

**ASHFIELD DISTRICT COUNCIL**



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

## **Agenda**

### **Cabinet**

Date: **Monday, 18th September, 2023**

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Time: **2.00 pm**

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

For any further information please contact:

**Lynn Cain**

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01623 457317

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# Cabinet

## Membership

**Chairman:** Councillor Jason Zadrozny

**Councillors:**

Samantha Deakin  
Tom Hollis  
Rachel Madden  
Matthew Relf  
John Wilmott

Vicki Heslop  
Christopher Huskinson  
Andy Meakin  
Helen-Ann Smith

## FILMING/AUDIO RECORDING NOTICE

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## SUMMONS

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



**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 31 July 2023.** 7 - 14
4. **Corporate Plan 2023-2027.** 15 - 40  
**Key Decision**  
Councillor Jason Zadrozny – Leader of the Council
5. **Proposed Land Transfer.** 41 - 48  
**Key Decision**  
Councillor Tom Hollis – Deputy Leader and Executive Lead Member for Strategic Housing and Climate Change
6. **Housing Complaints.** 49 - 62  
**Non-Key Decision**  
Councillor Andy Meakin – Executive Lead Member for Social Housing and Assets  
  
Councillor Vicki Heslop – Executive Lead Member for Customer and Digital Experience
7. **2023/24 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at July 2023.** 63 - 96  
**Key Decision**  
Councillor Rachel Madden – Executive Lead Member for Finance, Revenues and Benefits

8. **Major Projects and Funding: Programme Monitoring Report.** 97 - 118

**Non-Key Decision**

Councillor Matthew Relf – Executive Lead Member for Growth, Regeneration and Local Planning

Councillor Helen-Ann Smith – Deputy Leader and Executive Lead Member for Community Safety and Crime Reduction

9. **Annual Corporate Health and Safety Report 2022/23.** 119 - 136

**Non-Key Decision**

Councillor John Wilmott – Executive Lead Member for Governance

10. **Recommendations: Local Plan Development Committee - 11 September 2023** 137 - 152

11. **Approval to Purchase a Site at Lowmoor Road from Nottinghamshire County Council (NCC) by Ashfield District Council (ADC).** 153 - 162

**Key Decision**

Councillor Rachel Madden – Executive Lead Member for Finance, Revenues and Benefits

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

A Member of the Cabinet is asked to move:-

“That in accordance with the provisions of Section 100A of the Local Government Act 1972, the press and public be now excluded from the meeting during the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 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.”

13. **Analogue Services.** 163 - 172

**Key Decision**

Councillor Andy Meakin – Executive Lead Member for Social Housing and Assets

**14. Write Offs over £10K (Sundry Debtors & Overpaid Housing Benefit).**

173 - 176

**Non-Key Decision**

Councillor Rachel Madden – Executive Lead Member for Finance, Revenues and Benefits

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## CABINET

Meeting held in the Council Chamber, Council Offices, Urban Road, Kirkby-in-Ashfield,  
on Monday, 31st July, 2023 at 10.00 am

**Present:** Councillor Tom Hollis in the Chair;

Councillors Rachel Madden, Andy Meakin,  
Matthew Relf and John Wilmott.

**Apologies for Absence:** Councillors Samantha Deakin, Vicki Heslop,  
Christopher Huskinson, Helen-Ann Smith and  
Jason Zadrozny.

**Officers Present:** Lynn Cain, Ruth Dennis, Theresa Hodgkinson,  
Peter Hudson, Jas Hundal, Paul Parkinson and  
Chris Stephenson.

**In Attendance:** Louise Ellis and Christine Sarris

**CA.8 Declarations of Disclosable Pecuniary or Personal Interests  
and/or Non-Registrable Interests**

No declarations of interest were made.

**CA.9 Minutes**

RESOLVED

that the minutes of the meeting of the Cabinet held on 26 June 2023, be  
received and approved as a correct record.

(In accordance with Council Procedure Rule 4 (Order of Business), the  
Chairman advised that he would be considering agenda item 5 (Be Healthy,  
Be Happy Annual Report 2022/23) as the next item of business. Cabinet  
Members concurred with this course of action.)

**CA.10 Be Healthy, Be Happy Annual Report 2022-23**

Cabinet was advised as to progress made in year two of the Be Healthy, Be  
Happy Strategy 2021–25, by partners of the Ashfield Health and Wellbeing  
Partnership.

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

**RESOLVED**

that the progress made regarding the work of the Ashfield Health and Wellbeing Partnership during year two of the Be Healthy, Be Happy Strategy 2021–25, be noted.

**Reason:**

Significant progress had been made during 2022-23 to further align the partnership to key strategies, such as the Nottinghamshire Health and Wellbeing Strategy, and to ensure key organisations were represented and could influence the work of the partnership. Numerous projects and programmes had been delivered to facilitate the aims of the Be Healthy, Be Happy Strategy.

**CA.11 Funding Update**

Members received an update on funding allocations, progress of funded programmes and bids for external funding. Members were also asked to approve the adding of Public Open Space Section 106 contributions to the Capital Programme and to acknowledge a potential future cost pressure for the Public Sector Decarbonisation Scheme (PSDS) programme which may require additional Council funding in the future.

As part of their deliberations, Members considered alternative options to decline to approve the allocation of S106 funding on the Capital Programme and to not recommend acceptance of funding if the Arts Council bid was successful. Neither course of action was recommended.

**RESOLVED that**

- a) the progress for Future High Streets Fund, Towns Fund, UKSPF and Community Safety funding programmes, as presented, be noted;
- b) Council be recommend to approve the revised Towns Fund re-profiled funding programme for the Capital Programme;
- c) the submission of an expression of interest to the Arts Council be noted and a recommendation be made to Council to accept the grant monies and to act as the Accountable Body should the bid be successful;
- d) a recommendation be made to Council, following receipt of funds, that Section 106 monies be included on the Capital Programme as outlined in the report;
- e) the potential future cost pressure in relation to the Hucknall Leisure Centre PSDS scheme which might require the allocation of additional Council funding in the future, be noted.

**Reasons:**

1. To ensure that Cabinet is kept updated on progress with the funding programmes and submission of funding bids.
2. To ensure that projects and spend within the funding programmes are achieved within the set timeframes and programme budget envelopes.



3. To ensure that if funding bids are successful grant monies can be accepted and project delivery begun.
4. To ensure delivery of the Council's Corporate Plan and improvements to parks and green spaces with a rolling programme of investment.
5. To ensure funding streams are delivered collaboratively and effectively.
6. To ensure Members are aware as early as possible about the potential cost pressures which may require additional Council funding in the future.

**CA.12 Draft Financial Outturn 2022/23 for General Fund, Housing Revenue Account (HRA) and Capital Programme**

Cabinet was asked to consider the details of income and expenditure incurred in 2022/23 in respect of the General Fund, the Housing Revenue Account (HRA) and the Capital Programme and how this compares to the revised budgets, including any significant variances.

As the financial outturn position was reported in accordance with the 2022/23 draft Statement of Accounts, there were no alternative options for Members to consider.

RESOLVED that

- a) the 2022/23 unaudited draft Outturn for the General Fund, the Housing Revenue Account and the Capital Programme, as presented, be received and noted;
- b) the in-year movements to and from reserves, as outlined in the report at Appendix 2, be also noted;
- c) Council be recommended to approve a carry forward of the £21.419m underspend on the Capital Programme to 2023/24 due to slippage (delays to schemes) included in the approved Programme shown at Section 4.

Reason:

To report to those charged with governance, the Council's unaudited draft financial outturn for 2022/23 and comply with the Council's Financial Regulations.

**CA.13 Council's Insurance Arrangements 2022/23**

Cabinet was advised as to the latest position concerning insurance funds and premiums paid during 2022/23.

As part of the presentation Members were asked to approve an additional recommendation in relation to a proposed 20% increase in both the Tool allowance claim value and the employee excess, as these elements had not increased since the Policy was first introduced and the cost of tools has increased significantly over this time. In real terms this would increase the amount claimable to a maximum of £1,200 (from £1,000) and the excess

payable by the employee will increase from £50 to £60.

Members considered the alternative option of declining to approve any increase to the Tool allowance claim value and the employee excess, in accordance with the Policy and as requested at the meeting.

RESOLVED that

- a) the contents of the 2022/23 Annual Insurance Report, as presented, be received and noted;
- b) with immediate effect, the Tool allowance claim value and the employee excess, as outlined in the Policy, be increased by 20%.

Reason:

To meet the requirements of the Council's Financial Regulations (C.37) and to ensure the Policy has taken account of the rising costs of tools, thus remaining fit for purpose.

#### **CA.14 Housing Ombudsman Service – Complaint Handling Code – Revised Self-Assessment**

Cabinet was provided with an overview of the Housing Ombudsman's Complaint Handling Code, the requirements for the Council to ensure full compliance and an explanation as to how the Council would meet them.

Members considered the alternative option of declining to approve the revised annual self-assessment and its subsequent publication on the Council's website.

RESOLVED that

- a) the requirements and obligations on the Council under the Housing Ombudsman Service's Complaint Handling Code, be duly acknowledged;
- b) the revised annual self-assessment, as presented, be approved and published on the Council's website.

Reason:

Compliance with the Complaint Handling Code forms part of the statutory membership obligations set out in the Housing Ombudsman Scheme. Landlords must comply with the requirements of the Code or offer an explanation to the Ombudsman, as to why they do not. Once the Social Housing (Regulation) Bill receives Royal Assent, compliance with the Complaint Handling Code will also become a regulatory requirement for social housing landlords.

#### **CA.15 Civil Penalties Policy - Update**

Cabinet was informed as to the need to review the Council's Civil Penalty Policy relating to housing enforcement in response to rulings made by the First Tier Property Tribunal Service and good practice and to approve the revised Policy as shown at Appendix A to the report.

(In accordance with the Members' Code of Conduct and the Council's constitution, Councillor Tom Hollis declared a Non Registrable interest in respect of this item. His interest arose from the fact that he was currently a private landlord of a property located within the Council's designated Selective Licensing Scheme area.)

Members considered the alternative option of declining to approve the revised Policy but this was not recommended, as it was deemed important for the Council's Policy to reflect the latest Tribunal rulings and good practice.

RESOLVED that

- a) the reasons why the Council's Civil Penalty Policy relating to housing enforcement required updating, be received and noted;
- b) the revised Civil Penalty Policy as attached at Appendix A to the report, be approved;
- c) delegated authority be granted to the Executive Director of Place, in consultation with the Deputy Leader and Executive Lead Member for Strategic Housing and Climate Change, to make minor future changes to the Policy in response to Tribunal rulings, good practice and regulatory change.

Reasons:

1. The issuing of Civil Penalty Notices and Civil Penalty Fines is an established and important tool for dealing with rogue landlords. It is used for serious offences, as an alternative to prosecution through the courts.
2. The Council must ensure its Civil Penalty Policy is accurate and up to date, reflecting tribunal rulings, any changes to the regulations and good practice. As the concept of Civil Penalties is relatively new (nationally), it is a policy that needs to be reviewed on a regular basis.
3. The revised Civil Penalty Policy (Appendix A), reflects the latest practice and will ensure the Council is as compliant as possible, thus protecting it from challenge.

#### **CA.16 Proposed Demolition and Redevelopment of two Community Centres for Affordable Housing**

Cabinet was advised about an opportunity to develop a small number of Council owned sites within Sutton in Ashfield, for the purpose of affordable housing, with approval of the development proposals being sought.

Members considered the alternative option of declining to approve the development proposals but acknowledged that this would leave the Council with two underused centres that were expensive to run and required ongoing investment.

RESOLVED

that subject to planning consent and confirmation of Homes England

funding:

- a) the demolition of two community Centres, namely Mill House and Brierley House, for the purpose of redeveloping the land for much needed housing let on an affordable rent basis, be approved;
- b) Council be recommended to approve the use of Housing Revenue Account reserves, and if needed commuted sums, to fund the site clearances and the development of 4 new Council homes;
- c) delegated authority be granted to the Executive Director of Operations, in conjunction with the Corporate Resources Director and the Executive Director of Place, to negotiate and formalise fees, scheme costs, specification, delivery and any other aspect of the development;
- d) delegated authority be granted to the Executive Director of Operations, in conjunction with the Executive Director of Place, to procure and appoint a contractor to develop the site;
- e) delegated authority be granted to the Executive Director of Operations, in conjunction with the Executive Director of Place, 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 a maximum payback period of 40 years.

Reason:

To enable a project that will increase the Council's housing stock in order to meet significant levels of demand for affordable rented properties within the District.

#### **CA.17 Recommendations: Local Plan Development Committee - 3 July 2023**

Cabinet was requested to consider and approve four recommendations from the Local Plan Development Committee meeting held on 3 July 2023.

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

##### Minute No. LP.3

##### Local Plan Regulation 19, Vision, Key Issues and Strategic Objectives

RESOLVED

that the changes to the Vision, Key Issues and Strategic Objectives for the Regulation 19 Local Plan, as set out in the report, be approved.

##### Minute No. LP.4

##### Local Plan Regulation 19: Revised Plan Period

RESOLVED

that the re-basing the Local Plan period from 2020-2038 to 2023-2040 for the Regulation 19 Local Plan, in accordance with the details set out in the report, be approved.

Minute No. LP.5

Local Plan Viability, Affordable Housing and Infrastructure

RESOLVED

that the conclusions of the Whole Plan Viability Assessment, March 2023, as set out in the report, to form the basis of the Local Plan policies for the provision of affordable housing and infrastructure contributions, be approved.

Minute No. LP.6

Local Plan Settlement Boundary, Larch Close, Underwood and Main Urban Area Boundary, Back Lane, Skegby

RESOLVED

that approval be given to adopt the changes to the Main Urban Area boundary and the New Settlement boundary, as contained in the Regulation 19 Local Plan and as outlined in the report.

Reason:

To ensure all recommendations from the Council's committees are duly considered by Cabinet, thus ensuring the business of the Council is progressed in a timely manner.

The meeting closed at 11.18 am

Chairman.

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>18<sup>TH</sup> SEPTEMBER 2023</b>
<b>Heading:</b>	<b>CORPORATE PLAN 2023-2027</b>
<b>Executive Lead Member:</b>	<b>LEADER</b>
<b>Ward/s:</b>	<b>ALL</b>
<b>Key Decision:</b>	<b>YES</b>
<b>Subject to Call-In:</b>	<b>YES</b>

### **Purpose of Report**

This report presents to Cabinet the proposed new Corporate Plan for approval prior to being presented to Full Council on 25th September 2023.

### **Recommendation(s)**

1. For Cabinet to approve the new Corporate Plan and recommend it to Council
2. To authorise the Chief Executive in consultation with the Leader to review and revise the Corporate Scorecard, aligned to the Corporate Plan
3. To authorise the Chief Executive in consultation with the Leader to make minor amendments to the document and finalise design work prior to publication, if required.

### **Reasons for Recommendation(s)**

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

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. The Corporate Plan aligns to the Council's overarching Strategic Direction.

Our priorities for the future, as identified in the new Corporate Plan, have been translated and cascaded into specific projects and initiatives, the successful delivery of which will be monitored

through our Performance and Strategic Planning Framework, and into Service Plans to facilitate focussed delivery.

The Council remains ambitious, and as such, the new Corporate Plan captures and reflects our ongoing ambitions for the next four years.

## **Alternative Options Considered**

To extend and refresh the current corporate plan. A robust review of the Council's future priorities will ensure the new Corporate Plan best captures and reflects the strategic direction of the Council for the next four years.

## **Detailed Information**

The Council's previous Corporate Plan covered the period 2019 - 2023.

The proposed new Corporate Plan sets out our revised priorities for the future and the key projects and initiatives we intend to deliver. The Corporate Plan sits above a wider strategic context which includes the Corporate Project Management Framework, Corporate Performance Framework and a range of strategic documents relating to the organisation and its services.

A balanced scorecard methodology is used to enhance the organisation's performance framework and ability to understand how successfully the Corporate Priorities are being delivered, the approach providing a more rounded view on performance with a greater emphasis on customer satisfaction and quality.

The Corporate Plan has been reviewed and refreshed to ensure alignment to the Council's future ambitions and Corporate Priorities for the next four years (2023-2027).

## **Implications**

### **Corporate Plan:**

The report presents the content of a new Corporate Plan for approval by Cabinet prior to endorsement by Full Council. The new Corporate Plan sets out the Council's proposed priorities for the period 2023 to 2027, and intended deliverables which will be monitored and managed through the Corporate Performance Framework.

### **Legal:**

The Council's new Corporate Priorities and strategic plans have been developed in consideration of current and forthcoming legislative requirements. [RLD 22/08/2023]

### **Finance:** [PH 18/08/2023]

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	The Corporate Plan has been developed in alignment with the Medium-Term Financial Strategy and the



General Fund – Capital Programme	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.
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	
Financial performance during the 4-year term of the Corporate Plan will be considered on a regular basis via financial monitoring reports to both Cabinet and Council.	

**Risk:**

<b>Risk</b>	<b>Mitigation</b>
Absence of a Corporate Plan would result in a lack of prioritisation and focus on delivering what matters	Agreed Corporate Plan every four years which is delivered via the organisation's project management framework
Poor performance would potentially result in inability to deliver the corporate priorities as specified in the corporate plan	Regular monitoring of performance and robust performance management through the Authority's performance framework

**Human Resources:**

The 'Innovate and Improve' Priority proposes key programmes and projects which will be focussed on delivering the Organisational Development Strategy and developing employees. [KB 25/08/23]

**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**

Corporate Plan 2023-2027

## **Report Author and Contact Officer**

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## **Sponsoring Executive Director**

**Craig Bonar**

**EXECUTIVE DIRECTOR - TRANSFORMATION**

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Look to the Stars mural in Sutton town centre

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# CORPORATE PLAN 2023-2027

OUR PLAN TO BUILD A GREAT ASHFIELD



# Introduction

Our ambition is to be 'Great' across all our services. Our focus is to look forwards. To make positive change and market our new offer. Building on our successes in securing over £100m external funding for the District, we remain ambitious for the future. We will continue to seek further investment for our towns, leisure, parks and open spaces, housing and homes, decarbonisation, safer communities, and skills and learning, to create high-wage, high-skill jobs of the future.

We are driving local growth through innovation and by adopting a 'can-do' attitude. So, we're diversifying our local economy and maximising the benefits of our location - right next to the M1 sitting between the core cities of Nottingham and Sheffield.

We want to be known as the 'future UK centre of excellence in automated technology and distribution.' Major investments will finance 20 key projects which will genuinely transform Ashfield over the next three years, including our flagship Automated Distribution and Manufacturing Centre (ADMC), due to open in 2024, and a new Planetarium and Science Discovery Centre at Sherwood Observatory (the biggest publicly accessible telescope outside Greenwich).

We are ambitious and are working with our partners to make a difference for the people of Ashfield. Working in partnership including the emerging East Midlands Combined Authority (EMCCA), we are committed to delivering excellent services supporting community safety, addressing health inequalities and net zero targets.

We know that in many areas we already excel, but we want all our services to be the best. We are doing it through sheer determination and the belief that Ashfield and our residents and businesses deserve more. We know there are tough challenges ahead, like in many other places some families are struggling and need more help to lead their best lives. We are determined to provide the right kind of support for everyone and that's why we're harnessing our skills, energy, and passion to deliver a brighter future for the District.

Our ambition is for everyone who lives, works, and visits Ashfield to be proud to do so. We are continuing our positive journey and writing our new story. It's the people that make Ashfield, and community is at our heart.

**We're raising our sights, looking to the stars.**



**Theresa Hodgkinson**  
Chief Executive Officer



**Cllr Jason Zadrozny**  
Leader of Ashfield  
District Council

# Our Priorities

Our priorities have been developed based on knowledge and understanding of the needs of Ashfield residents and businesses.

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**HEALTH AND  
HAPPINESS**

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**CLEANER  
AND GREENER**

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**HOMES AND  
HOUSING**

5

**SAFER AND  
STRONGER**

3

**ECONOMIC  
GROWTH  
AND PLACE**

6

**INNOVATE  
AND  
IMPROVE**

# Our Values

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



## People Focussed

Putting people at the heart of what we do

## Honest

Being honest with people in an open and transparent way

## Proud

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

## Ambitious

We are ambitious about Ashfield's future





# HEALTH AND HAPPINESS

Our vision is to enable everyone to live healthier and happier lives, to prosper in their communities and remain independent throughout life. Working with our partners, we are focussed on four key ambitions: -

**Best Start** – we will give every child the best chance of maximising their potential, because we know that a good start shapes lifelong health, wellbeing, and prosperity.

**Living Well** – we will create healthy and sustainable places, promoting good health and happiness so that everyone in our communities can live healthier for longer.

**Ageing Well** – we will ensure everyone can access the right support to improve their health and to maintain their independence.

**Health Inequalities** – we will keep our communities safe and healthy, addressing key health inequalities and prioritising areas and people in most need.



## We will achieve this by: -

### Best Start

- Developing a more connected, cohesive partnership network offering services and support for children, young people, and families
- Increasing access to leisure services and activities for children, and young people.

### Living Well

- Ongoing enhancement and continuing transformation of our leisure provision and health offer across the District
- Provision of support to families resettling in the District to help integrate successfully into our communities
- Provision of financial advice and support to families to maximise income.

### Ageing Well

- Working with partners to consider how we integrate local care, health and housing services.

### Health Inequalities

- Co-ordinating and influencing organisations and service providers in our priority places: Leamington, Coxmoor, and Broomhill/Butler's Hill
- Increasing the awareness and take up of healthy and affordable eating for families in priority places.

### Success means: -

- Narrowing the gap in health inequalities
- Social value achieved through our leisure transformation programmes
- Increased attendance at events and our leisure centres
- Improved leisure offer in the Rurals

### Leading delivery with others (partnerships and networks)

- We will continue to build a person-centred approach across our Council services and with partners, working together to better understand service needs
- We will work closely with local Place Based Partnerships, closely aligning our delivery plans and influencing improvement
- In partnership, we will continue to work towards improved health provision within Hucknall.



Films in the Park on Selston Country Park



Ashfield Food & Drink Festival at Hucknall





# 2

# HOMES AND HOUSING

Affordable, warm, safe housing contributes to making Ashfield a great place to live. Our vision is for everyone to have access to a suitable and appropriate home. We are therefore focussed on six key ambitions: –

**Housing development** – Since 2019 we have delivered 120 affordable housing units; our aim for the next five years is to significantly increase the overall supply of affordable and appropriate houses across the District so that everyone has somewhere to live.

**Tackling disrepair and poor housing conditions** – we will ensure residents have a safe and healthy place to live and that their accommodation is being correctly managed.

**Suitable and appropriate housing** – we will improve property conditions and the thermal comfort of properties, reducing levels of fuel poverty.

**Reducing and preventing homelessness** – we will tackle homelessness and rough sleeping providing good quality advice and support services.

**Compliance with the Housing Regulator** – we will ensure our homes meet all applicable legislative and regulatory standards.

**Customer focus** – we will ensure a customer-first approach.



## We will achieve this by: -

### Housing Development

- Developing a pipeline of land suitable for a 5-year Council house building programme
- Delivering provision of affordable housing developments
- Delivering an acquisitions programme aimed at maximising the number of open market and Section 106 purchases
- Ensuring homes are thermally efficient to minimise carbon footprint in line with government targets ensuring homes remain affordable for tenants.

**Tackling Disrepair and Poor Housing Conditions** – Maximising the use of enforcement powers to improve property conditions in the private sector.

### Suitable and Appropriate Housing

- Maintaining as a minimum the Decent Homes Standard in all homes owned by the Council
- Maximising grants to improve thermal efficiency and reduce carbon emissions for social and private sector housing, with the aim of helping to reduce energy demand and fuel costs for households
- Gaining a better understanding of energy efficiency and decarbonisation requirements of private sector housing to assist with better targeting of future initiatives.

### Reduce and Prevent Homelessness

- Improving levels of homelessness prevention through better early detection and focus on key trigger points
- Developing a clear strategy and action plan to ensure there is sufficient temporary accommodation for households applying as homeless
- Ensuring homeless households have access to long-term safe and suitable housing.

**Compliance with Social Housing (Regulation) Act 2023** – Ensuring that the necessary compliance is in place to meet the new standards and regulations coming into force for the Council's social housing stock.

### Customer Focus

- Further enhancing active tenant engagement and the ability for tenants to help shape and improve the housing services that we offer
- Ensuring customer data is up to date and we have a robust understanding of vulnerable tenants and hard to reach groups
- Delivering a modern, digital service to improve accessibility and service response
- Ensure compliance with the Consumer Standard (Neighbourhood and Community Standard).



**Success means: -**

- Increased supply of affordable housing - new build and acquisitions
- Increased thermal efficiency and reduced fuel poverty
- Reduction in empty homes and quick void to re-let turnround times
- Meeting decent homes standards
- Increased tenant satisfaction
- Reduced levels of homelessness.

**Leading delivery with others  
(partnerships and networks)**

- Delivery of the countywide Rough Sleeper Initiative (RSI). Ensure partners are fully engaged and delivering on agreed interventions
- Private sector stock condition survey
- We will work closely with partners through our direct alignment to the new EMCCA Land and Housing priority workstream focussed on affordable housing, better mix of tenures, new housing sites and sustainable homes. Initial focus on retrofit/net zero and opportunity to build a pipeline of housing sites, working with Homes England.



Kids helping plant flowers in Jacksdale



A happy tenant of one of our new build Council homes

# 3

# ECONOMIC GROWTH AND PLACE

Ashfield is a location and destination of choice. It is well connected, offering a great environment to live, work, learn and visit.

The Local Plan will give certainty for future sustainable investment and demonstrate the vision for the place Ashfield wants to be, planning for growth and investment in housing, employment, and town centres, whilst protecting the environment and nature.

Across a wide variety of programmes, we are working with partners to deliver over £102 million of direct investment with a range of projects focused on: Skills and Employment; Business and Investment; Regeneration; Visitor Economy, Infrastructure and Connectivity and Town Centres and High Streets.

We will continue to drive local growth through innovation via our six key ambitions:

- Skills and employment
- Businesses and investment
- Regeneration
- Visitor economy, arts and culture
- Infrastructure and connectivity
- Towns centres and high streets



Plans for Portland Square redesign

## We will achieve this by: -

### Skills and Employment

- Skills development realignment through delivery of the Education and Skills Plan
- Attracting and retaining talent to work in Ashfield
- Encouraging young people to raise their aspirations, showcasing opportunities through education and business collaborations.

### Businesses and Investment

- Developing and delivering a business investment strategy
- Working with businesses across the District to improve business resilience and sustainability
- Support businesses to access new markets
- Providing support and information to businesses, for example available grants and tendering opportunities.

### Regeneration

- Delivering the Regeneration programme
- Developing, securing funding, and delivering new programmes for Hucknall and the Rurals and other areas.

### Visitor Economy, Arts and Culture

- Developing the area's visitor economy through existing and new assets and raising the profile and identity of the three towns and rural areas
- Supporting arts organisations and the development of cultural assets
- Delivering our Events Programme for 2023/24 and considering an expanded programme from 2024 onwards
- Developing and delivering a Visitor Economy Strategy.

### Infrastructure and Connectivity

- Maximising the District's employment land and transport corridors to connect people to work and leisure offers
- Identifying sufficient future land availability/allocations across the District through an adopted Local Plan.

### Town Centres and High Streets

- Developing and implementing masterplans and improvement plans
- Delivering initiatives and events
- Supporting diversification of town centres and high streets e.g., property purchase and repurpose, grants etc.



Plans for the Science Discovery Centre & Planetarium at Sherwood Observatory

**Success means: -**

- Maximising external funding for regeneration projects
- Improving:
  - Average workplace earnings by residence
  - Employment levels
  - Skills levels
  - Talent retention apprenticeships and graduates
  - Gross Domestic Product (GDP).
- Vibrant town centres and high streets with increased footfall, dwell time, spend and occupancy levels.

**Collaborating with others (partnerships and networks)**

- We will work closely with partners through our alignment to the new EMCCA Skills and Education, and Business Growth and Innovation priority workstreams focussed on improving qualification levels, upskilling, employment opportunity, growth of key business sectors and local supply chains, and inward investment. Working with partners initially focussed on Skills Strategy, marketing of place, visitor economy, business support, growth and innovation, and digital connectivity.
- Discover Ashfield



Idlewells Indoor Market, Sutton



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Moor Market Cafe, Kirkby

# 4

# CLEANER AND GREENER

Ashfield is a unique environment with a mixture of towns and villages; and a beautiful landscape made up of award-winning parks and open spaces. A nice environment, clean streets and well-maintained parks and open spaces matters to our residents. We are therefore continuing to focus on having green spaces to be proud of. With improved quality and access, and have an ongoing commitment to maintaining high standards and continued improvement in green spaces.

We want residents and visitors to enjoy living in and visiting Ashfield, taking a proactive approach in how we keep it clean, sharing information with residents on what we do. We will also continue to take action against those who continue to litter and fly tip waste.

We recognise the scale and urgency of the global challenge from climate change and that local action on global warming can make a difference. We are keen to have a local leadership role, leading by example, maximising available grants and successfully delivering externally funded projects, decarbonising our social housing and assets as much as possible.



**We will achieve via 3 key ambitions: -**

**Climate Change and Sustainability**

- Ensuring the green agenda is at the centre of our decision making, leading by example, and working together across the organisation to reduce carbon impacts from our own assets
- Enhancing and restoring the natural environment, introducing biodiversity net gain, and improving the environment via planning applications, and where appropriate, development briefs and masterplans
- Maximising available grants and successfully delivering externally funded projects, decarbonising social and private sector housing, and our own assets as much as possible.

**Parks and Green Spaces**

- Ensuring our parks and green spaces are well-maintained
- Delivering our five-year green space improvement programme
- Developing and delivering our transformation programme for outdoor sports facilities and visitor centres/ cafés
- Aligned to a Cemetery Strategy, ensure required infrastructure and investment in our cemeteries.

