

ASHFIELD DISTRICT COUNCIL



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

Agenda

Cabinet

Date: **Tuesday, 25th January, 2022**

Time: **10.00 am**

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

For any further information please contact:

Lynn Cain

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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/place and on the date mentioned above for the purpose of transacting the business set out below.



Theresa Hodgkinson
Chief Executive

AGENDA

Page

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests.**
3. **To receive and approve as a correct record the minutes of the meeting of the Cabinet held on 7 December 2021.** 7 - 14
4. **Corporate Plan 2021/22 - Progress Update.** 15 - 26

Key Decision

Portfolio Holder
Councillor Jason Zadrozny – Leader of the Council
5. **Petition - Development of the Greenbelt Land in and Around Whyburn Farm, Hucknall.** 27 - 30

Non-Key Decision

Portfolio Holder
Councillor Matthew Relf – Portfolio Holder for Regeneration and Planning
6. **Petition - Development on the Greenfield Land Around Cauldwell Road and Derby Road, Sutton-In Ashfield.** 31 - 36

Non-Key Decision

Portfolio Holder
Councillor Matthew Relf – Portfolio Holder for Regeneration and Planning
7. **Motion - Draft Local Plan.** 37 - 40

Non-Key Decision

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

8. **Land at Diamond Avenue - to Declare Surplus and Offer for Sale.** 41 - 46

Key Decision

Portfolio Holder

Councillor Jason Zadrozny – Leader of the Council

9. **Modern Slavery Annual Update 2021/22.** 47 - 58

Non-Key Decision

Portfolio Holder

Councillor Helen-Ann Smith – Deputy Leader and Portfolio Holder for Community Safety and Crime Reduction

10. **Development of Unviable Garage Sites in Kirkby in Ashfield and Hucknall.** 59 - 66

Key Decision

Portfolio Holder

Councillor Tom Hollis – Deputy Leader and Portfolio Holder for Council and Social Housing

11. **Introduction of Service Charges for Sheltered Schemes and General Needs Flats (Council Owned Housing Stock).** 67 - 84

Key Decision

Portfolio Holder

Councillor Tom Hollis – Deputy Leader and Portfolio Holder for Council and Social Housing

12. **Heat Metering - Communal Heating Installations.** 85 - 96

Key Decision

Portfolio Holder

Councillor Tom Hollis – Deputy Leader and Portfolio Holder for Council and Social Housing

13. **Proposed Fees and Charges 2022/23.** 97 - 130

Key Decision

Portfolio Holder

Councillor David Martin – Portfolio Holder for Finance, Revenues and Benefits

14. **Housing Revenue Account Medium Term Forecast 2021/22 - 2025/26.** 131 - 142

Key Decision

Portfolio Holder

Councillor David Martin – Portfolio Holder for Finance, Revenues and Benefits

15. **Housing Rent Setting 2022/23.** 143 - 148

Key Decision

Portfolio Holder

Councillor David Martin – Portfolio Holder for Finance, Revenues and Benefits

16. **Annual Corporate Health and Safety Report.** 149 - 166

Non-Key Decision

Portfolio Holder

Councillor Daniel Williamson – Portfolio Holder for Customer Services, Corporate Change and Digital Transformation

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CABINET

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

on Tuesday, 7th December, 2021 at 10.00 am

Present: Councillor Helen-Ann Smith in the Chair;

Councillors Samantha Deakin, Tom Hollis,
Rachel Madden, David Martin, Matthew Relf,
Daniel Williamson and John Wilmott.

Apologies for Absence: Councillors Kier Barsby and Jason Zadrozny.

Officers Present: Craig Bonar, Lynn Cain, Ruth Dennis,
Joanne Froggatt, Theresa Hodgkinson,
Peter Hudson, David Lawrence, Paul Parkinson
and Shane Wright.

CA.30 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests

No declarations of interest were made.

CA.31 Minutes

RESOLVED

that the minutes of the meeting of the Cabinet held on 20 September 2021, be received and approved as a correct record.

(Prior to consideration of the items of business and in accordance with Council Procedure Rule 4 (Order of Business), the Chairman advised that she would be considering agenda item 10 (Ashfield District Council: Infrastructure Funding Statement 2020/21) as agenda item 4 and agenda item 8 (Termination of Legal Shared Service) as agenda item 12. Cabinet Members concurred with this course of action.)

CA.32 Ashfield District Council: Infrastructure Funding Statement 2020/21

Cabinet was presented with the Council's Infrastructure Funding Statement for 2020/21 and asked to approve the document for publishing on the Council's website.

Due to publication of the Infrastructure Funding Statement being required in line with current Regulations, Members did not have any alternative options to consider.

RESOLVED

that the Council's Infrastructure Funding Statement 2020/21, dated November 2021, be approved and published on the Council's website in accordance with Regulation 121A of the Regulations.

Reason:

The Council is required to prepare and publish an Infrastructure Funding Statement under Regulation 121A of the Regulations before the end of the 2021 calendar year.

CA.33 COVID-19 Recovery Scrutiny Panel Update

The Scrutiny Research Officer presented an update to Members regarding outcomes from the COVID-19 Recovery Scrutiny Panel meeting held on 4 November 2021 where two representatives from the Nottinghamshire Clinical Commissioning Group had been in attendance to deliver a presentation on phases, 1, 2 and 3 of the Ashfield vaccination programme. Members then considered a set of recommendations arising from their deliberations.

RESOLVED that

- a) partnership working continues to be prioritised with the Nottingham and Nottinghamshire Clinical Commissioning Group to develop a schedule and identify suitable locations for the vaccination bus;
- b) a co-ordinated and targeted engagement approach be undertaken using all communication methods available to the Council, to reduce vaccine hesitancy including debunking misinformation, sharing updates on the vaccination programme, and continuing to advertise the vaccination bus;
- c) a wider communications exercise be undertaken to share relevant case studies relating to COVID-19 vaccinations and booster jabs;
- d) any extra measures be explored that could be implemented to support people with mental health and learning difficulties that may prevent them from accessing the COVID-19 vaccination;
- e) the challenges in vaccination uptake present in Summit, Abbey Hill, Leamington, and New Cross wards be recognised and consideration be given as to how the Council can use its position to improve take-up in these areas;
- f) as a result of (e) above, Councillors representing the above wards be consulted and engaged in any activities to target vaccination uptake.

CA.34 Development of Social Housing on Warwick Close, Kirkby in Ashfield

Cabinet was presented with a proposal to develop affordable housing on Warwick Close, Kirkby in Ashfield.

Members considered the alternative options of doing nothing with the land or selling it to a developer, but these were not recommended as the land was suitable for the Council to develop.

RESOLVED

that subject to planning consent and Homes England funding:

- a) the use of the land to redevelop housing for affordable rent, be approved;
- b) the use of both Housing Revenue Account reserves and, if appropriate, commuted capital sums to fund the construction of new affordable homes, be approved;
- c) the use of Right to Buy receipts (after further appraisal) if no Homes England grant is made available to make the scheme viable, be approved;
- d) delegated authority be granted to the Director of Housing and Assets, in conjunction with the Corporate Finance Manager (and Section 151 Officer), to negotiate and formalise final scheme costs, specification and delivery.

Reason:

The development helps to achieve the Council's Corporate Plan objective of delivering additional good quality affordable housing in the District and also regenerates a brownfield site (HRA land) that is suitable for housing.

CA.35 Disposal of Unviable Garage and Plot Sites

Cabinet was advised as to the outcomes of the review regarding viability and future use of Council owned garage and plot sites and recommended to consider disposal of those sites considered unviable and not suitable to be used for affordable housing development.

Members considered the alternative option of declining to dispose of the designated sites but this was not deemed appropriate as a number of sites required significant investment with little likelihood of any expenditure being recovered through rental income.

RESOLVED that

- a) the process officers have followed to review the viability and future use of Council owned garage and plot sites to date, be noted;
- b) the designated sites stated in this report as surplus on the basis of their limited current use, the lack of suitable alternative uses and the investment that is required to make them viable for any other purpose, be approved;
- c) delegated authority be granted to the Director of Resources and Business Transformation, in conjunction with the Director of Legal and Governance (and Monitoring Officer) and the Corporate Finance Manager (and Section 151 Officer), to dispose of the designated sites with disposal being in accordance with the Council's Disposals Policy and will be on the basis of achieving best value, with any further negotiations with Service Manager for Commercial Development).

Reason:

On completion of the review, a small number of sites had been identified as being suitable for affordable housing development but where this was not possible, consideration was required for disposing of the sites. Doing so would ensure the costs associated with ongoing repairs and maintenance were brought to an end, capital receipts would be generated that could be reinvested and any new owners would have the opportunity to regenerate the sites.

CA.36 Social Housing White Paper - Update

Cabinet was provided with a summary update of actions undertaken as a result of the (then) Ministry of Housing, Communities and Local Government (MHCLG) Social Housing White Paper, in line with recommendations from the original summary presented in January 2021 to Cabinet.

As the item was presented for information only, there were no alternative options for Members to consider.

RESOLVED

that the key implications and priorities for Ashfield District Council arising from the Ministry of Housing, Communities and Local Government (MHCLG) Social Housing White Paper and the resulting identified actions, including progress against the reported action plan, be received and noted.

Reason:

To update Members on how Ashfield District Council meets the Regulatory regime for Council Housing and complies with the expectation of the regulator that Members are kept informed in the Council's progress to meet statutory requirements.

(During consideration of this item, Councillor Matthew Relf left the meeting at 10.30am.)

CA.37 2021/22 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at September 2021

Cabinet received a summary of the Council's forecast financial outturn position to 31 March 2022 compared to the latest approved budgets for the General Fund, Housing Revenue Account (HRA) and the Capital Programme. The forecast financial outturn was based on the actual financial activity to the 30 September 2021 and forecast costs and income from 1 October 2021 to 31 March 2022.

Members considered the alternative option of declining to approve the recommendations as outlined in the report.

RESOLVED that

- a) the current forecast outturn for the General Fund, Housing Revenue Account (HRA) and Capital Programme for 2021/22, be noted;

- b) the budget adjustments outlined in Section 3.1, Table 3 of the report, be approved;
- c) the write-off of the outstanding invoices for the Hotel Investment Property in relation to Shearings, the previous tenant who went into administration, be noted.

Reason:

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

CA.38 Corporate Risk Update

Cabinet was requested to review the Corporate Risk Register, the analysis of movement in risk and any mitigating actions in respect of those risks.

As the item presented was for information only, there were no alternative options for Members to consider.

RESOLVED

that the current significant items on the Corporate Risk Register, as presented be received and noted.

Reason:

To prioritise and manage the mitigation of Risk in order that the Council can achieve its objectives.

CA.39 Selective Licensing - Evaluation and Recommendations

Cabinet considered the key findings from the Evaluation Report relating to Selective Licensing for privately rented properties and options regarding the future of the schemes and a preferred way forward.

(During consideration of the item, the following declarations of interest were made:

1. Councillor Tom Hollis declared a Disclosable Pecuniary Interest regarding his position as landlord of a property, located in the area currently regulated by the Council's Selective Licensing Scheme. He left the room and took no part in the discussion or voting thereon.
2. Councillors Samantha Deakin, David Martin and Helen-Ann Smith declared Non-Registrable Interests in respect of this item. They stayed in the room and took part in the discussion and voting thereon.)

Members considered the alternative options of declining to evaluate or renew the selective licensing schemes but this was not recommended. The schemes were initially implemented to tackle localised problems and whilst they have had a beneficial impact, the localised problems still remain in one form or other and to end them would be a retrospective step.

The meeting adjourned at 11.09am and reconvened at 11.15am.

RESOLVED that

- a) the findings of the evaluation of Selective Licensing Schemes, as attached at Appendix A, be noted;
- b) approval be given in principle to the renewal of the existing Selective Licensing Schemes for a further 5-year period, subject to a 10-week period of public consultation with the consultation period beginning immediately after the provisional decision is made and relating to both the terms and conditions of the scheme and the geographical boundaries of the designated areas;
- c) the Director of Housing and Assets be requested to arrange a briefing for all Members in early 2022 in relation to the Selective Licensing Schemes and the Council's plans for extension for a further 5-year period.

Reasons:

Selective Licensing was introduced in designated parts of Stanton Hill and Central Sutton (New Cross), Sutton in Ashfield in February 2017. The schemes were established for a 5-year period with the Council being obliged to review the impact of the schemes at its conclusion and consider options for moving forward and renewing them if appropriate.

The Evaluation Report highlights the benefits of the present schemes but also makes clear that issues in the designated areas persist in some form or other and that the best way of dealing with them is to extend the existing selective licensing schemes.

CA.40 Termination of Legal Shared Service

Cabinet was updated in respect of the shared legal service (arrangements originally put in place in November 2012) and the decision of Mansfield District Council to not extend the arrangements beyond the current service level agreement termination date of 31 October 2022. The report also sought approval to provide the legal service in-house on termination of the shared service and for delegations to enable an early termination of the agreement if appropriate.

Members considered the alternative option of agreeing to the service being provided by the private sector or other providers but this was not recommended as it would be more costly than an in-house provision. The option of looking to attract another shared service partner was also not feasible, partly due to the short time frame in which to achieve this prior to contract termination, but also due to the fact there has been little immediate interest shown for sharing services.

RESOLVED that

- a) the decision of Mansfield District Council to not renew the Legal Shared Service arrangement beyond the current service level agreement termination date of 31 October 2022, be received and noted;

- b) approval be given for the provision of in-house legal services on termination of the shared service;
- c) delegated authority be granted to the Director of Legal and Governance (and Monitoring Officer), in consultation with the Portfolio Holder for Environmental Improvements, Corporate Communications and Cross Portfolio Support to agree an early termination date with Mansfield District Council if appropriate.

Reasons:

1. Mansfield District Council (MDC) has served notice on Ashfield District Council (ADC) confirming it does not intend to renew the Legal Shared Service beyond the existing agreement term of 31 October 2022. As such, the Council must decide how it will obtain legal advice and support following the termination of the shared service.
2. Following consideration of alternative delivery options for the provision of legal services, it is recommended that the most efficient and cost-effective option is for the service to be provided inhouse, obtaining additional external legal expertise as necessary.
3. The Council has significant demand for legal support and advice, such as for environmental enforcement work, contracts and land transactions and this demand is set to increase further in light of the Towns Fund projects over the next 5 years.
4. In early discussions with MDC, and due to a large number of vacancies within the current establishment largely caused by the uncertainty of the shared service ending, it is likely an early termination date will be desirable in order to ensure ongoing, satisfactory and sufficient legal support.

**CA.41 Section 100A Local Government Act 1972:
Exclusion of the Press and Public**

RESOLVED

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

CA.42 Purchase of Northern View, Sutton in Ashfield, for the purpose of developing Social Housing on the Site (Exempt by virtue of Paragraph 3)

Cabinet was advised of an opportunity to purchase a brownfield site located within the District, for the purpose of developing affordable housing.

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

RESOLVED that

- a) delegated authority be granted to the Director of Housing and Assets, in conjunction with the Corporate Finance Manager (and Section 151 Officer) and the Director of Legal and Governance (and Monitoring Officer), to negotiate and agree the purchase of land and title at Northern View, Sutton in Ashfield;
- b) approval be given for the use of Commuted Capital Sums to fund the purchase of the land in question;
- c) approval be given for the use of Housing Revenue Account reserves to fund the construction of new affordable homes, should the site be purchased;
- d) delegated authority be granted to the Director of Housing and Assets, in conjunction with the Corporate Finance Manager (and Section 151 Officer), to negotiate and formalise final scheme costs, specification and delivery;
- e) delegated authority be granted to the Director of Housing and Assets to procure and appoint a contractor to develop the site;
- f) delegated authority be granted to the Director of Housing and Assets to contract, on behalf of the Council, with Homes England, for the purpose of receiving subsidy to ensure that any developments are viable and fall within a maximum payback period of 40 years.

Reason:

The Corporate Plan sets out the Council's ambition to ensure there is sufficient good quality, affordable housing for the residents of Ashfield. To achieve this the Council cannot rely solely on developing Council owned land.

The meeting closed at 11.35 am

Chairman.

Report To:	CABINET
Date:	25 JANUARY 2022
Heading:	CORPORATE PLAN 2021/22 - PROGRESS 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 progress updates in regard to delivery of the Corporate Plan and our Corporate Priorities and the Quarter 2, April to September 2021 out-turn performance position against the associated Corporate Performance Scorecard.

Recommendation(s)

1. **For Cabinet to consider and proactively review the levels of delivery achieved against the Corporate Plan Priorities to date.**
2. **For Cabinet to consider and proactively review the levels of performance achieved against the Corporate Scorecard as at Quarter 2, 2021/22.**
3. **For Cabinet to note the significant levels of continued service provision to date, despite the impacts of the pandemic.**

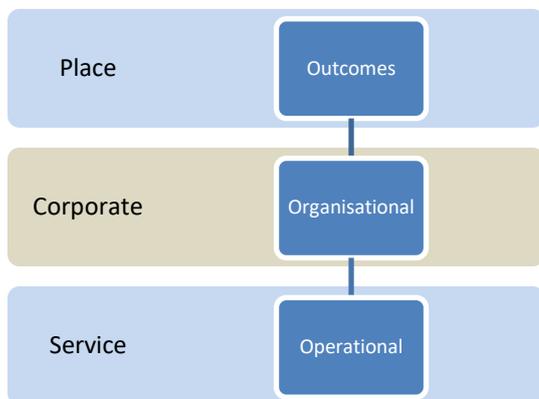
Reasons for Recommendation(s)

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 in 2019 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 Council 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.

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 have also successfully developed our approach to measuring and understanding social value, and this has been incorporated into our Performance Management, Project Management and Procurement frameworks. A Social Value Policy was approved by Cabinet in 2020.

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 second year's progress and performance outturn, and also significant factors impacting upon the Council such as the COVID pandemic. The plan was refreshed in June 2021 to ensure alignment to the Council's future ambitions and Corporate Priorities for the four year period of the plan (2019-2023).

Corporate Plan progress is monitored through both the effectiveness of 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 2021, 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 continues to be the only local authority in Nottinghamshire that has delivered all tier 1 and 2 critical services without interruption throughout the whole pandemic to date. The whole organisation continues to work effectively together as one Council, re-deploying staff into important roles outside of their normal duties to ensure continuance of service.

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 to September 2021 indicates the following positive position:-

- 75% of measures achieving or exceeding target, or within 10% variance of target.
- 81% 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 2021/22 year and to date:-

Health and Happiness

- Four cinema events were delivered over the summer on the main parks which were well attended with afternoon and evening shows. Remembrance events supported in the three town, Christmas festivals delivered successfully in Kirkby and Hucknall, with c.3,000 attendance in Hucknall. Sutton switch-on was a small event due to the weather.
- Two Food and Drink festivals took place in Hucknall in September and November with over 3,000 in attendance at each.
- Ashfield Arts Festival supported - online event this year, with expansion planned for next year. Working in partnership with First Art and educational partnership Captivate.
- Better Care Fund (BCF) expenditure on Disabled Facilities Grants (DFG's) remains on track for the year. Good flow of referrals and DFG Team catching up on backlog post lockdown.
- Aids and Adaptations Policy review complete to improve opportunities to retain independence
- Delivery of Kirkby Leisure Centre is on track and budget - roofing works to the main sports hall are complete, concrete pool surround is now 75% cast

- Leisure Transformation Programme - Significant investment in Hucknall Leisure Centre, in addition to the gym and front of house developments, 3 new exercise studios, health and wellbeing room, and meeting room are now complete. As part of the Hucknall Swimming Pool Extension, Everyone Active are currently completing the Wet Change upgrade works. These will be complete in the new year. Also, significant investment in Lammas Leisure Centre, the gym, spinning room, café and lighting installation above the learner pool are now complete. The bowls hall has reopened. The Active TAG arena has opened and upgrade the ice rink and plant which will conclude in January 2022.
- A new Active Communities Plan has been developed in line with the Be Healthy, Be Happy Strategy objectives. The Health Hubs at Lammas and Hucknall Leisure Centre are open, with a variety of sessions running for people living with Dementia, Parkinson's and Autism for example. Nottinghamshire Independent Domestic Abuse Service (NIDAS) and the Social Prescribers are also using these spaces to support their user groups. Everyone Active are supporting the Holiday Activities and Food programme and Feel-Good Families. 14 Care Leavers are accessing free memberships (gym, swim and classes). We are now able to assess the rolling value of the leisure facilities in terms of meeting social value objectives such as GP reduced visits, hospital admissions, cancer, diabetes, education attainment and crime prevention. The latest quarterly analysis, July to September 2021, indicates a rolling value of £3,167,280 in social value.
- There were 267,898 attendances in our 3 leisure centres in Q2, a cumulative total of 447,597 from April to September, which shows significant improvement when compared to our 2018-19 attendances (306,420). Memberships are now exceeding those for 2018-19, which was the last full year not impacted by the Pandemic. Swimming lessons as a percentage of recovery against pre-pandemic levels are at an average of 121% across the two sites. Some activities remain restricted because of Covid safety measures (health hubs only recently reopened and exercise referral was re-introduced), and on-going capital works have meant that some activities haven't been available (e.g. sports hall activity at Hucknall, Ice at Lammas).
- Welfare and money management advice/support for residents – the Council is assisting Nottinghamshire County Council with referrals to the Household Support Fund, ensuring that vulnerable residents access support to food, utility vouchers and other essential household items. As at 10th January, 2022, £42526 has been allocated in food grant support and £30430 in energy grant support, which is the highest performing allocations made in the county area.

There has been significant investment in Hucknall and Lammas Leisure Centres, with further improvements to be completed in the New Year

Homes and Housing

- After a difficult start to the year, void relets are continuing to show improved performance, following the impact of the pandemic, reducing from 32.4 days (April to September 2020) to 28 days (April to September 2021). High level of repairs on void properties alongside a lack of trades operatives has been problematic. Covid concerns and difficult to let sheltered bedsits have hindered the lettings team.
- Progress has continued to be made this year on developing agile ways of working (Housing Management and Tenancy Services Section). The number of visits undertaken by officers is increasing. Work is underway on introducing case management on Total Mobile for the Tenancy/Estates team to enable them to record incoming work and manage cases more effectively. This will enable the team to respond to customers much more effectively. Laptops and tablets are being fully utilised for real time updates whilst working out on site.

- Review of land and assets complete and pipeline affordable housing development programme in place. There is an ongoing review of garage sites in readiness for disposal.
 - Review of the Councils Disabled Facilities Grant and Aids and Adaptations policy is now complete
 - Agreed Homelessness Strategy Action plan for next 2 years. Work and interventions ongoing
 - The pre-tenancy process now provided by the Money Management Advice Team has been reviewed to strengthen affordability checks and encourage a 'rent first' culture.

Affordable housing development programme now in place in respect of properties to rent. 8 sites now in progress - total of 46 properties. Cabinet approval has also been given to develop a further circa 70 units over 3 further sites

- Homes made available under the Next Steps Accommodation Programme (NSAP) are now occupied and we are working with Framework to deliver the next batch of homes for former rough sleepers. In addition, extra units of supported housing have been made available this year through the YMCA via Rough Sleeper Initiative (RSI) funding
- New property standards have been implemented in order to meet new electrical regulations.
- Following the introduction of the Social Housing White Paper, multiple sections of the Council are working to ensure that the necessary compliance is in place to meet the new standards and regulations coming to force for the Council's social housing stock.

Economic Growth and Place

- A brief has been issued to consultants to develop and prepare a bid for Hucknall to the Levelling Up Fund which is due to open for applications in Spring 2022. A Members engagement event is planned for mid-January
- Draft Hucknall Town Centre Masterplan is being revisited which includes a workshop with Hucknall Members. It is intended that the masterplan will be brought to Cabinet in March.
- The latest Winter business support directory has been developed; this contains further improvements including a business news section
- A business ambassador and business leaders networking event has been developed with Discover Ashfield and the first event was held on 30th November, 2021 very successfully
- The skills strategy has been produced in draft and various presentations have been made to DWP, CLT and Discover Ashfield. In January it will be presented to Leadership with a report to Cabinet in February 2022. A memorandum of understanding is being developed and targets are to be agreed with partners that can monitor the effectiveness of the strategy in the future.
- Work is still going well in respect of the economic recovery plan. We have achieved a great deal of intelligence gathering. Monitoring the evolving effects of covid and economic change is taking place, we are engaging with partners at regular catch-up meetings, and we are accelerating key projects.

Delivery of the Towns Fund and Future High Streets programmes is progressing with the Enterprising Ashfield scheme approved by government for delivery and starting in the New Year. The programme, delivered by Nottingham Trent University provides specialist advice, support and grants to businesses and entrepreneurs. Business cases for the Portland Square and Visitor Digital projects are undergoing the local assurance process and will be submitted to government in mid-January.

- The Maid Marian Line Restoring Your Railways Bid was submitted on time. A visit by some of the panel members was facilitated. Currently awaiting the outcome of the bid which is expected in the New Year.
- We are continuing to promote and increase knowledge of Discover Ashfield. All events and initiatives through the Welcome Back Fund have been promoted in conjunction with Discover Ashfield
- HS2 is leading to some uncertainty with partners in the area. The electrification of the existing railway corridors is welcomed, and it is hoped that further emphasis and importance will be given to the Maid Marian Line. It is unclear as to what funding will be provided.
- Work continues to progress with some significant interest in proposals around Junction 27 and Sutton Parkway. M1 corridor, Maid Marian Line and other key transport nodes a clear part of the emerging vision for Ashfield.
- Good progress has been made this year on dilapidated buildings. The roof is nearly on Annesley Hall. Stoneyford Road has planning approval and the historic wall is to be rebuilt as well as 47 new well-designed properties. Court cases on land adjacent to Albert Street are listed for February. Some site developments are nearing completion such as Black Orchid. Notices have been served on Romans in Hucknall to get the site cleared. Positive progress is now being facilitated by the Council in regard to the former Coop Bagthorpe, following improvements to the visual appearance of the building there has now been planning permission granted to convert into a domestic dwelling. The Environmental Health Team have also worked with the County estates department to bring the former fishing tackle shop Hucknall to the market where it was eventually sold and works completed to improve the appearance prior to successful auction on 30th September 2021. Planning permission has also been given for the former Bluebell, Sutton to convert to domestic dwellings.
- Planning performance remained above national standards for major and minor applications in the second quarter. However, Q3 is likely to see slippage for planning applications as the team are 50% down on staff. Recruitment has been partially successful and is ongoing for more senior posts.
- Environmental Health has continued to digest and implement all the latest requirements in relation to Covid. All businesses have been provided with further information in relation to Omicron.
- The team is working at pace to deliver food hygiene inspections and is likely to achieve the Government's target for this year having also achieved last year. The team prefers to deliver at a higher rate, but this has not been possible given resource and circumstance.
- The Environmental Health commercial team has been carrying significant vacancies; however, the team will have 4 new starters in January, 2022, with two remaining vacancies to be filled in the New Year.
- Licensing is also continuing as business as usual. New fees have been introduced and they will be reviewed to assess success at the end of the financial year. The Gambling policy has been reviewed and a new one-year taxi license also introduced. The team remain very busy.
- The Local Plan has been consulted on and achieved some very successful engagement with the community with over 1000 letters covering many aspects. The consultation responses are being assessed but the plan is on hold awaiting clarity from the Government as to their future approach on the standard housing methodology and the approach to green field sites. There will be an exploratory meeting with the Planning Inspectorate in January.

