that when it’s come to the end of its life come back and pay for it. So to me it’s an increase in cost. How do you justify that? Or do you say there’s no increase in cost to the Council?”

The Deputy Leader and Portfolio Holder for Streets, Parks & Town Centres again responded to the supplementary question as follows:-

“In response to your question sir, the Tikspac service is a totally sponsored service so it is absolutely free. There is no cost to this Authority whatsoever. The company that runs Tikspac, it’s all done through sponsorship and they come and replace the bags when the units empty. If there’s any vandalism or damage to the dispensers themselves, Tikspac, the company, come and replace it. It’s absolutely no cost to this Authority or to residents. Thank you Mr. Chairman.”

C.20 Petitions

No petitions were received for consideration.

C.21 Changes to Committee Memberships

Council was requested to consider a change of membership for the Audit Committee.

RESOLVED

that Councillor Melanie Darrington be taken off the membership for the Audit Committee and replaced by Councillor Jim Blagden.

C.22 Appointment of the Independent Remuneration Panel

Council were requested to agree the appointment of the Independent Remuneration Panel (IRP) to conduct a review of the Members’ Allowances Scheme and agree the timeline for completing the review.

Councillor Lauren Mitchell moved an amendment to the IRP Terms of Reference as set out in Appendix A to the report, seconded by Councillor Keir Morrison as follows:-

To add a sentence to Part 1 of the Terms of Reference to read:-

“1. The Panel is to make recommendations to the Council, following a review of Leader, Elected and Co-opted Member remuneration as to the appropriate level of remuneration. *‘This review is to be based on the same financial*

envelope of allowances as of 2nd May, 2019. In its deliberations the Panel is required to make recommendations regarding....”

The meeting was adjourned at 7.20 p.m. and reconvened at 7.26 p.m. to enable due discussion to take place and having been put to the vote the amendment duly fell.

RESOLVED that

- a) approval be given to the appointment of Dr. Declan Hall as Chair with Mark Cawar, (Voluntary Sector Representative) and Paula Watkinson (Business Sector Representative) as Lay Members of the Independent Remuneration Panel for a four-year term and delegate authority to the Chief Executive to agree the fees and expenses as set out in the report;
- b) the timeline as indicated in the report for the Independent Remuneration Panel to conduct a review of the Members' Allowances Scheme as shown in the terms of reference set out in Appendix A, be approved;
- c) the role descriptors for the Chairman and Lay Members of the Independent Remuneration Panel as set out in Appendices B and C to the report, be approved.

C.23 Interim Review of Polling Places

Council was requested to consider a proposal to undertake an interim review of a limited number of polling places where issues have been identified at the recent council elections and European Parliamentary elections held in 2019.

RESOLVED that

- a) approval be given for the establishment of a Polling Place Review Working Group (made up of 7 Members) with a remit as outlined in the report;
- b) the Chairman and Members of the Working Group be as follows:-

Councillors

Dale Grounds

Tom Hollis

Andy Meakin

Lauren Mitchell

Kevin Rostance

Helen-Ann Smith

Jason Zadrozny (Chairman)

- c) the timetable for the review, as outlined in the report, be approved.

C.24 Recommendations from the Cabinet and the Council's Committees

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

Minute No. CA.5
Cabinet – 24th June, 2019
Ashfield Community Partnership Strategic Plan

RESOLVED

that the draft Ashfield Community Partnership Strategic Plan 2019-2022, as presented, be received and approved.

(During consideration of the recommendation, Councillors Tom Hollis and Melanie Darrington left the room at 8.15pm and 8.16pm and returned to the meeting at 8.19pm and 8.17pm respectively.)

Minute No. CA.6
Cabinet – 24th June, 2019
Budget - Draft Outturn 2018/19

RESOLVED that

- a) 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;
- b) £55,000 of the 2018/19 underspend be used to meet the additional costs of the Council's new political structure.

(During consideration of the recommendation, Councillors David Hennigan, Phil Rostance and Tom Hollis left the room at 8.29pm, 8.42pm and 8.43pm and returned to the meeting at 8.33pm, 8.44pm and 8.45pm respectively.)

(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.)

Minute No. L.4
Licensing Committee – 8th July, 2019
Draft Street Trading Policy: Consultation Responses

RESOLVED

that the Draft Street Trading Policy, as presented, be received and approved.

(During consideration of the recommendation, Councillor Sarah Madigan left the room at 8.49pm and returned to the meeting at 8.50pm respectively.)

C.25 Updates from Members of the Cabinet on their Portfolio Activity

The following Cabinet Members gave updates in respect of their Portfolio activity:-

Portfolio Holder for Place, Planning & Regeneration

- regeneration projects including Summit Park development, former Annesley Miners Welfare site new housing development, refurbishment of the Byron Cinema, Hucknall and the relocation of new business to Sherwood Business Park;
- support grants being offered to starter businesses;
- 'Discover Ashfield' business breakfasts;
- assistance with the Nottinghamshire County Council Leader Programme funding initiative;
- launch of monthly business surgeries with enterprise partners;
- progress of the Sherwood Observatory planetarium project;
- the framework for the development of the new Local Plan;
- High Street Heritage Action Zone bid for Sutton in Ashfield town centre conservation area;
- the status of the Council's Future High Street funding bid;
- 'Discover Ashfield' branding, gateway signage and recruitment of ambassadors.

Portfolio Holder for Regulatory Services

- holding regular meetings with management;
- getting to know the Licensing Team and their responsibilities;
- acknowledging the process for dealing with travellers and giving thanks to the Strategic Housing Private Sector Enforcement Team for their continued commitment and efficient work ethic;
- undertaking site visits with Licensing Officers to shops, offices, taxi ranks and public houses;
- attending community group, charity and tenant & resident group meetings to ascertain regulatory service requirements.

Portfolio Holder for Housing

- 24 Housing website naming Ashfield District Council as the only local authority in the country to be included on a prestigious list of the top 50 housing landlords including plaudits for rent collection, speed of re-letting properties and high customer satisfaction;

- a lead role in obtaining £1.5m Government funding for assisting rough sleepers and survivors of domestic abuse;
- national recognition for Caleb Hamilton-Parkin shortlisted for an ‘apprentice of the year’ award and Michael Chaplin for ‘mentor of the year’ award;
- commencement of a re-roofing scheme on the Healdswood Estate;
- repair works undertaken to stem a leak at Hucknall Swimming Pool;
- the introduction of a housing tenant portal to serve as a digital one-stop shop for Ashfield tenants;
- the return in-house of the Council’s homelessness function from the previous shared service with Mansfield District Council;
- the Council’s approved investment in 23 additional mixed accommodation properties on Davies Avenue, Sutton in Ashfield.

(During this item, Councillors Helen-Ann Smith, Chris Baron and Samantha Deakin left the room at 8.55pm, 8.56pm and 8.58pm and returned to the meeting at 8.57pm, 8.57pm and 9.00pm respectively.)

C.26 Notices of Motion

The Council received a notice of motion moved by Councillor David Hennigan and seconded by Councillor Jason Zadrozny as follows:-

“Ashfield District Council recognises the scale and urgency of the global challenge from climate change. This Council recognises that local action on global warming can make a difference.

This Council acknowledges the steps that Ashfield District Council have been taking to combat climate change.

This Council is proud of the measures we are already taking at a local level. This includes:

- 1) *Ensuring energy efficiency across all our buildings and the moves towards reducing fleet emissions.*
- 2) *Ensuring a comprehensive programme of planting trees - replacing every tree removed with two trees and planting 1000 trees across the District over the next four years.*
- 3) *Ensuring that our planning policy continues to support blue and green infrastructure (rivers, streams, parks and nature reserves).*
- 4) *Continues to work with community groups across the Ashfield District.*

This Council has an obligation to continue to lead, catalyse, support and influence actions by residents, our partners and businesses in the Ashfield District.

This Council therefore resolves to:

- 1) Reaffirm its commitment to doing everything possible to combat climate change including committing to a robust climate change strategy.*
- 2) Include an assessment of the implications for sustainability and the environment in all relevant reports to committees.”*

Councillor Keir Morrison moved an amendment to the motion, seconded by Councillor Lauren Mitchell as follows:-

“Ashfield District Council recognises that we are in a state of climate emergency that requires urgent action by all levels of government, including local government. This council also recognises that local action on global warming can make a difference.

This Council acknowledges the steps that Ashfield District Council has been taking to combat climate change.

This Council is proud of the measures we are already taking at a local level. This includes:

- 1) The change in capacity of the general waste bin, which drove up recycling rates and will achieve long term savings for the authority.*
- 2) Ensuring energy efficiency across all our buildings and the moves towards reducing fleet emissions.*
- 3) Ensuring a comprehensive programme of planting trees - replacing every tree removed with two trees and planting 1000 trees across the District over the next four years.*
- 4) Ensuring that our planning policy continues to support blue and green infrastructure (rivers, streams, parks and nature reserves).*
- 5) Continues to work with community groups across the Ashfield District.*

This Council has an obligation to continue to lead, catalyse, support and influence actions by residents, our partners and businesses in the Ashfield District.

This Council therefore resolves to:

- 1) Reaffirm its commitment to doing everything possible to combat climate change including committing to a robust climate change strategy.*
- 2) Include an assessment of the implications for sustainability and the environment in all relevant reports to committees.*

- 3) *Recognise that we are in a state of climate emergency that requires urgent action by all levels of government, including by local councils.*
- 4) *Will join the (LGA) Climate Emergency Network to share good practice with other local authorities.*
- 5) *Will ensure that political and chief officer leadership teams take responsibility for embedding this work in all areas of the Corporate Plan, ensuring that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2025, and that the Executive and Scrutiny functions review council activities against the plan annually.*
- 6) *Will review the Council's Investment Strategy and Pension funds to give due weight to Climate Change targets in the Investment and Pensions portfolios.*
- 7) *Will investigate the most appropriate training for Members and all council staff about how to integrate carbon neutral policies into all aspects of their work.*
- 8) *Recognises that together with our communities, other Councils and likeminded partners, we must develop an effective campaign to influence other levels of government, industries and organisations that have the greatest power to take urgent and appropriate action to respond to the climate emergency. National (and regional) Government must provide the necessary policy, legislation and funding to enable local action on climate change to be effective.*
- 9) *Supports the expansion of community energy to keep the benefits of local energy generation and supply in our local economy."*

Due to the lateness of time, Councillors David Hennigan and Jason Zadrozny, as mover and seconder of the motion, immediately advised that they would not agree to accept the wording of the amendment and it was moved and seconded that Council move to the vote. Having been carried the amendment was then put to the vote and duly fell.

It was then moved and seconded to move to the vote on the original motion.