**Cleanliness of the District**

- Having excellent street cleansing and grass cutting services with reduced fly tipping
- Making information about our programmes of work easily accessible to residents
- Delivering preventative, educational and enforcement initiatives to address environmental crime
- Continue to support Ashfield residents and businesses in managing their waste sustainably, reducing the impact it has on our environment
- Assessing the impact of the Environment Bill on waste collection and recycling services.

**Success means: -**

- District-wide reduction in carbon emissions with reduced carbon footprint from Council operations
- Increased public satisfaction with street cleanliness, our parks and green spaces and cemeteries
- Improved street cleanliness and reduced fly-tipping
- Improved recycling rates
- Increased tree coverage across the District
- Increase in green homes/ exemplar schemes and decarbonisation.

**Leading delivery with others (partnerships and networks)**

- We will work closely with partners through our alignment to the new EMCCA Net Zero priority workstream focussed on decarbonisation, reducing air pollution, green spaces, new green economy and technology. Working with the Midlands Net Zero Hub initially focussed on developing a Local Area Energy Plan for the region
- We will continue to work closely with our regional and national partners through the Joint Waste Management Board, collaborating on policies and practises to ensure that waste within Nottinghamshire is managed sustainably with a focus on the implications of the Environment Bill.





# SAFER AND STRONGER

We will work with our partners to ensure people feel safe and are safe by tackling crime and anti-social behaviour (ASB). Our vision is to provide a safer Ashfield where residents, businesses and visitors feel safer in the District.

The Council, alongside partners has been successful in securing over £1.5 million of external funding to support community safety projects in Ashfield. The funding is being used to address longstanding community concerns relating to feelings of safety, domestic abuse, neighbourhood crimes and anti-social behaviour in public places.

Continuing to work in collaboration with our partners, we will follow a neighbourhood management approach, coordinating multi-agency problem solving, and identifying and supporting high-risk individuals across the District.

We have a strong commitment to addressing domestic abuse and violence against women and girls, and as such will ensure survivors of domestic abuse and vulnerable residents are supported.

We will provide an evidence-based, performance-led approach to help drive activity where it is most needed and most effective.



## We will achieve this via our 4 key ambitions –

### Our communities feeling safe.

- Understanding and improving feelings of safety

### A Safer District

- Working with partners to tackle and reduce levels of crime and ASB
- Deliver community safety initiatives that focuses on preventative, educational and enforcement interventions across areas of most prominence
- Target areas most impacted by crime and anti-social behaviour by designing out trends and emerging issues

### Supporting Vulnerable People

- Work in partnership to support vulnerable victims of crime and anti-social behaviour
- Protect our most vulnerable residents by identifying vulnerabilities and safeguarding those at risk of abuse and/or harm
- Provide support for high-risk survivors of domestic abuse and high harm offences through bespoke interventions and support plans.

### Community Safety Strategy

- Work in partnership to develop and deliver a robust strategy.

### Success means: –

- Increased perception of people feeling safe
- Increased perception that ASB has reduced
- Reduced levels and types of ASB reported/recorded
- Encourage reporting for high harm offences i.e. domestic abuse, hate crime and serious violence.

### Leading delivery with others (partnerships and networks)

- Completing a strategic assessment of crime and disorder across the District and refresh the Community Safety Partnership priorities
- Working in partnership to maximise external funding opportunities to deliver initiatives such as Safer Streets
- Maximise multi agency responses to tackle crime and anti-social behaviour and reduce vulnerability such as Complex Case Panels, Neighbourhood Tasking and the Vulnerable Adult Support Scheme
- Police and Crime Commissioner initiatives.

# 5

Safer Streets patrols on Coxmoor Estate, Kirkby



Engagement at Holiday Hills Park, Kirkby



# INNOVATE AND IMPROVE

We are proud of Ashfield and our achievements. We are positive, transformational, and are continuing to be innovative and customer focussed.

Through positive messaging, promotions and engagement with customers and the community, our aim is to continue to build pride in the area.

We want every customer to have a great experience when engaging with the Council. We will continue to improve service design and offer a more personalised experience.

We will also continue to build on success, significantly increasing the digital service opportunities for people to self-serve via online and digital methods, continuing to support those who are not digitally enabled, whilst making interaction and access to information easier.

The Council aims to be self-financing, setting a robust deliverable budget within the funding available.

Our people matter, we are focussed on employing, retaining, and developing talented, proactive, and highly engaged people 'living and breathing' our Council values.

The Council will have greater influence with external partners, working together to effectively deliver required improvements.



## We will achieve this via our 7 key ambitions: -

### Positive and proactive communications

- Improving the use of the Council's brand
- Increasing our positive promotion of things that matter to our Communities.

### Customer Experience

- Improving the customer journey and experience across all service areas for all of the services we deliver, information provision and our engagement with the customer
- Improving customer interaction with the Council through the ongoing shaping of the Customer Services function
- Improving our understanding and perception of customers to improve the customer experience.

### Customer Focus

- We will ensure a customer-first approach to all our residents

### Digital and service transformation

- Continuing to develop and modernise digital solutions, transitioning to user-centric cloud technology
- Transforming processes to increase automation and reduce duplication of data and effort
- Ensuring that the Council website will continue to provide services in a digital format that drives channel shift and efficiency.

### Financial sustainability

- Continuing to ensure the future financial robustness of the Council.
- Enhanced focus on identifying savings and income to support the Medium-Term Financial Strategy
- Maximising efficiencies and social value in the way we procure goods and services
- Continuing to focus on reducing the cost and carbon footprint of our buildings, vehicles, and other assets
- Develop and deliver a refreshed Commercial Strategy.

### People and Partnerships

- Planning our workforce for the future, continuing to review organisational design
- Building critical skills and competencies for the organisation
- Ensuring a focus on employee health and well-being
- Ensuring 'added value' partnership working.

### Performance, data and change management

- Improving our performance, data and insight approaches to inform and shape our ambitions and celebrate success
- Working effectively with our partners, having an ability to influence and shape decisions, funding, and improvements for the area
- Introducing new change management approaches to facilitate robust improvement delivery
- Continuing to understand, assess and mitigate risk.



Tenant engagement at Aspley Court, Sutton

### Success means: -

- Robust understanding of customer perception (complaints and comments and resident perception surveys)
- Improving the customer journey (reducing the number of telephone calls transferred and levels of customer demand that could have been avoided)
- Maximising income levels (void relet times, commercial property rent income, Investment property collection rates, housing rent, council tax and business rates collection rates)
- Reducing service and asset costs (Kwh/ EV's/ Cashable, Non-cashable, staff savings)
- Improving digital capability and customer self-serve (channel shift, website and portals usage, and more processes digital end to end)
- Embedded delivery of 'added value' through partnership working.

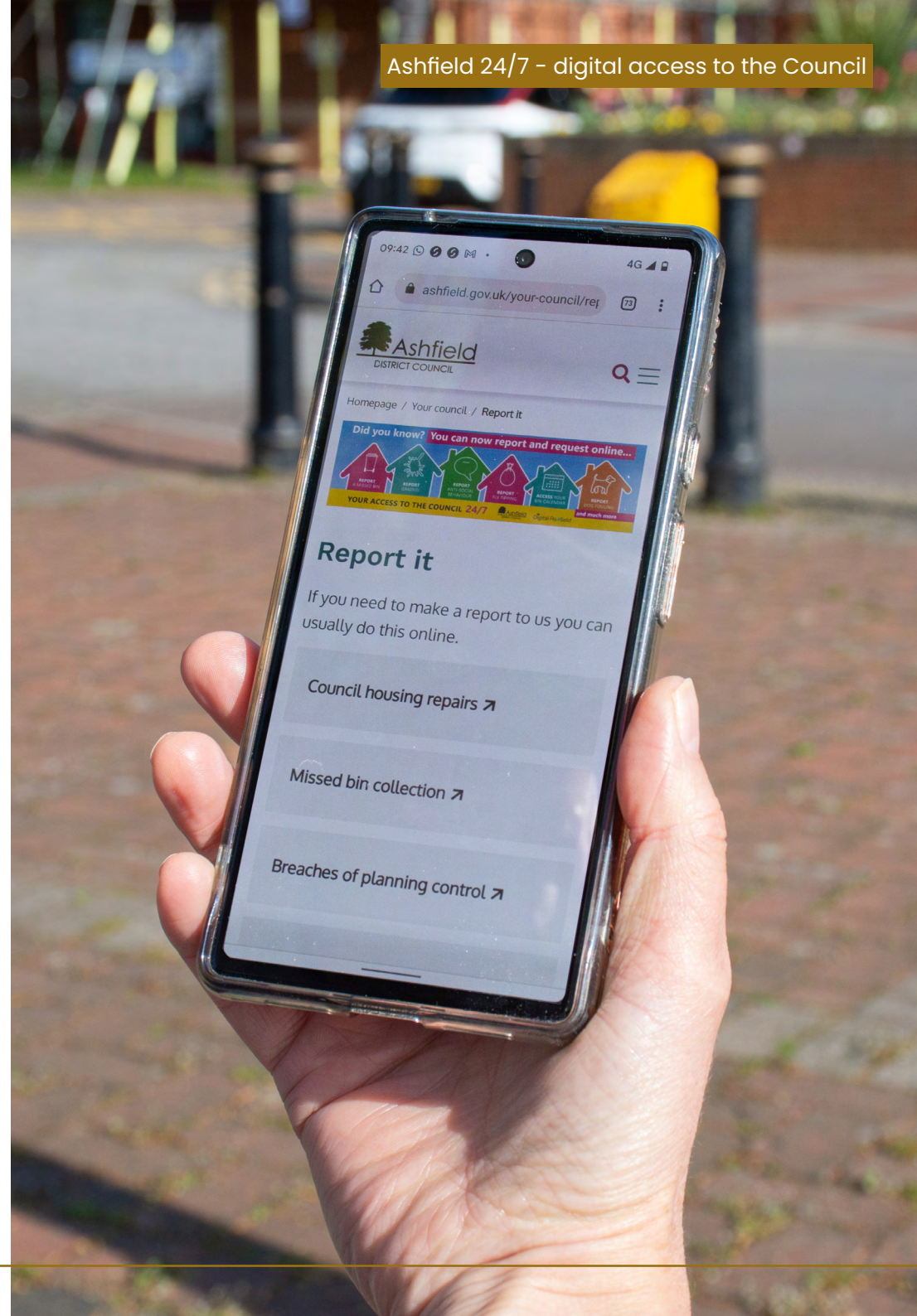
### Leading delivery with others (partnerships and networks)

- We are focussed on building a thorough understanding of the delivery model of the new EMCCA, and our key lines of influence, engagement and contributing role in delivery of the priority workstreams
- Embedded use of our Partnership Framework.



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# How will we deliver our priorities?

The Strategic Direction and this Corporate Plan sets out our priorities for the future and the key projects and initiatives we intend to deliver.

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

Corporate Project Management Framework

Corporate Performance Measures

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

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Implementation of the Corporate Plan will be achieved through:-

## Programme Management

Delivery of initiatives under a priority theme

## Project Management Framework

Delivery of projects

## Service Reviews

Rolling programme of reviews to inform the Savings and Efficiency Strategy

## Service Plans

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

## Performance Management Framework

Using a balanced scorecard approach

## Organisational Development Strategy

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

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



Kings Mill Hospital - image by David Gratton

# How do we know we are performing well?

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

## Place

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

## Corporate

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

## Service

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

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



Plans for destination pub at West Kirkby Gateway

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>18<sup>TH</sup> SEPTEMBER 2023</b>
<b>Heading:</b>	<b>PROPOSED LAND TRANSFER</b>
<b>Executive Lead Member:</b>	<b>CLLR T HOLLIS, EXECUTIVE LEAD – STRATEGIC HOUSING &amp; CLIMATE CHANGE</b>
<b>Ward/s:</b>	<b>KINGSWAY</b>
<b>Key Decision:</b>	<b>YES</b>
<b>Subject to Call-In:</b>	<b>YES</b>

### **Purpose of Report**

To provide an update to Members in respect of progress against the actions agreed at the Cabinet Meeting on 26<sup>th</sup> June 2023 relating to proposed appropriation of land at Central Avenue, Kirkby in Ashfield.

To advise Members of a proposed change to the original land exchange proposal regarding Central Avenue, with the revised recommendation that if the appropriation goes ahead, it is by way of a one-off purchase rather than a land exchange.

Having considered the updates, to seek a final decision from Members in respect of the proposed land appropriation.

## **Recommendation(s)**

1. To note that consent has been received from the Secretary of State for Levelling Up, Housing and Communities to change the use of a defined parcel of allotment land on the edge of the Central Avenue, Kirkby in Ashfield. The land has never been used for allotment purpose and is currently overgrown scrubland.
2. To confirm a decision in respect of the proposed appropriation of Central Avenue from the GF to the HRA.
3. The following further recommendations only apply if the proposed appropriation is approved by Cabinet;
  - To approve the purchase of the GF site by the HRA (subject to Planning), based on the market valuation conducted by Heb Chartered Surveyors in February 2023. To grant delegated authority to the Executive Director of Operations and the Corporate Resources Director to determine any adjustments required and agree the full and final figure.
  - To approve the proposal to develop the exchanged site at Central Avenue for affordable housing to meet local need.
  - To grant delegated authority to the Executive Director of Operations, in conjunction with the Corporate Resources Director, to negotiate and formalise final scheme costs, property mix, specification and delivery.
  - To grant delegated authority to the Executive Director of Operations, to procure and appoint a contractor to develop the site.
  - To grant delegated authority to the Executive Director of Operations 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 a maximum payback period of 40 years.

## **Reasons for Recommendation(s)**

Approval of the proposed appropriation of Central Avenue, Kirkby in Ashfield from the Council's General Fund (GF) to the Housing Revenue Account (HRA) via a land exchange was agreed subject to an application being made to the Secretary of State for Levelling Up, Homes and Communities to approve the change of use of a defined parcel of land (currently scrubland) from designated allotment land. Following consultation with the National Allotment Society, the Secretary of State consented to the request. Confirmation of this was received on 3<sup>rd</sup> August 2023, a copy of which is included at Enclosure 1.

The Cabinet report of 26<sup>th</sup> June 2023 included a recommendation to complete the appropriation by way of an exchange of land, involving HRA land at Clegg Hill Drive, Huthwaite. However, following a

reappraisal of the scheme, the HRA is in a position to purchase the site and this is seen as being a more straightforward process, one that will ensure the GF receives the full market value for the site.

## **Alternative Options Considered**

Not to proceed with the land appropriation. The proposed appropriation was approved in principle by Members at the Cabinet Meeting on 26<sup>th</sup> June 2023. In view of the decision, it would not be appropriate for officers to withdraw the proposal.

## **Detailed Information**

As outlined above, the proposal to appropriate land at Central Avenue, Kirkby in Ashfield was approved in principle at the Cabinet Meeting on 26<sup>th</sup> June 2023. The recommendation was to complete this by way of a land exchange, with an equivalent sized parcel of HRA land at Clegg Hill Drive, Huthwaite, being exchanged for the GF site. As the open market valuation for the HRA site is less per unit than that of the GF site, an additional payment would be made to the GF to ensure that up to full value for the site can be achieved.

Approval was subject to consent to redesignate the land at Central Avenue from allotment use, something that was granted on 3<sup>rd</sup> August 2023.

### **Land purchase**

A financial reappraisal of the proposed appropriation has been conducted. The trigger for this was the increase in local market rent levels, and specifically the market rent valuation for new build Council homes at Charlotte Gardens, Sutton in Ashfield. Whilst future rent levels are unknown, demand for rented accommodation will continue to remain high. Rent levels may stabilise but there is no evidence to suggest they will fall.

Based upon a higher rental yield over 40 years and an enhanced grant level from Homes England, the HRA is able to buy the site from the GF at the assessed market value. An independent valuation of the site was conducted by Heb Chartered Surveyors in February 2023 and would form the basis of the financial settlement.

The above proposal negates the need to include Clegg Hill Drive, Huthwaite, in a land exchange, as was originally proposed.

### **Housing Need**

The Council is committed to doing everything possible to meeting local housing need. Demand for Council housing and other affordable housing is exceptionally high and there is no likelihood of this changing.

There is a corporate commitment to ensure there is sufficient housing available in the District of the right size, type and quality, ensuring an adequate supply of affordable housing. Finding suitable sites is difficult. All opportunities, be they Council owned or private sites, are being explored. There is an intention to consider Central Avenue for housing development if the proposal to appropriate the site is approved.

## **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.

The Council has a corporate commitment to helping improve the health and happiness of communities and has a range of Corporate Plan initiatives relating to public open spaces.

### **Legal:**

The Council is able to appropriate land from the General Fund to the HRA and vice versa but must do so in accordance with the powers under which the appropriations are to be made, and in compliance with wider public law decision making principles.

Section 19 of the Housing Act 1985 provides power to appropriate land from the General Fund into the HRA.

Where land has at any time been acquired or appropriated for the use of allotments, then Secretary of State consent will be required to the appropriation. The Secretary of State's consent has been received.

The Council will need to make adjustments to its accounts to reflect the appropriation. [RLD 08/09/2023]

### **Finance:**

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	Revenue Budget Additional Council Tax and potentially New Homes Bonus. Reduction in capital charges due to reduction in General Fund Capital Financing Requirement (CRF) due to the appropriation of land to HRA - the value of which is to be determined
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	Revenue Budget Additional annual rent income to be finalised. Increase in Capital Charges due to increase in HRA CFR due to the appropriation of land to HRA or one-off charge to the HRA to fund the increase in CFR as a voluntary revenue provision – Once the value is determined these options will be assessed and the most beneficial option to the HRA business plan will be actioned.
Housing Revenue Account – Capital Programme	Capital Programme total value to be finalised

### **Risk:**

<b>Risk</b>	<b>Mitigation</b>
Failure to secure Planning consent to develop the site.	Should the site proceed to the planning stage a thorough and comprehensive application would be

	submitted. Pre-planning advice would be obtained to inform the design and preparation of the application.
Failure to secure Homes England funding for any future development	Any development proposal will be discussed in advance with Homes England with a financial reassessment being conducted if funding at the required level is not forthcoming.
Escalating development costs	Any new development scheme is carefully costed before a commitment is given. A robust process will be followed and any development will only proceed if it is deemed economically viable.

### **Human Resources:**

There are no direct HR implications however if contractors/Agency are engaged the Authority must ensure IR35 compliance where applicable.

### **Environmental/Sustainability:**

No identified environmental impacts.

### **Equalities:**

No equality issues identified.

### **Other Implications:**

### **Reason(s) for Urgency**

N/A

### **Reason(s) for Exemption**

N/A

### **Background Papers**

N/A

### **Report Author and Contact Officer**

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Department for Levelling Up,  
Housing & Communities

Andy Kirkland  
Ashfield District Council  
Urban Road  
Kirkby in Ashfield  
Nottinghamshire

**Tel:** 0303 44 48050  
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**Our ref:** PCU/ALLOT/W3005/3327233

***Sent by email only:***  
[andrew.kirkland@ashfield.gov.uk](mailto:andrew.kirkland@ashfield.gov.uk)

**Date:** 3 August 2023

Dear Mr Kirkland,

**Allotments Act 1925 Section 8**

**Location: Land at Central Avenue Allotments, Kirby in Ashfield**

1. I am directed by the Secretary of State for Levelling Up Housing & Communities to refer to your letter of 4 July and to subsequent correspondence regarding the council's proposal for Land at Central Avenue Allotments, Kirby in Ashfield, Nottinghamshire.

2. As you are aware the Government is committed to ensuring adequate protection is afforded to allotments. The Secretary of State's consent for disposal will only be given if he is content that Section 8 (the statutory criteria) of the Allotments Act 1925 is satisfied:

“consent may be given unconditionally or subject to such conditions as the Minister thinks fit, but shall not be given unless the Minister is satisfied that adequate provision will be made for allotment holders displaced by the action of the local authority or that such provision is unnecessary or not reasonably practicable”.

3. The Secretary of State's guidance, published 30 January 2014 sets out the assessment criteria against which applications for consent to dispose of statutory allotments are to be determined. These criteria are intended to provide a safeguard against the erosion of allotment sites through pressure on local authorities to provide land for other purposes.

4. The Secretary of State's consent will normally only be given if he is satisfied the following policy criteria have been met:

i). The allotment in question is not necessary and is surplus to requirements;

Planning Casework Unit  
Department for Levelling Up Housing & Communities  
23 Stephenson Street  
Birmingham  
B2 4BH

Tel: 0303 44 48050  
pcu@levellingup.gov.uk

- ii). The number of people on the waiting list has been effectively taken into account;
- iii). The council has actively promoted and publicised the availability of sites and has consulted the National Allotment Society;
- iv). The implications of disposal for other relevant policies, in particular local plan policies, have been taken into account.

### Considerations

5. In relation to Section 8 of the Allotments Act 1925, the Secretary of State considers that the statutory criteria have been satisfied in this case, as no allotment holders will be displaced by the proposal.

6. In relation to the policy criteria, the Secretary of State considers that criterion i), has been met, as both the Council and the National Allotment Society (NSALG) agree that the portion of the site constituting the disposal has not been in use for the purposes of allotment keeping and does not have useable plots.

7. In relation to criterion ii), the Secretary of State considers that this criterion has been met, as the disposal does not have an impact on any current waiting list for plots in the district.

8. In relation to criterion iii), the Secretary of State considers that this criterion has been met. The Council has outlined methods used for publicising the availability of sites and consulted NSALG, which responded in support of the disposal and the change of use of the portion of land indicated.

9. In relation to criterion iv), the Secretary of State considers that this criterion has been met and notes the reference made in the application to policy of the local plan related to affordable housing.

10. The Secretary of State makes decisions with consideration of the relevant policy, unless there are exceptional reasons to justify departure from that policy. In this instance, he is satisfied that the statutory and policy criteria have been met.

11. Therefore in pursuance of his powers under section 8 of the Allotments Act 1925, the Secretary of State gives consent for disposal of the land, approximately 0.55 Hectares in size, as indicated in the Council's application and associated location plan and as discussed with NSALG, at Central Avenue Allotments, Central Avenue, Kirby in Ashfield, Nottinghamshire.

Yours sincerely

*Rachael Beard*

**Rachael Beard (Decision Officer)  
Senior Planning Casework Manager**

*This decision was made by officials on behalf of the Secretary of State, and signed on his behalf*



<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>18<sup>TH</sup> SEPTEMBER 2023</b>
<b>Heading:</b>	<b>HOUSING COMPLAINTS</b>
<b>Executive Lead Members:</b>	<b>CLLR A MEAKIN, EXECUTIVE LEAD MEMBER FOR COUNCIL AND SOCIAL HOUSING CLLR V HESLOP, EXECUTIVE LEAD MEMBER FOR CUSTOMER SERVICES AND COMMUNICATIONS</b>
<b>Ward/s:</b>	<b>ALL</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>YES</b>

## **Purpose of Report**

To provide a summary of the complaints received by the Council regarding services that fall under the remit of the Housing Ombudsman Service (HOS), including any learning that has been identified as a result of the investigations during the 2022/23 financial year.

The report is presented to Cabinet as the body with final accountability for Housing Regulation.

## **Recommendation(s)**

**To note the complaints information contained within the report.**

**To note the learning that has been identified as a result of complaint investigations.**

**To note the emerging trends in housing complaints.**

## **Reasons for Recommendation(s)**

To provide Cabinet with information regarding the volume, nature and outcomes of housing complaints received during the 2022/23 financial year. Complaints are a valuable source of learning to improve service provision for tenants and leaseholders. This report provides information on the learning identified from the complaint investigations conducted. Awareness of complaints and learning from them is a requirement of HOS' Complaint Handling Code.

## Alternative Options Considered

No alternative – the Council has a statutory obligation to operate an accessible complaint handling process and comply with all mandatory requirements of the HOS' Complaint Handling Code. Membership to the Housing Ombudsman Scheme is mandatory for social housing landlords and compliance with the Code has recently become a statutory obligation, following the introduction of the Social Housing (Regulation) Act 2023. Failure to comply with our statutory regulatory obligations may carry both sanctions (including the removal of the housing stock), fines (unlimited) and reputational damage for the Council.

## Detailed Information

### 1. Summary

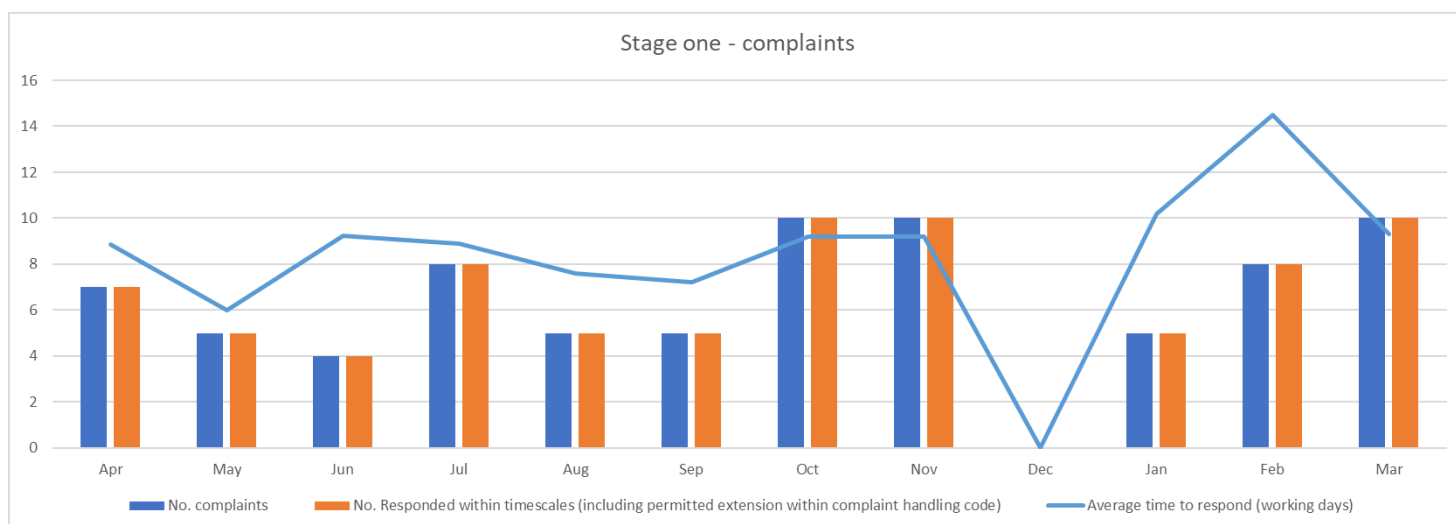
This report sets out a summary of the complaints received by Ashfield District Council that fall within the remit of HOS during the 2022/23 financial year. These are broken down and analysed by stage, service, complainant's ethnicity, compensation award and type. Customer feedback is also set out alongside the learning from complaints, along with any changes we have made to services following complaints received during 2022/23.

### 2. Complaint Analysis

#### 2.1 Number of complaints

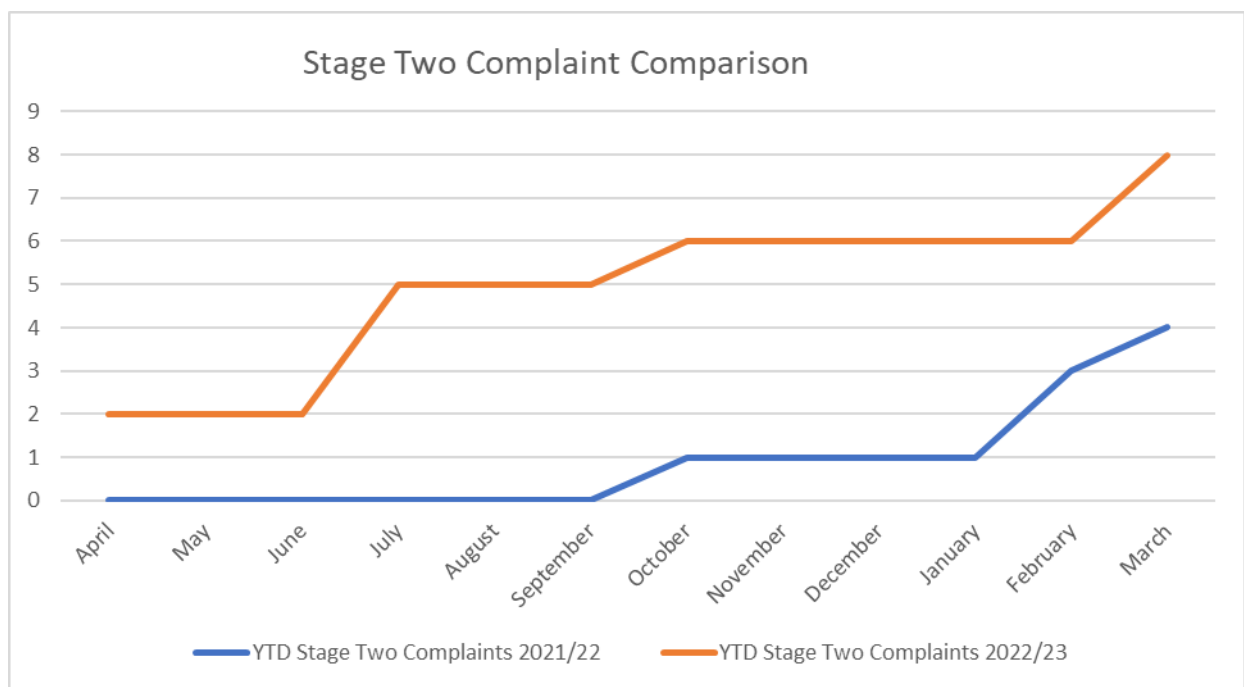
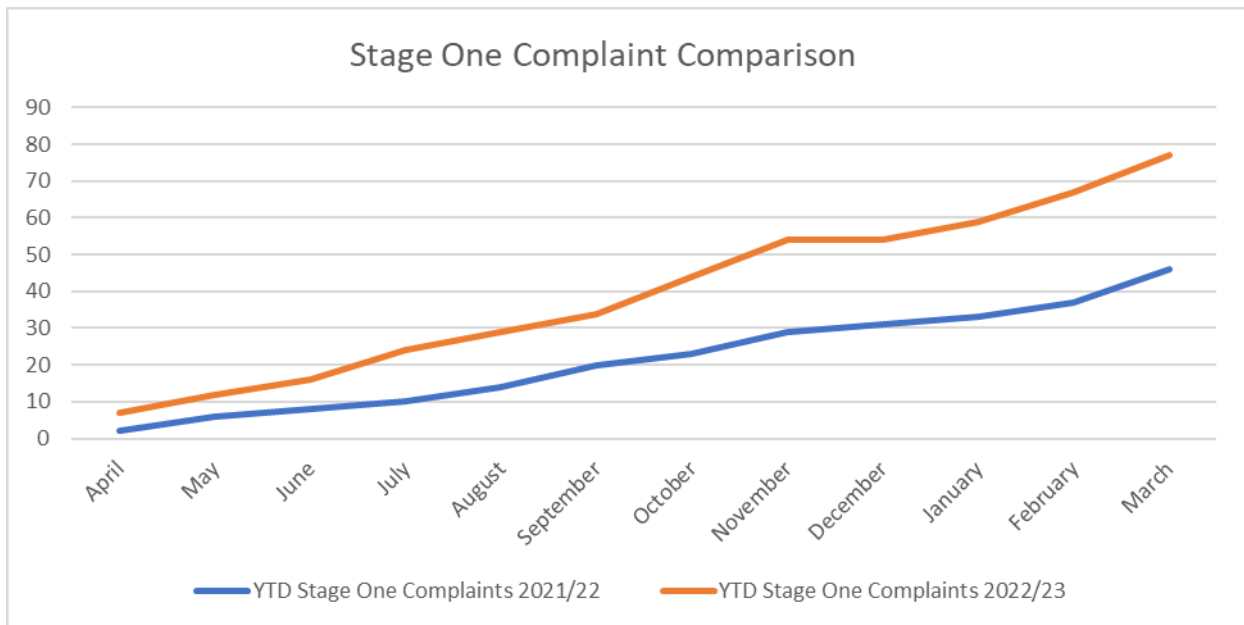
During 2022/23, Housing Services received 77 stage one formal complaints. We also received 8 stage two formal complaints. 3 complainants requested that their complaint be reviewed by the Housing Ombudsman Service.