Cleaner and Greener

Last month, the Department for Environment, Food and Rural Affairs reported that there has been a 16% increase nationwide in reported fly tipping during the pandemic. Ashfield District Council is breaking that trend, with a 20% reduction in fly tipping reports received this year compared with 2020.

- The six Green Flag Awards for the main parks were retained this year and small flag-raising ceremonies held at each of the sites.
- Implementation of the Green Spaces Programme has progressed well with works completed on the play provision and brook restoration at Titchfield Park, Hucknall.
- Works to provide a new play area were completed at Hornbeam Park in Kirkby and at Nuncargate Recreation Ground improvements

were undertaken to the play area, paths and entrances. A masterplan was developed for Selston Country Park following public consultation.

- Recycling rates for the period April to September 2021, are well above target with a 9% increase compared to the same period last year (43.9% compared to 40.32%)
- Works at Kings Mill Reservoir were also completed which included new car parking and footpath improvements. Phase 1 works to Huthwaite Welfare Park which include a new play area were completed in late 2021.
- The Planning Department continues to increase scrutiny of the green credentials of all new planning applications and paid enquiries. Difficult to progress too far in the absence of clear legislation.
- The Council's draft Climate Change Strategy continues to move through its consultation stages having been reviewed by CLT, Service Managers and Overview and Scrutiny. The targets remain challenging and reliant on external funding and technological development to achieve its full potential.
- The Council has successfully bid for funding under the Public Sector Decarbonisation Fund, the Green Homes Grant Phase 1B, the Green Homes Grant Phase 2, and is awaiting the outcome of a bid for funding under the Social Housing Decarbonisation Fund. Following the successful bid for Phase 1B, this, and other projects, are now at various stages of delivery. Such works will improve the thermal efficiency of buildings and/or reduce energy demand requirements thus assisting in the reduction of the District's carbon footprint and assisting in the reduction of fuel poverty.

Safer and Stronger

- The Council responded to 4,215 reports of anti-social behaviour, neighbourhood nuisance and environmental crime reports between April 2021 and 1st December 2021.
- In April a Council and Police partnership initiative was implemented to provide high visibility reassurance in neighbourhoods, town centres and public spaces. Under Operation Springboard, targeted patrols take place every weekend which assists in obtaining local intelligence and taking positive action, resulting in the partnership successfully managing and tackling trends and emergency issues.
- A number of environmental crime action days have been undertaken to address fly tipping and waste on land resulting in 88 fines being issued, the highest recorded amount in the Council's history. This has contributed to a 20% reduction in fly tipping in comparison the previous yearly period.
- Safeguarding Champions have been introduced within the Council. Their role is to be departmental and cross council representatives assisting with providing advice and disseminating information across the Council.

- From 1st April 2021 to 14th September 2021, 99 referrals were made to MASH (Multi-Agency Safeguarding Hub) to safeguard vulnerable adults and children and protect them from further harm/abuse.
- In September, the Council and Police launched a dedicated partnership vulnerability programme (VASS) with a primary aim of reducing crime, anti-social behaviour and vulnerability through person centred interventions. A cohort of up to 15 adults are managed at any one time. Individuals on the cohort often have complex support needs and will be diverted away from criminality/exploitation through providing wrap around support.
- In October, following a successful consultation, audit and review a new Public Spaces Protection Order was approved, enabling the continuation of powers to tackle localised problems. The order also included a gating requirement, restricting public access between Bentinck and Welbeck Street, Sutton, the first implemented in the District.
- Throughout October an early intervention Halloween and Bonfire initiative: Operation Safekeep was co-ordinated to create awareness on fire safety and reducing on street ASB. The operation was highly successful with over 50 shops and off-licences visited and over 40 incidents being responded to.
- The Council, alongside partners and the OPPC was successful in securing £550,000 in October as part of the Safer Streets Quarter 3 Funding programme. The bid was the joint highest nationally which is being used to address longstanding community concerns relating to women's and girls' safety, violence, and the perception of crime in public spaces throughout Sutton.
- The Council, Police, Fire Service and health services have been delivering engagement events across the super output areas of the district building and fostering positive relationships to understand community need and assist them to become self-sustaining, through self-help and resident participation. Successful events have taken place in New Cross, a Dog Awareness Event was held on Sutton Lawn and at a partnership LBGTQ event in Kirkby.
- A refreshed CCTV policy and strategy was adopted in November to support the continued identification of criminality and anti-social behaviour.
- Complex Case Panels take place monthly 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. The Complex Case Team and Panel have provided intensive support to 83 highly complex residents across five key life areas (Health, Housing, Community, Finances and Employment), 34 referrals have been reviewed at panel and 99 safeguarding and support referrals have been completed.
- Funding was secured in April to deliver domestic abuse awareness sessions across 20 primary schools. The programme includes a focus on healthy relationships and staff training.
- Between 25th November - 10th December, the White Ribbon Campaign and 16 days of activism were delivered, aimed at ending violence against women and girls, creating awareness and empowering survivors of domestic abuse to reach out and get support.

- 10 x Court Convictions, 9 x Court ASB Injunctions, 3 x Criminal Behaviour Orders and 2 x premise Closure Orders
- 26 x Notices Of Seeking Possession served,
- 41 x Tenancy Warnings,
- 58 x Prevention of Damage by Pests Notices served
- 296 x Community Protection Warnings & 48 x Community Protection Notices issued
- 61 x Direction to Move on Notice,
- 101 x PSPO breaches including urination, alcohol confiscations and dog control issues
- 545 Fly Tipping Investigations & 88 Fly Tipping Fines
- 547 x Letters before Action
- 83 Residents Intensively Supported
- 99 Safeguarding Referrals completed

Innovate and Improve

- The continued review and implementation of changes to call handling has seen a further significant 22% reduction in the level of abandoned calls for the period April to September 2021, compared to the previous year, with the call abandoned rate out-turn at 2.9%, compared to April to September 2020 which was 3.71%. However, the overall average call waiting time across the organisation has increased slightly from 37 seconds to 45 seconds, however this performance is still at much lower rates than pre pandemic.
- Over 33,000 payments have been made online from April to September 2021, a significant increase of 9% compared to the same period last year and a third higher over the last 2 years since we implemented our new 'e-store', exceeding channel shift predictions. We are also continuing to see reductions in the use of costly paypoint and post office transactions, with a further 5% reduction compared to April to November of the previous year, however, it should be noted that there have been 20% increases in paypoint and post office transaction costs, therefore, increasing the importance of nudging further channel shift to less costly channels.
- Council tax and business rates collection rates, at September 2021, are improved compared to the same period last year and above target.
- The climate for the collection of rent continues to be challenging for the Income Team, due to the financial pressures being experienced by tenants, due to the removal of the £20 uplift in Universal Credit, utility bill rises, inflation, furlough and the impact of the pandemic. The typical year on year trend is that performance in this area declines at this stage of the financial year. Despite this, rent collection rates are slightly higher at end November 2021, compared to same period last year.
- Digital transformation – Further successful channel shift has been achieved because of the digital developments being undertaken in-house, which have to date focussed mainly on waste and environment transactional processes. From April to October 2021, compared to the same period in the previous year, since the introduction of in-house developed online forms, there has been a significant 17% reduction in telephone demands for waste and environment services. This relates to nearly 4,800 less calls over the period of April to October 2021 compared to the same period last year.

There have been a corresponding 3,712 online forms completed over the same period, 3,000 of which were through use of our in-house built forms. The use of these online forms/ features equates to 68% of the reduction in telephone demands in the waste and environment service over the same April to October 2021 period, which is a significant indication of the impact of our digital developments on shifting customer demand to less costly channels.

We are now seeing initial signs of successful channel shift because of the digital developments being undertaken in-house

The new Customer Portal will be launched in the New Year, supported by a comprehensive publicity campaign, to facilitate further channel shift, and raise awareness of our modern, digital online features which will improve accessibility for customers.

Area for improvement:-

- The number of households prevented from becoming homeless has reduced compared to Q2 last year. Prevention numbers across the board from the Housing Options, Complex Case and Tenancy Sustainment Teams remain lower than pre pandemic levels which continues to have an impact. Tenancy Sustainment for example are receiving fewer referrals, in part due to fewer properties being let. Housing Options continue to be approached by customers at the point of homelessness and in crisis rather than at a point where preventative methods can be considered. A new officer is in post who will be looking at how we can engage earlier in the process. There are also significant issues with regard to 'move on' options. There is high demand on the Council's social housing and privately rented accommodation is becoming increasingly harder to access. Despite all the current challenges prevention figures remain high reflecting the hard work of all concerned and the target, set at a pre pandemic time, has only narrowly been missed.
- A number of additional housing permissions have been granted through the year via different routes but insufficient to significantly improve 5-year housing land supply.
- Sickness absence levels out-turn for April to September 2021 were slightly above target and an increase on 20/21- due to a combination of an increase in short term absence through increased transmission rates of non-covid ailments as social mixing in workplace and lifestyle has increased; partial reduction in immunity to common ailments and an increase in long term absence due to combination of deferred operations now being undertaken, long Covid absence, mental health and anxiety.
- There has been a decrease in the proportion of the workforce who are Young People as a direct impact of the pandemic through the reduction and suspension particularly of apprenticeship schemes due to closure of colleges, training providers and closure of facilities to assess students. It is expected that numbers will again start to increase as availability of apprenticeships, traineeships, graduate schemes are reinvigorated.

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 to September 2021 and where available includes more up to date performance/achievements. 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: [RD 10/01/2022]

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

Finance: [PH 06/01/22].

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

Risk:

Risk	Mitigation
Absence of a Corporate Plan would result in a lack of prioritisation and focus on delivering what matters	Agreed Corporate Plan every four years which is delivered via the organisation’s project management framework.
Poor performance would potentially result in inability to deliver the Corporate Priorities as specified in the Corporate Plan	Regular monitoring of performance and robust performance management through the authority’s performance 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:

Not applicable

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

Not applicable

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Report To:	CABINET
Date:	25 JANUARY 2022
Heading:	PETITION – DEVELOPMENT OF THE GREENBELT LAND IN AND AROUND WHYBURN FARM, HUCKNALL
Portfolio Holder:	COUNCILLOR MATTHEW RELF - PORTFOLIO HOLDER FOR REGENERATION AND PLANNING
Ward/s:	
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

In accordance with the Council's Petition Scheme, a petition was presented to Council on the 2 December 2021. Council resolved that the matter be referred to Cabinet for further discussion.

Recommendation(s)

Cabinet is requested:

1. To discuss the petition as detailed in the report.
2. Consider Cabinet's response to the petition.

Reasons for Recommendation(s)

Council resolved that the petition as submitted be referred to Cabinet for consideration on the 2 December 2021.

Alternative Options Considered

None

Detailed Information

Ashfield District Council recognises the importance of petitions as a means of engaging more meaningfully with local communities, facilitating the public to let us know about their concerns, and as a mechanism for generating service improvements.

The Petition Scheme 2020 sets out how Ashfield District Council will deal with and respond to petitions.

The petition, as presented to Council on the 2 December 2021, received 7,653 signatories. The Petition organiser, in accordance with policy and Council Procedure Rule 12, addressed Council to introduce the petition and outline to Members the reason for its submission.

The petition states;

“We the undersigned petition the council to reject the proposal to permit the development of the Greenbelt land in and around Whyburn Farm, Hucknall.”

The following further detail was also included by the Petition Organiser as further information for the petition.

Hucknall has seen an exponential growth in housing recently. The infrastructure is already at maximum capacity. There has been no increase in secondary schools, doctors or dentists. Hucknall used to be surrounded by green fields and wooded areas, these are slowly being eroded and the use of the Whyburn Farm land including the potential removal of the Misk Hills will detrimentally change the characteristic of the town. The public footpaths criss-crossing this land are a refuge for the residents of Hucknall as was demonstrated during the pandemic. The area is used by families, social groups such as walking groups, cyclists and nature lovers. The area is also the natural habitat for hedgehogs, newts, Deer, Bats, Badgers, foxes, buzzards and other raptors including the Red Kite.

The land in question already acts as an absorbent buffer in times of heavy rain, reducing the incidences of flooding in the town centre. Covering the land with buildings, block paving, tarmac etc will surely reduce the ability of the land to protect the town from flooding. The council have seen fit to implement a Tree Preservation Order on a brown field site within the proposed area, yet this proposal would strip acres of designated greenbelt land

The Misk Hills are of historical interest having been the inspiration for some of Lord Byron's works, particularly ' The Hills of Annesley'. The area is also mentioned by the famous local author D.H.Lawrence in Sons and Lovers and the works of poet Alan Sillitoe.

Implications

Corporate Plan:

All Petitions are considered in accordance with the Petition Scheme 2020 and the Constitution, Council Procedure Rule 12.

Legal:

The Draft Local Plan is not an approved document. In accordance with statute, formal consultation was undertaken between 4 October 2021 and 16 November 2021.

The Cabinet and the Council share the responsibility for decision-taking regarding the Local Plan – but in summary the Cabinet is responsible for the preparation of the Local Plan and the Council is responsible for approving the Local Plan for submission to the Secretary of State for examination and the adoption of the Local Plan.

The Functions and Responsibilities Regulations 2000 set the parameters for the respective roles of the Council and the Cabinet in relation to the authority’s Development Plan. Essentially the Cabinet has considerable responsibility for the formulation of the Local Plan and consideration of the consultation responses to the draft Local Plan prior to the approval, for the purpose of its submission to the Secretary of State for independent examination.

As such, the Council referred the petition to the Cabinet to consider as part of the draft Local Plan consultation process (in consultation with the Local Plan Steering Group). [RD 14/01/2022]

Finance:

The petitions as submitted in accordance with the Petition Scheme and the Constitution contained no financial implications. Any subsequent decisions or actions taken as a result of the Petition should be done so in consultation with Finance. [PH 14/01/22].

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

Risk:

Risk	Mitigation
The Draft Local Plan is not an approved document and is subject to consideration through the Local Plan Working Group. Consideration of the petition in isolation of regulations and the working group could risk clarity of process.	Referral to the Local Plan Working Group as part of its consideration in line with consultation feedback.

Human Resources:

No Human Resource implications identified

Environmental/Sustainability

Environmental / Sustainability implications form part of the considerations on the Draft Local Plan.

Equalities:

Equalities implications form part of the considerations on the Draft Local Plan.

Other Implications:

None Identified.

Reason(s) for Urgency

None

Reason(s) for Exemption

None

Background Papers

[Draft Local Plan Consultation](#)

Report Author and Contact Officer

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Report To:	CABINET
Date:	25 JANUARY 2022
Heading:	PETITION – DEVELOPMENT ON GREENFIELD LAND AROUND CAULDWELL ROAD AND DERBY ROAD, SUTTON IN ASHFIELD
Portfolio Holder:	COUNCILLOR MATTHEW RELF - PORTFOLIO HOLDER FOR REGENERATION AND PLANNING
Ward/s:	
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

In accordance with the Council’s Petition Scheme, a petition was presented to Council on the 2 December 2021. Council resolved that the matter be referred to Cabinet for further discussion.

Recommendation(s)

Cabinet is requested:

1. To discuss the petition as detailed in the report.
2. Consider Cabinet’s response to the petition.

Reasons for Recommendation(s)

Council resolved that the petition as submitted be referred to Cabinet for consideration on the 2 December 2021.

Alternative Options Considered

None

Detailed Information

Ashfield District Council recognises the importance of petitions as a means of engaging more meaningfully with local communities, facilitating the public to let us know about their concerns, and as a mechanism for generating service improvements.

The Petition Scheme 2020 sets out how Ashfield District Council will deal with and respond to petitions.

The petition, as presented to Council on the 2 December 2021, received 1686 signatories. The Petition organiser, in accordance with policy and Council Procedure Rule 12, addressed Council to introduce the petition and outline to Members the reason for its submission.

The petition states;

We the undersigned petition the council to Reject the proposal to permit the development of 1000 homes, a school and associated amenities, in accordance with the Draft Local Plan 2020-2038 on the greenfield land around Cauldwell Road and Derby Road, Sutton-In-Ashfield.

The following further detail was also included by the Petition Organiser as further information for the petition.

This development has arisen to meet targets set by the Government for infrastructure and regeneration that Ashfield District Council know to be unnecessary. 8,226 houses need to be found to meet these targets and we are told that our local brownfield sites can only accommodate 1,109. The solution? To build on agricultural land and green field spaces on the site.

The Council intends to obliterate the land surrounding the Sherwood Observatory, Coxmoor Golf Course and Bright Sparks Day Nursery although none of these businesses have been consulted over the plans; indeed the Nursery, does not even get a mention, despite its role in the care and education of 98 under-fives in the community. There are other businesses affected, including livery stables and a cattery.

This greenfield land provides sanctuary for passing residents, walkers, runners, cyclists and horse riders and is one of the only remaining arable farming sites locally. Wildlife exists in abundance including badgers, bats, toads, hedgehogs, deer and raptors including buzzards and sparrow hawks.

The land is protected from flooding arising from its natural undulations and drainage. Additionally, Cauldwell Dam, sustains fishing stock, cormorants and herons (protected under the Wildlife and Countryside Act 1981) in addition to the leisure pursuits of fishing enthusiast for over fifty years. Contaminated waste from building this proposed site will present disastrous consequences for this aquatic ecosystem.

The site is of historic and archaeological interest. Hamilton Hill may date back as far as the Iron Age and supports ancient trees, fossils and hedging. There is considerable scope for the site to be explored further. Whilst the plan includes a buffer, the development would terminate future exploration of the site. Hamilton Hill is so significant to our heritage, that it gives rise to the name of neighbouring town Mansfield and the River Maun because of its iconic mammary shape. Etymological studies reveal that these sites were formerly known as Aqua Mam and Mammesfield.

Coxmoor Golf Course, a prestigious local club wishes to reward its members with the promise of countryside views and a focussed game without the need to be conscious of surrounding dwellings and the potential for dangerous, overhead golf balls to reach them.

Sherwood Observatory and Planetarium have brought space discovery to our local area and rely on natural light, unobscured views and state of the art telescopes which cannot be compromised by the existence of a housing estate.

Bright Sparks Nursery is an outstanding provider of Early Years care and education for local families and has a responsibility to connect children with greenspaces and protect them from air pollution. The British Lung Foundation sites construction and road pollution as two of the main causes of lung disease arising from childhood exposure. Residents and their families will be exposed to the same risks and the development exacerbates the local exposure to micro-particles after the development of the Mansfield Sand Quarry in recent years.

The district council has also been made aware of the falling birth rate locally and the issue of falling rolls in schools, further negating the need for increased infrastructure locally.

Implications

Corporate Plan:

All Petitions will be considered in accordance with the Petition Scheme 2020 and the Constitution, Council Procedure Rule 12.

Legal:

The Draft Local Plan is not an approved document. In accordance with statute, formal consultation was undertaken between 4 October 2021 and 16 November 2021.

The Cabinet and the Council share the responsibility for decision-taking regarding the Local Plan – but in summary the Cabinet is responsible for the preparation of the Local Plan and the Council is responsible for approving the Local Plan for submission to the Secretary of State for examination and the adoption of the Local Plan.

The Functions and Responsibilities Regulations 2000 set the parameters for the respective roles of the Council and the Cabinet in relation to the authority's Development Plan. Essentially the Cabinet has considerable responsibility for the formulation of the Local Plan and consideration of the consultation responses to the draft Local Plan prior to the approval, for the purpose of its submission to the Secretary of State for independent examination.

As such, the Council referred the petition to the Cabinet to consider as part of the draft Local Plan consultation process (in consultation with the Local Plan Steering Group). [RD 14/01/2022]

Finance:

The petitions as submitted in accordance with the Petition Scheme and the Constitution contained no financial implications. Any subsequent decisions or actions taken as a result of the Petition should be done so in consultation with Finance. [PH 14/01/22].

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

Risk:

Risk	Mitigation
The Draft Local Plan is not an approved document and is subject to consideration through the Local Plan Working Group. Consideration of the petition in isolation of regulations and the working group could risk clarity of process.	Referral to the Local Plan Working Group as part of its consideration in line with consultation feedback.

Human Resources:

No Human Resource implications identified.

Environmental/Sustainability

Environmental / Sustainability implications form part of the considerations on the Draft Local Plan.

Equalities:

Equalities implications form part of the considerations on the Draft Local Plan.

Other Implications:

None Identified.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

[Draft Local Plan Consultation](#)

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Report To:	CABINET
Date:	25 JANUARY 2022
Heading:	MOTION – DRAFT LOCAL PLAN
Portfolio Holder:	COUNCILLOR MATTHEW RELF - PORTFOLIO HOLDER FOR REGENERATION AND PLANNING
Ward/s:	ALL
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

A Notice of Motion was submitted to Council on the 2 December 2021. In accordance with Council Procedure Rule 14.4, the process for considering a motion that is the responsibility of the Cabinet, the motion once moved and seconded was referred to Cabinet for further discussion without debate.

This report provides the detail of the Motion for Cabinet consideration.

Recommendation(s)

Cabinet is requested:

1. To discuss the Motion as detailed in the report.
2. Consider Cabinet's response to the Motion.

Reasons for Recommendation(s)

In accordance with Council Procedure Rule 14.4, the process for considering a motion that is the responsibility of the Cabinet.

Alternative Options Considered

None

Detailed Information

The Motion, as submitted to Council on the 2 December 2021, is detailed below:

“Considerable opposition to the development proposals within the Draft Local Plan to expand Hucknall has been advanced by the people of Hucknall.

This Council therefore resolves to request the Cabinet (in conjunction with the Local Plan Steering Group) to fully take into account the consultation submissions and to address the opposition to the Draft Local Plan by the people of Hucknall by:

- a) Urgently reviewing, with a view to considering whether to amend at the earliest possible opportunity, this version of the Draft Local Plan which objectors consider allocates a disproportionate number of new dwellings to Hucknall and destroys a significant portion of Green Belt land; and*
- b) Considering whether to replace it, at the earliest possible opportunity, with an amended Draft Local Plan that places greater weight upon the scale of development that has already occurred and been allocated in Hucknall, that allocates a greater level of new housing beyond Hucknall across Ashfield District, and that seeks to ensure that any such Plan is sustainable.*
- c) Considering the adequacy of all infrastructure and services for such development as is proposed for Hucknall.”*

In accordance with Council Procedure Rule 14.4, the process for considering a motion that is the responsibility of the Cabinet, the motion once moved and seconded was referred to Cabinet for further discussion without debate.

Implications

Corporate Plan:

The procedure for consideration of Notices of Motion is set out in the Constitution, Rule 14.

Legal:

The Cabinet and the Council share the responsibility for decision-taking regarding the Local Plan – but in summary the Cabinet is responsible for the preparation of the Local Plan and the Council is responsible for approving the Local Plan for submission to the Secretary of State for examination and the adoption of the Local Plan.

The Functions and Responsibilities Regulations 2000 set the parameters for the respective roles of the Council and the Cabinet in relation to the authority’s Development Plan. Essentially the Cabinet has considerable responsibility for the formulation of the Local Plan and consideration of the consultation responses to the draft Local Plan prior to the approval, for the purpose of its submission to the Secretary of State for independent examination.

This means that any motion proposed regarding the draft Local Plan should, if moved and seconded, be referred to the Cabinet (in consultation with the Local Plan Steering Group) without debate pursuant to paragraph 14.4 of Part 4 Rules of Procedure of the Council's Constitution. [RD 14/01/2022]

Finance:

The Motion, as submitted in accordance with the Constitution, contained no financial implications. Any subsequent decisions or actions taken as a result of the Motion should be done so in consultation with Finance. [PH 14/01/22].

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

Risk:

Risk	Mitigation
The risks associated with the development of the Draft Local Plan form part of the ongoing discussions of the Local Plan Working Group.	Referral to the Local Plan Working Group as part of its consideration in line with consultation feedback.

Human Resources:

None Identified.

Environmental/Sustainability

Environmental / Sustainability implications form part of the considerations on the Draft Local Plan.

Equalities:

Equalities implications form part of the considerations on the Draft Local Plan.

Other Implications:

None Identified.

Reason(s) for Urgency

None

Reason(s) for Exemption

None

Background Papers

[Draft Local Plan Consultation](#)

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Report To:	CABINET
Date:	25 JANUARY 2022
Heading:	LAND AT DIAMOND AVENUE – TO DECLARE SURPLUS AND OFFER FOR SALE.
Portfolio Holder:	CLLR JASON ZADROZNY – LEADER OF THE COUNCIL
Ward/s:	ABBAY HILL
Key Decision:	YES
Subject to Call-In:	YES

Purpose of Report

The report seeks to declare the former allotment site on Diamond Avenue as surplus to the Council's requirements and offer it for sale for residential development.