Having been carried, the original motion was put to the vote and it was

RESOLVED that

- a) the Council reaffirms its commitment to doing everything possible to combat climate change including committing to a robust climate change strategy;
- b) the Council includes an assessment of the implications for sustainability and the environment in all relevant reports to committees.

C.27 Questions received in accordance with Council Procedure Rule 13

There were no questions submitted by Members.

C.28 Questions received in accordance with Council Procedure Rule 13.2 - In relation to Cabinet and Committee Meeting Minutes published since the last ordinary meeting of the Council

There were no questions submitted by Members.

The meeting closed at 9.30 pm

Chairman.

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EXTRAORDINARY COUNCIL

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

on Thursday, 5th September, 2019 at 7.00 pm

Present: Councillor Tony Brewer in the Chair;

Councillors John Baird, Kier Barsby,
Jim Blagden, Ciaran Brown, Melanie Darrington,
Samantha Deakin, Dale Grounds,
Andrew Harding, David Hennigan, Tom Hollis,
Rachel Madden, Sarah Madigan, David Martin,
Andy Meakin, Lauren Mitchell, Keir Morrison,
Warren Nuttall, Matthew Relf, Kevin Rostance,
Phil Rostance, Dave Shaw, John Smallridge,
Helen-Ann Smith, David Walters, Lee Waters,
Caroline Wilkinson, Daniel Williamson,
John Wilmott and Jason Zadrozny.

Apologies for Absence: Councillors Chris Baron, Christian Chapman,
Andy Gascoyne, Arnie Hankin and Trevor Locke.

Officers Present: Lynn Cain, Richard Crossland, Ruth Dennis,
Peter Hudson, Robert Mitchell, Paul Parkinson,
Mike Joy and Shane Wright.

C.29 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

The Council's Director of Legal and Governance (and Monitoring Officer), Ruth Dennis, declared an interest in relation to agenda item 4 (Electoral Registration Officer and Returning Officer). Her interest arose from the fact that the recommendation (as contained in the report) asked for the appointment of Mrs. Dennis as the Electoral Registration Officer and Returning Officer for an agreed interim period.

C.30 Appointment of the Head of Paid Service

Council was requested to consider a recommendation from the Chief Officers' Employment Committee held on 13th August, 2019 in relation to the appointment of a new Head of Paid Service.

Members took the opportunity to voice their appreciations and good wishes to Rob Mitchell, as it was the last Council meeting he would be attending prior to his departure to take up a new Chief Executive role at Charnwood Borough Council.

RESOLVED

that Carol Cooper-Smith be appointed as the Council's Head of Paid Service from 23rd September, 2019.

C.31 Electoral Registration Officer and Returning Officer

Council was requested to consider the appointment of an Electoral Registration Officer (ERO) and Returning Officer (RO) and determine all consequential issues for the interim period following the imminent departure of the current ERO/RO.

(The Council's Director of Legal and Governance (and Monitoring Officer), Ruth Dennis, had previously declared an interest in respect of this item. Her interest was such that she left the room and took no part in the ensuing discussions regarding the matter.)

Having acknowledged the current political climate and recent indications of a possible snap general election, an amendment was made to the recommendation to make the appointments with immediate effect rather than from 23rd September, 2019 as stated in the report.

RESOLVED that

- a) with immediate effect, Ruth Dennis, Director of Legal and Governance (Monitoring Officer), be authorised and appointed:
 - a. As the Electoral Registration Officer (ERO) for the Council pursuant to Section 8(2)(a) of the Representation of the People Act 1983;
 - b. As the Returning Officer (RO) pursuant to Section 35(1) of the Representation of the People Act 1983 with authority to act in that capacity for elections to the Council and all or any Parish Councils within the Council's administrative area; and
 - c. To act in respect of all related electoral, poll or referendum duties, including elections to the County Council, European Parliament and for national and regional polls or referenda.
- b) with immediate effect, Ian Dobson, Service Manager Electoral Services be authorised and appointed as Deputy Electoral Registration Officer pursuant to Section 52(2) of the 1983 Act;
- c) with immediate effect, it be confirmed that the appointment of Robert Mitchell as ERO/RO is no longer operable;
- d) in relation to the duties of Returning Officer (RO), or any other electoral referendum or polling duties arising from such appointment, the Returning Officer (RO) shall:
 - a. Be entitled to be remunerated in accordance with the scale of fees approved from time to time in respect of the District, Parish and Nottinghamshire County Council for local elections; and

- b. Be entitled to be remunerated in accordance with the relevant scale of fees prescribed by a Fees Order in respect of national, regional or European Parliament elections, polls or referenda; and
 - c. In all cases where it is a legal requirement or normal practice to do so, fees paid to the Returning Officer (RO) shall be superannuable and the Council shall pay the appropriate employer's contribution to the superannuation fund, recovering such employer's contributions from Central Government or other local authorities or agencies where this can be done.
- e) in relation to the conduct of local authority elections and polls, and elections to the United Kingdom Parliament, and all other electoral duties where the Council is entitled by law to do so, the Council shall take out, and maintain in force, insurance indemnifying the Council and the Returning Officer (RO) against:
- a. legal expenses reasonably incurred in connection with the defence of any
 - b. proceedings brought against the Council, or the Returning Officer (RO); and/or
 - c. the cost of holding another election in the event of the original election being declared invalid;

provided that such proceedings or invalidation are the result of the accidental contravention of the Representation of the People Acts, or other legislation governing the electoral process, or accidental breach of any ministerial, or other duty, by the Returning Officer (RO), or any other person employed by, or officially acting for her in connection with the election or poll). Also, that, in the event of such insurance carrying an 'excess' clause by which an initial portion of risk is not insured, the Council, through its internal insurance fund or otherwise, will indemnify the Returning Officer (RO) up to the value of such excess.

C.32 Capital Programme Amendment

Council considered a proposed amendment to the timing of the Capital Programme and a request for the release and reinvestment of a principal amount following the previous sale of a commercial property.

RESOLVED that

- a) the changes to the timing of the Capital Programme, as detailed within the report, be approved;
- b) authorisation be given for the release and reinvestment of the principal amount invested arising from the sale of a commercial property investment in April 2019.

C.33 Changes to Committee Memberships

Council was requested to consider two changes to Committee memberships as requested by the Ashfield Independent Group.

RESOLVED

that the following changes be made to the Council's Committee memberships:

Committee:	Member to be Removed:	Member to be Added:
Overview and Scrutiny Committee	Cllr. Melanie Darrington	Cllr. Jim Blagden
Scrutiny Panel A	Cllr. Melanie Darrington (Chairman)	Cllr. David Walters (Chairman)

The meeting closed at 7.40 pm

Chairman.

Report To:	COUNCIL	Date:	26 SEPTEMBER 2019
Heading:	INTERIM REVIEW OF POLLING PLACES		
Portfolio Holder:	PORTFOLIO HOLDER FOR CORPORATE COMMUNICATIONS, GOVERNANCE AND CROSS PORTFOLIO SUPPORT		
Ward/s:	ALL WARDS		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

This report sets out proposals for revised polling places following an interim review dealing with urgent polling place issues. The proposals are based on the recommendations of the Polling Places Review Working Group.

Recommendation(s)

1. That Council approves the recommendations of the Review Working Group as set out in the minutes of the meetings held on 1 August and 16 September 2019 (Appendices "A" and "B" refer);
2. That subject to the above, Council approves the final proposals setting out the changes to the polling districts (Appendix "D");
3. Should a polling place be unavailable in the run up to an election, the (Acting) Returning Officer be delegated authority to select an appropriate alternative and formal retrospective approval be sought by Council following the election should this be a permanent proposed change;
4. To note that approved changes will take effect on 27 September 2019.

Reasons for Recommendation(s)

To deal with urgent polling place issues. To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances and that, as far as is reasonable and practicable, polling places are accessible to disabled electors.

Alternative Options Considered

(with reasons why not adopted)

None.

Detailed Information

Introduction

A full review of polling places and polling districts was completed in 2018 in line with legislative requirements. This interim review has been carried out to deal with urgent polling place issues identified at recent elections.

Interim Review Process

The Council appointed the Polling Places Review Working Group to conduct an interim review and report final recommendations to Council on 25 July 2019 in line with the timetable and remit set out by the Council. The Group met on two occasions and the minutes of those meetings are attached at Appendix "A" and "B".

The process included a consultation period which ran from 15 August – 12 September 2019 where interested parties, electors and elected representatives were invited to make comments on the proposals. During this period, maps of the proposals for the proposed polling places were published on the Council's website.

Consultation responses received during the above period are attached at Appendix "C". These were considered by the Working Group at its final meeting.

Final Proposals

A copy of the final proposals incorporating all of the recommendations of the Working Group is attached for consideration by Council at Appendix "D"

Subject to approval of the recommendations of the Working Group, a schedule of the new polling districts and polling places will be published, on 27 September 2019.

Implications

Corporate Plan:

Enable thriving, prosperous and self-sufficient communities where people shape their own futures.

Ensure effective community leadership, through good governance, transparency, accountability and appropriate behaviours.

Legal:

A full review of polling places and polling districts was completed in 2018 in line with legislative requirements. This interim review has been carried out to deal with urgent polling place issues identified at recent elections.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	Costs arising from the review can be met from existing budgets
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
Elector confusion around changes to existing polling places	Effective communications around changes

Human Resources:

None

Equalities:

The purpose of the review is to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances and that, as far as is reasonable and practicable, polling places are accessible to disabled electors.

Report Author and Contact Officer

Ruth Dennis

DIRECTOR OF LEGAL AND GOVERNANCE

r.dennis@ashfield.gov.uk

01623 457009

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Appendix A

POLLING PLACE REVIEW WORKING GROUP

Meeting held in Meeting Room 1, Council Offices, Urban Road,
Kirkby-in-Ashfield,

on Thursday 1 August 2019 at 10.00 a.m.

Present: Councillor Jason Zadrozny in the Chair;

Councillors Dale Grounds, David Hennigan (Substitute for Tom Hollis), Andrew Meakin, Lauren Mitchell, Helen-Ann Smith

Apologies for Absence: Councillor Tom Hollis

Officers Present: Ian Dobson and Rachel Newton

PP.1 Declarations of Interest by Members and Officers

A general personal interest was declared by all Members of the Working Group in respect of the polling places and districts review and their standing for election as Councillors.

PP.2 Minutes of the Last Meeting

The Group agreed the minutes as a true record of the last meeting.

PP.3 Timetable

The Service Manager, Electoral Services outlined the timetable for the Polling Place Review, advising Members that due to the date of the Council meeting to which the findings would be submitted there was little scope for movement of the proposed dates.

Councillor Mitchell requested that the next meeting of the Group be rescheduled as she was unable to attend. All Members were in agreement and requested that a revised date be circulated to them in due course.