Shown below is a breakdown of the stage one complaints received during 2022/23 and the average time taken to respond.



#### 2.2 Performance

There was a 75% increase in the number of stage one complaints received in 2022/23, compared to the previous financial year. Throughout the year the Ombudsman has been advertising their service and also placed a duty on Housing providers to promote the scheme. Complaint volumes have also increased at all other levels, with stage two complaints increasing by 100% and 3 Housing Ombudsman referrals compare to 0 referrals in the previous financial year.



In 2022/23, stage one complaints took an average of 9.32 days to respond to, which is within target (10 working days), but is 19% longer on average, compared to the last financial year. Average stage two response times also increased by 45%. The increased time to respond to complaints is attributed to both the increased levels of detail required to determine the complaint (in line with Ombudsman expectation) along with the increased complaint volumes, impacting on the capacity of investigating officers to expedite investigation and finalise a response.

All of the complaints received within the financial year were responded to within timescales, based on the Tenant Satisfaction Measures calculation criteria (including permitted extension within the Housing Ombudsman Services' Complaint Handling Code). However, 22% of all complaints responded to within the financial year required an extension to the deadline to the relevant target response time. Reasons for requiring an extension include accommodating the availability of the complainant to meet to discuss dissatisfaction and the complex nature of the complaint. The service area with the highest volume of complaints requiring an extension was Housing Management, with 13 complaints, however, 6 of these complaints related to tenancy related to persistent or serious anti-social behaviour and were investigated by the Community Safety Team.

52% of the stage one complaints received in 2022/23 were found to be upheld or partially upheld, which is relatively similar to the position in the previous financial year.

In addition to the stage one complaints received in 2022/23, a further 95 contacts were received through complaint channels, which we classified and responded to as service requests.

### 2.3 Stage one complaints/service requests by service area

Service Area	Number received	Average time to respond (working days)	% responded to within timescale	% requiring extension to response deadline	Justified/Part Justified complaints	Number of Service requests
Assets	10	8.6	100%	10%	6	1
Housing Management (incl. tenancy related ASB)	30	11.63	100%	40%	15	34
Lettings and Strategic Housing	2	13	100%	50%	1	3
Responsive Repairs	25	7.32	100%	8%	10	55
Planned & Cyclical	6	8.17	100%	17%	5	2
Support Services	4	6.25	100%	0%	3	0
Total	77	9.32	100%	22%	40	95

### 2.4 Stage two complaints

We received 8 stage two complaints during 2022/23, of which 1 complaint was found to be partially upheld.

- Former Tenant, Kirkby – continued collection of Former Tenant Arrears.
- Tenant, Hucknall – handling of alleged ASB in block and actions/attitude of Officer.
- Tenant, Sutton – handling of alleged ASB from neighbour, condition of neighbour’s garden, transfer application and lack of acknowledgement of complaint.
- Tenant, Sutton – alleged harassment from Housing Officer and stress caused by contact regarding excess accumulation of belongings.
- Tenant, Hucknall – alleged issues with loft space in block.
- Tenant, Hucknall – alleged damage to flooring following a leak and impact of waste being left by contractor following leak.
- Tenant, Sutton – handling of alleged ASB from neighbour
- Tenant, Sutton – allegations that stage one response did not address all issues raised in complaint and that officer had misled the stage one complaint investigation.

### 2.5 Housing Ombudsman Complaints

During 2022/23 3 complainants requested that the Housing Ombudsman Service investigate their complaint, following our complaints process being exhausted. The position with each case is as follows:

#### Resolved Cases

Tenant, Kirkby – Response to concerns regarding hedge – no service failure

Former Tenant, Kirkby – Continued collection of Former Tenant Arrears - Service Failure, following appeal of maladministration determination. Orders were made to review the case and pay £200 compensation. Recommendations were made to review the rent arrears procedure and ensure that assessments are undertaken of vulnerable tenants falling into arrears and the results documented. Following rectification of the process and reviewing the vulnerability of the tenant the arrears were subsequently recovered.

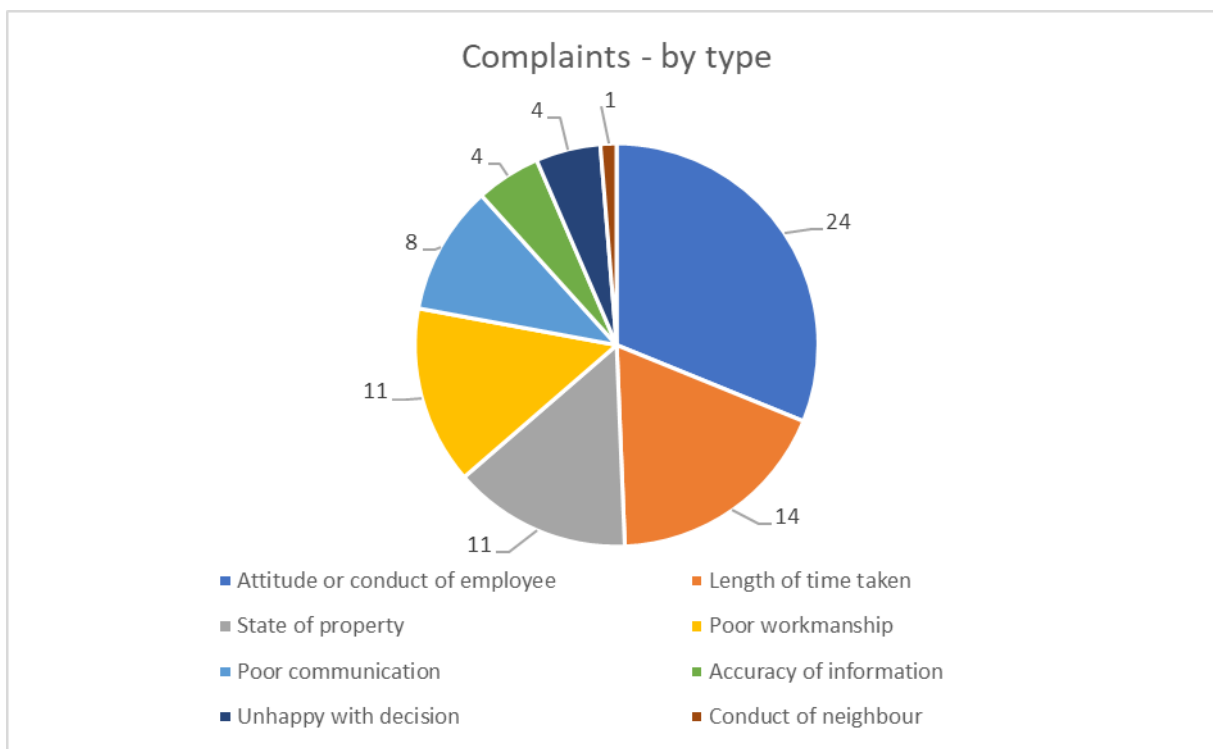
Cases being investigated

Tenant, Hucknall – Response to concerns regarding ASB, security of communal loft hatch, conduct of Housing Officer and decision to contact GP regarding welfare concerns. A further complaint was received from the tenant during Q3, in relation to serious allegations about the conduct of officers at the authority and the Police. The complaint was investigated and found to be unjustified, details of the complaint have been shared with the Housing Ombudsman Service, as it was believed to be relevant to their ongoing investigations. The investigation was estimated for completion in January 2023, but is yet to be completed.

During 2022/23 we also received a number of general/informal enquiries from the Housing Ombudsman Service, in relation to tenants who are currently within or wish to access the complaints process.

**2.6 Breakdown by type of complaint**

The stage one complaints received within the financial year were broken down as follows:

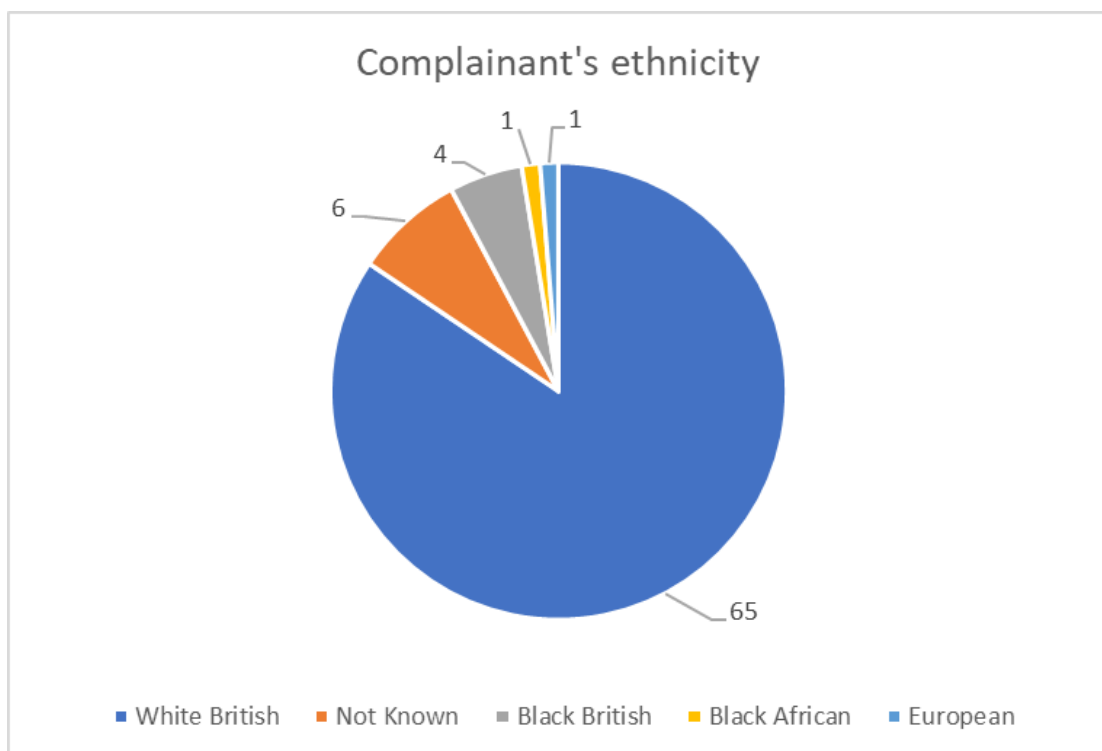


The percentage of complaints by type remain relatively consistent with the previous financial year. The top three complaint types were ‘attitude or conduct of employee’, ‘length of time taken’ and ‘state of property’. A comparison against the previous financial year can be found below.

Complaint Type	% of complaints within financial year	
	2022/23	2021/22
Attitude or conduct of employee	31%	24%
Length of time taken	18%	20%
State of property	14%	24%
Poor workmanship	14%	9%
Poor communication	10%	7%
Accuracy of information	5%	2%
Unhappy with decision	5%	9%
Conduct of neighbour	1%	2%

### 2.7 Breakdown of complaints by complainant's ethnicity

The ethnicity of the complainant is monitored based on the information held in the Capita OpenHousing system, at the time of making the complaint and is not collected as part of the complaints process. The breakdown is relatively consistent with the tenant base.



### 2.8 Compensation awards as part of complaint outcomes

A total of £775.56 has been offered to tenants, in compensation or ex-gratia payments, as a remedy for resolving the complaints. This incorporates complaints at all levels, including awards made by the Housing Ombudsman service.

## 3. Customer Feedback

A complaints satisfaction survey is sent to all stage one complainants as part of the resolution documentation for their complaint. We also provide complainants with the option to complete an online survey, where they can send feedback online about the process and learning from the complaints process.

Only 5 complainants actively returned a completed satisfaction survey of their own accord, which is a response rate of 6.5%, this is consistent with the response rate from 2021/22, which was 4%.

The majority of the respondents used the survey as an opportunity to express that they were dissatisfied. 3 respondents requested that their complaint be escalated to stage two of the complaints process. One respondent advised that they were very satisfied with all questions in the satisfaction survey.

Due to the historically low response rates to the complaint satisfaction survey, it is now the intention to undertake a follow up attempt to complete the survey over the phone. We have undertaken this exercise for stage one complainants from Q4 2022/23, to complete the survey over the telephone.

39% of the complainants we contacted agreed to complete the survey. The majority of the complainants were satisfied with the handling of the complaint. Of the small number of complainants that continued to feel dissatisfied, only one complainant expressed that they wished to escalate their complaint to stage two of the process. The full results can be found below:

	Number of responses				
	Very Satisfied	Fairly Satisfied	Neutral	Fairly Dissatisfied	Very Dissatisfied
Overall, how satisfied are you with the handling of your complaint?	3	1	1	1	1
How satisfied are you that the staff who dealt with your complaint were helpful and polite?	5	2	0	0	0
How satisfied are you that the complaints process is easy to access and understand?	3	2	0	2	0
Overall, how satisfied are you with the outcome of your complaint?	4	0	0	0	3
How satisfied are you that all areas of your complaint were addressed?	3	2	0	1	1
How satisfied are you that the reasons for the outcome of your complaint were fully explained?	5	1	1	0	0

#### 4. Learning

## 4.1 Actions from learning from complaints

We record any learning outcomes from complaints that require further action or changes to policy, process, or procedure.

A colour coded risk rating for each of the actions coming out of complaints is assigned to each action. This is based on the level of potential risk of the Authority for not addressing the action and a future complaint relating to these actions occurring, which may result in a service failure or maladministration finding from the Housing Ombudsman.

From the complaints investigated this financial year, 94 learning outcomes were identified, 91% of the learning outcomes have been implemented.

The remaining outstanding actions will continue to be monitored, to ensure all learning outcomes are implemented.

Below is a breakdown of learning outcomes by risk:

Risk Level	Number of Learning Outcomes	% implemented
Red	27	96%
Amber	45	93%
Green	22	86%

Complaint Learning Outcomes included the following:

- Officers have been reminded of the importance of keeping files notes – a customer relations management system has recently been implemented to log interactions with tenants
- Officers have been reminded of the procedure for sending personal information to professionals and that all correspondence is accessible through subject access requests
- Officers have been reminded not to mark emails as complete, until contact has been made with the sender
- The approach for handling reports of pests has been outlined and shared with officers in a Pest Policy.
- Officers have been reminded that tenants should be notified in advance of planned visits
- Officers have been reminded that case updates should not be provided to third parties without the relevant consent from the subject. Measures have been implemented to ensure that all relevant departments are notified when a tenant withdraws authority to disclose matters relating to their tenancy with third parties
- Contractors have been reminded not to take photos inside tenant's homes, without first seeking their consent
- Wherever possible, tenants will be present during major works handover inspections
- Regular discussions have taken place to facilitate better communication between the Council and our major works contractor
- Officers have been reminded about data protection obligations when undertaking home visits and to refrain from discussing personal information on the doorstep/via smart door bells
- Officers have been reminded about the different methods available to tenants and leaseholders to make a complaint, ensuring that the process is accessible to all
- Additional training has been provided to call centre officers around repairs priority timescales
- New processes have been implemented to ensure that out of hours repairs are prioritised, without delay, once the service re-opens



- Resident Liaison Officers are to ensure tenants are reminded of the post-handover defects process
- Major works contractors have received additional guidance around cleanliness standards
- Officers have been reminded of the permission process including ensuring that responses are provided within timescales, tenancy files are checked/site inspected before making a decision and that decision letters are adapted to reflect the individual case
- Officers have been reminded to ensure messages to contact tenants are passed to the relevant officer and where a tenant advises that they have left multiple messages, but not received a response, this should be raised with the relevant Team Leader/Manager
- Officers have been reminded of the requirements set out in the succession procedure
- Officers have been reminded to minimise the number of officers attending the same visit, in order to be as efficient as possible and to minimise the impact on the tenant
- Officers have been reminded to ensure that allegations are investigated prior to issuing warning letters to tenants
- Officers have been reminded that a multi-agency approach should be adopted, where possible, and any considerations/adjustments made due a tenant's vulnerabilities should be documented
- Officers have been reminded to ensure that communication is maintained with colleagues to ensure that joint inspections are arranged within target/deadline timescales
- Officers have been reminded to have a consistent approach when offering support to tenants
- The major works contractor has been reminded to ensure that works are completed in line with specifications to prevent defects
- Procedures have been implemented to ensure that discussions and assessments are to be had with new tenants to ensure that they are capable of maintaining hedges/trees at the time of being offered a new tenancy, ensuring that every new tenant receives a garden plan highlighting their area of responsibility
- Operatives have been reminded that if they need to use an occupied electrical socket in a tenant's home, they should seek permission from the tenant before unplugging any equipment

A number of housing complaint handlers also undertook the 'High quality written responses to complaints' training, delivered by Housing Quality Network on 01 December 2022.

## **4.2 Changes to complaints process**

### **HOS code**

On 01 April 2022 the revised Housing Ombudsman Complaint Handling Code came into effect for members of the scheme. Members were given until 01 October 2022 to comply with the code and publish a self-assessment to demonstrate this.

A gap analysis was undertaken and the necessary amendments made to policies and procedures to ensure compliance.

The self-assessment was completed and approved for publishing by Cabinet on 27 September 2022 and was published on the website in readiness for the 01 October 2022 deadline.

### **Housing complaints procedure**

To assist with compliance with the Complaint Handling Code, a Housing Complaints Procedure was introduced. The procedure sets out the requirements and expectations for the handling of housing complaints.

The procedure includes standard letter templates to ensure that key information is provided to complainants at the relevant stage of the process.

The housing complaint procedure has most recently been updated to reflect the changes following the implementation of the Decision-Making Accountability Review.

### **Decision codes**

During a discussion held with complaint handlers, it was identified that the decision categories being used for Housing Complaints were leading to some conflict between complainants and complaint handlers.

They advised that the use of the word 'unjustified' had led to complainants being disgruntled, as they felt this was dismissive of their experience and decision to make a complaint, even if they accepted the findings of the investigation. Therefore, the decision has been made that following complaint outcomes will be used as an alternative 'upheld', 'partially upheld' and 'not upheld'. The change has been communicated to all departments handling housing complaints and the procedure/letter templates updated to reflect this.

### **4.3 Emerging themes from complaints**

Analysis has taken place across the themes/types of complaints we have received. The main areas and lessons emerging for services are:

- **Increasing complaint volumes** – During last financial year we saw a considerable increase in complaint volumes at all levels. The proportion of complaints by service area has been relatively consistent for Lettings/Strategic Housing and Housing Operations. However, Housing Management including ASB (39% increase) and Assets (199% increase) have seen significant increases to the portion of housing complaints received, which relate to their service area, principally due to one large contractor scheme involving re-roof and unseasonal weather.

Complaints are often complex in nature, which result in complaint handlers having to invest considerable time to thoroughly investigate, respond and implement learning/actions. All of which moves officers away from their typical 'day to day' activities. If complaint volumes continue to increase, it is likely that current service provision will not be able to be sustained and additional resources will be required to either bolster the individual teams to compensate for the time taken for complaint handling or to provide a dedicated resource to investigate and respond to the complaints in line with the expectations of the Housing Ombudsman. Many Housing providers now have dedicated complaint handling teams.

Complaint outcomes remain relatively consistent, which does offer some reassurance that complaint volumes are not due to service provision declining, but is likely attributed to the increased publicity around the complaints process by the Council and other agencies/government departments.

- **Increasing contact from the Housing Ombudsman** – throughout the financial year we have seen a considerable increase in the number of tenants contacting HOS. Three complaints have been escalated to the Ombudsman for investigation and a number of tenants have contacted them before and during exploring our complaints process, resulting in contact/requests for information from HOS. The increasing involvement of HOS in our complaint cases presents a significant potential reputational and financial risk to the Council.

HOS continues to publicly name landlords who have been identified to have committed service failure and will often increase the levels of compensation offered by landlords. Co-ordinating and responding to Housing Ombudsman case referrals is resource intensive and it is possible that additional resources will be required if this demand continues.

- **Increased complaint volumes relating to major works programme** –a significant increase in the number of complaints received, which were handled by the Assets Team was noted this financial year, in comparison to the previous financial year. The Assets team typically receive lower than average complaint numbers, compared to the rest of the service areas. The nature of the programmes of work undertaken during the financial year, particularly significant works to flat roofed bungalows, coupled with unseasonal weather, supply issues of labour and materials within the construction industry, will have contributed to this. Concerns were raised with J.Tomlinson, prior to them entering administration. It is important that learning outcomes in this area are shared with the new major works contractor, to minimise future complaints. Complaint volumes for the Assets team will be closely monitored in the future, to ensure that this is not representative of a service failure.
- **Increasing number of complaints requiring an extension to respond** – the Housing Ombudsman Services' complaint handling code, allows for complaint handlers to extend the deadline to respond to complaints, in exceptional circumstances. Complaint handlers should be mindful that general workload, would not typically be considered exceptional circumstances by HOS and extensions should only be utilised where the nature of the complaint requires additional time to investigate or a complainant's availability to provide additional details is limited. Complaint handlers need to ensure that investigations are prioritised to ensure that a response is provided within the initial 10 or 20 working day deadline wherever possible.

## **5 Ombudsman Complaint Code**

The Council's Complaints and Compliments Policy and Housing Complaints Procedure is currently in line with the Housing Ombudsman's complaint handling code. This follows the revision of the Complaint Policy and the implementation of the Housing Complaints Procedure in September 2022.

The Council's obligation to complete and publish an annual assessment against the code has been satisfied. Following authorisation at Cabinet in July 2023, the self-assessment has been updated on the Council's website.

### **Implications**

#### **Corporate Plan:**

Fully meets the Corporate Plan priority of leading a customer focussed service, which engages our tenants and adheres to all regulatory standards.

## Legal:

There are no significant legal issues identified in the report which is for noting. [RLD 22/08/2023]

## Finance:

No direct financial implications arising from this report. [PH 22/08/2023]

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
<p>Significant reputational risk – A 'complaints handling failure order' could be served on the Council. This is an order to rectify within a given timescale and referral to The Regulator of Social Housing.</p> <p>An adverse inspection by the Regulator of Social Housing could result in the removal of the Council's housing stock or the levy of an unlimited fine.</p> <p>Key policy/procedure/self-assessments related to Housing Services must be consulted and reviewed by tenants as part of regulation.</p>	<p>Full compliance with the Complaint Handling Code as set out by the Housing Ombudsman Service.</p> <p>Relevant documents reviewed and consulted with tenants Gateway March/May 2023.</p>

## Human Resources:

There are no direct HR implications contained within the report. [KH 30/08/2023]

## Environmental/Sustainability:

None

**Equalities:**

None

**Other Implications:**

N/A

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>18<sup>TH</sup> SEPTEMBER 2023</b>
<b>Heading:</b>	<b>2023/24 FORECAST OUTTURN FOR GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROGRAMME AS AT JULY 2023</b>
<b>Executive Lead Member:</b>	<b>EXECUTIVE LEAD FOR FINANCE, REVENUES AND BENEFITS – CLLR RACHEL MADDEN</b>
<b>Ward/s:</b>	<b>ALL</b>
<b>Key Decision:</b>	<b>YES</b>
<b>Subject to Call-In:</b>	<b>YES</b>

### Purpose of Report

To summarise the Council's forecast financial outturn position to 31 March 2024 compared to the latest approved budgets for the General Fund, Housing Revenue Account (HRA) and the Capital Programme. The forecast financial outturn is based on the actual financial activity to 31 July 2023 and forecast costs and income from 1 August 2023 to 31 March 2024.

## **Recommendation(s)**

Cabinet is requested:

- (1) To note the current forecast outturn for the General Fund, Housing Revenue Account (HRA) and Capital Programme for 2023/24.
- (2) To approve the budget adjustments outlined in section 3.1, Table 3 and the reserve movements outlined in section 3.2 Table 4.
- (3) To approve the proposed revised communal heating charges payable from 30<sup>th</sup> October 2023 outlined in section 6, Table 6, ensuring residents benefit from the reduced charges in a timely manner.
- (4) To recommend to Council the amendments and the addition of new schemes to the Capital Programme 2023/24 to 2027/28 and the funding of the Capital Programme as set out in Section 7 and Appendix 3 of the report.
- (5) To note the monitoring of Prudential and Treasury Management indicators for 2023/24 detailed in Appendix 4.

## **Reasons for Recommendation(s)**

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

## **Alternative Options Considered**

The financial position has to be reported to those charged with governance. Therefore, there are no other options.

The decrease in the communal heating service charge is calculated to cover the costs of providing the heating to the housing court schemes. To delay the decrease in costs would mean the benefit of the decrease is not passed on to tenants promptly. To not decrease the charge would mean tenants are overcharged.

## **Detailed Information**

### **Budget Monitoring April 2023 to July 2023 (General Fund and HRA)**

#### **1. Summary Budget for General Fund**

- 1.1 Table 1 below sets out the 2023/24 net revenue forecast outturn position based on actual income and expenditure to July 2023 and forecast income and expenditure from August 2023 to March 2024, compared to the current revised budget (based on original budget approved by Council on the 2<sup>nd</sup> March 2023 and Council approved budget adjustments to 31st July 2023).



1.2 The current General Fund forecast is a £1,547k underspend compared to the revised budget.

**Table 1 - Net General Fund Revenue Forecast to 31 March 2024 by Directorate**

<b>General Fund</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Forecast</b>	<b>Current Forecast Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Directorate</b>				
Chief Executive Officer	727	727	727	0
Governance	2,704	2,747	2,747	0
Transformation	525	428	659	231
Place	4,598	4,924	4,755	(169)
Operations	7,346	7,361	7,247	(114)
<b>Total Net Directorate Expenditure</b>	<b>15,900</b>	<b>16,187</b>	<b>16,135</b>	<b>(52)</b>
Net Recharges	(3,327)	(3,365)	(3,365)	0
Capital Financing	3,730	3,730	2,085	(1,645)
Net Interest Payable /(Receivable)	31	31	227	196
<b>Net Revenue Expenditure</b>	<b>16,334</b>	<b>16,583</b>	<b>15,082</b>	<b>(1,501)</b>
<b>Funding</b>	<b>(16,134)</b>	<b>(16,134)</b>	<b>(16,134)</b>	<b>0</b>
<b>Net Revenue Expenditure before transfer to(from) earmarked reserve</b>	<b>200</b>	<b>449</b>	<b>(1,052)</b>	<b>(1,501)</b>
Transfer to/(from) earmarked reserve	186	186	140	(46)
<b>Net Revenue Expenditure after transfer to(from) earmarked reserve</b>	<b>386</b>	<b>635</b>	<b>(912)</b>	<b>(1,547)</b>

1.3 Appendix 1 provides details of the variances for each Directorate, Corporate Costs and Funding.

1.4 Appendix 2 provides details of the approved and forecast earmarked reserves movements as at 31 July 2023.

1.5 The projected overspend in the Transformation Directorate arises mainly from loss of income from two investment properties (Charlecote Hotel and the former Callflex DWP building in Rotherham) combined with unexpected security costs for a vacant investment property. Subject to final outturn and if required, these costs will be funded from the Investment Property Reserve.

1.6 The main reason for the projected underspend in the Place Directorate is vacancies in Community Safety and Regeneration.

1.7 The Operations Directorate projected underspend is mainly due to decreases in energy costs, partly offset by additional costs of engaging agency workers to cover vacant posts.

1.8 The variances in Capital Financing Costs and Net Interest are mainly due to higher than expected interest payable and receivable on borrowing and investment. This, combined with slippage in the planned capital programme give a projected net underspend of £1,449k.