Recommendation(s)

- 1) To declare the site surplus to the requirements of the Council**
- 2) To offer the site for sale for residential development using an external property agent.**
- 3) To delegate the agreement of the terms of the sale to the Director of Resources and Business Transformation and the Leader of the Council.**
- 4) To delegate authority to the Service Manager – Commercial Development to finalise the detail of the transaction with the Director of Legal and Governance.**

Reasons for Recommendation(s)

Selling the land will provide the Council with a significant General Fund capital receipt and enable residential dwellings to be constructed on the site.

Alternative Options Considered

The only alternative would be to retain the site, but this would not generate a capital receipt or facilitate residential development.

Detailed Information

The Diamond Avenue former allotment site is approximately 4.9 acres / 2 hectares in size and currently unused.

It ceased to be allotments some time ago and was previously offered for sale by the Council for residential development in 2008.

Unfortunately, the offers received by potential purchasers were withdrawn due to the subsequent global financial crisis, and the site has remained unsold.

It is now proposed to offer the site for sale again by instructing an external property agent to market the opportunity to potential purchasers, which is anticipated to be housing building development companies.

If successful, this will provide the Council with a General Fund capital receipt and facilitate the construction of additional residential dwellings in the Kirkby in Ashfield area.

The land title and legal pack were previously compiled for the previous sale, so there is not expected to be any legal or title issues that will affect a sale. However, these will be revisited prior to the site being offered to the market.

Implications

Corporate Plan: To develop further commercial income whilst maintaining focus on the needs of our communities.

Legal:

S123 of the Local Government Act 1972 enables the Council to dispose of its land provided the consideration received is not less than the best that can reasonably be obtained. Legal advice will be sought throughout the process and support will be provided regarding completion of land transactions. Secretary of State consent was previously obtained to dispose of allotment land. [RD 06/12/2021]

Finance: [PH 01/12/2021]

Budget Area	Implication
General Fund – Revenue Budget	Subject to the land being sold and developed for residential purposes – additional Council Tax and potentially New Homes Bonus (depending on the future availability of NHB funding).
General Fund – Capital Programme	A potential significant Capital Receipt to support the Council's Capital Programme.

Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
The site will not attract any realistic offers to purchase.	Retain the site until market conditions improve

Human Resources: There are no HR implications

Environmental/Sustainability

It is expected that any development on the site will be subject to environmental and sustainability requirements during the planning process.

Equalities:

Not applicable

Other Implications:

Not applicable

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

(if applicable)

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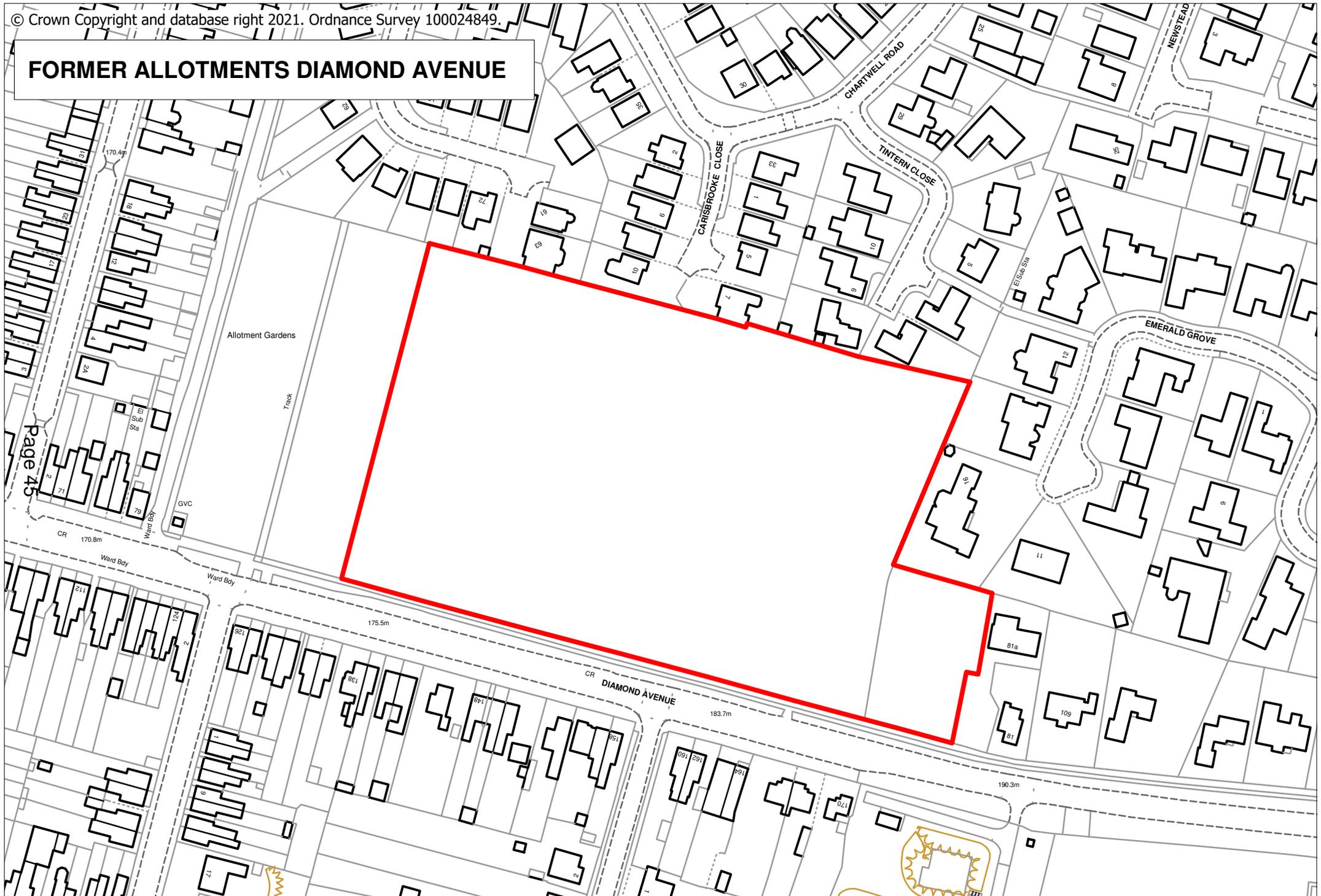
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FORMER ALLOTMENTS DIAMOND AVENUE



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Report To:	CABINET
Date:	25th JANUARY 2022
Heading:	MODERN SLAVERY ANNUAL UPDATE 2021/2022
Portfolio Holder:	CLLR HELEN-ANN SMITH, DEPUTY LEADER AND PORTFOLIO HOLDER FOR COMMUNITY SAFETY AND CRIME REDUCTION
Ward/s:	ALL
Key Decision:	N/A
Subject to Call-In:	N/A

Purpose of Report

The purpose of this report is to inform Cabinet Members of our intent to publish a refreshed Modern Slavery and Human Trafficking Policy Statement and Transparency Statement for 2021/22, detailing the Council's commitment to tackling modern day slavery and human trafficking.

Recommendation(s)

- For Cabinet to approve the Modern Slavery and Human Trafficking Policy Statement and Transparency Statement 2021/22 accompanied with this report.

Reasons for Recommendation(s)

To meet the Council's legal, moral and safeguarding obligations and to take a proactive approach in tackling this type of criminality, exploitation and vulnerability at a District and County wide level.

Alternative Options Considered

Members could choose not to approve the Modern Slavery and Human Trafficking Policy Statement and Transparency Statement or to consider a different version. However, the documents have been prepared in order to set out the current and ongoing action the Council intends to take to demonstrate its commitment to tackling Modern Slavery. This is not recommended.

Whilst the Council could take a less proactive approach than set out in the documents, this would not demonstrate the Council's commitment to tackle and prevent Modern Slavery issues across the District, County and within its own supply chains.

Detailed Information

Definition:

Addressing Modern Slavery is a key priority for Ashfield District Council with 2,945 potential victims of modern slavery being referred to the Home Office across the U.K. in the first quarter of 2021, with actual levels expected to be much higher.

The term 'slavery' refers to someone being exploited and controlled by someone else, without being able to leave. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. This can also include sexual and criminal exploitation.

To be a victim of human trafficking, the person needs to be subjected to the act of either:

- recruitment
- transportation
- transfer
- harbouring
- receipt

Someone is in slavery if they are:

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

The scale of the issue:

Due to the nature of modern slavery and wider determinants relating to vulnerability, fear, control and cohesion, producing an accurate measure of the reporting levels for modern slavery is difficult. Currently, there is no definitive source of data or suitable method available to accurately quantify the number of victims of modern slavery in the UK; however, in addition to the 2021 recordings provided above, available information from Office of National Statistics stipulates that:

- the Modern Slavery Helpline received a 68% increase in calls and submissions in the year ending December 2018, compared with the previous year
- there were 5,144 modern slavery offences recorded by the police in England and Wales in the year ending March 2019, an increase of 51% from the previous year
- the number of potential victims referred through the UK National Referral Mechanism (NRM) increased by 36% to 6,985 in the year ending December 2018
- Collecting legal evidence for modern slavery offences can be difficult, and the cases are among the most challenging and complex to prosecute. For example:

- there were 205 suspects of modern slavery flagged cases referred from the police to the Crown Prosecution Service (CPS) for a charging decision in England and Wales in the year ending March 2019.
- over two-thirds (68%) of modern slavery related CPS prosecutions in England and Wales resulted in a conviction in the year ending March 2019

The Modern Slavery Act 2015:

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

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

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

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

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

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

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

The Council's Response to Modern Day Slavery

Modern slavery is within our communities and the Council is actively involved in tackling modern slavery in a number of ways.

1. Identification and referral of victims;
2. Staff Training
3. Supporting victims/survivors
4. Through community safety, disruption, enforcement and partnership activities.
5. Website Content and Information

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

To ensure that the Council meets its responsibilities in relation to Modern Slavery and associated practices and policies, the future governance arrangement will continue to be managed by the Community Safety Manager (Adult Safeguarding Lead) and activities will be reviewed through the Council's Corporate Vulnerability and Safeguarding Group.

Modern Slavery Statement

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

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

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

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

Modern Slavery and Human Trafficking Policy

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

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

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

Implications

Corporate Plan:

The Council's commitment to tackling modern slavery support the objectives in the Corporate Plan as regards employment, business growth, and developing stronger and safer communities.

Legal:

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

It is a legislative requirement on commercial organisations with an annual turnover of £36 million, to have a Modern Slavery Transparency Statement. The Council's annual turnover is above this threshold. Whilst the Act does not state that Local Authorities specifically are included in those organisations legally required to publish a statement, the Council has elected to do so as a matter of good practice and social responsibility. [RD 06/12/2021]

Finance: [PH 07/12/2021].

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

Risk:

Risk	Mitigation
Human trafficking taking place in supply chains and in any part of the Council's business.	The co-ordination of training and disseminating further information to staff in respect of Modern Slavery will be dealt with by the Council's Corporate Safeguarding Group. Through staff briefings via the intranet and handouts, staff will be advised of the impact of modern slavery both locally and nationally. They will be advised of the potential signs that slavery or human trafficking may be occurring and where to report their concerns.

Human Resources:

Organisationally the Council takes its responsibilities for safeguarding extremely seriously. The organisation, through its HR practices and employment checks, will ensure that anyone offered work as an employee will be scrutinised to ensure that they are legally entitled to work in the U.K.

Environmental/Sustainability

None for this report

Equalities:

The aim of this policy is to provide guidance on the Council's commitment to tackling modern slavery and how it will work in partnership with other local statutory organisations, to help address and prevent slavery and exploitation.

Other Implications:

A communications statement will be issued following approval of this report.

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

Enc 1: Modern Slavery & Human Trafficking Policy Statement

Enc 2: Modern Slavery & Human Trafficking Transparency Statement 2021/2022

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Service Director

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Modern Slavery & Human Trafficking Transparency Statement 2021/2022

This statement sets out the steps Ashfield District Council (“the Council”) has taken during 2021/2022 and the steps the Council will be taking to ensure that slavery and human trafficking is not taking place in any of its supply chains and in any part of its own business.

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

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

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

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

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Modern Slavery & Human Trafficking Policy Statement

2021/2022

1. Policy statement

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

2. Responsibility for the policy

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

3. Compliance with the policy

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

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

4. Communication and awareness of this policy

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

5. Breaches of this policy

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

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Report To:	CABINET
Date:	25TH JANUARY 2022
Heading:	DEVELOPMENT OF UNVIALE GARAGE SITES IN KIRKBY IN ASHFIELD AND HUCKNALL
Portfolio Holder:	CLLR TOM HOLLIS, PORTFOLIO HOLDER FOR HOUSING AND ASSETS
Ward/s:	ABBAY HILL, KINGSWAY AND HUCKNALL SOUTH
Key Decision:	YES
Subject to Call-In:	YES

Purpose of Report

To advise Members about the opportunity to develop affordable housing on Council owned undeveloped former garage and plot sites at Central Avenue, Darley Avenue and Spruce Grove, Kirkby in Ashfield, plus Oak Grove, Hucknall, and seek approval of said developments.

Recommendation(s)

Subject to planning consent, securing Homes England funding and financial viability within the required maximum 40 year payback period:

1. To approve the use of specified unused and unviable garage and plot sites across the District for the development of new affordable housing.
2. To approve the use of Housing Revenue Account reserves to fund the development of 14 new homes.
3. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Chief Finance Officer, to negotiate and formalise final scheme costs, specification and delivery.
4. To grant delegated authority to the Director of Housing and Assets, to procure and appoint a contractor to develop the site.
5. To grant delegated authority to the Director of Housing and Assets to contract, on behalf of the Council, with Homes England, for the purposes of receiving subsidy to ensure that developments are viable and fall within the Council's business plan model.
6. To recommend to Council that the Housing Development be added to the Council's Capital Programme

Reasons for Recommendation(s)

The development will help achieve the Council's Corporate Plan objective of delivering much needed additional good quality affordable housing in the District.

The development will bring into use in an extremely positive way an under used brownfield asset.

Alternative Options Considered

- Do nothing with the sites. This was rejected as the sites are unused and in some cases investment is needed to bring them up to an acceptable standard.
- Sell the sites for private development. This was rejected as the value of the land alone is minimal, and the site is better used to provide much needed affordable housing.

Detailed Information

The Corporate Plan sets out the Council's ambition to ensure there is sufficient good quality, affordable housing for the residents of Ashfield. To achieve this the Council cannot rely upon Registered Providers and private house builders alone; it is important that the Council also looks at the opportunities to develop new affordable housing on sites it owns.

Following the comprehensive Garage Feasibility report, there are four remaining sites within the District with development potential for affordable housing, three being in Kirkby and one in Hucknall.

These sites are Central Avenue, Darley Avenue and Spruce Grove in Kirkby in Ashfield, and Oak Grove in Hucknall.

Development Officers have assessed the sites and would look to build new family homes to help meet our housing shortfall. Developing the sites for affordable housing would contribute towards the Council's corporate commitment to develop 100 new homes over a 5 year period. Demand for affordable housing is increasing, the latest 2 and 3 bedroom Council vacancies in the Kirkby in Ashfield area attracted 124 and 191 bids respectively. During the last 12 months only five 2 bed houses and sixteen 3 bed houses have become available in Kirkby.

Central Avenue, off Kingsway, was a former garage site, the garages themselves were previously demolished leaving just scrub land. As a result there is no occupancy and rental income. It would be possible to develop 3 two bed houses on this land, whilst maintaining the existing road to the cemetery that crosses in front.

Darley Avenue and Spruce Grove are both located on the Coxmoor estate. Developing Darley Avenue would involve demolishing the existing garages. The garages are prone to flooding and the external surface of the site is rough and uneven and needs resurfacing. Substantial investment is needed if this site is to remain as garages. Developing the land would create 3 two bed houses.

Spruce Grove is currently a plot site with no existing structures on the land. There is no demand from local residents to rent a plot and the Council receives zero income. The site is surrounded by existing homes and the land could accommodate 5 new houses in total, 3 two beds and 2 three beds.

Oak Grove in Hucknall is also a plot site and could accommodate 3 two bed houses. The site has an uneven road surface and is currently used as unofficial caravan storage for some residents. There is no demand from local residents to rent a plot and the Council receives zero income.

The attached supporting documents give an indicative plan of what is being proposed for each site subject to Planning Permission.

Costs

The plans and procurement are at an early stage. We estimate the cost of developing all four sites would be in the region of £2.1Million. Securing Homes England funding would bring this down to £1.49Million.

Net of Homes England grant the average cost per unit is £106,428, meaning the scheme pays back in year 33, which is within the Council’s acceptable parameters.

If Homes England funding fails, the scheme would not be viable and would not proceed.

The site is viable without the need to use commuted capital sums. However, there is the need to have flexibility and utilise such sums should they be required.

Implications

Corporate Plan: The Corporate Plan identifies a need to ensure there is sufficient housing available in the District of the right size, type and quality, ensuring an adequate supply of affordable housing.

Legal: Legal advice would be sought throughout the whole process. [RD 17/12/2021]

Finance:

Budget Area	Implication
General Fund – Revenue Budget	Additional Council Tax and potential New Homes Bonus
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	Additional annual rent of £5,385 per plot for the two bed properties, and £5,684 for the three beds, thus £75,988 per annum.
Housing Revenue Account – Capital Programme	£1.49Million.

Risk:

Risk	Mitigation
Homes England funding not secured.	None. Scheme will not go ahead.
Planning Permission not granted.	None. Scheme will not go ahead.

Land proves unsuitable without significant remediation.	Topographical and ground surveys produced before contract commitment.
Unexpected costs.	Risks to be minimised through robust contractual arrangements.
Material and/or building supplies delays	Risk sits with contractor, offset through a longstop clause.

Human Resources:

There are no HR implications contained in the report (KB21/12/21)

Environmental/Sustainability

A fabric first approach is taken with development, meaning more insulation and air tightness to increase thermo efficiency thus reduce heating bills and use of fuels

Equalities:

There are no equalities related issues.

Other Implications:

None

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

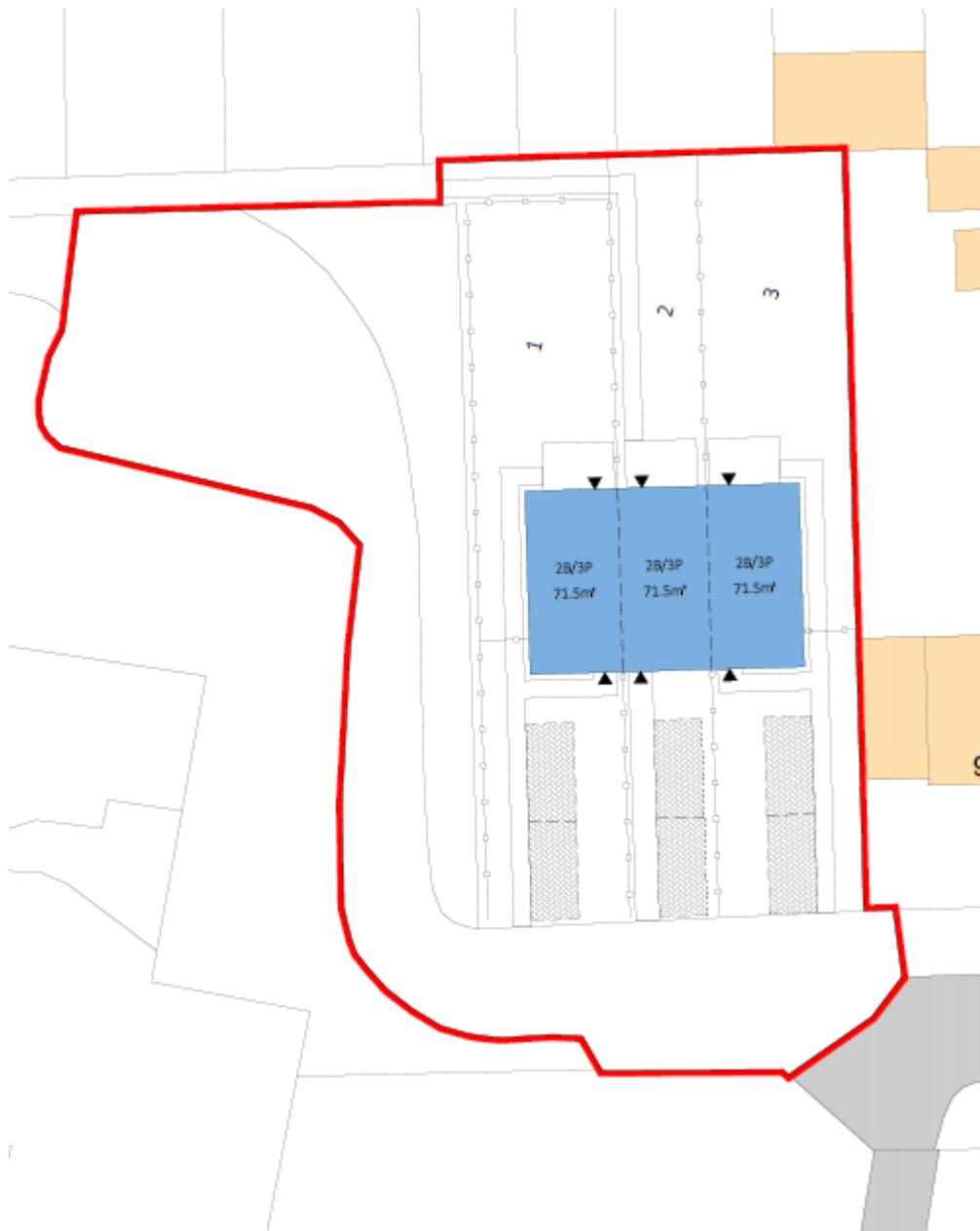
Not applicable

Report Author and Contact Officer

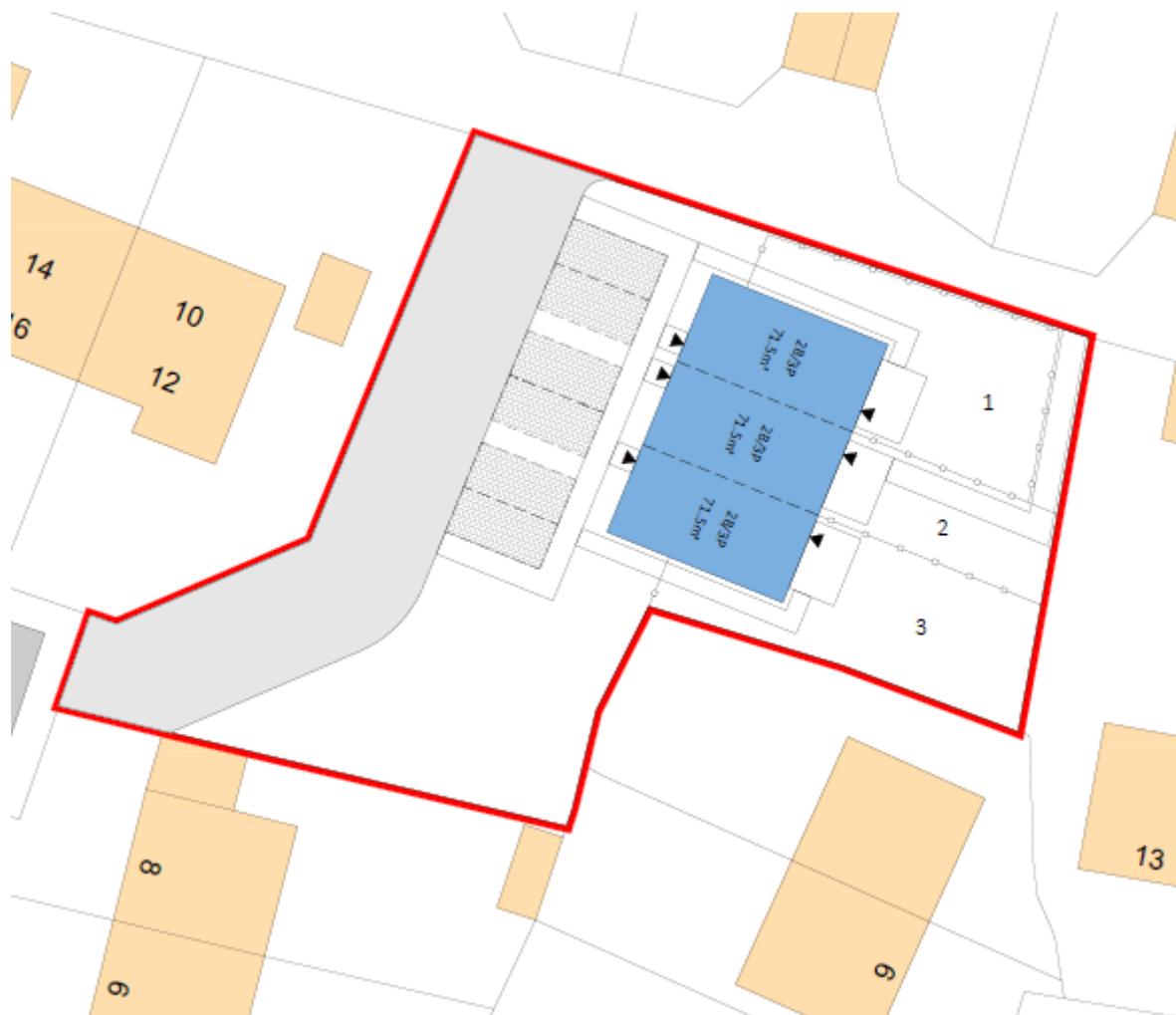
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Initial Designs for developing 4 garage/plot sites



Central Avenue, Kirkby in Ashfield



Darley Avenue, Kirkby in Ashfield



Oak Grove, Hucknall



Spruce Grove, Kirkby in Ashfield



Report To:	CABINET
Date:	25th JANUARY 2022
Heading:	INTRODUCTION OF SERVICE CHARGES FOR SHELTERED SCHEMES AND GENERAL NEEDS FLATS (COUNCIL OWNED HOUSING STOCK)
Portfolio Holder:	DEPUTY LEADER AND PORTFOLIO HOLDER FOR COUNCIL AND SOCIAL HOUSING – CLLR TOM HOLLIS
Ward/s:	ALL
Key Decision:	YES
Subject to Call-In:	YES

Purpose of Report

To seek approval to introduce service charges at 9 sheltered schemes and 21 blocks of general needs flats from 4th April 2022.

