

ASHFIELD DISTRICT COUNCIL



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

Agenda

Cabinet

Date: **Tuesday, 26th January, 2021**

Time: **10.00 am**

Venue: **[Ashfield District Council's YouTube Channel](#)**

For any further information please contact:

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01623 457317

CABINET

Membership

Chairman:

Councillor Jason Zadrozny

Councillors:

Kier Barsby
Tom Hollis
David Martin
Helen-Ann Smith
John Wilmott

Samantha Deakin
Rachel Madden
Matthew Relf
Daniel Williamson

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SUMMONS

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



Carol Cooper-Smith
Chief Executive

AGENDA

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1. To receive apologies for absence, if any.
2. Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.
3. To receive and approve as a correct record the minutes of the meeting of the Cabinet held on 1 December 2020. 5 - 12
4. COVID-19 Response and Recovery Scrutiny Panel - Verbal Update.
5. Corporate Plan Performance - April to September 2020 Update. 13 - 24
Key Decision

Portfolio Holder
Councillor Jason Zadrozny – Leader of the Council
6. Social Housing White Paper. 25 - 34
Non-Key Decision

Portfolio Holder
Councillor Tom Hollis – Deputy Leader and Portfolio Holder for Housing
7. Proposed Fees and Charges 2021/22. 35 - 62
Key Decision

Portfolio Holder
Councillor Rachel Madden – Portfolio Holder for Finance
8. Housing Rent Setting 2021/22. 63 - 68
Key Decision

Portfolio Holder
Councillor Rachel Madden – Portfolio Holder for Finance

9. **Housing Revenue Account Medium Term Forecast 2021/22 - 2024/25.** 69 - 80

Key Decision

Portfolio Holder

Councillor Rachel Madden – Portfolio Holder for Finance

10. **Environmental Charter.** 81 - 88

Key Decision

Portfolio Holder

Councillor David Martin – Portfolio Holder for Streets, Parks and Town Centres

11. **Public Funerals.** 89 - 114

Key Decision

Portfolio Holder

Councillor David Martin – Portfolio Holder for Streets, Parks and Town Centres

12. **Ashfield Health and Wellbeing Partnership Strategy 2021-25.** 115 - 122

Non-Key Decision

Portfolio Holder

Councillor Kier Barsby – Portfolio Holder for Health and Leisure

13. **Future High Streets Funding.** 123 - 126

Key Decision

Portfolio Holder

Councillor Matthew Relf – Portfolio Holder for Place, Planning and Regeneration

CABINET

Meeting held on Tuesday, 1st December, 2020 at 10.00 am

Present: Councillor Jason Zadrozny in the Chair;

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

Officers Present: Craig Bonar, Lynn Cain, Carol Cooper-Smith,
Ruth Dennis, Katherine Green,
Theresa Hodgkinson, Peter Hudson, Mike Joy,
Paul Parkinson and Shane Wright.

In Attendance: Councillors Jim Blagden, Christian Chapman,
Dale Grounds and David Hennigan.

CA.40 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

No declarations of interest were made.

CA.41 Minutes

RESOLVED

that the minutes of the meeting of the Cabinet held on 13 October 2020 be received and approved as a correct record.

CA.42 Announcement from the Leader of the Council

The Leader of the Council took the opportunity to update Cabinet in relation to the latest Government guidelines regarding the Tiered system following the end of the second national lockdown.

The latest figures showed that the cases of positive Covid infections within the Ashfield area were decreasing and currently stood at 197 per 100,000 as opposed to 252 per 100,000 as of the previous week.

However, the Ashfield District was still the second highest in Nottinghamshire and everyone needed to remain vigilant and continue to follow the safety and distancing guidelines as prescribed.

It had been disappointing news that Ashfield would be remaining in Tier 3 and this was extremely worrying for the District's hospitality sector and their longer term aims to remain viable and trading.

A Government vote was due today in respect of the new strengthened Tiered guidelines and at no point had local Council leaders been offered the opportunity to influence any discussions or decision making regarding these designations. Unfortunately, it had also been disappointing to see that the local MP was continuing to put misleading information out to local residents via his social media platforms.

No details had yet been received in relation to mass testing in Nottinghamshire and notwithstanding the fact that 10,000 lateral flow testing kits had been received by the County Council, no further information had yet been circulated as to the next steps to be taken.

To conclude Cabinet were reminded that the Council continued to provide a full range of services including waste collections and the Bag It Scheme.

Having listened to Government officials, it seemed very unlikely that Nottinghamshire would realistically move down from Tier 3 on the review date of 16 December but everyone still remained hopeful for some positive news.

A thank you was also extended to the Council's new Covid Information Team who had already made a very positive impact within the town centres and had been warmly welcomed by local businesses in the area.

(Prior to consideration of the next item and in accordance with Council Procedure Rule 4 (Order of Business), the Chairman advised that he would be moving the agenda order and considering agenda item 5 (Scrutiny Review: Community Protection Service) as the next item of business. Cabinet Members concurred with this course of action.)

CA.43 Scrutiny Review: Community Protection Service

The Scrutiny Panel A Chairman, Councillor Christian Chapman, presented the report which contained the final recommendations from the review of the Council's Community Protection Service undertaken from January to November 2020.

Throughout the review, Members had worked closely with the Director of Place and Communities, as well as officers from the Community Safety team including CPO's who attended several meetings of the Panel. Speaking to the CPO's had enabled Members to gain an improved understanding of the challenges they face in their day-to-day work and the wider demands placed upon the Community Protection Service.

As the review progressed, Members were made aware of an ongoing restructure within Community Safety, and were informed that discussions held, as part of the review, would be used as part of the restructure process. The restructure of the service included the recruitment of two new Team Leader positions ensuring increased flexibility and improved strategic management, some of the key concerns that had been raised initially by the Panel.

RESOLVED that

- a) Cabinet concurs with Scrutiny Panel A and notes the importance of and endorses the ongoing restructure and recruitment exercise within Community Safety thus ensuring the Community Protection Service is fully resourced;
- b) full consideration be given to the equipment needs of Community Protection Officers to ensure that the on-street presence and back office support maximises efficiency in both reporting and monitoring casework;
- c) the Community Protection Service to focus on four core priorities of:
 - Providing a visible presence
 - Dealing with anti-social behaviour issues
 - Working collaboratively with key partners
 - Ensuring public safety in Ashfield

whilst maintaining a flexible approach to holistic issues;

- d) as part of a wider engagement initiative, a managed consultation exercise is undertaken to understand public perception of the Community Protection Service also allowing the Council an opportunity to raise awareness of the Community Protection Service and its priorities;
- e) delegated power be granted to the Director of Place and Communities, in consultation with the Portfolio Holder for Community Safety, to ensure all options are explored regarding the use of powers accredited to Community Protection Officers;
- f) the Community Protection Service continues to expand on partnership working with the Police and other key partners, including training opportunities and intelligence sharing, to ensure a more integrated approach to community safety in the District;
- g) following the review and restructure of Community Safety, the Community Protection Service topic be referred back to Scrutiny as appropriate in 2021.

Reason:

The Council's Community Protection Service was added to the Scrutiny Workplan 2019/20 in July 2019 and subsequently added to the Scrutiny Workplan 2020/21 by the Overview and Scrutiny Committee in June 2020.

CA.44 COVID-19 Response and Recovery Scrutiny Panel - Verbal Update

The Chairman and Vice Chairman of the COVID-19 Response and Recovery Panel gave an update to Cabinet regarding the work undertaken at the latest meeting of the Panel.

COVID-19 Response and Recovery Panel Meeting – 5 November 2020

The fourth meeting of the COVID-19 Response and Recovery Scrutiny Panel was held on the 5 November 2020 and focussed on business recovery in

Ashfield. Both the Chairman and Vice Chairman had been busy contacting and supporting businesses across Ashfield and to date, there had been 926 business grant funding applications received with 522 businesses having been successfully awarded around £1.92 million. Thanks were extended to the Council's Finance, Revenues and Communications Teams for their continued commitment towards facilitating the programme in a swift and timely manner.

Ideas/Suggestions from the 5 November 2020 Panel Meeting

The Vice Chairman informed Cabinet of the ideas and suggestions that had arisen as a result of the Panel's discussion and advised Members that item 3 had been amended slightly to include recognition for the Discover Ashfield Board and the Town Centre Trader Groups already established within the District:

1. concerns for the ongoing viability and survival of sole traders and small businesses should lockdowns continue;
2. to avoid undue worry and to allow local businesses to react proactively to the current climate, a request for additional communication regarding the latest Government guidelines to be sent out to business communities in a swift and timely manner;
3. to make all businesses aware of existing local business forums like Discover Ashfield Board and our Town Centre Trader Groups and encourage their participation and if needed, to establish new forums where existing provisions are not suitable;
4. to continue work around the establishment of a shop recognition scheme for businesses that have provided exemplary Covid-secure environments for customers;
5. options for how the Council and local businesses can continue to support local foodbanks and health and wellbeing organisations during the pandemic;
6. appreciation to Cabinet for the imminent provision of hand sanitiser stations at car parking ticket machine location;
7. concerns around the extensive, ongoing, cost of providing PPE to protect employees and a hope to see a tax relief or reimbursement scheme from Government in the near future.

Work was also ongoing by the Economic Regeneration Unit to formulate some appropriate case studies, to reflect the experiences shared by the business owners in attendance at the meeting and to be showcased via the Council's media platforms as appropriate.

Due to the lack of clear and concise information from Government in relation to the latest lockdown guidelines, the Chairman advised that both himself and the Vice Chairman had trawled the internet for the most up to date information and had shared it with Members accordingly. The Communications team had also been busy with developing and circulating informative 'Questions & Answers' for Members.

In relation to Ashfield's local businesses, the Council remained concerned as to how some of the smaller concerns would continue to trade in the longer term and felt compelled to tell and share their stories. This week would see the 'Small Business Saturday' event and free parking was being offered at weekends during December to encourage customers to shop local in Ashfield's town centres following the latest lockdown.

The Town Centres Manager and Covid Information officers were also continuing to work extremely hard to offer support and guidance to local businesses in a variety of ways including the distribution of leaflets containing the latest Government information.

To conclude, the ongoing issues of the large costs being incurred by businesses providing PPE equipment for its employees was considered and it had been hoped that the Government might continue to offer its relief scheme to ease the financial burden being placed on businesses. It was therefore extremely disappointing to learn that the Government has recently scrapped the temporary 0% VAT waiver on PPE equipment, returning to the 20% VAT tax from November.

RESOLVED that

- a) the update from the COVID-19 Response and Recovery Panel, as presented, be received and noted;
- b) Cabinet acknowledges and supports the ideas and suggestions arising from the Panel discussions at its 5 November 2020 meeting:
 1. concerns for the ongoing viability and survival of sole traders and small businesses should lockdowns continue.
 2. to avoid undue worry and to allow local businesses to react proactively to the current climate, a request for additional communication regarding the latest Government guidelines to be sent out to business communities in a swift and timely manner;
 3. to make all businesses aware of existing local business forums like Discover Ashfield Board and our Town Centre Trader Groups and encourage their participation and if needed, to establish new forums where existing provisions are not suitable;
 4. to continue work around the establishment of a shop recognition scheme for businesses that have provided exemplary Covid-secure environments for customers;
 5. options for how the Council and local businesses can continue to support local foodbanks and health and wellbeing organisations during the pandemic;
 6. appreciation to Cabinet for the imminent provision of hand sanitiser stations at car parking ticket machine location;

7. concerns around the extensive, ongoing, cost of providing PPE to protect employees and a hope to see a tax relief or reimbursement scheme from Government in the near future.

CA.45 The Housing Ombudsman Complaint Handling Code

Cabinet was requested to acknowledge the requirements within the Housing Ombudsman Complaint Code and approve the introduction of a Housing Complaints Policy as presented.

Members considered the alternative option of declining to comply with the Housing Ombudsman's Complaint Handling Code and not produce a Housing Complaints Policy but this was not recommended.

RESOLVED that

- a) the requirements within the Housing Ombudsman Complaint Code, be duly acknowledged;
- b) the introduction of a Housing Complaints Policy, as presented, be approved;
- c) the self-assessment to be published on the Council's website by 31 December 2020, be authorised.

Reasons:

1. Compliance with the Complaint Handling Code forms part of the statutory membership obligations set out in the Housing Ombudsman Scheme. Landlords must comply with the requirements of the Code or offer an explanation to the Ombudsman as to why they do not.
2. A self-assessment has been undertaken against the Complaint Handling Code which the Housing Ombudsman published in July 2020. Currently the Council is not meeting all of the requirements of the Code; therefore the new policy and a number of actions are required to be implemented in readiness for the requirement to publish the self-assessment by the 31st December 2020.

CA.46 2020/21 Forecast Outturn Position for General Fund, Housing Revenue Account (HRA) and Capital Programme as at September 2020

Cabinet Members were asked to consider the summary of the Council's forecast financial outturn position to 31 March 2021 compared to the latest approved budgets for the General Fund, Housing Revenue Account (HRA) and the Capital Programme.

Members considered the alternative options of declining to approve the budget adjustments and not recommending to Council the proposed addition to the Capital Programme as set out in the report.

RESOLVED that

- a) the current forecast outturn for the General Fund, Housing Revenue Account (HRA) and Capital Programme 2020/21 as presented, be received and noted;
- b) the budget adjustments outlined in section 3.1 and Table 3 of the report, be approved;
- c) Council be recommended to approve the proposed addition to the Capital Programme as set out in Section 6.3 of the report.

Reason:

In accordance with the Council's Financial Regulations to report to those charged with Governance, the financial position.

CA.47 Green Spaces Capital Investment Programme

Cabinet was requested to consider the proposed site-specific green space improvement projects for the funding approved at Council on 22 October 2020 and to note progress on the Green Space Improvement Programme.

As part of the debate, Councillor Dale Grounds addressed the Cabinet in relation to the new Play Park Accessibility Review, to be undertaken by the Overview and Scrutiny Committee, and to speak about inclusivity for children with special needs accessing the Council's parks and open spaces.

Members considered the alternative option of declining to agree the proposed allocation of improvements but this was not recommended. Each of the improvements had been identified in consultation with the Leader and Ward Members and a number of sites required intervention this financial year to ensure that the quality of the District's green space provision remained high.

RESOLVED that

- a) the proposed site-specific green space improvement projects, as outlined in the report, be approved;
- b) progress on the Green Space Improvement Programme, as presented, be received and noted.

Reasons:

1. The improvements have been identified following a review of the play area annual inspection reports and site walkovers with the Leader and Ward Members.
2. The sites are all neighbourhood sites which have not received investment for several years and require improvement. Improvements will include additional pieces of play equipment, bins and signage, footpath works and tree planting.
3. The sites are a valuable community resource, particularly during the pandemic when people have been making greater use of their local green spaces. These improvements will provide significant investment into green

spaces this financial year, complementing the existing commitment of over £1.5m spend by the end of March 2021.

CA.48 Business Support and Towns Funding Update

Members were asked to note the updates regarding support to businesses during the pandemic, progress on the Towns Fund Accelerated Projects and agreeing the principle of utilising Compulsory Purchase Powers where required for projects being developed through the Towns Fund or other funding sources.

Members considered the alternative option of declining to agree to the use of Compulsory Purchase Orders but this was not recommended as it would reduce the Council's options and weaken its negotiating position.

RESOLVED that

- a) the updates regarding support to businesses during the pandemic and progress on the Towns Fund Accelerated Projects, as presented, be received and noted;
- b) the principle of utilising Compulsory Purchase Powers if required for projects being developed through the Towns Fund or other funding sources, be agreed.

Reasons:

1. To ensure that Cabinet is updated on the measures being taken to support businesses through the pandemic and progress on the Towns Fund Accelerated projects.
2. To ensure that the Council is able to utilise all available powers to ensure that projects can be taken forward and to support discussion and negotiations with landowners and developers, as well as strengthening funding bids.

The meeting closed at 11.46 am

Chairman.

Report To:	CABINET	Date:	26 January 2021
Heading:	CORPORATE PLAN PERFORMANCE – APRIL TO SEPTEMBER 2020 UPDATE		
Portfolio Holder:	COUNCILLOR JASON ZADROZNY, LEADER OF THE COUNCIL		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

This report presents to Cabinet the Quarter 2, April to September 2020 update for the corporate performance scorecard and progress against the Corporate Plan priorities. The report also provides, where relevant, updates regarding the impact of the pandemic and the Council's continued provision of services.

Recommendation(s)

1. For Cabinet to consider and proactively review the levels of performance achieved against the Corporate Plan and Corporate Scorecard, as at Quarter 2 2020/21.
2. For Cabinet to note the significant levels of continued service provision to date, despite the impacts of the pandemic.

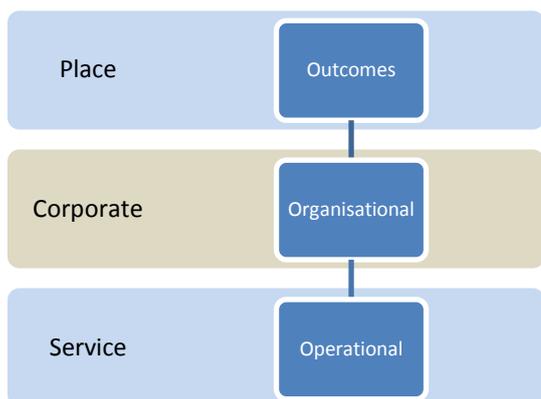
Reasons for Recommendation(s)

The Council's ambitions for the period 2019 – 2023 are clearly identified in a set of revised and updated Corporate Priorities which are presented in our Corporate Plan. These were developed by Cabinet last year and have since been reviewed and updated, with particular consideration of the impact of the pandemic and our intended recovery activity.

Our priorities for the future and the key projects and initiatives we intend to deliver, are then translated and cascaded, through our Performance and Strategic Planning Framework, into specific Service Plans to facilitate focussed delivery.

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

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



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. The Corporate Scorecard is aligned to our Corporate Priorities and key initiatives identified in the refreshed Corporate Plan 2019-2023.

Every four years we also 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 which is mostly focussed on leadership, governance, corporate capacity and financial resilience. The outcome of the most recent Peer Challenge Review, on 29th to 31st January, 2020, is also reflected in our updated Corporate Plan and Scorecard.

We are a Values based organisation whose purpose is to create a future where everyone has the chance of a better quality of life, as such we are currently developing our approach to measuring and understanding social value which will be incorporated into our Performance Management and Project Management framework. A Social Value Policy has recently been developed and approved by Cabinet.

Alternative Options Considered

None

Detailed Information

The Council's Corporate Plan 2019 – 2023 was approved by Cabinet and endorsed by Full Council in September 2019. The 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 in light of the first year progress and performance outturn, and also significant factors impacting upon the organisation such as the COVID pandemic. The plan has been refreshed to ensure alignment to the Council's future ambitions and Corporate Priorities for the four year period of the plan (2019-2023) and were presented to Cabinet in September 2020 for approval.

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

This report details progress against delivery of the Corporate Plan, for the period April to September 2020, as measured through our Corporate Scorecard and Corporate Performance Framework. The report also details any relevant quarter 3 updates (October to December) which relate to the continued delivery of services through the pandemic and our support to residents and businesses in Ashfield.

It should be noted that Ashfield is the only local authority in Nottinghamshire that has delivered all tier 1 and 2 critical services without interruption during the pandemic to date. The whole organisation has worked effectively together as one council, re-deploying staff into important roles outside of their normal duties to ensure continuance of service, whilst also delivering humanitarian services across the District.

It should also be noted that, despite the pandemic, the organisation has also delivered additional services, above and beyond standard service levels, continuing to support residents and businesses in Ashfield.

Despite the impacts of the pandemic, overall, the corporate scorecard position for April 2020 to September 2020 indicates the following positive position:-

- 71% of measures achieving or exceeding target, or within 10% variance of target.
- 61% of measures indicating an improved position compared to the same period in the previous year, or within 5% of previous year's performance levels.

We are pleased with Corporate Plan key successes delivered within the year to date:-

Health and Happiness Priority

- Leisure Centres - Festival Hall, Lammas and Hucknall Leisure Centres reopened on 1st August. The mix of activities available is increasing with health and fitness, group exercise, lane swimming, swimming lessons, gymnastics and some sports and ice activities now available. Everyone Active are following strict guidance to ensure they are Covid secure and have received positive feedback from customers. The Council meets with Everyone Active weekly to review memberships, attendance, class sizes and income & expenditure.
- Leisure Operator Contract - within quarter 3 the Council awarded the contract to the existing provider Everyone Active. The Council and Everyone Active are now working through the mobilisation plan with the new contract coming into operation as of the 1st April 2021. Further updates will be provided in the year end performance report.
- Kirkby Leisure Centre – the tender process progressed through quarter 2 and was concluded in quarter 3. The Council has appointed Kier as the preferred contractor. Works are due to commence onsite on the 18th January 2021 with works completing to phase one in late March 2022. The Sport England bid has now been developed and will be submitted during W/C 4th January 2021. The final business case will also now be submitted to D2N2 following the conclusion of the tender process.

- Ashfield Community Fund opened from mid-August to October for the second round this year with £10,000 available for community groups to apply. The fund has been awarded to 12 voluntary organisations across Ashfield. For example, the grant to Lets All Eat funded four weeks' worth of food which went to 278 homes.
- Volunteering activities for individual volunteers have begun to be reintroduced with additional measures put in place.
- Officers have responded to 48 community support requests since April.
- Ashfield Health and Wellbeing partnership is developing its new strategy for 2021 – 2025. A stakeholder survey will be circulated to ensure local partners have the opportunity to input and commit to the aims of the partnership moving forward.
- During the summer Feel Good Families provided an extensive programme of community based and online activities. This included a daily activity promoted via the Facebook page, superhero and princess online craft and bootcamp sessions, themed trails and pebble hunts on local parks. Nearly 500 people engaged in these activities that we are aware of and 400 activity packs were distributed to children whose family was accessing support through foodbanks.
- Since Covid-19 our Feel Good Food project has a greater focus on reducing food poverty and a district food group has been created, led by the Council in partnership with three local foodbanks. Foodbanks have been awarded c.£16k to support food supply, delivery, equipment and building improvements as well as to support families during the Christmas period.
- On 5th September First Art in partnership with the Council and Leamington school delivered a Secret Picnic event for families which was attended by over 100 residents throughout the day. Feedback was collected to understand what people like and don't like about where they live and ideas for future opportunities.
- Ashfield and Mansfield Dementia Partnership continues to support local people and their carers, we are trialling telephone counselling support for carers as part of the Lammas working age dementia hub in partnership with Carers Federation. If successful we will roll this out to other local carers. We are working in partnership with local dementia support groups and care settings to enable them to start to offer face to face group support sessions. An application has been submitted to NCC Community Covid fund to support the extra costs associated with social distancing. We also worked in partnership with Kingfisher Court Dementia Care Home over the summer, whose residents knitted props for the Feel Good Families sea life trail.

Homes and Housing Priority

- Non-decent housing stock has remained at 0.18% for the year. This is well within the target of <0.40%.
- From April to September, 35% more households have been prevented from becoming homeless, due to the hard work of the Housing Options, Complex Case and Tenancy Sustainment Teams. This work with the vulnerably housed is applauded given the ongoing public health issues and the volume of demand. COVID 19 has inevitably affected the ways of working but sometimes has given the teams longer to work with applicants, for example, with the increased length of Notice periods.
- During the 1st COVID 19 lockdown all households who were rough sleeping or threatened with rough sleeping were made an offer of accommodation, circa 40 households, the majority of whom were then assisted into suitable long term accommodation.
- We have continued throughout the year to consistently support 100% of Council tenants to remain in their tenancy for 6 months or more following completion of their support package. This is through the work of the Tenancy Sustainment Officers, both by carrying out pre-tenancy work and by providing comprehensive support during the first few months of their

tenancy to vulnerable tenants. This includes proactive partnership working with other external agencies and charities etc.

- Ashfield acquired 32 new social housing properties as at 12th May with a further purchase agreed of 8 S106 properties in 20/21 and 21/22. There is also planned during the same timescales 22 new build affordable homes.
- Ashfield were one of the first councils to resume major works programmes to tenants' homes, in early June 2020, adapting to the new guidelines and restrictions.
- The Council has a statutory duty to undertake a gas safety check to all its social housing properties that have a live gas supply, and this has continued despite the impact of Covid restrictions, with no easement of the requirements to complete a gas safety check every 12 months. We have continued to visit tenants' homes and conduct gas safety checks prior to the 12 month anniversary date to meet the regulatory requirement. From April 2020 to date, 99.66% of the 5,056 properties requiring a gas check, have been completed, with just 17 properties that have not been able to provide access due to issues such as self-isolating or shielding, with an average non-compliance rate of just 22 days over the 17 properties.
- In addition the Repairs and Maintenance section continued to complete emergency repairs during the first lockdown before gradually reverting back to a full repairs service as the restrictions eased. From April to September 99.44% all repairs appointments made were kept (9264 appointments out of 9316), and 99.85% of emergencies repairs were attended to in government timeframes (2019 repairs out of 2022)
- We also successfully concluded the first enforced sale of a private property in serious disrepair. The property was a disused off-licence that had been left neglected as the owner had failed to complete essential repairs.

Economic Growth and Place Priority

- The Kirkby and Sutton Towns Funding – work is nearing completion on the Town Investment Plan for Kirkby and Sutton which will be submitted by 29th January to the Towns Fund. The Future High Streets bid for Sutton was successful (within Q3) and over £6.2m has been secured to deliver projects to revitalise the town centre. More detail will be provided in the next update.
- To help support high street businesses through the pandemic we have employed Covid Information Officers, since early October they have made almost 800 visits, offering advice and guidance to retailers.
- We have installed hand-sanitising units in town centre car parks to help give confidence and reassurance to shoppers.
- The markets team are working closely with the market retailers, ensuring that traders selling essential goods and services have the opportunity to serve our community in a safe environment. The traders continued with their initiative in working to serve the local community with click and collect and home deliveries
- Employment opportunities in the Idlewells Indoor Market are restricted due to the pandemic and are unchanged at 47. However, the market has retained 97% occupancy with only one stall vacant.
- The Heritage Lottery Fund (HLF) funded project for Kings Mill Reservoir progresses; the dredging, silt management contract and café reconfiguration have been completed and significant progress to improving access and connectivity has been made with new and upgraded footpaths and increasing parking provision. The restoration of Kings Mill Viaduct has been completed protecting the structure for the future and enhancing the pedestrian access gateway between Ashfield and Mansfield.
- Planning applications continue to be processed well above nationally prescribed standard targets, with 100% of major applications being processed within 13 weeks.

- All dilapidated commercial buildings on the Dilapidated and Empty Buildings Priority list have received some form of intervention over the year. The group has dealt with 10 long standing empty properties this year with a range of outcomes, being either demolition, redevelopment or significant improvement. There are currently 11 long standing empty properties being worked on. The Council has undertaken a number of very positive actions which has resulted in 13 premises being taken off the dilapidated buildings list. A further five premises have had active intervention over the last quarter and have made sufficient progress. It is of note that the roof structure is now in place for Annesley Hall ready to receive a formal roof covering. The demolition of Stoneyford Road is also underway which will resolve long term issues of anti-social behaviour. Enforcement work is being progressed on Albert Street
- An Economic Recovery Plan post Covid has been developed and is being implemented.
- Officers have offered a range of business support to residents and have dealt with over 1270 business support enquiries by December 2020.