## 2. General Fund Savings/Efficiencies Monitoring 2023/24

- 2.1 The 2023/24 budget included the proposed savings and efficiencies as detailed in Table 2 below. The forecast achievement of these savings is identified, on the following basis:
- saving has been achieved (green),
  - saving forecast to be achieved but actions are still required to secure the saving (amber),
  - saving will not be achieved (red).

**Table 2 - General Fund Savings/Efficiencies Monitoring 2023/24**

<b>Saving / Efficiency</b>	<b>Detail</b>	<b>Budgeted Saving</b>	<b>Forecast Achieved Saving</b>	<b>Forecast Saving Shortfall</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Planning Fee Income	Additional income based on up to date demand levels for planning applications	100	100	0
Customer Services	Savings generated from the review of the Service during 2022/23	51	51	0
Leisure	Additional income from Photovoltaic Panels on Leisure Centres not included in the Leisure Operating Contract	60	60	0
	<b>Total</b>	<b>211</b>	<b>211</b>	<b>0</b>

2.2 The position outlined above shows all of the £211k savings are forecast to be achieved. £60k (categorised amber) of the £211k forecast savings are anticipated to be achieved, with actions currently being reviewed to ensure they are fully achieved.

## 3. General Fund Budget Adjustments and Reserve Movements

- 3.1 There are no General Fund budget adjustments to report.
- 3.2 Cabinet approval is requested for the following movement of reserves and corresponding budget adjustments.

**Table 3 – Reserves Movements 2023/24**

<b>Budget Contributed to:</b>	<b>Reserve movement from:</b>	<b>£'000</b>
Capital Financing	Asset Repair and Renewal	43
Capital Financing	Revenue Grants Reserve	3

3.3 The £43k withdrawal from the Asset Management and Renewal Reserve is to part fund the Lindley's Windmill Roof capital scheme. This was included in a report to Council on 7<sup>th</sup> July 2022. The £3k withdrawal from the Revenue Grants Reserve is to fund improvement to Shop Fronts in the District.

#### 4. Summary for Housing Revenue Account (HRA)

4.1 Table 4 sets out the 2023/24 HRA forecast outturn position based on actual income and expenditure to July 2023 and forecast income and expenditure from August 2023 to March 2024, compared to the original budget approved by Council 2<sup>nd</sup> March 2023.

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

**Table 4 – Housing Revenue Account Forecast to 31 March 2024**

Description	2023/24 Revised Budget £'000	2023/24 Forecast Outturn £'000	Current Forecast Variance £'000
<b>Income</b>			
Rents, Charges and Contributions	(28,221)	(28,209)	12
Interest and investment income	(700)	(1,500)	(800)
<b>Total Income</b>	<b>(28,921)</b>	<b>(29,709)</b>	<b>(788)</b>
<b>Expenditure</b>			
Repairs and Maintenance	8,797	8,814	17
Supervision and Management	5,505	5,382	(123)
Interest payable and similar charges	3,548	3,548	0
Rents, Rates, Taxes and other charges	161	164	3
Depreciation and impairments of fixed assets	4,173	4,173	0
Debt Management Costs	44	44	0
Contribution to the Bad Debt Provision	200	200	0
Transfer to Major Repairs Reserve	9,897	2,188	(7,709)
Capital expenditure funded by the HRA	6,986	6,839	(147)
<b>Total Expenditure</b>	<b>39,311</b>	<b>31,352</b>	<b>(7,959)</b>
<b>Net Cost of HRA Services</b>	<b>10,390</b>	<b>1,643</b>	<b>(8,747)</b>

#### Interest and Investment Income

Increased Interest rates in the banking sector will increase the average annual interest return on the HRA balances. Currently forecasting an increase of £0.8m but this is open to fluctuation dependant on the economy for the remainder of the year.

#### 4.4 Repairs and Maintenance

Increase in costs due to void property clearances £15k and hire of vehicles £11k due to delays in acquiring new vehicles. Partly offset from the reduction in fuel costs £9k.

There could be further future variances due to a contractor entering administration in July 2023. These will be reported to Cabinet once confirmed.

#### 4.5 Supervision and Management

Forecasting an underspend due to expected gas price decreases for the annual contract from October of £132k, Ombudsman fees increased by £9k.

#### 4.6 Transfer to the Major Repairs Reserve (MRR)

The current forecast outturn shows the reduced level of financing required from the HRA for the major repair element of the Capital Programme for 2023/24. The main reason for the forecast position is the Major Works Contract partner entering administration in July 2023. This has caused a programme of works to fall into future financial years, while the Council tenders for a new partner for the housing major works schemes.

#### 4.7 Capital Expenditure Funded by the HRA

Capital expenditure funded by the HRA is forecast lower than budget due to the movement between financial years of various new build schemes. Overall, the individual new schemes are estimating higher costs from the rise in construction labour and materials.

### **5 HRA Savings/Efficiencies 2023/24**

5.1 The 2023/24 HRA budget included no proposed savings and efficiencies.

### **6 Communal Heating Charges (District Heating)**

- 6.1 Users of communal heating pay a weekly charge designed to cover the cost to the Council for providing this heating. Historically the weekly charge has been reviewed annually and takes into account any under/over recovery in the previous year.
- 6.2 As noted in Section 4.5 of the report, energy costs are forecast to decrease when the next contract is implemented in October 2023. These decreases are outside the levels included in calculating the Communal Heating Charge applied from 3rd April 2023, which was approved by Cabinet on the 24th January 2023 as part of the 2023/24 Rent Setting Report.
- 6.3 It is proposed to implement an in-year decrease to the Communal Heating Charge from 30<sup>th</sup> October 2023. An analysis of the revised forecast costs for the scheme show that it is now likely to be over-recovered based on the current service charge levels.
- 6.4 Implementing a timely in-year decrease enables the forecast reduction to be passed to tenants quickly and helps to mitigate some of the adverse impact of the cost of living crisis on these residents.
- 6.5 Table 5 below shows the movements of the weekly heating charges over the last 18 months along with the proposed revised 2023/24 weekly heating charges and the reduced cost for the final 19 weeks of 2023/24 (November to March).

**Table 5 – Movement in Weekly Heating Charges from 2022/23 to 2023/24**

	<b>April - October 2022</b>	<b>November 2022 - March 2023</b>	<b>April - October 2023</b>	<b>Proposed November 2023 - March 2024</b>	<b>Proposed Weekly Decrease</b>	<b>TOTAL 19 Week Decrease (Nov - Mar)</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Band A	11.04	22.08	30.47	17.67	-12.80	-243.20
Band B	11.88	23.76	32.79	19.02	-13.77	-261.63
Band C	12.47	24.94	34.42	19.96	-14.46	-274.74
Band D	13.24	26.48	36.54	21.19	-15.35	-291.65
Band E	13.74	27.48	37.92	21.99	-15.93	-302.67
Band F	14.31	28.62	39.50	22.91	-16.59	-315.21

## 7. Capital Programme 2023/24 to 2027/28

7.1 The proposed Capital Programme and funding is summarised in Table 6 below. Appendix 3 shows a detailed breakdown of all the schemes below.

The three areas of the Capital Programme (Area Schemes, General Fund and HRA) are discussed in more detail below.

**Table 6 – Capital Programme (2023/24 to 2027/28)**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
<b>Capital Expenditure</b>						
Area Schemes	713	0	0	0	0	713
General Fund	27,202	4,095	5,670	5,860	6,110	48,937
Housing Revenue Account	15,450	21,494	17,721	17,914	15,914	88,493
<b>Grand Total</b>	<b>43,365</b>	<b>25,589</b>	<b>23,391</b>	<b>23,774</b>	<b>22,024</b>	<b>138,143</b>
<b>Capital Financing</b>						
Developers Contributions - Area Schemes	562	0	0	0	0	562
Borrowing	8	0	0	0	0	8
Capital Receipts	61	0	0	0	0	61
Other Capital Grants and Contributions - Area Schemes	82	0	0	0	0	82
<b>Sub Total - Area Schemes</b>	<b>713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>713</b>
Prudential Borrowing - General Fund	19,413	1,560	4,560	4,750	5,000	35,283
Direct Revenue Financing - General Fund	546	0	0	0	0	546
Developers Contributions - General Fund	125	0	0	0	0	125
Capital Receipts	1,556	0	0	0	0	1,556
Other Capital Grants and Contributions - General Fund	5,562	2,535	1,110	1,110	1,110	11,427
<b>Sub Total - General Fund</b>	<b>27,202</b>	<b>4,095</b>	<b>5,670</b>	<b>5,860</b>	<b>6,110</b>	<b>48,937</b>
Funded from HRA Reserves	13,201	18,069	16,241	16,434	14,434	78,379
Homes England	650	1,000	0	0	0	1,650
Green Homes Grants	70	0	0	0	0	70
Social Housing Decarbonisation Fund 2	49	945	0	0	0	994
Future 1-4-1 Capital Receipts Funding Recently Built and New Schemes	600	600	600	600	600	3,000
Non 1-4-1 Capital Receipts	880	880	880	880	880	4,400
<b>Sub Total - HRA</b>	<b>15,450</b>	<b>21,494</b>	<b>17,721</b>	<b>17,914</b>	<b>15,914</b>	<b>88,493</b>
<b>Grand Total</b>	<b>43,365</b>	<b>25,589</b>	<b>23,391</b>	<b>23,774</b>	<b>22,024</b>	<b>138,143</b>

## Area Capital Programme

7.2 These consist of mainly self-financed schemes that enhance the local environment. Developers' contributions (known as Section 106 funding) make up the largest funding source. Additional grant funding is sought wherever possible to maximise the benefit to local communities. Area schemes are included in Table 7.

**Table 7 – Area Schemes (2023/24 to 2027/28)**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
<b>Area</b>						
Hucknall Area	37	0	0	0	0	37
Kirkby Area	379	0	0	0	0	379
Sutton Area	176	0	0	0	0	176
Rural Area	121	0	0	0	0	121
<b>Total</b>	<b>713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>713</b>
<b>Funded by</b>						
Borrowing	8	0	0	0	0	8
Capital Receipts	61	0	0	0	0	61
Nottinghamshire County Council (NCC)	37	0	0	0	0	37
Section 106	554	0	0	0	0	554
Skanska	6	0	0	0	0	6
Taylor Wimpey	39	0	0	0	0	39
Sustainable Transport S106	8	0	0	0	0	8
<b>Total</b>	<b>713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>713</b>

Table 8 below shows where changes to capital schemes by Area are proposed due to project delays (slippage) or changes in project spend.

**Table 8 – Area Schemes (changes in proposed expenditure)**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
<b>Approved Area Scheme</b>	<b>763</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>763</b>
Changes to Hucknall Area Schemes	-50	0	0	0	0	-50
<b>Proposed Area Schemes to be Approved</b>	<b>713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>713</b>

**Table 9 – Area Schemes (changes to budget – by scheme)**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
<b>Hucknall Area</b>						
Titchfield Park Brook	-50	0	0	0	0	-50
<b>Grand Total</b>	<b>-50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-50</b>

### 7.3 Changes to Existing Area Projects

Table 9 above shows only one proposed change to budget. The actual spend and funding for the Titchfield Park Brook scheme had previously been overstated. The actual allocation for each project is shown at Appendix 3.

**Table 10 - Area Schemes Summary Reconciliation of Current Capital Programme to Proposed September 2023 Capital Programme**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
July 2023 Capital Programme	763	0	0	0	0	763
Changes to Current Projects	-50	0	0	0	0	-50
<b>Proposed September 2023 Capital Programme</b>	<b>713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>713</b>

**Table 11 – General Fund Projects (changes in budget – by scheme)**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
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#### **Changes to Current Projects**

Improvement Grants 1996 Act						
Disabled Facility Grant	-155	2	2	2	1,110	961
Purchase of Vehicles	-1,319	-547	4,314	4,750	5,000	12,198
<b>Grand Total</b>	<b>-1,474</b>	<b>-545</b>	<b>4,316</b>	<b>4,752</b>	<b>6,110</b>	<b>13,159</b>

7.4 Table 11 above shows the proposed changes to budget on a scheme by scheme basis.

Key changes to Existing General Fund Projects.

- **Improvement Grants 1996 Act Disabled Facility Grant** – For the purpose of the Capital Programme it has been assumed that the current year funding will be repeated over the next four years. The unspent allocation from previous years has been allocated equally over the current financial year and the next four years.
- **Purchase of Vehicles** – Reduction in vehicle purchases in years 2023/24 and 2024/25 due mainly as a result of extending the lives of existing vehicles. Increase in vehicle purchases from 2025/26 onwards due to the introduction of new electric refuse collection vehicles purchases.

The actual allocation for each project is shown at Appendix 3.

7.5 The Council has received an allocation £6.2m from the Government's Future High Street Fund (FHSF). The FHSF schemes and their funding is included on Appendix 3 of this report.

7.6 Ashfield District Council has secured £62.6m from the Government Towns Fund. The Capital Programme is being updated as these schemes commence implementation.



**Table 12 – New General Fund Schemes**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
<b>New Projects</b>						
Rapid Deployable CCTV Cameras and Installation	30	0	0	0	0	30
<b>Grand Total</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>

7.7 The Rapid Deployable CCTV Cameras are part of a funding application with the Nottinghamshire Police and Crime Commissioner. If the request for funding is unsuccessful the scheme will be removed from the Capital Programme. The outcome of the Council's bid is expected in September 2023.

**Table 13 - General Fund Schemes Summary Reconciliation of Current Capital Programme to Proposed September 2023 Capital Programme**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
<b>Current July 2023 Capital Programme</b>	<b>28,646</b>	<b>4,640</b>	<b>1,354</b>	<b>1,108</b>	<b>0</b>	<b>35,748</b>
Changes to Current Projects	-1,474	-545	4,316	4,752	6,110	13,159
New Projects	30	0	0	0	0	30
<b>Proposed September 2023 Capital Programme</b>	<b>27,202</b>	<b>4,095</b>	<b>5,670</b>	<b>5,860</b>	<b>6,110</b>	<b>48,937</b>

**Table 14 – General Fund – Financing of the Capital Programme**

The table below shows the changes in financing required to move from the existing Capital Programme to the proposed 2023/24 – 2027/28 Capital Programme.

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
<b>July 2023 Capital Programme</b>	<b>28,646</b>	<b>4,640</b>	<b>1,354</b>	<b>1,108</b>	<b>0</b>	<b>35,748</b>
Capital Grants	-125	2	2	2	1,110	991
Capital Receipts	0	0	0	0	0	0
Direct Revenue Financing - General Fund	0	0	0	0	0	0
Prudential Borrowing	-1,319	-547	4,314	4,750	5,000	12,198
Developers Contributions - General Fund	0	0	0	0	0	0
<b>Proposed September 2023 Capital Programme</b>	<b>27,202</b>	<b>4,095</b>	<b>5,670</b>	<b>5,860</b>	<b>6,110</b>	<b>48,937</b>

#### 7.8 Housing Revenue Account (HRA) Capital Programme

Key changes to existing schemes are as follows:

- **Decent Homes Schemes** – The Capital Programme now includes estimated expenditure for 2027/28. There is a significant reduction in the budget for 2023/24 which is primarily due to the Council's main contractor entering administration.

- **Affordable Housing developments - Sutton-in-Ashfield** – There is not expected to be any further expenditure required for this scheme.
- **Development of Unviable Garage Sites in Kirkby-in-Ashfield and Hucknall** – The cost of the scheme has reduced due to the number of plots being developed being less than previously anticipated.
- **Housing Vehicles** - The estimated expenditure on housing vehicles has now been included for the years 2024/25 to 2027/28.
- **Hucknall Infill Sites** - There is not expected to be any further expenditure required for this scheme.
- **Investment in New or Existing Council Dwellings** – The Government is allowing local authorities to retain amounts that would have been paid to the Treasury in 2022/23 and 2023/24 and to use this money to part fund the purchase of new or existing dwellings. As the Council is only able to fund 40% of the dwelling purchases through 1-4-1 receipts the additional funding means that the Council has to spend more in order to meet the new targets set out by DLUHC.
- **Northern View, Sutton-in-Ashfield** – This scheme is not expected to commence until 2024/25.
- **Warwick Close** – Reprofiling of the capital expenditure. The overall cost remains unchanged.

In addition, Councillor T Hollis, Executive Lead Member for Strategic Housing and and Climate Change has approved an Executive Decision to accept a grant award of £544,800 from the Local Authority Housing Fund Round 2, to acquire 6 properties that will be used to resettle Afghan families. Subject to full Council approval, this will increase the HRA Capital Programme by £1,020,000, with this being funded by up to £544,800 grant funding and £475,200 from HRA reserves (average circa £170k per property). This is not included in this report as it is subject to full Council approval on 25<sup>th</sup> September 2023. This report recommends Cabinet recommend the inclusion of this in the HRA Capital Programme.

Full details of the HRA Capital Programme are shown in Appendix 3.

**Table 15 – Housing Revenue Account (changes to budget)**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
<b>Expenditure Approved</b>	<b>27,439</b>	<b>15,889</b>	<b>15,288</b>	<b>14,925</b>	<b>0</b>	<b>73,541</b>
<b>Changes to Current Projects</b>						
<b>Decent Home Schemes</b>						
Management Fee	0	0	0	0	660	<b>660</b>
Catch up and Major Repairs	-4,800	646	434	427	9,727	<b>6,434</b>
Service Improvements	-3,630	1,475	762	578	2,772	<b>1,957</b>
Contingent Major Repairs	-52	20	15	-27	140	<b>97</b>
Exceptional Extensive Works	19	-1,134	234	950	20	<b>89</b>
Surveys	350	120	0	0	0	<b>470</b>
Disabled Adaptations	0	0	0	0	450	<b>450</b>
<b>Sub Total</b>	<b>-8,113</b>	<b>1,127</b>	<b>1,445</b>	<b>1,928</b>	<b>13,769</b>	<b>10,157</b>
<b>Other Housing Revenue Account Schemes</b>						
Affordable Housing developments - Sutton-in-Ashfield	-13	0	0	0	0	<b>-13</b>
Development of Unviable Garage Sites in Kirkby-in-Ashfield and Hucknall	-176	-25	0	0	0	<b>-201</b>
Housing Vehicles	-21	331	487	560	644	<b>2,001</b>
Hucknall Infill Sites	-10	0	0	0	0	<b>-10</b>
Investment in New or Existing Dwellings	0	445	501	501	1,501	<b>2,948</b>
Maun View Sutton-in-Ashfield	17	53	0	0	0	<b>70</b>
Northern View, Sutton-in-Ashfield	-3,583	3,583	0	0	0	<b>0</b>
Warwick Close, Kirkby-in-Ashfield	-91	91	0	0	0	<b>0</b>
<b>Sub Total</b>	<b>-3,877</b>	<b>4,478</b>	<b>988</b>	<b>1,061</b>	<b>2,145</b>	<b>4,795</b>
<b>Grand Total</b>	<b>15,450</b>	<b>21,494</b>	<b>17,721</b>	<b>17,914</b>	<b>15,914</b>	<b>88,493</b>
<b>Capital Funding</b>						
Funded from HRA Reserves	13,201	18,069	16,241	16,434	14,434	<b>78,379</b>
Homes England	650	1,000	0	0	0	<b>1,650</b>
Green Homes Grants	70	0	0	0	0	<b>70</b>
Social Housing Decarbonisation Fund 2	49	945	0	0	0	<b>994</b>
Future 1-4-1 Capital Receipts						
Funding Recently Built and New Schemes	600	600	600	600	600	<b>3,000</b>
Non 1-4-1 Capital Receipts	880	880	880	880	880	<b>4,400</b>
<b>Total Capital Funding</b>	<b>15,450</b>	<b>21,494</b>	<b>17,721</b>	<b>17,914</b>	<b>15,914</b>	<b>88,493</b>

## 8. Prudential and Treasury Management Indicators

8.1 The 2021 Prudential Code and Treasury Management Code introduced a new requirement that monitoring of the treasury management indicators should be reported quarterly (along with the other prudential indicators) as part of the Authority's general revenue and capital monitoring. To comply with this, the Prudential and Treasury Management Indicators are included in this report and will also be included in future monitoring reports.

8.2 Detailed information on the indicators including original and revised indicators for 2023/24 is shown at Appendix 4.

### Implications

#### **Corporate Plan:**

The Revenue and Capital Budgets and Outturn position reflect delivery of the priorities in the Corporate Plan.

#### **Legal:**

This report ensures compliance with the Council's approved Financial Regulations. [RLD 24/08/2023]

#### **Finance:** [PH 25/08/2023].

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	As set out in the body of this report and the appendices.
General Fund – Capital Programme	As set out in the body of this report and the appendices.
Housing Revenue Account – Revenue Budget	As set out in the body of this report and the appendices.
Housing Revenue Account – Capital Programme	As set out in the body of this report and the appendices.

#### **Risk:**

<b>Risk</b>	<b>Mitigation</b>
Failure to spend within approved budgets could impact the financial sustainability of the Council.	Regular financial monitoring reports to SLT and Cabinet. Financial Regulations. Finance training for Budget Managers and Budget Holders

#### **Human Resources:**

No HR implications [KB04/09/2023]

#### **Environmental/Sustainability**

No implications

**Equalities:**

No implications

**Background Papers**

Annual Budget and Council Tax 2023/24 and Medium-Term Financial Strategy Update to Council  
2<sup>nd</sup> March 2023

Draft Outturn Report 2022/23 to Cabinet 31<sup>st</sup> July 2023

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<b>Directorate:</b>	<b>Chief Executive's Department</b>		
<b>Forecast as at:</b>	<b>31/07/2023</b>		
<b>Service Area</b>	<b>Forecast Underspend OR Income over-recovery (-) £'000</b>	<b>Forecast Overspend OR Income under-recovery (+) £'000</b>	<b>Key reasons for forecast variance</b>
No forecast variances			
<b>Total</b>	0	0	
<b>Net Forecast Under/Overspend</b>	0		

<b>Directorate:</b>	<b>Governance</b>		
<b>Forecast as at:</b>	<b>31/07/2023</b>		
	<b>Forecast Underspend OR Income over-recovery (-)</b>	<b>Forecast Overspend OR Income under-recovery (+)</b>	<b>Key reasons for forecast variance</b>
<b>Service Area</b>	<b>£'000</b>	<b>£'000</b>	
No forecast variances			
Total	0	0	
Net Forecast -Under/+Overspend	0		

<b>Directorate:</b>	<b>Transformation</b>		
<b>Forecast as at:</b>	<b>31/07/2023</b>		
<b>Service Area</b>	<b>Forecast Underspend OR Income over-recovery (- ) £'000</b>	<b>Forecast Overspend OR Income under-recovery (+) £'000</b>	<b>Key reasons for forecast variance</b>
Digital Services		10	Additional Consultancy Services in respect of Iken legal case management system.
IT Services		7	Increased cost of software licences
GIS	-23		Higher income from Street Naming and Numbering
Investment Properties		146	Lower rental income from Hotel Investment Property
		50	Security costs at vacant Investment Property
		36	Reduced rental income from vacant Investment Property
Financial Management		5	Increased staff costs due to overtime payments in respect of supporting new Financial Management System - funded from reserve approved as part of business case
<b>Total</b>	<b>-23</b>	<b>254</b>	
<b>Net Forecast Under/Overspend</b>	<b>231</b>		



<b>Directorate:</b>	<b>Place</b>		
<b>Forecast as at:</b>	<b>31/07/2023</b>		
	Forecast Underspend OR Income over-recovery (- ) £'000	Forecast Overspend OR Income under-recovery (+) £'000	Key reasons for forecast variance
Service Area			
Community Safety	-106	20	Net saving from staff costs as a result of vacancies Additional legal costs
Licensing	-12		Staff costs as a result of vacancies
Regeneration	-74	3	Net saving from staff costs as a result of vacancies Advert in respect of Parking Order
<b>Total</b>	<b>-192</b>	<b>23</b>	
<b>Net Forecast Under/Overspend</b>	<b>-169</b>		

<b>Directorate:</b>	<b>Operations</b>		
<b>Forecast as at:</b>	<b>31/07/2023</b>		
	<b>Forecast Underspend OR Income over-recovery (-)</b>	<b>Forecast Overspend OR Income under-recovery (+)</b>	<b>Key reasons for forecast variance</b>
<b>Service Area</b>	<b>£'000</b>	<b>£'000</b>	
Neighbourhood Services	-22		Premises Expenses - Estimated reduction in unit cost of gas and electricity from October.
	-19		Fuel Costs - prices fallen in the first part of the financial year.
		20	Developer Contributions realigned in 2022-23 reducing amount in 2023-24.
		25	Additional cost of Agency workers due to vacant posts
Garage Workshop		7	Unexpected cost for repair and maintenance of the electric road sweepers.
Waste Services	-47		Fuel Costs - prices fallen in the first part of the financial year.
	-15		Higher income from Trade Waste.
		25	Additional cost of Agency workers due to long term sickness cover.
Transport	-38		Premises Expenses - Estimated reduction in unit cost of gas and electricity from October.
Asset Management	-50		Premises Expenses - Estimated reduction in unit cost of gas and electricity from October.
<b>Total</b>	<b>-191</b>	<b>77</b>	
<b>Net Under/Overspend</b>	<b>-114</b>		

<b>Corporate Costs</b>		<b>Corporate Costs</b>		
<b>Forecast as at:</b>		<b>31/07/2023</b>		
<b>Service Area</b>	<b>Forecast Underspend OR Income over-recovery (-)</b> <b>£'000</b>	<b>Forecast Overspend OR Income under-recovery (+)</b> <b>£'000</b>	<b>Key reasons for forecast variance</b>	
Loan Interest Payable	-612		It was assumed loans would be refinanced in 2023/24 and additional borrowing required. It is now clear this is not required.	
Minimum Revenue Provision	-1,079		As borrowing is not required, MRP is reduced. It has also reduced due to switch funding and programme slippage.	
Direct Revenue Financing		46	£43k Windmill Scheme and £3k Shop Fronts. All funded from reserves.	
Net Interest Payable/Receivable		196	This is a net gain to the HRA, representing additional interest earned due to higher rates (internal borrowing).	
	-1,691	242		
<b>Net Forecast Under/Overspend</b>	<b>-1,449</b>			

Funding

Forecast as at:

31/07/2023

	<b>Forecast Underspend OR Income over-recovery (- ) £'000</b>	<b>Forecast Overspend OR Income under- recovery (+) £'000</b>	<b>Key reasons for forecast variance</b>
<b>Service Area</b>	<b>£'000</b>	<b>£'000</b>	
No forecast variances			
	0	0	
Net Forecast Under/Overspend	0		

<b>Statement of Movement on General Fund Reserves</b>							
<b>Service Earmarked Reserve</b>	<b>Opening Balance at 1st April 2023</b>	<b>Approved</b>	<b>Approved</b>	<b>Approved Balance as at 31 July 2023</b>	<b>Requiring Approval</b>	<b>Requiring Approval</b>	<b>Forecast Closing Balance as at 31 March 2024</b>
		<b>Contributions</b>	<b>Withdrawals</b>		<b>Contributions</b>	<b>Withdrawals</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>			<b>£</b>
<b>Earmarked Reserves</b>							
Elections	(151,858)	(84,000)	197,000	(38,858)	0	0	(38,858)
Insurance Related Funds (Inc Risk Mngt)	(339,533)	(75,000)	0	(414,533)	0	0	(414,533)
Revenue Grant Reserve	(3,363,794)	0	332,000	(3,031,794)		3,000	(3,028,794)
District Planning Enquiry Fund	(201,140)	0	0	(201,140)	0	0	(201,140)
Asset Renewal	(640,476)	0	0	(640,476)	0	43,000	(597,476)
Leisure Maintenance Reserve (joint Use Pre 2021)	(1,141,678)	(290,000)	0	(1,431,678)	0	0	(1,431,678)
NNDR Equalisation Reserve	(5,982,109)	0	82,000	(5,900,109)	0	0	(5,900,109)
Supported Housing Trading Fund	(53,376)	0	0	(53,376)	0	0	(53,376)
Corporate Change Reserve	(847,789)	(150,000)	0	(997,789)	0	0	(997,789)
Commercial Property Investment Reserve	(4,200,000)	(200,000)	0	(4,400,000)	0	0	(4,400,000)
Economic Development and Place Reserve	(251,759)	0	0	(251,759)	0	0	(251,759)
Joint Crematorium Reserve	(635,035)	0	0	(635,035)	0	0	(635,035)
Selective Licencing	(73,044)	0	0	(73,044)	0	0	(73,044)
Licensing Reserve	(247,845)	0	37,000	(210,845)	0	0	(210,845)
Covid-19 Grant Reserve	(381,237)	0	0	(381,237)	0	0	(381,237)
Legal Reserve	(25,000)	(10,000)	0	(35,000)	0	0	(35,000)
Winter Maintenance Reserve	(15,000)	(5,000)	0	(20,000)	0	0	(20,000)
Commercial Property Dilapidations Reserve	(30,000)	(10,000)	0	(40,000)	0	0	(40,000)
IT Reserve	(15,000)	(10,000)	0	(25,000)	0	0	(25,000)
<b>Total Earmarked Reserves</b>	<b>(18,595,673)</b>	<b>(834,000)</b>	<b>648,000</b>	<b>(18,756,673)</b>	<b>0</b>	<b>46,000</b>	<b>(18,735,673)</b>
NNDR/Ctax S31 & Compensation Reserve	(320,473)	0	232,334	(88,139)	0	0	(88,139)
<b>General Reserve</b>	<b>-9,234,870</b>		<b>386,000</b>	<b>-8,848,870</b>			<b>-8,848,870</b>