This report sets out the background for the proposed introduction of service charges to 688 properties that are owned by Ashfield District Council. The service charges are to recover partial costs for a range of services to tenants which have not been recovered in the past including: -

- Electricity for communal lighting
- Cleaning of communal rooms, areas, hallways, corridors and staircases
- Window cleaning in communal areas
- Fire alarm systems

Recommendation(s)

Members are requested to:

1. Note the content of this report and the consultation undertaken with tenants.
2. Agree to vary the Tenancy Agreement.
3. Approve the introduction of a service of £3.00 per week to be collected over 48 weeks in line with the rent collection, for communal housing court schemes (addresses specified in appendix 1).
4. Note that the charge will be reviewed annually in line with operating costs and inflation.

Reasons for Recommendation(s)

- To introduce a service charge to recover some of the costs of managing, maintaining and providing specific services in addition to the basic rent at the addresses specified in appendix 1.
- To meet the requirements of the Regulator of Social Housing as set out in the “Neighbourhood Standard” and the Rent Regulations.

Alternative Options Considered

The introduction of the service charge is to recover costs from the specific tenanted properties for extra services they specifically receive in the communal areas of the properties they occupy. To not introduce the service charge would mean that the communal costs of these properties are being subsidised by other tenants not in receipt of those services. i.e., other rent payers with no communal charges.

A further alternative consideration would be to recover the full cost of communal services as provided to specific blocks and/or schemes. The highest potential service charge under this criterion is £25.66 per week. This is deemed unsuitable in the current economic climate and may place a disproportionate burden on the more elderly and vulnerable tenants. **Not recommended**

Detailed Information

1. Background

- 1.1 A service charge is a payment made by a resident towards the cost of providing and maintaining communal areas and facilities.
- 1.2 Tenants in sheltered schemes and general needs flats benefit from the provision of a range of services including: -
 - Communal Lighting
 - Cleaning of communal rooms, areas, hallways, corridors and staircases
 - Window cleaning in communal areas
 - Fire alarm systems

N.B. The above may vary dependent on whether a tenant lives in a general needs flat or sheltered scheme.

- 1.3 The introduction of stand-alone service charges for tenants is a new approach for Ashfield. The actual costs of the communal facilities do not form part of the rent charged to tenants (as the rent only covers the curtilage of the individual property) and they have not been recovered from tenants/leaseholders in the past; nationally service charges are used extensively in the private sector whilst a significant number of Councils and Housing Associations have already introduced greater flexibility to their rent setting structures through the introduction of service charging.
- 1.4 It should be noted that the income and expenditure of service charges comes under the Housing Revenue Account and that the Council has a duty to maintain (and achieve) a viable 30-year HRA business plan to ensure that it can maintain its existing housing stock in a

decent and safe manner across the duration of the plan. The increasing financial pressures on the Council, particularly relating to inflation, material costs and additional regulatory and climate change compliance, means that it is now necessary to consider applying service charges to new and existing tenants who live in blocks of flats and courts. The Council's rents are comparatively cheaper than other rented properties in the District, whilst equally they are also below the general average rent regionally. As per the latest official data published by the Government Department MHCLG (year 2019/20), the average rent for a Council property (before any service charges are added) in the East Midlands is £7.44 per week more than in Ashfield. Mansfield District Council's average rent is £6.11 per week more and Newark and Sherwood District Council's average rent is £11.16 per week more.

- 1.5 It is important that the Council recovers expenditure attributed to service charges to enable delivery of services as well as support and meet the HRA's 30-year Business Plan assumptions. Despite significant efficiencies and service modifications achieved over recent years the service still cannot produce a fully funded 30-year plan incorporating all known future regulatory requirements without looking towards maximising its income. The service charge items represent a significant cost to the business plan, and it is anomalous not to recover some or all of these costs.
- 1.6 The expanding (sector wide) role of the Regulator for Social Housing means that Councils are now subject to rent regulations. The regulations clearly state that social housing providers need to charge for services in a fair and consistent way which can be accounted for.
- 1.7 It also the case that under the Regulator for Social Housing's "Neighbourhood Standard" a review of standards in communal areas is required; specifically, the cleaning of communal areas needs to be considered for enhancement based on current service provided, along with the production of a service standard for tenants supported by regular inspections of communal areas to check that the standards are being achieved. Note all social housing landlords must comply with the Regulator for Social Housing's "Neighbourhood Standard".
- 1.8 A variation of the tenancy agreement is required to permit the introduction of new service charges.

2. Current position

- 2.1 All Council tenants pay a weekly rent under the terms of their tenancy agreement. The cost of services delivered are recovered through the HRA across all rents.
- 2.2 The budgets provided for current services to courts and blocks stands at £243,116 per annum. Currently these services are not being charged specifically to tenants who are in receipt of them.
- 2.3 It is proposed to levy a service charge of £3.00 per week from 4th April 2022. This will generate an annual income of £99,072 which will contribute to the costs of the following: -
 - *Communal electricity*
 - *Communal cleaning (windows and generally)*
 - *Provision and maintenance of fire alarm systems (where applicable)*
- 2.4 Positively most service charges qualify for Housing Benefit/Universal Credit and in most cases, welfare benefits will meet the charges that our tenants have to pay as a condition of occupying their home. With the introduction of Universal Credit (which is paid directly to

tenants) it is difficult to specifically determine what proportion of tenants will receive support with their service charge, it is estimated that around 71.9% of tenants affected by the charge will receive some form of state support for the payment of any new charge brought in. This proportion may well be higher as the estimate is purely based on those tenants that we know are in receipt of benefits. (Data extracted from the Housing Capita system Oct 2021).

3. Consultation

- 3.1 Any significant change to the Tenancy Agreement is accompanied by a requirement to consult. The process, requirements and timeframe for consultation are set out as a prescribed process in Section 103 of the Housing Act 1985.
- 3.2 The two primary areas to be noted are the issuing of a 'Preliminary Variation Notice' and a 'Variation Notice'. The Preliminary Variation Notice must be served on all Council tenants holding secure and introductory Tenancies.
- 3.3 The Preliminary Notice informs the tenant of the Council's intention to serve a Notice of Variation and is the primary method of consulting each tenant to obtain their views on the changes proposed to the Tenancy Agreement.
- 3.4 The Preliminary Notice along with a frequently asked questions summary sheet (please see appendix 2) was posted out prior to the formal consultation commencement date (6th December 2021). The Notice outlined the proposed change, the effect of the change and the reason for the change. Feedback on the proposal was invited and a 4- week period was allowed for responses to be made. In addition to the Preliminary Variation Notice additional consultation also included holding 9 drop-in sessions at sheltered housing schemes, giving tenants an opportunity to ask any questions.
- 3.5 All tenant feedback received has been collected and formally considered in a minuted meeting providing a record showing that the comments were considered. Please see appendix 3 for a summary of the feedback received.
- 3.6 The next stage, if the service charge is approved, is to serve a formal Notice of Variation on all affected tenants. The Notice will again detail the changes and will also include a date no less than 4 weeks following service of the Notice, when the change will become effective. The Notice will also formally notify tenants where to find the service standard and cleaning rotas for their block or scheme i.e., sheltered housing schemes (notice boards) and general blocks (on the Council's website) along with details of how to report any concerns.
- 3.7 The communal cleaning service standard will detail the standards that residents can expect include type of cleaning and frequency. The cleaning standards will be subject to monitoring and audit, through regular site inspections to ensure that the cleaning is satisfactory. Surveys of residents will also be undertaken to assess the level of satisfaction with the cleaning.
- 3.8 Service charge expenditure will be closely monitored, and charges reviewed at the same time as the rent is reviewed (annually). Where possible charges will be set at a level that will cover the costs of services provided. For the first-year charges have been capped at £3 per week, this is below the actual costs of the services. If the Service Charge is approved, the change to the existing tenancy agreement and all new tenancy agreements will automatically take effect on the 4th April 2022.

Implications

Corporate Plan:

The introduction of service charges contributes to the Council's objectives in generating income. 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: [RD 10/01/2022]

The Council is required to comply with the Housing Act 1985 section 103 in relation to Notice of Variation of the tenancy. The recommendations contained in this report ensure compliance with the Housing Act 1985 and the requirement to consult with tenants.

Finance: [PH 05/01/2022].

Budget Area	Implication
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	The increasing financial pressures on the Council means that it is necessary to consider how to apply service charges to new and existing tenants who live in blocks of flats. The introduction of service charges will raise additional income for the Housing Revenue Account (HRA). The proposed £3 per week Service Charge will generate circa £99k additional income per annum.
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
Rents do not cover the cost in delivering services to tenants.	Service charges to be introduced and reviewed annually.
The Council does not comply with the Neighbourhood Standard as set out by the Regulator of Social Housing	Cleaning based on a defined service standard introduced in communal areas (general needs flats) as outlined in this report.

Human Resources:

No adverse Human Resources implications have been identified.

Environmental/Sustainability:

Introduction of the service charge will improve the environment for tenants and will also ensure compliance with the Regulator for Social Housing's "Neighbourhood Standard".

Equalities:

An equality impact assessment has been undertaken. This assessment identified that there will be a minimal impact on a small number of tenants (Socio Economic – Deprivation), although through consultation tenants' have not raised this as a major issue. If tenants are on low income, they can apply for assistance for Housing Benefit/Universal Credit as the charge is means tested. Where affordability is an issue, Housing's Money Management Advisors can undertake financial assessments with tenants and look to maximise income where possible.

Other Implications:

There are no IT implications. The required changes to recent accounts can be made using existing software.

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

Please see the Appendices to the report.

Report Author and Contact Officer

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Appendix 1

Introduction of service charges for sheltered schemes and general needs flats (council owned stock)

Sheltered Schemes flats

Aspley Court, Sutton
Beauvale Court, Hucknall
Brand Court, Sutton
Brook Street Court, Sutton
Darlison Court, Hucknall
Desmond Court, Underwood
Sherwood Court, Kirkby
Summerhill Court, Huthwaite
Titchfield Court, Hucknall

General Needs flats

Brickyard Drive, Hucknall
Brierley Road, Sutton
Butlers Close, Hucknall
Caunts Crescent, Sutton
Chatsworth Drive, Hucknall
Deepdale Court, Sutton
Eastwell Court, Hucknall
Goodall Crescent, Hucknall
Holgate Walk, Hucknall
Jephson Buildings, Sutton
Lammas Close, Sutton
The Oval, Sutton
Rockwood Court, Hucknall
Spring Street Flats, Hucknall
Stanton Court, Sutton
Stoneyford Court, Sutton
Truman Drive, Hucknall
The Twitchell, Sutton
Twitchell View, Sutton
Westbourne Road, Sutton
Willowbridge Court, Sutton

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Introduction of Service Charges from 4th April 2022

Frequently Asked Questions

What is a service charge?

A service charge is a payment for the costs of managing, maintaining, and providing specific services in addition to the basic rent you pay for living in your home.

Examples of services are:

- Cleaning of communal rooms/areas, hallways, corridors and staircases
- Window cleaning in communal areas
- Fire alarm
- Emergency lighting
- Electricity in communal areas

You may receive more or less services depending on where you live and the above are just some examples. Residents in sheltered schemes generally receive the most additional services.

As well as for a number of services as a tenant, you will also pay us a small administrative fee which is included in the service charge total, to cover the in-house cost of providing our services to you.

From 4th April 2022, it is proposed that tenants with shared communal areas will pay a service charge to contribute to the costs of communal services.

How are the service charges calculated?

Service charges have been calculated based on actual costs of services being delivered and planned services, apportioned (divided) by the number of properties in each block of flats or sheltered scheme.

How much is the Service Charge being proposed?

The proposed weekly service charge is £3.00 per week over the 48 weeks rent is charged.

The total cost of the additional services the Council provides to tenants of communal blocks and courts works out to over £6.00 per week on average. For some tenants it could amount to over £15 per week.

The proposed charge has been calculated based on some of the services being delivered to you. In this way, and by limiting the charge, we can ensure nobody paying the charge is over-paying for the services.

As part of the service charge mechanism, we will regularly review our service costs to ensure they deliver value for money.

Will Housing Benefit or Universal Credit help me to meet these costs?

Yes. If you are in receipt of Housing Benefit/ Universal Credit, service charges will be covered through your benefits, depending on your entitlement.

Why do you charge an administration fee?

This fee covers our costs incurred in designing, specifying, and offering services to contractors and monitoring the quality, thereafter, as well as the general administration of the charge. The administration fee is charged in addition to the actual costs. The fee is set at 15% of the total cost of the services which is a standard percentage used by other Councils and Housing Associations.



What is the reason for these charges?

Service charges like these have been charged by Councils, Housing Associations, Private Landlord and Estate Management Companies for many years and we have avoided introducing them for as long as we could. The costs of these services are considerable and are essential to meet the costs that we are paying for providing communal services. The charge will enable us to continue to provide these services.



Will I see any improvements?

Yes. We intend to create a 'service standard' for services which are delivered on a regular basis such as window cleaning. Equally in some general blocks of flats with communal areas, we are proposing to introduce cleaning of the communal areas on a monthly basis. This activity will incur additional costs to the Council.



Can I hold the Council to account for my service charge?

Yes. You can measure our performance against the service standards and the Council will publish the approximately date or week you would expect the activity to take place. We will also undertake satisfaction surveys on the service from time to time.



Why do I have to pay service charges when I pay rent?

Your rent only covers the rental of your individual property. Service charges cover the cost of communal services that you benefit from or will benefit from as above, which are outside your home and currently not included in your rent.



How many people will be affected by the introduction of service charges?

A total of 686 tenants will be affected, however around 71.9% of tenants affected by the charge will receive some support via Housing Benefit/Universal Credit for the charge.



Does this make my rent more expensive compared to some other Council's rents?

Even with the £3.00 charge per week, your overall rent with charges is still lower than other Council's in the area. As per the latest official data published by the Government Department MHCLG (year 2019/20), the average rent for a Council property (before any service charges are added) in the East Midlands is £7.44 per week more than in Ashfield. Mansfield District Council's average rent is £6.11 per week more and Newark and Sherwood District Council's average rent is £11.16 per week more.



Where does this money go and does the extra matter?

All the money the Council collects through housing rent and charges gets spent on the delivery of the housing service, Government rules are in place to ensure that money provided by tenants cannot be spent on non-housing projects or prop up services you would normally receive as part of your council tax. The extra money ensures we have enough money to carry on providing these services without taking money away from the other services we provide such as repairs, new kitchens, bathrooms and roofs and other services such as money management advice and individual tenancy support which are only available to our tenants.

Q What if I cannot afford to pay?

We work with all our tenants to offer welfare benefit advice and income maximisation. We will ensure you are getting all the benefits you are entitled to and can also signpost you to other agencies providing work, benefit, and debt management support. If you require the assistance of our Money Management Advice Team, please contact Tel – 01623 450000 (Option 1 then Option 2).

Q What if I am not happy with the standard of services provided?

Quality of service is important to us. Please be assured that we will undertake regular inspections of our communal areas. Any issues of concern about the service provided can be raised by emailing Tenancy@ashfield.gov.uk or by contacting us on Tel - 01623 450000 (Option 1 then Option 3).

Q Do I have to make a separate payment for my service charge?

No. Payment will be collected as part of your weekly rent.

Q When will the introduction of service charges start?

We are proposing to introduce the service charges from the 4th April 2022. We cannot introduce the charge without consultation with tenants as laid down in the Landlord and Tenant Act 1985. The charge will be reviewed on an annual basis in line with our rent policy.

Q Why is this service charge different from the amenity charge that was introduced in 2018?

The amenity charge is a charge for grounds maintenance/estate management of housing open spaces and for community safety. This service charge is to cover the cost of providing communal services in the building in which you live.

Q How do I know what to pay?

The rent, amenity charge and service charges that you are required to pay will be detailed in your annual rent and service charges notification letter, which you will receive in February/March each year.

Q Can I have a breakdown of my service charges?

If the service charges are introduced in April 2022, you will be able to request a breakdown of your service charges by contacting your Income Officer on the above number.

Q What will you do if I send in comments to you?

We will consider the comments you make but unfortunately, we are unable to respond to every comment received, but a summary of the findings will be available at the end of the process.

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Appendix 3

Service Charge consultation feedback – January 2022

In early December 2021, we wrote to 688 tenants living in sheltered schemes (9) and blocks of general needs flats (21) about our proposal to introduce service charges to cover the costs of: -

- *Communal electricity*
- *Communal cleaning (windows and generally)*
- *Provision and maintenance of fire alarm systems (where applicable)*

We also advised of the start of a formal consultation period from the 6th December 2021 to 3rd January 2022. Tenants were invited to provide comments on the proposed charge by telephone, email and in writing. Consultation also included holding 9 drop-in sessions at sheltered housing schemes, giving tenants an opportunity to meet with Officers to ask any questions.

51 tenants responded to us in a number of ways. A summary of the main points from the feedback that we received is below: -

- Wanted to know why pay for electricity when the building had solar panels.
- Concerned about the increase, but if they were to get it, the communal areas need cleaning.
- Assumed that the £3.00 per week from all the tenants was to pay for the electric only.
- Asked how often the windows will be cleaned?
- Requested that the floors in the communal areas be included in the cleaning.
- Were worried about the extra cost if they were on low income and not in receipt of housing benefit
- Were happy with the proposed charges and will pay.
- Understood why we were making the changes, but wanted good, value for money services.
- Asked what the difference was between the amenity charge and the proposed service charge.
- Felt that service standards proposed would help the Council monitor that the work was being done and to the standard expected.
- Were concerned that when their cleaner is off, that the cleaning time may not be sufficient.
- The communal cleaning needs to be monitored and inspected more.
- Accepted that charges were to be made but were not supportive of the proposal to implement these.
- Supportive of the charge if it was accompanied by improvements to services and effective monitoring of the service charge for through service standards.

- Concerned that these costs will increase annually.
- I already pay full rent and council tax and feel it is a bit unfair to be charged more but the hallways, corridors and stairways are filthy.
- Since the recent retirement of the cleaner the new cleaning arrangements are only half of what they were, so how would this an improvement?
- How can you put a service charge what is a legally enforceable installed fire system?
- One of the main things that residents require is the feeling of security. We need security cameras and extra lighting in the car park areas. If these were to improve them maybe people would be willing to contribute to a service charge.

Of the 51 out of 688 tenants who responded: -

- 58.82% (30 people) understood why we were making this change and did not mind paying but wanted to make sure that they would receive a good service that represented value for money
- 21.56% (11 people) said that they were unhappy with the proposal
- 15.68% (8 people) expressed empathy or acceptance that changes had to occur
- 3.92% (2 people) were concerned about affordability of the service charge costs currently and, in the future

NB: 51 tenant responses out of a possible 688 responses = 7.41%

Responses to the key questions/issues raised by tenants during the consultation are summarised as follows: -

Question 1 - *How does the service charge differ from the Amenity Charge? And what does it cover? It is my understanding that we already currently pay a service charge on this property of £1.37 per week. Is the proposed £3 per week additional to this or instead of this?*

Response - Tenants currently pay an amenity charge which is a charge for grounds maintenance/estate management of housing open spaces and community safety. The service charge is an additional charge and is to cover the cost of communal electricity, communal cleaning and provision and maintenance of the fire alarm system (where applicable). The Council incurs specific charges for services to tenants (as above), which are not currently being charged for.

Question 2 – *In the Sheltered Scheme I live in, we have solar panels which supply electric, so why do we have to pay for communal electricity?*

Response - The electricity bills we receive will be for the demand on top of the electricity the Solar Panels generates. The Solar Panels will not generate electricity when the sun goes down and so we still need to purchase electricity for communal areas where it is consumed during hours of darkness. E.g. lighting

Question 3 – *There is no communal cleaning where I live in currently and the floor needs cleaning. I live in a general need flat.*

Response – In general needs flats, where there are no window cleaning or general cleaning, the Council will be introducing regular cleaning which will improve the condition/environment.

Question 4 - *I am unhappy about the charges and feel I pay enough rent and council tax already.*

Response - The Council incurs specific charges for services to all tenants, which are currently not being charged for within the weekly rental charge. The Council has no option but to charge for some of the costs for services to tenants if it is to maintain existing services and improve service provision. Charges associated with renting council properties is entirely separate from the Council Tax which a charge levied on all residential properties.

Question 5 - *What happens to people who currently don't receive any help from benefits to pay for the service charge?*

Response – For those people who currently don't receive any help from benefits the Council will offer them a private appointment to discuss their individual and financial circumstances. It may well be that some people who currently don't qualify for Housing Benefit do qualify due to the increase in their housing costs. Each individual person's circumstances need to be assessed separately though.

Question 6 - *I understand that the lights are on in the communal area, however I do not believe this would require an additional £3 per week from all of the tenants to supply this and how often will the windows be cleaned?*

Response – The £3.00 charge per week is not purely for electricity. This charge will be used to recover some of the costs that the Council already pay for electricity, communal cleaning (where applicable) and provision and maintenance of the fire alarm system (where applicable). A service standard will be available for all tenants and this will outline how often the windows will be cleaned.

Question 7 – *All the time I have lived in the Court we have asked for improvements to internal and external security to the building we live in.*

Response - The service charge does not cover the cost of improvements to internal and external security of buildings, however the raising of the service charge does take some pressure off resources that could be used for building enhancements.

Question 8 – *The communal areas need to be monitored and inspected more.*

Response – The communal areas will be inspected on a regular basis to ensure that the required standards set out by the Council are being met. In addition to this, surveys will be sent periodically to tenants asking for their views on the standard of cleaning.

Question 9 – *What do I do if I am unhappy about the service provided covered by the service charge?*

Response – Quality of service is very important to us, therefore if you have any issues of concern about service provision, please contact us on Tel: - 01623 450000 (ask for Housing Management and Tenancy Services) or by emailing – tenancy@ashfield.gov.uk

Consultation Outcome

We have considered the feedback received. As on balance there are insufficient comments to be detrimental to the introduction of the service charge, the recommendation is to proceed to introducing a service charge with effect from the 4th April 2022.

This will affect tenants living in the following sheltered schemes and general needs flats: -

Sheltered Schemes flats

Aspley Court, Sutton
Beauvale Court, Hucknall
Brand Court, Sutton
Brook Street Court, Sutton
Darlison Court, Hucknall
Desmond Court, Underwood
Sherwood Court, Kirkby
Summerhill Court, Huthwaite
Titchfield Court, Hucknall

General Needs flats

Brickyard Drive, Hucknall
Brierley Road, Sutton
Butlers Close, Hucknall
Caunts Crescent, Sutton
Chatsworth Drive, Hucknall
Deepdale Court, Sutton
Eastwell Court, Hucknall
Goodall Crescent, Hucknall
Holgate Walk, Hucknall
Jephson Buildings, Sutton

Lammas Close, Sutton
The Oval, Sutton
Rockwood Court, Hucknall
Spring Street Flats, Hucknall
Stanton Court, Sutton
Stoneyford Court, Sutton
Truman Drive, Hucknall
The Twitchell, Sutton
Twitchell View, Sutton
Westbourne Road, Sutton
Willowbridge Court, Sutton

If approved, Tenants will receive a formal Notice of Variation (under Section 103 of the Housing Act 1985) in February 2018. This will include full details of the new service charge and will inform them of the date on which the change will become effective. Tenants will not need to sign a new Tenancy Agreement.

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Report To:	CABINET
Date:	25th JANUARY 2022
Heading:	HEAT METERING – COMMUNAL HEATING INSTALLATIONS
Portfolio Holder:	DEPUTY LEADER AND HOUSING PORTFOLIO HOLDER – CLLR TOM HOLLIS
Ward/s:	VARIOUS
Key Decision:	Yes
Subject to Call-In:	Yes

Purpose of Report

To review and comply with the requirements of the Heat Network (Metering and Billing) (Amendment) Regulations 2020.

Recommendation(s)

Primary

- 1) A) To install heat meters only to those where the Regulations require it (including future installations where required by the Regulations);
Or
B) To install heat meters to all the Council's buildings providing communal heating to its respective occupants.

Administratively

- 2) To develop a heating charge, a rate per kwh of heat used (per building) for heat provided to the flats, and review annually;
- 3) To establish a Common Areas heating charge to recoup the residual costs of providing heating and hot water (and heat losses in transferring heat from the boilers to their respective destination) to the respective buildings to enable the Council to break even with respect to its outgoings when compared to income;

Recommendation(s) (cont....)

- 4) Charges included in points 2 and 3 above to include all applicable costs including:-
 - Installation charges
 - Maintenance charges
 - Heat used (kwh)
 - Metering and billing charges
 - Common Areas heating charge
- 5) For the Corporate Finance Manager (& Section 151 Officer) to determine the most appropriate approach to charges in terms of whether such charges are to be fixed or variable, and the timing of payment of such charges;
- 6) Maintain heating to corridors and common areas (however introduce remote control of temperature by the Council where considered appropriate);
- 7) Source an external consultant to administer the additional metering and billing functions, including implementing a system such that meter readings are undertaken remotely (via sim card or other electronic means);
- 8) Charge users at the end of each accounting period (monthly) as opposed to the use of pre-payment meters;
- 9) To disconnect users if bills are not paid, unless by reasonable representation and determination of the Director of Housing and Assets;
- 10) To notify tenants of the changes, including a potential revision to their respective Tenancy Agreements, relating to individual charges, as a move away from fixed charges to meet Regulatory requirements;
- 11) To notify relevant tenants in a timely fashion when charges and the approach has been established and agreed;
- 12) To delegate authority to the Director of Housing and Assets and the Corporate Finance Manager (and Section 151 Officer) to decide whether to retain pooled charges or not in future if heat meters are not used across the relevant stock, following legal advice.
- 13) To notify relevant leaseholders (if applicable) in a timely fashion when charges and the approach has been established and agreed. Charges to be applied at the discretion of the Director of Legal and Governance based upon the contents of the respective leases, and compliance with relevant leaseholder legislation.

Reasons for Recommendation(s)

To comply with the requirements of the Heat Network (Metering and Billing) (Amendment) Regulations 2020.