Cleaner and Greener Priority

- The national pandemic is the backdrop to all performance reports, with increasing numbers of people using public spaces such as Parks and more people working from home, generating more household waste. The Council's Environmental Services team has been outstanding in keeping the District clean and tidy and responding to these changing patterns of demand and will continue to be fleet of foot as we moving into 2021/22:
 - The levels of resident reported dog fouling incidents has seen a year on year decrease over the past 5 years, with a further 9% reduction in reported incidents compared to the previous year. The areas where most incidents occur are located in public parks and jitties and Ashfield residents increasingly view owners who allow dogs to foul as irresponsible. Using digital and mapping solutions the Council has been able to identify hotspot areas and deploy staffing resources. The Council also collaborates with Keep Britain Tidy in campaigns like 'Love Parks' and the 'Responsible Dog Owner' scoreboard.
 - The number of fly tipping incidents reported dropped slightly in the first quarter of the year, however there was a 5% increase in reported incidents in the second quarter of the year. The closure of the County Council's Household Waste and Recycling Centres during lockdown, coupled with people being at home more often, has impacted upon this. The District Council has been swift in removing fly tips and investigating fly tips where evidence permits. The number of fly tipping investigations from enforcement saw an increase of 234 investigations from 86 investigations last year. This is a staggering 172% increase when compared to last quarter's number of investigation. Similarly, Q2 has seen a 44% increase of fly tipping investigations, from 92 to 133 over this period. The number of fines and warnings have also seen increased.
 - A successful Bag It! campaign was run in November, whereby the Council accepts additional side waste and this gives residents the opportunity to dispose of their waste safely and legally.
 - Resident reported incidents of littering have also reduced compared to the previous year, with nearly half of the reporting levels compared to the same period last year.
 - Street cleanliness in our town centres continue to meet excellent standards with Kirkby and Hucknall town centres maintaining a B+ grade in street cleanliness whilst Sutton has seen a minor decrease to a B grade. Inevitably during this period, the focus for operational resources has been neighbourhoods rather than town centres.

- The Council has switched to the provision of ‘clean’ electricity for its larger buildings (half hourly metered electricity) under a new CCS framework, and the remainder (non-half hourly metered electricity) will transition in April 2021 when the current non-half hourly framework ends and the new framework comes into force.
- By the end of the financial year, the Council will have set a carbon emissions baseline for its activities, which can be used to track progress in the reduction of such emissions in future.
- The Council is working with Nottingham City Council to develop a carbon reduction strategy and action plan, including options to reduce energy usage and carbon emissions across its built assets.
- The Council set up an Officer Working Group in relation to Climate Change, bringing together key officers from different departments to work collaboratively to reduce carbon emissions across its activities and the wider community through policy and promotion. This includes considering investment in ‘green’ projects as part of the commercial investment strategy.

Safer and Stronger Priority

- The Council has responded to 2,574 reports of anti-social and nuisance behaviour between April-September 2020, a 34% increase compared to the previous year, coinciding with the first period of lockdown: people working from home, schools closed and linked with good weather, which found a lot of people living outdoors and less tolerant of noise/bonfires/bbqs from neighbours. However, work undertaken by the Community Safety Section has resulted in a high volume of enforcement outputs over the same period, with 7 prosecutions, 5 injunctions, and 169 other enforcement actions.
- In September 2020, the Section headed up a Sutton Town Centre Taskforce to tackle on street anti-social behaviour (ASB), environmental crime and rough sleeping. The initiative resulted in a formal action being taken against a number of repeat offenders as well as providing support and accommodation to rough sleepers and vulnerable persons.
- Partnership Risk Management Panels take place bi-weekly between the Council and Police to identify victims and vulnerable persons, and increase identification and co-ordinate active targeting of offenders and hotspot locations.
- An early intervention joint Halloween and Bonfire initiative named Operation Safekeep was co-ordinated between Council, Police and partners in October 2020, to create awareness and tackle on street ASB and Covid-breaches across the District. The Operation was highly successful with over 50 Shops and Off-Licences visited and 30 incidents being responded to.
- CCTV is supporting the continued identification of ASB and crime and disorder across the district with the use of cameras deployed in hotspot locations to tackle both ASB and environmental crime.
- Complex case and safeguarding – Complex Case Panels take place on a bi-weekly basis in order to discuss escalating safeguarding scenarios. Through the development of risk management action plans, targeted interventions are undertaken to assist those who are vulnerable or considered at significant risk. April-September 2020, resulted in the Complex Case Team providing intensive support to 56 highly complex residents across 5 key life areas (Health, Housing, Community, Finances and Employment).
- Community Protection Officers have provided pivotal support to vulnerable persons throughout the pandemic having delivered 82 food parcels and undertaken 112 welfare checks. We have successfully recruited new officers and now have a full team.
- E-Learning Training Packages have been devised for Council Staff which includes; Modern Slavery (incorporating Human Trafficking), Hate Crime Training, Prevent (Counter Terrorism/Extremism) in order to increase awareness, risk identification and support pathways.
- Domestic abuse remains a high priority, the Council has appointed a new Domestic Abuse and Vulnerability Officer in October 2020. The officer acts as the Council lead for MARAC (a multi-

agency risk assessment conference) and provides key support for survivors across the district. 25th November - 10th December (within Q3), the Complex Case Team delivered the White Ribbon Campaign and 16 days of activism, aimed at ending violence against women and girls, creating awareness and empowering survivors of domestic abuse to reach out and get support. This year, the campaign was seen as more important than ever with suspected increases in domestic abuse connected to the pandemic and lockdown provisions.

Innovate and Improve Priority

- We have successfully acquired £61.77m of commercial investment property to date, delivering much needed annual (gross) income of circa £4.27m to support the delivery of key services in our 2020/21 budget and MTFS.
- The continued review and implementation of changes to call handling has seen average call waiting time continue to successfully decrease over the year, despite the impacts of the pandemic with a further 25% reduction at 37 seconds (timed after the welcome message and from when a customer actually connects or joins a queue) which is well below our current target. There has also been a further significant 35% reduction in the level of abandoned calls for the period April to September 2020, compared to the previous year.
- Online payments continue to show a significant increase, 8% higher compared to last year, in line with our channel shift predictions. Our online payment e-store offers customers the choice of online payment for over 160 of the Council's paid for services. We have realised a 9% reduction in paypoint and post office payments from April to October 2020 (nearly 11,000 transactions), saving the Council a further £8,000 in transaction costs.
- Nearly half of businesses across the District are now signed up for e-billing, a 30% increase on last year.
- Over 1,700 Businesses were paid grants in excess of £19m by the end of September. This grant processing continued into Q3 and Q4, providing much needed support to businesses throughout the further phases of the pandemic, through the administration of a variety of business grants. A total of 2,565 grants have been paid to businesses, as at end December 2020, at a total value of over £21m, comprising of :-
 - 1st Lockdown – 1,646 Grants paid @ value of £18,440,000
 - 2nd Lockdown – 619 Grants paid @ value of £2.23 million
 - November New Tier 3 Grants – 146 Grants Paid @ value of £203,000
 - December Tier 3 (open and closed and wet led pub) Grants – 154 grants, with payments made from 2nd December totalling a value of £211,252
- Online Benefit and Test & Trace applications received since 1st April 2020 - Our digital transformation programme has seen the expedient implementation of online forms enabling residents and business to be able to apply for benefits, 24/7. For example we have to date received online 508 new benefits claim applications, 112 changes of circumstances, and 603 test and trace claims
- At the end of September, 2020, we launched a brand new, modern, user friendly website, which was accredited by the Shaw Trust as fully meeting accessibility standards. Over the last three months, since launch, website usage statistics are indicating significant improvements, particularly regarding the customer journey and easier access to information. Compared to the same period last year, views of our website pages have increased by 13%, and average time spent on a page has increased by 31%. Use of the search engine is down by 37% suggesting that many more users are getting to where they want to be via the improved navigation and signposting, designed around customer needs and common tasks. Searches for the previously most searched for content (planning) are down by at least 90% and suggests the signposting and journey work for this particular priority journey is working much more effectively.
Traffic to the contact us page(s) has reduced by 50% which equates to around 3,300 less contacts per month (potentially around 10,000 less telephone calls over the 3 month period).

Attempted web searches resorting in visits to the Contact Us page are down by 66%, suggesting that significantly more of our website visitors are able to self-serve without the need to contact us further.

- As of 30 September, 2020, sickness absence out-turn has seen a 20% reduction compared to the previous year, with quarter 2 average absence levels at 3.73 full time equivalents (FTE) against a target of 4.75 FTE. Most of this, 2.89 FTE, is due to long term sickness and 0.84 FTE due to short term sickness. This is a reduction in short term absence compared to the same period last year (overall average 4.66 FTE; 1.3 FTE due to short term and 3.36 due to long term sickness). The reduction in short term absence has been correlated to employees working from home and has been replicated across other Authorities.

As of September the main causes of absence was due to;

- Anxiety
- Stress Depression Fatigue
- Muscular Skeletal

Isolation due to COVID is not recorded as sickness and is only included in the figures if an employee is formally diagnosed with COVID-19 or they are still absent after an isolation period has ended. As of September 2020 61 FTE days had been reported as absence due to Covid-19 related absence

The Administration is keen to see appropriately high levels of performance across all Council services, whilst taking into consideration the impact the pandemic continues to have on service delivery. Of the measures which have unfortunately not shown improvement compared to the performance out-turn for the same period last year, only 5 of these relate to critical functions:-

- Business rates collection - The collection rate for Business Rates at the end of September was 46.41% against a target of 53.8%. This is to be expected at this time as the current collection rate mirrors the national picture and clearly demonstrates the serious impact that the Covid Pandemic restrictions have had on Businesses, either forced to close or significantly affected by the restrictions imposed under the various Tiers. Recovery has resumed. It is anticipated that recovery rates will continue to be impacted during the next 2-3 years due to the ongoing collection of arrears.
- The level of current tenant rent arrears has increased considerably, since the roll out of full service Universal Credit within the district and has been further impacted by the ongoing Coronavirus pandemic. During the pandemic, some tenants have faced considerable changes to financial circumstances, which has impacted on their ability to pay their rent. A suspension on possession proceedings, due to rent arrears, between the end of March and 21/09/2020, has prevented the ability to take enforcement action through the county courts. The notice period for seeking possession has also been increased during the pandemic, initially to 3 months and subsequently to 6 months, which further impacts on our ability to move arrears cases on where legal action is likely to be the only resolution for the case. Hearings of possession cases have now re-commenced, but the courts are working through a backlog of cases and have increased steps to the process, which are likely to result in longer delays in cases being heard/resolved. All of which has negatively impacted on the team's ability to collect rental income.

Welfare and money management advice/support has continued to be offered to Council tenants throughout the financial year. The Housing Team who provide this advice/support have assisted with supporting residents (non-tenants) within the District, as part of the humanitarian work during the pandemic and with income recovery work (housing rents), therefore the target for Q1 and Q2 have not been met.

- The overall time taken to re-let a void property consists of both time to complete the actual repair works and the time taken to advertise and let the property. Inevitably void re-let performance suffered during the first quarter this year as the pandemic put a stop on properties being let, with only essential lets being completed, typically to people who were homeless or fleeing violence. During this period performance fell to an average 50 working days to let each property, well below the target of 21 days. However, our performance remained upper quartile compared to our peers.

The time taken to complete required repairs within a standard void property has remained consistent throughout this challenging period, averaging just 12 days to complete all essential works and return the property to the Lettings team. Void properties that require major works were more difficult during the early part of the year, as these rely more on contractors to complete the specialist required works, the first national lockdown allowing emergency works only in the initial period as contractors went into furlough. Works did resume as soon as they were able to, but this has impacted upon performance with the current number of days for major voids repair work being 52 days compared with last year's outturn performance of 45 days.

From July onwards performance has improved, with quarter 2 out-turn indicating an overall average re-let time of 32 days, which has further reduced to an average of 29 days by the end of December 2020.

Implications

Corporate Plan:

The report relates to the delivery of the Corporate Plan Priorities. The Corporate Plan sets out the Council's proposed priorities for the period 2019 to 2023, and intended deliverables which will be monitored and managed through the Corporate Performance Framework.

It covers performance for the period April 2020 to September 2020. The Corporate Scorecard has been reviewed and refreshed to align with the refresh of the Corporate Plan and associated Corporate Priorities as a means of identifying their successful delivery.

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
General Fund – Capital Programme	

Housing Revenue Account – Revenue Budget	sustainability, whilst concurrently delivering improved customer focussed services.
Housing Revenue Account – Capital Programme	Financial performance is included within a detailed Corporate Scorecard reported to CLT and Scrutiny. Financial PI's form a key element of the balanced scorecard approach, reviewed to reflect future priorities in alignment with the new Corporate Plan 2019-2023.

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 management 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.

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

Environmental/Sustainability

The 'Cleaner and Greener' Priority proposes key programmes and projects which will be focussed on delivering environmental improvement.

Equalities:

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

Other Implications:

(if applicable)

Reason(s) for Urgency

(if applicable)

Reason(s) for Exemption

(if applicable)

Background Papers

(if applicable)

Report Author and Contact Officer

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Agenda Item 6



Report To:	CABINET	Date:	26th JANUARY 2021
Heading:	SOCIAL HOUSING WHITE PAPER		
Portfolio Holder:	CLLR T HOLLIS, DEPUTY LEADER AND PORTFOLIO HOLDER FOR HOUSING AND ASSETS		
Ward/s:	ALL		
Key Decision:	NO		
Subject to Call-In:	YES		

Purpose of Report

To provide a summary of the key implications for Ashfield District Council arising from the Ministry of Housing, Communities and Local Government (MHCLG) Social Housing White Paper

Recommendation(s)

To note the key implications for Ashfield District Council arising from the Ministry of Housing, Communities and Local Government (MHCLG) Social Housing White Paper

Reasons for Recommendation(s)

To update Elected Members on changes to the Regulatory regime for Council Housing and in addition their role within it.

Alternative Options Considered

No alternative – the White Paper sets out forthcoming changes and legislation as to how Council Housing will be regulated by the Regulator of Social Housing. To not adhere to the regulations may carry both unlimited sanction and reputational damage for the Council.

Detailed Information

The Social Housing White Paper was published by the Ministry of Housing, Communities and Local Government (MHCLG) on 17th November 2020. It is the follow up to the Social Housing Green Paper that was published in August 2018, both of which are part of the government's response to the Grenfell Tower tragedy and the Hackitt Review of building safety and fire safety.

The White Paper sets out 7 core commitments that social housing residents should be able to expect from their landlord:

1. To be safe in your home
2. To know how your landlord is performing
3. To have complaints dealt with promptly and fairly
4. To be treated with respect – backed by improved consumer standards and regulation
5. To have your voice heard by your landlord
6. To have a good quality home and neighbourhood to live in
7. To be supported to take your first step to home ownership

The White Paper is long awaited and a number of the measures have been fed out to the sector for a number of months, including the introduction of a proactive regulatory regime for stock retained Council Landlords, setting them on a similar regulatory trajectory as Housing Associations.

The Regulator of Social Housing (“the Regulator”) has throughout 2020 stated that social landlords should not wait for the White Paper’s resulting legislation and should be taking all necessary steps to comply with the existing regulation and prepare for the new regime.

A copy of the White Paper in full can be located on the GOV.UK website

<https://www.gov.uk/government/publications/the-charter-for-social-housing-residents-social-housing-white-paper>

Key implications

In summary the key measures that will be introduced and the implications for ADC are as follows:

Safety	Social landlords will be legally required to identify a nominated senior person responsible for complying with statutory health and safety requirements. This person should be visible and accessible to tenants. They will have specific responsibility for: <ul style="list-style-type: none"> - Driving a strong culture for prioritising and delivering health and safety requirements - Ensuring robust health and safety systems are in place - Providing assurance that health and safety risks are being managed effectively
	Note: the draft Building Safety Bill also includes the requirement for an Accountable Person for higher-risk building safety and fire safety.
	Safety will be added to the Regulator’s Consumer Standard
	Smoke and carbon monoxide alarms will be mandatory in social housing – this is being consulted on currently
	Electrical safety standards in social housing will be consulted on to bring the sector in line with private rented sector standards
Implications for ADC	<ul style="list-style-type: none"> • Appointment of a Senior Officer is required to sign off on the Council’s compliance with all applicable health and safety legislation within social housing, i.e. fire, legionella, electrical, gas, asbestos and lift safety. The Officer must provide

	<p>appropriate levels of assurance to the Regulator as well as being accountable (and directly accessible) to tenants.</p> <ul style="list-style-type: none"> • Regular consultation and engagement with tenants on all health and safety matters will be required • A significant review is required of the current approach to assessing, reporting and scrutinising health and safety risks within the Council's social housing stock to ensure transparency and an audit trail; including how such risks are overseen by Elected Members. • The cost implication of compliance with the new carbon monoxide requirement is estimated to be £476,000 for initial installation. The detectors may then need to be replaced on a 10 year cycle.
Landlord performance	Social landlords will be required to identify a nominated senior person responsible for complying with the Regulator's Consumer Standards ¹
	The regulator will introduce a national set of tenant satisfaction measures ² – social landlords will be required to regularly publish these using technology
	Social landlords will be required to publish a breakdown of how their income is being spent, including management costs and executive remuneration
Implications for ADC	<ul style="list-style-type: none"> • Given the breadth of issues covered by the Regulatory Standards the Director of Housing and Assets would be the nominated 'responsible officer'. The standards will not only require compliance with all facets of the housing function but will also require that robust assurance is provided on performance data, anti-social behaviour (ASB), customer service and health & safety. • The requirement to regularly collect, scrutinise and publish a new set of prescribed performance indicators and tenant satisfaction measures will require modification to current performance monitoring practices, along with the development of an appropriate technology solution for 'real time' reporting and publication of data and performance. • It is anticipated that a national market research organisation such as Ipsos Mori may be involved in auditing and/or collating tenant satisfaction scores (this will involve additional cost). • The requirement to regularly publish a detailed breakdown of management costs (and associated salaries).
Complaint handling	The 'democratic filter' will be removed by the Building Safety Bill, meaning that residents no longer have to wait 8 weeks or go to a designated person to access the Housing Ombudsman
	A new Complaint Handling Code has already been published, with a deadline of 31 st December 2020 for social landlords to complete and publish a compliance self-assessment.
	Social landlords must widely publish their complaints policy

¹ See appendix 2

² See appendix 1

	<p>To ensure complaints are resolved as quickly as possible, the Housing Ombudsman will have new powers to take action where landlords are acting unreasonably slowly, as well as increased resources to provide mediation and support to landlords</p> <p>From March 2021, the Housing Ombudsman will publish details of the individuals cases it has determined³, as well data on individual landlord's complaints volumes, categories and outcomes.</p> <p>The Housing Ombudsman will report cases of non-compliance with any of their orders to the Regulator</p> <p>MHCLG will run an awareness campaign for social housing residents on their rights to redress and routes to complain</p> <p>The Housing Ombudsman will engage directly with social housing residents through regular virtual events and a new Resident Panel</p>
Implications for ADC	<ul style="list-style-type: none"> • Failure to comply with the new Housing Ombudsman Complaint Handling Code would result in investigation and enforcement by the Housing Ombudsman and a referral to the Regulator who may do the same. • The Council must be in a position to accept and identify complaints made via social media channels. • The requirement to report annually to tenants remains mandatory and additional information must now be included in this. An annual report to Cabinet is also mandated for Councils • The new definition of complaints may lead to increased number of complaints, which the Council needs to be prepared for.
Consumer regulation	<p>A system of routine inspections will be introduced by the Regulator – all social landlords with over 1,000 homes will be inspected at least every 4 years</p> <p>The Regulator will also conduct specific, reactive investigations and inspection where a potential compliance breach is identified</p> <p>Findings from inspection, investigations and details of enforcement action taken will be published⁴.</p> <p>An annual desktop review of a range of information sources is expected</p> <p>Local authorities will be required to self-refer breaches of consumer standards to the Regulator.</p> <p>The Regulator will seek assurance that Councillors have sufficient oversight of regulatory compliance</p> <p>The Regulator will have new powers, including unlimited fines and the ability to issue Performance Improvement Plans</p> <p>A new consumer regulation function within the Regulator will be created to deliver the new proactive consumer regulatory regime</p>
Implications for ADC	<ul style="list-style-type: none"> • Compliance with the Regulatory Standards will require more than just delivery of a good service – the service must be able to evidence and ensure its compliance; which will amount to a significant increase in reporting and evidence gathering, along with the recording and testing of both internal and external measures of control and assurance. • Significant preparation for inspections will be required, which will be detailed and time consuming and could be at short notice

³ See Appendix 3

⁴ See Appendix 3

	<p>– as such a short notice inspection plan will be required together with a system to ensure the body of evidence can be compiled.</p> <ul style="list-style-type: none"> • An annual programme of compliance will need to be established to comply with the annual desktop review • A system to identify potential and actual breaches in a timely manner is required, and a process established to report these to the Regulator. • Compliance monitoring and scrutiny will need to be built into the Cabinet/Council meeting timetable • A ‘compliance’ officer may be required within the section to ensure all requirements are met, recorded, filed and compiled.
Tenant voice	Social landlords will have to demonstrate to the Regulator how they have sought out and considered ways to improve tenant engagement
	Ministers will continue to listen to residents directly
	MHCLG will deliver an opportunities and empowerment programme, providing a range of learning and support activities to provide residents with tools to better influence and hold landlords to account
	MHCLG will review the professional qualifications and standards required for social housing staff in different roles, including senior staff. The review will include customer service, mental health support, courtesy, respect, empathy and professional competence.
Implications for ADC	<ul style="list-style-type: none"> • There will need to be a significant increase in the Council’s tenant engagement activity, which will require an appropriate level of funding. • All staff that interact with social housing tenants will need to achieve the appropriate level of professional competence and/or qualification, which may be nationally prescribed. This should include matters of health and safety, customer service and mental health. Councillors may also require training on these matters to fulfil their obligations with the Regulator. • There will be cost implications to ensuring staff are trained and qualified
Quality home and neighbourhood	MHCLG will review the Decent Homes Standard to consider how it can better support decarbonisation and energy efficiency, neighbourhood and home safety, and improved communal and green spaces. The first part of the review will be completed by Autumn 2021.
	MHCLG will clarify the roles of agencies involved in tackling ASB
	The new national tenant satisfaction measures will include measures on responsible neighbourhood management, including tackling ASB
	MHCLG will soon publish the findings of a review of local authority allocation schemes
	The regulatory standards will be updated to require social landlords have a policy setting out how they will tackle domestic abuse
Implications for ADC	<ul style="list-style-type: none"> • The Council will need to consider the cost of achieving EPC level ‘C’ by 2030 and net zero by 2050 (£10m has been set aside to achieve EPC ‘C’)

	<ul style="list-style-type: none"> A detailed review of the Council’s services relating to estates, neighbourhoods, ASB, domestic abuse and lettings will be required – this may result in a change in the division of duties, priorities, performance measures and funding between departments
Home ownership	<p>This chapter reiterates previous Government announcements around affordable home ownership:</p> <ul style="list-style-type: none"> The introduction of a new shared ownership model A commitment that 50% of new homes funded by Homes England will be for affordable home ownership The introduction of a new Right to Shared Ownership
	<p>MHCLG is committed to ensuring new social housing is well-designed and beautiful and have amended the NPPF and created a National Design Guide to reflect this</p>
	<p>Further leaseholder reforms will be announced, including service charge transparency and major works consultation</p>
Implications for ADC	<ul style="list-style-type: none"> The Council may be required to include shared ownership properties on Homes England funded development schemes (this will require new cash flow/valuation formulas, recording and legal processes). Details will be known when 2021 Affordable Housing Program launched.

Next Steps

A number of key housing staff are currently attending and contributing to webinars hosted by MHCLG and various housing agencies in order to develop further insights which will enable the development of an action plan to implement key facets of the White Paper ahead of its formal legislative process.

The action plan will be developed through the Housing and Assets’ Departmental Management Team (DMT) overseen by the Corporate Leadership Team (CLT) and Portfolio Member for Housing and Assets.

As Legislation and Regulatory guidance is published Cabinet will be updated with progress against the action plan, including the appointment of ‘responsible officers’, additional budgetary costs incurred, cycle of compliance reports to Members, along with relevant training and briefings in regard to Regulatory Inspection.

Implications

Corporate Plan:

- To provide good quality value for money services
- To act strategically and plan for the future
- 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

Legal:

There are no significant legal issues specifically in relation to this report. Legal advice and assistance will be provided in relation to the impacts of new legislation and regulations at the appropriate time, including any consequential Constitutional issues or amendments.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	No financial implications arising from this report
General Fund – Capital Programme	No financial implications arising from this report
Housing Revenue Account – Revenue Budget	No financial implications arising from this report
Housing Revenue Account – Capital Programme	No financial implications arising from this report

Risk:

Risk	Mitigation
Failure to adhere to regulatory requirements could lead to unlimited fines, compliance notices, direct intervention and/or significant reputational damage to the Council	<ul style="list-style-type: none"> • Robust methods of control must be put in place. • Action plan to be overseen and signed off by CLT • Portfolio Member and Cabinet briefed accordingly and approvals sought as required.
Negative Inspection report (consequences as above)	<ul style="list-style-type: none"> • Ensure adequate resources are in place to document and ensure compliance • Prepare an 'Inspection Plan' and consider 'mock' inspection.

Human Resources:

As detailed in the report the whitepaper will require an upskilling of employees where required and a review of the potential skills gap to ensure that we have the right skill level in place. At this stage there is no other direct HR implications however there is a potential to impact on workload in the future which would be addressed utilising the councils current policies and procedures.

Environmental/Sustainability

no environmental implications at this point

Equalities:

no equalities implications at this point

Other Implications:

no other implications at this point

Background Papers

Appendix 1– Proposed national tenant satisfaction measures

Appendix 2 – Consumer Standards

Appendix 3 – LA Severe Maladministration Findings and Breaches of the Regulatory Standards

Report Author and Contact Officer

Paul Parkinson – Director of Housing and Assets (Deputy CEO)

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Appendix 1 – Proposed national tenant satisfaction measures

Decent Homes Standard compliance

Responsive repairs completed right first time

Tenant satisfaction with repairs and maintenance service

Compliance with health and safety obligations (gas, elec, fire, asbestos, water, lift)

Tenant satisfaction with the health and safety of their home

Number of complaints received

% of complaints resolved within agreed timescale

Tenant satisfaction with landlord's complaint handling

Number of complaints relating to fairness and/or respect

Tenant satisfaction that their landlord listens to their views and takes notice of them

Tenant satisfaction with landlord's engagement of tenants

% of communal areas meeting the required standard

Number of complaints relating to communal areas

Tenant satisfaction with landlord actions to keep communal areas clean and safe

Tenant satisfaction with landlord contribution to the neighbourhood associated with their home

Number of complaints relating to ASB

Tenant satisfaction with landlord handling of ASB

Tenant overall satisfaction with the service their landlord provides

Appendix 2 – Consumer Standards

There are 4 consumer standards that all social landlords must comply with currently:

1. Home Standard

Landlords must ensure homes meet the Decent Homes Standard

Landlords must provide a cost-effective repairs and maintenance service that responds to the needs of, and offers choice to, tenants, and has the objectives of completing repairs and improvements right first time.