**Statement of Movement on HRA Reserves**

Service Earmarked Reserve	Opening Balance 1 April 2023	Approved		Balance as at 31 July 2023	Forecast as at 31 July 2023		Forecast Closing Balance as at 31 March 2024	Forecast Comments
		Contributions	Withdrawals		Contributions	Withdrawals		
HRA Revenue Grants Reserve	-44,772	0	0	-44,772	0	19,642	-25,130	Grant for Tenant Survey Measures will be utilised.
HRA Eco Funding Reserve	-243,430	0	0	-243,430	0	0	-243,430	
HRA Insurance Reserve	-124,237	-30,000	30,000	-124,237	0	0	-124,237	
HRA Technology Investment	-25,566	0	0	-25,566	0	0	-25,566	
HRA Welfare Reform Reserve	-140,399	0	50,000	-90,399	0	0	-90,399	
<b>Total HRA Earmarked Reserves</b>	<b>-578,404</b>	<b>-30,000</b>	<b>80,000</b>	<b>-528,404</b>	<b>0</b>	<b>19,642</b>	<b>-508,762</b>	



**Appendix 3 - Capital Programme**

**Housing Revenue Account Capital Schemes**

Housing Revenue Account							
	Lead Officer	2023/24	2024/25	2025/26	2026/27	2027/28	Total
		£'000	£'000	£'000	£'000	£'000	£'000
<b>HOUSING REVENUE ACCOUNT</b>							
<b>Decent Homes Schemes</b>							
Management Fee	Paul Parkinson	672	660	660	660	660	3,312
Catch up and Major Repairs	Paul Parkinson	3,221	10,632	10,372	10,655	9,727	44,607
Service Improvements	Paul Parkinson	1,161	3,785	2,905	2,969	2,772	13,592
Contingent Major Repairs	Paul Parkinson	105	105	105	102	140	557
Exceptional Extensive Works	Paul Parkinson	998	70	1,234	970	20	3,290
Surveys	Paul Parkinson	350	120	0	0	0	470
Disabled Adaptations	Paul Parkinson	788	360	410	450	450	2,456
<b>Grand Total</b>		<b>7,291</b>	<b>15,732</b>	<b>15,686</b>	<b>15,806</b>	<b>13,769</b>	<b>68,284</b>
<b>Other Housing Revenue Account Schemes</b>							
Affordable Housing Developments Sutton In Ashfield	Paul Parkinson	0	0	0	0	0	0
BEIS Social Housing Decarbonisation Fund	Paul Parkinson	0	0	0	0	0	0
Investment in New or Existing Dwellings	Paul Parkinson	1,501	1,501	1,501	1,501	1,501	7,505
Davies Avenue Housing Project - Frog Hopper Lane	Paul Parkinson	44	0	0	0	0	44
Development of Unviable Garage Sites in Kirby-in-Ashfield and Hucknall (Darley Avenue and Spruce Grove New Builds)	Paul Parkinson	440	25	0	0	0	465
Firewalls	Paul Parkinson	1	0	0	0	0	1
Green Homes Grant (HRA) (1)	Paul Parkinson	43	0	0	0	0	43
Green Homes Grant (HRA) (2)	Paul Parkinson	27	0	0	0	0	27
Housing Vehicles	Jas Hundal	368	423	467	560	644	2,462
Hucknall Infill Sites	Paul Parkinson	0	0	0	0	0	0
Major Repairs Temporary Accommodation	Paul Parkinson	113	46	47	47	0	253
Maun View Sutton-in-Ashfield	Paul Parkinson	912	53	0	0	0	965
Northern View, Sutton-in-Ashfield	Paul Parkinson	0	3,583	0	0	0	3,583
SAN Hardware	Paul Parkinson	1	0	0	0	0	1
Switch Network Hardware	Paul Parkinson	4	0	0	0	0	4
Officers' IT for Agile Working (HRA)	Paul Parkinson	73	40	0	0	0	113
Vehicle Tracking Scheme	Jas Hundal	4	0	0	0	0	4
Warwick Close, Kirby-in-Ashfield	Paul Parkinson	4,628	91	0	0	0	4,719
<b>Grand Total</b>		<b>8,159</b>	<b>5,762</b>	<b>2,035</b>	<b>2,108</b>	<b>2,145</b>	<b>20,209</b>
<b>Total Housing Revenue Account</b>		<b>15,450</b>	<b>21,494</b>	<b>17,721</b>	<b>17,914</b>	<b>15,914</b>	<b>88,493</b>



Appendix 3 - Capital Programme

Area Capital Schemes

	Start Date	Completion Date	Lead Officer	2023/24	2024/25	2025/26	2026/27	2027/28	Total	Funding						
										Loan	Section 106	Grant	Grant Funder	Capital Receipts	Reserves	Total Funding
										£'000	£'000	£'000	e.g. Lottery	£'000	£'000	£'000
<b>Hucknall Area</b>																
Play Areas			Jas Hundal	1	0	0	0	0	1	1	0	0		0	0	1
Tilthfield Park Brook			Jas Hundal	20	0	0	0	0	20	0	0	20	NCC	0	0	20
Washdyke Recreation Ground			Jas Hundal	16	0	0	0	0	16	0	16	0		0	0	16
<b>Total Hucknall Area</b>				<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>1</b>	<b>16</b>	<b>20</b>		<b>0</b>	<b>0</b>	<b>37</b>
<b>Sutton Area</b>																
Ashfield Estate Footpaths			Jas Hundal	5	0	0	0	0	5	0	5	0		0	0	5
Football Changing Rooms			Jas Hundal	15	0	0	0	0	15	0	15	0		0	0	15
Kingsmill Reservoir footpath links		Mar-19	Jas Hundal	1	0	0	0	0	1	0	1	0		0	0	1
Kingsmill Reservoir management plan: Implementation Works	Ongoing	Ongoing	Jas Hundal	6	0	0	0	0	6	0	0	6	Skanska	0	0	6
Play Areas			Jas Hundal	6	0	0	0	0	6	6	0	0		0	0	6
Riley Recreation Ground			Jas Hundal	1	0	0	0	0	1	0	1	0		0	0	1
Roundhill Recreation Ground	Sep-18	Mar-19	Jas Hundal	9	0	0	0	0	9	1	0	8	LIS	0	0	9
Sudbury Drive Play Area			Jas Hundal	39	0	0	0	0	39	0	0	39	Taylor Wimpey	0	0	39
Sutton Lawn management Plan		Mar-18	Jas Hundal	14	0	0	0	0	14	0	6	8	NCC SLC	0	0	14
Sutton Town Centre Improvements			Jas Hundal	70	0	0	0	0	70	0	70	0		0	0	70
Taylor Crescent Recreation Ground	Sep-18	Mar-19	Jas Hundal	10	0	0	0	0	10	0	10	0		0	0	10
<b>Total Sutton Area</b>				<b>176</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>176</b>	<b>7</b>	<b>108</b>	<b>61</b>		<b>0</b>	<b>0</b>	<b>176</b>

**Appendix 3 - Capital Programme**

**Area Capital Schemes**

	Start Date	Completion Date	Lead Officer	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000	Loan £'000	Section 106 £'000	Grant £'000	Grant Funder e.g. Lottery	Capital Receipts £'000	Reserves £'000	Total Funding £'000
<b>Kirkby Area</b>																
Annesley Art Project			Jas Hundal	2	0	0	0	0	2	0	2	0		0	0	2
Annesley Public Open Space			Jas Hundal	106	0	0	0	0	106	0	106	0		0	0	106
Footpath Improvements Across the Larwood and Greenwood & Summit Wards			Jas Hundal	15	0	0	0	0	15	0	15	0		0	0	15
Forest Road Nature Area	Ongoing	Ongoing	Jas Hundal	5	0	0	0	0	5	0	5	0		0	0	5
Kingsway Park: Implementation of management plan	Ongoing	Ongoing	Jas Hundal	204	0	0	0	0	204	0	204	0		0	0	204
Kirkby footpaths/cycle ways	TBD	TBD	Jas Hundal	1	0	0	0	0	1	0	1	0		0	0	1
Lindleys Lane Play/Youth Area	TBD	TBD	Jas Hundal	6	0	0	0	0	6	0	6	0		0	0	6
Sports pavilion, Titchfield Park	TBD	TBD	Jas Hundal	39	0	0	0	0	39	0	39	0		0	0	39
West Park			Jas Hundal	1	0	0	0	0	1	0	0	0		1	0	1
<b>Total Kirkby Area</b>				<b>379</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>379</b>	<b>0</b>	<b>378</b>	<b>0</b>		<b>1</b>	<b>0</b>	<b>379</b>
<b>Rural Area</b>																
Jacksdale Car Park			Jas Hundal	1	0	0	0	0	1	0	0	1	NCC	0	0	1
Rurals and Open Space			Jas Hundal	120	0	0	0	0	120	0	60	0		60	0	120
<b>Total Rural Area</b>				<b>121</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>121</b>	<b>0</b>	<b>60</b>	<b>1</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>121</b>
<b>Total Area</b>				<b>713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>713</b>	<b>8</b>	<b>562</b>	<b>82</b>		<b>61</b>	<b>0</b>	<b>713</b>

## Prudential Indicators of Affordability

The Prudential Indicators for 2023-24 were agreed at the Council meeting on 2<sup>nd</sup> March 2023  
The Prudential Indicators for affordability are as follows:

- a) Estimate of the ratio of financing costs to the net revenue stream split between the Housing Revenue Account and the General Fund

For the HRA this is calculated by dividing the HRA capital financing costs by the total estimated Council Dwelling Income. For the General Fund this is calculated by dividing the General Fund capital financing costs by the estimated Council Tax Receipt plus Central Government Grants.

**Table 1 – Ratio of financing costs to net revenue stream for the Housing Revenue Account and General Fund.**

	2022/23 Revised	2022/23 Outturn	2023/2024 Original %	2023/24 Revised %
Housing Revenue Account	11.87	10.44	10.57	7.34
General Fund	21.05	15.32	30.08	22.94

The General Fund indicator is lower than forecast due to slippage and switch funding of borrowing in 2022/23 reducing the amount of Minimum Revenue Provision in 2023/24 the HRA indicator has reduced due to interest receivable amounts on HRA balances being higher than previously anticipated and higher than expected rental income.

**Table 2 – Ratio of financing costs to net revenue stream for the General Fund including Investment Property income.**

	2022/23 Revised	2022/23 Outturn	2023/2024 Original %	2023/24 Revised %
General Fund	-9.30	-11.17	-1.38	-6.79

The reason the above figures are negative is due to the Item 8 credit and investment property income being greater than the other financing costs e.g. Minimum Revenue Provision and interest payable. The General Fund indicator is lower than forecast due to slippage and switch funding of borrowing in 2022/23 reducing the amount of Minimum Revenue Provision in 2023/24.

- b) Estimate of the incremental impact of capital investment decisions on the Council Tax and Rent Levels

These indicators have been prepared using the revised Capital Programme, on the same agenda as this report.

The revised indicator for 2023-24 can be found on Table 3 below.

**Table 3 - Incremental Impact of capital investment decisions on Council Tax and Rent Levels**

	<b>2022/23 Revised</b>	<b>2022/23 Outturn</b>	<b>2023/2024 Original %</b>	<b>2023/24 Revised %</b>
<b>General Fund (Band D)</b>	19.88	24.31	34.79	23.51
<b>HRA (52 weeks)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The table is calculated by dividing the estimated finance costs of the in year capital expenditure by; the estimated number of Council Tax Band D equivalents for the General Fund and the number of Council Dwellings for the HRA. As there has not been any new HRA borrowing in the two years above the indicator is showing a zero. The reason for the difference on the General Fund is due to slippage and switch funding from the 2022/23 Capital Programme.

c) Net borrowing and the Capital Financing Requirement split between the General Fund and the Housing Revenue Account

In order to ensure that in the medium term borrowing is only undertaken for capital purposes, local authorities are required to ensure that external borrowing does not exceed, except in the short term, the total of their capital financing requirement over the planning period. In broad terms the capital financing requirement reflects an authority's need to borrow for capital purposes and is a measure of the assets contained on the balance sheet which have as yet not been fully financed, i.e. there is still some indebtedness outstanding.

The latest 2023/24 estimate of the Capital Financing Requirement is shown in Table 4 below.

**Table 4 – Estimates of Capital Financing Requirement.**

	<b>31<sup>st</sup> March 2023 Revised</b>	<b>31<sup>st</sup> March 2023 Outturn</b>	<b>31<sup>st</sup> March 2024 Original</b>	<b>31<sup>st</sup> March 2024 Revised</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Housing Revenue Account	80.061	80.061	80.061	80.061
General Fund	106.473	86.287	104.706	103.270
<b>Total</b>	<b>186.534</b>	<b>166.348</b>	<b>184.767</b>	<b>183.331</b>

As mentioned in b) above there is not expected to be any new HRA borrowing and unlike the General Fund there is not a requirement to charge Minimum Revenue Provision (MRP) for the HRA. The decrease in General Fund is due to higher than expected MRP payments and a small decrease in the expected borrowing requirement.

d) Capital Expenditure

Estimates of capital expenditure for 2023/24 years split between the General Fund and the Housing Revenue Account

The estimated total capital expenditure for 2023/24 as detailed in the Capital Programme, is shown below in Table 5:

**Table 5 – Housing Revenue Account and General Fund Capital Expenditure estimates.**

<b>Capital Expenditure £m</b>	<b>2022/23 Revised</b>	<b>2022/23 Outturn</b>	<b>2023/24 Original</b>	<b>2023/24 Revised</b>
General Fund	34.111	15.358	6.826	27.915
HRA	20.006	17.350	24.785	15.450
<b>Total</b>	<b>54.117</b>	<b>32.708</b>	<b>31.611</b>	<b>43.365</b>

The increase in General Fund is due to slippage on Towns Fund schemes, Future High Street Fund Scheme, In District Regeneration and vehicle purchases in 2022/23. The decrease for the HRA is largely due to the main contractor for the decent homes work going into administration.

e) Capital Programme Funding

Table 6 shows how the expenditure in Table 5 is to be funded.

**Table 6 - Capital Expenditure Funding**

<b>Financing of Capital Programme £m</b>	<b>2022/23 Revised</b>	<b>2022/23 Outturn</b>	<b>2023/24 Original</b>	<b>2023/24 Revised</b>
Capital Receipts	3.540	2.630	2.113	3.097
Capital Grants	14.623	17.049	6.053	7.100
Capital Reserves	0.640	0.094	0.000	0.000
Direct Revenue Financing	13.138	10.944	21.695	13.747
Borrowing Requirement	22.176	1.991	1.750	19.421
<b>Total</b>	<b>54.117</b>	<b>32.708</b>	<b>31.611</b>	<b>43.365</b>

The increased borrowing requirement is mainly due to slippage and switch funding from 2022/23. The increase in capital grants is largely due to additional DLUHC Levelling Up Fund 2 funding for the Science Discovery Centre and Planetarium and the decrease in direct revenue financing is largely due to the reduction in Decent Homes Expenditure as a result of the main contractor going into administration.

f) Balance Sheet Summary and Forecast

The Council has an increasing CFR until the end of 2023/24 due to switch funding being used to finance many unfunded schemes in 2022/23. This position is continually reviewed due to the level of reserves and working capital having many variables and due to slippage in delivery of the capital programme making forecasting with certainty difficult.

Table 7 shows the original and revised balance sheet summary for 2023-24.

**Table 7 - Balance Sheet Summary**

31st March:	2023 Revised	2023 Outturn	2024 Original	2024 Revised
Capital Financing Requirement	186.5	166.3	184.8	183.3
Less: External Borrowing	-90.5	-90.5	-86.3	-86.3
<b>Under(Over) Borrowing</b>	<b>96.0</b>	<b>75.8</b>	<b>98.5</b>	<b>97.0</b>
Less: Usable Reserves plus working Capital	-81.6	-79.4	-78.1	-92.1
<b>Investments / (New Borrowing)</b>	<b>-14.4</b>	<b>3.6</b>	<b>-20.4</b>	<b>-4.9</b>

See c) above for explanation of the change in the Capital Financing Requirement. The Usable Reserves is higher than previously expected as a result of HRA reserves being higher than anticipated caused by a decrease in 2023/24 capital expenditure as a result of the main contractor going into administration.

### **External Debt**

g) **Authorised Limit**

This is calculated by taking into account current external debt, new borrowing for loans which mature or for capital purposes and the need to borrow on a short term basis to cover for temporary shortfalls in revenue income and expenditure.

A comparison with the authorised limit to the actual external debt is shown in Table 8 below.

**Table 8 – Authorised Limit**

	2022/23 Original	2022/23 Outturn	2023/2024 Original	30 <sup>th</sup> June 2023 Actual External Debt
	£m	£m	£m	£m
Borrowing	217	91	215	90

The Authority's debt is currently significantly below the Authorised Limit.

h) **Operational Boundary**

As well as an authorised limit the local authority must also set an operational boundary for its external debt for the next three years. The operational boundary is based on the most likely or prudent but not worst case scenario in relation to cash flow.

The future Operational Boundary comparison to actual external debt as at 30<sup>th</sup> June 2023 is shown in Table 9.

**Table 9 – Operational Boundary for External Debt**

	2022/23 Original	2022/23 Outturn	2023/2024 Original	30 <sup>th</sup> June 2023 Actual External Debt
	£m	£m	£m	£m
Borrowing	188	91	187	90

The Authority is currently significantly below the Operational Boundary.

### Treasury Management

i) Interest rate exposure

These indicators relate to both fixed and variable rate interest and are net of any investments.

Depending on the level of interest rates and their expected movement in the year, the Council may accept all of its new borrowings in the form of either fixed or variable rate debt. The figures in Table 10 give the following maximum levels, when compared to the authorised limit of exposure to fixed and variable interest rates, which are prudent limits for the forthcoming years:

**Table 10 - Interest Rate Exposure**

<b>Principal Outstanding</b>	<b>2022/23 Original</b>	<b>2022/23 Outturn</b>	<b>2023/24 Original</b>	<b>30<sup>th</sup> June 2023 Actual</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Fixed Rates	217.0	72.5	215.0	72.5
Variable Rates (No more than 40% of the operational boundary).	86.8	18.0	86.0	17.0

The Council is significantly within the boundaries previously set.

j) Maturity Structure of borrowing

This indicator relates only to fixed rate debt and is therefore a measure of the longer-term exposure to interest rate risk.

Table 11 shows the proposed lower and upper limits, given the current structure of the Council's debt portfolio:

**Table 11 - Maturity Structure of Debt**

Maturity Structure of Fixed Rate Borrowing	Actual Amount 31/03/2023 £m	Forecast Position for 31/03/2023	Actual Amount 30/06/2023 £m	Forecast Position for 30/06/2023	Lower Limit %	Upper Limit %
Under 12 Months	4,227	4.67%	3,227	3.60%	0.00%	10.00%
Under 24 Months	5,454	6.02%	4,454	4.97%	0.00%	12.50%
Under 5 years	8,541	9.43%	7,541	8.42%	0.00%	20.00%
Under 10 years	20,236	22.35%	19,236	21.48%	0.00%	25.00%
Under 20 years	30,236	33.40%	29,236	32.65%	0.00%	40.00%
Under 30 years	35,236	38.92%	34,236	38.24%	0.00%	50.00%
Under 40 years	68,236	75.37%	67,236	75.09%	0.00%	80.00%
Under 50 years	90,536	100.00%	89,536	100.00%	0.00%	100.00%
50 Years and Above	0	0.00%	0	0.00%	0.00%	0.00%

All the Council debt maturities are within the targets set.

k) Principal sums invested for more than 364 days

Maximum investments over £5m as at 30<sup>th</sup> June 2023 £0 and as at 31<sup>st</sup> March 2023 £0.







<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>18<sup>TH</sup> SEPTEMBER 2023</b>
<b>Heading:</b>	<b>PROGRAMME MONITORING REPORT: MAJOR PROJECTS AND FUNDING</b>
<b>Executive Lead Member:</b>	<b>CLLR MATTHEW RELF, EXECUTIVE LEAD MEMBER FOR GROWTH, REGENERATION AND LOCAL PLANNING CLLR HELEN-ANN SMITH, DEPUTY LEADER AND EXECUTIVE LEAD MEMBER FOR COMMUNITY SAFETY AND CRIME REDUCTION</b>
<b>Ward/s:</b>	<b>ALL WARDS</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

### **Purpose of Report**

1. To ensure that Cabinet is kept updated on Major projects, progress of funded programmes and bids for external funding.
2. To note a potential future cost pressure for the Public Sector Decarbonisation Scheme (PSDS) programme which may require additional Council funding.

### **Recommendation(s)**

1. To note the progress on Major projects and funding programmes.

### **Reasons for Recommendation(s)**

1. To ensure that Cabinet is kept updated on progress with the Major projects, funding programmes and submission of funding bids.
2. To ensure that projects and spend within the funding programmes are achieved within the set timeframes and programme budget envelopes.
3. To ensure funding streams are delivered collaboratively and effectively.

4. To ensure Members are aware as early as possible about the potential cost pressures which may require additional Council funding in the future.

**Alternative Options Considered**

- No options to consider within this report.

**Detailed Information**





The report provides an overview of programme performance for the following:

- 1.0 Future High Streets Fund
- 2.0 Towns Fund and Levelling Up Fund
- 3.0 UK Shared Prosperity Fund
- 4.0 Place Partnership bid
- 5.0 Public Open Space/ Public Realm
- 6.0 Public Sector Decarbonisation Scheme
- 7.0 Community Safety funded initiatives.

**1.0 Future High Streets Fund**

**1.1 Progress**

A progress and risk-based summary for each project is provided below.




Project	Achievements/ progress/next steps	Risk Level / programme and cost
<b>Theatre Project</b>	Funds have now been approved to be moved from the Towns Fund project to bridge the funding gap identified at RIBA stage 2. The design team are now progressing RIBA stage 3. We are now in discussion with DLUHC regarding revising the delivery programme.	
<b>Low Street</b>	14 Low Street - Complete. 9-11 Low Street - Value engineering completed which has identified a way to reduce the cost of the project. The adjustment will result in a minor change to the project outputs. The tender submission is due on 23 <sup>rd</sup> August. The project remains on track to complete March 2024.	
<b>High Pavement</b>	Project is on site and remains on track to complete November 2023. Heads of Terms have been agreed with a new anchor tenant who will take on the ground floor and first floor in the west wing of the building. Makerspace committee is growing and now leading on promotion of the new facilities and developing the fit out of the space.	
<b>Fox Street</b>	Initial cost planning with a framework contractor has established further value engineering is required to	








	<p>establish a fixed cost for the scheme within our budget envelop. Key options have been identified and are being evaluated. The project remains on track for completion March 2024.</p> <p>Risk has elevated due to the additional value engineering period required to bring the project within the budget envelope.</p>	
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## 2.0 Towns Fund and Levelling Up Fund





### 2.1 Project highlights report

A progress and risk-based summary for each project is provided below.

Project	Achievements/ progress/next steps	Risk Level / programme and cost
<b>Be Healthy Be Happy</b>		
North Kirkby Gateway	A specialist property legal team has been appointed to advise and develop an agreement with a developer to progress the land assembly and development for the Pond Hole / Ellis Street development.	
Kirkby Sports Hub	<p>The project design team are now appointed to review and finalise RIBA stage 2 and address budget risks to ensure the scheme remains within the budget envelope.</p> <p>The target date for the Football Foundation submission has been moved to July 2024 to ensure sufficient time to meet the level of approvals required however the team continues to drive the project forward with a view that an April submission remains achievable.</p> <p>The risk has elevated slightly because the project programme has slipped due to additional cost management work required to develop the scheme within the budget envelope.</p>	
Sutton Lawn Sports Hub	<p>The project design team are now appointed to review and finalise RIBA stage 2 and address budget risks to ensure the scheme remains within the budget envelope. The target date for the Football Foundation submission has been moved to September / October 2024 to ensure sufficient time to meet the level of approvals required.</p> <p>Improvements to the tennis courts are being progressed late summer through the Lawn Tennis Association (LTA) framework and funding.</p> <p>The risk has elevated slightly because the project programme has slipped due to additional cost management work required to develop the scheme within the budget envelope.</p>	
<b>More to Discover</b>		

<b>Sutton Town Centre</b>		
Portland Square	The S278 agreement is progressing. Initial cost planning with a framework contractor has established further value engineering is required to establish a fixed cost for the scheme within our budget envelope. Key options have been identified and are being evaluated.	
Sutton Academy Theatre	Funds have now been approved to be switched between Towns Fund project to bridge the funding gap identified at RIBA stage 2. The design team are now progressing RIBA stage 3. The risk has elevated slightly because the project programme has slipped due to additional cost management work required to develop the scheme within the budget envelope.	
<b>Visitor Economy</b>		
Cycling and walking routes	The design team tender brief has been prepared and the ESPO framework have been engaged to complete a mini tender to secure the design team services.	
Visitor digital offer	Testing protocol is underway of the new web and app infrastructure. Due to a late release of the testing model the final commissioning will be delayed.  Content development for the new web and mobile app is ongoing.  Options are being developed for marketing content to support the launch.  The risk has elevated slightly because the project programme has slipped due to the testing protocol of the system requiring additional time to be completed before the launch.	
Science Discovery Centre and Planetarium	The principal contractor has now been appointed. The team are awaiting the outcome of a revision to the planning application and Section 278 agreement.  The team are currently navigating the S278 agreement review process.	
Kings Mill Reservoir leisure development	The enabling contract work for the new leisure building commenced on 28 <sup>th</sup> June and is progressing well. The team is now progressing marketing options for the operator.	
<b>Succeed in Ashfield</b>		
ADMC (Kirkby/Sutton)	The draft Heads of Terms have been agreed for the purchase of the preferred site and a report is included in the Cabinet agenda. The team are now formalising the finance model and governance.  The design team have been instructed to finalise RIBA stage 2 for the project and subject to approval through the project gateway, progress RIBA stage 3.	

Ashfield Construction Centre and Satellite	There have been delays in coordinating the initial development work to ensure a clear procurement strategy can be agreed and the stage two plan approved.	
Ashfield Civil Engineering Centre	Detailed surveys of the project site are being progressed to inform potential site constraints and mitigation options. Further site assembly options are being explored; however, this may result in a delay to the opening of the facilities until 2024. Complexities around land ownership are being reviewed to enable the legal agreements to be completed.	
Enterprising Ashfield	<p>Entrepreneur Business ready -<b>HeadStart</b>  <b>Total- 225</b>  <b>To date 36</b>  <b>Planned 26</b>  36 participants have completed the HeadStart programme and been classed as “Enterprise Ready”.  36 grants have been paid to date.  Currently there are two further workshops to run with 12 participants.</p> <p><b>Businesses/Enterprises receiving grants – Growth</b>  <b>Total 172</b>  <b>To date 1</b>  <b>Planned 18</b>  Whilst we have paid out one grant so far there are 9 businesses still receiving support that may apply for the grant.</p> <p><b>Businesses/Enterprises receiving non-financial support – Growth.</b>  <b>Total 121</b>  <b>To date 11</b>  <b>Planned 8</b>  Some of the businesses that we have supported to date will migrate to receiving grants once support is complete. Several businesses are in the pipeline.</p> <p><b>New Learners</b>  <b>Total 900</b>  <b>To date 138</b>  <b>Planned 150</b>  There are 9 new courses planned with 45 attendees. We have a full portfolio of short courses now being advertised up until 2024.  We have delivered two bespoke courses to one business and are delivering two further bespoke courses (Import &amp; Export and Data Analytics) to two additional businesses with potentially over 100 participants.</p> <p><b>Internships and Graduate Placements- Talent</b>  <b>Total 150</b>  <b>To date 10</b>  <b>Planned 20</b>  We have placed 9 graduates within local businesses and there are two currently in positions. We are in conversations with 8 additional businesses regarding the placement of graduates and have 1 placement starting in August.</p> <p><b>Closer Collaborations with Business/Enterprise R&amp;D-Growth</b>  <b>Total 50</b></p>	

	<p><b>To date 3 and 1 enrolment Planned 0</b></p> <p>Only 1 business contracted to do further R&amp;D collaborative work to date, but we are confident that several businesses will migrate from our Productivity through Innovation programme for further support. Two businesses are signed up for support on supply chain issues following our recent Supply Chain Management event.</p> <p><b>Apprenticeships= Talent Total 0 To date 23 Planned 0</b></p> <p>This is a potential additional output. Although apprenticeships do not form part of the outcomes of Enterprising Ashfield, we are committed to providing the necessary information, advice, and guidance to local businesses to maximise this opportunity. A number of apprentices are already placed but we want to focus on engaging with businesses that may not have considered utilising apprentices in the past as we feel this would have a far greater impact overall and bolster the legacy of Enterprising Ashfield.</p>	
Library Innovation Centres - Kirkby & Sutton	The official opening of the Kirkby Library project took place on 15 <sup>th</sup> July. Project planning is progressing for the Sutton project. Courses are confirmed for Kirkby with a plan for summer drop ins and launch of the new year programme to follow.	
<b>Greener Ashfield</b>		
West Kirkby Gateway & public transport hub	East Midland Railways (EMR) no longer support the ticket office model therefore the project team has developed further options for the gateway building to the north side of Lane End. The stage 2 design has now been completed and the design team are being engaged to progress stage three. Dialogue with the landowner on the south side of Land End has stalled. Options continue to be monitored.	
Green Ashfield	The procurement strategy and documents for the various energy reduction interventions has been completed. An energy monitoring strategy and implementation plan has been drafted for review and approval. The risk has elevated slightly because the project programme has slipped due to delays in agreeing the procurement strategy.	
High Street Property Fund	Development phase for the Moor Market flats is underway. The property market is being monitored for new opportunities.	

### 3.0 UK Shared Prosperity Fund

#### 3.1 Programme Update

##### 3.1.1 Communities and Place

Most community infrastructure projects are either on track for delivery or have been delivered. The Hucknall High Street Improvement Fund and the High Street Grant were launched on 31<sup>st</sup> July with

an online application. Academy Transformation Trust Further Education (ATTFE) have been awarded services to deliver a community digital programme. The Community Vertical Farming initiative is now in the delivery stage with the site at Kings Mill Reservoir due to be up and running in the late autumn. The project is being delivered by Nottingham Trent University and funded by Ashfield and Mansfield Councils.