A) To leave buildings not considered 'viable' on a fixed heating charge (owing to its popularity), and to avoid higher charges for less thermally efficient of larger buildings, and to minimise administration costs.

Or

B) To install heat meters to all buildings on the grounds of an expected reduction in heat usage by users where they pay directly for their respective heat. This will yield carbon savings, but no financial benefit to the Council as either way the Council will look to recoup its expenditure. This will result in some tenants paying more than others as a consequence of the building characteristics i.e. in less thermally efficient, larger buildings.

To recoup costs associated with provision of heat to the Council.

To source billing and monitoring from a specialist provider as there is no in-house expertise or resource availability.

Alternative Options Considered

Not to comply with the Regulations; not considered as the Council would be in breach of the Regulations.

A) Introduce heat metering across the authority; although this may realise some reduction in energy demand, it would impose higher costs on certain users where the building is larger, less thermally efficient or using less efficient means of heating e.g. biomass. This would also introduce a further cost associated with individual administration and billing.

Or

B) To install heat meters where only classed as viable under the regulations. This would not be expected to yield any significant saving in terms of carbon emissions.

Detailed Information

Background

The Council is a heat supplier of heat networks in the scope of the Heat Network (Metering and Billing) Regulations. The Heat Network (Metering and Billing) Regulations 2014 provided a statutory obligation on operators of heat networks to notify the Government and prepare for the introduction of heat metering and accurate billing based on consumption.

Where the Regulations apply and heat metering is required, users are to be charged for the heat they use rather than a fixed fee which is the historic and current approach. Charges are to be fair and transparent.

In November 2020, the Heat Network (Metering and Billing) (Amendment) Regulations 2020 came into force providing a timeline and clarity for heat network operators for installing heat meters. The amended Regulations have confirmed the deadlines by which cost-effectiveness determinations and any required installations of metering devices must be completed. These are:

- a) Cost-effectiveness tools to be completed by 27 November 2021; to determine if we are obliged to install heat meters
- b) Meter and / or heat cost allocators to be installed by 1 September 2022 if applicable;

All buildings fall into one of three categories:-

- a) Viable; these building must have heat meters installed
- b) Open; which will be assessed via the cost effectiveness tool (on the BEIS portal) to determine if it is cost effective to install heat meters, or
- c) Exempt; heat meters do not need to be installed.

Further to Executive Decision Record AHSD163 - Heat Metering - Communal Heating Installations, this report focuses on the approach to be taken in terms of the operation and administration of the implementation of charges in relation to the implementation of the Heat Network (Metering and Billing) Regulations to the Council's domestic properties with Communal heating installations.

Council buildings with communal heating

The Council currently has 9 Housing complexes which have a central communal heating system and have been subject to assessment, namely:-

- Beauvale Court
- Titchfield Court
- Nuncar Court
- Summerhill Court
- Sherwood Court
- Desmond Court
- Langton & Brookhill Court
- Brook Street Court
- Darlison Court

In addition, Aspley Court is due to receive communal heating imminently, and Brand Court and Stoneyford Court are due in the next financial year to have their electric storage heating replaced with a suitable alternative (which will consider renewable technologies) and which may be a communal heating installation as opposed to individual heating to each flat. If a new communal system is installed then the Heat Network (Metering and Billing) Regulations will apply.

NB: The Regulations also apply to District Heating installations, however the Council does not have any such installations.

Cost effectiveness tool and outcome

The Council engaged an independent consultant to assess the above sites currently providing communal heating to its tenants and residents, to provide the Council with the data required to fulfil the Government requirements to report on its Communal heating installations by November 27th, 2021. The data was received and lodged on the due date set by BEIS.

The outcome of the assessment is included in the table below.

Building	Viable	Not Viable	Exempt	Grounds
<i>Beauvale Court</i>		Y		<i>Not financially viable</i>
<i>Titchfield Court</i>		Y		<i>Not financially viable</i>
<i>Nuncar Court</i>	Y			<i>Financially viable</i>
<i>Summerhill Court</i>		Y		<i>Not financially viable</i>
<i>Sherwood Court</i>		Y		<i>Not financially viable</i>
<i>Desmond Court</i>		Y		<i>Not financially viable</i>
<i>Langton and Brookhill Court</i>		Y		<i>Not financially viable</i>
<i>Brook Street Court</i>		Y		<i>Constructed after the 2014 Regulations came into force.</i>
<i>Darlison Court (1-20)</i>		Y		
<i>Darlison Court (21-39)</i>	Y			<i>Although constructed after the 2014 Regulations were implemented, the Building contain 'extra care' units which enable an exemption.</i>

Only Nuncar Court under the regulations is currently showing as requiring the installation of heat meters. Failure to install heat meters where 'viable' under the regulations carry both civil and potentially criminal penalties.

Note: The Council is currently validating the results, and should any other Court be identified as being viable, such Court(s) will also require the installation of heat meters.

It is also important to note that when the heating systems of the above are replaced, when they reach the end of their respective operational life, heat meters will need to be installed as part of the new installations.

In the short term this will apply to Summerhill Court whose existing communal heating system will be replaced in the next financial year.

Similarly, new communal installations (where none exist currently) will require heat meters to be installed, subject to the assessment. This will apply to Aspley Court, Brand Court and Stoneyford Court in the next financial year (if communal systems are the preferred option as a replacement to the existing electric storage heating, currently paid for directly by the tenants via their electricity provider).

That said the Council can choose to install heat meters to:-

- 1) All Communal heating installations (irrespective of whether they are viable or not, on the grounds of consistency)
- 2) A selection of Courts outside of the 'viable' category if it so wishes .

Current charging regime

Currently, users of the existing communal heating systems are charged by way of a 'fixed fee' heating charge, covering the provision of heat for the purposes of space heating and domestic hot water to tenants and residents' flats, along with the heating associated communal areas such as corridors, common rooms, communal kitchens and the like. Charges are established by totalling the costs of provision across all the sites (pooled), divided by the number of users. Costs include the energy cost paid by the Council, plus maintenance costs. Costs are reviewed annually to account for previous surpluses/deficits and cost forecasts, to enable the costs to match income (zero surplus/deficit).

Current charges are as detailed in the table below. Larger flats pay a higher rate as they invariably require more heat. Charges take place over a 48 week period per annum.

	Proposed Heating Charge (per week - for 48 weeks p.a.) 2022/23* £
Band A	11.04
Band B	11.88
Band C	12.47
Band D	13.24
Band E	13.74
Band F	14.31

**to be approved as part of the rent setting report at the January 2022 Cabinet Meeting.*

The Council's current fixed heating charge regime is well received by the tenants (no issues raised over the cost of the heating charge or the way it is administered). The only recent contact has been in respect of Brook Street Court tenants (a newer building with better insulation) regarding the charge when they allegedly rarely have their heating on. The fixed charge allows for simple and low cost administration and billing whilst our social rent is charged on the same basis as to whether the property is new or old and therefore the 'pooled' heating charge is generally perceived as a fair charge against all communal property types. The rate of the heating charge is set by Cabinet on an annual basis.

Proposed charging regime where heat meters are not installed

The Regulations allude to the fact that users should be billed for cost of heat used, which implies each building should be charged according to the heating bill for the respective Court, thus implying that it is not good practice to pool (average) charges where the landlord operates more than one building. Consequently, each building would potentially require its own set of charges, which is at a variance to the system the Council currently operates. Such charges may vary significantly between buildings dependent upon the building type and their respective characteristics i.e. recent builds are constructed to a much higher thermal efficiency standard and so need much less heat input. Costs would be significant to bring all such buildings up to modern thermal efficiency standards. The recommendation would be to retain pooled charges if heat meters are not installed, but for the Director of Housing and Assets and the Corporate Finance Manager (and Section 151 Officer) to decide whether to retain pooled charges or not in future, following legal advice.

Proposed charging regime where heat meters are installed

In terms of heat usage in their own flats tenants and residents will be charged individually for their own consumption, which they can regulate themselves. However as the new regulations require meters to be installed at the point of entry into the flats measuring heat usage within tenants' and residents' respective flats, it will be necessary to implement a 'Common Areas' heating charge to the tenants and residents in order for the Council to recoup the full cost of the heating provided to the Court.

In conjunction with the above, the Council may choose to reduce heating in some common areas (predominantly corridors, as common rooms need to be suitably warm), in order to reduce the charge and/or in order to reduce the Council's carbon output.

Furthermore in order to charge tenants and residents for the heat used in their respective flats, it will be necessary to set a rate per kwh of heat used (by building).

Charges will include:-

- Installation charges
- Maintenance charges
- Heat used (kwh)
- Metering and billing charges
- Common Areas heating charge

Clause 9.7.c of the Regulations allows for charges to be fixed or variable, and so the Council will need to decide upon how it wishes to the above charges are applied.

The individual billing will be required as an extra activity to the service currently being provided, since currently a fixed 'pooled' charge is set and billed annually. The Council will need to decide whether the metering and billing function can be carried in-house or whether this needs to be outsourced to a specialist (there are many companies who specialise in the provision of heat metering services including installation, metering and billing). Such costs will include the necessity to send data from the heat meters to the billing software.

It will be inevitable that the costs charged to some tenants and residents will be more than current charges, as some will use more heat than others through personal preferences and property type/location, and also because there will be added charges associated with metering and billing. The recent significant price rises in the energy market is exacerbating the issue. Where charges are levied outside of the main billing, the Council has an option to charge for all or a proportion of the above charges, and also how and when the charge is administered e.g. for installation costs, it must be decided upon as to how such 'one off' charges are applied i.e. at the time or spread out over a defined period.

See Appendix A which provides indicative costs for a sample of Courts of non-pooled charges with heat meters installed to give an indication of the impact on charges. This is provided as an example and it is based on a number of assumptions and estimates that are being verified. The assumptions are detailed in the appendix. These charges can be compared to the proposed charges for 2022/23, shown in the table earlier in the report.

The Council must also decide upon how it will choose to bill users in terms of whether a prepayment meter is used or whether charges will be applied retrospectively.

Heat Meters may have the ability to cut off the provision of heat if bills are not paid in a timely fashion. The Council will need to decide whether it would implement such measures, or allow heat provision to continue irrespective of whether bills are paid. The Council would look to recover unpaid bills in line with standard industry protocols, whilst providing assistance in terms of money management and advice, hopefully avoiding the need to disconnect and/or pursue court action.

Additionally it will be necessary to notify tenants of the changes, including a potential revision to their respective Tenancy Agreements, relating to individual charges, as a move away from fixed charges to meet Regulatory requirements.

If the Council decides to install heat meters to all Communal heating installations (rather than those identified as being viable), or later when systems are at the end of their operational life, it will also be necessary to also notify any affected leaseholders of such changes. The Council will need to decide its approach to charging leaseholders based upon the contents of the respective leases.

Summary

The Council must, following professional assessment, install a heat metering system at Nuncar Court, and any other subsequently identified as being deemed 'viable' to do so under the regulations. In addition, the installation of heat meters will also have to be introduced as communal heating systems are replaced or renewed over time.

The current system of 'pooled' heating charges is seen as fair to all tenants who fall under the communal heating systems, with little complaint and it is simple to administer. The charging regime both allows those who want or need heat to consume it to their preference at a fixed fee. Equally the Council has certainty over the recovery of its utilities without the need to enter into the prospect of 'cutting off' tenants for non-payment of bills.

Conversely the Council can make the decision to accelerate the introduction of heat meters across its communal stock, which would be expected to reduce the Council's energy demand and carbon output as residents take responsibility for their own consumption, and equally individual residents have greater individual control as to how much heat they consume and how much they inevitably pay. Anecdotally, the reduction in energy demand is in the region of 30% and upwards. An accelerated programme will add additional cost to the Council's operation, which will inevitably be recouped from residents over time.

The recommendations therefore give Cabinet the option to follow mandatory legislation for Nuncar Court and any other Court subsequently identified as being deemed 'viable' and await the renewal programme to transfer other facilities over a period of time, or opt of an accelerate programme (which will be devised following the Cabinet's decision).

Implications

Corporate Plan:

Cleaner and Greener – to reduce the Council's carbon footprint and reduce energy costs.

Legal (LE 22/12/21):

The relevant legislation is set out in the body of the report.

Legal Services will assist as required in relation to agreements, tenancies, leases and be part of the project team for the whole project.

Contract Procedure Rules enable the Council to use Framework Agreements.

Finance (BB 23/12/2021):

As with the current heat charges the principle of the new charging mechanism for heat meters is to recover all the associated costs of providing heat. This includes the revenue costs including tenants, communal area and heat loss usage, the metering and billing costs, the repairs and maintenance costs and the capital costs of the meter installation.

Any residual surplus or deficit on the costs charged to tenants compared to the actual costs incurred, will be adjusted for in the following year when the annual review of the charges is completed.

Budget Area	Implication
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	<i>The revenue costs will be recovered within the heating charges to tenants. If it is decided for any of the costs are not to be recovered (potentially constrained by Regulations) they will be funded by the HRA.</i>
Housing Revenue Account – Capital Programme	<i>The costs of meter installations will require inclusion within the forthcoming Capital Programme refresh. The addition to the Capital Programme will be funded through HRA balances and will be recovered within the heating charges to tenants. If it is decided any of the installation costs are not to be recovered, the cost will remain as a cost to the HRA balances. The indicative information is that installation costs of meters across all Courts would be circa £300k.</i>

Risk:

Risk	Mitigation
Implementing the requirements of the Regulations in time.	<i>To seek assistance from relevant departments relating to their respective specialisms e.g. Finance, Legal; to use an existing framework for delivery of such works to engage specialists with the appropriate expertise and to reduce procurement timeframes.</i>

Human Resources (KB 20/12/21):

There are no perceived HR implications.

Environmental/Sustainability

The works covered by this exercise will encourage reduction in energy demand where payment is directly related to energy used, which in turn will contribute towards the overall reduction in the District's CO2e emissions.

Equalities:

There are no perceived Equalities implications.

Other Implications:

Not applicable

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

Not applicable

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Appendix 1

Indicative Heating Charges for sample of Housing Courts

The tables below show the Indicative Heating Charges for a sample of Housing Courts, based on heat meters being installed and tenants being charged for actual usage.

Table 1 - Indicative charges for individual meters (including meter installation costs)

Housing Court Scheme	Fixed charge	Tenanted average charge	Usage saving expected 30%	Total
	£/week	£/week	£/week	£/week
Nuncar Court	6.62	7.97	-2.39	12.20
Desmond	12.18	4.58	-1.37	15.39
Summerhill	14.74	8.19	-2.46	20.47

Table 2 - Indicative charges for individual meters (excluding meter installation costs)

Housing Court Scheme	Fixed charge	Tenanted average charge	Usage saving expected 30%	Total
	£/week	£/week	£/week	£/week
Nuncar	5.27	7.97	-2.39	10.85
Desmond	10.15	4.58	-1.37	13.36
Summerhill	11.82	8.19	-2.46	17.55

Assumptions

1) The fixed charge include:

- Meter installation charges (recovered over 10 years Table 1, removed in Table 2)
- Maintenance charges
- Metering and billing charges
- Common areas heating charge
- Heat loss charge
- Standing charge

2) The tenanted average charge is a variable cost and is based on kwh that applies under the current contract for each individual housing Court multiplied by the current estimated usage. (Electricity charges (rate per kwh) and other charges from the Council's utility provider vary significantly between Courts dependent upon a number of factors).

3) The usage saving is assumed to be 30%

Appendix 1

Should costs no longer be pooled, whether with or without heat meters, charges will significantly increase for some Courts when compared to current pooled charges. Conversely for others, charges will reduce, specifically the newer Courts with more efficient heating systems and greater thermal properties.



Report To:	CABINET
Date:	25th JANUARY 2022
Heading:	PROPOSED FEES AND CHARGES 2022/23
Portfolio Holder:	PORTFOLIO HOLDER FOR FINANCE, REVENUES AND BENEFITS – CLLR DAVID MARTIN
Ward/s:	ALL
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 contribute to closing the funding gap (the planned expenditure for the year less the resources available to fund that expenditure).

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 is asked to agree the Fees & Charges for 2022/23 (Appendix 1) with all applicable increases taking effect as soon as practically possible after 1 April 2022.

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

Where applicable, alternative options are presented for consideration.

Detailed Information

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.

DETAIL

To assist local businesses and residents there are no increases proposed for Car Parking fees, with the existing two hour free period to be retained for 2022/23.

There are no proposals to increase subscriptions to the Garden Waste collection service, and the cost of additional bins will also remain the same as in 2021/22.

In respect of the use of Community Centres, it is planned to raise hourly rates, to help to partially contribute to soaring utility costs.

The charges for use of the Call Monitoring service will remain at the same level as in 2021/22.

Licensing fees & charges will also be frozen at 2021/22 rates.

With regard to the Council's Pest Control service, this is a trading activity, and it is proposed to increase charges so as to cover the costs of service delivery, whilst remaining competitive with private sector providers. These increases are typically between 5% and 10% with the higher increases for out of District service provision to recognise additional fuel costs which have increased significantly over recent months.

It is proposed that Fees & Charges in relation to Cemeteries will remain the same as in 2021/22.

There are no increases proposed in relation to Bulky Waste collections.

Some small increases are planned for charges in Parks and Recreation in order to contribute towards the ongoing and increasing costs of maintenance of these facilities.

Implications

Corporate Plan: Fees and Charges form part of delivering a sustainable budget for the Council and contribute to delivery of the Corporate Plan Priorities.

Legal: Some of the fees and charges are determined by legislation (e.g. Planning) and are set in line with that 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 2022/23.
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 2022/23.
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 2022/23 budgeted Fees and Charges income targets will be monitored throughout the year with variations to budget being reported to CLT and Cabinet.

Human Resources:

Not Applicable

Environmental/Sustainability

Not applicable

Equalities:

No direct equalities implications arising from 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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ASHFIELD DISTRICT COUNCIL

FEES AND CHARGES 2022/23

Legal & Governance

Electoral Registration	£ - p
Sale of Full Register - Data (£20 plus £1.50/1000 electors)	181.00
Sale of Full Register - Printed (£10 plus £5.00/1000 electors)	490.00
Sale of Edited Register - Data	98.50
Sale of Edited Register - Printed	215.00
Monthly update of Full Register for a year - Data	193.50
Monthly update of Full Register for a year - Printed	135.00
Sale of Overseas Register - Data (£20 plus £1.50/100 electors)	43.00
Sale of Overseas Register - Printed (£10 plus £5.00/100 electors)	30.00
Marked copies of the Polling station/Absent voter Register - Initial Charge	10.00
Marked copies - Additional charge / 1000 electors - Data	1.00
Marked copies - Additional charge / 1000 electors - Printed	2.00

Legal	
Planning matters	
Section 106 Agreements	1,260.00
Deeds of Variation/Modification	1,050.00
Stopping up/diversion orders (non-contentious only)	630.00

Hourly charge out rates	
Service manager, Legal Services	129.80
Senior Solicitor	117.20
Assistant Solicitor	110.90
Legal Executive	90.70
Information Officers/Administration Officer	39.05

Contracts	
Deeds of Variation and/or Novation	504.00

Sealing and Administration Fee	129.80
All other contracts for third party matters	504.00
Sealing and Administration Fee	129.80

Conveyancing Transactions

Commercial and Shop Lettings - Large Commercial premises	
Assignments	882.00
New Lettings	1,008.00
Variations	1,008.00
Lease Notice	126.00
Commercial and Shop Lettings - Small Units	
Assignments	389.35
New Lettings	454.25
Variations	454.25
Lease Notice	90.70

Other Conveyancing Transactions	
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 Earner depending upon complexity
Freehold reversions	454.30 - 973.35
Release of covenants	454.30 - 973.35
Lease extensions	454.30 - 973.35

Deed of variation	454.30 - 973.35
Licences	454.30 - 973.35
Easements	454.30 - 973.35
Surrenders	454.30 - 973.35
Grant of sub - lease	454.30 - 973.35
Epitome of title/certificate of title	156.25

Right to Buy matters	
Sale of House	525.00
Sale of Flat	525.00
Deed of variation	525.00
Letters of Postponement	133.90
Lease Notice	54.10

Information Requests	
CCTV Requests from third parties for legal purposes:	50.00
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	37.80

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)	
Parking permits- per quarter	140.00

Parking permits- per annum	500.00
Sutton-in-Ashfield - Sutton Market, Sherwood Place (Maximum stay 4 hours)	
Up to 2 hours	0.00
Up to 4 hours	2.00
Sutton in Ashfield - New Street, Stoney Street (Maximum stay 12 hours)	
Up to 2 hours	0.00
Up to 4 hours	2.00
Up to 12 hours	4.00
Sutton in Ashfield - New Cross Street, Robin Hood Line, Lammas Leisure Centre (Maximum stay 12 hours)	
	0.00
Kings Mill Reservoir Car Park	
Up to 1 hour	0.00
Up to 2 hours	1.00
Up to 4 hours	2.00
Up to 6 hours	3.00
Up to 8 hours	4.00
Up to 10 hours	5.00
Up to 12 hours	6.00
Hucknall - Market Place	
Up to 2 hours	0.00
Hucknall - Piggins Croft, Yorke Street (Maximum stay 12 hours)	
Up to 2 hours	0.00
Up to 4 hours	2.00
Up to 12 hours	4.00
Hucknall - Leisure Centre (Centre users only)	
	0.00
Kirkby in Ashfield - Ellis Street	
Up to 2 hours	0.00
Kirkby in Ashfield - Hodgkinson Road & Festival Hall (Maximum stay 12 hours)	
Up to 2 hours	0.00
Up to 4 hours	2.00

Up to 12 hours	4.00
Kirkby in Ashfield - Council Offices (for Council visitors only)	
Up to 2 hours	0.00
Kirkby in Ashfield - Robin Hood Line (Train station users only)	
Up to 12 hours	0.00
Jacksdale Village	
Up to 12 hours	0.00
Huthwaite Market Place	
Up to 12 hours	0.00
Penalty Charge Notices	
Car Park Contravention - HIGHER	70.00
If paid within 14 Days	35.00
Car Park Contravention - LOWER	50.00
If paid within 14 Days	25.00

Community Centres

Music Supplement for any group that play live or recorded music. Price per session.	7.50
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Healdswood, Harwood Court, The Homesteads Main Room, Watnall Road Ballroom, Willetts Court Main Room	
Monday - Friday up to 6pm	
Community Rate per Hour	10.00
Social Rate per Hour	17.50
Commercial Rate per Hour	23.50

Monday - Friday after 6pm	
Community Rate per Hour	10.00
Social Rate per Hour	19.50
Commercial Rate per Hour	25.00

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays up to 6pm	
Community Rate per Hour	9.00

Social Rate per Hour	21.00
Commercial Rate per Hour	36.00

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays after 6pm	
Community Rate per Hour	9.00
Social Rate per Hour	26.50
Commercial Rate per Hour	42.00

Brierley House, Healdswood Small Room, The Homesteads Small Room, Mill House, Watnall Road Games room, Willetts Court Small Room	
Monday - Friday up to 6pm	
Community Rate per Hour	7.00
Social Rate per Hour	11.50
Commercial Rate per Hour	15.50

Monday - Friday after 6pm	
Community Rate per Hour	7.00
Social Rate per Hour	13.50
Commercial Rate per Hour	17.00

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays up to 6pm	
Community Rate per Hour	7.00
Social Rate per Hour	18.00
Commercial Rate per Hour	26.50

Saturday, Sunday, Bank Holidays & A.D.C Concessionary Holidays after 6pm	
Community Rate per Hour	7.00
Social Rate per Hour	21.00
Commercial Rate per Hour	36.00

Guest Rooms in Sheltered Housing	
Cost per night	30.00

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	
Cost per Hour	7.00

Private Sector Call Monitoring Service

Call Monitoring	
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Call Monitoring Charge (Analogue)	4.71
Call Monitoring Charge (Digital Sim)	5.69
Telecare Monitoring Charge	2.45
Installation Charge	12.23

Private Sector Licensing

Selective Licensing	350.00
Selective Licensing if licence holder is a member of an approved body	250.00
Houses of Multiple Occupation (HMO)	
HMO Pre Licence advice visit	300.00
Initial Basic licence fee (covering premises of up to 6 persons maximum permitted occupancy)	850.00
For each additional person (maximum permitted occupancy)	75.00
Basic License Renewal (up to 6 persons)	Higher of £500 or £100 per person
Renewal charge for each additional person	75.00
Issue of first Temporary Exemption Notice	300.00
Issue of second Temporary Exemption Notice	150.00
Charging Orders for Housing Act visits	500.00

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 of Site Rules.