All applicable statutory health and safety requirements must be met

2. Tenancy Standard

Landlords must let their homes in a fair, transparent and efficient way, with a clear application, decision-making and appeals process

Appropriate tenancies must be offered that meet all applicable statutory requirements

3. Neighbourhood and community standard

Landlords must keep neighbourhoods and communal areas clean and safe

Landlords must work in partnership to prevent and tackle ASB

4. Tenant involvement and empowerment standard

Landlords must provide appropriate choices, information and communication in meeting these standards

Landlords must have a clear, simple and accessible approach to complaints, resolving them promptly, fairly and politely

Tenants must be given a wide range of opportunities to influence and be involved in: formulating policies and priorities, setting service standards, scrutinising performance, agreeing local offers for service delivery

Landlords must treat all tenants with respect and fairness, and respond to their diverse needs

Appendix 3 – Local Authority Severe Maladministration Findings and Breaches of the Regulatory Standards

In 2019/20, the Housing Ombudsman made findings of severe maladministration in 5 cases, 2 of which were against local authorities:

London Borough of Camden: Ms B complained about the length of time taken by her landlord to rectify at her home (2014-2019) and the level of compensation provided (£250). The Council was ordered to pay £10,000 compensation.

London Borough of Newham: Ms A complained about the handling of a leak from an upstairs leasehold flat into her kitchen and bathroom. The repair was not completed for 2 years and Ms A offered inadequate compensation of £300. The Council was ordered to pay £3,850 compensation.

The Regulator of Social Housing's consumer regulation review 2019/20 identifies 7 cases where standards were breached by a local authority, following a 76% year on year increase in the number of referrals made relating to LAs:

Gateshead MBC: breached the Home Standard through failure to carry out fire risk assessments on its properties and had failed to carry out electrical safety checks and asbestos surveys for several hundred properties.

Runnymede BC: breached the Home Standard through failure to complete urgent or high priority remedial actions arising from fire risk assessments and it had no reliable means of evidencing the completion of remedial action across its homes. It was also unable to evidence the completion of electrical safety checks, and where checks had been carried out, a number of them were over 10 years old.

London Borough of Lambeth: breached the Home Standard due to a number of overdue remedial actions arising from fire risk assessments, including some which resulted in levels of intolerable or substantial risks. It also had a number of communal areas where asbestos surveys had not been carried out, including medium and high risk properties, and a smaller number of gas safety certificates which were out of date.

East Kent Housing Ltd (ALMO for 4 LAs): referred themselves to the Regulator following an internal audit due to a lack of assurance in relation to fire, electric, left and water safety, and only limited assurance in relation to gas safety. The Councils were found in breach of the Home Standard as non had an effective system to allow them to meet their statutory health and safety responsibilities. The ALMO was wound up and management transferred back to the individual Councils.

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Report To:	CABINET	Date:	26th JANUARY 2021
Heading:	PROPOSED FEES AND CHARGES 2021/22		
Portfolio Holder:	COUNCILLOR RACHEL MADDEN – PORTFOLIO HOLDER FOR FINANCE AND RESOURCES		
Ward/s:	ALL WARDS		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

Each year the Council reviews its Fees and Charges as part of setting its Annual Budget. In doing so it considers levels of service demand, inflation and how Fees and Charges in Ashfield compare with neighbouring Councils. Any increases aim to cover, as a minimum, the inflationary cost of service provision. Increases also, to a lesser extent contribute to closing the budget funding gap (the planned expenditure for the year less the resources available to fund that expenditure).

The Council's Commercial Enterprise Strategy for Ashfield aims to 'develop and grow business initiatives and maximise the return from our trading services.' The income from this is to support the Council as it continues to face funding pressures and increasing service demand.

Provisional Fees & Charges proposals have been included in the draft Budget currently being prepared for 2021/22.

All Fees and Charges discussed in the report are contained within the Council's Fees and Charges booklet (Appendix 1 to this report).

Recommendation(s)

Cabinet agrees the proposed Fees & Charges attached to this report for 2021/22 with all applicable increases taking effect as soon as practically possible after 1 April 2021.

Reasons for Recommendation(s)

Additional income generated will meet the inflationary costs of service provision and will contribute towards the Council's saving targets and continue to support the financing of a range of services to Ashfield residents and businesses. In addition, an annual review of Fees and Charges is part of sound financial management practice and a requirement of the Council's Financial Regulations.

Alternative Options Considered (With Reasons Why Not Adopted)

Where applicable, alternative options are presented for consideration.

INTRODUCTION

In accordance with sound financial practice, it is already a requirement to undertake an annual review of Fees and Charges. This exercise is carried out as part of the budget process each year.

APPROACH

Managers have been asked to consider and propose revised Fees and Charges taking into account the following factors:

- i) Market conditions;
- ii) Increases in costs incurred by the Council in delivering the service;
- iii) Charges levied by the private sector where applicable;
- iv) Restrictions due to any contractual arrangement.

Some Fees and Charges are set by the Government. As the Council is unable to amend these, they are excluded from the review.

PROPOSALS BY DIRECTORATE

Proposed revisions are shown in the remainder of the report by Directorate. These are summarised in the 2021/22 Fees and Charges booklet attached to this report as Appendix 1.

PLACES AND COMMUNITIES DIRECTORATE

Planning

Planning fees are set by legislation so cannot be varied as part of this review.

Land Charges

These charges are discretionary but have to remain competitive, as a similar (but generally satisfactory for most needs) service can be obtained from personal search companies.

Fees are split into two categories:

- 1) Full search – which comprises an LLC1 and CON29R.
- 2) Individual enquiries – The price for these has been individually set to take into account the work required to prepare the response.

Commercial Rents

There are individual agreements for all commercial premises and these agreements dictate when a rent review is due. The rent proposed for each unit is dependent upon the current market values for comparable premises in similar areas and there is only scope for an increase if at the point of rent review or lease renewal, market values are higher than those currently being paid.

Markets

Small increases are proposed in order to cover inflationary increases, but with the intention of remaining competitive.

Nationally Market traders are reducing, and the Council is not immune to this trend.

Indoor Markets

Indoor Market charges are set on a commercial basis and current charges have been developed in parallel with the capital investment in the Sutton Indoor Market.

Licences, Registrations, Permits and Consents

A large proportion of the licences, registrations and permits issued are statutory so pricing structures are prescribed. For licences, registrations and permits that are discretionary, fees are set to cover the costs of providing the service. Such licence fees are monitored with the aim of achieving full cost recovery. No increases are proposed for 2021/22.

Pest Control Fees and Charges

Within Ashfield, there are no proposals to increase Fees & Charges for 2021/22. Increases in Fees and Charges for visits outside of the District are planned, reflecting the additional time and costs of travelling to undertake this work.

Dog Control Fees

An increase of £5 per band of days for which Dogs remain unclaimed is proposed. This equates to between 3.85% and 8.33%.

Fixed Penalty Notices

These are fees associated with the Clean Neighbourhoods and Environment Act 2005. Fees are mostly set by the Government although the Council does have some

discretion in respect of early fee payment. Some of these, in respect of littering and graffiti, were raised recently in year, however, on top of this, it is planned to increase the charge for abandoned vehicles from £200 to £500.

Cemeteries

The proposed changes for 2021/22 range between 2% and 4%.

Leisure Centres

The fees for the Leisure Centres are set by the contractor Sports and Leisure Management Ltd (SLM), as long as they remain within the parameters of the overall contract and the Council is consulted on proposals.

MOT tests

The price is currently £40 for a class IV test, £45 for a class VII test and £10 for a retest. It is intended to increase them by 5%.

Trade Waste

Under the Environmental Protection Act, the Council is obliged to provide a commercial waste collection service if requested by local businesses and can make a 'reasonable' charge for the service. The Council aims to provide a quality and reliable service which is efficient and highly valued by our commercial customers. Increases are proposed, ranging from 4% to just over 7%.

Special Collections (Bulky /domestic items)

No increase is proposed for the collection and disposal of the first Bulky waste items.

Garden Waste

For 2021/22 it is proposed to retain these at the same levels as for 2020/21, i.e. £28 for the subscription, and £14 for each additional bin.

Parks and Outdoor Recreation charges

Various rises are proposed. These are detailed in the attached Appendix.

HOUSING AND ASSETS

Car Parking Fees

No increases are proposed for 2021/22. The existing free parking arrangements within the District will continue.

Community Centres

The facilities provided by Community Centres are well received by the community groups that utilise them but occupancy rates do vary from centre to centre and are low in some cases, therefore affecting income levels. However, no increases are proposed for 2021/22.

Private Sector Call Monitoring Service

This is a non-statutory service, first established by Ashfield Homes, and run on a commercial basis. It is proposed to increase these charges by 2%, apart from the newly introduced 'Digital Sim' Call Monitoring charge, which remains at the same level.

Private Sector Licensing

Proposed changes to licences for Houses of Multiple Occupation (HMOs) are shown in the Appendix to this report.

RESOURCES AND BUSINESS TRANSFORMATION DIRECTORATE

Street naming and Numbering

These have not been increased in recent years. Changes are laid out in Appendix 1.

Mansfield and District Joint Crematorium Committee

The above Joint Crematorium is owned jointly by Ashfield, Mansfield and Newark & Sherwood District Councils. For the purposes of profit sharing, Ashfield's share stands at around 40%.

The proposed fees for 2021/22 have not yet been determined by the Joint Committee.

LEGAL AND GOVERNANCE DIRECTORATE

A number of changes are proposed. These are shown in the Appendix to the report. The fees relating to providing copies of Electoral Registers are proposed to remain at current levels.

Corporate Plan:

Income from fees and charges support delivery of priorities in the Corporate Plan.

Legal:

All fees need to be set within the constraints of any relevant legislation.

Finance:

Budget Area Implication

General Fund – Revenue Budget: The impact of the revised fees and charges will be reflected in the update to the Medium Term Financial Strategy and the Budgets set for 2021/22.

General Fund – Capital Programme: N/A

Housing Revenue Account – Revenue Budget: The impact of the revised fees and charges will be reflected in the update to the HRA Business Plan and the HRA Budgets set for 2021/22.

Housing Revenue Account – Capital Programme: N/A

Risk:

Risk Mitigation

Where Fees and Charges have increased there is a possibility of an adverse impact on demand. Any proposed increases are deemed reasonable and the potential impact on demand has been considered when determining the proposed revised fees. Performance against 2021/22 budgeted Fees and Charges income targets will be

monitored throughout the year with variations to budget being reported to CLT and Cabinet.

Human Resources:

No direct HR implications arising from the report.

Equalities *(to be completed by the author):*

No direct equalities implications arising from the report.

Other Implications:

None

Reason(s) for Urgency (if applicable):

N/A

Background Papers

N/A

Report Author and Contact Officer

Mike Brennan

PRINCIPAL ACCOUNTANT

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APPENDIX 1

ASHFIELD DISTRICT COUNCIL

FEES AND CHARGES 2021/22 (DRAFT)

Legal & Governance

Electoral Registration	Net (£)	VAT (£)	Total (£)	VAT Rate
Sale of Full Register - Data (£20 plus £1.50/1000 electors)	161.00	0.00	161.00	NB
Sale of Full Register - Printed (£10 plus £5.00/1000 electors)	480.00	0.00	480.00	NB
Sale of Edited Register - Data	87.50	0.00	87.50	NB
Sale of Edited Register - Printed	235.00	0.00	235.00	NB
Monthly update of Full Register for a year - Data	193.50	0.00	193.50	NB
Monthly update of Full Register for a year - Printed	135.00	0.00	135.00	NB
Sale of Overseas Register - Data (£20 plus £1.50/100 electors)	23.00	0.00	23.00	NB
Sale of Overseas Register - Printed (£10 plus £5.00/100 electors)	20.00	0.00	20.00	NB
Marked copies of the Polling station/Absent voter Register - Initial Charge	10.00	0.00	10.00	NB
Marked copies - Additional charge / 1000 electors - Data	1.00	0.00	1.00	NB
Marked copies - Additional charge / 1000 electors - Printed	2.00	0.00	2.00	NB

Legal	Net (£)	VAT (£)	Total (£)	VAT Rate
Planning matters				
Section 106 Agreements	1,200.00	0.00	1,200.00	NB
Deeds of Variation/Modification	1,000.00	0.00	1,000.00	NB
Stopping up/diversion orders (non-contentious only)	600.00	0.00	600.00	NB

Hourly charge out rates				
Service manager, Legal Services	103.00	20.60	123.60	SR
Senior Solicitor	93.00	18.60	111.60	SR
Assistant Solicitor	88.00	17.60	105.60	SR
Legal Executive	72.00	14.40	86.40	SR
Information Officers/Administration Officer	31.00	6.20	37.20	SR

Contracts				
Deeds of Variation and/or Novation	400.00	80.00	480.00	SR
Sealing and Administration Fee	103.00	20.60	123.60	SR

All other contracts for third party matters	400.00	80.00	480.00	SR
Sealing and Administration Fee	103.00	20.60	123.60	SR

Conveyancing Transactions

Commercial and Shop Lettings - Large Commercial premises				
Assignments	700.00	140.00	840.00	SR
New Lettings	800.00	160.00	960.00	SR
Variations	800.00	160.00	960.00	SR
Lease Notice	100.00	20.00	120.00	SR
Commercial and Shop Lettings - Small Units				
Assignments	309.00	61.80	370.80	SR
New Lettings	360.50	72.10	432.60	SR
Variations	360.50	72.10	432.60	SR
Lease Notice	72.00	14.40	86.40	SR

Other Conveyancing Transactions - NEW				
Sale of land and/or property	1.5% of sale price subject to a minimum charge of £350. Transactions of over £1 million to be agreed separately.			
Purchase of land and/or property	1.5% of purchase price subject to a minimum charge of £350. Transactions of over £1 million to be agreed separately.			
Development agreements	Minimum of £1,000 or Hourly Rate of Fee Earning depending upon complexity			
Freehold reversions	360.50 - 772.50	72.10 - 154.50	432.60 - 927.00	SR
Release of covenants	360.50 - 772.50	72.10 - 154.50	432.60 - 927.00	SR
Lease extensions	360.50 - 772.50	72.10 - 154.50	432.60 - 927.00	SR
Deed of variation	360.50 - 772.50	72.10 - 154.50	432.60 - 927.00	SR
Licences	360.50 - 772.50	72.10 - 154.50	432.60 - 927.00	SR
Easements	360.50 - 772.50	72.10 - 154.50	432.60 - 927.00	SR
Surrenders	360.50 - 772.50	72.10 - 154.50	432.60 - 927.00	SR
Grant of sub - lease	360.50 - 772.50	72.10 - 154.50	432.60 - 927.00	SR
Epitome of title/certificate of title	124.00	24.80	148.80	SR

Right to Buy matters				
Sale of House	500.00	0.00	500.00	NB
Sale of Flat	500.00	0.00	500.00	NB
Deed of variation	500.00	0.00	500.00	NB
Letters of Postponement	127.50	0.00	127.50	NB
Lease Notice	51.50	0.00	51.50	NB

Information Requests				
CCTV Requests from third parties for legal purposes:	50.00	0.00	50.00	NB
FOI requests (where compliance exceeds £450)	£25.00 per hour			
Costs of communicating the information (where estimated total cost exceeds £5.00): Charged in line with disbursements (see below)				

Pension Signings / Certifying or Signing documents				
Pension signings	30.00	6.00	36.00	SR

Disbursements

All disbursements will be charged for in the usual way and will include (but are not limited to) :- counsel's fees, enquiry agents and process servers fees, expert's fees, advertising costs, court fees, photocopying charges*.

*Copying charges for third parties (unless bound by statutory provision) are discretionary dependent upon the number of pages copied and whether any large or complex plans are included.

As a guide - each A4 sheet will incur a copy charge of 0.10 pence. Other sizes or specialised requests will vary.

Information sent via CDR / DVDR will be charged at £3 per disc. Postage charges for all items will be at the prevailing Royal Mail rate based on the weight of the item posted.

Housing & Assets

Car Parking - Off Street

Motorcycles and disabled persons' vehicles may park within appropriately marked bays free of charge. Taxis may wait for fares in the taxi ranks free of charge.

Parking Permits (season tickets)	Net (£)	VAT (£)	Total (£)	VAT Rate
Parking permits- per quarter	116.67	23.33	140.00	SR
Parking permits- per annum	416.67	83.33	500.00	SR

Sutton-in-Ashfield - Sutton Market, Sherwood Place (Maximum stay 4 hours)	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR

Sutton in Ashfield - New Street, Stoney Street (Maximum stay 12 hours)	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 12 hours	3.33	0.67	4.00	SR

Sutton in Ashfield - New Cross Street, Robin Hood Line, Lammas Leisure Centre (Maximum stay 12 hours)	Net (£)	VAT (£)	Total (£)	VAT Rate
	0.00	0.00	0.00	SR

Kings Mill Reservoir Car Park	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 1 hour	0.00	0.00	0.00	SR
Up to 2 hours	0.83	0.17	1.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 6 hours	2.50	0.50	3.00	SR
Up to 8 hours	3.33	0.67	4.00	SR
Up to 10 hours	4.17	0.83	5.00	SR
Up to 12 hours	5.00	1.00	6.00	SR

Hucknall - Market Place	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR

Hucknall - Piggins Croft, Yorke Street (Maximum stay 12 hours)	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 12 hours	3.33	0.67	4.00	SR

Hucknall - Leisure Centre (Centre users only)	Net (£)	VAT (£)	Total (£)	VAT Rate
	0.00	0.00	0.00	SR

Kirkby in Ashfield - Ellis Street	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR

Kirkby in Ashfield - Hodgkinson Road & Festival Hall (Maximum stay 12 hours)	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 12 hours	3.33	0.67	4.00	SR

Kirkby in Ashfield - Council Offices (for Council visitors only)				
Up to 2 hours	0.00	0.00	0.00	SR
Kirkby in Ashfield - Robin Hood Line (Train station users only)				
Up to 12 hours	0.00	0.00	0.00	SR
Jacksdale Village				
Up to 12 hours	0.00	0.00	0.00	SR
Huthwaite Market Place				
Up to 12 hours	0.00	0.00	0.00	SR
Penalty Charge Notices	Net (£)	VAT (£)	Total (£)	VAT Rate
Car Park Contravention - HIGHER	70.00	0.00	70.00	NB
If paid within 14 Days	35.00	0.00	35.00	NB
Car Park Contravention - LOWER	50.00	0.00	50.00	NB
If paid within 14 Days	25.00	0.00	25.00	NB

Community Centres

	Net (£)	VAT (£)	Total (£)	VAT Rate
Music Supplement for any group that play live or recorded music. Price per session.	5.00	1.00	6.00	SR

Healdswood, Harwood Court, The Homesteads Main Room, Watnall Road Ballroom, Willetts Court Main Room

Monday - Friday up to 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	7.50	0.00	7.50	E
Social Rate per Hour	13.00	0.00	13.00	E
Commercial Rate per Hour	17.50	0.00	17.50	E

Monday - Friday after 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	7.50	0.00	7.50	E
Social Rate per Hour	14.50	0.00	14.50	E
Commercial Rate per Hour	18.50	0.00	18.50	E

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays up to 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	7.50	0.00	7.50	E
Social Rate per Hour	17.50	0.00	17.50	E
Commercial Rate per Hour	30.00	0.00	30.00	E

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays after 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	7.50	0.00	7.50	E
Social Rate per Hour	22.00	0.00	22.00	E
Commercial Rate per Hour	35.00	0.00	35.00	E

Brierley House, Healdswood Small Room, The Homesteads Small Room, Mill House, Watnall Road Games room, Willetts Court Small Room

Monday - Friday up to 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	5.00	0.00	5.00	E
Social Rate per Hour	8.50	0.00	8.50	E
Commercial Rate per Hour	11.50	0.00	11.50	E

Monday - Friday after 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	5.00	0.00	5.00	E
Social Rate per Hour	10.00	0.00	10.00	E
Commercial Rate per Hour	12.50	0.00	12.50	E

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays up to 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	5.00	0.00	5.00	E
Social Rate per Hour	15.00	0.00	15.00	E
Commercial Rate per Hour	22.00	0.00	22.00	E

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays after 6pm	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	5.00	0.00	5.00	E
Social Rate per Hour	17.50	0.00	17.50	E
Commercial Rate per Hour	30.00	0.00	30.00	E

Guest Rooms in Sheltered Housing	Net (£)	VAT (£)	Total (£)	VAT Rate
Cost per night	10.00	0.00	10.00	E

Common Rooms in Sheltered Housing - Aspley Court, Beauvale Court, Brook St Court, Brand Court, Summerhill Court, Beechwood, Desmond Court, Nuncar Court, Sherwood Court, St Mary's, St Modwens, Titchfield Court	Net (£)	VAT (£)	Total (£)	VAT Rate
Cost per Hour	5.00	0.00	5.00	E

Private Sector Call Monitoring Service

Call Monitoring	Net (£)	VAT (£)	Total (£)	VAT Rate
Call Monitoring Charge (Analogue)	3.93	0.79	4.71	SR
Call Monitoring Charge (Digital Sim) NEW	4.74	0.95	5.69	SR
Telecare Monitoring Charge	2.04	0.41	2.45	SR
Installation Charge	10.19	2.04	12.23	SR

Private Sector Licensing

	Net (£)	VAT (£)	Total (£)	VAT Rate
Selective Licensing	350.00	0.00	350.00	NB
Houses of Multiple Occupation (HMO)				
HMO Pre Licence advice visit	300.00	0.00	300.00	NB
Initial Basic licence fee (covering premises of up to 6 persons maximum permitted occupancy)	850.00	0.00	850.00	NB
For each additional person (maximum permitted occupancy)	75.00	0.00	75.00	NB
Basic License Renewal (up to 6 persons)	Higher of £500 or £100 per person	0.00	Higher of £500 or £100 per person	NB
Renewal charge for each additional person	75.00	0.00	75.00	NB
Issue of first Temporary Exemption Notice	300.00	0.00	300.00	NB
Issue of second Temporary Exemption Notice	150.00	0.00	150.00	NB
Charging Orders for Housing Act visits	500.00	0.00	500.00	NB

Mobile Homes Site Licence Fees

Application for a NEW licence	£407 plus £8 per pitch		
Existing licence holders	£12 per pitch annual fee		
Transfer/Variation of Site License	£152 to £274 dependent upon complexity		
Deposit of site rules – one off fee for new and existing licence holders	126.00		

A licence lasts for a 12 month period. Existing licence holders will not be charged an initial one off application fee, they will however be charged an annual pitch fee and for the Deposit

Resources & Business Transformation

Street Naming and Numbering

New Addresses	Net (£)	VAT (£)	Total (£)	VAT Rate
Assign Number/naming of new properties	Free			
Notification number/name of new address (first 11 plots) per plot	52.50	0.00	52.50	NB
Notification number/name of new address (additional plots) per plot	30.00	0.00	30.00	NB
Additional charge for the naming of a street	172.50	0.00	172.50	NB
Additional charge for the naming of a building (block of flats)	172.50	0.00	172.50	NB

Existing Addresses	Net (£)	VAT (£)	Total (£)	VAT Rate
Individual House Name including notification - per plot	97.50	0.00	97.50	NB
Re-name or Re-number including notification - per plot	97.50	0.00	97.50	NB
Rename of Street requested by residents including notification	300.00	0.00	300.00	NB
Additional charge per property for rename of street	97.50	0.00	97.50	NB

Geographic Information Services	Net (£)	VAT (£)	Total (£)	VAT Rate
Local Street Maps	12.50	0.00	12.50	NB
Local Street Maps - set of 5	50.00	0.00	50.00	NB

Property Rents

Price per annum	£		VAT Rate
Industrial Units	2,400 - 17,000		E *
Offices	970 - 6,000		E *
Shops	1,600 - 70,000		E *
Ground Leases	18- 50,000		E *
Grazing Land	100 - 850		E *

Place & Communities

Pest Control Service

Domestic Pest Control Charges	Net (£)	VAT (£)	Total (£)	VAT Rate
Rats - up to 3 visits - In District	58.63	11.73	70.35	SR
Rats - up to 3 visits - Out of District	65.00	13.00	78.00	SR
Rats - additional visits (each) - In District	30.63	6.13	36.75	SR
Rats - additional visits (each) - Out of District	35.00	7.00	42.00	SR
Mice - up to 3 visits - In District	58.63	11.73	70.35	SR
Mice - up to 3 visits - Out of District	65.00	13.00	78.00	SR
Mice - additional visits (each) - In District	30.63	6.13	36.75	SR
Mice - additional visits (each) - Out of District	35.00	7.00	42.00	SR
Bedbugs - up to 2 visits - In District	120.75	24.15	144.90	SR
Bedbugs - up to 2 visits - Out of District	131.25	26.25	157.50	SR
Bedbugs - additional visits (each) - In District	65.63	13.13	78.75	SR
Bedbugs - additional visits (each) - Out of District	70.00	14.00	84.00	SR
Fleas - up to 2 visits - In District	70.00	14.00	84.00	SR
Fleas - up to 2 visits - Out of District	74.38	14.88	89.25	SR
Fleas - additional visits (each) - In District	35.00	7.00	42.00	SR
Fleas - additional visits (each) - Out of District	39.38	7.88	47.25	SR
Wasps - In District	50.75	10.15	60.90	SR
Wasps - Out of District	54.17	10.83	65.00	SR
Bees (if treated) - In District	50.75	10.15	60.90	SR
Bees (if treated) - Out of District	54.17	10.83	65.00	SR
Ants - up to 2 visits - In District	74.38	14.88	89.25	SR

Ants - up to 2 visits - Out of District	79.17	15.83	95.00	SR
Ants - additional visits (each) - In District	39.38	7.88	47.25	SR
Ants - additional visits (each) - Out of District	43.75	8.75	52.50	SR
Cockroaches - up to 2 visits - In District	58.63	11.73	70.35	SR
Cockroaches - up to 2 visits - Out of District	65.00	13.00	78.00	SR
Cockroaches - additional visits (each) - In District	30.63	6.13	36.75	SR
Cockroaches - additional visits (each) - Out of District	35.00	7.00	42.00	SR
Other insect pests - up to 2 visits - In District	74.38	14.88	89.25	SR
Other insect pests - up to 2 visits - Out of District	79.17	15.83	95.00	SR
Other insect pests - additional visits (each) - In District	39.38	7.88	47.25	SR
Other insect pests - additional visits (each) - Out of District	43.75	8.75	52.50	SR
Moles assessment - In District	21.88	4.38	26.25	SR
Moles assessment - Out of District	23.33	4.67	28.00	SR
Pigeons assessment - In District	21.88	4.38	26.25	SR
Pigeons assessment - Out of District	23.33	4.67	28.00	SR
Squirrels assessment - In District	21.88	4.38	26.25	SR
Squirrels assessment - Out of District	23.33	4.67	28.00	SR
Initial assessment visit / Cancellation fee (credited against subsequent treatment) - In District	21.88	4.38	26.25	SR
Initial assessment visit / Cancellation fee (credited against subsequent treatment) - Out of District	23.33	4.67	28.00	SR
Drain Survey Basic - In District NEW	83.33	16.67	100.00	SR
Drain Survey Basic - Out District NEW	87.50	17.50	105.00	SR
Drain Survey Full Report - In District NEW	125.00	25.00	150.00	SR
Drain Survey Full Report - Out District NEW	131.25	26.25	157.50	SR