**3.1.2 Supporting Local Business** Many of the services are part of the Nottinghamshire County Council joint procurement for services to Support Local Business. The joint procurement has been awarded to East Midlands Chamber of Commerce. The Council is currently negotiating the detail of the services to be delivered.

### **3.1.3 People and Skills**

There are two key services that are being procured for delivery in year 2, Support for the economically inactive to be jointly procured and basic skills courses which ADC will procure independently. Specifications have been developed. We have programme to go out to tender in the autumn for Education and Business collaboration and local careers support.

## **4.0 Place Partnership bid**

An expression of interest has been submitted to Arts Council England for Place Partnership funding with 15 partners involved in the development and with input from local communities. Feedback is due from the Arts Council in the autumn and subject to this, the development of the main bid can commence.

The community-led bid will support increased creative engagement and activity and build skills and capacity in the cultural sector. The bid includes in-kind partnership contributions and projected revenue of c.£300k and together with UKSPF funding will allow us to bid for the maximum grant of up to £1million.

If the bid is successful delivery of the three-year programme would commence in April 2024. The Council would act as the Accountable Body for the bid which would support arts and educational partners to deliver activity across the District.

## **5.0 Public Open Space/ Public Realm**

The Council is working in partnership with the Lawn Tennis Association (LTA) to invest in and refurbish public tennis courts at Sutton Lawn and Huthwaite Welfare Park with investment of over £215k, helping ensure that quality facilities are available for the local community.

The project is part of a national initiative to refurbish public tennis courts across the country and open up the sport to many more people. The works at Sutton Lawn include the replacement LED floodlights and will open up the courts for public use as well as supporting Sutton in Ashfield Tennis Club to attract new members.

Alongside the investment, a new electronic access system will be introduced, and courts will be able to be booked via an app. A range of activity will be delivered at Sutton Lawn which includes weekly free park tennis sessions for all ages, playing levels and experience where equipment is provided. Local Tennis Leagues will also provide friendly, sociable, opportunities to get active through local competition.

## 6.0 Public Sector Decarbonisation Scheme (PSDS)

The Council appointed MACE, through its Responsible Business division, to develop the submission of bids for PSDS3b. ADC was successful in its bid for funding of **£2,012,134**. This was matched by **£317,167** of ADC prudential borrowing funds giving a total programme budget of **£2,329,301**. MACE were subsequently appointed through the Scape framework to support the development of the PSDS interventions. The contract was signed at the end of February.

The PSDS Round 3b to make enhancements to the Urban Road offices and Hucknall Leisure Centre is at a point where proposals have been designed up to RIBA Stage 2 concept designs.

The procurement approach for the design (from RIBA Stage 2 to Stage 4) and installation was to have been through the Efficiency East Midlands frameworks, where there were 7 potential suppliers. Market engagement with the suppliers, whittled the initial 7 down to 4, then down to only two parties who showed interest. The keenest supplier who also showed the most engagement, knowledge and expertise then went into administration, leaving no competition or tender returns, risking high costs and/or an inability to deliver. Further options for procurement routes were tested to explore implications, none of which would speed up delivery unless a direct engagement was undertaken which was not considered to be applicable to this EEM framework, and a risk under the Public Contract Regulations if directly awarded outside of a framework.

To provide the best chance of delivery, consideration was given to using two separate procurement routes, as a new option arose in respect of Hucknall Leisure Centre which was to engage directly with a specialist deliverer of PSDS works to Leisure Centres on a different framework. The added benefit of this was that the specialist is the company currently utilised by Everyone Active (the Leisure centres' operator) for advice on energy saving measures. Given the above the approach was to: -

- seek competitive tenders under the EEM framework to deliver the project at the Central Offices, as further to a new expression of interest exercise, at least three companies expressed an interest
- award directly to Leisure Energy under the Everything FM framework to deliver the project at Hucknall Leisure Centre.

However, by the closing date of 1<sup>st</sup> September 2023 for receipt of the Central Offices tender under the EEM framework, no tender returns had been received. Consequently, the Council has approached Leisure Energy (LE) to establish if it can deliver Central Offices also in the timeframe (subject to eligibility under the Everything FM framework and agreeing Terms and Conditions, including costs). Dialogue is currently positive, and LE are developing proposals and indicative costs for HLC and Central Offices to assist the Council to decide on whether to proceed and establish whether there is a requirement for additional funding, given dramatic ongoing inflationary rises for such works over the last 12 months. Approval for additional funding, if required, will be sought via Council.

If agreement with LE cannot be reached, then other contractors may be approached via direct delivery from other frameworks, although it is unlikely that they will be interested and/or able to deliver the project given the tight timeframes remaining. If no contractors are willing and able to deliver the project, it will have to be stopped, unless an extension to the deadline for delivery of the project is later granted by the funder, Salix.

Salix, despite national delivery issues, is not offering any extension to delivery deadlines at present (March 2024 is the date when the funded portion must be spent). Salix have the ability to withdraw the funding if they wish if the projects are deemed 'at risk', and so a decision will be made by the



Council as to whether to proceed at the point when indicative costs are known, and frameworks terms and conditions have been finalised. Such a decision will be subject to costs being considered reasonable and affordable.

There remain significant risks which the Council has little control over, namely:

- 1) the timeframes for the DNO if new sub-stations are required, achieving Planning Permission (if required) further to completion of RIBA Stage 4 designs,
- 2) Agreeing contract terms with Leisure Energy (or others),
- 3) Costs being in line with Mace's cost estimates and budgets, and if not, affordable by the Council,
- 4) Materials being available (long lead-in for renewable technology due to high demand),
- 5) Remaining survey outcomes being positive (ecological, structural)
- 6) Third party approvals/interventions (Planning approval/ District Network Operator responses and installation within required timelines)
- 7) Funder (Salix) approach to project delivery (ultimate possible loss of all funding) although it is considered that Salix will not look to recoup monies spent as at March 31<sup>st</sup> as long as delivery is ultimately achieved, which would lower the risk to the Council.

Members are asked to note that a future request for Council funding may be requested if the cost pressures materialise as expected or funding is withdrawn if the project cannot be delivered as a consequence of the above risks.

A summary of the overall funding for the programme is shown on **attached Appendices**.

## 7.0 Community Safety funded initiatives

Funding for Community Safety comprises of external funding interventions from April 2022 to present.

**Hucknall Locality** – Reduce crime & ASB and improve feelings of safety – £86,000

£86k of UK Shared Prosperity Fund is allocated to Hucknall for community safety interventions. The below provides an update of what has been delivered since the last report.

### CCTV

CCTV has been fully erected and are operating in the following areas:

1. Chatsworth Drive
2. Goodall Crescent at the corner of the Copse
3. Linby Walk
4. St Mary's Way / George Street
5. Junction 27 of the M1 near

These are now connected to the CCTV Centre at Police force headquarters where they are monitored by trained CCTV operatives.

### Youth Diversion

The Police have provided data to support Switch Up with the scoping exercise to work with young people in the Hucknall area, work commenced on 21<sup>st</sup> August 2023. The organisation will work

closely with community stakeholders including schools. Over 20 young people have engaged with Switch Up to date.

## **Shop Watch**

Shopwatch' Radio System formally known as the Business Crime Forum has been completed with the following businesses signing up to the scheme:

- Pound Land
- Boots
- Vuice Vapes
- BM
- Peppers News
- Co-op
- Max Spielman
- Wilcos

A communications appointment was arranged for 5<sup>th</sup> September 2023 to support with a press release.

## **Funding from the PCC - £63,333**

Work has been completed in 2022/2023 through funding from the Prevention/Target Hardening bids of £33,333 and Locality funding (previously SNB Locality Funding) of £30,000 to support the following Community Safety interventions within Hucknall as below:

- Gating of Alleyway – Public Spaces Protection Order - £5000
- 3 x Upgraded CCTV Cameras - £7833
- Safe Point Camera £20,000
- Safe Space Accreditation Scheme £30,500

## **Domestic Abuse Funding - £93,761**

To update on progress to date, The Council has received 30 referrals to support survivors of domestic abuse and deliver of the Sanctuary Scheme. The scheme is a homelessness prevention initiative to enable survivors of domestic abuse to remain in their home by increasing the security of the premises. To date, 8 installations have completed with 16 pending for completion,

Wider funding is being used to support the delivery of the Domestic Abuse Housing Alliance's (DAHA). This is being implemented to improve the housing sector's response to domestic abuse through the introduction and adoption of 43 standards and an accreditation process.

The standards are split into eight priority areas:

- Policies and procedures
- Publicity and awareness raising
- Partnerships and collaboration
- Safety led case management
- Survivor led support
- Intersectional and anti-racist practice
- Perpetrator accountability
- Staff development and support

The first meeting took place on 24<sup>th</sup> July 2023 and is being delivered in partnership with Women's Aid (Juno).

### **Prevent Funding – £20,000**

A scoping exercise meeting took place in August 2023 in partnership with Nottinghamshire Police and Nottinghamshire County Council to identify options to provide bespoke interventions to work with young people in the Sutton-In-Ashfield area. Options are being considered by the Prevent Lead at this stage.

### **Safer Streets – Kirkby-in-Ashfield - £375,000 (funding awarded to District Area)**

#### **Burglary Reduction work**

Interventions are being undertaken to risk assess residential properties and install CCTV and prevention devices in properties identified at most risk. To date the following work has been completed:

- 51 properties have had security interventions.
- 244 risk assessments have been completed.
- 316 residents have received crime prevention leaflets

#### **CCTV and Automatic Number Plate Recognition (ANPR)**

Seven new cameras and two upgrades have been purchased covering the Town centre and Coxmoor area of Kirkby in Ashfield. Two CCTV Refuge cameras have been installed in Kirkby areas – Morven Park and Kirkby Plaza.

5 ANPR Cameras have been installed in Kirkby as of March 2023 to help prevent and detect serious and organised crime and vehicle offences. Locations are not disclosed.

#### **Healthy Relationships Programme Choices Project**

A third sector provider Equation has been commissioned to deliver this initiative.

The Choices Project for young men in year 10, focusses upon encouraging them to make positive choices, recognise their own behaviour and how it impacts upon others, manage their own feelings and emotions, and aspire to have healthy relationships. Duration of the project was 8 weeks. Young rated the project as excellent.

#### **Domestic Abuse Training**

As part of the safer streets funding, bespoke domestic abuse training has been provided to officers across the Community Safety Partnership. To date 107 delegates have attended the course, and the evaluation undertaken is highly ranked.

#### **Neighbourhood Capacity & Cohesion Building (Resident Participation)**

To date the scheme has delivered several interventions in the community. A small network of community champions has been identified, with people of various ages. They have helped other people in the community and have acted as ambassadors for partners. For the summer holiday event, for example, several of the champions helped publicise the event. The community events organised by the project, including the lower key community living rooms, enabled awareness-raising of other work done by Safer Streets 4.

They also provided opportunities for the gathering of anecdotal feedback about Safer Streets interventions. The success of the project is underlined by the fact organisations working in the community have decided to continue running community living rooms themselves.

There is also sustainability with the champions, as a good number of those have agreed to continue working as community ambassadors with Nottinghamshire County Council's Communities Team. Use of the Asylum Skate Park professional BMX riders at an event in the park has established a relationship with Ashfield District Council that will be beneficial in encouraging use of outdoor facilities by young people. The project has established valuable connections and strengthened existing partnerships. The work to encourage residents on the Coxmoor estate to help each other/do small tasks for each has also been undertaken.

### Safe Spaces Accreditation Scheme and Shop Watch (Businesses)

As of July 2023, retail crime is down by 45% in Kirkby thanks to a Shop Watch Scheme which some 15 businesses sign up to the Scheme. There has also been a 27.4% increase in shoplifters being caught, cautioned, and prosecuted. Ongoing monitoring will take place. A press release was published on 27<sup>th</sup> July regarding the work completed.

### Street Lighting

15 streets lights (1 upgraded) have been installed in the below locations:

DESCRIPTION
Abbey Road / Beacon Drive <b>NEW LIGHT</b>
Abbey Road / Walesby Drive <b>NEW LIGHT</b>
Column (No Light) Corner of Beacon Drive near Holiday Hills Park
Oak Avenue facing Poplar <b>NEW LIGHT</b>
Welbeck Street opposite Morven Park <b>NEW LIGHT</b>
Diamond Avenue opposite Thoresby Avenue (Upgrade with Power)
Safe Point Column (No Light) at the Precint opposite Oza Chemist
New light for the Morven/Oak Gitty <b>NEW LIGHT</b>
<b>9 x NEW LIGHTS</b> Holidays Hill Park new lighting throughout

## **Target Hardening ASB - Youth Work and Diversionary Activities**

To date the current figures, confirm 316 young people have engaged with the scheme and 81 young people have been diverted away from crime and anti-social behaviour. An evaluation report will be provided at the next cabinet meeting.

## **Vulnerable Adult Support Scheme (VASS) - Improved lives & Demand Reduction**

The VASS scheme has engaged 96 individuals to date and diverted 33 individuals through the scheme. The review, which is finalised in September 2023, will look at progress made in key areas such as health, housing, substance misuse, crime, anti-social behaviour, and relationships.

Details are **attached** on Appendices.

## **Implications**

### **Corporate Plan:**

#### **Town Centres**

1. Deliver key masterplans, including town centres and railway stations
2. Revitalise and re-purpose town centres by: -
  - a. Bringing empty buildings back into use
  - b. Diversifying the town centre economy
  - c. Capitalising on external funding

#### **District Wide Physical Regeneration**

Support economic growth by:

1. Delivering the Future High Streets and Towns Fund programmes

#### **Health and Happiness**

Arts, Culture and Events

1. Work with partners to develop Ashfield's arts and cultural offer
2. Deliver the annual events programme
3. Facilitate community-led events

#### **Cleaner and Greener**

Parks and Open Spaces

1. To ensure delivery of the Council's Corporate Plan and continue to improve parks and green spaces with a rolling programme of investment.

#### **Safer and Stronger**

##### **Anti-social Behaviour and Hot Spots**

3. Working in collaboration with partner agencies to improve positive activity and tasking

##### **Working in Partnership to Deliver Outcomes**

4. Maximise external funding opportunities to deliver initiatives including Safer Streets 4 for Coxmoor

### **Legal:**

The Legal Team and Executive Director of Governance are actively supporting and advising in relation to all Regeneration projects where required.

Where required specialist external legal advice is being obtained to advise on the funding programmes to ensure all risks to the Council are fully considered. [RLD 30/08/2023]

**Finance:**

Budget Area	Implication
General Fund – Revenue Budget	No Implications
General Fund – Capital Programme	No Implications
Housing Revenue Account – Revenue Budget	No Implications
Housing Revenue Account – Capital Programme	No Implications

**Risk:**

Risk	Mitigation
Programme budget pressures from market changes.	Risk is mitigated by the due diligence work undertaken and approved through a gateway process. Monitoring of market trends and budget forecasting to reduce risks.
Resourcing and delivery risks associated with multiple project/programme delivery	Corporate Risk identified. Appointment and engagement of staff and consultants to support the programmes where necessary. Project Management for each programme.

**Human Resources:**

There are no direct HR implications contained in the report in relation to the funding. However, the projects relating to the funding may have a HR implication which would be identified in subsequent reports.

**Environmental/Sustainability:**

Not applicable for this report. Sustainability is a priority of the Towns Fund programme.

**Equalities:**

No issues identified for this report. Equality Impact Assessments will be undertaken to support delivery of the Towns Fund and FHSF programmes and Public Open Space projects.

**Other Implications:**

Not applicable

**Reason(s) for Urgency**

Not applicable

**Reason(s) for Exemption**

Not applicable

**Background Papers**

Not applicable

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# Appendices

## 1. Future High Streets Fund

The table below sets out the approved profiled income from Department for Levelling Up, Housing and Communities (DLUHC) and associated co-funding for each project.

Project	RDEL/CDEL	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	Total (£)
<b>FHSF Sutton Academy Theatre / Cornerstone</b>	RDEL (Revenue)	-	-	-	-	-	-
	CDEL (Capital)	48,545	143,287	2,155,287			2,347,118
		<b>48,545</b>	<b>143,287</b>	<b>2,155,287</b>	-	-	<b>2,347,118</b>
	Co-funding			<b>100,000</b>			<b>100,000</b>
<b>TF18 Cornerstone</b>	<b>CDEL</b>	-	<b>1,496</b>	-	<b>874,304</b>	-	<b>875,800</b>
<b>TOTAL</b>							<b>3,322,918</b>
<b>FHSF High Pavement</b>	RDEL						-
	CDEL	988,342	148,812	514,511			1,651,665
	Sub Total	<b>988,342</b>	<b>148,812</b>	<b>514,511</b>	-	-	<b>1,651,665</b>
	Co-funding		-	<b>937,289</b>			<b>937,289</b>
<b>Total</b>							<b>2,588,954</b>
<b>FHSF Low Street 9-11 and No 14</b>	RDEL						
	CDEL	<b>86,920</b>	<b>1,081,310</b>	<b>581,770</b>			<b>1,750,000</b>
	Co-funding			<b>647,933</b>			<b>647,933</b>
	<b>Total</b>						
<b>FHSF Fox Street pop-up food court and car park</b>	RDEL						
	CDEL	<b>67,314</b>	<b>44,397</b>	<b>419,378</b>			<b>531,088</b>
	Co-funding	-		<b>70,912</b>			<b>70,912</b>

**Total**

**602,000**

## 2. Towns Fund

The table below sets out the approved profiled income from DLUHC and associated co-funding for each project.

Project	RDEL/CDEL	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	Total (£)
<b>TF-01 Ashfield Civil Engineering Centre</b>	RDEL (Revenue)	-					-
	CDEL (Capital)	6,902	46,865	2,047,367	-		<b>2,101,134</b>
	<b>Sub Total</b>	<b>6,902</b>	<b>46,865</b>	<b>2,047,367</b>	-	-	<b>2,101,134</b>
	<b>Co-funding</b>		<b>453,017</b>	<b>250,000</b>	<b>60,500</b>		<b>763,517</b>
<b>TOTAL</b>							<b>2,864,651</b>
<b>TF-02 Ashfield Construction Centre</b>	RDEL	-	-	-	-	-	-
	CDEL	14,746	21,377	733,077	4,032,555		<b>4,801,755</b>
	<b>Total</b>	<b>14,746</b>	<b>21,377</b>	<b>733,077</b>	<b>4,032,555</b>	-	<b>4,801,755</b>
	<b>Co-funding</b>		-	<b>1,837,500</b>	-	-	<b>1,837,500</b>
<b>TOTAL</b>							<b>6,639,255</b>
<b>TF-03 Automated Distribution and Manufacturing Centre</b>	RDEL	-	-	500,000	375,000	125,000	<b>1,000,000</b>
	CDEL	17,035	153,724	19,079,241	233,141	-	<b>19,483,141</b>
	<b>Sub Total</b>	<b>17,035</b>	<b>153,724</b>	<b>19,579,241</b>	<b>608,141</b>	<b>125,000</b>	<b>20,483,141</b>
	<b>Co-funding</b>				<b>467,000</b>	<b>934,000</b>	<b>1,401,000</b>
<b>TOTAL</b>							<b>21,884,141</b>
<b>TF-04 Cycling and Walking Routes</b>	RDEL	-	-	-	-	-	-
	CDEL	1,142	30,000	1,808,138	97,000	-	<b>1,936,280</b>
	<b>Total</b>	<b>1,142</b>	<b>30,000</b>	<b>1,808,138</b>	<b>97,000</b>	-	<b>1,936,280</b>

	<b>Co-funding</b>			-	<b>45,000</b>		45,000
<b>TOTAL</b>							
							<b>1,981,280</b>
<b>TF-05 Enterprising Ashfield</b>	RDEL	2,344	681,553	1,360,103	985,000	816,000	3,845,000
	CDEL	-	-	-	-	-	-
	<b>Sub Total</b>	<b>2,344</b>	<b>681,553</b>	<b>1,360,103</b>	<b>985,000</b>	<b>816,000</b>	<b>3,845,000</b>
	<b>Co-funding</b>						<b>3,746,867</b>
<b>TOTAL</b>							
							<b>7,591,867</b>
<b>TF-06 Green Ashfield</b>	RDEL	-	-	-	-	-	-
	CDEL	1,142	114,457	1,684,401	398,048		2,198,048
	<b>Sub Total</b>	<b>1,142</b>	<b>114,457</b>	<b>1,684,401</b>	<b>398,048</b>	-	<b>2,198,048</b>
	<b>Co-funding</b>			<b>2,812,134</b>	<b>317,167</b>	-	<b>3,129,301</b>
<b>TOTAL</b>							
							<b>5,327,349</b>
<b>TF-07 High Street Property Fund</b>	RDEL	-	-	-	-	-	-
	CDEL	18,265	4,631	876,305			899,201
	<b>Sub Total</b>	<b>18,265</b>	<b>4,631</b>	<b>876,305</b>	-	-	<b>899,201</b>
	<b>Co-funding</b>			<b>100,000</b>			<b>100,000</b>
<b>TOTAL</b>							
							<b>999,201</b>
<b>TF-08 Kings Mill Reservoir Leisure Development</b>	RDEL	-	-	-	-	-	-
	CDEL	23,196	459,422	2,059,125	810,257		3,352,000
	<b>Sub Total</b>	<b>23,196</b>	<b>459,422</b>	<b>2,059,125</b>	<b>810,257</b>		<b>3,352,000</b>
	<b>Co-funding</b>			<b>192,000</b>	<b>456,000</b>		<b>648,000</b>
<b>TOTAL</b>							
							<b>4,000,000</b>
<b>TF-09 Kingsway Sports Hub</b>	RDEL	-	-	-	-	-	-
	CDEL	5,640	87,059	1,398,977			1,491,676
	<b>Total</b>	<b>5,640</b>	<b>87,059</b>	<b>1,398,977</b>	-	-	<b>1,491,676</b>
	<b>Co-funding</b>	<b>39,000</b>			<b>910,000</b>		<b>949,000</b>

<b>TOTAL</b>							<b>2,440,676</b>
<b>TF-10 Library Innovation Centres</b>	RDEL	-	-	48,000	51,000	51,000	150,000
	CDEL		3,375	509,625	38,000	36,478	587,478
	<b>Sub Total</b>	<b>-</b>	<b>3,375</b>	<b>557,625</b>	<b>89,000</b>	<b>87,478</b>	<b>737,478</b>
	<b>Co-funding</b>				<b>113,000</b>		<b>113,000</b>
<b>TOTAL</b>							<b>850,478</b>
<b>TF-11 North Kirkby Gateway</b>	RDEL	-	-	-	90,000	90,000	180,000
	CDEL	7,935	83,605	1,520,583	4,630,797	3,786,727	10,029,648
	<b>Sub Total</b>	<b>7,935</b>	<b>83,605</b>	<b>1,520,583</b>	<b>4,720,797</b>	<b>3,876,727</b>	<b>10,209,648</b>
	<b>Co-funding</b>				<b>2,155,000</b>	<b>2,985,999</b>	<b>5,140,999</b>
<b>TOTAL</b>							<b>15,350,647</b>
<b>TF-12 Portland Square Refurbishment</b>	RDEL	-	-	-	-	-	-
	CDEL	65,000	400,000	264,352	-	-	729,352
	<b>Total</b>	<b>65,000</b>	<b>400,000</b>	<b>264,352</b>	<b>-</b>	<b>-</b>	<b>729,352</b>
	<b>Co-funding</b>	<b>-</b>		<b>136,000</b>			<b>136,000</b>
<b>TOTAL</b>							<b>865,352</b>
<b>TF-14 Science Discovery Centre &amp; Planetarium</b>	RDEL	-	-	-	-	-	-
	CDEL	149,500	385,786	1,554,714	208,004		2,248,004
	<b>Total</b>	<b>149,500</b>	<b>385,786</b>	<b>1,554,714</b>	<b>208,004</b>	<b>-</b>	<b>2,298,004</b>
	<b>Co-funding</b>	<b>-</b>	<b>29,000</b>		<b>956,000</b>		<b>985,000</b>
<b>LUF- Science Discovery Centre</b>	CDEL	-	250,000	1,425,000	1,425,000	-	3,100,000
<b>Total</b>							<b>6,333,004</b>
<b>TF-15 Sutton Lawn Sports Hub</b>	RDEL	-	-	-	-	-	-
	CDEL	5,661	113,904	651,435	1,247,633		2,018,633
	<b>Total</b>	<b>5,661</b>	<b>113,904</b>	<b>651,435</b>	<b>1,247,633</b>	<b>-</b>	<b>2,018,633</b>

	<b>Co-funding</b>			<b>83,340</b>	<b>2,064,000</b>		<b>2,147,340</b>
<b>TOTAL</b>							<b>4,165,973</b>
<b>TF-16 Visitor Digital Offer</b>	RDEL	-	-	-	-	-	-
	CDEL	11,474	58,539	144,797			214,809
	<b>Total</b>	<b>11,474</b>	<b>58,539</b>	<b>144,797</b>	-	-	<b>214,809</b>
	<b>Co-funding</b>			<b>45,000</b>			<b>45,000</b>
<b>TOTAL</b>							<b>259,809</b>
<b>TF-17 West Kirkby Gateway</b>	RDEL	-	-	-	-	-	-
	CDEL	6,908	250,128	1,459,965	2,741,041		4,458,041
	<b>Total</b>	<b>6,908</b>	<b>250,128</b>	<b>1,459,965</b>	<b>2,741,041</b>	-	<b>4,458,041</b>
	<b>Co-funding</b>				<b>3,920,000</b>		<b>3,920,000</b>
<b>TOTAL</b>							<b>8,378,041</b>

### 1. Community Safety

Training Evaluation:  
 From the delegates we had 44 evaluations returned.

The pace of today's session has been effective for my learning	Strongly Agree	<b>55 % (24/44)</b>
	Agree	<b>41% (18/44)</b>
	Neutral	<b>4 % (2/44)</b>
	Disagree	<b>0.00% (0/44)</b>
	Strongly Disagree	<b>0.00% (0/44)</b>
Only one of the option could be chosen.		
My knowledge and ability to identify and respond to the issue has improved as a result of todays session	Strongly Agree	<b>43% (19/44)</b>
	Agree	<b>50% (22/44)</b>
	Neutral	<b>7% (3/44)</b>
	Disagree	<b>0.00% (0/44)</b>
	Strongly Disagree	<b>0.00% (0/44)</b>

Only one of the option could be chosen.

My understanding and awareness of the topics discussed today has improved

Strongly Agree	<b>48%</b> (21/44)
Agree	<b>43%</b> (19/44)
Neutral	<b>9%</b> (4/44)
Disagree	<b>0.00%</b> (0/44)
Strongly Disagree	<b>0.00%</b> (0/44)

Only one of the option could be chosen.

I have a greater understanding of Nottingham/shire's approach to domestic/and or sexual violence and abuse and services available (signposting, support options, referral points and processes)

Strongly Agree	<b>50%</b> (22/44)
Agree	<b>43%</b> (19/44)
Neutral	<b>7%</b> (3/44)
Disagree	<b>0.00%</b> (0/44)
Strongly Disagree	<b>0.00%</b> (0/44)

Only one of the option could be chosen.

Overall, how would you rate today's session?

Excellent	<b>52%</b> (23/44)
Good	<b>43%</b> (19/44)
Average	<b>5%</b> (2/44)
Poor	<b>0.00%</b> (0/44)
Very Poor	<b>0.00%</b> (0/44)

Only one of the option could be chosen.



<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>18TH SEPTEMBER 2023</b>
<b>Heading:</b>	<b>ANNUAL CORPORATE HEALTH AND SAFETY REPORT 2022/23</b>
<b>Executive Lead Member:</b>	<b>COUNCILLOR JOHN WILMOTT – EXECUTIVE LEAD MEMBER FOR GOVERNANCE</b>
<b>Ward/s:</b>	<b>ALL</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>YES</b>

### Purpose of Report

To introduce and present the Council's Annual Corporate Health and Safety Report 2022/23.

### Recommendation(s)

**That the Annual Corporate Health and Safety Report 2022/23 at Appendix 1 be noted.**

### Reasons for Recommendation(s)

To ensure Cabinet are informed on corporate 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 transparency and an understanding that the health and safety risks created by the Council's services and operations are being managed effectively, and as required by law.

### Alternative Options Considered

**Not to present an Annual Corporate Health and Safety report.** With this option, Cabinet would not be fully informed of the Council's corporate 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 to 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) 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 Corporate Health and Safety team is responsible for leading on, developing, implementing, monitoring and assisting with effective corporate health and safety management arrangements, delivering this service across the four Council Directorates.

4. The Annual Corporate Health and Safety Report 2022/23 has been produced by the Assistant Director – Corporate Health and Safety and provides a summary of the management of corporate health and safety and safety performance within the Authority between April 2022 and March 2023.

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 Council's health and safety management system
- A summary of the health and safety work / achievements delivered throughout the reporting period
- Accident / incident summary information including confirmation of the number of incidents that attracted statutory reporting requirements (i.e. reports made 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 overview
- Details of forthcoming or newly introduced health and safety / fire safety legislation, guidance and best practice
- Employee health and safety consultation arrangements
- A summary 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)
- Housing Services – Building Safety Compliance Indicator overview and statistics
- Conclusion and Planned activity for next year (via the Corporate Health and Safety 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 2022 – March 2023.



## **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, delivered consistently and reliably, including a positive contribution to the health and wellbeing of the residents of Ashfield.

### **Legal:**

The Council's statutory duties are described in detail in the report and in Appendix 1. [RLD 22/08/2023]

### **Finance:**

There are no direct financial implications arising from this report. [PH 21/08/2023]

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	Not applicable
General Fund – Capital Programme	Not applicable
Housing Revenue Account – Revenue Budget	Not applicable
Housing Revenue Account – Capital Programme	Not applicable

### **Risk:**

<b>Risk</b>	<b>Mitigation</b>
As detailed in Appendix 1	As detailed in Appendix 1

### **Human Resources:**

HR support Health and Safety in terms of employee wellbeing and health surveillance.