Resources & Business Transformation

Street Naming and Numbering

New Addresses	
Assign Number/naming of new properties	
Notification number/name of new address (first 11 plots) per plot	50.00
Notification number/name of new address (additional plots) per plot	30.00
Additional charge for the naming of a street	150.00
Additional charge for the naming of a building (block of flats)	150.00

Existing Addresses	
Individual House Name including notification - per plot	75.10
Re-name or Re-number including notification - per plot	75.10
Rename of Street requested by residents including notification	231.00
Additional charge per property for rename of street	75.10

Geographic Information Services	
Local Street Maps	13.15
Local Street Maps - set of 5	52.50

Place & Communities

Pest Control Service

Domestic Pest Control Charges	
Rats - up to 3 visits - In District	74.00
Rats - up to 3 visits - Out of District	84.00
Rats - additional visits (each) - In District	40.00
Rats - additional visits (each) - Out of District	45.00
Mice - up to 3 visits - In District	74.00
Mice - up to 3 visits - Out of District	84.00
Mice - additional visits (each) - In District	40.00
Mice - additional visits (each) - Out of District	45.00
Bedbugs - up to 2 visits - In District (unlimited number of rooms)	160.00
Bedbugs - up to 2 visits - Out of District (unlimited number of rooms)	170.00
Bedbugs - additional visits (each) - In District	87.00
Bedbugs - additional visits (each) - Out of District	92.00
Fleas - up to 2 visits - In District	88.00
Fleas - up to 2 visits - Out of District	93.00

Fleas - additional visits (each) - In District	45.00
Fleas - additional visits (each) - Out of District	50.00
Wasps - In District	64.00
Wasps - Out of District	69.00
Bees (if treated) - In District	64.00
Bees (if treated) - Out of District	68.00
Ants - up to 2 visits - In District	62.15
Ants - up to 2 visits - Out of District	105.00
Ants - additional visits (each) - In District	50.00
Ants - additional visits (each) - Out of District	55.00
Cockroaches - up to 2 visits - In District	74.00
Cockroaches - up to 2 visits - Out of District	84.00
Cockroaches - additional visits (each) - In District	39.00
Cockroaches - additional visits (each) - Out of District	44.00
Other insect pests - up to 2 visits - In District	94.00
Other insect pests - up to 2 visits - Out of District	104.00
Other insect pests - additional visits (each) - In District	50.00
Other insect pests - additional visits (each) - Out of District	55.00
Moles assessment (without treatment) - In District	40.00
Moles assessment (with treatment) - In District	60.00
Moles assessment (without treatment) - Out District	45.00
Moles assessment (with treatment) - Out District	65.00
Pigeons assessment - In District	40.00
Pigeons assessment - Out of District	45.00
Pigeons per treatment - In District	60.00
Pigeons per treatment - Out of District	65.00
Squirrels assessment - In District	40.00
Squirrels assessment - Out of District	45.00
Squirrels per treatment - In District	60.00
Squirrels per treatment - Out of District	65.00

Commercial Pest Control Charges

Quote based on size and nature of business, routine treatment or infestation

Licensing, Permits, Registration & Consents

Hackney Carriage and Private Hire (Dual) Driver Licence	
New 1-year Hackney Carriage & Private Hire (Dual) Driver Licence	180.00
New 2-year Hackney Carriage & Private Hire (Dual) Driver Licence	220.00
New Hackney Carriage & Private Hire (Dual) Driver Licence - three years	260.00
Renewal of 1-year Hackney Carriage & Private Hire (Dual) Driver Licence	160.00
Renewal of 2-year Hackney Carriage & Private Hire (Dual) Driver Licence	200.00
Renewal of 3-year Hackney Carriage & Private Hire (Dual) Driver Licence	240.00
DVLA Check	5.00
Disclosure and Barring Service (DBS) Check (waived if new driver applicant resides within ADC Council Tax area)	40.00
Replacement Identity Badge	15.00
Driver Knowledge Test Resit Fee	25.00
Safeguarding Test Resit Fee	15.00
Amendment to licence	15.00
Copy of licence	5.00

Hackney Carriage Vehicle Licence	
Licence New/Renewal/Change of Vehicle	320.00
Transfer (Change of Proprietor)	0.00
Discount for Low Emission or Wheelchair Accessible Vehicle	30.00
Replacement Licence Plate	29.00
Plate Holding Bracket	10.00
Amendment to licence	15.00
Copy of licence	5.00

Private Hire Vehicle Licence	
Licence New/Renewal/Change of Vehicle	300.00
Transfer (Change of Proprietor)	0.00
Discount for Low Emission or Wheelchair Accessible Vehicle	30.00
Replacement Licence Plate	29.00
Plate Holding Bracket	10.00
Private Hire Vehicle Exemption Notice (from displaying plate and livery)	25.00
Amendment to licence	15.00
Copy of licence	5.00

Private Hire Operator Licence	
Operator 1-year licence fee New / Renewal	210.00
Operator 2-year licence fee New / Renewal	320.00
Operator 3-year licence fee New / Renewal	430.00
Operator 4-year licence fee New / Renewal	540.00
Operator 5-year licence fee New / Renewal	650.00
Fee Per Non-Low Emission Vehicle Operated	0.00
Safeguarding Test Resit Fee	15.00
Amendment to licence	15.00
Copy of licence	5.00

Hackney Carriage/Private Hire Additional Charges	
Vehicle Compliance Test/ Retest fee	65.00
Additional Compliance Test following Suspension of Vehicle Licence	65.00
Duplicate vehicle, driver or operator licence when lost or stolen	5.00
Amended vehicle, driver or operator licence change of address	15.00

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

Right of freeholder etc.to be notified of licensing matters	21.00
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Gambling Act 2005	
Bingo New (S159) (NON TRANSITION)	1,315.00
Bingo Provisional Statement (S159) (s204)	1,315.00
Conversion of Provisional Statement (s159)	660.00
Bingo Annual Fee (sS184)	620.00
Bingo Variation of Licence (s159) (s187)	1,315.00
Bingo Transfer of Licence (s159) (s188)	660.00
Reinstatement of Licence (s159) (s195)	660.00
Bingo Copy of licence (s190)	19.00
Bingo Change of Circumstances (s186)	32.00
Bingo Transition (s159) (Fast Track)	0.00
Bingo Transition (s159) (Non Fast Track)	0.00
Betting (Track) New (s159) Non transition	1,315.00
Betting Track Provisional Statement (S159) (s204)	1,315.00
Conversion of Provisional Statement (s159)	660.00
Betting (Track) Annual Fee (s184)	620.00
Betting Track Variation of Licence (s159) (s187)	1,250.00
Betting Track Transfer of Licence (s159) (s188)	660.00
Betting Reinstatement of Licence (s159) (s195)	660.00
Betting Copy of licence (s190)	19.00
Betting Change of Circumstances (s186)	32.00
Betting Transition (s159) (Fast Track)	0.00
Betting Transition (s159) (Non Fast Track)	0.00
Betting Off-Course New (s159) Non transition	1,315.00
Betting Off-Course Provisional Statement (S159) (s204)	1,315.00
Betting Off-Course Conversion of Provisional Statement (s159)	660.00
Betting Off-Course Annual Fee (s184)	600.00
Betting Off-Course Variation of Licence (s159) (s187)	1,250.00
Betting Off-Course Transfer of Licence (s159) (s188)	660.00
Betting Off Course Reinstatement of Licence (s159) (s195)	660.00
Betting Off-Course Copy of licence (s190)	19.00
Betting Off-Course Change of Circumstances (s186)	32.00

Betting Off-Course Transition (s159) (Fast Track)	0.00
Betting Off-Course Transition (s159) (Non Fast Track)	0.00
Adult Gaming Centre / Family Entertainment Centre (FEC) New (s159) Non transition	1,315.00
Adult Gaming Centre / FEC Provisional Statement (S159) (s204)	1,315.00
Adult Gaming Centre / FEC Conversion of Provisional Statement (s159)	660.00
Adult Gaming Centre / FEC Annual Fee (s184)	620.00
Adult Gaming Centre / FEC Variation of Licence (s159) (s187)	1,000.00
Adult Gaming Centre / FEC Transfer of Licence (s159) (s188)	660.00
Adult Gaming Centre / FEC Reinstatement of Licence (s159) (s195)	660.00
Adult Gaming Centre / FEC Copy of licence (s190)	19.00
Adult Gaming Centre / FEC Change of Circumstances (s186)	32.00
Adult Gaming Centre / FEC Transition (s159) (Fast Track)	0.00
Adult Gaming Centre / FEC Transition (s159) (Non Fast Track)	0.00

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

Other Licences	
Control of sex establishments	3,606.00
Massage and Special Treatment	200.00
Additional Charge on first application where LASERs used	180.00
Additional Charge on renewal where LASERs used	90.00
Dangerous wild animals	945.00

Pet shop licences	400.00
Dog breeding establishments	400.00
Animal boarding establishments	400.00
Animal home boarding establishments	330.00
Boarding (Franchisee – per Host premises)	280.00
Riding establishments	450.00
Animal Activity Licence - Exhibition of Animals New / Renew (3 Year Licence)	400.00
Copy / Replacement of lost / stolen licence	5.00
Reassessment of Star Rating	105.00
Minor Amendment of Licence	25.00
Variation to Licence	175.00
Combined Animal Activities (i.e. more than 1 type of licence applied for)	145.00 plus Licence fee for highest priced activity
Duplicate copy of Licence	15.00

Registrations	
Acupuncture, tattooing, ear piercing and electrolysis:	
- Registration of persons	97.00
- Registration of premises	147.00
Scrap metal site licence	195.00
Scrap metal collectors licence	132.00
Scrap metal site licence - renewal	195.00
Scrap metal collectors licence - renewal	132.00
Scrap metal site licence - variation	62.00
Scrap metal collectors licence - variation	68.00
Copy / Replacement of lost / stolen licence	5.00

Dog Control

Release of seized dog - initial release fee:	
Day one	65.00
Day two	75.00
Day three	90.00
Day four	100.00

Day five	115.00
Day six	125.00
Day seven	135.00

Environmental Protection

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

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

* Not using simplified permits

Clean Neighbourhoods and Environment Act 2005

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

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

Transport & Depot Services	
MOT Test Class IV - ADC Employee, General Public & Trade	42.00
MOT Test Class VII - ADC Employee, General Public & Trade	47.25
MOT Retest (within 10 working days)	10.50
MOT Retest after 10 working days - As full test	
Vehicle engineers report	81.90
Use of Weighbridge	4.75

Cemeteries

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

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

Miscellaneous Fees	
Chapel Use	204.00
Late arrival on site (after first 30min)	102.00
Transfer of exclusive rights of burial without internment	26.00
Family tree and genealogy searches per name/per grave	26.00
Late arrival of paperwork (after first 30min)	26.00

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

Waste Management & Recycling

Bulky items (including fridges/freezers)	
Price reduced by half if a resident is in receipt of a qualifying income-based benefit	
First item	14.00
Each additional item	7.50
Domestic fridge/freezers	18.00
Three items	20.00

New and replacement wheeled bins	
New home wheeled bin set for developer	250.00
Replacement red lidded bin (delivery and administration)	26.00

Garden Waste	
Subscription	28.00
Additional garden waste bin	14.00

Trade Waste (Residual & Recyclable)	Price on application
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Parks & Outdoor Recreation

Parks/Open spaces land booking day rates	
Boot camp up to 20 people per session	20.40
Boot camp 20 to 40 people per session	35.70
Boot camp 40+ people per session	51.00
Charity/Not for profit events *fee applied if staff & changing rooms required	0.00
Private/Commercial Events including training courses (small approx. football pitch size)	150.00 - 750.00
Funfair per day (excludes food - see prices below) Maximum of 7 days	215.00 - 225.00
Food serving vehicles or stalls	
Hot food/catering van	180.00
Ice cream van or fun fair sweet stalls	120.00

Bowls	
Club (10+ sessions)	1,500.00
Adult per hour	4.10
Concessionary per hour	3.05
Family Ticket per hour	5.80
Veterans Ticket (midweek) per hour	0.00

Croquet	
Club (10+ sessions)	1,500.00

Tennis (per court)	
Hourly rate (adult)	6.00

Annual Membership (per household, 10+ sessions)	32.00
Club (10+ sessions)	1,500.00

Cricket (Titchfield Park, Hucknall only)	
Cricket - Season Hire Adult (for up to 10+ sessions)	570.00
Cricket - Season Hire Junior (for up to 10+ sessions)	390.00
Cricket - Match Day, Standard	64.50
Cricket - Match Day, Juniors	56.20

Football	
Annual Fee - Standard (10+ games)	430.00
Annual Fee -Juniors (10+ games)	280.00
Annual Fee -Mini (10+ games)	280.00
Football training ½ day (not pitch use)	27.50

Netball (Titchfield Park, Kirkby only)	
Annual Fee - (10+ games, one x 2 hour session per week)	275.00
Per Court - Standard (per 2 hour session)	36.70
Per Court - Juniors (per 2 hour session)	28.55
Floodlights per Hour (per 2 hour session)	30.00

Astroturf (Kingsway Park, Kirkby)	
Full Pitch (per 2 hour session) Standard	65.00
Full Pitch (per 2 hour session) Juniors	55.00
Half Pitch Standard (per 2 hour session)	38.00
Half Pitch Juniors (per 2 hour session)	30.00
Floodlights (per 2 hour session)	30.00

Astroturf (Titchfield Park, Hucknall)	
Full Pitch (per 2 hour session) Standard	32.00
Full Pitch (per 2 hour session) Juniors	23.00
Floodlights (per 2 hour session)	28.00

Allotments	
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With water supply - Per Annum	19.64
Without water supply Per Annum	14.18

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

	£ - p
ACTIVE ANTZ	2.55

AEROBICS / FITNESS CLASS	
Virtual	3.20
BTS / LBT's / Circuits / Boot Camps etc	5.30
Group Cycling / Zumba etc	5.75

AQUA AEROBICS	
Full price	5.10
Concession price	4.40

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

GYM / FITNESS ROOM	
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Personal trainer - 30mins	19.75
Personal trainer - 60mins	28.75
Full price	6.40
Junior Gym	3.15
Concession Price	3.25
Off Peak Price	3.90

HOLIDAY ACTIVITIES	
Holiday activities - Day Camp	17.00

ICE RINK	
Full price	4.30
Concession Price	4.00
School Per Pupil (including skates)	1.85
Skate UK lessons	5.25
Artistic Ice	4.30
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	18.25
Junior Ice Membership - monthly	28.00
Ice Disco	4.00
Ice Rink Hire	69.00

PARTIES	
Bouncy Castle 1 hour	65.00
Bouncy Castle half hall 1 hour	65.00
Ice Rink	157.00
Pool Party - main pool	77.00
Pool party - learner pool	70.00
Pool Party - Inflatable	85.00

Theme party from	85.00
Sports party from	46.00

POOL HIRE	
Club	70.00
Additional Lifeguard - per session	22.00
Private	80.00

SPORT / ACTIVITY COURSES	
Skate Uk	5.50

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

SWIMMING	
Full price	4.10
Concession Price	2.20
FAMILY SWIM (up to 2 Adults and 3 Children)	8.90
PARENT & TODDLER SWIM 1 adult/ 2 children	4.10
Senior Swim	2.55
Wet & Wild	4.10
Adult Swimming lessons DD	25.95
Junior Swimming lessons DD	25.95
Adult & Child lessons DD	25.95
Young @ Heart	1.70
SWIMMING LESSONS ADULT (Per lesson)	6.00
SWIMMING LESSONS JUNIOR	6.00

HUCKNALL

	£ - p
ACTIVE ANTZ	2.50

AEROBICS / FITNESS CLASS	
Virtual	3.20
BTS / LBTs / Circuits / Boot Camps	5.30
Group Cycling / Zumba	5.75

AQUA AEROBICS	
Full price	5.10
Concession price	4.40

BADMINTON	
Full price	8.00
Off peak	4.85
Concession Price	4.75

EQUIPMENT HIRE	
Racquets / bats each	1.40

GYM / FITNESS ROOM	
Personal training	28.75
Personal trainer - 30mins	19.75
Full price	6.35
Junior Gym	3.15
Concession Price	3.25
Off Peak Price	3.90

HOLIDAY ACTIVITIES	
Holiday activities - Day Camp	17.00

INDOOR COURT HIRE (Main Hall)	
Full price	41.50
Concession price	23.50

PARTIES	
Bouncy Castle 1 hour	77.00

Bouncy Castle 2 hour	90.00
Pool Party - main pool	75.00
Pool Party - Inflatable	82.00
Roller Skating - 1 hour	87.00
Sports party	57.00

POOL HIRE	
Club	73.00
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	5.30

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

SWIMMING	
Full price	4.10
Concession Price	2.20
Splash happy FAMILY SWIM (up to 2 Adults and 3 Children)	8.90
PARENT & TODDLER SWIM	4.10
MOONLIGHT SWIM	4.50
Swimming lessons DD Adult	25.95
Adult & Child lessons DD	25.95
Swimming lessons DD junior	25.95
SWIMMING LESSONS ADULT (Per lesson)	6.00
SWIMMING LESSONS JUNIOR	6.00

TABLE TENNIS	
Full price	3.60
Concession price	2.60

50+ ACTIVITIES	
50+ Swim Session	1.75
Walking football/cricket	3.40

FESTIVAL HALL

	£ - p
ACTIVE ANTZ	2.50

AEROBICS / FITNESS CLASS	
BTS / LBT's / Circuits / Boot Camps	4.80
Group Cycling / Zumba	4.90

BADMINTON	
Full price	7.10
Off peak	4.40
Concession Price	4.40

BOWLS	
Adult	2.40
Concession Price (to apply pre 5pm)	2.40

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

GYM / FITNESS ROOM	
Personal trainer	26.75
Junior Active	3.10
11-15 parental supervision	3.10

Full price	6.35
Concession Price	3.25
Off Peak Price	3.70

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	5.30

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 Fees

Pre-application Advice	
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Householder Development	48.00
Minor Development (Excluding Householder) - 1 or 2 dwellings	180.00
Other Minor Development - 3- 9 dwellings	420.00
Small scale development - 10 to 199 dwellings	720.00
Large Scale development - 200+ dwellings	1,200.00

Land Charges	
Full Search (LLC1 & CON29) LLC1	36.55
CON29	107.50
Each additional parcel of land (full search) LLC1	1.05
CON29	23.80
Con29O Enquiries - Question 22	49.05
Con29O Enquiries - Questions 4, 5, 9, 16 & 20	22.75
Con29O Enquiries - Questions 8, 10, 11, 12, 13, 14, 15, 17, 18 & 19	22.75
Con29O Enquiries - Questions 6 & 7	22.75
Con29O Enquiries - Question 21	N/A
Applicants own questions (each)	19.50
An additional charge of £3.00 will be added where a request is received for reports to be posted out	

Additional Searches	
Coal Authority Search - Residential	44.50
Coal Authority Search - Commercial	102.15
Drainage and Water Enquiry (CON29DW) - Residential	57.55
Drainage and Water Enquiry (CON29DW) - Commercial	160.35
Chancel Check	24.50

CON29 Information	
In some instances, interested parties will be able to access the required information via public registers and incur no costs.	
The provision of Individual Enquiry Reports is to enhance the number of access channels available and not limit access.	
CON29 Individual Enquiries	
Questions 1.1. (a) to (i)	18.00
Questions 1.1. (j) to (l)	18.00
Question 1.2.	18.00
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.	18.00
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)	18.00
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.	4.60
Questions 3.9. (a) to (n)	9.90
Questions 3.10. (a) to (h)	4.60
Questions 3.11. (a) & (b)	4.60
Question 3.12	4.60
Questions 3.13. (a) to (c)	4.60
Question 3.14.	4.60
Questions 3.15. (a) and (b)	9.90

Markets

Indoor Market - per pitch based on floor space - price range

Outdoor Markets

Kirkby in Ashfield

First stall	12.60
Extra stall each up to 3 extra	9.10
Extra stall above 4 stall each	5.80

Hucknall

First stall	12.60
Extra stall each up to 3 extra	9.10
Extra stall above 4 stall each	5.80

Sutton in Ashfield

First stall	12.60
Extra stall each up to 3 extra	9.10
Extra stall above 4 stall each	5.80

All Markets

Designated special event markets through the year	17.00
Catering stalls	29.30

Catering stalls with Electricity	42.50
Self erect market stall	21.70
Trailer Unit	22.20

Catering and Similar Vans	
All Markets	22.20
Extra with electrical supply	8.05
Promotional Vehicle	17.40

Promotional Space	
All areas	POA*

Sunday Markets	
Christmas and Sunday markets	22.20
Subsequent stalls (each)	15.90
Catering Vans/Trailers	29.30
Connection to electric supply	8.05

Private Market fees and charges

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	Fee per event day during licence period
1 – 25	26.00
26 – 50	52.00
51 - 75	78.00
76 - 100	104.00
101 - 200	208.00
Over 200	364.00

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

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Report To:	CABINET
Date:	25TH January 2022
Heading:	HOUSING REVENUE ACCOUNT MEDIUM TERM FORECAST 2021/22 – 2025/26
Portfolio Holder:	PORTFOLIO HOLDER FOR FINANCE, REVENUES AND BENEFITS – CLLR DAVID MARTIN
Ward/s:	ALL
Key Decision:	N/A
Subject to Call-In:	N/A

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

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, such standards as prescribed by the regulator of Social Housing and Housing Health and Safety Rating System (HHSRS) standard, which will also ensure they continue to generate sufficient rental income.

Should resources allow, the following can be considered:

- prioritised service delivery changes
- development and growth
- support the use of Right to Buy receipts in delivering new or existing affordable rented housing
- debt repayment
- Carbon zero by 2050

2. Current Position

- 2.1 At 31 March 2021, the HRA balance was £41.6m. 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 £41.6m to £25.2m by 31 March 2026.
- 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 5 yearly 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:

	Year	Year	Year	Year	Year
	2021/22	2022/23	2023/24	2024/25	2025/26
Income	£'000	£'000	£'000	£'000	£'000
Gross Rental Income	£24,334	£25,588	£26,821	£28,215	£28,232
Void Losses	(£359)	(£232)	(£243)	(£256)	(£257)
Other Rental Income	£161	£166	£171	£175	£178
Tenanted Service Charges	£642	£672	£758	£857	£971
Other Income	£152	£157	£162	£166	£169
Total income	£24,930	£26,351	£27,668	£29,155	£29,292
Expenditure					
General Management	(£4,406)	(£4,560)	(£4,721)	(£4,831)	(£4,934)
Special Management	(£13)	(£13)	(£14)	(£14)	(£14)
Other Management	(£1,184)	(£1,220)	(£1,261)	(£1,287)	(£1,312)
Bad Debt Provision	(£200)	(£210)	(£220)	(£232)	(£232)
Responsive & Cyclical Repairs	(£6,853)	(£7,196)	(£7,504)	(£7,730)	(£7,947)
Total expenditure	(£12,655)	(£13,200)	(£13,720)	(£14,094)	(£14,439)
Capital financing costs					
Interest paid on debt	(£3,548)	(£3,548)	(£3,548)	(£3,548)	(£3,548)
Interest paid on 141 receipts	£0	£0	£0	(£19)	(£8)
Interest Received	£16	£15	£13	£13	£12
Depreciation	(£3,884)	(£4,075)	(£4,243)	(£4,356)	(£4,463)
Total Capital financing costs	(£7,415)	(£7,608)	(£7,777)	(£7,909)	(£8,007)
Appropriations					
Direct Revenue Financing	(£8,884)	(£11,280)	(£7,671)	(£9,045)	(£10,094)
Total Appropriations	(£8,884)	(£11,280)	(£7,671)	(£9,045)	(£10,094)
Net income/ (expenditure)	(£4,024)	(£5,738)	(£1,499)	(£1,893)	(£3,247)
HRA Balance					
Opening Balance	£41,622	£37,598	£31,860	£30,361	£28,468
Net Expenditure in year	(£4,024)	(£5,738)	(£1,499)	(£1,893)	(£3,247)
Closing Balance	£37,598	£31,860	£30,361	£28,468	£25,221

Table 2 - Financial Assumptions:

Key Area	Assumption	Comment
General inflation	RPI 4.9% reducing to 2.9%.	Figures over the 5 years of the medium-term forecast
Rent increase inflation	4.1% reducing 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	36 p.a. reducing to 30 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	Maintaining at the current debt levels.

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 2022/23 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 three 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 3.1% as at September 2021 therefore the proposed rent increase for 2022/23 is 4.1%).

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 commenced in Ashfield 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. The latest update from the DWP, is for full migration to complete the whole process nationally by September 2024. Currently we have in the region of 1850 tenants believed to be claiming UC.

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:

- 36 right to buy sales per annum based on the changes in the last two years.
- 22 new build properties at Davies Avenue, Sutton in Ashfield scheduled for completion in April 2022.
- 9 new build properties at various infill sites in Sutton in Ashfield. 4 properties completed in 21/22 and the remaining 5 are due to complete in March 2022.
- 15 new build properties at Hucknall Garage Sites scheduled for completion between December 2021 and March 2022.
- 20 new build properties at Maun View, Sutton in Ashfield scheduled for completion during March 2023.
- 14 properties across Kirkby scheduled for completion Winter 2023.

3.4 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 3 below.

Table 3 - HRA Capital Programme 2021 to 2026:

	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£'000	£'000	£'000	£'000	£'000	£'000
HOUSING REVENUE ACCOUNT						
Major Works to Stock	4,198	12,580	11,716	13,149	12,666	54,310
Other Housing Revenue Account Schemes						
Affordable Housing Developments Sutton In Ashfield	1,321	20	0	0	0	1,341
Investment in New or Existing Dwellings	1,367	1,200	1,000	1,000	1,000	5,567
Davies Avenue Housing Project - Frog Hopper Lane	0	2,288	0	0	0	2,288
Green Homes Grant Works	788	65	0	0	0	519
Housing Vehicles	618	433	0	92	0	1,143
Hucknall Infill Sites	2,188	200	0	0	0	2,388
Maun View Sutton-in-Ashfield	1,076	2,200	50	0	0	3,326
Northern View, Sutton-in-Ashfield	303	1,640	1,640	0	0	3,583
Warwick Close, Kirkby-in-Ashfield	0	2,375	2,375	0	0	4,750
Other Minor Projects	140	86	87	46	47	406
Sub Total	7,801	10,507	5,152	1,138	1,047	25,645
Total Housing Revenue Account	11,999	23,087	16,868	14,287	13,713	79,955

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 2021/22 is a low figure due to the difficulties in acquiring raw materials and labour shortages. This has pushed some of the planned programme back into 2022/23. 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 40% from additional retained RTB receipts and 60% is match funded from the HRA reserves.

Changes to Retained Right to Buy (RTB) receipts

From the 1st April 2021 the Government introduced new rules regarding the retained RTB receipts. The main changes to note for ADC are as follows:

- 1) The timeframe local authorities have to spend new and existing Right to Buy receipts is extended from 3 years to 5 years.
- 2) A cap will be introduced on the use of Right to Buy receipts for acquisitions to help drive new supply with effect from 1 April 2022 and phased in over 2022-23 to 2024-25. The first 20 units of delivery in each year will be excluded from the cap.

- 3) The percentage cost of a new home that local authorities can fund using Right to Buy receipts increases from 30% to 40%. This will make it easier for authorities to fund replacement homes using Right to Buy receipts, as well as making it easier to build homes for social rent.

The additional RTB receipts can 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) are retained, but they must be used to fund the provision of replacement social housing and must be spent within 5 years. If they remain unspent at 5 years, they must be returned to Government with interest.

Table 4 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 5 years and compares it with the total of the actual spend to 31 March 2021 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. The level of investment in existing dwellings in the approved programme and reflected in Table 4, is forecast to be under 20 units and therefore will not be impacted on by the introduction of the cap.