Commercial Pest Control Charges	Net (£)	VAT (£)	Total (£)	VAT Rate
Rats - up to 3 visits - In District	129.17	25.83	155.00	SR
Rats - up to 3 visits - Out of District	142.50	28.50	171.00	SR
Rats - additional visits (each) - In District	30.63	6.13	36.75	SR
Rats - additional visits (each) - Out of District	35.00	7.00	42.00	SR
Mice - up to 3 visits - In District	129.17	25.83	155.00	SR
Mice - up to 3 visits - Out of District	142.50	28.50	171.00	SR
Mice - additional visits (each) - In District	30.63	6.13	36.75	SR
Mice - additional visits (each) - Out of District	35.00	7.00	42.00	SR
Bedbugs - up to 2 visits - In District	150.83	30.17	181.00	SR
Bedbugs - up to 2 visits - Out of District	163.33	32.67	196.00	SR
Bedbugs - additional visits (each) - In District	65.63	13.13	78.75	SR
Bedbugs - additional visits (each) - Out of District	70.00	14.00	84.00	SR
Fleas - up to 2 visits - In District	92.50	18.50	111.00	SR
Fleas - up to 2 visits - Out of District	98.33	19.67	118.00	SR
Fleas - additional visits (each) - In District	35.00	7.00	42.00	SR
Fleas - additional visits (each) - Out of District	39.17	7.83	47.00	SR
Wasps - In District	63.33	12.67	76.00	SR
Wasps - Out of District	68.33	13.67	82.00	SR
Bees (if treated) - In District	63.33	12.67	76.00	SR
Bees (if treated) - Out of District	68.33	13.67	82.00	SR
Ants - up to 2 visits - In District	92.50	18.50	111.00	SR
Ants - up to 2 visits - Out of District	98.33	19.67	118.00	SR
Ants - additional visits (each) - In District	39.38	7.88	47.25	SR
Ants - additional visits (each) - Out of District	44.17	8.83	53.00	SR
Cockroaches - up to 2 visits - In District	92.50	18.50	111.00	SR
Cockroaches - up to 2 visits - Out of District	102.50	20.50	123.00	SR
Cockroaches - additional visits (each) - In District	30.63	6.13	36.75	SR
Cockroaches - additional visits (each) - Out of District	35.00	7.00	42.00	SR

Other insect pests - up to 2 visits - In District	92.50	18.50	111.00	SR
Other insect pests - up to 2 visits - Out of District	98.33	19.67	118.00	SR
Other insect pests - additional visits (each) - In District	39.38	7.88	47.25	SR
Other insect pests - additional visits (each) - Out of District	44.17	8.83	53.00	SR
Moles assessment - In District	21.88	4.38	26.25	SR
Moles assessment - Out of District	23.33	4.67	28.00	SR
Pigeons assessment - In District	21.88	4.38	26.25	SR
Pigeons assessment - Out of District	23.33	4.67	28.00	SR
Squirrels assessment - In District	21.88	4.38	26.25	SR
Squirrels assessment - Out of District	23.33	4.67	28.00	SR
Initial assessment visit / Cancellation fee (credited against subsequent treatment) - In District	21.88	4.38	26.25	SR
Initial assessment visit / Cancellation fee (credited against subsequent treatment) - Out of District	23.33	4.67	28.00	SR

Licensing, Permits, Registration & Consents

Hackney Carriage and Private Hire Licences	Net (£)	VAT (£)	Total (£)	VAT Rate
New Hackney Carriage & Private Hire (Dual) Driver Licence - three years *	247.20	0.00	247.20	NB
Renewal of Hackney Carriage & Private Hire (Dual) Driver Licence - three years *	212.80	0.00	212.80	NB
Deposit	0.00	0.00	0.00	NB
DVLA Check	5.00	0.00	5.00	NB
Disclosure and Barring Service (DBS) Check	44.00	0.00	44.00	NB
Replacement of lost/damaged badge	15.00	0.00	15.00	NB
Badge and bracket replacement (lost or stolen)	0.00	0.00	0.00	NB
Change of name/address on licences	15.00	0.00	15.00	NB
Driver Knowledge Test Resit Fee	44.00	0.00	44.00	NB
Safeguarding Test Resit Fee	30.00	0.00	30.00	NB
* There is a refundable element of £48.95 should the licence not be granted.				

Hackney Carriage Vehicles	Net (£)	VAT (£)	Total (£)	VAT Rate
Licence New/Renewal **	359.90	0.00	359.90	NB
Replacement	359.90	0.00	359.90	NB
Transfer (Change of Proprietor)	0.00	0.00	0.00	NB
Plate Replacement	29.00	0.00	29.00	NB
Bracket	10.00	0.00	10.00	NB

Private Hire Vehicles	Net (£)	VAT (£)	Total (£)	VAT Rate
Licence New/Renewal **	344.10	0.00	344.10	NB
Replacement	344.10	0.00	344.10	NB
Plate Replacement	29.00	0.00	29.00	NB
Bracket	10.00	0.00	10.00	NB
Private Hire Vehicle Exemption Notice (from displaying plate and livery)	25.00	0.00	25.00	NB
** There is a refundable element of £34.40 should the licence not be granted.				

Private Hire Vehicles Operator Fees	Net (£)	VAT (£)	Total (£)	VAT Rate
5 year licence	600.14	0.00	600.14	NB
+ Fee Per Vehicle Operated	30.00	0.00	30.00	NB

Hackney Carriage/Private Hire Reinspection & Other Costs	Net (£)	VAT (£)	Total (£)	VAT Rate
Vehicle retest fee	65.00	0.00	65.00	NB
Re-instate plate after prohibition at VOSA inspection plus £5 per defect with max. £65	65.00	0.00	65.00	NB
Duplicate vehicle, driver or operator licence when lost or stolen	5.00	0.00	5.00	NB
Amended vehicle, driver or operator licence change of address	15.00	0.00	15.00	NB

Licensing Act 2003	Net (£)	VAT (£)	Total (£)	VAT Rate
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Premises Licences and Club Premises Certificates - Initial Application	100.00 - 1,905.00			NB
Premises Licences and Club Premises Certificates - Annual Charge	70.00 - 1,050.00			NB
Application for a provisional statement where premises being built etc.	315.00	0.00	315.00	NB
Application for transfer of premises licence	23.00	0.00	23.00	NB
Replacement of stolen, lost, etc. premises licence or summary	10.50	0.00	10.50	NB
Theft, loss etc. of certificate or summary	10.50	0.00	10.50	NB
Change of relevant registered address of club	10.50	0.00	10.50	NB
Notification of change of name or alteration of rules of club	10.50	0.00	10.50	NB
Application to vary licence to specify individual as premises supervisor	23.00	0.00	23.00	NB
Application for the grant or renewal of a personal licence	37.00	0.00	37.00	NB
Temporary event notice	21.00	0.00	21.00	NB
Theft, loss etc. of temporary event notice	10.50	0.00	10.50	NB
Notification of change of name or address	10.50	0.00	10.50	NB
Replacement of stolen, lost or damaged licences/certificates/notices/summaries	10.50	0.00	10.50	NB
Interim authority notice following death etc. of licence holder	23.00	0.00	23.00	NB
Right of freeholder etc. to be notified of licensing matters	21.00	0.00	21.00	NB

Gambling Act 2005	Net (£)	VAT (£)	Total (£)	VAT Rate
Bingo New (S159) (NON TRANSITION)	1,315.00	0.00	1,315.00	NB
Bingo Provisional Statement (S159) (s204)	1,315.00	0.00	1,315.00	NB
Conversion of Provisional Statement (s159)	660.00	0.00	660.00	NB
Bingo Annual Fee (sS184)	620.00	0.00	620.00	NB
Bingo Variation of Licence (s159) (s187)	1,315.00	0.00	1,315.00	NB
Bingo Transfer of Licence (s159) (s188)	660.00	0.00	660.00	NB
Reinstatement of Licence (s159) (s195)	660.00	0.00	660.00	NB
Bingo Copy of licence (s190)	19.00	0.00	19.00	NB
Bingo Change of Circumstances (s186)	32.00	0.00	32.00	NB
Bingo Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Bingo Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB
Betting (Track) New (s159) Non transition	1,315.00	0.00	1,315.00	NB
Betting Track Provisional Statement (S159) (s204)	1,315.00	0.00	1,315.00	NB
Conversion of Provisional Statement (s159)	660.00	0.00	660.00	NB
Betting (Track) Annual Fee (s184)	620.00	0.00	620.00	NB
Betting Track Variation of Licence (s159) (s187)	1,250.00	0.00	1,250.00	NB
Betting Track Transfer of Licence (s159) (s188)	660.00	0.00	660.00	NB
Betting Reinstatement of Licence (s159) (s195)	660.00	0.00	660.00	NB
Betting Copy of licence (s190)	19.00	0.00	19.00	NB
Betting Change of Circumstances (s186)	32.00	0.00	32.00	NB
Betting Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Betting Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB
Betting Off-Course New (s159) Non transition	1,315.00	0.00	1,315.00	NB
Betting Off-Course Provisional Statement (S159) (s204)	1,315.00	0.00	1,315.00	NB
Betting Off-Course Conversion of Provisional Statement (s159)	660.00	0.00	660.00	NB
Betting Off-Course Annual Fee (s184) - adjusted to maximum permitted charge	600.00	0.00	600.00	NB
Betting Off-Course Variation of Licence (s159) (s187)	1,250.00	0.00	1,250.00	NB
Betting Off-Course Transfer of Licence (s159) (s188)	660.00	0.00	660.00	NB
Betting Off Course Reinstatement of Licence (s159) (s195)	660.00	0.00	660.00	NB
Betting Off-Course Copy of licence (s190)	19.00	0.00	19.00	NB
Betting Off-Course Change of Circumstances (s186)	32.00	0.00	32.00	NB
Betting Off-Course Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Betting Off-Course Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB
Adult Gaming Centre / Family Entertainment Centre (FEC) New (s159) Non transition	1,315.00	0.00	1,315.00	NB
Adult Gaming Centre / FEC Provisional Statement (S159) (s204)	1,315.00	0.00	1,315.00	NB

Adult Gaming Centre / FEC Conversion of Provisional Statement (s159)	660.00	0.00	660.00	NB
Adult Gaming Centre / FEC Annual Fee (s184)	620.00	0.00	620.00	NB
Adult Gaming Centre / FEC Variation of Licence (s159) (s187) - adjusted to maximum permitted charge	1,000.00	0.00	1,000.00	NB
Adult Gaming Centre / FEC Transfer of Licence (s159) (s188)	660.00	0.00	660.00	NB
Adult Gaming Centre / FEC Reinstatement of Licence (s159) (s195)	660.00	0.00	660.00	NB
Adult Gaming Centre / FEC Copy of licence (s190)	19.00	0.00	19.00	NB
Adult Gaming Centre / FEC Change of Circumstances (s186)	32.00	0.00	32.00	NB
Adult Gaming Centre / FEC Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Adult Gaming Centre / FEC Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB

Consents & Registration	Net (£)	VAT (£)	Total (£)	VAT Rate
Consent Street Trading - New & Existing 12 month	1,294.00	0.00	1,294.00	NB
Consent Street Trading Standard Site - New & Existing 6mth	697.00	0.00	697.00	NB
Consent Street Trading Market Site - New & Existing 12mth	970.50	0.00	970.50	NB
Consent Street Trading Market Site - New & Existing 6mth	485.25	0.00	485.25	NB
Mobile Trading Consent - New & Existing 12mth	750.00	0.00	750.00	NB
Mobile Trading Consent - New & Existing 6mth	375.00	0.00	375.00	NB
Special Event Trading Consent (per event - per stall - max 4 stalls)	30.00	0.00	30.00	NB
Community & Charity Event Trading Consent - per event - per stall - max 4 stalls)	0.00	0.00	0.00	NB
Societies Lotteries Registration Initial	40.00	0.00	40.00	NB
Societies Lotteries Registration Renewal	20.00	0.00	20.00	NB
Copy / Replacement of lost / stolen licence	5.00	0.00	5.00	NB

Other Licences	Net (£)	VAT (£)	Total (£)	VAT Rate
Control of sex establishments	3,606.00	0.00	3,606.00	NB
Massage and Special Treatment	200.00	0.00	200.00	NB
Additional Charge on first application where LASERs used	180.00	0.00	180.00	NB
Additional Charge on renewal where LASERs used	90.00	0.00	90.00	NB
Dangerous wild animals	945.00	0.00	945.00	NB
Pet shop licences	400.00	0.00	400.00	NB
Dog breeding establishments	400.00	0.00	400.00	NB
Animal boarding establishments	400.00	0.00	400.00	NB
Animal home boarding establishments	330.00	0.00	330.00	NB
Boarding (Franchisee – per Host premises)	280.00	0.00	280.00	NB
Riding establishments	450.00	0.00	450.00	NB
Animal Activity Licence - Exhibition of Animals New / Renew (3 Year Licence) NEW	400.00	0.00	400.00	NB
Copy / Replacement of lost / stolen licence	5.00	0.00	5.00	NB
Reassessment of Star Rating	105.00	0.00	105.00	NB
Minor Amendment of Licence	25.00	0.00	25.00	NB

Variation to Licence	175.00	0.00	175.00	NB
Combined Animal Activities (i.e. more than 1 type of licence applied for)	145.00 plus Licence fee for highest priced activity	0.00	145.00 plus Licence fee for highest priced activity	NB
Duplicate copy of Licence	15.00	0.00	15.00	NB

Registrations	Net (£)	VAT (£)	Total (£)	VAT Rate
Acupuncture, tattooing, ear piercing and electrolysis:				
- Registration of persons	97.00	0.00	97.00	NB
- Registration of premises	147.00	0.00	147.00	NB
Scrap metal site licence - NEW	195.00	0.00	195.00	NB
Scrap metal collectors licence - NEW	132.00	0.00	132.00	NB
Scrap metal site licence - renewal	195.00	0.00	195.00	NB
Scrap metal collectors licence - renewal	132.00	0.00	132.00	NB
Scrap metal site licence - variation	62.00	0.00	62.00	NB
Scrap metal collectors licence - variation	68.00	0.00	68.00	NB
Copy / Replacement of lost / stolen licence	5.00	0.00	5.00	NB

Dog Control

Release of seized dog - initial release fee:	Net (£)	VAT (£)	Total (£)	VAT Rate
Day one	65.00	0.00	65.00	NB
Day two	75.00	0.00	75.00	NB
Day three	90.00	0.00	90.00	NB
Day four	100.00	0.00	100.00	NB
Day five	115.00	0.00	115.00	NB
Day six	125.00	0.00	125.00	NB
Day seven	135.00	0.00	135.00	NB

Environmental Protection

Environmental Permitting Regulation Part B: Processes	Net (£)	VAT (£)	Total (£)	VAT Rate
Permit Application Fees:				
Standard process	1,650.00	0.00	1,650.00	NB
Additional fee for operating without a permit	1,188.00	0.00	1,188.00	NB
Reduced fee activities - except Vehicle Refinishers	155.00	0.00	155.00	NB
Vehicle Refinishers	362.00	0.00	362.00	NB
Reduced fee activities: Additional fee for operating without a permit	99.00	0.00	99.00	NB
Petrol Vapour Recovery I and II combined	257.00	0.00	257.00	NB
Mobile screening and crushing plant	1,650.00	0.00	1,650.00	NB
For the 3rd to 7th applications:	985.00	0.00	985.00	NB
For the 8th and subsequent applications:	498.00	0.00	498.00	NB
Provide Environmental Information	0.00	0.00	0.00	NB

Air Pollution Prevention	Net (£)	VAT (£)	Total (£)	VAT Rate
Annual Subsistence Charge Low	772 (+ £103)*	0.00	772 (+ £103)*	NB
Annual Subsistence Charge Medium	1,161 (+ £156)*	0.00	1,161 (+ £156)*	NB
Annual Subsistence Charge High	1,747 (+ £207)*	0.00	1,747 (+ £207)*	NB
Reduced Fee Activities	201.00	0.00	201.00	NB
PVR 1 & 2 Combined	113/226/341	0.00	113/226/341	NB
Mobile Screening and Crushing Plant Low	646.00	0.00	646.00	NB
Mobile Screening and Crushing Plant Medium	1,034.00	0.00	1,034.00	NB
Mobile Screening and Crushing Plant High	1,506.00	0.00	1,506.00	NB
Late Payment Fee	52.00	0.00	52.00	NB

* Not using simplified permits

Clean Neighbourhoods and Environment Act 2005

Fixed Penalty Notices	Net (£)	VAT (£)	Total (£)	VAT Rate
Nuisance Parking	100.00	0.00	100.00	NB
Abandoning a vehicle	500.00	0.00	500.00	NB
Litter	100.00	0.00	100.00	NB
Unauthorised distribution of litter on designated land	100.00	0.00	100.00	NB
Graffiti and fly posting	100.00	0.00	100.00	NB
Fly tipping	400.00	0.00	400.00	NB
Failure to produce authority (eg waste carriers licence)	300.00	0.00	300.00	NB
Failure to furnish documentation (eg waste transfer notes)	300.00	0.00	300.00	NB
Public Space Protection Orders	100.00	0.00	100.00	NB
Community Protection Notice	100.00	0.00	100.00	NB

Fixed Penalty Notices - Early Payment (within 10 days)	Net (£)	VAT (£)	Total (£)	VAT Rate
Nuisance Parking	60.00	0.00	60.00	NB
Abandoning a vehicle	120.00	0.00	120.00	NB
Litter	50.00	0.00	50.00	NB
Unauthorised distribution of litter on designated land	50.00	0.00	50.00	NB
Graffiti and fly posting	50.00	0.00	50.00	NB
Failure to produce authority (eg waste carriers licence)	180.00	0.00	180.00	NB
Failure to Furnish Documentation (Waste Transfer Note)	180.00	0.00	180.00	NB
Public Space Protection Orders	60.00	0.00	60.00	NB
Community Protection Notice	60.00	0.00	60.00	NB

Transport & Depot Services	Net (£)	VAT (£)	Total (£)	VAT Rate
MOT Test Class IV - ADC Employee, General Public & Trade	42.00	0.00	42.00	NB
MOT Test Class VII - ADC Employee, General Public & Trade	47.25	0.00	47.25	NB
MOT Retest (within 10 working days)	10.50	0.00	10.50	NB
MOT Retest after 10 working days - As full test				
Vehicle engineers report	68.25	13.65	81.90	SR
Use of Weighbridge	3.96	0.79	4.75	SR

Cemeteries

Interment of Bodies in a Grave	Net (£)	VAT (£)	Total (£)	VAT Rate
Still born child up to 1 month	Free			
Child grave 1 month to 16 years (Children's section only)	Free			
Cremated Remains	204.00	0.00	204.00	NB
Scattering of Ashes	82.00	0.00	82.00	E
Adult Depth for one	714.00	0.00	714.00	NB
Adult Depth for two	745.00	0.00	745.00	NB
Adult Depth for three	816.00	0.00	816.00	NB

Purchase of Exclusive Right of Burial Fees (75 years)	Net (£)	VAT (£)	Total (£)	VAT Rate
Adult grave	918.00	0.00	918.00	E
Child's grave (Childs Section Only)	0.00	0.00	0.00	E
Cremated Remains Area	510.00	0.00	510.00	E

Miscellaneous Fees	Net (£)	VAT (£)	Total (£)	VAT Rate
Chapel Use	204.00	0.00	204.00	E
Late arrival on site (after first 30min)	102.00	0.00	102.00	E
Transfer of exclusive rights of burial without interment	26.00	0.00	26.00	E

Family tree and genealogy searches per name/per grave	26.00	0.00	26.00	E
Late arrival of paperwork (after first 30min)	26.00	0.00	26.00	E

Memorial Charges - Permit fee	Net (£)	VAT (£)	Total (£)	VAT Rate
Headstone (Not exceeding 3ft x 2ft 6in)	235.00	0.00	235.00	NB
8in x 8in Vase/Tablet	143.00	0.00	143.00	NB
Vase over 8in	184.00	0.00	184.00	NB
Additional Inscription	92.00	0.00	92.00	NB
Memorial Tree	155.00	0.00	155.00	NB

Waste Management & Recycling

Bulky items (including fridges/freezers) Price reduced by half if a resident is in receipt of a qualifying income-based benefit	Net (£)	VAT (£)	Total (£)	VAT Rate
First item	14.00	0.00	14.00	NB
Each additional item	7.50	0.00	7.50	NB
Domestic fridge/freezers	18.00	0.00	18.00	NB

New and replacement wheeled bins	Net (£)	VAT (£)	Total (£)	VAT Rate
New home wheeled bin set for developer	250.00	0.00	250.00	NB
Replacement red lidded bin (delivery and administration)	25.00	0.00	25.00	NB

Garden Waste (Rates frozen for 2 years)	Net (£)	VAT (£)	Total (£)	VAT Rate
Subscription	28.00	0.00	28.00	NB
Additional garden waste bin	14.00	0.00	14.00	NB

Trade Waste (Residual & Recyclable)	Net (£)	VAT (£)	Total (£)	VAT Rate
Trade Bags (50 bags)	130.00	0.00	130.00	E
180l Trade Bin per week	6.95	0.00	6.95	E
240l Trade Bin per week	6.95	0.00	6.95	E
360l Trade Bin per week	8.95	0.00	8.95	E
770l Trade Bin per week	14.95	0.00	14.95	E
1100l Trade Bin per week	19.95	0.00	19.95	E
Trade Duty of Care (per annum)	20.00	0.00	20.00	Z

Parks & Outdoor Recreation

Parks/Open spaces land booking day rates	Net (£)	VAT (£)	Total (£)	VAT Rate
Boot camp up to 20 people	17.00	3.40	20.40	SR
Boot camp 20 to 40 people	29.75	5.95	35.70	SR
Boot camp 40+ people	42.50	8.50	51.00	SR
Charity/Not for profit events *fee applied if staff & changing rooms required	0.00	0.00	0.00	N/A
Children's rides inflatable (single ride)*does not include food	51.00	10.20	61.20	SR
Children's rides inflatable (2, maximum limits)* does not include food. See fun fair guidance for larger events	76.50	15.30	91.80	SR
Children's rides inflatable (single ride), annual pass (10 sessions paid upfront)	425.00	85.00	510.00	SR
Children's rides inflatable (2, maximum limits)*, annual pass (10 sessions paid upfront)	595.00	119.00	714.00	SR
Commercial Events including training courses (small approx. football pitch size)	150.00 - 500.00			SR
Fun fairs	1,020.00	204.00	1,224.00	SR
Food serving vehicles or stalls				
Hot food/catering van	93.75	18.75	112.50	SR
Ice cream van or fun fair sweet stalls	59.58	11.92	71.50	SR
*All food operations require Environmental Health approval				
Football training ½ day (not pitch use)	13.60	2.72	16.32	SR

Bowls	Net (£)	VAT (£)	Total (£)	VAT Rate
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Adult per hour	3.33	0.67	4.00	SR
Concessionary per hour	2.50	0.50	3.00	SR
Family Ticket	4.75	0.95	5.70	SR
Season Ticket (10+ sessions)	51.50	0.00	51.50	E
Concession Season Ticket (10+ sessions)	35.62	0.00	35.62	E
Club Match Fee	23.33	4.67	28.00	SR
Competition Fee	30.00	6.00	36.00	SR
Veterans Ticket (midweek)	0.00	0.00	0.00	SR

Tennis (per person)	Net (£)	VAT (£)	Total (£)	VAT Rate
Hourly rate (adult)	0.00	0.00	0.00	SR
Club Exclusive Use	1,275.00	0.00	1,275.00	E

Cricket - Titchfield Park only	Net (£)	VAT (£)	Total (£)	VAT Rate
Cricket - Day, Standard	52.71	10.54	63.25	SR
Cricket - Day, Juniors	45.92	9.18	55.10	SR
Cricket - Season Hire Adult	567.15	0.00	567.15	E
Cricket - Season Hire Junior	397.80	0.00	397.80	E

Football	Net (£)	VAT (£)	Total (£)	VAT Rate
Annual Fee - Standard (10+ games)	408.00	0.00	408.00	E
Annual Fee - Level 7 (10+ games)	530.40	0.00	530.40	E
Annual Fee - Juniors (10+ games)	275.40	0.00	275.40	E
Additional Matches - Standard	50.15	10.03	60.18	SR
Additional Matches - Level 7	65.45	13.09	78.54	SR
Additional Matches - Junior	37.40	7.48	44.88	SR
Additional Matches - Mini	22.95	4.59	27.54	SR
Annual Fee -Mini (10+ games)	148.92	0.00	148.92	E

Netball	Net (£)	VAT (£)	Total (£)	VAT Rate
Per Court - Standard (per 2 hour session)	30.60	6.12	36.72	SR
Per Court - Juniors (per 2 hour session)	23.80	4.76	28.56	SR
Floodlights per Hour (per 2 hour session)	23.80	4.76	28.56	SR

Astroturf (Kingsway Park, Kirkby)	Net (£)	VAT (£)	Total (£)	VAT Rate
Full Pitch (per 2 hour session) Standard	52.70	10.54	63.24	SR
Full Pitch (per 2 hour session) Juniors	43.35	8.67	52.02	SR
Half Pitch Standard (per 2 hour session)	30.60	6.12	36.72	SR
Half Pitch Juniors (per 2 hour session)	23.80	4.76	28.56	SR
Floodlights (per 2 hour session)	23.80	4.76	28.56	SR

Astroturf (Titchfield Park, Hucknall)	Net (£)	VAT (£)	Total (£)	VAT Rate
Full Pitch (per 2 hour session) Standard	25.50	5.10	30.60	SR
Full Pitch (per 2 hour session) Juniors	17.85	3.57	21.42	SR
Floodlights (per 2 hour session)	22.10	4.42	26.52	SR

Allotments	Net (£)	VAT (£)	Total (£)	VAT Rate
With water supply - Per Annum	19.64	0.00	19.64	E
Without water supply Per Annum	14.18	0.00	14.18	E

LEISURE CENTRES - These are managed by Everyone Active on behalf of ADC. Fees & charges are set by Everyone Active and agreed by the Council.