In the event that an election is called prior to the completion of the interim review the Group were advised that the existing scheme would be used called and would continue after polling day as there would not be sufficient time in which to undertake a full consultation exercise and place before Council for ratification.

PP.4 Review

The Service Manager, Electoral Services informed Members that he had received representation from both Members and interested parties in relation to the 5 polling places as set out below:-

Kingsway Primary School (KWY2, KWY4)

Potential Alternative - St Thomas Church Hall

The school provides good facilities, however, numerous complaints had been received from parents during the local and European elections requesting that the school be removed from the list of polling places.

Sports Hall at Morven Park (SUM4)

Potential Alternative - Sherwood Court, Ashwood Centre, Kirkby Catholic Club

The school provides good facilities, however, numerous complaints had been received from parents during the local and European elections requesting that the school be removed from the list of polling places.

Bestwood Youth & Community Centre (HSO3)

Potential Alternative - Bestwood Miners Welfare

The Elections Unit had been advised that the centre was no longer available as a polling place, however, the Miners Welfare has been offered as an alternative and provides facilities of an equal standard.

Titchfield Park Pavilion (HSO1, HSO5)

Potential Alternative – The Grove Methodist Church Hall

The operational changes to the café in Titchfield Park Pavilion impedes the polling station, concerns were raised by the Presiding Officer during the local and European elections.

George Street Working Men's Club (HNO1)

At the Council meeting held on 25 July, 2019 a request was received to explore providing more convenient arrangements for electors on Ward Avenue, Barbara Square, Wighay Road, Beardsmore Grove and Annesley Road.

A discussion took place in respect of George Street Working Men's Club. The Group felt it unnecessary to explore an alternative polling place at this time. The venue provides good facilities and no representations had been made by electors.

Members discussed each of the remaining polling places separately, having particular regard to the location of each proposed alternative and the effect that this would have upon electors. Transport links, accessibility and safeguarding were amongst the topics considered by the Group during the debate.

It was agreed that a public consultation exercise would be undertaken with regard to relocating the polling places at Kingsway Primary School, Sports Hall at Morven Park, Bestwood Youth and Community Centre and Titchfield Park Pavilion to those identified as potential alternatives within the report. The findings of which will be reported back to this Group.

PP.5 **Communications**

The Service Manager, Electoral Services advised Members that he would make arrangements for a web page would be uploaded to Council's website and for the information to be disseminated via social media. Additionally public notices would be displayed and interested parties, such as Members and local Organisations would receive written communication.

Additionally the Group agreed that press releases would be provided to the Hucknall Dispatch and Ashfield Chad in order to fully engage with electors.

The meeting closed at 10:34 a.m.

Chairman.

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Appendix B

POLLING PLACE REVIEW WORKING GROUP

Meeting held in Meeting Room 1, Council Offices, Urban Road,
Kirkby-in-Ashfield,

on Monday 16 September 2019 at 10.00 a.m.

Present: Councillor Jason Zadrozny in the Chair;
Councillors Melanie Darrington (Substitute for Tom Hollis),
Samantha Deakin (Substitute for Helen-Ann Smith) Dale
Grounds, Andrew Meakin, Lauren Mitchell

Apologies for Absence: Councillors Tom Hollis and Helen-Ann Smith

Officers Present: Ian Dobson and Rachel Newton

PP.6 Declarations of Interest by Members and Officers

A general personal interest was declared by all Members of the Working Group in respect of the polling places and districts review and their standing for election as Councillors.

PP.7 Minutes of the Last Meeting

The Group agreed the minutes as a true record of the last meeting.

PP.8 Consultation – Table of Representations

The Chairman briefly outlined the content of the table of representations as detailed in the report.

KWY2 and KWY4

The Service Manager, Electoral Services advised Members that he had undertaken a visit to the Kingsway Cemetery Chapel building. His findings were such that the building and surrounding areas were unsuitable for use as a polling place, this was due to a number of issues, such as:-

- Insufficient lighting in the approach to and once inside the building;
- Furniture of a fixed nature;
- The notice period which could be given to grieving families and the Funeral services was not thought to be practicable;
- No facilities were available for the staff to use throughout the day.

At the last working group St Thomas church hall was identified as an alternative venue, although this falls just outside of the polling district this property offers good facilities for

both electors and staff and supports the Authority in ceasing the use of schools wherever possible.

SUM4

During the consultation process representation had been made in support of relocating the polling station from Sports Hall at Morven Park School to the Catholic Club.

Members felt that this would have minimal impact upon electors as the building is located directly across the road from that currently used and further this would again support the Authority in reducing the number of schools used.

HS03

No representations were received in respect of moving the existing polling station a short distance to the Bestwood Miners Welfare, the welfare offers better facilities for both electors and staff.

HS01 & HS05

No representations were received in respect of moving the existing polling station a short distance from Titchfield Park Pavilion to the Grove Methodist Church which provides better facilities for both electors and staff.

The Service Manager, Electoral Services advised Members that during the consultation period he had noted that organisations such as Scope, Mencap and RNIB recognised the difficulty in securing buildings for use as polling stations and placed more importance on the experience of electors and the positive interaction with staff. This information will be included in the training delivered to polling station staff in order to support electors and provide a positive experience.

Recommended

that Council approve the amendments to the scheme of Polling Places as detailed in the report and set out above.

PP.9 Communications

The Service Manager, Electoral Services advised Members that once the changes had been ratified by Council he would make the necessary arrangements for the information to be disseminated to electors via the Council's Social Media and Website, through local groups and that a press release will be prepared and displayed in the Hucknall Dispatch and the Ashfield Chad.

In addition to this emails will be sent to affected households using the data available to the Elections Unit and any amendments would be highlighted in bold type on the poll cards of affected electors.

The meeting closed at 10:10 a.m.

Chairman.

Table of Representations – Appendix C

1	<p>I just wanted to comment that I am happy that Ashfield District Council and Ashfield Independents are looking at reviewing polling stations especially those that are held at Schools. This makes total sense given the anger around the fact that school are fining parents for taking their children out of school for holidays etc. This will aid with child care, as well as, hopefully people visiting centres in the community that they may not have been aware of, or indeed visited before i.e. Catholic Club at Kirkby. This will hopefully in turn increase the support for these local businesses. I know in my particular Ward we use The Junction Pub and it is lovely to see people 'popping' in for a drinks be that soft or alcoholic drinks from the local area during their visit to the Polling Station.</p> <p>As far as I am concern this is a positive move for all concerned (well except teachers who get an additional day off during elections)!</p>
2	<p>I wish to object to the proposed changes to the location of KWY2 and 4 polling station. I fully understand that using a school is never ideal, however, I believe moving the polling station much, much further away from the residents who would usually use Kingsway Primary is not good for democracy. In a world where less people seem to be voting we should be making it a simple as possible, not more difficult. In my experience voters will often walk to vote and therefore are unlikely to want to more than double, in many cases, the distance they have to travel.</p> <p>Again I'm aware of the difficulty in securing a suitable nearby polling station and that Kingsway public house is not large enough, as it is already a PS for KXP4, perhaps the answer, if you are adamant in not using the Primary School, is to have a temporary station, perhaps stationed behind the shops on the estate; or is Kirkland's Care Home available/accessible?</p> <p>Will you directly canvass those voters who will be affected to see what their thoughts are, rather than relying on ADC website and social media? I believe this would be an important approach.</p>
3	<p>As a governor of Morven Park Primary and Nursery school, I would like to voice my displeasure of you using the school as a polling station and placing my vote firmly behind using the Catholic club as the new polling station.</p>

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Appendix D – Final Proposals

Existing Polling Place	Polling District	Comments	Recommended Polling Place
Kingsway Primary School	(KWY2, KWY4)	Numerous complaints from parents of pupils received during the local and European elections requesting that the school is not used as a polling place. St Thomas Church Hall polling place provides good facilities for voting but is outside of the polling district and so an exception would be required to be made.	St Thomas Church Hall
Sports Hall at Morven Park	(SUM4)	Numerous complaints from parents of pupils received during the local and European elections requesting that the school is not used as a polling place. Kirkby Catholic Club polling place provides good facilities.	Kirkby Catholic Club
Bestwood Youth & Community Centre	(HSO3)	Community Centre has become unavailable for use. Alternative venue of Miners Welfare is just behind the existing polling place on the same site and provides good facilities.	Bestwood Miners Welfare
Titchfield Park Pavilion	(HSO1, HSO5)	Operation of café in Titchfield Park Pavilion impedes polling station. Issues raised by Presiding Officer at recent local and European elections. The Grove provides good facilities.	The Grove URC Church Hall

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Meeting of the Council
26th September, 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>
Cabinet 16th September, 2019	CA.20	<u>New Corporate Plan</u>	a) the new Corporate Plan, as presented, be approved and recommended to Council for endorsement. (Report attached at Appendix A)
Cabinet 16th September, 2019	CA.21	<u>2019/20 July Financial Monitoring Update Report</u>	a) the following be agreed and recommended to Council for approval: <ul style="list-style-type: none"> • amendments to the Capital Programme as set out in Sections 6.1 and 6.2 of the report noting that there are no additional borrowing implications; • the revenue budget revisions for 2019/20 as set out in Section 3 of the report. (Report attached at Appendix B)

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Report To:	CABINET	Date:	16TH SEPTEMBER 2019
Heading:	NEW CORPORATE PLAN		
Portfolio Holder:	LEADER		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

This report presents to Cabinet the proposed new Corporate Plan for approval prior to being presented to Full Council on 26th September, 2019.

Recommendation(s)

1. For Cabinet to approve the new Corporate Plan and endorse it to Council
2. To authorise the Chief Executive in consultation with the Leader to review and revise the Corporate Scorecard, aligned to the Corporate Plan
3. To authorise the Chief Executive in consultation with the Leader to make minor amendments to the document and finalise design work prior to publication
4. To authorise the Chief Executive in consultation with the Leader to produce a summary version of the plan to aid wider dissemination of the plan with residents and wider stakeholders

Reasons for Recommendation(s)

The Council's ambitions for the next four years are clearly identified in a set of revised and updated Corporate Priorities which are presented in the new Corporate Plan. These have been developed by Cabinet.

Alternative Options Considered

(with reasons why not adopted)

To extend and refresh the current corporate plan. This has not been adopted as good practice suggests effective corporate strategic planning requires a full review of corporate priorities every three to four years, aligned with changes of administration.

Detailed Information

The Council's previous Corporate Plan covered the period 2016 - 2019. The proposed new Corporate Plan sets out our revised priorities for the future and the key projects and initiatives we intend to deliver.

The Corporate Plan sits above a wider strategic context which includes the Corporate Project Management Framework, Corporate Performance Framework and a range of strategic documents relating to the organisation and its services.