### **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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01623 457009

1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

## 1.0 Purpose

1.1 This is the Council's Annual Corporate Health and Safety Report which provides information on the management of corporate health and safety (including fire safety) and health and safety performance within the Authority between April 2022 and March 2023. 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 updates around 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) Housing Services – Building Safety Compliance Indicators
- (12) Conclusion
- (13) Planned activity for next year

## 2.0 Health and Safety Management System Summary

2.1 The Council continues to operate its 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 When applied correctly, this formal management framework system can help to reduce risk, build and maintain a positive health and safety culture throughout the organisation and 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 Corporate Health and Safety 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 welfare 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 2022/23**

- 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 Corporate Health and Safety team. The Policy was last reviewed in March 2023 and currently stands at version 5.3 / 2023.
- 3.2 The corporate lone worker management system was re-procured by the Council's Corporate Health and Safety team. This includes the ongoing internal management and maintenance of the accompanying online database. The lone worker management system provides an extra layer of protection and safety for employees who may work alone for significant periods of time and for those employees working in particularly higher risk situations such as out of hours operational standby staff.
- 3.3 A new Corporate Clothing and Personal Protective Equipment (PPE) Policy has been introduced. The policy aims to categorise and standardise corporate clothing and PPE worn by the Council's employees for work purposes in order to maintain a consistent, professional image whilst accounting for employee health, safety and welfare at all times.
- 3.4 The **Fire Safety (England) Regulations 2022** came into force on 23/01/23. The new regulations require all Responsible Persons (as defined by the Regulatory Reform [Fire Safety] Order) to implement recommendations made in the Grenfell Tower Inquiry Phase 1 report through the new legislation. Cabinet is advised that appropriate measures to secure compliance with these regulations have been put in place and will continue to be monitored and managed by the Corporate Health and Safety team. Further details are provided in Section 7 of this report.
- 3.5 Throughout the year, quarterly corporate health and safety reports have been presented to the Strategic 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

3.6 Good progress has been made with work to establish the reporting requirements and format for the Regulator of Social Housing’s health and safety Tenant Satisfaction Measures and key performance indicators as required by the Social Housing (Regulation) Act 2023 (which received Royal Assent on 20 July 2023). This work has been and will continue to be tracked via the Council’s Social Housing Regulatory Board which meets on a monthly basis.

3.7 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 again maintained satisfactorily throughout the period. Key areas covered by these arrangements are health, safety and security surveys of all communal areas, asbestos management, fire risk assessments and fire safety systems, passenger lifts and water hygiene (legionella control programme), all of which link strongly into the aforementioned Regulator of Social Housing’s Tenant Satisfaction Measures for residential building safety.

#### 4.0 Accidents / Incidents

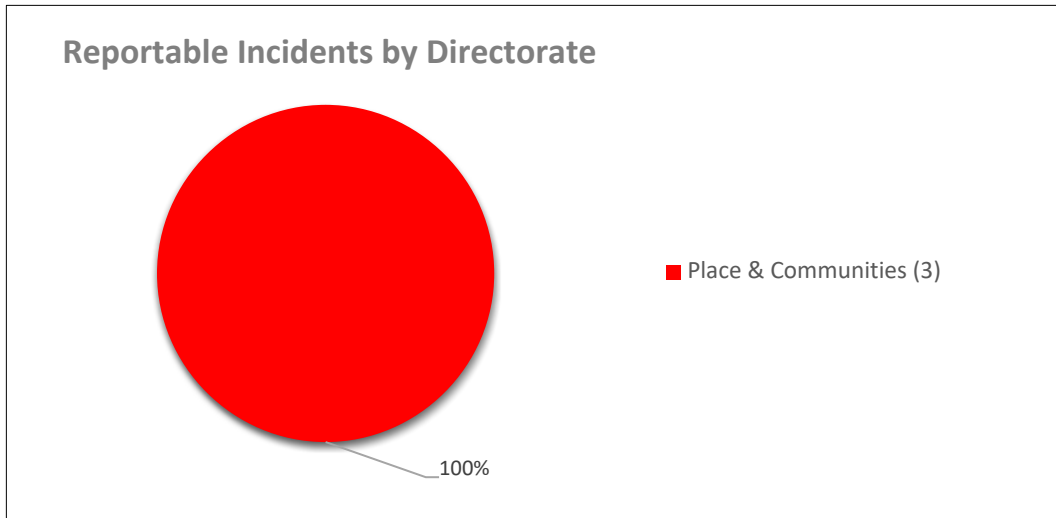
4.1 During 2022/23, there were three incidents categorised as ‘reportable’ to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These were categorised as a ‘dangerous occurrence’ and two incidents that resulted in the employees concerned being absent from work for more than seven consecutive days due to their injuries. Further details of these incidents including measures to minimise the risk of recurrence have been reported to the Council’s Strategic 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 5 years can be summarised as follows:

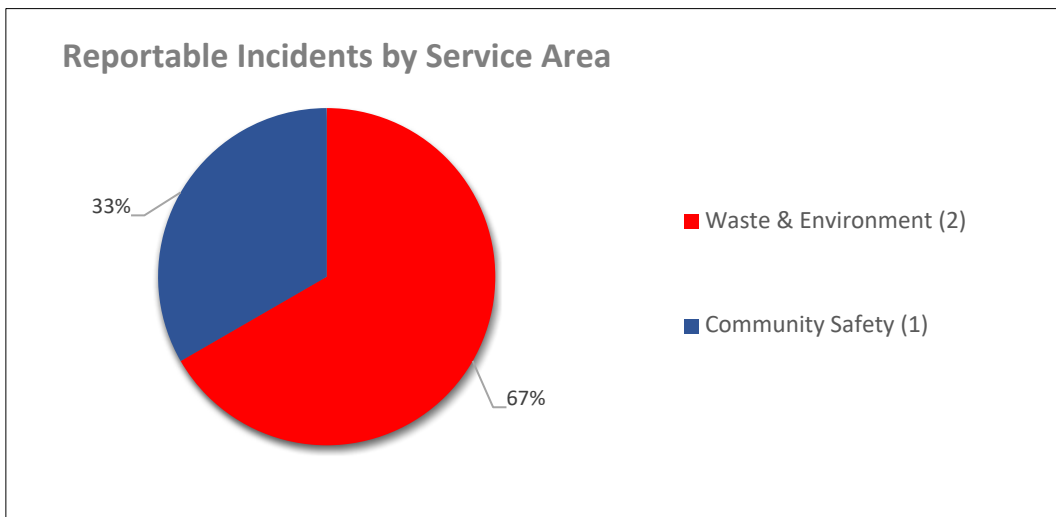
Type	2018/19	2019/20	2020/21	2021/22	2022/23
Number of fatalities	0	0	0	0	0
Specified ‘non-fatal injuries’	3	2	0	1	0
Non-fatal injuries to ‘non-workers’	0	0	0	0	0
Number of ‘over 7 day’ absence injuries	1	2	3	3	2
Specified occupational diseases	0	0	0	1	0
Number of dangerous occurrences	2	0	0	0	1
<b>Total number of ‘reportable’ incidents</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>3</b>
Number of HSE Improvement Notices	0	0	0	0	0
Number of HSE Prohibition Notices	0	0	0	0	0
Number of HSE prosecutions	0	0	0	0	0

4.3 The following incident statistics reflect the Council's Directorate structure as it stood for the majority of 2022/23 (i.e. before the Decision Making Accountability (DMA) restructuring took place). Subsequently, incidents reported to the HSE by Directorate, service area and causation are as follows:

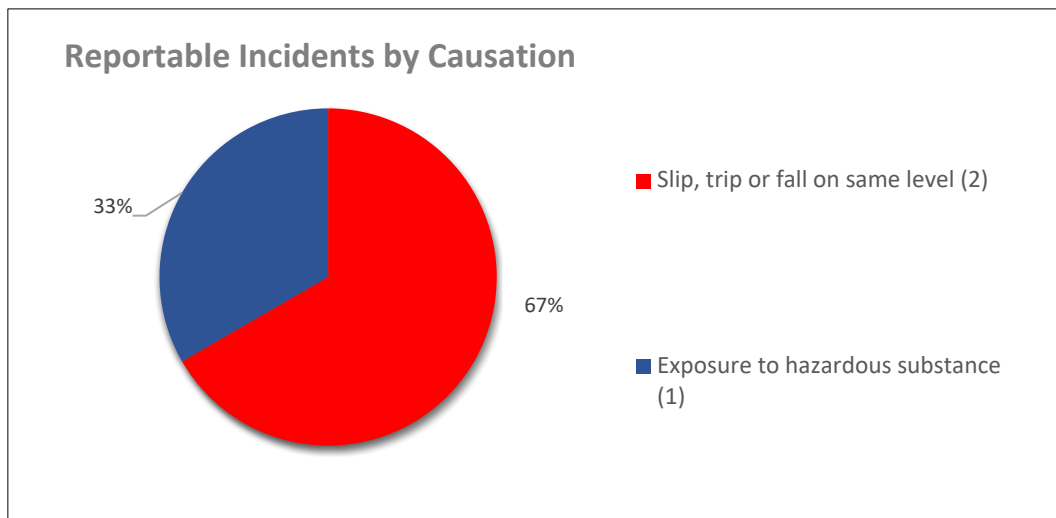
4.3.1



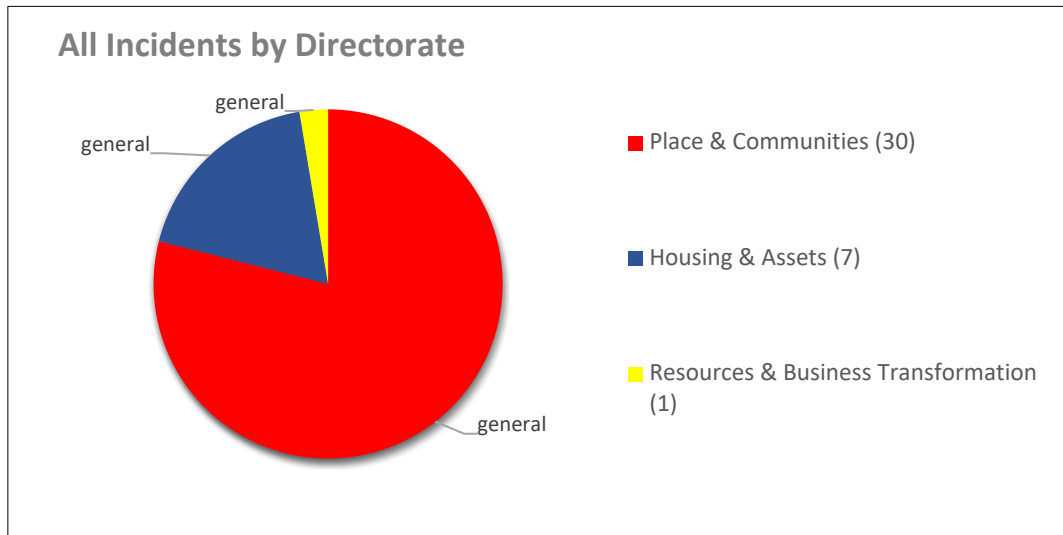
4.3.2



4.3.3



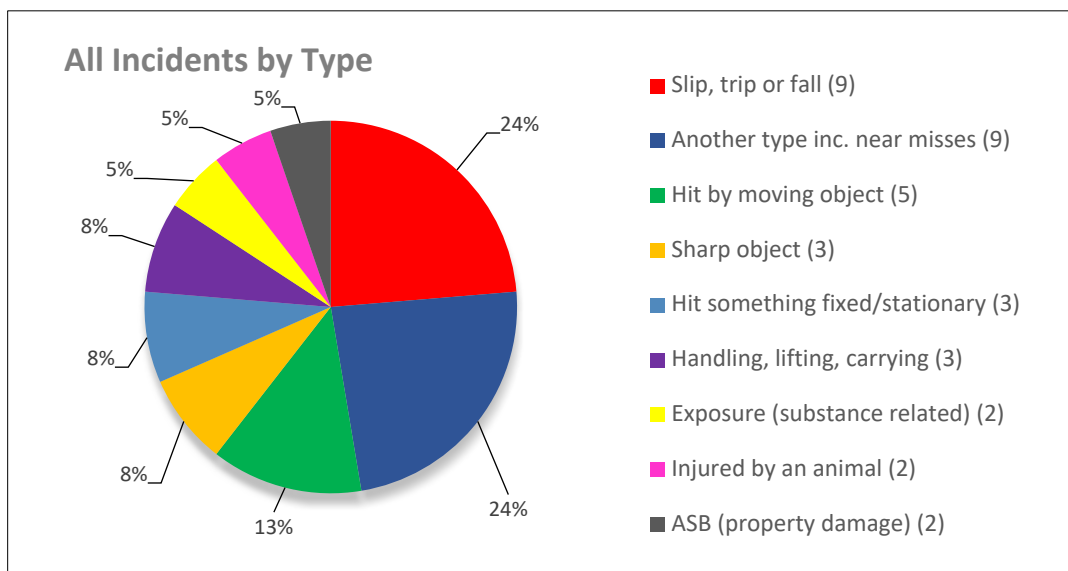
4.4 All incidents for the reporting period, by Directorate, can be shown as follows:



4.5 It is pleasing to report that the total number of incidents for the year 2022/23 has fallen on the previous year's total by almost 10% and by 33% when compared to the figure for 2020/21. In addition, the number of incidents categorised as reportable to the HSE has also fallen by 40% compared to last year.

4.6 Positive trends were noted across three of the four Directorates with the number of incidents falling slightly in the Place & Communities and Resources & Business Transformation Directorates, whilst the Legal & Governance Directorate reported zero incidents for the second year running. Housing & Assets incidents saw a slight increase of 16% (equating to one incident) compared to the previous year.

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



4.8 Slip, trip and fall type incidents have increased by 50% on the previous year's figure. Most of these incidents occurred within the Waste & Environment Service and Housing Services with 67% being attributable to lack of due care and attention on behalf of the employees concerned as opposed to unsafe workplace or environmental conditions. Unfortunately, all slip/trip incidents resulted in personal injury, two of which were reportable to the HSE as over-seven-day absence injuries.

- 4.9 No obvious trends were noted in relation to **near miss / other** type incidents, however two of these incidents were caused by members of the public riding/driving on the pavement in order to manoeuvre their vehicles around stationary waste collection vehicles. Both incidents were duly reported to the Police with punitive action taken against one of the perpetrators (individual identified by number plate).
- 4.10 It is pleasing to once again confirm a low number of **manual handling, lifting and carrying** type incidents which fell by 63% during 2021/22 and have remained consistently low last year. As previously reported, a manual handling training course designed specifically for waste collection teams was introduced in 2021/22 and it appears that this training has contributed towards improvements in this area.
- 4.11 Following discussions at the Corporate Health and Safety Committee, a decision was made to start to separate all **verbal, physical and other abuse-type incidents irrespective of severity / consequence** and record these in a dedicated database thus allowing specific trending and analysis of this type of incident and to allow a sharper focus to be placed on other health and safety incidents that could possibly be attributable to operational procedures and/or systems of work.
- 4.12 A breakdown of all verbal, physical and other abuse-type incidents by Directorate and location are shown as follows:

Quarter 1 (April 2022 – March 2023)	Resources & Business Transformation	Legal & Governance	Place & Communities	Housing & Assets	Total
<b>Area:</b>					
Sutton-in-Ashfield	-	-	7	1	<b>8</b>
Kirkby-in-Ashfield	-	-	3	3	<b>6</b>
Hucknall	-	-	2	-	<b>2</b>
Rurals	-	-	-	1	<b>1</b>
ADC Office (Urban Rd)	4	-	-	5	<b>9</b>
Telephone	2	-	-	3	<b>5</b>
<b>Total</b>	<b>6</b>	<b>-</b>	<b>12</b>	<b>13</b>	<b>31</b>

- 4.13 All of the above incidents have been categorised as ‘verbal abuse’ with the exception of one ‘ASB’ (stalking) type incident and one ‘physical abuse’ type incident. Details of these incidents continue to be communicated to Assistant Directors and/or Service Managers to allow appropriate action to be taken and support to be provided to affected employee(s) where required.
- 4.14 As previously acknowledged, this type of incident will always be difficult to prevent, however, perpetrators continue to be dealt with by the Council and in some cases reported to the Police if considered necessary. Individuals can also be placed on the Council’s Corporate Employee Protection Register which is used to alert colleagues in other service areas to specific risks posed by individuals.
- 4.15 Lessons learned from accidents and incidents continue to be 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 each particular incident and to develop solutions to minimise potential future risks. Lessons learned are also used to enhance health and safety information, instruction and training for employees to aid in raising levels of safety awareness amongst the workforce.



## 5.0 Fire Safety

- 5.1 The Regulatory Reform (Fire Safety) Order 2005 (the Order), requires that effective fire precautions be 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 current details of the Council's residential properties with communal areas which are therefore subject to the above statutory fire safety duties. This leads to a total of 143 fire risk assessments (FRAs) / reviews being completed on an annual basis.

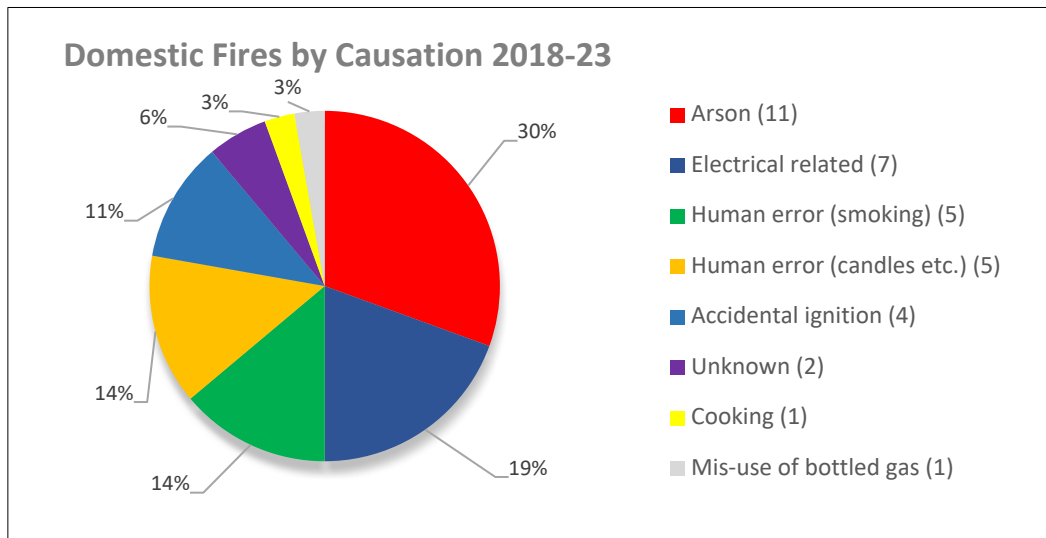
Type of Building	No. of Storeys	Classification	FRA Count
Sheltered Schemes	3	Low rise	3
	2		9
General Needs Blocks of Flats	3	Low rise	48
	2		83

- 5.3 All FRA reviews undertaken by the Council's Corporate Health and Safety team relating to sheltered accommodation buildings and general needs blocks of flats owned and managed by the Council were completed in line with the FRA review programme thus achieving 100% completion for the reporting period.
- 5.4 Progress has been made with the fire risk assessment programme for commercial/business/sports units owned by the Council which are completed in-house by the Corporate Health and Safety team. Forty seven (a total of 87%) assessments/reviews had been completed by the end of March 2023.
- 5.5 There have been 5 fire incidents reported during 2022/23, all in relation to Council owned/managed domestic properties. The following table provides fire safety statistics for the last 5 years:

Type	2018/19	2019/20	2020/21	2021/22	2022/23
Workplace/commercial fires	0	0	0	0	0
Domestic fire incidents	11	4	6	10	5
Fatalities due to fire	0	0	0	2	1
Alteration Notices issued by NF&RS to ADC	0	0	0	0	0
Enforcement Notices issued by NF&RS to ADC	0	0	0	0	0
Prohibition Notices issued by NF&RS to ADC	0	0	0	0	0

- 5.6 Sadly, during 2022/23, one of the 5 domestic fire incidents resulted in a fatality involving a Council tenant at a property in Sutton-in-Ashfield. A full investigation has taken place involving the Authorities and relevant personnel from the Council. The actual cause of the fire is yet to be confirmed.

5.7 As can be seen in the above table, there have been 36 fires in total reported at domestic properties owned and managed by the Council in the last 5 years, however the number of fires reported during 2022/23 has fallen by 50% on the previous year. The cause of these fires can be categorised as follows:



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:

- The provision of fire safety information to tenants and residents as specified by the new Fire Safety (England) Regulations 2022 for the Council's low-rise general needs blocks of flats and sheltered schemes
- Positive, collaborative working with Nottinghamshire Fire & Rescue Service (NF&RS)
- Undertaking regular fire risk assessments and fire safety / 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 with the application of increased safety and security checks if required
- Fire incidents attributable to arson are reported to the Police (crime numbers allocated) and appropriate action taken against perpetrators
- All domestic fire incidents are investigated by the Council's Corporate Health and Safety Unit
- Lockable wheeled bins are in place at various locations across the District
- Re-modelling of 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 risk issues etc.
- Distribution of the Council's 'Tenant's Guide to Fire Safety' booklet and publication of this information on the Council's website
- Fire safety information and advice published in Tenant's magazines
- Where appropriate, face-to-face fire safety advice is provided to tenants
- Periodic letter to tenants of general needs blocks of flats to discourage the storage of household and personal items in communal areas (including waste).

5.9 Details of formal contact made to the Council by Nottinghamshire Fire & Rescue Service is provided in Section 10 of this report.

## 6.0 Health and Safety Training

6.1 Classroom style health and safety training has continued throughout the year since its 'Covid-secure' re-introduction back in April 2021. The following courses have been delivered during 2022/23:

- Trades health and safety awareness (and refreshers)
- Work at height
- Respiratory Protective Equipment (RPE) face-fit testing
- Fire safety awareness
- Sharps awareness
- Manual handling including specific manual handling for the Waste & Environment teams
- Health and safety awareness for Neighbourhoods & Environment and Transport Services staff
- Asbestos awareness and non-licensed work with asbestos (these courses are delivered by specialist asbestos consultants).

6.2 Employees were also 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 completion as of March 2023 was 72% and 70% respectively.

6.3 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, procedures and guidance.

## 7.0 New Legislation, Guidance or Best Practice

7.1 The **Fire Safety Act** came into force on 16<sup>th</sup> May 2022. The Act clarifies the Regulatory Reform (Fire Safety) Order to make it clear that 'Responsible Persons' must consider and include the following building aspects when conducting fire risk assessments at multi-occupied residential premises:

- the building's structure and external walls (including windows, balconies, cladding, insulation and fixings) and any common parts
- all doors between domestic premises and common parts such as flat entrance doors (or any other relevant door)

7.1.1 Cabinet is informed that the Council's FRAs for relevant residential premises do include the above assessment requirements.

7.2 The Building Safety Bill received Royal Assent on 28<sup>th</sup> April 2022 and has completed all Parliamentary stages to become the **Building Safety Act**. The Act introduces 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 (i.e. buildings over 18 metres or six storeys in height), thus creating enhanced accountability and responsibility for ensuring residents remain safe in their homes. However, as has been confirmed in previous reports, the Council does not own any residential premises that meet this height criteria.

- 7.3 As noted in Section 3 of this report, the **Fire Safety (England) Regulations 2022** came into force on 23<sup>rd</sup> January 2023 which require all ‘Responsible Persons’ to implement certain recommendations made in the Grenfell Tower Inquiry Phase 1 report which are now mandated through the legislation.
- 7.3.1 Statutory duties under the regulations are categorised according to building height and those imposed on the Council cover the provision of appropriate fire safety information and instructions to residents in general needs blocks of flats and sheltered schemes owned and managed by the Council (noting that all relevant buildings are confirmed as low-rise and under 11m in height).
- 7.3.2 The information must be provided directly to new residents as soon as reasonably practicable after they have moved into their accommodation and then reissued to all existing residents at periods not exceeding 12 months thereafter.
- 7.4 The **Social Housing (Regulation) Bill** became law in July 2023. Since April 2022, specific performance indicators covering the ‘Big 6’ property health and safety risks (i.e. gas, electric, fire, asbestos, water and passenger lift safety) have been defined, recorded and reported to the Council’s Strategic Leadership Team and Housing Regulation Management Team to monitor compliance with the Regulator of Social Housing’s health and safety Tenant Satisfaction Measures as originally set out in the Social Housing White Paper. The end-of-year figures for 2022/23 are provided at Section 11 of this report.
- 7.4.1 The Bill also requires registered providers to nominate a health and safety lead to monitor compliance with housing health and safety requirements. Subsequently, the Council’s Assistant Director – Corporate Health and Safety has been formally appointed as the Responsible Officer for health and safety compliance in relation to the Council’s provision of social housing and monitoring of the ‘Big 6’ property risks.

## **8.0 Consultation**

- 8.1 The Council continues to run 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 were last reviewed and refreshed in August 2021.
- 8.2 In line with the Terms of Reference, the Committee met twice in the reporting period in June and December 2022.
- 8.3 Other arrangements used for effective health and safety consultation with employees within the Council include the quarterly Trade Union Health and Safety Consultation meeting. This group met four times during the reporting period.

## **9.0 Health and Safety Inspections, Audits and Legal Compliance**

- 9.1 Through the Corporate Health and Safety team, the Council runs a schedule of planned health and safety inspections of its workplaces and residential communal areas (with a fire safety and security focus). The outturn for completion of these inspections against the planned schedule was 100% for the year.

- 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 and imminent danger or items suggesting a breach of legal compliance requiring management intervention.
- 9.3 An internal audit of the Council's asbestos and legionella management arrangements was completed during the reporting period. The scope of the audit covered both domestic and non-domestic assets and although a number of recommendations were identified, these were in relation to administrative functions and as such, no breach of legal compliance was noted. All of the 'Big 6' property health and safety risks are audited on a rolling programme which forms part of the Council's ongoing assurance measures in this area.

## **10.0 Enforcement Agency Activity**

- 10.1 Formal contact was made with the **Health and Safety Executive** due to the statutory reporting requirements for the RIDDOR category incidents referred to in section 4.1 of this report.
- 10.2 The Council received a number of fire safety queries from **Nottinghamshire Fire & Rescue Service (NF&RS)** following a false fire alarm activation at one of the Council's sheltered accommodation buildings in July 2022. A response was duly prepared and sent to NF&RS who were satisfied with the information provided by the Council.
- 10.3 In July, NF&RS also carried out a fire safety audit at a general needs block of flats in Hucknall following reports of combustible items stored/dumped in the communal area. The audit did not identify any significant fire safety issues.
- 10.4 In November, NF&RS carried out a fire safety audit at Titchfield Court following a kitchen fire within a ground floor flat. The audit identified a number of recommendations which were formally notified to the Council in writing on 14<sup>th</sup> November 2022. Subsequently, work took place to either remedy each particular issue or provide rationale as to why it was considered that certain recommendations did not require further action as the issues raised did not present a significant fire safety risk. The Corporate Health and Safety team continued to liaise with the Fire Authority until all issues were brought to a satisfactory conclusion.
- 10.5 As at 31<sup>st</sup> March 2023, there were no outstanding enforcement agency issues/actions.

## **11.0 Housing Services – Building Safety Compliance Indicators**

- 11.1 The Social Housing (Regulation) Act provides the Regulator of Social Housing with powers to introduce the new Tenant Satisfaction Measures (of which there are 22 measures). Cabinet will be aware that these have been defined and introduced through the Charter for Social Housing Residents: The Social Housing White Paper.
- 11.2 One of the five themes for the 22 Tenant Satisfaction Measures is 'Maintaining Building Safety' and as such, the Council needs to ensure transparency on the aforementioned 'Big 6' key health and safety compliance areas, namely domestic safety checks for gas, fire, asbestos, water hygiene, passenger lift safety and

electricity (BS01 to BS05 respectively with electrical safety check requirements currently under government review).

11.3 In addition, Cabinet as the overarching body responsible for overseeing housing performance, health and safety and regulatory compliance within its landlord function also has to assure itself that it is informed about the landlord's quality of service in these areas and seek such information as required to achieve this.

11.4 Since 1<sup>st</sup> April 2022, the Key Performance Indicators displayed below have been developed, recorded and reported to the Council's Strategic Leadership Team and Housing Regulatory Management Team as part of the preparatory work to ensure compliance the Housing Regulator's Tenant Satisfaction Measures around building safety. The data shown is for the reporting period April 2022 to March 2023.