Lammas

ACTIVE ANTZ	2.50

AEROBICS / FITNESS CLASS	
Virtual	3.10
BTS / LBT's / Circuits / Boot Camps etc	5.25
Group Cycling / Zumba etc	5.70

AQUA AEROBICS	
Full price	5.00
Concession price	4.30

BADMINTON	
Full price	8.00
Of peak	4.90
Concession Price	4.80

BOWLS	
Adult 1 hour	2.45
Concession	2.20
Adult 2 hours	4.35
Concession Price (to apply pre 5pm)	3.85
Hire of woods	1.80
Hire of shoes	1.80
Hire of locker (year)	18.00

EQUIPMENT HIRE	
Racquets / bats each	1.40
Football - deposit of £10.00	

GYM / FITNESS ROOM	
Personal trainer - 30mins	19.75
Personal trainer - 60mins	28.75
Full price	6.25
Junior Gym	3.10
Concession Price	3.20
Off Peak Price	3.85

HOLIDAY ACTIVITIES	
Holiday activities - Day Camp	17.00

ICE RINK	
Full price	4.25
Concession Price	3.95
School Per Pupil (including skates)	1.85
Skate UK lessons	5.00
Artistic Ice	4.20
Happy hour	2.95
Polar Bears	2.90
Polar Cubs 1 adult & 1 child	3.80
Skate hire	2.00
Helmet Hire FREE on request	

Penguin Aid Hire per 1/2 hour	1.60
Family Ticket up to 4 at least one adult and one child	18.00
Junior Ice Membership - monthly	27.50
Ice Disco	4.00
Ice Rink Hire	69.00

INDOOR COURT HIRE (Main Hall)	
Whole Hall Full price	41.00
Concession	23.00
Basketball practice	23.00
Concession price/off peak	23.00

PARTIES	
Bouncy Castle 1 hour	65.00
Bouncy Castle half hall 1 hour	65.00
Ice Rink	157.00
Pool Party - main pool	75.00
Pool party - learner pool	69.00
Pool Party - Inflatable	79.00
Theme party from	81.00
Sports party from	46.00

POOL HIRE	
Club	68.00
Additional Lifeguard - per session	22.00
Private	80.00

SPORT / ACTIVITY COURSES	
Max Whitlock Gymnastics	5.20
Skate Uk	5.00

SQUASH & RACKETBALL 40mins	
Full price	6.75
Concession Price	4.15
Off Peak Price	4.35

SWIMMING	
Full price	4.00
Concession Price	2.15
FAMILY SWIM (up to 2 Adults and 3 Children)	8.90
PARENT & TODDLER SWIM 1 adult/ 2 children	4.10
Senior Swim	2.50
Wet & Wild	4.10
Adult Swimming lessons DD	25.00
Junior Swimming lessons DD	25.00
Adult & Child lessons DD	25.00
Young @ Heart	1.70
SWIMMING LESSONS ADULT (Per lesson)	6.00
SWIMMING LESSONS JUNIOR	6.00

TABLE TENNIS	
Full price	3.55
Concession price	2.55

Hucknall

ACTIVE ANTZ	
	2.50

AEROBICS / FITNESS CLASS	
Virtual	3.10
BTS / LBTs / Circuits / Boot Camps	5.25
Group Cycling / Zumba	5.70

AQUA AEROBICS	
Full price	5.00
Concession price	4.30

BADMINTON	
Full price	8.00
Off peak	4.85
Concession Price	4.75

EQUIPMENT HIRE	
Racquets / bats each	1.40
Football - deposit of £10.00	

GYM / FITNESS ROOM	
Personal training	28.75
Personal trainer - 30mins	19.75
Full price	6.25
Junior Gym	3.10
Concession Price	3.20
Off Peak Price	3.85

HOLIDAY ACTIVITIES	
Holiday activities - Day Camp	17.00

INDOOR COURT HIRE (Main Hall)	
Full price	41.00
Concession price	23.00

PARTIES	
Bouncy Castle 1 hour	77.00
Bouncy Castle 2 hour	88.00
Pool Party - main pool	75.00
Pool Party - Inflatable	80.00
Roller Skating - 1 hour	85.00
Sports party	56.00

POOL HIRE	
Club	72.00
Additional Lifeguard - per session (£ / hour)	22.00
Private	80.00

ROLLER SKATING (£1.00 skate hire)	2.85
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SPORT / ACTIVITY COURSES	
Boccia	2.65
Max Whitlock Gymnastics	5.20

SQUASH & Racketball 40mins	
Full price	6.80
Concession Price	4.20
Off Peak Price	4.40

SWIMMING	
Full price	4.00
Concession Price	2.10
Splash happy FAMILY SWIM (up to 2 Adults and 3 Children)	8.80
PARENT & TODDLER SWIM	4.10
MOONLIGHT SWIM	4.40
Swimming lessons DD Adult	25.00
Adult & Child lessons DD	25.00
Swimming lessons DD junior	25.00
SWIMMING LESSONS ADULT (Per lesson)	6.00
SWIMMING LESSONS JUNIOR	6.00

TABLE TENNIS	
Full price	3.55
Concession price	2.55

50+ ACTIVITIES	
50+ Swim Session	1.70
Walking football/cricket	3.30

Festival Hall

ACTIVE ANTZ	
	2.50

AEROBICS / FITNESS CLASS	
BTS / LBT's / Circuits / Boot Camps	4.75
Group Cycling / Zumba	4.85

BADMINTON	
Full price	7.00
Off peak	4.35
Concession Price	4.35

BOWLS	
Adult	2.30
Concession Price (to apply pre 5pm)	2.30

EQUIPMENT HIRE	
Racquets / bats each	1.40
Football - deposit of £10.00	

GYM / FITNESS ROOM	
Personal trainer	26.50
Junior Active	3.10
11-15 parental supervision	3.10
Full price	6.20
Concession Price	3.20
Off Peak Price	3.60

HOLIDAY ACTIVITIES	
Holiday activities - Day Camp	17.00

PARTIES	
Bouncy Castle 2 hours	75.00
Roller Skating - 2 hours	87.00
Roller Skate and Bounce	125.00
Active Antz party	87.00

ROLLER SKATING (£1.00 skate hire)	2.90
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SPORT / ACTIVITY COURSES	
Max Whitlock Gymnastics	5.20

SQUASH 40mins	
Full price	6.60
Concession Price	3.30
Off Peak Price	4.50

TABLE TENNIS	
Full price	3.55
Concession price	2.55

ROOM HIRE - BY NEGOTIATION

Planning

Planning Policy Charges	Net (£)	VAT (£)	Total (£)	VAT Rate
Pre-application Advice	40.00	0.00	40.00	NB
ADC Local Plan (Adopted) Collected	45.00	0.00	45.00	NB
ADC Local Plan (Adopted) including postage and packing	45.00	0.00	45.00	NB

Land Charges	Net (£)	VAT (£)	Total (£)	VAT Rate
Full Search (LLC1 & CON29)				
LLC1	35.82			NB
CON29	87.81	17.56	141.19	SR
Each additional parcel of land (full search)				
LLC1	1.04			NB
CON29R	18.59	3.72	23.35	SR
Con290 Enquiries - Question 22	40.06	8.01	48.07	SR
Con290 Enquiries - Questions 4, 5, 9, 16 & 20	18.59	3.72	22.31	SR
Con290 Enquiries - Questions 8, 10, 11, 12, 13, 14, 15, 17, 18 & 19	18.59	3.72	22.31	SR
Con290 Enquiries - Questions 6 & 7	18.59	3.72	22.31	SR
Con290 Enquiries - Question 21	The District Council is unable to respond to this enquiry, therefore please contact the Environment Agency (https://www.gov.uk/topic/environmental-management/flooding-coastal-change) and/or Nottinghamshire County Council (flood.team@nottscc.gov.uk)			

Applicants own questions (each)	16.25	3.25	19.50	SR
An additional charge of £3.00 will be added where a request is received for reports to be posted out				

Additional Searches	Net (£)	VAT (£)	Total (£)	VAT Rate
Coal Authority Search - Residential	37.08	7.42	44.50	SR
Coal Authority Search - Commercial	85.13	17.03	102.16	SR
Drainage and Water Enquiry (CON29DW) - Residential	47.94	9.59	57.53	SR
Drainage and Water Enquiry (CON29DW) - Commercial	133.62	26.72	160.34	SR
Chancel Check	20.40	4.08	24.48	SR

CON29 Information				
In some instances, interested parties will be able to access the required information via public The provision of Individual Enquiry Reports is to enhance the number of access channels available and not limit access.				
CON29 Individual Enquiries	Net (£)	VAT (£)	Total (£)	VAT Rate
Questions 1.1. (a) to (i)	8.25	1.65	9.90	SR
Questions 1.1. (j) to (l)	8.25	1.65	9.90	SR
Question 1.2.	8.25	1.65	9.90	SR
Questions 2.1. (a) to (d) and 2.2. to 2.5. - Please contact Highway Searches Via East Midlands Ltd. Tel 0115 9773143 or Email highwaysearches@viaem.co.uk				
Question 3.1.	3.85	0.77	4.62	SR
Questions 3.2., 3.3. (a) to (c), 3.4. (a) to (f), 3.5. (a) & (b), 3.6. (a) to (l) and 3.7. (e) - Please contact Highway Searches Via East Midlands Ltd. Tel 0115 9773143 or Email highwaysearches@viaem.co.uk				
Questions 3.7. (a) to (d) & (f)	8.25	1.65	9.90	SR
Question 3.7. (g) - The District Council is unable to respond to this enquiry, therefore please contact the Environment Agency (https://www.gov.uk/topic/environmental-management/flooding-coastal-change) and/or Nottinghamshire County Council (flood.team@nottscc.gov.uk)				
Question 3.8.	3.85	0.77	4.62	SR
Questions 3.9. (a) to (n)	8.25	1.65	9.90	SR
Questions 3.10. (a) to (h)	3.85	0.77	4.62	SR
Questions 3.11. (a) & (b)	3.85	0.77	4.62	SR
Question 3.12	3.85	0.77	4.62	SR
Questions 3.13. (a) to (c)	3.85	0.77	4.62	SR
Question 3.14.	3.85	0.77	4.62	SR
Questions 3.15. (a) and (b)	8.25	1.65	9.90	SR

Markets

Indoor Market - per pitch based on floor space - price range	POA*	E
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Outdoor Markets

Kirkby in Ashfield	Net (£)	VAT (£)	Total (£)	VAT Rate
Tuesday/Thursday/Friday/Saturday: first stall	12.40	0.00	12.40	E
Extra stall each up to 3 extra	8.90	0.00	8.90	E
Extra stall above 4 stall each	5.70	0.00	5.70	E

Hucknall	Net (£)	VAT (£)	Total (£)	VAT Rate
Friday Traditional Market: first stall	12.40	0.00	12.40	E
Extra stall each up to 3 extra	8.90	0.00	8.90	E
Extra stall above 4 stall each	5.70	0.00	5.70	E

Sutton in Ashfield	Net (£)	VAT (£)	Total (£)	VAT Rate
Monday/Wednesday/Friday/Saturday: first stall	12.40	0.00	12.40	E
Extra stall each up to 3 extra	8.90	0.00	8.90	E
Extra stall above 4 stall each	5.70	0.00	5.70	E

All Markets	Net (£)	VAT (£)	Total (£)	VAT Rate
Designated special event markets through the year - individual stalls from £15.55 tables from £5	16.70	0.00	16.70	E
Catering stalls	28.70	0.00	28.70	E

Catering stalls with Electricity	35.40	0.00	35.40	E
Self erect market stall	21.30	0.00	21.30	E
Trailer Unit	21.80	0.00	21.80	E

Catering and Similar Vans	Net (£)	VAT (£)	Total (£)	VAT Rate
All Markets	21.80	0.00	21.80	E
Extra with electrical supply	6.70	0.00	6.70	E
Promotional Vehicle	17.10	0.00	17.10	E

Promotional Space	Net (£)	VAT (£)	Total (£)	VAT Rate
All areas	POA*			E

Sunday Markets	Net (£)	VAT (£)	Total (£)	VAT Rate
Christmas and Sunday markets	21.80	0.00	21.80	E
Subsequent stalls (each)	15.60	0.00	15.60	E
Catering Vans/Trailers	28.70	0.00	28.70	E
Connection to electric supply	6.70	0.00	6.70	E

Private Market fees and charges - NEW

There is a fixed fee to process the initial application of £204
There is a sliding scale of fees depending on the size of the market.

Number of traders / stalls / catering vehicles
1 – 25
26 – 50
51 - 75
76 - 100
101 - 200
Over 200

Fee per event day during licence period	VAT Rate
25.50	NB
51.00	NB
76.50	NB
102.00	NB
204.00	NB
357.00	NB

POA* - Price on application and determined through ODR at commercial rates

VAT Key:

SR = standard rated
E = exempt
NB = non business / Outside scope
Z = zero rated

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Report To:	CABINET	Date:	26 JANUARY 2021
Heading:	HOUSING RENT SETTING 2021/22		
Portfolio Holder:	CABINET MEMBER FOR FINANCE AND RESOURCES – COUNCILLOR RACHEL MADDEN		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

This report provides information on the proposed Housing Revenue Account (HRA) rent level and other HRA accommodation related charges for Council tenants for the financial year 2021/22.

Recommendation(s)

1. To set an average rent increase of September Consumer Price Index (CPI) (0.5%) + 1% for all Council house rents for 2021/22.
2. To set a garage average rent increase of CPI (0.5%) + 1% for 2021/22.
3. To set a weekly amenity charge of £1.37 (an increase of £0.02p) for all Council house properties for 2021/22.
4. To set a decrease to the communal heating charges of 5% for 2021/22.
5. To set an increase for water charges at Brook Street Court of 0.9% for 2021/22.
6. To set an increase for service charges for the properties at Hawkers Place of Retail Price Index (RPI) at December 2020 for 2021/22.

Reasons for Recommendation(s)

To set a 1.5% rent increase in line with the Ministry of Housing, Communities & Local Government policy statement on rents for social housing 2019.

To set an increase of 1.5% on garage rents to continue covering the increasing costs of maintenance and rental collection for the Council garage sites, consistent with the approach in previous years.

To increase the amenity charge in line with CPI + 1% to continue covering the costs of providing the services which do not fall within the provision of the rent charge.

To set a decrease to the communal heating service charges. This is to pass on the decrease in prices obtained under a newly procured contract from the utility company to the Council for providing the communal heating in the applicable housing court schemes.

To set an increase to the service charge for water at Brook Street Court to cover the increase in prices from the utility company to the Council for providing water at Brook Street Court.

To set an increase of RPI for the service fee for the properties at Hawkers Place estate, Hucknall, in line with the legal agreement between the Council and the Housing Development Company.

Alternative Options Considered

(with reasons why not adopted)

The housing rent option considered was for a lower percentage but this would have a detrimental effect on the HRA in the long term leading to an unsustainable HRA.

The garage rent option considered was for a lower percentage but this would have a detrimental effect on the HRA and not cover the inflationary increase in costs incurred in 2021/22.

To not increase the amenity charge to the proposed level would mean that the service would continue to not have full cost recovery of the additional services provided and this would adversely impact the HRA balances.

The decrease in the communal heating service charge is calculated to cover the costs of providing the heating to the housing court schemes. To not decrease the service charge would mean the charges would inappropriately subsidise other areas of the HRA i.e. the other rent payers.

The increase in the water service charge to Brook Street Court is calculated to cover the costs only of providing the water to the Brook Street Court tenants. This follows strict guidance from Office of Water Services (OFWAT) and no other option is available

The increase in the service fee is in line with the legal agreement between the Council and the Housing Development Company. To not increase the service charge would mean the costs are inappropriately subsidised by the HRA i.e. the other rent payers.

Detailed Information

1. Rent Setting

1.1 The Government has announced that future rent increases to social housing rents will be limited to September's Consumer Price Index (CPI) plus 1% for 5 years from 2020/21. This new policy recognises the need for a stable financial environment to support the delivery of new homes and to enable registered providers to plan ahead incorporating additional standards such as in the area of fire safety and thermal efficiency.

1.2 Applying the Government policy results in a rental increase of 1.5% for 2021/22 (September 2020 CPI 0.5%).

2. Garage Rents

- 2.1 Occupancy in garages has remained constant over the last 12 months. The Housing Lettings team will continue to market the available garages. There is little demand for those garages that are currently empty. The garages that are currently occupied have a higher demand, with some areas operating a waiting list. It is recommended that the garage rents are increased by 1.5% for 2021/22 in line with the housing rent increase, which will generate an additional annual income of £2.5k on the occupied garages.
- 2.2 Table 1 below shows the current 2020/21 and the proposed 2021/22 weekly garage rents.

Table 1 – Garage Rents 2020/21 and 2021/22

	Rents 2020/21	Rents 2021/22	Increase
	£	£	£
Garages			
Band A	6.34	6.44	0.10
Band B	7.09	7.20	0.11
Band C	7.84	7.96	0.12
Plots			
Band A	0.85	0.85	0.00
Band B	1.00	1.00	0.00

3. Amenity Charge

- 3.1 This charge contributes to the cost of providing the following existing services which do not fall within the provision of the rent:
- Grounds Maintenance/Estate Management of housing open space
 - Community Safety
- 3.2 The current annual amenity charge is £1.35 per week and it is proposed that this will increase by two pence to £1.37 per week. The charge is still below a full cost recovery level and is not applicable to those tenants on affordable rent (which is an 'inclusive' rent).

4. Communal Heating Charges (District Heating)

- 4.1 Users of communal heating pay a weekly charge designed to cover the cost to the Council for providing this heating. An analysis of forecast costs for the scheme show that it is likely to be slightly over recovered in 2021/22 based on the current service charge levels. This is due to Council entering into a new contract for the provision of utilities. Therefore a decrease to the service charge is required. It is recommended that the charges for 2021/22 would need to decrease by 5%.

4.2 Table 2 below shows the current 2020/21 and the proposed 2021/22 weekly heating charges.

Table 2 – Heating Charges 2020/21 and 2021/22

	Heating Charge	Heating Charge	Decrease
	2020/21	2021/22	
	£	£	£
Band A	11.06	10.51	-0.55
Band B	11.91	11.31	-0.60
Band C	12.51	11.88	-0.63
Band D	13.27	12.61	-0.66
Band E	13.78	13.09	-0.69
Band F	14.35	13.63	-0.72

5. Water Charges at Brook Street Court, Sutton In Ashfield

5.1 There is a weekly service charge payable along with the rent, to cover water charges. The charge relates to the 22 apartments only and the charge depends on whether they are tenants of a 1 or 2 bed unit. This is only for cost recovery against strict guidance from Office of Water Services (OFWAT) with the Council being forbidden to make any surplus or profit on the provision of water. As water charges and water usage changes over time, the service charge will be reviewed each year to ensure it accurately reflects the costs being incurred. It is recommended that the charge for 2021/22 be increased by 0.9% in line with the increase levied by Severn Trent for 2020/21.

6. Service Fee at Hawkers Place, Hucknall (9 properties purchased in 2018)

6.1 This is an annual charge payable by all residents to cover the maintenance costs (provided by a private contractor) of the wider estate. The Service Fee is subject to an inflation-linked annual increase (in line with the Retail Prices Index "RPI" as at December) each year and the Service Fee is not linked to or dependent on the number of houses on the estate.

1.6.2 The service fee funds the upkeep and maintenance of all open areas and landscaped parts of the estate that are for common use, primarily:

- The strips of trees / woodland areas along Watnall Road
- The ecology bund on the former runway
- The play area
- The footpaths and cycle ways
- The drainage swale
- All fencing, boundaries, street furniture etc.

Implications

Corporate Plan:

The financial position of the HRA has a direct impact on delivery of key objectives in the Corporate Plan. Sustainability of the HRA will assist in maintaining existing homes and increase the supply of affordable homes in the District in the future.

Legal:

The Council is required by the Local Government Housing Act (LGHA) 1989 to have a separate Housing Revenue Account.

The Council is required to comply with the Direction on the Rent Standard 2019. The Secretary of State set Direction in exercise of the powers conferred by section 197 of the Housing and Regeneration Act 2008.

The Council is required to comply with the Ministry of Housing, Communities and Local Government Policy statement on rents for social housing February 2019.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	As outlined in the report
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
Rents, fees and charges increases do not cover the cost increases in delivering the services.	Rents, fees and charges are reviewed annually.

Human Resources: None

Environmental/Sustainability
(to be completed by the author)

Equalities:

Equalities implications are considered as part of the process in developing individual policy or budget changes.

Other Implications:

Not applicable

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

(if applicable)

Report Author and Contact Officer

Pete Hudson

CORPORATE FINANCE MANAGER

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Glossary of Terms

CPI - The Consumer Price Index (CPI) is a measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food, and medical care. It is calculated by taking price changes for each item in the predetermined basket of goods and averaging them. Changes in the CPI are used to assess price changes associated with the cost of living.

RPI - The Retail Price Index (RPI) is also a measure that examines the weighted average of prices but includes an element of housing costs, whereas the following items are not included in the CPI: Council tax, mortgage interest payments, house depreciation, buildings insurance, ground rent, solar PV feed in tariffs and other house purchase cost such as estate agents' and conveyancing fees.

Affordable Rent – this is a rent set at up to 80% of the local market value and is a rent inclusive of all general/overarching service charges. Affordable rents are set on newly built or acquired properties in line with regulation.

Agenda Item 9



Report To:	CABINET	Date:	26TH January 2021
Heading:	HOUSING REVENUE ACCOUNT MEDIUM TERM FORECAST 2020/21 – 2024/25		
Portfolio Holder:	COUNCILLOR RACHEL MADDEN PORTFOLIO HOLDER FOR FINANCE & RESOURCES		
Ward/s:	ALL		
Key Decision:	Yes		
Subject to Call-In:	Yes		

Purpose of Report

To update Members on the forecast financial position of the Housing Revenue Account (HRA) for the next five years.

Recommendation(s)

1. That Cabinet note the impact of the five year financial forecast and the inherent financial risks within.

Reasons for Recommendation(s)

To provide Cabinet with an up to date medium term financial forecast for the HRA.

Alternative Options Considered

(with reasons why not adopted)

None, the report is for information.

Detailed Information

1. Introduction

- 1.1 The formation of a Housing Revenue Account (HRA) 30-year financial business plan has been a requirement since the replacement of the HRA subsidy system with the self-financing system in April 2012. Housing authorities need to regularly

perform and review resource utilisation exercises that broadly adopt the following principles:

- Rents must remain sufficient to service existing debt and maintain service delivery.
- A statutory obligation to maintain the Housing Stock to a Decent Homes Standard and Housing Health and Safety Rating System (HHSRS) standard, which will also ensure they continue to generate sufficient rental income.

Should resources allow:

- prioritised service delivery changes can be considered
- development and growth can be considered
- support the use of Right to Buy receipts in delivering new or existing affordable rented housing
- debt repayment can be considered

2. Current Position

2.1 At 31 March 2020, the HRA balance was £36.8m. The minimum balance to be held by the HRA is £2.5m.

2.2 A medium term forecast has been derived from the HRA 30 year business plan for the next five years in Table 1 below. This is based on known commitments and assumptions, as detailed in Table 2 below. The HRA balances are forecast to diminish from £36.8m to £24.4m by 31 March 2025.

2.3 The main area of expenditure is the financing of the capital programme, which includes the development of new build properties across the District, bringing empty properties back into use and further investing into the existing stock following a review of the asset maintenance requirements through a refreshed stock condition survey (ref 3.6 below).

2.4 A number of financial risks that would affect the forecast if they came to fruition need to be considered:

- Rental income lower than forecast as a result of lower rent increases (ref 3.1 below) and/or non-payment of rent (ref 3.2 below) would have an adverse effect on the long-term sustainability of the HRA.
- Significant reductions in stock numbers (due to RTB sales) would also have an adverse effect on the long-term sustainability of the HRA (ref 3.3 below).
- Unforeseen increases to management and/or maintenance costs would create a risk that longer term reserves may be insufficient to sustain these additional costs over the life of the HRA business plan. It is therefore imperative that before any decision is taken on further investment in services or housing stock, the long-term view over the life of the business plan is undertaken.
- Central Government blanket policy on rents.

Table 1 - HRA Medium Term Forecast:

HRA Medium Term Forecast					
Year Description	1 2020.21	2 2021.22	3 2022.23	4 2023.24	5 2024.25
	£'000	£'000	£'000	£'000	£'000
Income					
Gross Rental Income	£24,180	£24,731	£25,277	£25,687	£26,981
Void Losses	-£233	-£238	-£243	-£247	-£260
Tenanted Service Charges	£193	£207	£208	£209	£213
Non-Dwelling Income	£168	£169	£170	£171	£174
Other Income	£183	£183	£183	£183	£183
Total income	£24,492	£25,052	£25,595	£26,004	£27,292
Expenditure					
General Management	-£4,228	-£4,244	-£4,269	-£4,289	-£4,375
Other Management	-£1,424	-£1,431	-£1,440	-£1,447	-£1,476
Bad Debt Provision	-£240	-£246	-£251	-£255	-£268
Responsive & Cyclical Repairs	-£6,815	-£6,885	-£6,986	-£7,081	-£7,284
Total expenditure	-£12,707	-£12,806	-£12,946	-£13,073	-£13,403
Capital financing costs					
Interest paid on debt	-£3,548	-£3,548	-£3,548	-£3,548	-£3,548
Interest Received	£20	£21	£17	£16	£15
Depreciation	-£3,793	-£3,840	-£3,898	-£3,936	-£4,034
Capital financing costs	-£7,320	-£7,367	-£7,428	-£7,468	-£7,566
Appropriations					
RCCO	-£2,566	-£13,898	-£7,590	-£7,103	-£7,479
Other appropriations	-£131	£0	£0	£0	£0
Appropriations	-£2,697	-£13,898	-£7,590	-£7,103	-£7,479
Net income/ (expenditure)	£1,767	-£9,019	-£2,369	-£1,640	-£1,156
HRA Balance					
Opening Balance	£36,817	£38,585	£29,565	£27,196	£25,556
Generated in year	£1,768	-£9,019	-£2,369	-£1,640	-£1,156
Closing Balance	£38,585	£29,565	£27,196	£25,556	£24,400

Table 2 - Financial Assumptions:

Key Area	Assumption	Comment
General inflation	2.00%	
Rent increase inflation	1.50% to 3.00%	Rent increases assumed in line with proposed government guidelines of CPI plus 1%
External borrowing interest rate	4.43%	Fixed Rate of interest
Minimum HRA balance	£2.5m	Recognise risk in self-financing environment

Right to buy sales	46 p.a. reducing to 40 p.a. over time	In line with sales forecast
Void rate	0.8%	In line with current position, no significant increase/decrease forecast
Bad debt provision	1.00% of gross rental income	To allow for changes under welfare reform

3. Known Commitments and Assumptions contained within the HRA Medium Term Forecast

3.1 Rents

Under the self-financing regime, it is critical that rents remain sufficient to meet the ongoing liabilities required within the HRA.

The HRA has an annual turnover of circa £24m. The sustainability and the ability for us to deliver the Council's objectives outlined above relies on maximising income whilst ensuring affordability and value for tenants and leaseholders.

Maximum rent levels are governed by Government requirements for existing tenants and for newly developed homes under the Rent Standard (regulated by the Regulator of Social Housing). This applies to all local authorities and the Regulator will undertake monitoring to ensure its adoption.

Since 2001, rents for properties let at '**social rent**' have been set based on a formula set by government. This creates a 'formula rent' for each property, which is calculated based on the relative value of the property, relative local income levels, and the size of the property. An aim of this formula-based approach is to ensure that similar rents are charged for similar social rent properties.

In 2011, the government introduced '**affordable rent**' which permits rents (inclusive of service charges) to be set at up to 80% of market rent (inclusive of service charges). On all newly acquired homes, the Council will charge Affordable Rents.