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 Corporate Plan has been reviewed and refreshed to ensure alignment to the Council's future ambitions and Corporate Priorities for the next four years (2019-2022).

Proposed measures of organisational performance and improvement targets in respect of each priority are currently being reviewed and re-aligned and will be formulated into a revised Corporate Scorecard. This will include greater emphasis on customer focussed measures.

Implications

Corporate Plan:

The report presents the content of a new Corporate Plan for approval by Cabinet prior to endorsement by Full Council. The new Corporate Plan sets out the Council's proposed priorities for the period 2019 to 2022, and intended deliverables which will be monitored and managed through the Corporate Performance Framework.

Legal:

The Council's new Corporate Priorities and strategic plans have been developed in consideration of current and forthcoming legislative requirements.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	The Corporate Plan has been developed in alignment with the Medium Term Financial Strategy and the financial sustainability of the organisation. The 'Innovate and Improve' Priority proposes key programmes and projects which will be focussed on identifying and delivering efficiencies and more effective working practices to support financial sustainability, whilst concurrently delivering improved customer focussed services.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
Absence of a Corporate Plan would result in a lack of prioritisation and focus on delivering what matters	Agreed Corporate Plan every four years which is delivered via the organisation's project management framework
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:

The 'Innovate and Improve' Priority proposes key programmes and projects which will be focussed on delivering the People Strategy and developing employees.

Equalities:

There are no direct implications on equality and diversity as a consequence of the proposals and recommendations outlined in this report.

Other Implications:**Reason(s) for Urgency****Reason(s) for Exemption****Background Papers****Report Author and Contact Officer**

Jo Froggatt
ASSISTANT DIRECTOR – CORPORATE SERVICES AND TRANSFORMATION
j.froggatt@ashfield.gov.uk
01623 457328

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Ashfield

DISTRICT COUNCIL

Corporate Plan 2019-2023



Ashfield District Council has delivered successfully against its previous Corporate Plan and is on a positive flight path. Significant challenges remain but these are balanced against our excellent track record and our ambition for the future.

The Council remains clear on its purpose and wishes to sustain its valued services, while helping to shape a better future for the district by working in partnership with other public agencies, residents and local businesses. During the last four years significant improvements in the Councils partnership working have been achieved with a much greater focus on Ashfield as a place and how the Council can support communities and businesses. This will be maintained and developed through this Corporate Plan.

A major feature of this Corporate Plan will be the drive to improve customer experience and satisfaction through increased use of digital technologies thereby allowing customers to access services when and where they want to.

To help meet the significant financial challenges we face, we will continue with our successful commercial property acquisitions. We will also explore the opportunities to develop further commercial income whilst maintaining a focus on the needs of our communities.

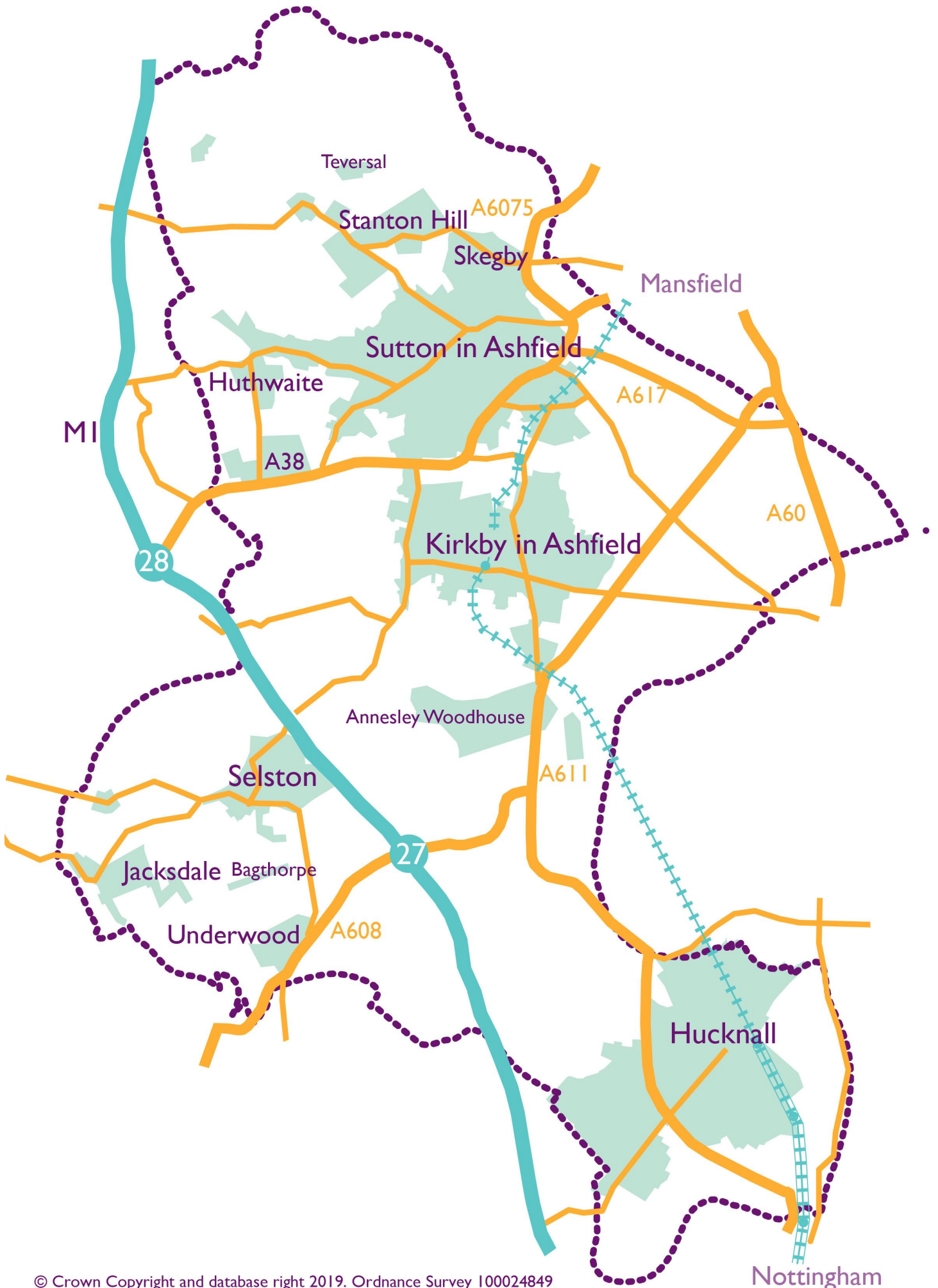
A key element of this plan is to concentrate on the many positive characteristics of Ashfield as a place and to support individuals and communities to achieve a better quality of life.



Carol Cooper-Smith
Interim Chief Executive Officer

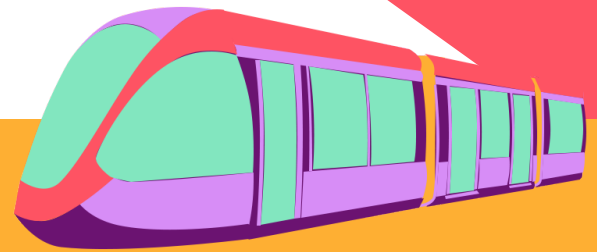
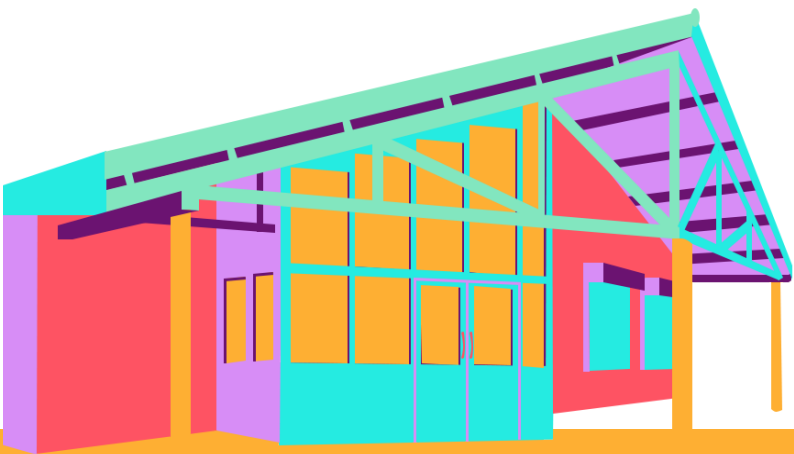


Cllr Jason Zadrozny
Leader of Ashfield District Council



Ashfield -The Place

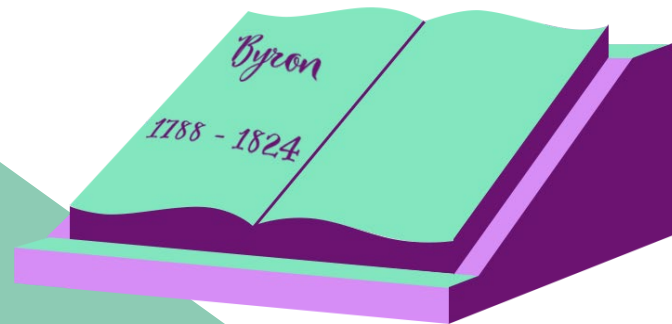
Ashfield is ideally situated in the heart of the country, situated on the M1 directly between the cities of Nottingham, Derby and Sheffield. Nestled on the edge of beautiful countryside, with three towns and a number of rural villages it is renowned for its welcoming, supportive and passionate communities. The area is complemented by a wide variety of award winning parks and outdoor spaces, a range of sporting facilities, educational activities, cafes and natural environments to relax and enjoy.



The three town centres in Ashfield; Hucknall, Kirkby and Sutton provide a great variety of shops and services. With low cost, easy to access parking and well served by public transport links. Hucknall is on the NET Nottingham tram network and is the most northerly stop on the green line. There are three railway stations in the district, along the Robin Hood line, connecting with Worksop (to the North) and Nottingham (to the South).

Rich in natural, cultural and industrial heritage, Ashfield is the home of a number of historical and cultural/literary figures, most notably Lord Byron and his daughter Ada Lovelace, regarded as being the first ever computer programmer.

The area has miles of way-marked rural walks, cycle paths and bridleways nestled amongst wooded areas and open countryside. Areas of countryside within the district are much of what D. H. Lawrence referred to as "The country of my heart" and based many of his novels around the places and families of the area. The villages of Jacksdale, Underwood, Bagthorpe, Lower Bagthorpe, Selston, Annesley, Ravenshead, Newstead, Linby and Papplewick are set within the Hidden Valleys landscape.