Table 4 - RTB retained receipts forecast:

Year	Expected Qualifying New Build Expenditure £'000	Estimated Required New Build Expenditure £'000	Difference £'000
31-Mar-30	£19,996	£20,397	(£401)
31-Mar-29	£18,996	£18,564	£432
31-Mar-28	£17,996	£16,731	£1,265
31-Mar-27	£16,996	£14,898	£2,098
31-Mar-26	£15,996	£13,065	£2,931
31-Mar-25	£14,996	£11,651	£3,345
31-Mar-24	£13,996	£9,102	£4,894

Following the change in timeframe local authorities have to spend new and existing Right to Buy receipts from 3 years to 5 years. Table 4 indicates the expected position of expenditure at 31st March 2024 will exceed the spend requirements up to 31st March 2024. If future actual expenditure matches the budgeted expenditure in the capital programme, the spend requirement will be exceeded up to 31st March 2029.

Further analysis of the capital programme will be undertaken in future years 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.

3.5 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.

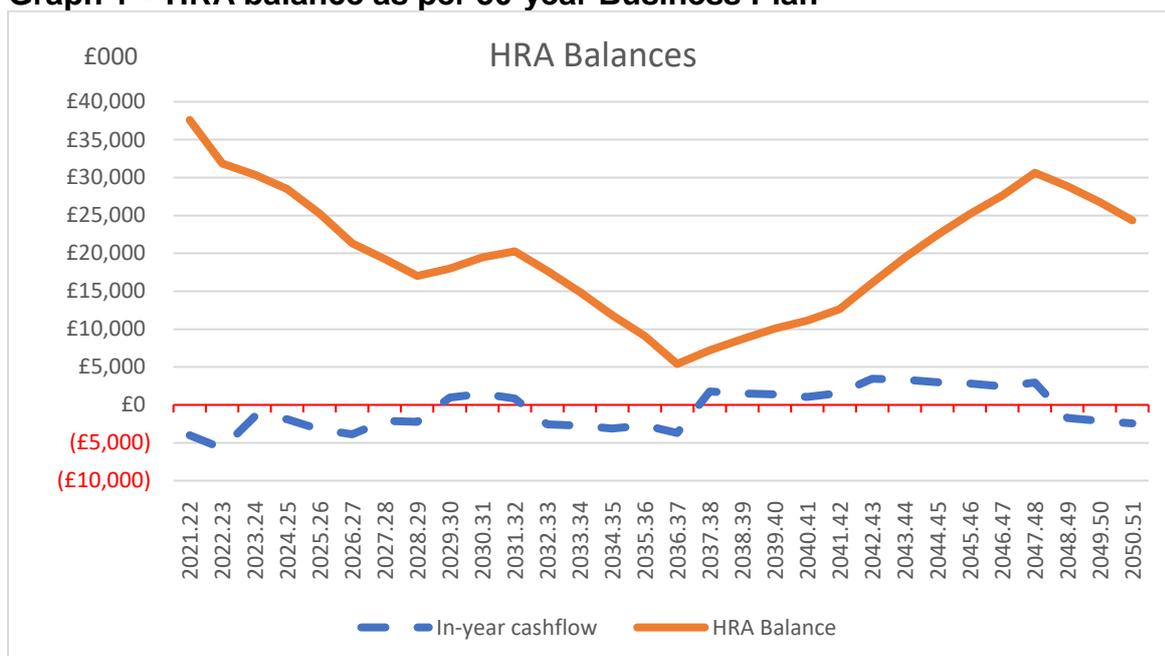
4. Future Implications

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 £37m 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 surplus position of £5m. 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 affecting the outcome over the 30 years.

4.3 Social Housing White Paper – Charter for Social Housing residents

The paper was published by the Ministry of Housing, Communities and Local Government (MHCLG) (now known as Department for Levelling Up, Housing and Communities) 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.

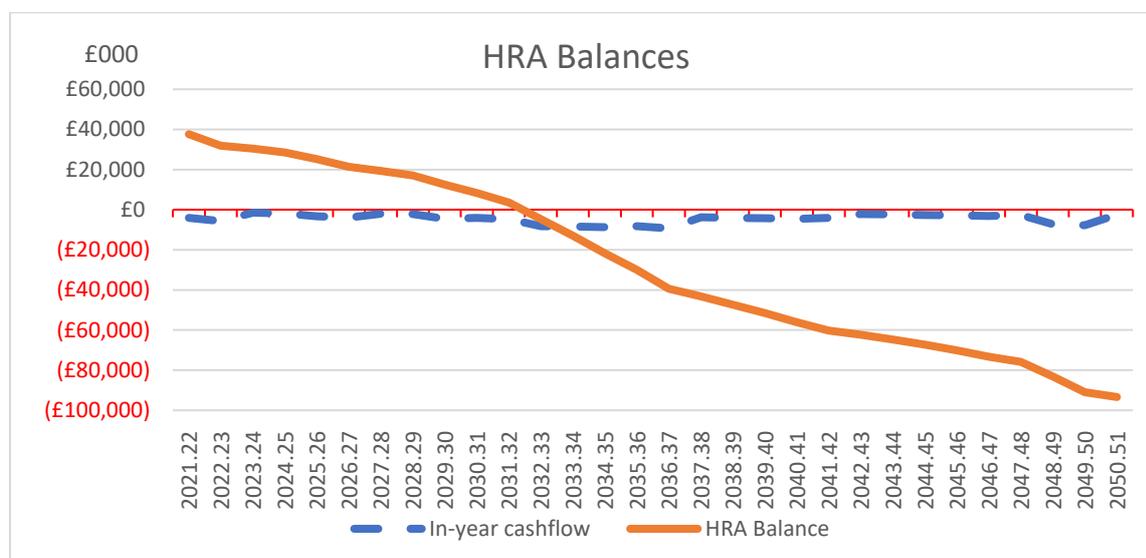
An action plan has been created and was reported to Cabinet in December 2021. To date the action plan has required two new posts to be established and built into the 30-year business plan. This action plan will continue to be monitored and be developed through the Housing and Assets’ Departmental Management Team (DMT) overseen by the Corporate Leadership Team (CLT) and Portfolio Member for Housing and Assets. The action plan highlights the areas within the White Paper and specific Consumer Standards that are being met and identifies gaps where service areas will need to ensure work continues to remain compliant.

4.4 Carbon Zero by 2050

Under legislation passed in 2019, the UK is legally obliged to reach net-zero carbon emissions by 2050. There are a huge variety of factors that could influence how much it will eventually cost to retrofit the entire housing stock to zero-carbon standards. The age and composition of stock, existing maintenance plans, the cost of technology are all factors going forward.

The graph below shows what impact it would have on the 30-year business plan to retrofit the housing stock. The costings have been averaged across 2029/30 to 2049/50 to give some indication on the financial impact on the 30-year business plan. The cost per property is based on indicative average costs across the housing sector based on a report from Inside Housing. (This does not include any inflationary adjustments.) This shows that without Government funding the carbon zero target cannot be met within the current self-financing model of the HRA.

Graph 2 – HRA balances based on £20,000 costs per property for carbon zero by 2050.



- 4.5 The White Paper also proposes the development of new Decent Homes Standard which will also incorporate 'neighbourhoods'. The exact nature of this new standard is unknown and is therefore un-costed. Any additional expenditure required to meet this new standard would be on top of the carbon zero expenditure illustrated in Graph 2 above.

Implications

Corporate Plan:

The HRA business plan in the medium and longer term reflects the financial implications of delivering the Council's 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. [RD 23/12/2021]

Finance: [PH 04/01/2022]

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

Environmental/Sustainability

N/A

Equalities:

None

Other Implications:

N/A

Reason(s) for Urgency

N/A

Reason(s) for Exemption

N/A

Background Papers

HRA 30 Year Business Plan model

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Report To:	CABINET
Date:	25th JANUARY 2022
Heading:	HOUSING RENT SETTING 2022/23
Portfolio Holder:	PORTFOLIO HOLDER FOR FINANCE, REVENUES AND BENEFITS – CLLR DAVID MARTIN
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 2022/23.

Recommendation(s)

1. To set an average rent increase of September Consumer Price Index (CPI) (3.1%) + 1% for all Council house rents for 2022/23.
2. To set a garage and plot average rent increase of CPI (3.1%) + 1% for 2022/23.
3. To set a weekly amenity charge increase of CPI (3.1%) +1% for all relevant council house properties for 2022/23.
4. To set an increase to the communal heating charges of 5% for 2022/23.
5. To set an increase for water charges at Brook Street Court of 1.1% for 2022/23.
6. To set an increase for service charges for the properties at Hawkers Place of Retail Price Index (RPI) at December 2021 for 2022/23.

Reasons for Recommendation(s)

To set a 4.1% rent increase in line with the Ministry of Housing, Communities & Local Government (now known as Department for Levelling Up, Housing and Communities) policy statement on rents for social housing 2019.

To set an increase of 4.1% 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 the rent increase of 4.1% to continue covering the costs of providing the services which do not fall within the provision of the rent charge.

To set an increase to the communal heating service charges. This is to recover the increase in prices 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

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 to be incurred in 2022/23.

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 increase in the communal heating service charge is calculated to cover the costs of providing the heating to the housing court schemes. To not increase the service charge would mean the costs are inappropriately subsidised by 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 at Hawkers Place 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 sets the Policy for Social Housing Rents. The current Policy is that future rent increases to social housing rents are limited to September's Consumer Price Index (CPI) plus 1% for 5 years from 2020/21. This 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 fire safety and thermal efficiency.

- 1.2 Applying the Government policy results in a rental increase of 4.1% for 2022/23 (September 2021 CPI 3.1%). The proposed average rent for 2022/23 is £78.93 per week (48-week basis), increasing by £3.11.
- 1.3 The housing management database indicates that currently (Nov 2021) 71.87% of the Council's tenants receive some form of assistance with their rent (i.e. Housing Benefit or Universal Credit) and therefore will not be subject to paying the full rent increase themselves. The percentage of tenants on benefits could be higher than the 71.87% stated as the Council does not have a complete record of all tenants receiving Universal Credit as the benefit is paid directly to the tenant rather than the Council.

2. Garage Rents

- 2.1 Occupancy of 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 4.1% for 2022/23 in line with the housing rent increase, which will generate an additional annual income of £10k on the occupied garages.
- 2.2 Table 1 below shows the current 2021/22 and the proposed 2022/23 weekly garage rents.

Table 1 – Garage Rents 2021/22 and 2022/23

	Rents 2021/22 £	Rents 2022/23 £	Weekly Increase £
Garages			
Band A	6.55	6.82	0.27
Band B	7.32	7.62	0.30
Band C	8.09	8.42	0.33
Plots			
Band A	0.85	0.88	0.03
Band B	1.00	1.04	0.04

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 £1.37 per week and it is proposed that this will increase by 4.1% in line with the proposed housing rent increase to £1.43 per week, an increase of £0.06.

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 under recovered for 2021/22 and in 2022/23 shows that an increase is required to cover the increasing energy costs of the scheme. Therefore, an increase to the service charge is required. It is recommended that the charges for 2022/23 would need to increase by 5%.
- 4.2 Table 2 below shows the current 2021/22 and the proposed 2022/23 weekly heating charges.

Table 2 – Heating Charges 2021/22 and 2022/23

	Heating Charge 2021/22 £	Heating Charge 2022/23 £	Increase £
Band A	10.51	11.04	0.53
Band B	11.31	11.88	0.57
Band C	11.88	12.47	0.59
Band D	12.61	13.24	0.63
Band E	13.09	13.74	0.65
Band F	13.63	14.31	0.68

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 2022/23 be increased by 1.1% in line with the increase levied by Severn Trent for 2021/22.

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.
- 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: [RD 14/12/2021]

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 (now known as Department for Levelling Up, Housing and Communities) statement on rents for social housing February 2019.

The Council is required to comply with the Housing Act 1985 section 103 in relation to notice of variation of the tenancy.

Finance: [PH 10/12/2021].

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: KB 21/12/21

There are no HR implications contained in the report

Environmental/Sustainability:

Not applicable

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

Not 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.

Report To:	CABINET
Date:	25TH JANUARY 2022
Heading:	ANNUAL CORPORATE HEALTH AND SAFETY REPORT 2020/21
Portfolio Holder:	COUNCILLOR DANIEL WILLIAMSON - PORTFOLIO HOLDER FOR CUSTOMER SERVICES, CORPORATE CHANGE AND DIGITAL TRANSFORMATION
Ward/s:	ALL
Key Decision:	NO
Subject to Call-In:	YES

Purpose of Report

To introduce and present the Council's Annual Corporate Health and Safety Report 2020/21.

Recommendation(s)

That the Annual Corporate Health and Safety Report at Appendix 1 be noted.

Reasons for Recommendation(s)

To ensure Cabinet are informed on health and safety performance across the Council, to provide assurance that the Council's statutory health and safety obligations are being met and to provide an understanding that the health and safety risks created by the Council's services and operations are being managed effectively, as required by law.

Alternative Options Considered

Not to present an Annual Corporate Health and Safety report. In this scenario, Cabinet would not be fully informed of the Council's health and safety activities and performance for the reporting period and as such, would be unaware of potential situation(s) whereby the Council's statutory health and safety obligations were not being met and that health and safety risks created by the Council's services and operations were not being managed effectively, thus attracting a number of significant risks across the Council. **Not recommended.**

Detailed Information

1. The Health and Safety at Work etc. Act 1974 (the Act) and other applicable health and safety legislation impose a number of statutory duties on employers, employees and others in regards health, safety and welfare in connection with their work activities. In terms of the Council's role as an employer, these are executive functions that fall within the remit of Cabinet. These statutory duties are separate from the Council's role as an enforcement body which ensures that other employers within the District comply with their obligations under the Act, and other applicable health and safety legislation.

2. Therefore, the Council needs to ensure that effective corporate health and safety (including fire safety) risk management arrangements are in place to provide for the health, safety and wellbeing of employees and all other persons who may be affected by the Council's services and operations. This will assist the Council in meeting its statutory obligations and secure ongoing compliance with the Act, the Regulatory Reform (Fire Safety) Order 2005 and all other applicable health and safety legislation, guidance and best practice.

3. The Council's Risk & Emergency Planning Unit is responsible for leading on, developing, implementing, monitoring and assisting with effective corporate health and safety risk management arrangements (including fire safety), delivering this service across all four Council Directorates.

4. The Annual Corporate Health and Safety Report has been produced by the Service Manager - Risk & Emergency Planning and provides a summary of the management of corporate health and safety and safety performance within the Authority between April 2020 and March 2021. This includes summary information on the Council's response and recovery measures in relation to the COVID-19 pandemic.

5. Although the Council is not required by law to produce an annual health and safety report, it is considered best practice to do so by the Health and Safety Executive (HSE), the Institute of Directors and the Royal Society for the Prevention of Accidents (RoSPA).

6. The scope of the Annual Corporate Health and Safety Report covers the following key areas:

- An overview of the health and safety management system currently operated by the Council
- A summary of the health and safety work / achievements delivered throughout the reporting period
- Accident / incident summary including confirmation of the number of incidents that attracted statutory reporting requirements (i.e. reported to the HSE)
- Fire safety summary with a particular focus on fire safety management for residential buildings owned and managed by the Council
- Employee health and safety training
- Details of forthcoming or newly introduced health and safety / fire safety legislation, guidance & best practice
- Employee health and safety consultation arrangements
- An overview of health and safety inspections, audits and general legal compliance
- Details of all enforcement agency activity for the period (HSE and Fire Authority enforcement imposed on the Council)
- COVID-19 response and recovery work
- Conclusion and Planned activity for next year (via the Risk & Emergency Planning Unit)

7. Cabinet are asked to receive the Annual Corporate Health and Safety Report at Appendix 1 to inform them of the Council's health and safety performance for the period April 2020 – March 2021.

Implications

Corporate Plan:

Good health and safety management and performance reduces the risk of employee sickness, ill health and absence and ensures that safe and healthy conditions are provided and maintained for employees and all other persons who may be affected by the Council's operations. This creates a positive effect on employee morale, in turn helping with the sustained delivery of high quality Council services, consistently and reliably, including a positive contribution to the health and well being of Ashfield residents.

Legal: [RD 17/12/2021]

The report detailed relevant legislative duties and requirements together with an overview of new and emerging legislation.

Finance: [PH 15/12/2021]

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

Risk:

Risk	Mitigation
As detailed in the Appendix 1	As detailed in Appendix 1

Human Resources: (KB 21/12/21)

HR work closely with Health and Safety on a number of the areas detailed in the Annual Corporate Health and Safety Report where there is a direct impact on employees.

Environmental/Sustainability

There are no environmental/sustainability implications arising from the report.

Equalities:

There are no equalities implications arising from the report. Equality implications and any reasonable adjustments which may be required for employees and/or service users who are categorised under a protected characteristic are considered as part of the health and safety risk assessment process.

Other Implications:

There are no other implications arising from the report.

Reason(s) for Urgency

N/A.

Reason(s) for Exemption

N/A

Background Papers

No background papers required.

Report Author and Contact Officer

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ADC Annual Corporate Health and Safety Report

1st April 2020 – 31st March 2021

1.0 Purpose

1.1 This is the Council's Annual Corporate Health and Safety Report which intends to summarise the management of corporate health and safety (including fire safety) and health and safety performance within the Authority between April 2020 and March 2021. Although the Council is not required by law to produce an annual health and safety report, it is considered best practice to do so. The report provides an update on the following key areas:

- (2) Health and safety management system summary
- (3) Health and safety performance / achievements
- (4) Accidents and incidents
- (5) Fire safety
- (6) Health and safety training
- (7) New legislation, guidance & best practice
- (8) Consultation
- (9) Health and safety inspections, audits and legal compliance
- (10) Enforcement agency activity
- (11) COVID-19 response and recovery
- (12) Conclusion
- (13) Planned activity for next year

2.0 Health and Safety Management System Summary

2.1 The Council operates a health and safety management system which fits into the Health and Safety Executive's Health and Safety Management System (HSMS) model, HSG65. This is based on the well-established Plan, Do, Check, Act approach:



The HSE's HSG65 HSMS Model

- 2.2 This system can help to achieve a balance between systems and behavioural aspects of health and safety management. It also treats health and safety management as an integral part of good organisational management arrangements generally, rather than as a separate, stand-alone system.
- 2.3 The Council's Risk and Emergency Planning team are responsible for the provision of effective corporate health and safety and fire safety risk management arrangements and advice for managers across the Council including robust policies, procedures and processes that provide for the health, safety and wellbeing of employees and all other persons who may be affected by the Council's services and operations. This assists the Council in complying with its statutory corporate health and safety and fire safety obligations.

3.0 Health and Safety Performance 2020/21

- 3.1 The Corporate Health and Safety Policy details how the Council manages health and safety and fulfils its statutory obligations as required by the Health and Safety at Work etc. Act and other relevant health and safety legislation. The Policy is kept up to date with new legislative requirements, guidance and best practice by the Risk & Emergency Planning team. The Policy was last reviewed in August 2021 and currently stands at version 5 / 2021.
- 3.2 By far the biggest challenge throughout 2020/21 was the Council's response to the COVID-19 pandemic which significantly influenced the work of not only the Risk & Emergency Planning team but *all* service areas across the Council. The pandemic has had a major impact upon the lives of everyone within the Council and across the District and this unprecedented situation created many various challenges which the Council worked tirelessly to resolve since the pandemic hit in early 2020. Further details of the Council's response to the pandemic are provided in Section 11 of this report.
- 3.3 Throughout the year, quarterly corporate health and safety reports have been presented to the Corporate Leadership Team to keep the team fully up to date with key health and safety developments during each reporting period. The scope of the report covers the following key areas:
- a) New or amended health and safety policies and procedures
 - b) New or forthcoming health and safety legislation, guidance or best practice
 - c) Health and safety incidents (including incidents involving fire)
 - d) Contact with external Enforcement Agencies
 - e) Health and safety audits and inspections
 - f) Health and safety training
 - g) Consultation and health and safety meetings
 - h) Evaluation of compliance
 - i) COVID-19
- 3.4 A new Corporate Clothing and Personal Protective Equipment (PPE) Policy has been produced which seeks to categorise and standardise corporate clothing and PPE issued to and worn by the Council's employees in order to maintain a consistent, professional image across the Council whilst accounting for employee health, safety and welfare at all times. The policy also details the different types of 'traditional' PPE used by the Council and the relevant conformity standard(s) that each item of equipment must adhere to, thus ensuring all PPE is suitable for its intended use, is fit for purpose and is of an appropriate quality standard.

- 3.5 The Council's new lone worker management system has been further embedded across the organisation following procurement of the system in the previous year. This includes the successful management and maintenance of the accompanying online database. This system provides an extra layer of protection and safety for employees who work alone for significant periods of time and for those employees in particularly higher risk situations such as out of hours standby staff.
- 3.6 A new database to improve the management of employee exposure to Hand Arm Vibration has been developed which will assist managers to achieve and maintain compliance with the Control of Vibration at Work Regulations with particular regards to employee health surveillance requirements for Hand Arm Vibration exposure and to subsequently minimise the risk of individuals developing Hand Arm Vibration Syndrome (HAVS).
- 3.7 Two new internal health and safety training courses were designed and delivered in the reporting period which now form part of the Council's portfolio of internally delivered health and safety courses, namely 'Manual Handling for Waste Operatives' and 'Health and Safety Awareness for Cleaners and Caretakers'. The manual handling course enhances existing manual handling training within the Council and was a specific recommendation as a result of a risk audit undertaken by the Council's insurers in 2019.
- 3.8 Management/performance indicators in relation to health and safety and fire safety compliance for the Council's residential sheltered accommodation and general needs blocks of flats were maintained satisfactorily throughout the period despite the significant disruption caused by the COVID-19 pandemic. Key areas covered by these arrangements are health, safety and security surveys of all communal areas, asbestos management, fire risk assessments and safety systems, passenger lifts and water hygiene (legionella control programme).

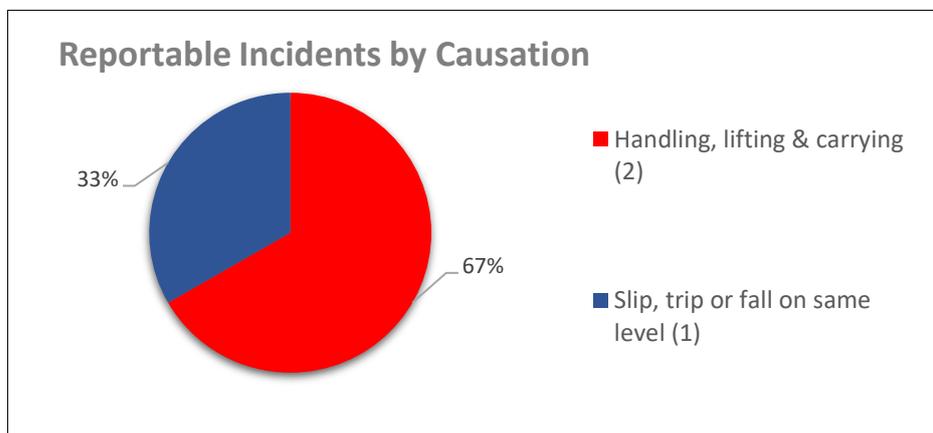
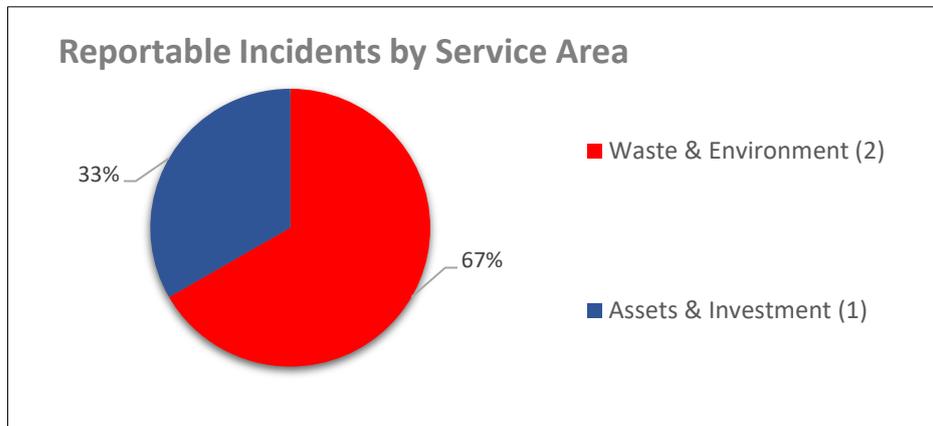
4.0 Accidents / Incidents

- 4.1 During 2020/21, there were three incidents categorised as 'reportable' to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This was because the incidents resulted in the employees concerned being absent from work for more than seven consecutive days due to their injuries. Further details of these incidents have been reported to the Council's Corporate Leadership Team via the quarterly corporate health and safety report.
- 4.2 All incidents categorised as 'reportable' to the HSE and statutory enforcement notices served on the Council over the last 3 years can be summarised as follows:

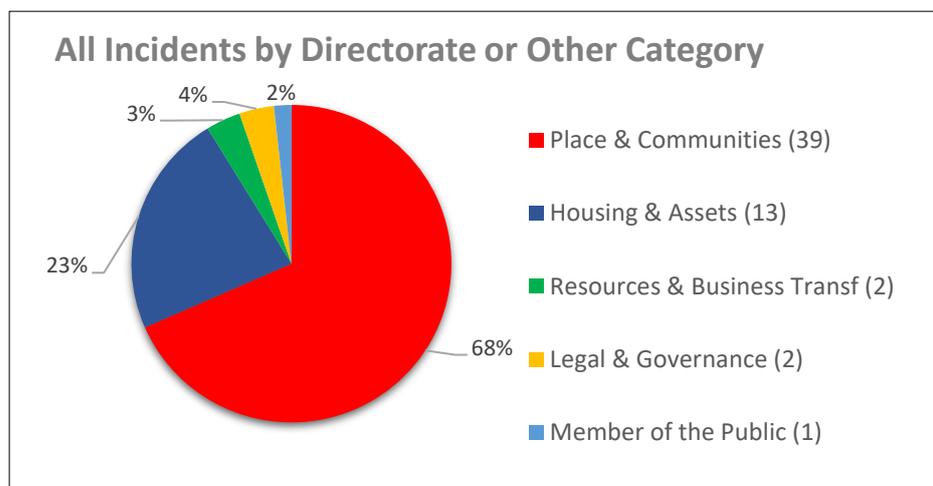
Type	2018/19	2019/20	2020/21
Number of fatalities	0	0	0
Specified 'non-fatal injuries'	3	2	0
Non-fatal injuries to 'non-workers'	0	0	0
Number of 'over 7 day' absence injuries	1	2	3
Specified occupational diseases	0	0	0
Number of dangerous occurrences	2	0	0
Total number of 'reportable' incidents	6	4	3
Number of HSE Improvement Notices	0	0	0

Number of HSE Prohibition Notices	0	0	0
Number of HSE prosecutions	0	0	0

4.3 Incidents reported to the HSE by Service area and causation can be shown as follows:



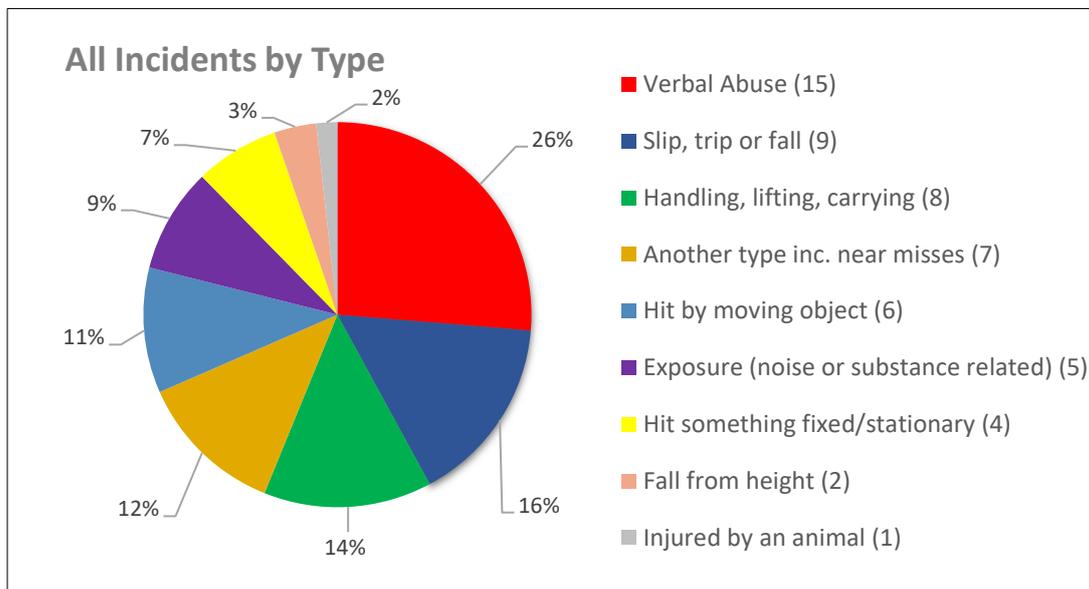
4.4 All incidents for the reporting period, categorised by Directorate (or other category) are shown as follows:



4.5 The total number of incidents has increased by 14% on the previous year and as can be seen, the majority of incidents occurred within the Place and Communities Directorate. However, this is not unusual due to the higher risk nature of the work activities that are undertaken by the Directorate, particularly those delivered from

the Northern Depot. The figure is also swelled by a number of verbal abuse type incidents which accounted for over 25% of all incidents reported by the Directorate.