A decision in respect of rents for 2021/22 is presented to this meeting as a separate agenda item. The HRA medium term forecast for rents reflects the recommendation that government policy is followed, setting rents at CPI + 1% for the next four years, therefore providing some rental certainty in the medium to long term. (The CPI rate is taken from the September before each financial year. The rate was 0.5% as at September 2020 therefore the proposed rent increase for 2021/22 is 1.5%).

3.2 Non-payment of Rent

Non-payment of rent reduces the income to HRA, under the old subsidy system, non-payment of rent was protected because the subsidy calculation included an allowance for the non-payment of rent in the annual settlement. However, under self-financing, this risk has transferred to the HRA.

This risk is further compounded by the introduction of the Government's legislation on Welfare Reform, specifically the changes to under occupancy rules and Universal Credit.

Under Occupancy is having more bedrooms than are necessary for the household. If a household is deemed as under-occupying, there will be a reduction in Housing Benefit/Universal Credit. The amount allowed for rent and any service charges will be reduced by:

- 14% for under-occupancy by one bedroom
- 25% for under-occupancy by two bedrooms or more

This results in the rent and service charge not covered by benefit needing to be paid by the tenant, increasing the risk of non-payment.

Universal Credit was rolled out in November 2018. Previously, rent rebates were applied directly to the tenant's rent account with the tenant paying any net balance. Under Universal Credit, rent rebate is paid directly to the tenants who have the responsibility to pay the full rent themselves to the Council.

A bad debt provision is set in the 30-year business plan, calculated based on factors around aged debt, and is shown in the medium term forecast in Table 1 above.

3.3 Stock Additions/Reductions

Rental income is the main source of income to the HRA and rent loss could seriously affect its sustainability. Future decisions regarding changes to the stock need to have regard for the impact on future rental streams.

Planned stock reductions and additions have been accounted for in the medium term forecast as follows:

- 46 right to buy sales per annum based on prior year averages.
- 22 new build properties at Davies Avenue, Sutton in Ashfield scheduled for completion in August 2022.
- 9 new build properties at various infill sites in Sutton in Ashfield scheduled for completion November 2021.
- 11 new build properties at Hucknall Garage Sites scheduled for completion during Spring 2022.
- 17 new build properties at Maun View, Sutton in Ashfield scheduled for completion during Winter 2022.

Other possible projects for 16 potential new properties at various infill sites around Kirkby and Hucknall are currently in the feasibility stage are not sufficiently defined to be accounted for in the medium term plan.

3.4 Management and Maintenance costs

A transformation review of the repairs service has incorporated consideration of role changes and investment in technology including a more customer centric, customer responsive and productive housing repairs function, that being a mobile Housing Repairs solution incorporating a repairs module, associated licences, handheld devices and Dynamic Resource Scheduler (DRS).

The review identified the opportunity for efficiency gains as shown in Table 3.

Table 3 - Efficiency Gains from the transformation review of repairs service:

	2020/21	2021/22	2022/23	2023/24	2024/25
HRA	£	£	£	£	£
Employee Costs	-29,000	-36,000	-43,000	-43,000	-43,000
Car allowance	-10,000	-10,000	-10,000	-10,000	-10,000
Sub-contractor costs	-60,000	-90,000	-90,000	-90,000	-90,000
Net position	-99,000	-136,000	-143,000	-143,000	-143,000

These savings are built into the HRA business plan.

3.5 Inflation

Inflation has been set at September's CPI rate of 0.5% for 2021/22, 2022/23 and 2023/24 and at 2% for the remaining years of the medium term forecast.

3.6 Capital Expenditure

The capital expenditure incorporated within the medium term forecast includes all items included in the current HRA Capital Programme as shown in table 4 below.

Table 4 - HRA Capital Programme 2020 to 2025:

	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£'000	£'000	£'000	£'000	£'000	£'000
HOUSING REVENUE ACCOUNT						
Major Works to Stock	4,638	11,763	11,175	11,125	11,175	49,877
Other Housing Revenue Account Schemes						
Sutton Affordable Housing developments - Infill Sites	730	730	0	0	0	1,460
Investment in New or Existing Dwellings	1,595	1,000	1,000	1,000	1,000	5,595
Davies Avenue Housing Project	51	2,810	0	0	0	2,861
Hucknall Affordable Housing Developments - Infill Sites	0	1,750	0	0	0	1,750
Maun View Sutton-in-Ashfield	0	2,606	0	0	0	2,606
Housing Vehicles	700	0	365	0	92	1,157
Other minor projects	173	80	80	40	40	413
Sub Total	3,249	8,976	1,445	1,040	1,132	15,842
Total Housing Revenue Account	7,887	20,739	12,620	12,165	12,307	65,719

The major repairs work continues to be funded from the Major Repairs Reserve, into which the HRA makes an annual contribution. The 30-year stock condition survey refresh that was undertaken in 2018 is used to forecast the expenditure required over the next 30 years. The 2020/21 is a low figure due to the Covid-19 restrictions delaying the major works programme team commencing work with a new five-year delivery partner from April. This has pushed some of the planned programme back into 2021/22. This has been reported through the in-year Cabinet budget monitoring reports.

The additional expenditure required for development and regeneration is predominantly funded from HRA reserves, hence the reduction in balances over the medium term. The remainder is being met from capital receipts and grants.

For all development and regeneration housing schemes a project appraisal is undertaken to assess if over the longer term (maximum of 40 years) the income stream generated will replenish the reserve balances used to fund the scheme. Only if this is the case are schemes approved.

The investment in new or existing dwellings scheme is financed 30% from additional retained RTB receipts and 70% is match funded from the HRA reserves.

The additional RTB receipts are allowed to be retained under an agreement with the Secretary of State under section 11(6) of the Local Government Act 2003 under which all the receipts arising from additional RTB sales (i.e. those above the number predicted since 2012 in the self-financing settlement), but they must be used to fund the provision of replacement social housing and must be spent within 3 years. If they remain unspent at 3 years, they have to be returned to Government with interest.

Table 5 below shows the level of total required HRA investment in new or existing dwellings to enable the RTB receipts retained to date to be spent within 3 years and compares it with the total of the actual spend to 30 September 2020 and the additional budgeted spend based on the current level of approved investment in new or existing dwellings included in the capital programme and HRA medium term financial plan:

Table 5 - RTB retained receipts forecast spend position to 30 September 2023:

Quarter End Date	HRA Required New Build Expenditure	Expenditure as at 30/09/2020	Remaining Expenditure from September 2020 Capital Programme	Total Estimated Expenditure by Quarter Date	Cumulative Quarterly Shortfall	Minimum Spend between 1st October 2020 and Quarter End Date
30/09/2023	14,086,192	9,814,884	3,676,207	13,491,091	595,101	4,271,308
30/06/2023	13,781,881	9,814,884	3,426,207	13,241,091	540,790	3,966,997
31/03/2023	13,623,352	9,814,884	3,176,207	12,991,091	632,261	3,808,468
31/12/2022	12,919,194	9,814,884	2,926,207	12,741,091	178,103	3,104,310
30/09/2022	11,766,043	9,814,884	2,676,207	12,491,091	0	1,951,159
30/06/2022	11,352,225	9,814,884	2,426,207	12,241,091	0	1,537,341
31/03/2022	10,225,147	9,814,884	2,176,207	11,991,091	0	410,263
31/12/2021	9,930,132	9,814,884	1,926,207	11,741,091	0	115,248
30/09/2021	9,546,218	9,814,884	1,676,207	11,491,091	0	0
30/06/2021	8,918,584	9,814,884	1,426,207	11,241,091	0	0
31/03/2021	7,941,813	9,814,884	1,176,207	10,991,091	0	0

Table 5 indicates that actual expenditure as at 30th September 2020 has exceeded the spend requirements up to 30th September 2021. As long as future actual expenditure matches the budgeted expenditure in the capital programme, the spend requirement will be exceeded for another year to 30th September 2022.

An additional spend of £632k is required by 2022/23, being £178k additional spend by Q3 2022/23 and a further 454k by Q4 2022/23. This would require additional use of HRA reserves of £442k by 2022/23 to provide the 70% match funding.

If we have to return any retained receipts, the interest is calculated at base rate + 4%. Base rate over the last 3 years have ranged from 0.1% to 0.75%. Using the average base rate of 0.4%, for each £100k of RTB receipts returned, an interest charge of approximately £14k ($£100k * 1.044^3$) will be incurred. (The interest paid can be funded from capital receipts).

Further analysis of the capital programme will be undertaken in 2021/22 to evaluate the best way to deliver the funding requirements for the new affordable housing programme and the purchase of properties. This will be reported as a capital programme refresh.

3.7 Capital Charges

The interest charged on housing debt is calculated in line with the Item 8 Debit as prescribed in the Self Financing Determination of 1 April 2012. The HRA Capital Financing Requirement (HRACFR) provides the basis for the calculation. This will increase if HRA capital expenditure funded by borrowing is incurred or will decrease if debt is repaid.

The HRA reserves are funding all additional capital expenditure required in the forecast so the HRACFR remains constant throughout.

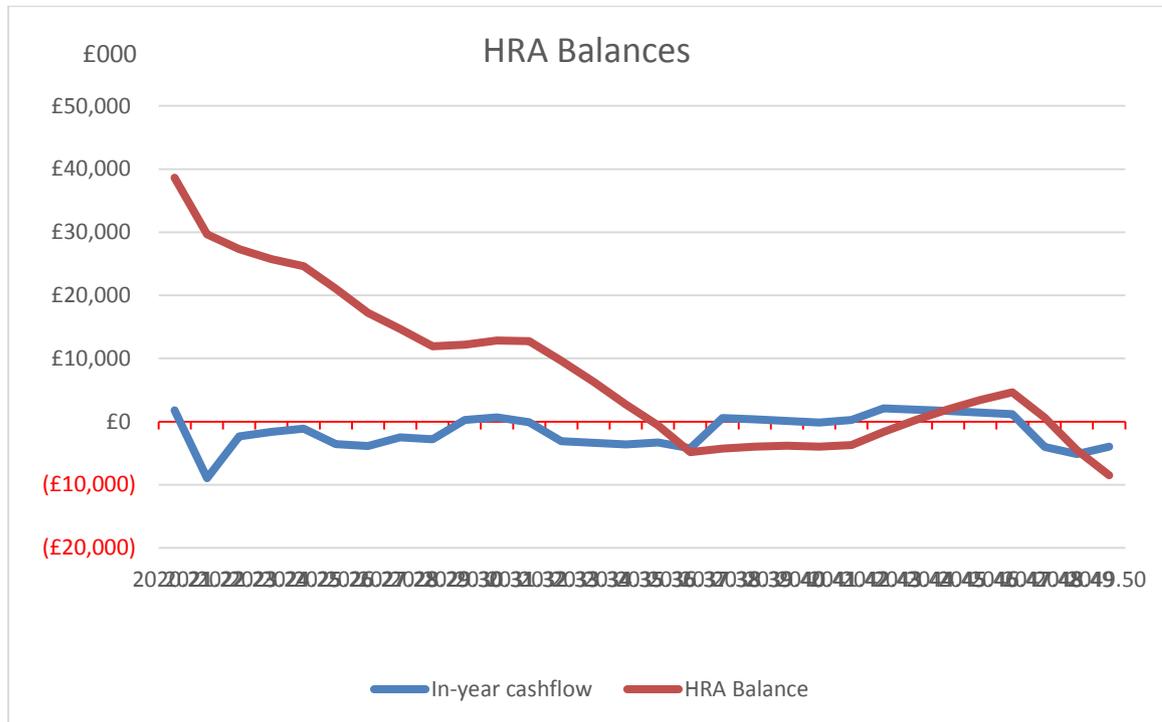
4. **Future Implications**

4.1 Social Housing Green Paper – A New Deal for Social Housing

Improving People's Homes and Reducing Bills. The Government will look at a long-term trajectory for energy performance standards across the social housing sector, with the aim of as many social rented homes as possible being upgraded to EPC Band C by 2030, where practical, cost-effective and affordable.

It is broadly estimated that the cost to achieve a Band C energy rating to the Council's housing stock is in the region of £10m. This would involve the installation of measures or a combination of measures to each property dependent upon the respective property types and their respective current thermal efficiency characteristics. This figure may vary upon detailed analysis. This has been built into the HRA 30 year business plan across the years 2024/25 to 2028/29 and the effect on the HRA balances is shown in the graph below.

Graph 1 – HRA balance as per 30-year Business Plan



4.2 The graph shows the HRA balances over the life of 30-year business plan. The HRA is estimating to hold £38m in balances by the end of this financial year. The current forecast movement in balances shows a general reduction through to 2036/37 to a deficit position of £4.8m. The main driver for this is the housing stock condition survey showing the requirements of the major works maintenance programme. This is reviewed every 5 years taking account of changes in stock levels and component life spans.

The 30 year housing business plan is refreshed each year with multiple variables effecting the outcome over the 30 years.

4.3 We await further clarification from Government on its future direction for social housing through the Social Housing White Paper published 17th November. This included proposals to introduce new primary building safety legislation and a new Decent Homes Standard, which is likely to include higher safety, quality, sustainability and energy efficiency standards. The full cost implications of the new Building Safety Regulatory system expected to be enacted in 2021 are unquantifiable at this point.

Implications

Corporate Plan:

The HRA business plan in the medium and longer term reflects the financial implications of delivering the Councils priorities for Homes and Housing as identified in Ashfield's Corporate Plan and demonstrates the plans are affordable and sustainable.

Legal:

Legal provisions are set out in the report.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	As detailed in the report.
Housing Revenue Account – Capital Programme	As detailed in the report.

Risk:

Risk	Mitigation
The HRA becomes financially unsustainable and does not deliver its statutory obligations in relation to the provision of quality social housing.	The HRA business plan is refreshed each year. Actions are taken to influence the medium and longer term direction of the HRA balances to ensure sustainability whilst delivering its statutory obligations.

Human Resources:

None

Equalities:

N/A

Other Implications:

None

Reason(s) for Urgency

N/A

Reason(s) for Exemption

N/A

Background Papers

(if applicable)

Report Author and Contact Officer

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Report To:	CABINET	Date:	26 JANUARY 2021
Heading:	ENVIRONMENTAL CHARTER		
Portfolio Holder:	CLLR DAVID MARTIN, PORTFOLIO HOLDER FOR STREETS, PARKS AND TOWN CENTRES		
Ward/s:	ALL WARDS		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

To present to Cabinet a summary of activities the Council undertakes in keeping the District clean and safe and to propose further steps to ensure continuous improvement.

Recommendation(s)

That Cabinet:

- 1) Notes the significant progress made in keeping Ashfield clean and safe.
- 2) Endorses the proposed enhancements to operational services, community engagement and environmental enforcement.
- 3) Approves the development of an Environmental Charter to incorporate the enhancements set out in this report and to delegate finalisation of this charter to the Leader of the Council, the Portfolio Holder for Streets, Parks and Town Centres and the Director of Place and Communities.
- 4) Approves the effective communication of the Council's current performance and the proposed Environmental Charter to Ashfield residents.
- 5) Endorses the regular performance updates to be presented to Cabinet as part of the Council's wider performance framework.

Background

Amongst the Council's top priorities is a commitment to make Ashfield cleaner and safer and in recent times, the Council has made great strides in this direction.

The Council's effort is significant, reflecting the priority afforded to ensure a cleaner and safer Ashfield, which is aided by many community-minded citizens.

In many respects, this is the Council's day job, and it is worthwhile reflecting on the many services provided on a daily basis.

Waste

The Council undertakes more than a quarter of a million waste collections from around 56,500 properties each month. On average, 1,000 tonnes of household waste is collected weekly.

At peak times of the year such as the Big Ashfield Spring Clean, the Council collects an additional 250 tonnes of waste and over the Christmas period, an additional 110 tonnes of residual waste is collected. During the Covid-19 pandemic, the Council has collected an additional 748 tonnes of waste, recognising that residents often have additional waste to dispose of.

Our Bulky Waste service helps householders who have large items to dispose of and cannot take such items to the Household Waste and Recycling Centre; during a typical week, the Council collects 163 items of bulky waste, averaging around 8,500 items collected per year. During the Spring Clean period of February and March, the Council sees an average intake of 8,400 items in a 3-week period.

Recycling levels in the District are being maintained at 40% and an intake of between 500 to 700 tonnes of recycled waste is collected each year, combined with Garden and Glass tonnage. Recycling rates tend to increase over the summer months due to an increased intake of glass and garden waste.

It was especially pleasing that the Council was recognised on the 16th December 2020 by the Association of Public Sector Excellence (APSE) in being shortlisted for the best Waste Management and Recycling Service. This was in recognition of the work undertaken throughout the pandemic to maintain visible, frontline waste services to Ashfield residents. The Chief Executive of APSE, Paul O'Brien said "After a year of such turmoil for our communities, every finalist and every winner thoroughly deserves to be recognised for the fantastic work they do at the frontline of local public services".

Street Cleansing

How clean a street is affects how people feel about where they live and is why the Council puts so much effort and resource into keeping Ashfield clean.

We collect around 1,100 tonnes of street sweepings every year, which consists of organic waste, sands, silt, coarse and large aggregates, whilst our Street Scene crews empty 992 litter bins each week.

Our Street Scene staff are constantly cleaning the District and operate 7 days a week.

In 2020 the Council removed around 950 fly tips, 570 reported items of litter and glass, 40 pieces of graffiti and has cleaned up 180 incidences of reported dog fouling.

Parks and Open Spaces

Parks and Green Spaces have never been more important and given the pandemic, everyone is grateful of high-quality green space where they can spend time outdoors.

The Council is proud of our six Green Flag parks, reflecting the investment and focus the Council has placed on improving parks:

- Brierley Forest Park
- Kingsway Park
- Sutton Lawn Park
- Titchfield Park (Hucknall)
- Selston Country Park
- Portland Park

The Council cuts 1046 miles of grass every week, much of which is on our parks and the remainder, on roads and footways.

We have invested heavily in the quality of our parks and recent examples of this include new and upgraded facilities at Titchfield Park, Hucknall and Titchfield Park, Kirkby, improvements at Skegby recreation ground and significant infrastructure improvements at Kings Mill Reservoir, all of which is in addition to Sutton Lawn and Brierley Forest Park improvements.

Further investment is planned during the coming weeks with an exciting new play space at Lindley's Lane and £366k of wider improvements at Healdswood Recreation Ground, Riley Recreation Ground, Nuncargate Rec, Rowan Drive, and West Park.

And of course, the Council's recent investment in the annual management of three BMX tracks.

Community Involvement

The Council is grateful to residents who get involved in keeping the District clean and safe, in particular, those community activists who organise community litter picks. We will continue to support these groups.

There is little doubt that the majority of residents want to live and work in safe, attractive environments and the Council will always do all it reasonably can to facilitate and encourage such community action.

Environmental Crime

It is a sad reality that a very small minority of people who live in or visit Ashfield do not treat our District with the respect and love it deserves and think it is acceptable to litter, fly tip or allow their dogs to foul public places; this is why the Council has an environmental enforcement function.

It is regretful that it has been necessary for the Council to undertake environmental enforcement action throughout 2020, including:

- 7 convictions for breaches of Community Protection Notices specifically for waste on land/accumulation
- Served 32 Community Protection Notices specifically for waste on land/accumulation
- Served 89 Community Protection Warnings relating to waste on land/accumulation
- Issued 51 Fixed Penalty Notices specifically relating to waste / litter
- Served 34 Notices under the Prevention of Damage by Pests Act.
- Issued 238 warning letters before action for untidy gardens.
- Issued 18 formal tenancy warnings for untidy gardens.

Where Next?

The Council is rightly proud of its efforts to keep the District clean and safe but it is equally true that the Council is restless to improve further and whilst this is made ever more challenging due to budgetary constraints, the Council commits to use all of its available resources to make further improvements, building upon the current position of strength.

Cabinet is asked to consider the enhancements proposed below.

Waste

The Council commits to additional waste campaigns throughout the year to support residents in disposing of their waste in a responsible and convenient manner.

- Spring Clean – side waste collected alongside the general waste bin on a designated week and requests for free bulky waste collections accepted over a 3-week period
- Bag-It – one bag of side waste collected alongside general waste bin
- Skip into Summer – Flying skips (bin trucks) located at 80 different locations throughout the district on a Saturday morning over a 5-week period to allow free disposal of waste
- Christmas Side Waste – one bag of side waste collected on the first general waste collection after Christmas

Street Cleansing

The Council deploys street cleansing staff throughout the District and will prioritise cleanliness; this is why we commit to emptying 1000 litter bins weekly and removing any dangerous items that have been littered within 24 hours of being reported.

We recognise that residents are most concerned with their immediate surroundings and is why we commit to mechanically sweeping every street in the District at least once in every six-week period; this is regardless of whether residents live in our urban centres or in rural locations.

Graffiti can be offensive and for offensive graffiti, we commit to remove it within 24 hours of it being reported within the working week and for all other graffiti, to remove it within 7 days of it being reported where it is on public buildings. If graffiti is on private buildings, liaison with the building owner will be necessary.

Parks and Open Spaces

The Council truly appreciates the community value of green space and is why we will mow, during peak summer months, some 1,046 miles of green space and grass verges.

In addition, we pledge to plant over 1000 new trees each year.

During the 2020/21 planting season, 530 native trees have been planted at Kings Mill Reservoir, and a further 539 are being planted across Titchfield Park Hucknall, Sutton Lawn and the Summit Pit open space.

Plans are underway for the 2021/22 tree planting which will commence in September 2021.

Community Involvement

Keeping the District clean and safe requires everyone to play their part and we will support and encourage local groups to organise community clean ups and supply litter pickers and bags for collected waste. In the current COVID context, such groups are not permitted but during the summer months and when such activities are allowed, the Council will stand shoulder to shoulder with community minded residents.

Furthermore, over the next 12 months, the Council will develop a network of 'Clean Champions' to encourage such community action; this will be an informal network of like-minded residents who can exchange ideas and good practice, supported by the Council as the whole community is mobilised around keeping Ashfield safe and clean.

Environmental Crime

It is an unfortunate reality that not everyone shares such a community mindset and there is a minority of people who do not respect our District's environment and these people will be dealt with robustly and where the evidence allows, the Council will initiate fines and legal proceedings.

The Council will stand alongside the overwhelming majority of residents who care passionately for the District's environment.

This means that the Council will:

- Issue Fixed Penalty Notices (fines) for littering and dog fouling and those in breach of the Council's Public Spaces Protection Order.
- Serve enforcement notices for waste on private land and untidy gardens
- Investigate every reported fly tip and where evidence allows, initiate legal proceedings.
- Increase the number of mobile CCTV cameras and
- Install mobile CCTV at fly tipping and environmental crime hot spots.
- Provide high visibility, targeted patrolling in high footfall areas such as town centres, estates, parks and other priority hotspots to tackle ASB and enviro-crime.
- Serve enforcement notices on landlords or building owners who do not look after their premises and allow them to become eyesores.
- Work with partners, including the Police, Housing Associations and the County Council to ensure an integrated approach to environmental crime.

Communicating the Plan

It is important that this plan is effectively communicated to residents of the District.

Once the Environmental Charter is finalised, a wrap-around and detailed communications campaign is proposed, including a notification to each household

It is imperative that everyone plays their part and the Council encourages good environmental behaviours and discourages poor behaviour; part of this campaign will include a recruitment drive

for residents to become ‘Clean Champions’ as well as alerting those who may be tempted to commit environmental crime that the likelihood of being caught in the future will significantly increase.

Performance Reporting

The Council’s performance management arrangements include a performance scorecard being presented to the Corporate Leadership Team and Cabinet on a quarterly basis.

As from 2021/22, this Charter will be included in the corporate performance reporting arrangements and reported alongside other key performance metrics.

Implications

Corporate Plan:

The Environmental Charter supports the Council’s Cleaner and Greener Theme.

Legal:

The Council carries out street cleansing as part of its statutory duty and carries out grass cutting and weed treatment on behalf of Nottinghamshire County Council under contract.

The Legal Team provides advice and assistance in relation to enforcement work, including taking matters forward for prosecution where evidence allows.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	Contained within the service budget
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	Contained within the service budget
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
Risk to service provision due to Covid 19	The Council has robust Business Continuity Plans which prioritise services in emergency situations. The global pandemic has provided challenges for many local authorities and local outbreak plans are being developed to reduce the risk to services in the future.

Human Resources:

There are no implications

Equalities:

There are no implications

Other Implications:

n.a

Reason(s) for Urgency

n.a

Reason(s) for Exemption

n.a

Background Papers

Report Author and Contact Officer

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Report To:	CABINET	Date:	26th January 2021
Heading:	PUBLIC FUNERALS		
Portfolio Holder:	CLLR D MARTIN, PORTFOLIO HOLDER FOR STREETS, PARKS AND TOWN CENTRES		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

The Council has a responsibility for Public Health Funerals under the Public Health (Control of Diseases) Act 1984 section 46 which has historically been delivered by Mansfield District Council on behalf of Ashfield District Council. The reports sets out the new arrangements and policy for this service to be transferred to Ashfield District Council for its own residents.

Recommendation(s)

Cabinet is requested to:

- 1) Approve the proposed policy relating to Public Health Funerals under the Public Health (Control of Diseases) Act 1984 section 46.
- 2) Recommend that Council approves (as part of the 2021/22 Annual Budget Report to Council in March 2021) the revised budget to accommodate this statutory responsibility resulting in an additional budget of £9,100 (giving a total budget of £15,000). This revised budget will be kept under review with any required variation being brought back for Cabinet approval.

Reasons for Recommendation(s)

The policy sets out the Council's commitment to carry out Public Health Funerals and allow the Council to fulfil its statutory obligations with regards arranging the burial process of anyone who passes on the District without anybody willing or able to make the appropriate arrangements.

The Council has a legal duty in regards to Public Health Funerals and the recommendations provide the Council with the best opportunity to ensure that anyone who passes away in the District is buried with respect and dignity.

Alternative Options Considered

Ashfield Council has approached Nottingham City Council, as they have a dedicated Public Health Funeral Manager who manages Public Health Funerals and they also facilitate Public Health Funerals on behalf of Gedling Borough Council.

Due to the high number of Public Health Funerals Nottingham City Council manages (approx. 150 per year), plus any Gedling referrals, they do not have capacity or resources to take on Public Health Funerals on behalf of Ashfield District Council. **Not adopted**

Detailed Information

A Public Health Funeral, also known as an Environmental Funeral, is a funeral arranged under the Public Health (Control of Diseases) Act 1984 section 46. This Act places a statutory obligation on local authorities to make funeral arrangements for those who die without anybody willing or able to make the arrangements. Although this is a statutory duty, authorities must ensure that the funeral service is appropriate and indistinguishable from any other, treating such cases with the utmost dignity and respect.

The law states it shall be the duty of Ashfield District Council to bury or cremate the body of any person who has died in the District, in cases where it appears to the authority that no suitable arrangements for the disposal of the body have been or are being made.

Mansfield District Council has historically managed the public health funeral process on behalf of Ashfield District Council. However in recent years there has been an increase in the number of such cases across both districts, which has greatly impacted on the resource required to facilitate this agreement and therefore this arrangement is no longer sustainable.

Although the law is relatively simple and allows the Council to reclaim any costs it incurs while dealing with any cases, the process for dealing with cases can be time consuming and complex with many potential challenges. It is important therefore that any policy and processes are robust. Effectively the Council becomes next of kin for anyone who dies on District and has no means to pay for a funeral. There are a number of duties to consider: such as carrying out property searches, delivering death messages, recovering costs for funerals and registering deaths, along with the actual burial or cremation of the deceased.