We are committed to making Ashfield a location and destination of choice for business and visitors and a desirable place to live for all residents. Enhancing the identity and brand for Ashfield so it is cherished by those who live or work here, desirable to those who visit, and attractive to those who bring jobs and investment; whilst also raising the profile of Ashfield as a place where people want to visit and spend their time enjoying themselves.

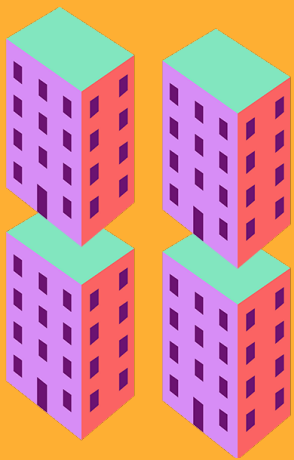
We have established an independent Ashfield Place Board to:-

- promote Ashfield in a positive manner;
- create pride and aspirations in our communities;
- improve the vibrancy of the town centres within Ashfield;
- encourage and promote inward investment;
- support tourism and the visitor economy in the Ashfield area.



A wide range of stakeholders and partners have been involved in developing our new place brand Discover Ashfield, which incorporates key activities that are focussed on the themes of; Visitors and Tourism 'More to Discover'; Residents 'Love where you live'; Fitness & Wellbeing 'Be Happy Be Healthy'; and Business and investment 'Succeed in Ashfield'.

Working in Ashfield



20 businesses that employ more than 250 people

Ashfield has the greatest number of large enterprises in the area (20) that employ in excess of 250 people and 80 medium sized businesses with between 50 and 250 employees.
(Office of National Statistics)

Gross weekly pay has risen since 2010

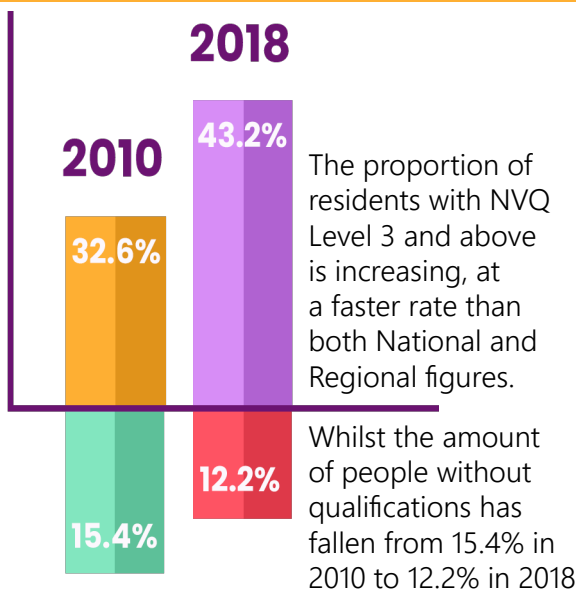
£469.90

2010

£538.30

2018

There are a number of indicators that show the economy of Ashfield is improving; wages are rising; job density is improving; all at a faster rate than both National and Regional figures.



The number of enterprises in Ashfield has risen from 2,530 in 2010 to 3,330 in 2018, including an increasing number of small and micro enterprises.

Our Purpose

One.

The Council exists to serve the communities and residents of Ashfield.

Our priority is to understand the needs and desires of Ashfield residents, communities and businesses. The Council has a unique role, leading and enabling delivery of improvements for Ashfield as a place. We are committed to engaging more effectively with our communities and working more closely together to deliver the changes we all want to see in Ashfield.

Two.

We will provide good quality, value for money services.

We want to deliver good quality council services, consistently and reliably, putting the customer at the heart of everything we do. We are focussed on delivering an improved customer experience, simplifying and standardising basic transactional processes. Enabled by digital technology we will transform the way we do things, encouraging people who can access services online to do so. This will create capacity for us to better support in person the people who need us the most.

Three.

We will act strategically and plan for the future, working with others to bring about sustainable improvements in people's lives.

Whether it's making our communities safe, our town centres more vibrant or our environment cleaner we need strong and effective partnership working to achieve our goals. We recognise that, with fewer resources, the Council, along with other public sector organisations, cannot work in isolation to effectively deliver what matters for Ashfield.

Our Values

To ensure we deliver high-quality public services we have adopted a set of corporate values which underpin the successful delivery of our priorities. How we work is as important as what we do.

People Focussed.

Putting people at the heart of what we do

Honest.

Being honest with people in an open and professional way

Proud.

Being proud that Ashfield is a positive place to live, work and visit

Ambitious.

We are ambitious about Ashfield's future

Financial Strategy

There is significant uncertainty about the level of Government funding the Council will receive beyond 2019/20 pending the outcome of the:

- 2019 Spending Review (SR19)
- Fair Funding Review
- Business Rates Reset and confirmed level of Business Rates Retention beyond 2019/20; and the
- Future of New Homes Bonus

The Council currently estimates that for 2020/21 and 2021/22 it will have funding gaps of £2.1m and £2.4m respectively. Once the outcome of the above factors has been determined this will provide greater clarity on the extent of our financial challenge.

The Council has a strong track record in both setting robust annual budgets and consistently delivering within those budgets and is working hard to address the estimated financial pressures going forward.

The Cabinet and Corporate Leadership Team meet frequently to discuss options for addressing the estimated funding gaps going forward.

The areas of focus to address the financial challenge include:

- Income generation opportunities; including acquisition of Investment Properties to deliver an income which will be spent in Ashfield to sustain services for our residents and businesses; and a review of fees and charges.
- Investment in technology through our Digital Services Transformation Programme which will bring about both cashable efficiencies and improved ways of working for our employees and also improve services to residents and businesses.
- Progress at a pace, the development and delivery, of our Local Plan clearly setting out our aspirations for the district in terms of where we want to see both business and homes growth and attract developers to help deliver that vision.
- Work with our Procurement Partner (Nottingham City Council) to review and renegotiate our contracts to reduce costs.
- Ongoing review of our services ensuring they are aligned to the delivery of our Corporate Plan priorities.

The aim of the Council is to ensure that we continue to remain financially sustainable, whilst at the same time ensuring that we continue to provide the key services on which our residents and businesses rely.

Our Priorities

Our priorities have been developed based on knowledge and understanding of the needs of Ashfield residents and businesses, using a comprehensive evidence base from various key sources such as the Community Safety Strategy, Joint Economic Masterplan and community consultation through our Citizens Panel.

**Health and
Happiness**

**Homes and
Housing**

**Economic Growth
and Place**

**Cleaner and
Greener**

**Safer and
Stronger**

**Innovate and
Improve**



Health and Happiness

Vision

Our vision for 2023 is to help people improve their health and happiness by developing pride and aspiration in our communities, developing and strengthening partnerships, focussing on prevention, and improving health service provision.

The health and happiness of our residents is a major contributing factor to ensuring:-

- That Ashfield is a vibrant and healthy place to live
- That the local workforce is skilled, productive and employable
- Children have the best chance for health throughout life.

As people live longer and have increasing expectations upon public services, there is a recognised increase in demand for health and social care related provision.

The picture of the health of Ashfield is not overall positive, but trends of life expectancy, adult obesity, children in poverty, and smoking prevalence have improved over recent years.

The District and our communities are changing and we recognise the need to build stronger, more resilient communities that can come together to provide help and support to each other. It also means focusing on some of our most deprived neighbourhoods to make sure that everyone has the same opportunities to achieve their goals and lead happy and healthy lives.

Key Projects, Programmes and Initiatives

Arts, Culture and Events

We will:-

1. Deliver an annual programme of events to maximise the use of our award winning assets including: town centres, markets, parks and open spaces
2. Facilitate community led events, including summer galas, sports events, in conjunction with Discover Ashfield

Community Engagement

We will:-

1. Develop and deliver our Community Engagement Strategy
2. Strengthen identified voluntary sector/ infrastructure organisations to deliver services and develop community resilience
3. Manage the Volunteering Policy, ensuring all volunteers enjoy a quality experience

Health and Wellbeing

We will:-

1. Engage with and influence Health and Wellbeing Partnerships to help improve health equalities through integration and system change
2. Engage with and influence Health Commissioners and Providers
3. Utilise Better Care Funding to deliver aids and adaptations to help residents remain independent in their home
4. Support local workplaces across Ashfield to improve their employee health
5. Achieve the new Workplace Health Platinum Award

Strategic Leisure

We will:-

1. Deliver the Leisure Transformation Programme, maximising the well-being benefits whilst reducing costs
2. Deliver a new leisure desination in Kirkby
3. Reprocure the leisure centre management contract

Outcomes we want to acheive

To narrow the gap between Ashfield and our comparator groups for the following health measures:-

- Increase participation in physical activity
- Reduce adult obesity
- Reduce child obesity
- Reduce children in poverty
- Reduce smoking prevalence
- Reduce economic inactivity due to long term sickness
- Reduce excess winter deaths
- Increase attendance at our key leisure centres
- Achieve the Workplace Health Platinum Award

Targeted Health Activities

We will:-

Improve health and quality of life through targeted policy and activities i.e.

- Feel Good Food
- Feel Good Families
- Free leisure centre based activities for young people and care leavers
- Air quality, alcohol and smoking interventions.

Vision

By 2023 we will have successfully delivered further improvements to housing services and housing provision for those either in need of affordable housing or living in properties which need adapting or improving, as well as for residents needing to find new accommodation and those living within our own Council housing stock.

Affordable, warm, safe housing contributes to making Ashfield a great place to live. The social rented sector is however lower than average and we strive to work with developers for the provision of additional affordable homes. Housing standards are good within the social rented sector and the Council is working with landlords to improve homes within the private rented sector as well as providing advice and support to tenants.

Homes and Housing

The majority of homes in the district are owner occupied and in good condition. The Council is proactive in supporting owners to return empty properties back to occupation and fixing signs of disrepair.

For those with additional housing needs the Council continues to improve its homelessness service and provide adaptations, efficient heating systems and lifeline services for those potentially vulnerable residents who wish to remain independent in their own homes.