4.6 All incidents for the reporting period, categorised by type are shown as follows:



4.7 The number of **verbal abuse** type incidents has increased by 36% in comparison to the previous year (third-party perpetrator towards an employee). This type of incident remains difficult to predict and prevent, however, perpetrators are dealt with by the Council and in some cases reported to the Police where this is considered necessary. Individuals can also be placed on the Council’s Corporate Employee Protection Register which is used to alert other colleagues to specific risks posed by individuals.

4.8 Just under 90% of **slip, trip and fall** type incidents occurred within the Waste & Environment Service, almost all of which were attributable to slips, trips and falls on the same level with 33% being caused by hazardous icy conditions during winter months. All slip/trip incidents resulted in personal injury, one of which was reportable to the Health and Safety Executive as an over-seven-day absence injury (as noted above).

4.9 Of all incidents reported during the period, 37 resulted in a physical injury to an employee (65%). Of these injuries, 22% were caused by **manual handling, lifting and carrying** tasks - an increase of 33% on this type of incident compared to the previous year. As previously noted, a manual handling training course designed specifically for waste collection teams has been developed to try to drive improvement in this area. Existing manual handling training for other service areas will also continue in line with the current health and safety training schedule.

4.10 Lessons learned from accidents and incidents are used to assist in the review of health and safety risk assessments and safe systems of work to identify measures to minimise the risk of recurrence of the particular incident and to develop solutions to minimise potential future risks. Lessons learned can also be used to enhance health and safety information, instruction and training for employees to aid in raising levels of awareness amongst the workforce.

5.0 Fire Safety

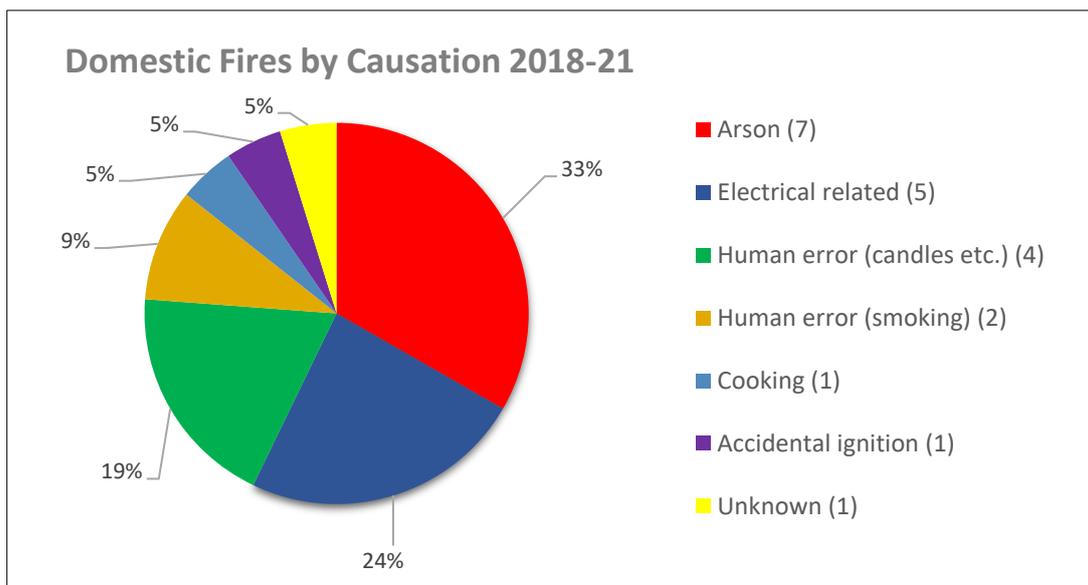
- 5.1 The Regulatory Reform (Fire Safety) Order 2005 (the FSO), requires that effective fire precautions are identified, implemented and maintained in order to protect relevant persons from the risk of fire. The Order only applies to non-domestic premises. However, this does include the communal areas of the Council's sheltered schemes and general needs blocks of flats including areas such as lobbies, stairwells, landings, corridors, bin stores and communal kitchens etc.
- 5.2 The following table provides details of the Council's residential properties with communal areas which are therefore subject to the above statutory fire safety requirements. As can be seen, the Council does not own any residential premises that are in excess of 3 storeys:

Type of Building	No. of Storeys	Classification	No. of Buildings / Blocks
Sheltered Schemes	3	Low rise	3
	2		9
General Needs Blocks of Flats	3		31
	2		71

- 5.3 A small number of Fire Risk Assessment (FRA) reviews relating to general needs blocks of flats owned and managed by the Council were delayed slightly during the reporting period due to the pandemic, in particular during the second lockdown (12 out of the 143 FRA reviews). However, 92% of all FRA reviews including sheltered accommodation buildings were completed in line with the FRA review programme. Of those reviews that were delayed, all were completed within 3 months of the original review date.
- 5.4 The Council's Risk & Emergency Planning team have taken over responsibility for conducting FRAs and assessment reviews at relevant commercial premises. As part of this work, the assessment review schedule has been refreshed and work has commenced to transfer existing FRAs onto the FRA template used for Council workplace and residential FRAs. This template is based on the FRA template previously developed by Nottinghamshire Fire & Rescue Service (NF&RS).
- 5.5 The following table shows the fire safety statistics for the last 3 years:

Type	2018/19	2019/20	2020/21
Workplace/commercial fires	0	0	0
Domestic fire incidents (see below)	11	4	6
Fatalities due to fire	0	0	0
Alteration Notices issued by NF&RS to ADC	0	0	0
Enforcement Notices issued by NF&RS to ADC	0	0	0
Prohibition Notices issued by NF&RS to ADC	0	0	0

- 5.6 As can be seen, there have been 21 fires in total reported at domestic properties managed by the Council in the last 3 years. These are categorised by causation as follows:



5.7 Out of all domestic fires reported since April 2018, 1 fire (4.8%) has been reported in relation to sheltered accommodation buildings and 2 fires (9.5%) in relation to general needs blocks of flats. Thankfully, there have been no fatalities linked to any of these fires.

5.8 A range of mitigating actions are available to, and used by the Council in response to domestic fire incidents or as part of good fire safety management arrangements generally, and these can be summarised as follows:

- Undertaking regular fire risk assessment reviews and fire safety and security inspections of communal areas at sheltered schemes and general needs blocks of flats
- Taking appropriate action to reduce the risk of arson e.g. a well-established process is in place for the reporting and removal of fire hazards in communal areas and where appropriate, application of increased safety and security checks
- Fire incidents attributable to arson are reported to the Police (crime numbers allocated) and appropriate action taken against perpetrators
- Lockable wheeled bins are in place at various locations across the District
- Re-modelling external bin storage facilities to minimise the risk of arson
- Fire safety signage and information posted at relevant locations
- Repairs codes to track the progress of health and safety repairs including repairs to fire doors, bin storage areas, security issues etc.
- Distribution of the Council's 'Tenant's Guide to Fire Safety' booklet and publication of this information on the Council's website
- Where appropriate, face-to-face fire safety advice is provided to tenants
- Letters to tenants of general needs blocks of flats to discourage the storage of household and personal items in communal areas
- 'Vulnerable Persons' training has been previously delivered by NF&RS to frontline employees to raise awareness of persons who may be at an increased risk of fire and how to refer such information to the Fire Service.

6.0 Health and Safety Training

6.1 The programme of planned health and safety training was disrupted during the year due to the pandemic and the subsequent adjustments that had to be made

to working arrangements. As a result, a number of classroom style courses were postponed, however, these have since been added back into the health and safety training programme for 2021/22.

- 6.2 Classroom style Covid-secure health and safety training recommenced in April 2021 for limited numbers of attendees including trades health and safety awareness, manual handling, sharps safety, work at height and fire safety training
- 6.3 Although the pandemic caused significant disruption to certain training events, relevant employees were still able to complete the mandatory corporate health and safety training courses on the ELA Learning Together e-learning training platform covering general health and safety awareness/fire safety and personal safety/lone working. Compliance with these courses in terms of attendance as at 31st March 2021 was 83% and 56% respectively.
- 6.4 Respirator face-fit testing/training was completed for those employees (circa 40) who would be expected to wear tight-fitting respiratory protective equipment (RPE) such as disposable FFP3 or re-usable half-face masks for their work duties. This training was already well established, however additional training was required due to the purchase of different types of RPE during the pandemic (a direct result of the national PPE shortages experienced during 2020).
- 6.5 The Council's Intranet is also used throughout the year to deliver key health and safety messages and updates and also provides colleagues with access to the full suite of corporate health and safety policies and procedures including those produced in response to the COVID-19 pandemic.

7.0 New Legislation, Guidance or Best Practice

- 7.1 Following the Grenfell Tower fire tragedy and subsequent (ongoing) formal Inquiry, plus the Independent review of Building Regulations & fire safety by Dame Judith Hackitt (published back in May 2018), recommendations were made to government as to how to deliver a more intensive regulatory framework for the future of building and fire safety. Ultimately, this has led to the Government introducing a new Fire Safety Bill (now the Fire Safety Act) and Building Safety Bill.
- 7.2 The Fire Safety Bill became the **Fire Safety Act 2021** on 28/04/21 although at the time of writing, had not yet come into force. The Act itself is quite brief and can be summarised as follows:

(a) it seeks to amend the Regulatory Reform (Fire Safety) Order to require all duty holders to assess, manage and reduce the fire risks posed by the *structure and external walls* of the buildings they are responsible for (including cladding, balconies and windows) and *flat entrance doors* opening onto common parts of the building

(b) it applies to all multi-occupied residential buildings and is **not** dependent on the height of the building

(c) it is designed to provide a foundation for secondary legislation to implement any future recommendations made from the Grenfell Tower Inquiry (and so would not require another Act of Parliament to do this)

(d) it allows the Fire and Rescue Service to enforce against non-compliance in relation to the external walls and flat entrance doors that open onto communal areas.

- 7.3 The final version of the government's draft **Building Safety Bill** was introduced into the House of Commons on 05/07/21. The Bill will introduce a new building safety regime to be overseen and regulated by the HSE to ensure building safety is maintained throughout the design, construction and occupation of *high-rise* residential buildings, thus creating enhanced accountability and responsibility for ensuring residents remain safe in their homes.
- 7.4 This will apply to all *new* multi-occupied residential buildings over 18 metres (six storeys) in height. As previously noted, the Council does not own any residential premises that meet such criteria. However, existing 'higher risk' buildings (no definition of 'higher risk' has been provided as yet) may well be brought within the scope of the system on a phased basis in future.
- 7.5 For occupied high-rise buildings, an 'accountable person' must be appointed to oversee the ongoing safety management of each building. The accountable person must appoint a 'building safety manager' to ensure the building operates safely on a day-to-day basis.
- 7.6 In addition to the above, the Government published the **Social Housing White Paper** (The Charter for Social Housing Residents) on 17th November 2020. Within it are specific duties in relation to health and safety to ensure residents *remain safe* as well as *feel safe* in their homes.
- 7.7 The White Paper does not introduce any new construction or maintenance obligations for landlords, but it does link into the wider regulatory changes recently introduced by the Fire Safety Act and Building Safety Bill (as summarised above).
- 7.8 Landlords will need to have in place a nominated, publicly named person who is responsible for health and safety compliance and who will collect, produce and share performance information (at least annually) on national Key Performance Indicators in the following key health and safety regulatory/compliance areas:
- Gas safety
 - Electrical safety
 - Fire safety
 - Asbestos safety
 - Water hygiene
 - Passenger lift safety

8.0 Consultation

- 8.1 The Council operates a Corporate Health and Safety Committee which is constituted under the relevant sections of the Health and Safety at Work etc. Act and in accordance with the Safety Representatives and Safety Committee Regulations to review and consult, in good time, with employees on matters of health, safety and welfare at work. Formal Terms of Reference support the Committee and these have been reviewed and refreshed during 2021.

8.2 The Committee commit to meeting twice per annum, however only met once in the reporting period in November 2020. The meeting scheduled for May 2020 had to be cancelled due to emergency response work brought about by the COVID-19 pandemic.

8.4 Other arrangements used for effective health and safety consultation with employees within the Council include the quarterly Trade Union Health and Safety Consultation meetings which, due to the pandemic and subsequent operational issues, only met once during the reporting period.

9.0 Health and Safety Inspections, Audits and Legal Compliance

9.1 The Council runs a schedule of planned health and safety inspections of ADC workplaces, residential communal areas (with a fire safety focus) and commercial properties. Inspection targets were obviously adversely affected due to the pandemic, particularly during the early stages between April and August when certain individuals were required to shield. Health and safety audits of commercial premises were suspended in full. A summary of the various inspections and audits completed during the reporting period is as follows:

Period	<i>Property Surveys</i> (health, safety & security inspections of residential communal areas including fire safety)	<i>Workplace health and safety inspections</i>	<i>Commercial Property health and safety audits / inspections</i>
Apr - Jun '20	169	2	0
July - Sep '20	256	6	0
Oct - Dec '20	226	6	0
Jan - Mar '21	301	6	0
Completion against schedule	77%	83%	0%

9.2 Health and safety legal compliance is evaluated using a Health and Safety Legal Register Database and through reference to internal health and safety inspection, audit and incident developments. There were no significant issues to report from the inspection/audit programme during the reporting period i.e. items considered to be causing serious & imminent danger or items suggesting a breach of legal compliance requiring management intervention.

10. Enforcement Agency Activity

10.1 The **Health and Safety Executive (HSE)** carried out three unannounced COVID-19 compliance inspections at the Council's workplace premises during April and May 2021. These consisted of one inspection at Urban Road Offices and two inspections at the Northern Depot. Although slightly out of the reporting period, it is pleasing to report that no issues or concerns were raised by the HSE and the Council was found to be fully compliant with the government's Covid-secure guidance that was in place at the time of the visits.

- 10.2 The Council were notified by **Nottinghamshire Fire and Rescue Service (NF&RS)** regarding their intention to carry out a series of planned pro-active fire safety audits/inspections at a number of the Authority's residential blocks of flats and sheltered accommodation buildings during May 2020. However, due to the pandemic, these visits were postponed by NF&RS.
- 10.3 However, NF&RS did carry out accompanied visits to two of the Council's residential general needs blocks of flats during the reporting period following a fire at Leamington Hall Flats in July 2020 and reports of discarded combustible items in the communal areas at Brickyard Drive flats. No major issues were noted but a number of building improvements were recommended by NF&RS which were agreed with the Council and have since been tracked through to completion with ongoing consultation with the Fire Authority.

11. COVID-19 Response and Recovery

- 11.1 As already stated, and as indicated throughout this report, by far the biggest challenge throughout 2020/21 was the Council's response to the COVID-19 pandemic whilst maintaining appropriate levels of service delivery across the Council. Since the early stages of the outbreak the Council has had officer representation on the many Nottingham and Nottinghamshire Local Resilience Forum (LRF) emergency response Groups/Cells (listed below) and has remained part of the co-ordinated response and recovery process alongside all Nottinghamshire Local Authority partners and other relevant agencies.

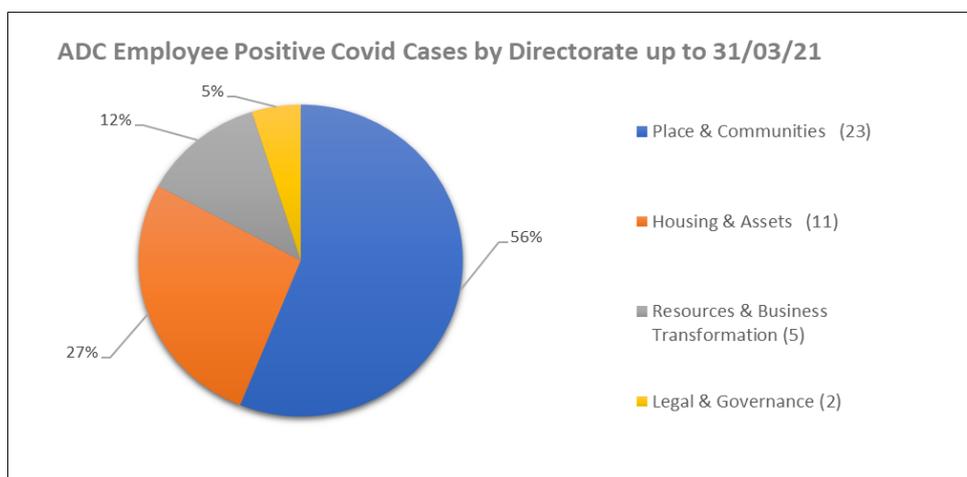
LRF COVID-19 Emergency Response Groups / Cells

- Strategic Co-ordinating Group
- Recovery Co-ordinating Group
- Tactical Co-ordinating Group
- Local Authority Cell
- Humanitarian Assistance Group
- Excess Deaths Cell
- Finance / Economy Cell
- Communications Cell
- Housing Sub-Group
- Community Support Hubs Cell
- Waste Cell
- Public Realm Sub-Group
- Local Outbreak Cell
- Complex Needs Cell
- COVID-19 Health Protection Board
- Gas Cell
- HAG Food Insecurity Task and Finish Group
- Economic Recovery Cell

- 11.2 An ADC COVID-19 Incident Management Team was formed in March 2020 which continued to meet on a weekly basis and then 'as and when' required to discuss national and local Covid developments, updates and potential changes required to existing Covid response arrangements, including workplace safety arrangements.
- 11.3 All internal controls and management arrangements in relation to the Council's response and recovery were initially used to inform the Council's Corporate COVID-19 Risk Assessment which was drafted in March 2020. This continued to be updated with ongoing response and recovery measures until specific government workplace guidance was published in May 2020, namely 'Working Safely During Coronavirus'. At this point, the Council drafted the first version of its 'Workplace Covid-Secure' Risk Assessment in June 2020.
- 11.4 As the situation developed and government guidance constantly changed, the Covid-secure risk assessment was continually reviewed, updated and communicated to

colleagues as was the constant flow of comprehensive guidance issued by the Human Resources team. The current version of the Workplace Covid risk assessment now stands at version 12.

- 11.5 An 'ADC COVID-19 Interim Personal Protective Equipment (PPE) Guidance and Priority Matrix' document was also produced to assist managers in assessing and deciding what PPE was/is required for worker protection whilst remaining consistent with national PPE guidance. This also helped to ensure the Council's distribution of PPE amongst its workforce was prioritised towards those employees delivering critical functions / services which was necessary due to the national PPE shortage at the time and subsequent low levels of internal PPE stock.
- 11.6 In addition, an ADC 'Individual Risk Assessment' was produced for managers to conduct specific risk assessments with individuals who expressed concerns in relation to COVID-19, taking into account their particular personal circumstances. These assessments are designed to assist in the identification of appropriate safe working arrangements for those in, or closely linked to persons in recognised 'at risk' groups such as those categorised as Clinically Extremely Vulnerable.
- 11.7 Further health and safety documentation was produced as the pandemic developed and a summary of the corporate COVID-19 health and safety documents used in the response to the pandemic, and used by service managers to inform their service level risk assessments and safety management arrangements is as follows:
- ADC Workplace COVID-19 Secure Risk Assessment (now v12 - Nov '21)
 - ADC Individual Risk Assessment (COVID-19) (now v5 - July '21)
 - ADC COVID-19 Interim PPE Guidance and Priority Matrix (now v4 - April '21)
 - ADC May '21 Elections COVID-19 Secure Risk Assessment (now v2 - Apr 2021)
 - ADC Council Meetings COVID-19 Secure Risk Assessment (v1 - Apr 2021)
- 11.8 As progression through the roadmap out of lockdown took place and restrictions began to be lifted, the Council continued to adapt and respond to government guidance accordingly. This included reviewing our safe working arrangements where certain particular challenges were experienced through the delivery of Covid-secure elections, return to face-to-face Council meetings and the re-opening of the Urban Rd offices to the public.
- 11.9 The following pie chart shows by Directorate, the number of employees who unfortunately contracted COVID-19 up to 31st March 2021:



11.9 The Council has also assisted the health authorities over the last 18 months with the provision of a number of sites within the District that were able to accommodate community Covid testing facilities. These consist of sites for the deployment of drive-through Mobile Testing Units (MTUs), walk-through local testing sites (LTSs) and collect and drop facilities for self-testing kits.

12. Conclusion

12.1 In summary, 2020/21 proved to be an extremely challenging year for the Authority in terms of maintaining service delivery whilst responding to the challenges brought about by the COVID-19 pandemic. However, the Council managed to maintain excellent standards of service delivery across the Authority whilst remaining compliant with health, safety and wellbeing standards required and expected from both a legal and moral perspective.

12.2 For the second year running, there has been a reduction in the number of 'notifiable' (to the HSE) incidents reported coupled with zero enforcement notices issued by the HSE or Fire Authority. In addition, and although more difficult to control, it is pleasing to report that there has been a very low number of domestic fires reported in relation to Ashfield District Council domestic properties.

13.0 Planned Activity for 2021/22

13.1 The planned activities and key tasks and targets for the Risk & Emergency Planning team for the year 2021/22 to further drive improvements in health and safety performance and the Council's health and safety management system can be summarised as follows:

- Ongoing development of the Council's health and safety management system
- Ongoing COVID-19 response and recovery work including continued support for local testing arrangements
- Ensure that all key performance indicators where responsibility is assigned to the Risk & Emergency Planning team are achieved and maintained to the required standard, particularly those applied to health and safety compliance for residential premises
- Continue with planned health and safety inspections and audits of Council workplaces and service areas or deliver these on an ad hoc basis to meet specific service needs
- Manage and maintain accident / incident data and recording systems and continue to report statistical information to the Council's Corporate Leadership Team on a quarterly basis
- Complete the full Fire Risk Assessment Review programme for ADC Workplaces, residential premises and commercial premises
- Deliver all health and safety training courses as scheduled for the year, including the recently introduced manual handling training for specified waste, environmental and transport teams based at the Northern Depot
- Develop appropriate response to any regulatory developments brought about by the Charter for Social Housing Residents (The White Paper) for all aspects of health and safety compliance for residential premises (particularly fire safety, asbestos management, legionella control and passenger lift safety)
- Develop appropriate response to any regulatory developments brought about by the Fire Safety Act and/or Building Safety Bill

- Continue to manage and maintain the Council's corporate lone worker management system
- Embed the new Hand Arm Vibration Syndrome (HAVS) database to assist managers with their employee HAVS health surveillance arrangements, records and ongoing referrals via Occupational Health
- Undertake further noise assessments of higher risk noise work processes to seek statutory compliance with the Noise at Work Regulations and with particular regards to employee health surveillance i.e. audiometric testing requirements
- Comprehensive review, update and re-publication of the Council's 'Tenant's Guide to Asbestos' booklet

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