To manage the process and to accommodate the increase in cases, the existing budget will need to be amended and has not been reviewed for several years. The Council does not know what demand there will be for this service so the budget will need to be kept under review. It is proposed that the current annual budget of £5,900 is increased to £15,000. In the event that the proposed revised budget needs to be varied, this will be brought back to Cabinet for consideration. Costs of funerals are shown in the table below:

	Costs
Internment (Burial for one)	£700
Cremation	£490 non Peak times
Cremation	£778 Peak times
Interment of Ashes	£200
Funeral Director	£499
Admin and process management	£1000

Mansfield District Council will be administrating any historic outstanding cases prior to 1 December 2020. Any new case from 1st December 2020 has fallen to Ashfield District Council to administer and to the Cemeteries team to investigate and complete, ensuring burial or cremation is carried out lawfully. 2021/22 will be a benchmark year.

Through the legislation the Council is able to take ownership of assets and some if not all of the funeral costs will be recouped from the estate of the deceased; however there are no guarantees of this so an appropriate budget is required.

The Cemeteries team is a small team. They are responsible for administering all funerals and allotments (approx. 700 plots). As duties in the cemeteries and allotments department cover office based duties and operational site based tasks, there will be an increased pressure on resource with the added responsibility of public health funeral as cases can be time consuming and complex.

The cemeteries and allotment service is currently being reviewed to assess working practices, digital transformation and staffing resource.

Implications

Corporate Plan:

Legal:

Public Health (Control of Diseases) Act 1984 section 46

- 1) It shall be the duty of a local authority to cause to be buried or cremated the body of any person who has died or been found dead in their area, in any case where it appears to the authority that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the authority.
- 2) Any Council which is the local authority for the purposes of the Local Authority Social Services Act 1970 may cause to be buried or cremated the body of any deceased person who immediately before his death was being provided with accommodation under part III of the National Assistance Act 1948 by, or by arrangement with, the council or was living in a hostel provided by the council under section 29 of the act.
- 3) An authority shall not cause a body to be cremated under subsection 1 or 2 above where they have reason to believe that cremation would be contrary to the wishes of the deceased.
- 4) Subsections 1 and 2 above do not affect any enactment regulating or authorising the burial, cremation or anatomical examination of the body of a deceased person.
- 5) An authority may recover from the estate of the deceased person ... expenses incurred under subsection 1 or subsection 2 above.
- 6) Without prejudice to any other method of recovery, a sum due to an authority under subsection 5 above is recoverable summarily as a civil debt by proceedings brought within three years after the sum becomes due.
- 7) The Secretary of State may cause such inquiries to be held as he may deem necessary or desirable for the purposes of this section.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	Revenue – Current budget is £5,900, proposed budget is £15,000 from 2021/22 and will be reflected in the 2021/22 Annual Budget Report to Council in March.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
<p>Legal risks The Council has a statutory duty to carry out Public Health Funerals under the Public Health (Control of Diseases) Act 1984 section 46.</p> <p>Reputational risks should any challenges be made against the Council and evidence cannot be produce.</p>	<p>Ensure there is a robust process in place to allow the Council to lawfully carry out its duties and cases to be managed sensitively.</p> <p>Ensure records and procedures are accurately recorded so any challenges can be mitigated through clear and transparent processes.</p>

Human Resources:

HR comments - there are no direct HR implications contained within the report. However the report details that the Cemeteries and Allotments service is currently under review. Depending on the outcome of the review any affected posts will need to be considered under the JE process and a full consultation period with employees will be required.

Environmental/Sustainability
(to be completed by the author)

Equalities:

There is sometimes a stigma around public health funerals that these are paupers' funerals; however this is an outdated opinion and the reality is that anyone who passes away in the District will be treated with respect and dignity regardless of wealth and will receive a full burial service as provided by the allocated funeral director.

Other Implications:

n/a

Reason(s) for Urgency

n/a

Reason(s) for Exemption

n/a

Background Papers

n/a

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Ashfield District Council
Public Health Funeral Policy

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Public Health (Control of Diseases) Act 1984 section 46

Introduction

A Public Health Funeral, also known as an Environmental Funeral is a funeral arranged under the Public Health (Control of Diseases) Act 1984 section 46. This act places a statutory obligation on local authorities to make funeral arrangements for those who die without anybody willing or able to make the arrangements. Although this is a statutory duty, authorities must ensure that the funeral service is appropriate and indistinguishable from any other treating such cases with the utmost dignity and respect.

The Law

46 Burial and Cremation

- 1) It shall be the duty of a local authority to cause to be buried or cremated the body of any person who has died or been found dead in their area, in any case where it appears to the authority that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the authority
- 2) Any council which is the local authority for the purposes of the Local Authority Social Services Act 1970 may cause to be buried or cremated the body of any deceased person who immediately before his death was being provided with accommodation under part III of the National Assistance Act 1948 by, or by arrangement with, the council or was living in a hostel provided by the council under section 29 of the act.
- 3) An authority shall not cause a body to be cremated under subsection 1 or 2 above where they have reason to believe that cremation would be contrary to the wishes of the deceased.
- 4) Subsections 1 and 2 above do not affect any enactment regulating or authorising the burial, cremation or anatomical examination of the body of a deceased person.
- 5) An authority may recover from the estate of the deceased person ... expenses incurred under subsection 1 or subsection 2 above
- 6) Without prejudice to any other method of recovery, a sum due to an authority under subsection 5 above is recoverable summarily as a civil debt by proceedings brought within three years after the sum becomes due.

- 7) The Secretary of State may cause such inquiries to be held as he may deem necessary or desirable for the purposes of this section.

The main paragraphs to note are 1, 3 and 5, i.e. that the local authority **must** make arrangements for the funerals of people who die or are found dead in their area where no other arrangements are being made; that a body should not be cremated if it is likely to be contrary to the wishes of the deceased, and that a local authority can recover their expenses from the estate of the deceased. The law is relatively simple, giving much scope for interpretation as to how the service should actually be carried out.

This policy sets out the approach Ashfield District Council will take in managing this statutory duty and process ensuring anyone who passes in district is treated with respect and dignity.

Referral of Cases

Referrals may come from a variety of sources, including (but not limited to) the Coroner's Office, Police, Hospitals, Nursing, Residential or Care Homes, Family or Friends and Funeral Directors.

A referral form will be completed at the time of initial contact to gather as much information as possible about the deceased.

Family

Families will contact Ashfield District Council if they are unable to afford to make the funeral arrangements. While taking the referral we will make sensitive enquiries as to whether a next of kin is receiving any benefit, in which case they may be entitled to help from the Social Fund. The family should be advised to visit the website www.jobcentreplus.gov.uk or telephone **0800 7310469 opt. 2** which gives information about the type of help available and who is eligible. The benefit status of the deceased is not relevant, only that of the person making the arrangements. The Officer could also forward a copy of the booklet 'What to do after a Death in England or Wales', published by the Department for Work and Pensions (available at www.dwp.gov.uk/docs/dwp1027.pdf), which also gives useful information. If the Officer feels it necessary, the family should be advised to contact the Bereavement Advice Centre (www.bereavementadvice.org or **0800 634 9494**), who can offer impartial advice about how best to proceed. If none of the family are entitled to benefits and are stating that they cannot afford or are not willing to make the funeral arrangements, it will be necessary to explain to them that the authority can make the funeral arrangements, but that their involvement will be limited and that the authority has first claim on the deceased's estate.

A full explanation will be given to the family of what will actually happen, including searching the property to recover any relevant paperwork, money or goods that can be sold to offset the funeral costs.

If the family still request that the authority take on the funeral arrangements, it will be necessary to send them a Next of Kin Consent form.

This form records the consent of the next of kin for the local authority, to make the funeral arrangements, and signifies an understanding that the Council, thus has first claim on any estate and will be legally entitled to reclaim any expenses against it. Although the form is not a legal requirement, a Next of Kin Consent form is required to prevent a challenge from other family members. Should the family be unwilling to provide written consent this should be recorded in the case file, and any funeral forms.

The Coroner's Office or Police

Many cases referred from the Coroner's Office or Police often will have conducted a rudimentary search of the property to locate any next of kin, and they may have discovered a will or other useful documents. They should have removed any cash and other portable valuables (e.g. jewellery) and secured the property. The Council may have to make arrangements to collect any paperwork and possessions from the Coroner's Office or Police Station. It is good practice to contact the Police Case Officer to obtain a case number, and any other information they are able to pass on. When any paperwork and property is handed over, a receipt for such goods will be issued, this should be retained in the case file. Good relationships are established with the local Coroner's Officers and Police Property Officers. Often they can be called upon to offer further help with tracing family, and have powers relating to property and discerning information that are not readily available to local authority officers. In many of the cases referred by the Coroner's Office it has usually already been established that no suitable funeral arrangements will be made by family or friends.

Residential, Nursing or Care Homes

Referrals from Residential, Nursing or Care Homes usually come via the home where the deceased had been a resident, no sum of money has been retained for Funeral Expenses, and there are no relatives or friends willing or able to make the arrangements. The Manager or Home Owner may refer the case to the Council. It is vital that the informant is told that they must not take any possessions from the deceased room, or use any sums of money being held for the deceased to pay any outstanding debts to the home. The first call on any estate is the funeral costs; thereafter, outstanding rent etc. can be claimed from the estate once the funeral costs have been cleared.

The informant should also be asked to gather pension books and other documents such as a will and hold them until Ashfield District Council's Public Health Funeral Officer can visit the home to collect such items.

Once the Nursing Home has contacted the Council, the Public Health Funeral Officer will email a referral sheet to be completed and emailed back before proceeding with any funeral arrangements. The referral sheet must be fully completed; if certain information is not available, this must be documented as unknown. However all reasonable attempts must be made to obtain the requested information.

NB – If a death in a nursing home is expected and does not need to be referred to the Coroner, the home should contact the Council's contracted Public Health Funeral Directors if family, friends or the home itself would make no other funeral arrangements.

The main Residential, Nursing or Care Homes in a local authority's area will be advised on what to do when a resident dies without means or family, including the name and contact details of the contracted Public Health Funeral Directors and details of Ashfield District Council's Public Health Funerals Officer.

Ashfield District Council's agreed Public Health Funeral Directors are A W Lymn, Sutton Branch, 01623 980080.

Hospital

NHS trusts become responsible for funeral arrangements of a person who dies in hospital when

- a) No Relatives are traced;
- b) Relatives are not able to afford the cost themselves and do not qualify for the DWP funeral grant.

Hospitals may refer cases to the local authority where there are relatives who are able but unwilling to pay for the funeral arrangements, subject to formal agreement for the provision of related services by Ashfield District Council.

The referral will normally be made by a Bereavement Officer or similar, and they may have already established useful details. The Hospital Officer will be instructed not to release any of the deceased's property to any family or friends, and arrangements should be made by the Council's Public Health Funeral Officer to collect them at the earliest opportunity. A receipt for anything collected will be given by the hospital and should be retained as part of the case file.

A referral sheet must be completed and emailed back to the Council's Public Health Funeral Officer before any funeral arrangements can proceed. The referral sheet must be fully completed. If certain information is not available, this must be documented as unknown and explanation why such information is not available; all

reasonable attempts must be made to obtain the requested information. Before submitting the completed referral sheet, this must be signed and dated by the responsible Bereavement Officer, who is referring the case to Ashfield District Council.

Funeral Directors

On occasions a Funeral Director may make a referral; usually this is because a family may start the arrangements of a funeral and realise they do not have the funding to pay for the funeral.

Opening a Case File

From the initial referral, details should be recorded so that a decision can be made as to whether or not to progress with a case. An initial referral form should be used with as much information recorded as possible.

At this stage as much information must be recorded about the deceased, for example the address of the property where the deceased lived (if relevant) together with the details of the property owners (landlord) or if the property is owned by the deceased.

The deceased's GP details and any names and contact details of people who want to attend the funeral, and any information required to determine if the case would be progressed

At this stage a case log should be started. This is used to record actions by the officer and documents costs such as funeral cost, the purchase of the death certificates etc. The form should also record any estate recovered to offset these expenses. The Council is legally entitled to recover their expenses from the deceased person (see Public Health (Control of Disease) Act 1984 section 46). The Treasury Solicitor, to whom solvent estates should be referred (see estates below), accepts that reasonable expenses can be claimed from the estate for making the funeral arrangements. The Treasury Solicitor expects a reasonable cost of a funeral by cremation to be £2,000.00 and that of a burial around £4,000.00.

Local Authorities are under an obligation to provide value for money, and are not permitted to spend public money on private concerns, therefore 'expenses incurred' should be interpreted as relating to all costs involved in making the arrangements.

The Council will attempt full recovery of all expenses incurred in making funeral arrangements under the terms of section 46 of the Public Health (Control of Disease) Act 1984 wherever possible. It is also advised that all costs are recorded and accounted for, even when it is not possible to recover any costs. Proper recording of costs and debt recovery will enable the Council to build up a true picture of what it is costing to provide this statutory service.

In some cases it will be possible to ascertain from the initial enquiry whether or not the Council is able to accept the case and continue with making the funeral arrangements. For example, if a Coroner's Officer refers the death of a homeless person with no property and no relatives, there are no further enquires that the authority can make. If there is a property to search, the informant should be told that the authority will make further investigations before consenting to make the funeral arrangements, as the search of the property may reveal a will, or the details of any relatives or friends who may be willing to make the funeral arrangements. In cases where the authority is to make the Funeral arrangements, the Case Officer, to demonstrate why the case has been accepted, should complete a record of decision and authorisation form; this form should be retained as a part of the case files.

Case Register

In order to capture statistics, as well as providing details for any future enquires from family or friends, national surveys or Freedom of Information requests, cases are recorded on a register. This could be in the form of a computerised spreadsheet (for example Microsoft Excel). The local Government Association tend to ask for data relating to the financial year, but the Freedom of information requests normally ask for a calendar year, one advantage of using a spreadsheet is that it is relatively easy to ascertain both sets of data.

The case register should be updated as the case progresses, and should contain as a minimum the following headings:

- Case number
- Date of Referral – the date the case was first referred to the authority
- Receiving Officer – the name of the person taking the initial referral
- Informant Name – the name of the person making the initial referral
- Informant type – e.g. Coroners Officer, Police Officer, Nursing Home Manager, Next of Kin etc.
- Name of the Deceased
- Age of the Deceased
- Sex of the Deceased
- Address of the Deceased
- Place of Death
- Reason for Referral – e.g. no Family, Family Unable, Family Unwilling etc.
- Funeral Arranged – yes or no (some cases will be passed on to family or an executor following a property search)
- Reason or Decision to be declined – e.g. Family or Executor took over
- Date of Funeral
- Burial or Cremation

- Disposal of Cremated Remains – the location where the remains are scattered or the person to whom they were released.
- Value of the Estate - the estimated value of any property and possessions
- Referred to Treasury Solicitor – yes or no
- Expenses incurred – the total cost of the case including officer time & travel, funeral expenses and any other costs such as death certificates, postage etc.
- Expenses recovered – the total amount of any expenses recovered from the estate of the deceased
- Net total – the amount of expenses accrued minus the expenses recovered
- Case closed – once all details of the case have been dealt with and there is no further action required on the part of the authority, the case can be closed and the date of closure entered on the case register

The case register provides an easily accessible summary of information per case, and an ongoing record of the cases carried out each year.

Preparing to Search a Property

When a case is referred, it is important to ascertain from the informant as much detail as possible about the circumstances relating to the property. In cases referred by a Residential or Care Home, arrangements should be made with the Home Owner or Manager to search the deceased's room as soon as possible. Such rooms are normally clean and tidy with few possessions other than clothes and some personal papers and trinkets to search through. In some cases, the rooms maybe shared with another person, so arrangements should be made with the Home Owner or Manager to ensure that the other person is not present during the search. In some cases, the Home Owner or Manager may clear the room before you can arrange a search, in such cases you must stress that you will need to collect any personal paperwork and anything of any value that could offset the funeral costs.

Where family, the Coroner's Office, Police or a hospital refers a case, it may be that the deceased lived in rented accommodation, either through a private landlord, a local authority or a housing association; alternatively, the deceased may have owned their own property.

On occasions a relative or friend of the deceased will wish to be present during the property search. It is necessary to explain to them that they may witness the search, but will not be able to remove any items from the property without the express permission of the Case Officer.

Prior to leaving the office to conduct the search, the Officers should ensure that colleagues are aware of the address they are searching and how long they are likely to be. They should have the appropriate equipment to carry out the search and ensure the risk assessment has been updated if needed.

Conducting the Search

Section 61(1) (d) of the Public Health (Control of Disease) Act 1984 gives Officers the right to enter a property to conduct a search, provided that a 24-hour notice of the intended entry has been given to the occupier. In most cases, it will not be necessary to issue such a notice, but there may be cases where the property is occupied and the occupier is refusing entry. Officers may also seek a warrant from a Justice of the Peace giving authorisation for entry and a search.

Ashfield District Council may take the decision **NOT** to search a property if the following applies:

- If it is a Family home, as this would be too distressing for the deceased's Family
- If the health and safety of the Officers attending are at risk
- If the property has been deemed unsafe / unfit to enter
- If there is a possible biohazard
- If Family / Friends / Landlords have cleared the property prior to the referral

Searches will be carried out double crewed with both Officers working together in each room throughout the search. The main items that are being searched for include;

- A Will
- Funeral Plan
- Last Wishes (this maybe recorded in note books / diaries)
- Life Insurance Documents
- Contact details of Family / Friends / Solicitors (often contained in address books etc.)
- Financial Information (Bank / Building Society Accounts / Pension / Benefit details)
- Identification Documents (Birth Certificate, Passport, Driving Licence, NHS Card)
- Identification of Family Members (Birth, Death, Marriage Certificates)
- Cash or Valuables (including cars) that may be sold off to offset the cost of the funeral arrangements
- Obvious signs of religion

Items that are removed from the property will be placed in bags and recorded on the Items Removed from Premises Form. This should be signed by the Case Officer and a witness where possible; a copy of this should be left with the witness. If the witness is not available, the second Officer can sign the form.

On completion of the search, the Officers should ensure that the property is properly secured, and the keys handed to the relevant person. If a further search is required, or the property contains large items that cannot be removed but may be sold off to offset costs, the keys should be retained by the Officers. It is good practice to inform neighbours once the search is completed, and to ask them if they would like to be kept informed of the funeral arrangements. If so, note down their names and addresses, and give them a business card with the Case Officer's contact details.

Contacting the Family of Friends

In some cases, the property search may reveal a valid will. If so, the named executor will be contacted and offered the chance to take over the funeral arrangements. It must be remembered that the executor may be a relative or close friend who may not know about the death; therefore, sensitivity in any communication must be exercised. Ideally, contact should be by telephone so that the person can ask questions of the Officer. If this is not possible, a letter should be sent to the address given on the will.

Often the executor will be willing to take over the funeral arrangements, especially if there is an estate. In these circumstances, arrangements should be made to hand over everything to the executor, ensuring that a receipt for any property is received and stored as part of the case file. Once the items have been handed over, the Record of Decision and Authorisation form can be completed, and the case closed (enter the date on the Case Register).

If the executor is not prepared to take over the funeral arrangements, they should be asked to provide a formal renunciation of the will. Ideally this will be through a solicitor, but if the executor is not willing or is unable to procure this service, a letter stating that they formally renounce the will and their role in it should suffice, especially if this is signed and witnessed. If the executor is not even prepared to provide a letter, full notes should be made in the case file of any conversations and the reason why the executor is not prepared to act.

If the relative or friend does not want to take over the funeral arrangements, they should be informed that the Council can make arrangements and will claim any costs against the estate. In case of it being a relative, they should be asked if they are willing to sign a Next of Kin Consent form and if so arrangements made to send them one. If they are not willing to sign the form, a record of the conversation should be kept as part of the case file.

Once the Officer has established that the authority is to make the funeral arrangements, the Record of Decision and Authorisation form should be completed, and the next phase of making the funeral arrangements entered.

If a Coroner's Officer or the Police break the news of the death, the Public Health Funeral Case Officer must ensure that they give the relatives the contact details of the Council for further information regarding the funeral arrangements.

There is no legal framework for how the Council should contact relatives. Each case will be different. Good practice is to conduct a search of the property, and talk to neighbours and friends where possible. If any details are found, these should be followed up, preferably by a phone call. If the details are out of date and no contact can be made, there is not much else that the Council is authorised to do. The Coroner's Office or Police may be able to assist, but there is no compulsion for them to do so. For some cases the Coroner's Officer may place a notice in a local newspaper, asking for any relatives or friends of the deceased to come forward.

Another option for tracing family is to use a private tracing company, who should provide this service free of charge. Such companies should be able to confirm the presence or absence of relatives quickly. If relatives are traced via this method, they should be offered the option of taking over the funeral arrangements.

Burial or Cremation

If the Council has accepted responsibility for the funeral, consideration can then be given as to the actual funeral service.

The Public Health Funeral Case Officer will have opened a case file, completed the Case Register and Referral Form, recorded any items removed during a property search, and completed the Record of Decision and Authorisation Form.

Local burial and cremation records should be checked to try to ascertain if the deceased has a burial plot in any of the local cemeteries, or if they acted as an applicant for a cremation. If such records exist, they will help the Public Health Funeral Case Officer to determine the best option for disposal. If the deceased owned the right of burial to a grave, and there is room in the grave, the deceased can be buried subject to the approval of the burial authority.

The information received from the informant, together with any evidence recovered during the property search and in talking to friends and neighbours should allow the officer to understand whether the deceased had any particular religion. Whilst Section 46 of the Public Health (Control of Disease) Act 1984 states that the authority 'must cause to be buried or cremated', it should be noted that particular forms of disposal are forbidden by some religions.

Section 46 states 'An authority shall not cause a body to be cremated where they have reason to believe that cremation would be contrary to the wishes of the deceased'.

If the local authority is a cremation authority, this may be the preferred choice of disposal as it is likely to be more cost effective than burial. Even if the authority is not a cremation authority, this still maybe the cheapest option. The actual choice of funeral is a matter for the authority, but due consideration should be given to any evidence of religion, previous involvement in burial or cremation, law, and financial considerations.

The Council may choose burial over cremation in the first instance due to the possibility for family to coming forward at a later date; they have the option of exhuming the body and making their own funeral arrangements. Such instances are probably quite rare, and the cost and implication of having a burial over a cremation needs to be assessed.

In the case of a cremation, the cremated remains may be given to a relative or friend for private disposal. If cremation is the preferred option then the remains will be buried in a cremated remains plot and recorded appropriately as soon as reasonably practical.

Whatever option is chosen, clear records should be kept that would enable a family to locate the final resting place should they come forward at any time in the future.

Once it has been decided what type of funeral service should be held, the information can be passed to the contracted Funeral Director, so that arrangements can start to be made. A date and time for the funeral should be set with the burial or cremation authority and the Funeral Director, which will be communicated to any relatives or friends who may wish to attend.

It will be the responsibility of the Funeral Directors for the following:

- Appoint an appropriate Officiant to conduct the service and pass on Family / Friends contact details to the appointed Officiant
- Responsible for collecting and delivering Doctors Papers or the Coroners Order to Ashfield District Council Cemetery office at Northern Depot, Sutton in Ashfield.
- Inform the Public Health Funeral Officer of any Jewellery or Valuables that may be with the deceased when collected
- Inform the Public Health Officer of the Funeral Service time and date

The Funeral Director will coordinate the completion of the statutory forms, and make any other arrangements as necessary. If the funeral is to be a cremation service, the Public Health Funeral Case Officer will need to complete the statutory Cremation

forms instruction and application. In the application to cremate, it will be necessary to explain why the Public Health Funeral Case Officer is making the application rather than a near relative or executor. It will also be necessary to state whether there are any near relatives or executors who have not been informed of the proposed cremation, and whether any near relative or executor have expressed any objection to the cremation

If the funeral is to be a burial service, the Public Health Funeral Case Officer will need to complete the burial authority's Notice of Interment (or similar). If the deceased owns the right of burial or there is a family plot outside of the district boundary, the Council will arrange for the burial to take place in such a plot; this will be with prior arrangement with the contracted Funeral Directors and may incur added costs

If a cremation is the preferred choice of the Family or Deceased, the cremation will take place at Mansfield Crematorium.

Registering the Death

If there are no relatives willing or able to register the death, this will need to be done by the Public Health Funeral Case Officer. The law states that ideally a relative should register the death, but make provision for the person causing the disposal of the body to do so where there are no relatives willing or able to register.

If the death has not been referred to the Coroner, it must be registered within 5 days. Most authorities operate an appointment system at the Register Office, so it will be necessary to ring and arrange for a suitable date and time. It is good practice to take the case file with you, as the Registrar will need to know certain information in order to be able to register the death. The doctor who issued the Medical Certificate of the Cause of Death may have sent it directly to the Registrar, but if not the Public Health Funeral Case Officer will need to make arrangements to collect it from the doctor and take it to the Registrar. The Registrar will also need, if available the following:

- Birth Certificate
- Marriage or Civil Partnership Certificate
- NHS medical card
- National insurance number
- Passport
- Driving Licence

Further information required by the Registrar includes the following:

- Date of death and place of death

- The deceased person's full name at the time of death
- Any names previously used, including maiden surname
- The person's date and place of birth (town and country if born in the UK and country if born abroad)
- Their last address
- Their last known occupation
- The full name, date of birth and occupation of a surviving or deceased spouse, civil partner
- If they were getting state pension or any other state benefit

Some of the information may not be known or apply to each case, but as many of the details as possible should be provided to the Registrar. Following registration, the Registrar will issue the Public Health Case Officer with a certificate for burial or cremation (known as the 'green form'). This form is essential and should be given to the Funeral Director or the burial or cremation authority as soon as possible so as not to delay the funeral.

It is important to note that no burial or cremation can take place until the death is registered and the 'green form' has been issued, or until a Coroners 'order for burial' or 'certificate for cremation' has been issued removing the requirement to register the death prior to the funeral.

At the end of the registration of the death, the Registrar will offer to sell a copy of the death certificate – this is a certified copy of what is written in the death register, and is normally needed by banks and building societies, pensions companies, insurance companies etc. to prove that the deceased has died. It is worth considering how many actual copies may be required (in some cases a photocopy may suffice) the cost of a Death Certificate is £11.00. Ashfield District Council will purchase one copy per Deceased. If Family or any other organisation such as a Solicitor requires a Death Certificate, they can be ordered from the Registry Office where the death was registered.

The Funeral Service

Using the information about the deceased gathered during the Public Health Funeral Case Officer's enquiries, the contracted Funeral Director will appoint a suitable minister of religion, humanist or civil celebrant to conduct the service. If there are relatives or friends, they may be contacted to provide background information about the deceased so that a fitting eulogy can be given as part of the service. They may also be asked about the choice of music for the service. If there is no family, the Public Health Funeral Case Officer can select appropriate music based on their background knowledge of the deceased. For example, if it is discovered that the deceased used to be in the Navy it may be appropriate to play Nimrod and the hymn

'For those in peril on the sea'. The service should be structured around the time available at the crematorium or cemetery, normally 20 -30 minutes. If not much is known about the deceased, it will not be possible for a long eulogy to be given, therefore the service may be shorter than this. Either the Funeral Director or the Public Health Funeral Case Officer should make any specific music requests to the cemetery or crematorium at least 24 hours prior to the funeral.