Key Projects, Programmes and Initiatives

Tackling Disrepair and Poor Housing Conditions

We will:-

1. Utilise additional powers and licencing to enforce and improve housing conditions within the private rented sector
2. Continually review our Better Care Funding allocation to ensure it is fully and effectively utilised each year to support independent living through Disabled Adaptations, Warm Home improvement works and assistive technology lifeline services

Reduce and Prevent Homelessness

We will:-

Enhance Ashfield's homelessness service to meet the needs of residents within the district through delivery of the homelessness and rough sleeping strategy

Housing Development

We will:-

Identify and develop new properties for sale and for rent

Customer Focus

We will:-

1. Review and improve tenant co-regulation, engagement and scrutiny in line with the regulatory framework for social housing in England and any new regulatory standards that are introduced
2. Deliver a fully agile housing service which will enable tenants to interact with the service in a way which suits them (aligned with our digital transformation programme)
3. Redesign our Housing Repairs Service to improve customer service and save over £0.5m within 3 years

Suitable and appropriate housing

We will:-

1. Undertake a full review of the Housing Revenue Account to ensure sufficient funds are available over the next 30 years to maintain, enhance and add to our housing stock
2. Acquire and/or build over 100 new social housing properties over the next five years (affordable housing delivery strategy)

Outcomes we want to achieve

- Increase the overall supply of affordable and appropriate homes in the district
- Increase thermal comfort of properties and reduce levels of fuel poverty
- Assist tenants with welfare and monetary advice to increase tenancy sustainment (i.e. prevent evictions)
- Maintain and increase positive and preventative action, to minimise homelessness
- Support landlords and tenants in ensuring private rented properties are well maintained and in line with safety regulations
- Ensure Ashfield's share of the Government's Better Care Funding is fully utilised within the district year on year in an effective and appropriate manner
- Reduce void property turn-around times
- Maintain the Government's Decent Homes Standard in all Council owned stock
- Increase tenancy sustainment by offering appropriate tenancy support
- Maintain rent collection levels to ensure sufficient funds are available to reinvest into the housing stock and services



Economic Growth and Place

Vision

By 2023 we will have supported sustainable housing and economic growth and developed a greater sense of place maximising the areas assets to support business growth and investment.

We are committed to making Ashfield a location and destination of choice for business and visitors and a desirable place to live for all residents.

The Council will work with local communities and other public, private and voluntary organisations to enhance the perception of Ashfield as a great place; cherished by those who live here, desirable to those who visit and enabling to those who bring jobs and investment.

With Ashfield's advantageous geographical location; close to a range of strategic road, rail and airport links, the District has successfully attracted many inward investors, who now play an important part in our local and regional economy and sustain local supply chains and employment.

Ashfield District Council and its partners are committed to increasing the number of higher skilled/higher paid jobs in Ashfield. Doing this will benefit the local economy, as people spend their greater disposable income in shops and with other local services, and will also assist the reputation of Ashfield as a location of choice for investors, where all of their employment and supply chain needs can be met.

Key Projects, Programmes and Initiatives

Town Centres

We will:-

1. Re-invigorate and re-purpose town centres by bringing empty buildings back into use, enhancing our town teams and diversifying the town centre economy
2. Make the most of external funding to improve our town centres
3. Use our town centre events, including specialist markets to attract visitors to our town centres
4. Introduce car parking promotions

Physical Regeneration

We will:-

Deliver productivity and economic growth by:-

1. Facilitating our physical regeneration pipeline projects
2. Work with proprietors of dilapidated and empty buildings to help bring them back into use

Discover Ashfield

Discover Ashfield celebrates all that is best about living, visiting, working and doing business in Ashfield.

We will:-

1. Facilitate the implementation of the partnerships themed delivery plan
2. Promote and increase our Discover Ashfield Ambassadors programme

Business Support

We will:-

1. Work with new and established businesses and encourage investment in order to aid improvements in productivity, innovation and growth
2. Identify and facilitate routes to improve skills and employment

Economic Partnership

We will:-

- Increase our influence and effectiveness on key economic partnerships
- Develop an Economic Growth Prospectus

Strategic Planning

We will:-

1. Deliver our Local Plan to agreed timescales
2. Develop Hucknall and Kirkby town centre and station masterplans
3. Deliver Sutton town centre masterplan

Outcomes We Want to Achieve

- Improved resident satisfaction with the area; people enjoy living and working here
- To narrow the gap between Ashfield and our East Midlands comparator group in respect of:-
 - average workplace earnings levels
 - employment levels and employment density
 - skills levels – NVQ level 3 and above
 - apprenticeships
- Increase the number of business start ups
- Increased business survival rates
- Reduced vacancy rates of shops and commercial units, including a reduction in the number of dilapidated buildings
- Improving resident perception of our town centres, increasing footfall and spend
- Process planning applications in a timely manner
- Influence the repurposing of disused retail properties into housing
- Increase the amount of external funding received into the district for economic regeneration projects

Infrastructure – including Transport

We will:-

1. Work with other organisations eg High Speed 2, Nottingham Express Transit (NET), Nottinghamshire County Council, other LA's, Highways England, network rail, to optimise transport infrastructure, eg Maid Marion line
2. Facilitate economic growth around transport hubs

Cleaner and Greener

Vision

By 2023 we will create a cleaner and greener Ashfield, enabling communities and businesses to thrive in a clean and tidy district, minimising waste and recycling more.

Ashfield is pro-active in encouraging more recycling, tackling environmental crime and finding innovative ways of delivering services that are responsive to the needs of our residents, visitors and businesses.

By working with our communities and businesses the Council is better able to understand what matters and to shape services to help people enjoy living, visiting and working in Ashfield.



Key Projects, Programmes and Initiatives

Street Cleanliness

We will:-

1. Deliver one Big Ashfield Spring Clean initiative annually
2. Combat fly tipping through joint working and educational campaigns, enforcement and sting operations
3. Deliver a number of hard hitting campaigns to tackle littering, dog fouling and fly tipping

Environment

We will:-

1. Launch our Environmental Charter
2. Promote good sustainable behaviours with our Green Business Scheme
3. Work with and influence community volunteers and local businesses to help with the environment to encourage an increase in ownership of community open spaces
4. Contribute to a reduction of CO2 emissions by increasing tree coverage in Ashfield
5. Develop a Climate Change and Environmental Sustainability Strategy

Waste and Recycling

We will:-

1. Respond to the Government Waste Strategy and refine the Council's approach
2. Deliver a programme of waste and recycling education in schools

Parks and Open Spaces

We will:-

1. Review the standard of all parks, play areas and sports facilities ensuring they are fit for purpose, with a rolling programme of investment
2. Ensure consistent quality of public realm and street furniture
3. Retain six Green Flag award winning parks
4. Implement a rolling programme of war memorial restoration.

Litter and Dog Fouling and Enforcement

We will:-

1. Continue to develop effective patrol plans and priorities for the Community Protection team, targeting hotspot areas
2. Undertake targeted problem solving for dog fouling, litter and environmental issues affecting the community i.e. Fixed Penalty Notices

Outcomes we want to achieve

- Improved public perception that Ashfield is a cleaner and more attractive place
- Improved street cleanliness, reducing levels of litter, detritus, graffiti and fly-posting, district wide and also with a particular focus in our town centres
- Improved recycling rates
- Improved public satisfaction with Ashfield's parks and open spaces
- Reduce the council's carbon footprint from its operations
- Plant trees to increase tree coverage across the district, baselining levels from 2019/20



Vision

By 2023 we will ensure the foundations for a good quality of life are in place; reducing crime and anti-social behaviour.

This means we will ensure cleaner and attractive neighbourhoods prioritising both an effective response to issues but also working on prevention and behavioural change. We will work with our partners to ensure people feel safe and are safe by reducing levels of crime and disorder and anti-social behaviour.

Safer and Stronger

Key Projects, Programmes and Initiatives

Anti-social Behaviour

We will:-

1. Improve provision of support for victims of ASB, creating a victim support hub
2. Increase identification and active targeting of offenders and hotspot locations
3. Increase community empowerment to tackle ASB
4. Increase positive diversionary activity for those at risk of becoming involved in ASB
5. Improve understanding of how people report ASB and deliver consistent services, whilst managing expectations

Complex Cases and Safeguarding

We will:-

1. Review the methodology for referral of complex cases, exploring the potential for more targeted partnership approaches to maximise impact
2. Increase identification and support for vulnerable residents and victims

Hot Spots

We will:-

1. Continue to develop effective patrol plans and priorities for the community protection team, targeting hotspots areas
2. Influence operational tasking through more effective use of council data to determine priorities and activity

CCTV

We will:-

1. Develop and implement a CCTV strategy for the whole district
2. Implement the CCTV recommendations of scrutiny panel
3. Review the options for temporary CCTV in hotspot locations in the district

Domestic Abuse

We will:-

1. Increase support for high risk victims of domestic abuse
2. Manage the refuge accommodation funding arrangements across the county
3. Maintain and promote the White Ribbon accreditation
4. Achieve the Domestic Abuse Housing standard

Working in Partnership to Deliver Outcomes

We will:-

1. Drive forward the business of the Ashfield and Mansfield Community Safety Partnership and deliver key priorities from the partnership plan
2. Engage fully in county wide strategies, policies and working groups enabling better outcomes for the communities of Ashfield
3. Enhance the Police and Community Protection integrated hub collaborative working through our area team approach

Outcomes We Want to Achieve

- Reduce vulnerability ensuring people feel safe and are safe
- Reduction in ASB and crime incidents

Innovate and Improve

Vision

By 2023 we will be a financially sustainable, responsive, reshaped and transformed organisation; where the customer is at the heart of what we do and the services we provide.

We will deliver this as a learning organisation, with leaders at every level of the organisation, whom are highly skilled, innovative and passionate about responding effectively to local needs.

It is important that the Council has the most effective infrastructure and support to enable:-

- The delivery of the other priorities in this Corporate Plan
- Financial sustainability to continue to deliver key services
- A productive workforce that delivers services well

We will increase the pace of modernising the Council's development as an innovative, values led, pioneering organisation; one that is people centred and supported by an organisational culture that promotes creativity, quality over quantity, joined up and collaborative working with our key partners and constantly thinks in unique and different ways. We will achieve this through delivery of our People Strategy and comprehensive learning & development programmes.

It is important that the organisation continues to evolve and develop in order that we can effectively facilitate the Council's transformation vision and roadmap including maximising opportunities through developing technology, commercial enterprise ethos and different, more efficient and effective delivery models in the future.

The Council recognises that continued development of technology is an underpinning critical success factor to achieving the corporate priorities. The Council will continue to develop its ability to enable resident's greater choice in accessing the Council and obtaining key information in a method convenient to them including improving the Council's website and its functionality. The Council will equally support further productivity of its employees through provision of technology that supports mobile, flexible and responsive working and delivery of an effective training programme.



Key Projects, Programmes and Initiatives

Procurement

We will:-

Maximise efficiencies and cost avoidance through review of strategic procurement and schedule of contract renewal and commissioning

Financial Sustainability

We will:-

Assess the impact of Central Government funding decisions on our medium term financial strategy, and will ensure

- Timely delivery of the annual savings strategy
- Timely delivery of commercial enterprise and investment to generate additional income

Future Workforce and Employer of Choice

We will:-

1. Ensure timely implementation of our People Strategy, themes include: valuing people, developing our people and transforming our organisation
2. Further develop Values/Organisational Culture/Personal Development/Pay and Benefits
3. Implement and embed the Recruitment and Retention strategy, with a focus on enabling a representative workforce profile
4. Implement a strategic programme with a focus on recruitment and retention of identified critical roles and functions
5. Re-align skills of employees to changing ways of delivering services especially digital and service transformation
6. Implement Job Families to reduce time and bureaucracy around our current job evaluation approaches

Digital and Service Transformation

We will:-

1. Deliver the Digital Transformation programme which incorporates:-
 - Innovative technology investment
 - Service redesign
 - Developing modern customer services
 - Improving digital skills for residents and employees
2. Deliver the service review programme

Assets

We will:-

Reduce the net cost of the Council's operational-land and property assets through rationalisation, third party rental/income generation and operating efficiencies

Outcomes we want to achieve

- Improve employee attendance
- Increase recruitment and retention of young people
- Increase levels of online interaction, for example online payments
- Improve our availability and accessibility, answering calls faster
- Delivery of a balanced and sustainable Medium Term Financial Strategy
- Improving our workforce profile and gender pay gap

How will we deliver our priorities?

This Corporate Plan sets out our priorities for the future and the key projects and initiatives we intend to deliver.

The Corporate Plan sits above a wider strategic context which includes:



Corporate Project Management Framework



Corporate Performance Indicators



A range of strategic documents relating to the organisation and its services

Implementation of the Corporate Plan will be achieved through:-

Programme Management

Delivery of similar projects and initiatives under a priority theme

Project Management Framework

Delivery of all projects

Service Reviews

Rolling programme of reviews to inform the Savings Strategy

Service Plans

Annual review of each service in respect of added value improvement activity/projects and service performance

Performance Management Framework

Using a balanced scorecard approach

People Strategy

Embedding desired organisational culture. Providing a motivated, flexible and skilled workforce

The Corporate Plan also aligns with relevant partnership strategies, providing a structured and consolidated approach to successful delivery.

How do we know we are performing well?

Our performance framework incorporates balanced performance scorecards on three separate levels as indicated below.

Place

Ashfield's Place Scorecard aligns directly with each of our outward facing corporate priorities. With each balanced scorecard perspective represented by a corporate priority and focussed on relevant outcomes measures of Ashfield as a place.



Corporate

Our Corporate Scorecard measures organisational performance, and as such typical perspectives of a balanced scorecard have been adopted including Community and Customer, Funding the Future, Organisational Effectiveness and Our People.



Service

Each service area has a performance scorecard which measures performance for that particular service area.

Every four years we will undertake a Peer Challenge Review, engaging peers from across the sector through the Local Government Association sector led improvement offer, with an independent evaluation of the organisation focused on leadership, governance, corporate capacity and financial resilience.

Report To:	Cabinet	Date:	16th September 2019
Heading:	2019/20 JULY FINANCIAL MONITORING UPDATE REPORT		
Portfolio Holder:	CLLR DAVID MARTIN – PORTFOLIO HOLDER FOR FINANCE & RESOURCES		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

This report provides a forecast outturn compared to budget for the General Fund, the Housing Revenue Account (HRA) and the Capital Programme for 2019/20. The report also requests General Fund budget revisions to recognise part year effect savings that can be delivered in 2019/20 as a result of the Base Budget Review. Additionally the report requests support for additional funded schemes to be added to the Capital Programme and revisions to some schemes in 2019/20.

Recommendation(s)

1. That Cabinet notes the forecast 2019/20 Outturn for the General Fund, the HRA and Capital Programme.
2. That Cabinet recommends to Council:
 - a. Amendments to the Capital Programme as set out in section 6.1 and 6.2 of the report noting that there are no additional borrowing implications.
 - b. Approval of revenue budget revisions for 2019/20 as set out in section 3 of the report.

Reasons for Recommendation(s)

To report to those charged with Governance the financial position to July 2019 and comply with the Council's Financial Regulations.

Alternative Options Considered

There are no alternative options.

Detailed Information

1. General Fund Forecast Outturn as at July 2019

- 1.1 Table 1 below shows the original budget approved by Full Council on the 4th March 2019 and the revised budget following the budget adjustments agreed by Cabinet on the 24th June 2019 and Full Council on the 27th July 2019.
- 1.2 Table 1 also sets out the 2019/20 net revenue forecast outturn position based on actual income and expenditure to July 2019 compared to the revised budget.
- 1.3 The summary below excludes capital financing costs and internal recharges. The current General Fund forecast is an underspend of £242k. Details of significant variances between the revised budget and the forecast outturn are detailed in the commentaries below.

Table 1 - Net Revenue Forecast to 31 March 2020 by Directorate

Directorate	Original Budget £'000	Revised Budget £'000	Forecast Outturn £'000	Variance £'000
Chief Executive Officer	528	528	528	0
Legal and Governance	1,844	1,899	1,892	(7)
Resources and Business Transformation	1,613	1,772	1,634	(138)
Place and Communities	10,672	10,869	10,790	(79)
Housing and Assets	2,345	2,365	2,347	(18)
Total	17,001	17,433	17,191	(242)

1.4 Legal and Governance (£7k forecast underspend)

The main forecast variances within the Legal and Governance Directorate are:

- Democratic Services - £3.5k forecast underspend on the Modern Government Committee Management System.
- Legal Services - £1.5k forecast underspend on reference books and periodicals.
- Corporate Safety - £0.5k forecast underspend on car mileage and mobile phones.
- Members Services - £1.5k forecast achievement of non-budgeted income for sale of equipment.

1.5 Resources and Business Transformation (£138k forecast underspend)

The main forecast variances within the Resources and Business Transformation Directorate are:

- ICT - £17k forecast reduced costs of internet, printing and leasing costs, off-set by non-achievement of the vacancy factor.

- Commercial Property - £50k increase in forecast income. Due to an increase in gross rentals of £62k from investment properties. This is partially offset by potential costs of £12k for the use of external consultants in relation to dilapidation costs.
- Revenues and Benefits - £79k forecast underspend due to £30k additional income expected for recovery of court costs, £35k additional income expected from sundry debtors, £14k saving on payment to contractors.
- Directorate wide - £8k forecast overspend due to non-achievement of the vacancy factor.

1.6 Place and Communities (£79k forecast underspend)

The main forecast variances within the Place and Communities Directorate are:

- A number of services are forecasting salaries underspends due to vacancies. The significant variances are within the Complex Case team £14k (currently under recruitment), Environmental Services Administration section £37k, and Forward Planning £22k. These are partially offset by an overspend on agency staff in Waste collection -£25k, as a result of covering holidays, sickness and a secondment to the Transport section.
- A net underspend is forecast in Building Control £67k, where savings on staff costs are forecast with this saving partially offset by an anticipated reduction in income.
- Within Trade Waste collection, income is expected to be £139k lower than budget, however, the Base Budget Review exercise conducted earlier this year yielded expected increases in income above the budgeted levels set in Pest Control (£10k), Planning fees (£20k), and fees for Land Charges (£10k).
- As a result of staff reduction in the shared Regeneration service with Mansfield District Council, a saving of £30k is expected.
- The Base Budget Review also identified £33k in Directorate wide savings on supplies and services and the opportunity to increase some income budgets where the level of income budgeted is consistently less than the amount achieved.

1.7 Housing and Assets (£18k underspend)

The main forecast variances within Housing and Assets Directorate are:

- Supported Housing - £23k overspend due to delays in the service transferring to a provider. Transfer is now expected to complete in December 2019. The forecast overspend is due to additional costs being incurred whilst the service remains in-house pending transfer. The transfer to the new provider will deliver a greater level of budget savings from 2020/21.
- Asset Maintenance - £15k forecast underspend on repairs.
- Asset Management - £17k forecast underspend due to £16k vacancies in the first quarter of 2019/20 and £1k forecast underspend on subscriptions.
- Centralised Offices - £5k forecast underspend due to a vacancy and small forecast underspend on premises and supplies and services in line with savings identified in the base budget review.
- Building Cleaning General - £6k forecast underspend due to vacancies in the first quarter of 2019/20.
- Directorate wide - £2k forecast overspend being the net of small underspends/overspends.

1.8 Exclusions

The above Directorate forecast outturns currently exclude any one-off income which may be received during the financial year. E.g. One-off grant income and the potential for Returned Business Rates funding from the Nottinghamshire Pool, as received in previous years.

2. General Fund Savings/Efficiencies Monitoring 2019/20

2.1 The 2019/20 budget included the proposed savings and efficiencies as detailed in Table 2 below. The forecast achievement of these savings is identified, on the following basis:

- saving has been achieved (green),
- saving forecast to be achieved but actions are still required to secure the saving (amber),
- saving will not be achieved (red).

Table 2 - General Fund Savings/Efficiencies Monitoring 2019/20

Saving / Efficiency	Detail	£'000
Training Budget Reduction	£10k reduction in Divisional Training and £7k reduction in Corporate Training.	17
Insurance Contract retender savings	Savings from retendering the Insurance contract which were not factored into the original 2018/19 budget. (Timing)	75
Reduce spend on newspapers and periodicals	Reduced purchase and more sharing of local newspapers, withdrawal from MJ subscription and move to cheaper on-line access.	1
Police accommodation rental income	Increase in annual rental charge for the Police now occupying a larger proportion of Urban Road accommodation.	12
Localities Review	Annual savings from the Locality Review concluded in Spring 2018 but prior to the 2018/19 budget being set. (Timing)	91
Hub Review	Annual savings from the Hub Review concluded in Spring 2018 but prior to the 2018/19 budget being set. (Timing)	40
Cease Industrial Alliance Subscription	Considered that value for money is not being delivered from the subscription paid.	3
Citizens Advice Bureau (CAB) Grant	In line with national best practice a mutual agreement has been implemented with CAB which provides guaranteed funding at £49k per annum for 3 years, and which delivers a small annual saving to the Council.	3
Lifeline Service saving	Reduced cost of service provision for 2019/20 through working with a neighbouring Council to provide this service.	6
TOTAL		248

2.2 The Lifeline Service saving will not be achieved in 2019/20 due to delays in the transfer and an alternative service provider being identified.

2.3 The forecast achievement of these savings is included within the forecast outturn reported in section 1 of the report.

3. General Fund Base Budget Review

3.1 During April/May a Base Budget Review was conducted which entailed a line by line review of budgets with Directors and their Assistant Directors or Heads of Service. This process identified that from 2020/21 £302k less net revenue budget would be required than is currently assumed in the Medium Term Financial Strategy.