On the day of the funeral, it should not be possible to distinguish a Public Health Funeral from any other. The coffin containing the deceased should arrive at the cemetery or crematorium in a hearse, and be conveyed into the chapel or to the graveside by a minimum of four bearers; (two if a trolley is used) led by a Funeral Director. The Funeral Director should remain in attendance throughout the service.

In all circumstances, the Public Health Funeral Case Officer or another authority representative should attend the funeral, even if there are family and friends present. This shows great respect, and allows the case file to be updated with information about the service, which may be of interest to any future enquirers. A copy of the service sheet should also be retained as part of the case file if applicable

The Estate

The Public Health (Control of Disease) Act 1984 does not confer any powers on a local authority to administer any estate belonging to the deceased. All that the authority may do is claim any funeral expenses, via either cash, the sale of valuables or the realisation of any bank or building society accounts, pension plans or insurance policies.

Throughout the case, a record should be kept of any expenses incurred, including travel, purchase of death certificates, postage and telephone calls etc. These are all legitimate costs that can be claimed back against any estate. In some instances, there will be no estate and it will not be possible to recover any costs. It is still important to record the costs incurred so that a true picture of the cost to the authority of making the funeral arrangements can be gained.

Where there appears to be a significant estate, early reference to the Treasury Solicitor will be made. The guide www.bonavacantia.gov.uk/output/estate-guidelines.aspx gives useful information about estates and entitled relatives, and what to do if there is no will, spouse or civil partner or entitled relatives. In such circumstances, the estate becomes bona vacantia (ownerless goods) and the Treasury Solicitor will undertake the administration of the estate on behalf of the Crown.

Once funeral costs have been met, the estate needs to be referred to the Treasury Solicitor if the remaining net value is above £500.00. If the amount of remaining cash and goods is under £500.00, the authority may retain the amount and are not obliged to refer to the Treasury Solicitor. If there are goods to be sold and the amount

reached is over £500.00, the estate will then need to be referred to the Treasury Solicitor. If there are goods, which are un-saleable, or the value is less than £500.00, the authority may dispose of them as they see fit. Estates can be referred using an online form, or a BV1A can be downloaded from the website for manual completion. As well as the form, the Case Officer will need to send the Treasury Solicitor the following, by recorded delivery:

- All documents of value such as Title Deeds and Stock/ Share certificates
- All birth, marriage and death certificates, old letters, diaries and address books
- Credit / Debit and Store cards – these should be cut in half before sending to prevent misuse
- Bank and Building Society passbooks or statements, insurance policies and premium receipt books
- The funeral bill, authority's expenses and any other bills

The estate can only be referred to the Treasury Solicitor if there is no will and no entitled relatives. Where there are entitled relatives who are unable or unwilling to make the funeral arrangements, the authority should seek their own legal advice about how to dispose of the residue of the estate once the costs of the funeral arrangements have been claimed.

Any other items of value, such as jewellery and property keys etc., should be retained in safekeeping by the authority and advice regarding disposal sought from the Treasury Solicitor.

If there is no estate, it is good practice to write to any known creditors (letters may have been found during the property search) with a photocopy of the death certificate, informing them of the death and the fact that there is no estate. It is also good practice to inform banks and building societies, even if the deceased's account is in debit.

If there are bank or building society accounts that are in credit, a letter should be sent with a copy of the death certificate asking the bank to close the account and forward any amounts due to the authority. Banks and Building societies normally have a department or office dealing with such accounts, and it is very useful to try and ascertain the correct contact details otherwise it can take several weeks before a response is received. A similar situation exists for insurance policies and pension plans, the Public Health Funeral Case Officer will need to contact them with a copy of the death certificate and ask for any amounts owing to be paid to the authority. If any monies paid by such policies and accounts add up to more than £500.00, the case will need to be transferred to the Treasury Solicitor. If the sum is under £500.00, the authority may keep it.

If the authority recovered goods from the property that can be sold, the Council will seek quotes from a minimum of 3 dealers and select the most advantageous price. Some authorities have sold goods on the internet auction sites such as eBay, which ensures that the best price is gained. In some cases, it may not be possible to recover goods for sale, but it is expected that the furniture and items in the property may be of significant value. Quotes should be sought from 3 clearance companies, with the best deal being selected.

If the total of the goods is less than £500.00, the authority may keep the money. If it is over £500.00 it will need to be referred to the Treasury Solicitor.

Ashfield District Council is under no obligation and will not clear property that the deceased lived in. Only items of value will be removed from properties to recover funeral costs, if this is not the case the clearance of the property becomes the responsibility of the property owner. If the deceased owned the property and the case has been referred to the Treasury Solicitor, instructions regarding clearance may be received, in which case the cost can be reclaimed from the estate.

Record Keeping and Information Requests

Good record keeping and a clear audit trail is very important. Comprehensive notes of each case should be kept, and the forms completed at each relevant stage. It should be remembered that relatives may come forward at some point in the future, and may want to be assured of the steps taken to trace them, and the disposal of any property.

Once a case has been completed and no further actions are necessary, the case can be closed and the date of closure noted on the case register. The file should then be retained under the Council's usual document retention policy for a minimum of 7 years. Any bankbooks and credit cards etc. that are no longer required should be securely destroyed. At the end of the 7-year retention period, case files should be securely destroyed, although it is recommended that the case register be kept permanently to provide a basic index of cases carried out to allow easy access to statistics over time.

Any belongings that are of no value which have been removed from the Deceased property or collected on behalf of the Deceased from a Nursing Home, Hospital or Police Station, (such as Photographs / Personal Paperwork or personal belongings etc.) will be retained for 7 years, in line with Ashfield District Council's document retention policy and disposed of after the retention period has ended.

Authorities who carry out Public Health Funerals are increasingly being contacted under the Freedom of Information Act for details of the cases they carry out. The approach to such requests differs among authorities, and Officers are advised to seek their own legal advice from the Council's Information Officer or similar. Data protection laws do not apply to deceased people, but elements of the Freedom of

Information Act can be used to withhold information. For example, the last known address of the deceased could be withheld if the case is still open and there are valuables in the property.

The authority could rely on S.31 (1) (a) of the Freedom of Information Act on the basis, that disclosure of the information would likely to 'prejudice the prevention of crime'.

Some of the information requested may be perfectly acceptable to divulge, such as the number of cases carried out, what is provided at a Public Health Funeral and how much the authority spends on a funeral etc. If the information is in the public interest, is not available elsewhere, does not prejudice the prevention of crime or effective conduct of public affairs, then the information can be released.

It should be noted the Treasury Solicitor regularly publish details of estates valued at £5,000.00 or over, so researchers could be steered towards this source for their information.

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Report To:	CABINET	Date:	26th JANUARY 2021
Heading:	ASHFIELD HEALTH AND WELLBEING PARTNERSHIP STRATEGY 2021-25		
Portfolio Holder:	CLLR KIER BARSBY, PORTFOLIO HOLDER HEALTH AND LEISURE		
Ward/s:	ALL		
Key Decision:	NO		
Subject to Call-In:	YES		

Purpose of Report

The purpose of the report is to update Cabinet on the new Ashfield Health and Wellbeing Partnership and development of the Health and Happiness Strategy 2021-2025.

Recommendation(s)

Cabinet to:

- 1) Note the significant progress made against the Health and Happiness theme in the Council's Corporate Plan.
- 2) Approve the development of the Health and Happiness Strategy 2021- 2025 and endorse the framework of the strategy as set out in this report.
- 3) Delegate authority to the Place and Communities Director to sign off the final strategy.

Reasons for Recommendation(s)

The strategy will support the delivery of outcomes within the Corporate Plan's Health and Happiness theme and aligns to the work of many strategic organisations including Mid Notts. Integrated Care Partnership and Nottinghamshire Public Health. The strategy also considers the impact of Covid-19 and focuses delivery on those affected by the pandemic as one of the priority groups.

Alternative Options Considered

*The alternative option is to not endorse the strategy - **Not recommended** as the existing strategy is out of date and a new strategy is needed to ensure the work of the Partnership is focused in areas of greatest need.*

Detailed Information

The Ashfield Health and Wellbeing Partnership (formerly Active Ashfield) became the lead for the 'Be Healthy, Be Happy' theme of Discover Ashfield in 2019. It has a multi agency membership (Appendix 1) with formal Terms of Reference.

Key Successes

The previous *Active Ashfield Lifestyle Strategy 2017-2021* supported the delivery of outcomes within the Corporate Plan's Health and Happiness theme, some of the key successes include:

Ashfield Leisure Transformation programme – This programme has seen the transformation of leisure across Ashfield and will conclude in April 2022 with the opening of a brand new £15.5m leisure facility in Kirkby, additional water space at Hucknall Leisure Centre as well as capital investment in Lammas Leisure Centre in Sutton. The operator contract for the leisure centres has been reformed, with a firm focus on 'active communities' and supporting our less active residents to make positive lifestyle choices.

Feel Good Food – This project brings together partners to support developments in food environments and healthy eating. Feel Good Food was launched May 2019, by celebrity chef Jean Christophe Novelli, and had a focus on increasing the knowledge, skills and confidence of residents in the Sutton in Ashfield area to eat more healthily and shop local.

Since the outbreak of the Covid-19 pandemic, Feel Good Food has progressed further with a focus on reducing food poverty within the District, working in partnership with local food banks. A partnership approach has enabled food banks to access additional funding and supplies. Towards the end of 2020, food banks in Ashfield were supporting over 350 individuals and families each week.

Feel Good Families – This project was developed by the Ashfield Health and Wellbeing Partnership to provide opportunities for families to engage in positive activities together, within their local community. Developed based on feedback from local families, Feel Good Families was launched in July 2019 and currently has over 550 families signed up, reaching over 1,100 young people. In 2019-20, Feel Good Families has delivered a variety of free or low cost activities for families to engage in including; themed park trails, arts and crafts, community events, learn to cycle sessions, cookery sessions, dance and ice skating. During the Coronavirus pandemic, activity packs and online activities were delivered, ensuring some of our most vulnerable families, could enjoy some quality time together.

Target area working - Three communities within Ashfield have been selected to be the focus of the Partnership. These are Coxmoor in Kirkby, Leamington in Sutton and Broomhill/Butler's Hill in Hucknall. We have been developing our understanding of 'what matters' to the people who live in these communities and strengthening relationships with organisations who already have trusted relationships in the areas. Illustrations have been developed and widely shared across Ashfield:



Ashfield and Mansfield Dementia Partnership – This is a local Partnership created to support and develop opportunities for local people to live well with dementia. Since the Partnership was formed in 2017 it has:

- Delivered Dementia Friends' sessions locally, creating over 600 new dementia friends, to raise the awareness of dementia in local communities.
- Created a process for local businesses and community venues to become dementia friendly
- Attracted nearly £10,000 lottery funding to support new activities and opportunities for people living with dementia and their carers, as well as supporting businesses to become more dementia friendly.
- Delivered over 300 activity packs to people living with dementia during Covid-19 with funding from Mansfield Building Society Community fund and Ashfield District Council
- Delivered a Dementia Tap Dance project within local care homes and dementia support groups with the support of Arts Council funding.

Health Hub – Lammas Leisure Centre - In November 2019, a designated Health Hub was opened at the centre to support the health and happiness of Ashfield residents by repurposing and investing in an underused space. The benefits of implementing the Health Hub include:

- Improved experience for Exercise Referral patients and increased weekly attendances from 32 to 196 (Feb 20)
- Increased number of partnerships with for example Department for Work and Pensions (DWP), ICS communications team and Forest Glade Primary School.
- Improved accessibility for user groups who require extra space for personal care and created greater opportunity to include wellbeing sessions including a children's choir and a meditative class.

Serving the Community through Coronavirus

Many voluntary and community organisations have been affected by the pandemic and in 2020, many changed their focus and methods of delivery to meet the needs of Ashfield residents. Foodbanks started to deliver food parcels, services usually delivered face-to face went online, such as befriending, support with debt, nutritional advice, mental health support and physical activity sessions.

New Strategy 2021 -2025

The Partnership has reviewed the current strategy and following several meetings, consultation with 40 organisations through a stakeholder survey and presentations at the Discover Ashfield Board and Ashfield Community Development Group, it is now in a position to publish a new strategy for 2021- 2025.

The vision for the strategy is 'For everyone who lives in Ashfield to lead a healthy and happy life', which is underpinned by a number of key priorities, which are aligned to the Council's partnership with the Mid-Notts. Integrated Care Partnership:

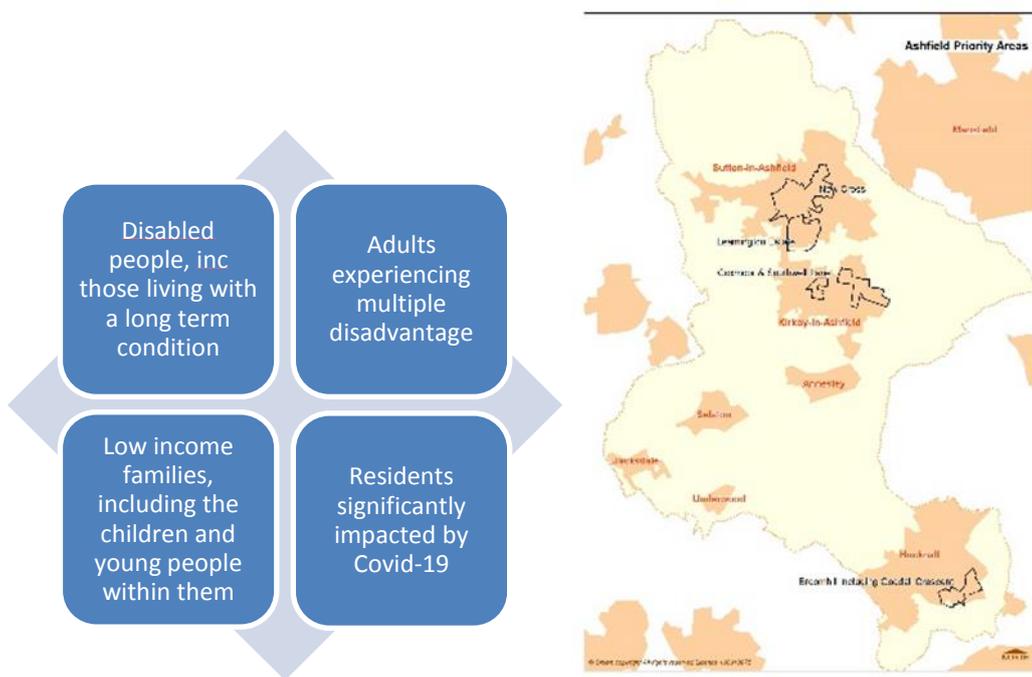
- To give every child the **best start in life**;
- To promote and encourage **healthy choices**, improved resilience and social connection;
- To support our population to **age well** and reduce the gap in healthy life expectancy;
- To maximise opportunities to develop our built environment into **healthy places**;
- To tackle **physical inactivity**, by developing our understanding of barriers and motivations.

The Partnership has looked at available data sources to better understand the health inequalities that exist across Ashfield. The data shows that the District is significantly worse than average for a number of health indicators including: mortality rate, adult and childhood obesity, hospital admissions for alcohol related issues and smoking during pregnancy. In addition the number of people claiming Universal Credit is increasing. We have 30.8% of adults who are physically inactive, and not only is life expectancy shorter than in other areas of England, there is an 8% difference between our the more affluent and deprived areas within our own District.

The Partnership also analysed the Ashfield District Council Covid 19 Survey (July 2020) which showed many respondents said that they had been negatively impacted. In addition 68% were worried about the impact of the pandemic, 40% felt it would have a negative impact on their finances and 42% said it had impacted on their job. The survey was completed by a small number of people (43).

Priority Places and Groups

Based on the data and the insight shared by partners, it has been proposed that the work over the next four years, should focus on priority places and priority groups. It is in these places and groups that we see the highest levels of health inequality:



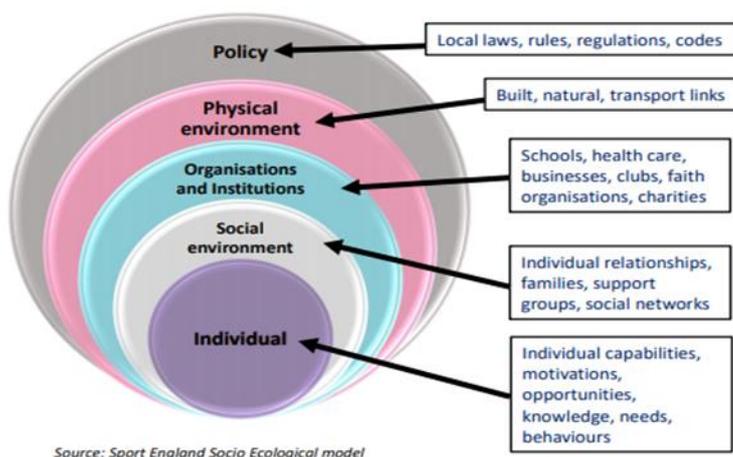
The data sources include:

- Ashfield Health Profile 2019
- Indices of Multiple Deprivation 2019
- Active Lives Data May 2018 - May 2019
- Citizen’s Online, Ashfield Digital Inclusion Survey 2020

Approach

One of the values of the Partnership is 'stubborn on vision, flexible and adaptable on approach'. The Partnership recognises the importance of working in collaboration with individuals and organisations across the health system. Everyone has a role to play throughout the system, and the Partnership recognises that everyone's role, input, ideas and contributions are important. Whilst organisations may take a lead on certain aspects of delivery, there is no hierarchy. By all working together, utilising each other's strengths, helping support and develop weaknesses, empowering others, being fully inclusive and open, we will move towards achieving the vision: 'Everyone who lives in Ashfield leads a healthy and happy life'.

The Partnership recognises that a person's motivation and personal circumstances are not the only factors that impact on the choices they make, and that there is a need for change across the whole system. In the work undertaken by the Partnership, it will consider the model outlined below, to ensure that positive behaviour change can take place.



Measuring Success

Each year, an annual review will be undertaken by the Partnership outlining the work, successes and challenges of the previous year. The data sources used to inform the strategy's priorities will be revisited to see what changes have occurred. We will also look to gather information from specific projects; this will include numbers, reflections, observations and case studies.

Call to action

The Ashfield Health and Wellbeing Partnership will encourage all organisations to:

- Align strategies, plans and policies to the priorities within this strategy;
- Advocate the importance of reducing health inequalities;
- Strengthen understanding of the issues that need to be addressed and consider the role played within that;
- Work collaboratively and be part of the system;
- Share insight, ideas, solutions and challenges; and
- Make positive choices about own behaviours.

Implications

Corporate Plan:

The Council commits to deliver targeted health activities to improve health and quality of life through targeted policy and activities:

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

Within the Be Healthy, Be Happy section, a focus is 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

This will be done through engagement with and influence of organisations within the Health and Wellbeing Partnerships to help reduce health inequalities through integration and system change.

Legal:

No legal implications identified within the report.

Finance:

The strategy has been produced by Council officers, working with partners, the cost of the production of hard copies of the strategy will be met by the Ashfield Health and Wellbeing Partnership.

Budget Area	Implication
General Fund – Revenue Budget	No direct cost implications
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
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Not delivering the strategy within the timeframe

Annual monitoring and review of the strategy, together with regular meetings of the partnership will help to ensure successful delivery

Human Resources:

No HR implications identified within the report.

Environmental/Sustainability

No implications identified within the report.

Equalities:

The delivery of the strategy aims to reduce the health inequalities that exist across Ashfield, by focussing delivery, services and capacity in priority places and target groups.

Other Implications:

Not applicable

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

Previous Strategy – Active Ashfield Lifestyle Strategy 2017 -2021

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Appendix 1: Ashfield Health and Wellbeing Partnership Membership:

Ashfield District Council

Everyone Active

Active Notts

Nottinghamshire County Council Public Health

Ashfield Voluntary Action

Sutton Academy and ATTFE

Self Help UK

Mid Notts Integrated Care Partnership

NHS social prescribing team

Your Health Your Way Notts

Citizens Advice Ashfield

Nottinghamshire Police
Transforming Notts Together
Nottinghamshire Mind
Nottingham Trent University
Nottinghamshire County Council Targeted Families Team
Macmillan.

Report To:	Cabinet	Date:	26th January 2021
Heading:	FUTURE HIGH STREETS FUNDING		
Portfolio Holder:	CLLR MATTHEW RELF, PORTFOLIO HOLDER FOR PLACE, PLANNING AND REGENERATION		
Ward/s:	ALL SUTTON WARDS		
Key Decision:	Yes		
Subject to Call-In:	Yes		

Purpose of Report

To update Cabinet on the successful outcome of the Future High Streets bid for Sutton.

Recommendation(s)

Cabinet:

1. To note the contents of the report;
2. To recommend that the Council accepts the funding of £6.27m; and
3. To approve the delivery of the projects, in principle, subject to the reworking of the business case to reflect the level of funding awarded.

Reasons for Recommendation(s)

Agreement is required to accept the funding.

Alternative Options Considered

Not to accept the funding – **not recommended**, as the funding provides an opportunity to deliver projects which will help to revitalise Sutton town centre.

Detailed Information

The Council has been successful in securing £6.27m from the Government's £831m Future High Streets Fund (FHSF). The Fund was a highly competitive bidding scheme, open to all Local Authorities in England and was first announced in a prospectus issued by the Ministry of Housing, Communities and Local Government (MHCLG ISBN: 978-1-4098-5400-5) in **December 2018**. Its aim was to address the challenges being faced by High Streets and to invite bidders to set out ambitious

plans for change. The guidance permitted multiple bids by Councils with populations larger than the England average, up to a maximum of 7 bids. Ashfield Council was permitted to submit one bid.

Ashfield Council officers and Councillors immediately mobilised to work on Ashfield's proposals for Sutton town centre, bringing in partners, MHCLG support and experts as required.

Successful bids were announced by MHCLG Secretary of State Robert Jenrick on 26 December 2020. In total 72 bids were successful and were awarded a share of £831m. Of these, only 15 achieved the full funding requested. Ashfield's bid of £9.2m was allocated £6.27m, which, according to MHCLG, is a significant achievement.

Some key dates on our long FHSF journey:

December 2018:	Prospectus launched by MHCLG
22 March 2019:	Expression of interest submitted by ADC by the MHCLG deadline. Submission included many letters of support from partners.
2 May 2019:	Local Election and new Administration/Members.
8 July 2019:	Ashfield notified that it was not selected for round 1 of the process, but MHCLG recognised the strength of the bid and invited the Council to submit under a later round 2.
August 2019:	Ashfield Council invited by MHCLG to progress to the second round of FHSF.
October 2019:	<ul style="list-style-type: none">• Notification from MHCLG that ADC had successfully progressed to the business planning stage. MHCLG relationship officer allocated to ADC to support the full bid/business plan.• £95k capacity funding allocated to assist with specialist support. Gleeds appointed as specialists to assist with project development and cost planning.• Requirement to establish a Towns Fund Board, ostensibly to oversee the Towns Fund bid, but also to provide a governance approach to FHSF. Discover Ashfield undertook this responsibility.
8 November 2019:	First business plan - "Rough Order of Magnitude" submitted with draft costings for the 5 major projects as detailed below.
12 December 2019:	General Election and new MP.
May 2020:	Community consultation undertaken for the 5 projects as part of the Towns Fund consultation. Seminar for all Sutton Cabinet members held to discuss the 5 projects. Towns Fund seminar held with all Kirkby and Sutton members to discuss potential projects.
31 July 2020:	Final bid presented to MHCLG by the Council.
9 October 2020	Clarifications for the bid for £9.2m submitted to MHCLG
26 December 2020:	Decision by MHCLG Secretary of State to award ADC £6.27m for Sutton.
February 2021:	Submission of updated business case for £6.27m to MHCLG.

The announcement that the bid for Sutton-in-Ashfield was successful will provide a much needed boost to the town centre during these challenging times.

Projects included in the Future High Streets bid were as follows:

Sutton Academy Community Theatre/Cinema – Renovation of the existing Sutton Community Academy theatre and extension to create a foyer area, with a café-bar. The facility will be used by the academy in the day-time and in the evenings and weekends open to the public for theatre, cinema and live music events.

Sutton Maker Space and Business Hub - creating a Maker Space and business hub. The Maker Space is for anyone who lacks the funds and/or space for tools at home to be able to pay a small membership fee for access to woodworking, metalworking, sewing machines, 3D printers, laser cutters, etc. This can be for hobbies, sense of community, learning a new skill or starting and building a business.

Low Street vacant units - for the purchase and refurbishment of vacant retail units on Low Street to give them a new purpose on the ground floor and convert upper floors into high quality apartments.

Fox Street pop-up food court and car park – transformation of the derelict site behind Lloyds Bank into a new car park and public space that provides connectivity between ASDA and Portland Square to attract more people into the town centre. The space can also be set up as a venue for pop-up food stalls.

Market Place new build - a new building on the Market Square that will provide space for community uses and high quality residential apartments.

FHSF was a challenge fund and therefore a highly competitive process open to all Councils in England, with just 72 towns selected to receive the funding. The Government feedback was that Sutton’s was a strong bid and it is one of 57 high streets which have received a provisional funding offer which is less than the amount bid for; only 15 bids were awarded the full amount requested. The Council’s submission was for £9.2m and we will therefore need to consider how to deliver the projects within the reduced funding offer of £6.27m (which is still a substantial amount of investment). We will then submit the updated business case to the Government in February.

More than ever, the town centres need investment and there are some exciting plans for Sutton. As well as this, the FHSF funded projects complement the 17 projects being developed for inclusion in the Kirkby and Sutton Towns Fund bid which will be submitted at the end of January. As part of this fund, Kirkby and Sutton could receive up to £25m each to fund plans to create thriving and revitalised town centres, as well as projects to support and create new business opportunities and improve and develop the area’s sports facilities and visitor economy.

Implications

Corporate Plan:

Economic Growth and Place: Town centre: Re-invigorate and re-purpose town centres by bringing empty buildings back into use and diversifying the town centre economy; Make the most of external funding to improve our town centres and Use our town centre events, including specialist markets to attract visitors to our town centres.

Legal:

There are no legal implications in this report; however any grant conditions will need to be considered following submission of the final revised proposals.

Finance:

Budget Area	Implication
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General Fund – Revenue Budget	N/A
General Fund – Capital Programme	Four of the schemes require Council borrowing as match funding which would be recouped through income generation from property leases and car park income. A revised business case based on the final scheme and confirmed provisional funding allocation will need to be produced to ensure that the schemes provide value for money.
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
Each project has a detailed risk register which will be updated at the start of each project stage and regularly reviewed	The risk registers provide mitigation where appropriate for identified risks.

Human Resources:

No HR implications identified in the report.

Environmental/Sustainability:

All of the build schemes will incorporate sustainable materials and energy which will also reduce running costs. The car park at Fox Street will incorporate electric vehicle charge points.

Equalities:

No implications identified in the report.

Other Implications: not applicable

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

Not applicable

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