3.2 It is possible for some of the above savings to be partially achieved in 2019/20 as set out in Table 3 below.

Table 3 Base Budget Review 2019/20 Part Year Effect (PYE) savings

Directorate	Nature of 'Saving'	2019/20 (PYE) Saving
		£
Chief Executive's Office	Supplies & Services	100
Resources & Business Transformation	Supplies & Services, Staff savings – budget in excess of current establishment, additional income.	130,470
Legal & Governance	Supplies & Services	2,100
Place & Communities	Supplies & Services, additional planning, pest control and other income	72,780
Housing & Assets	Supplies & Services, Asset maintenance.	21,550
Total		227,000

3.3 Cabinet is asked to recommend to Council the above Revenue Budget changes for 2019/20 and also agree the realignment of budgets to address a one-off administrative error which will have a net nil impact.

4. Summary for Housing Revenue Account (HRA)

4.1 Table 4 sets out the 2019/20 HRA forecast outturn position based on actual income and expenditure to July 2019, compared to the revised budget (i.e. the original budget approved by Full Council on the 4th March 2019 adjusted for capital programme slippage by Council on 27th July 2019).

4.2 Details of any significant variances incorporated within the forecast outturn are detailed in the commentaries below the table.

Table 4 – HRA Forecast Outturn to 31 March 2020

Description	2019/20 Original Budget £'000	2019/20 Revised Budget £'000	2019/20 Forecast Outturn £'000	Variance £'000
Income				
Rents, Charges and Contributions	(24,260)	(24,260)	(24,260)	0
Other Grants	0	0	0	0
Interest and Investment Income	(210)	(210)	(210)	0
Total Income	(24,470)	(24,470)	(24,470)	0
Expenditure				
Borrowing and Capital Financing Charges	3,599	3,599	3,599	0
Repairs and Maintenance	7,783	7,783	7,783	0
Supervision and Management	4,844	4,844	4,837	(7)
Interest Payable and Appropriations	3,548	3,548	3,548	0
Other Expenditure	298	298	290	(8)
Direct Revenue Financing	1,157	1,626	1,508	(118)
Transfer to/from Major Repairs Reserve	4,768	5,572	2,780	(2,792)
Total Expenditure	25,997	27,270	24,345	(2,925)
(Surplus)/Deficit for the year	1,527	2,800	(125)	(2,925)

3.3 Supervision and Management (£7k forecast underspend)

The forecast underspend is across several budget areas including printing, housing scheme internal furnishings, parking permits.

3.4 Other Expenditure (£8k forecast underspend)

The forecast underspend is due to lower than expected charges for council tax payments made for empty council houses.

3.5 Direct Revenue Financing (£118k forecast underspend)

The current forecast shows a reduced direct revenue financing requirement from the HRA based on the latest Capital Programme forecast.

3.6 Transfer to/from Major Repairs Reserve (£2.792m forecast underspend)

The current forecast outturn shows the reduced level of financing required from the HRA for the capital programme for 2019/20, based on the 2019/20 HRA capital monitoring update. A future monitoring report will revise the programme based on revised forecast activity levels which will in turn reduce the financing requirement from the Major Repairs Reserve.

4. HRA Savings/Efficiencies Monitoring 2019/20

- 4.1 The 2019/20 HRA budget included the proposed savings and efficiencies as detailed in Table 5 below. The forecast achievement of these savings is identified, on the same basis as the General Fund savings in Table 2 above.

Table 5 - HRA Savings/Efficiencies Monitoring 2019/20

<u>Saving/Efficiency</u>	<u>Detail</u>	£'000
Redecoration Allowance	Freeze Redecoration Allowance at 2018/19 rates.	4
Training	Reduction to Training Budget	8
Council Tax Charges	Reduction in Council Tax charges for void properties	15
Insurance Contract retender savings	Savings from retendering the Insurance contract which were not factored into the original 2018/19 budget.	37
Hub Review	Annual savings from the Hub Review concluded in Spring 2018 but prior to the 2018/19 budget being set.	18
Additional Rent Income	Hope Lea – annual market rent	7
TOTAL		89

- 4.2 The forecast achievement of these savings is included within the forecast outturn reported in section 3 of the report.

5. Capital Programme Summary 2019/20

- 5.1 Table 6 below details the current approved Capital Programme for 2019/20 as at 31 July 2019. This is the original budget approved by Full Council on the 4th March 2019 adjusted to include £4.715m slippage on the 2018/19 Capital Programme as approved by Full Council on the 27th July 2019.

- 5.2 Current key reasons for the forecast variances on the Capital Programme shown in Table 6 below are:

- HRA Decent Homes reduced spend of £2.9m mainly as a result of the review of component lifecycles and tenant refusals.
- Area schemes forecast underspend of £268k with schemes to be re-profiled to 2020/21.
- Disabled Facility Grants spend now forecast to be £900k in 2019/20.
- Hucknall Car Park – Titchfield Street works delayed to 2020/21.

Table 6 - Capital Programme Summary 2019/20

Description	2019/20 Revised Capital Programme £000s	2019/20 Forecast Capital Programme Outturn £000s	2019/20 Forecast Variance £000s
Housing Revenue Account			
<i>Decent Homes Schemes</i>			
Management Fee	556	557	1
Catch Up and Future Major Works	6,503	5,562	-941
Service Improvements	1,323	50	-1,273
Contingent Major Repairs	236	50	-186
Exceptional Extensive Works	858	465	-393
Kirkby & Rural	0	0	0
Disabled adaptations - Major adaptations	496	173	-323
Disabled adaptations - Minor adaptations	27	350	323
Sub Total	9,999	7,207	-2,792
<i>Other Housing Revenue Account Schemes</i>			
Investment in New or Existing Dwellings	1,394	1,394	0
Major Repairs Temporary Accommodation	148	30	-118
Housing Vehicles	417	417	0
Other Housing Revenue Account Schemes (less than £100k)	110	110	0
Sub Total	2,069	1,951	-118
Total	12,068	9,158	-2,910
General Fund			
Hucknall Car Park - Titchfield Street	115	0	-115
Hucknall Leisure Centre	140	140	0
Improvement Grants 1996 Act Disabled Facility Grant	1,110	900	-210
Investment Properties	21,251	21,251	0
Kings Mill Reservoir (The King and Miller to Kingfisher)	1,403	1,403	0
Kirkby Leisure Centre	2,000	2,000	0
Leisure Transformation Programme	297	297	0
Piggins Croft Car Park	154	154	0
Purchase of Vehicles	2,529	2,529	0
Play Areas	120	120	0
Lindleys Lane Play/Youth Area	102	0	-102
Friezeland Recreation Ground - Scooter Park	118	118	0
Other General Fund Schemes (less than £100k)	838	672	-166
Total	30,177	29,584	-593
Grand Total	42,245	38,742	-3,503

6. Proposed amendments to the Capital Programme

6.1 Cabinet is asked to consider and recommend to Council for approval the following proposed amendments to existing Capital Schemes as detailed in Table 7 below.

Table 7 – Proposed amendments to the Capital Programme

Scheme	Current Approved Scheme	Revised Scheme	Change	Explanation
	£'000	£'000	£'000	
2019/20 Capital Programme amendments:				
Additions to existing schemes				
Kirkby footpaths/cycle ways	15	129	114	Funded by Section 106 monies - Kirkby TR6 funding
Titchfield Park Brook	35	385	350	Funded by grant from Nottinghamshire County Council/Environmental Agency Flood Levy.
Re-allocation				
Play Areas	120	68	-52	£12k proposed reallocation to Roundhill (John Whetton) recreation ground. £40k proposed reallocation to Nabbs Lane Park play area.
Roundhill (John Whetton) recreation ground	70	82	12	£12k proposed transfer from approved play areas budget.
Common Farm	10	0	-10	Proposed reallocation to Nabbs Lane Park play area
New Scheme				
Nabbs Lane Park play area	0	68	68	£10k re-allocated from Common Farm. £40k re-allocated from Play areas. £2k Direct Revenue Finance. £6k unallocated Section 106 monies. £10k from MHCLG Local Authority Parks Improvement Fund.
Total	250	732	482	

6.2 Cabinet is also asked to consider and recommend to Council approval of the use of up to £41k insurance funding received in respect of Hucknall Swimming Pool.

The original capital budget for Hucknall Swimming Pool (£140k) was an estimate for the rectification of the pool leak and an upgrade to the fire alarm system. The pool works have now been completed at a cost of £56k. Tenders are currently being prepared for the fire alarm

system. It is expected that the cost of the fire alarm system is going to be greater than the remaining budget of £84k. The Council has received a £43k contribution from its Insurers to contribute to the pool works. It is requested that £41k of the Insurers money be used to increase the capital budget to fund the anticipated additional cost of works to the fire alarm system. If approved the revised capital budget for this work will increase to £181k.

6.3 It should be noted that the proposed capital scheme amendments in 6.1 and 6.2 above will not require additional borrowing by the Council.

Implications

Corporate Plan:

The revenue and capital funding included within this report supports delivery of the priorities in the Corporate Plan.

Legal: This report ensures compliance with the Council's approved Financial Regulations.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	As set out in the detailed information section of the report.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
Failure to spend within approved budgets could impact on the financial sustainability of the Council.	Financial monitoring reports to CLT and Cabinet.

Human Resources:

No implications

Equalities:

No implications

Other Implications:

None

Reason(s) for Urgency

Not Applicable

Reason(s) for Exemption

Not Applicable

Background Papers

Annual Budget and Council Tax 2019/20 and Medium Term Financial Strategy Update to Council 4th March 2019

Draft Outturn 2018/19 Accounts Report to Council 25th July 2019

Report Author and Contact Officer

Pete Hudson

Corporate Finance Manager (& Section 151 Officer)

p.hudson@ashfield.gov.uk

01623 457362

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Report To:	COUNCIL	Date:	26TH SEPTEMBER, 2019
Heading:	MINUTES OF CABINET AND COMMITTEE MEETINGS PUBLISHED SINCE THE LAST ORDINARY MEETING ON 25TH JULY, 2019		
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. Questions are limited to a maximum of two per Member.

MINUTES PUBLISHED SINCE 25TH JULY, 2019

The minutes are accessible via the Council website:

[Click here to access documents](#)

Committee Meeting:	Date of Meeting:
Scrutiny Panel B	27 th June, 2019
Chief Officers' Employment Committee	28 th June, 2019 13 th August, 2019

Scrutiny Panel A	4 th July, 2019
Licensing Committee (and Sub Committees)	8 th July, 2019 31 st July, 2019 19 th August, 2019
Standards and Personnel Appeals Committee	8 th July, 2019
Cabinet	15 th July, 2019
Overview and Scrutiny Committee	18 th July, 2019
Audit Committee	22 nd July, 2019
Planning Committee	24 th July, 2019 28 th August, 2019

Report Author and Contact Officer

Ruth Dennis
 Director of Legal and Governance (and Monitoring Officer)
 (01623) 457009
r.dennis@ashfield.gov.uk