11.5 Fire, Asbestos, Legionella and Passenger Lift Indicators

Compliance Indicators for the Housing Service 2022-2023 (Corporate Health and Safety Unit) as at 31/03/2023										
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	CURRENT COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
COMMUNAL FIRE RISK ASSESSMENTS	REGULATORY	Q1	100%	39	100%	39	0	0	0	
		Q2	100%	33	100%	33	0	0	0	
		Q3	100%	41	100%	41	0	0	0	
		Q4	100%	30	100%	30	0	0	0	
COMMUNAL ASBESTOS INSPECTIONS	REGULATORY	Q1	100%	42	100%	42	0	0	0	
		Q2	100%	45	100%	45	0	0	0	
		Q3	100%	64	100%	64	0	0	0	
		Q4	100%	63	100%	63	0	0	0	
COMMUNAL WATER CHECKS AND RISK ASSESSMENTS	REGULATORY	Q1	100%	106	100%	106	0	0	0	
		Q2	87%	75	68%	51	0	24	0	Contractor failed to complete any visits in August (NCR raised for investigation with contractor)
		Q3	92%	124	100%	124	0	0	0	
		Q4	94%	74	100%	74	0	0	0	
LIFT SAFETY (MONTHLY SERVICES)	REGULATORY	Q1	100%	36	100%	36	0	0	0	
		Q2	89%	36	78%	28	8	0	8	x 8 in Sept due to apparent technical issue with their IT scheduling system
		Q3	100%	36	100%	36	0	0	0	8 inspections caught up from September
		Q4	100%	36	100%	36	0	0	0	
LIFT SAFETY (LOLER INSPECTIONS)	STATUTORY	Q1	100%	10	60%	6	3	1	4	HSB did not attend on due dates x 4
		Q2	92%	2	50%	1	0	1	1	HSB reported no access to Desmond Ct
		Q3	92%	12	83%	10	0	2	2	Brook St Ct lift pit flooded - cannot inspect
		Q4	100%	0	100%	2	0	0	0	24 / 24 inspections completed by 31/03/23

## 11.6 Gas, Electric and Solid Fuel Indicators

Compliance Indicators for the Housing Service 2022-2023										
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	MONTHLY COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
GAS SERVICING	REGULATORY	Q1	99.95%	1969	99.90%	1967	1	1	2	100% Complete
		Q2	99.98%	1717	100%	1717	0	0	0	1 x PREVIOUS F/Y COMPLETED
		Q3	99.98%	1536	100%	1533	1	2	3	100% Complete
		Q4	99.98%	881	99.89%	880	1	0	1	1 x LEGAL
CURRENT NUMBER OF GAS SERVICES THAT ARE NON-COMPLIANT TOTAL									1	1 x LEGAL
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	MONTHLY COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
SOLID FUEL SERVICING	REGULATORY	Q1	100%	0	100%	0	0	0	0	
		Q2	100%	8	100%	8	0	0	0	
		Q3	100%	0	100%	0	0	0	0	
		Q4	100%	0	100%	0	0	0	0	
CURRENT NUMBER OF SOLID-FUEL SERVICES THAT ARE NON-COMPLIANT TOTAL									0	
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	MONTHLY COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
ELECTRICAL TESTING - DOMESTIC	REGULATORY	Q1	99.98%	395	92.95%	369	4	22	26	26 x COMPLETE
		Q2	99.95%	398	90.96%	365	7	26	33	1 x LEGAL; 32 x COMPLETE
		Q3	99.95%	394	98.19%	387	0	7	7	2 x LEGAL, 5 x COMP
		Q4	99.98%	390	100%	390	0	0	0	
CURRENT NUMBER OF ELECTRICAL SERVICES THAT ARE NON-COMPLIANT TOTAL									1	1 x LEGAL
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	CURRENT COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
ELECTRICAL TESTING - COMMUNAL	POLICY	N/A	100%	96	100%	96	0	0	0	Predominantly access issues are not problematic, however where we have communal switching gear located within Leasholder properties we do face access difficulties.
KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	SERVICING COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
GAS SERVICING - COMMUNAL	POLICY	Q1								
		Q2	100%	13	100%	100	0	0	0	CHECKS COMPLETED IN SEPTEMBER
		Q3								
		Q4	100%	15	100%	100	0	0	0	CHECKS COMPLETED IN MARCH

## 12.0 Conclusion

- 12.1 It is pleasing to report positive incident trends such as the reduced total number of incidents reported for the second year running, the reduction in the type of incidents that required reporting to the HSE as well as the reduction in the number of domestic fires reported. Incident numbers have remained consistently low in other incident categories also. In addition, it was yet another year where there were no enforcement notices served on the Council by any enforcement authority and the Council has continued to enjoy a positive, healthy working relationship with the Fire Authority.
- 12.2 It was also a productive year in terms of the work undertaken to prepare for, and ensure compliance with new, emerging legislation. There has obviously been a particular focus around new statutory fire safety requirements and health and safety compliance monitoring introduced through the Social Housing (Regulation) Act 2023. Work will continue in these areas as further legislative developments take place in the coming months.

## 13.0 Planned Activity for 2023/24

13.1 The planned corporate health and safety activities and key tasks and targets for the Corporate Health and Safety team for the year 2023/24 to further drive improvements in health and safety performance and the Council's health and safety management system can be summarised as follows:

- Ensure that all key performance indicators where responsibility is assigned to the Corporate Health and Safety 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 Strategic Leadership Team on a quarterly basis
- Continue to monitor and respond to regulatory developments brought about by changes to fire safety legislation and the **Social Housing (Regulation) Act** for all aspects of health and safety compliance for residential premises (particularly fire safety, asbestos management, legionella control and passenger lift safety)
- Complete the full **Fire Risk Assessment Review** programme for ADC Workplaces, residential premises and commercial/industrial/sports unit premises
- Deliver all **health and safety training** courses as scheduled for the year, embedding internal health and safety awareness training for waste, environmental and transport teams based at the Northern Depot
- Produce a Corporate **Legionella Control/Management Procedure** for the clarification and formal recording of the water hygiene measures in place across residential and non-residential ADC premises
- Commence planning for **tenant engagement with health and safety** and inclusion of this in the Tenant Engagement Strategy - effective engagement with ADC tenants/residents to ensure that people feel safe in the homes/buildings they live in
- Develop a **Corporate Health and Safety Service 'internal questionnaire'** to measure customer satisfaction with the service the team delivers and identify any areas for improvement.

Author:

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**Assistant Director**

**Corporate Health and Safety**



**Meeting of the Cabinet**  
**18 September 2023**  
**Schedule of Recommendations**

<b><u>Meeting:</u></b>	<b><u>Minute No:</u></b>	<b><u>Subject:</u></b>	<b><u>Recommendation(s):</u></b>
<b>Local Plan Development Committee 11 September 2023</b>	<b>LP.</b>	<b><u>Ashfield Local Development Scheme</u></b>	Cabinet be recommended to resolve that the Revised Ashfield Local Development Scheme, as set out at Appendix 1 of the report, comes into effect on the 10th October 2023.  (Report attached at Appendix A)
<b>Local Plan Development Committee 11 September 2023</b>	<b>LP.</b>	<b><u>Ashfield Local Plan – Sites Update</u></b>	Cabinet be recommended to :  a) approve the amended housing allocations set out in the report;  b) authorise the Assistant Director of Planning to making subsequent amendments to reflect up to date information on the proposed site allocations as set out in the report.  (Report attached at Appendix B)

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<b>Report To:</b>	<b>LOCAL PLAN DEVELOPMENT COMMITTEE</b>
<b>Date:</b>	<b>11<sup>TH</sup> SEPTEMBER 2023</b>
<b>Heading:</b>	<b>ASHFIELD LOCAL DEVELOPMENT SCHEME</b>
<b>Executive Lead Member:</b>	<b>NOT APPLICABLE</b>
<b>Ward/s:</b>	<b>ALL WARDS</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

### **Purpose of Report**

To present and approve the revised Ashfield Local Development Scheme (Appendix 1) which sets out the Council's programme for the production of the Ashfield Local Plan (2023 – 2040).

### **Recommendation(s)**

**Recommended to Cabinet that it resolves that the Revised Ashfield Local Development Scheme, as set out at Appendix 1, comes into effect on the 10th October 2023.**

### **Reasons for Recommendation(s)**

To adhere to the legal requirement to maintain an up to date Local Development Scheme under the provisions of the Planning and Compulsory Purchase Act 2004.

### **Alternative Options Considered**

There is no alternative option as legislation requires the Council (as the local planning authority) to revise the Local Development Scheme at such time as they consider appropriate.

### **Detailed Information**

The Council is required to produce a Local Development Scheme (LDS) that provides a programme for the production of the planning policy document (development plan document) that forms the Ashfield Local Plan. It is a procedural document which sets out how the Council is going to plan for development in its area and provides information to help ensure that local communities, businesses, developers, service and infrastructure providers can keep track of progress on the Local Plan. For the Council, it provides a basis for project and budget management of the Local Plan.

From a legal perspective the Planning and Compulsory Purchase Act 2004 (P&CP Act) requires that:

- Local planning authorities produce and publish a LDS.
- The Local Plan is prepared in accordance with the published LDS. It is a requirement to have an up-to-date LDS, and this is one of the tests of legal compliance at the examination of a Local Plan.
- Local Plan progress against the LDS timetable is monitored and published in annual monitoring reports.
- If the LDS is updated, a copy of any amendments made to the scheme are available to the public.

The existing LDS was approved in 2021 and is out of date. The LDS has been updated and is set out in Appendix One to the Report. It is proposed that Cabinet is recommended to approve the updated Ashfield Local Development Scheme from 10th October 2023.

## **Implications**

**Corporate Plan:** Planning, and the Local Plan has a cross cutting role to play in helping to meet and deliver the priorities identified in the Corporate Plan. In particular, the Local Plan has a key responsibility in delivering the outcomes around the supply of appropriate and affordable homes, improving town centres, facilitating economic growth especially around transport hubs, and improving parks and green spaces.

**Legal:** Local Planning Authorities are required under the Planning and Compulsory Purchase Act 2004, to prepare and maintain a Local Development Scheme (LDS) which is updated when considered appropriate. Section 15(7) of the Act states that *‘To bring the scheme into effect, the local planning authority must resolve that the scheme is to have effect and in the resolution specify the date from which the scheme is to have effect.’* [RLD 25/08/2023]

**Finance:** There are no direct financial implications arising as a result of this report. [PH 24/08/2023].

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:**

<b>Risk</b>	<b>Mitigation</b>
Legislation requires that a LDS be produced to set out the timetable for the production of the Local Plan. The Examination in Public will consider legal compliance which includes having an up to date LDS.	Approval of an up-to-date LDS as set out in Appendix 1 of this report.

**Human Resources:** There are no direct HR implications contained within this report.

**Environmental/Sustainability:** There are no environmental / sustainability implications for the LDS. A Sustainability Appraisal has been produced for the Local Plan.

**Equalities:** There are no equalities implications for the LDS, an equalities impact assessment will be produced for the Local Plan.

**Other Implications:** None

**Reason(s) for Urgency:** Not applicable.

**Reason(s) for Exemption:** Not applicable.

**Background Papers**

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<b>Report To:</b>	<b>LOCAL PLAN DEVELOPMENT COMMITTEE</b>
<b>Date:</b>	<b>11<sup>TH</sup> SEPTEMBER 2023</b>
<b>Heading:</b>	<b>ASHFIELD LOCAL PLAN – SITES UPDATE</b>
<b>Executive Lead Member:</b>	<b>NOT APPLICABLE</b>
<b>Ward/s:</b>	<b>ALL WARDS</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

**Purpose of Report**

To consider the potential housing sites to be taken forward in the Ashfield Local Plan 2023 – 2040 Regulation 19 Pre Submission Draft.

<p><b><u>Recommendation(s)</u></b></p> <p><b>Cabinet be recommended to :</b></p> <ul style="list-style-type: none"> <li><b>a) Approve the amended housing allocations set out in the Report.</b></li> <li><b>b) Authorise the Assistant Director of Planning to making subsequent amendments to reflect up to date information on the proposed site allocations set out in the report.</b></li> </ul>
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**Reasons for Recommendation(s)**

Additional sites have been assessed through the Strategic Housing and Employment Land Availability Assessment (SHELAA) after the preparation of the Regulation 18 Draft Local Plan. The sites have been considered in the context of achievability, location and consistency with the Council's spatial strategy for growth.

The site allocations identified in the 2021 Regulation 18 Draft Local Plan have also now been revised based on more up to date information, including the deletion of completed sites and changes to reflect recent planning decisions. Where appropriate, additional site allocations have been set out in the report.

## **Alternative Options Considered**

To make no amendments to the Local Plan site allocations proposed and consider other site options to be included in the Local Plan. Not recommended.

## **Detailed Information**

The Cabinet at its meeting of 13<sup>th</sup> December 2022 resolved to take forward a Local Plan which:

- Reflects the standard method of housing need;
- Provides a minimum of a 10-year housing supply;
- Removed the proposed new settlements at Whyburn Farm and Cauldwell Road from the emerging Local Plan;
- Reviewed the Strategic Policy S3 Location of Development to include a spatial strategy within the Policy;
- Approved that site SHELAA SJU043 adjacent to an existing allocation at Underwood H1vg Land North of Larch Close is included in the emerging Local Plan; and
- Proposed that changes are made to the Main Urban Area boundary at Skegby. (The changes proposed were approved at the Cabinet Meeting of 31st July 2023).

This report sets out an update on the Draft Local Plan 2021 proposed housing land allocations. It identifies additional sites that have been submitted to the SHELAA and proposed amendments to the sites to be taken forward in the Local Plan.

A number of the sites are currently subject to planning applications. Approval is requested for the Assistant Director of Planning to update information in the Local Plan 2023 – 2040 Regulation 19 Pre submission Draft regarding the sites identified in this report.

## **New sites submitted to the Strategic Housing and Employment Land Availability Assessment (SHELAA)**

The Council received a number of additional submissions to the SHELAA subsequent to the preparation of the Regulation 18 Draft Local Plan, October 2021, including both housing sites and employment land proposals. Most of these sites have previously been reported to the Local Plan Development Panel (15<sup>th</sup> November 2022) but had not been fully assessed at that time. Table 1 below lists these sites, alongside the SHELAA outcome: 'Red' being unachievable, 'Amber' being potentially achievable, and 'Green' being achievable - this is purely an assessment of physical, legal or financial constraints and does not necessarily mean that a site is appropriate for allocation in the Local Plan. This is a matter of being sustainably located, being consistent with the Council's strategy for growth, and meeting the size threshold for allocation (10 dwellings for housing sites).

Site name	Proposed Use	SHELAA Ref.	Size/ Potential Yield (Dwellings)	SHELAA outcome	Potential for Allocation
Land north of Princess Street, Kirkby	Housing	KA055	28	The site is isolated from the public highway. There is also the likely existence of contamination on site which will require investigation.	No.



				Located in the Green Belt.	
166 Main Street Huthwaite	Housing	SA087	5	Site now has planning permission for 5 dwellings.	No.  Below the threshold for allocation in the Local Plan
Land at Howlish, Pleasley road Teversal	Housing	SA088	41	The site is not suitable due to significant access constraints.	No.
Land at Penniment House Farm, Skegby	Housing	SA089	467	The site is not suitable due to significant access constraints.	No.
Adjacent to proposed site H1Vg Land north of Larch Close, Underwood.	Housing	SJU043	32	Highway comments highlight the potential for combining with the adjacent site to provide improved highway connectivity in this area.  Site is located in the Green Belt.	Yes.  Extended site Ref. H1Vg  This site was approved as an additional housing land allocation at Cabinet on 13 <sup>th</sup> December 2022
Land north of Laverick Road, Jacksdale.	Housing	SJU044	82	Site is potentially suitable, however, a high pressure gas main crosses site adjacent to the south-western boundary and the vast majority of the site falls within a 25m buffer zone with a requirement to contact HSE There is a historic landfill (pond) in the east of the site and there are likely ground stability issues - Coal high risk area.  Located in the Green Belt.	No.  This site is not currently proposed as an allocation. The Council's strategic spatial approach is based on moderate growth in the Named Settlements to support facilities and provide for local housing needs. Sites already allocated in these areas are deemed more suitable with less constraints, and meet local needs. Would need to be able to justify Green Belt release.
Land south of Hucknall Bypass A611	Employment	HK052	26 Ha	Site is not suitable  Areas of Flood Zone 2 and 3 on site  Located in the Green Belt.	No.
Land east of Sherwood Business Park A611, Annesley	Employment	KA053	8.97 Ha	Potentially suitable.  Mitigation to address access constraints will be very costly. Adjacent to a Local Wildlife Site.	No.  Uncertainty over viability for site delivery.

				Southern boundary adjoins the Grade II* Registered Park and Garden at Annesley Park. High pressure gas line route likely to impact on developable area.  Located in Green Belt.	No reasonable justification for Green Belt release to meet employment needs – not sufficiently large enough to support logistics proposals.
Land south of Sherwood Business Park & north of Mansfield Road Annesley	Employment	KA054	17.58 Ha	Not Suitable for proposed use.  Part of the site forms part of the Grade II* Registered Park & Gardens of Annesley Park  Located in Green Belt	No.
East of Pinxton Lane and South of the A38, Sutton	Employment	SA086	33Ha	Site includes part of an ancient woodland and local wildlife sites. Likely existence of contamination and ground stability. Significant highway improvements would be very costly.	Yes if the various constraints could be overcome.
Nunn Brook Rise, Huthwaite	Employment	SA090	1.2 Ha	Site is potentially suitable.	Yes.  It is recommended that this site is included as a Local Plan allocation. It has been assessed as potentially achievable and is located within the Main Urban Area on an existing industrial estate.

**Table 1: SHELAA sites assessed since the Draft Local Plan consultation 2021.**

Source: Ashfield District Council

Further to recent emails, two additional sites are anticipated to be submitted to the Council's SHELAA in the near future:

- Approximately, 10.22 ha of land located between the A608 and Alfreton Road, Underwood, and
- Approximately 2.1 ha of land located off Annesley Lane, Selston.

As yet, neither site has been assessed through the SHELAA. In addition to the SHELAA assessment, for them to be considered in relation to the Local Plan, it would be necessary to undertake additional work through the Sustainability Appraisal and the Habitat Regulation Assessment to meet the legal requirements for bringing the Local Plan forward. As both sites are located in the Green Belt, they would also need to be considered in the Green Belt Harm Background Paper, which provides an assessment of the potential harm of releasing Green Belt land in line with national policy, guidance and case law. A further Regulation 18 consultation to take into account the responses of the local community to any proposed allocation of the sites for housing is likely to be required. The report to the Local Plan Development Committee on the Local Development Scheme sets out the timetable for progressing the Local Plan. The intention is to undertake a Regulation 19 consultation of the Local Plan to be submitted for Examination, in late

November or early December 2023. In this context, it is not recommended that, at this late stage, the sites should be considered for potential inclusion in the Plan as this would result in delays to the Local Plan programme. Once submitted to the SHELAA and assessed, the sites could form part of any future considerations of sites in a Local Plan.

### **Revised Housing Allocations**

Tables 2-5 set out updated lists of housing allocations which are proposed for the Regulation 19 version of the Local Plan. Sites which have now either been completed or have less than 10 dwellings remaining on site have now been deleted, and new permissions have been added. These lists may be subject to further additions in the event that planning permission is secured on any large sites prior to the Plan being finalised for consultation.

#### **Hucknall Area**

There is one new site in Hucknall, Site H1Ca on Watnall Road with permission for a care home. This has now been included in the site allocations and will count towards overall supply using a ratio of 1.8 bedrooms being equivalent to 1 dwelling, as per government guidance.

Site Ref.	Site Name	Greenfield/ Brownfield	Planning Permission*	Potential Yield (Dwellings)
H1Ha	Seven Stars PH, West Street / Ogle Street, Hucknall	B	No	28
H1Hb	Linby Boarding Kennels, East of Church Lane, Hucknall	G/B	Part	43
H1Hc	Land north of A611 / South of Broomhill Farm, Hucknall	G	No	499
H1Hd	Land adjoining Stubbing Wood Farm, Watnall Road, Hucknall	G	No	198
H1He	Phase 5b, land at Rolls Royce, Watnall Road, Hucknall	B	Yes	150
H1Hf	Phase 9, land at Rolls Royce, Watnall Road, Hucknall	B	Yes	101
H1Hg	Hucknall Town football Club, Watnall Road	G	Yes	82
H1Hl	Land at, Shepherd Street (Rolls Royce site)	B	Yes	42
H1Hn	(Phase 2) Land at, Broomhill Farm	G	Yes	168
				<b>1,311</b>
Site Ref.	Site Name	Greenfield/ Brownfield	Planning Permission*	Potential Yield (bedrooms)
H1Ca	Former Hucknall Police Station, Watnall Road, Hucknall	B	Yes	73

**Table 2: Hucknall Housing Allocations, updated August 2023.**

Source: Ashfield District Council

#### **Kirkby Area**

No additional sites are proposed to be included in Kirkby-in-Ashfield.

Site Ref.	Site Name	Greenfield/ Brownfield	Planning Permission*	Potential Yield (Dwellings)
H1Ka	Beacon Farm, Derby Road, Kirkby-In Ashfield	G/B	No	41
H1Kb	Land off Millers Way, Kirkby-In Ashfield	G	Yes	54
H1Kc	Land at Doles Lane, Kirkby-In Ashfield	B	No	54
H1Kd	Off Walesby Drive	G	No	196
H1Ke	Land off Diamond Avenue, Kirkby-In-Ashfield	G	No	63
H1Kf	Warwick Close, Kirkby-In-Ashfield	B	Yes	34
H1Kg	Land behind 126 Skegby Road, Kirkby-In-Ashfield	G	No	15
H1Kh	Land Off Hucknall Road, Newstead	G	No	47
				<b>504</b>

**Table 3: Kirkby Housing Allocations, updated August 2023.**

Source: Ashfield District Council

### Sutton Area

The sites H1Sp, off Tibshelf Road, Fackley and H1Sv, Station House Outram Street are proposed to be dropped from the housing allocations identified in the Draft Local Plan 2021. H1Sp has been refused residential planning permission on appeal earlier this year due to its unsustainable location. H1Sv, Station House has been identified as a key gateway site in the Sutton Town Centre Masterplan. As such it is envisioned that this site will support a more aspirational mixed-use development more appropriate to its setting.

Four additional sites have been included in the proposed allocations identified as H1Sae to H1Sah. They reflect permissions or are located within the Main Urban Area where development is acceptable in principle. The sites include the brownfield sites at North Street, Huthwaite and land adjacent to 208 Mansfield Road, Sutton in Ashfield.

Site Ref.	Site Name	Greenfield/ Brownfield	Planning Permission*	Potential Yield (Dwellings)
H1Sa	Rear 211 Alfreton Road	G	Yes	110
H1Sb	South of Vision West Nottinghamshire College, Cauldwell Road, Sutton-In-Ashfield	G	No	208
H1Sc	West of Fisher Close, Skegby	G	Yes	84
H1Sd	Adj Oakham Business Park, off Hamilton Road	G	No	225
H1Se	Priestic Road	G	No	19
H1Sf	Rear 23 Beck Lane, Skegby	G	No	23
H1Sg	Former Miner's Welfare Sports Ground, Stanton Hill	G	No	85
H1Sh	Pasture Farm, Alfreton Road	G	No	34
H1Si	Rear Kingsmill Hospital	G	No	264
H1Sj	Clegg Hill Drive, Huthwaite	G	No	104

H1Sk	Sunnyside Farm, Blackwell Road, Huthwaite	G	No	283
H1Sl	North of Fackley Road, Teversal	G	No	124
H1Sm	Land adjacent 88 High Hazels Drive	G	No	11
H1Sn	Adj Molyneux Farm, Fackley Road, Teversal	G	No	14
H1So	Off Fackley Road, Teversal	G	No	12
H1Sq	Hardwick Lane Recreation Ground	G	No	40
H1Sr	Land off Clare Road	G	Yes	69
H1Ss	Land to the east off A6075 Beck Lane, Skegby	G	No	212
H1St	Land off Blackwell Road/Main Street, Huthwaite	G	No	99
H1Su	Rear 113 to 139 Beck Lane, Skegby	G	No	100
H1Sw	Off Gillcroft Street/St Andrews Street & Vere Avenue, Skegby	G	Yes	206
H1Sx	rear 249, 251 Alfreton Road	G	Yes	43
H1Sy	off Brand Lane, Stanton Hill	G	Yes	71
H1Sz	Junction of Outram Street/Park Street	B	Yes	24
H1Saa	Land at, Beck Lane, Skegby	G	Yes	322
H1Sac	The Quarry, 57, Stoneyford Road	G	Yes	47
H1Sad	The Pattern House, Crossley Avenue, Huthwaite	B	Yes	23
H1Sae	Ashland Road West	G	Yes	300
H1Saf	North of Midland Road	G	Yes	20
H1Sag	Quantum Clothing Site, North Street, Huthwaite	B	No	71
H1Sah	Land adjacent 208 Mansfield Road, Sutton in Ashfield	B	No	36
				<b>3,283</b>

**Table 4: Sutton Housing Allocations, updated August 2023.**

Source: Ashfield District Council

#### Selston, Jacksdale and Underwood Area

No new sites have been included, however, the site Land North of Larch Close, Underwood, (H1Vg) has been extended to include an additional area approved by Cabinet at its meeting of 13<sup>th</sup> December 2022.

Site Ref.	Site Name	Greenfield/ Brownfield	Planning Permission*	Potential Yield (Dwellings)
H1Va	Land at Plainspot Farm, New Brinsley, Underwood	G	No	42
H1Vb	Off Westdale Road, Jacksdale	G	No	49
H1Vc	Land adj. Bull & Butcher PH, Selston	G	No	149
H1Vd	Adj 149 Stoney Lane, Selston	G/B	No	6
H1Ve	Land off Park Lane/ South West M1, Selston	G	No	169
H1Vg	Land North of Larch Close, Underwood	G/B	No	52
H1Vh	Rear of 64-82 Church Lane, Underwood	G	No	10
H1Vi	Westdale Road/ Rutland Road, Jacksdale	G	No	22
				<b>499</b>

**Table 5: Named Settlements Housing Allocations, updated August 2023.**

Source: Ashfield District Council

**Implications**

**Corporate Plan:** Planning, and the Local Plan has a cross cutting role to play in helping to meet and deliver the six priorities identified in the Corporate Plan. In particular, the Local Plan has a key responsibility in delivering the outcomes around the supply of appropriate and affordable homes, improving town centres, facilitating economic growth especially around transport hubs, and improving parks and green spaces.

**Legal:** The Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) set out the legislative requirements in bringing a Local Plan forward. Under Section 20 of The Act, an authority must not submit a Local Plan unless they have complied with any relevant requirements contained in the regulations and the document is ready for independent examination. [RLD 25/08/2023]

**Finance:** There are no direct financial implications arising as a result of this report. [PH 24/08/2023].

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
In relation to the recommended approach there is a high level of risk as the authority is not providing a 15-year housing land supply of identified sites. The Inspector may see this as not meeting requirements of legislation. It will need to be justified by a clear approach and an early review of the Plan to consider clarity and legislation emerging from the Government. However, the greater risk is not to provide a strategic plan to guide development to create properly shaped places and to provide certainty for both residents and developers.	In order to seek to address this risk, the strategy would need to optimise the density of development in line with the policies in NPPF chapter 11 including whether policies promote a significant uplift in minimum density standards in town centres and other locations well served by public transport, something which the Plan encourages.

<p>Additional sites are proposed to be included in the Local Plan. Generally, the sites that are proposed to be included reflect planning permissions or are brownfield sites located in the Main Urban Area.</p> <p>The Draft Local Plan 2021 identified that risk stemmed from the Plan's strategy being heavily reliant on the release of Green Belt land in the vicinity of Hucknall and particularly a new settlement. The proposal for moving the Plan forward taking the new settlement out of the Plan substantially reduces the area of the Green Belt which would be developed and thereby reduces risk. Nevertheless, there are still inherent risks with the housing allocations in the Green Belt.</p>	<p>The Plan would reflect a supply of housing sites for at least a period of 10 years and consideration should be given to identifying broad locations for growth for the years 11-15 of the Plan.</p> <p>Generally, the sites that are proposed to be included reflect planning permissions or are brownfield sites located in the Main Urban Area.</p> <p>The Strategy will need to be justified with robust evidence, for example Green Belt and transport infrastructure constraints, with potentially a commitment to an early review of the Local Plan.</p>
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**Human Resources:** There are no direct HR implications contained within this report.

**Environmental/Sustainability:** Sustainability is at the heart of the planning system and the Plan has been prepared with the aim of delivering sustainable development in the District in accordance with the requirements of paragraphs 7 and 8 of the National Planning Policy Framework (NPPF), 2021. The Plan has been prepared in accordance with the Planning & Compulsory Purchase Act 2004, as amended, which requires the Council to conduct an appraisal of the sustainability of the proposals in Local Plan and prepare a report of the findings of the appraisal.

**Equalities:** An Equality Impact Assessment will be undertaken as part of the consideration of the Regulation 19 Local Plan.

**Other Implications:** None.

**Reason(s) for Urgency:** Not applicable.

**Reason(s) for Exemption:** Not applicable.

**Background Papers**

Draft Local Plan Regulation 18, and the Local Plan evidence base which is available on the Council's website.

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<b>Report to:</b>	<b>CABINET</b>
<b>Date:</b>	<b>18<sup>TH</sup> SEPTEMBER 2023</b>
<b>Heading:</b>	<b>APPROVAL TO PURCHASE A SITE AT LOWMOOR ROAD FROM NOTTINGHAMSHIRE COUNTY COUNCIL (NCC) BY ASHFIELD DISTRICT COUNCIL (ADC)</b>
<b>Executive Lead Member:</b>	<b>CLLR RACHEL MADDEN, EXECUTIVE LEAD MEMBER FOR FINANCE, REVENUES AND BENEFITS</b>
<b>Ward/s:</b>	<b>ALL</b>
<b>Key decision:</b>	<b>YES</b>
<b>Subject to call-in:</b>	<b>YES</b>

## Purpose of report

To seek the support of the Cabinet to the proposed Heads of Terms (HOTs) for the purchase of the Lowmoor Road site for the development of the Ashfield Innovation & Technology Park (AITP) and within it, the Automated Distribution & Manufacturing Centre (ADMC).

## Recommendation(s)

- I. Support be granted to progress the purchase of the Lowmoor Road site from NCC, in accordance with draft Heads of Terms (HOTs).
- II. Delegated authority be granted to Executive Director Place, in consultation with the Executive Director Governance, Corporate Resources Director and Executive Lead Member for Finance, Revenue and Benefits to complete the purchase of the Lowmoor Road site from NCC in accordance with the draft HOTs set out in the report.
- III. This report be referred to the next meeting of the Full Council for funding approval on 25<sup>th</sup> September 2023.

## **Reasons for Recommendation(s)**

Two sites were identified for the potential construction of the ADMC. Site A is on Lowmoor Road, opposite Sutton Parkway, and site B is southeast of Oakham Business Park.

Site A is the preferred location for the development of ADMC, and as well as a regional Innovation and Technology Park because of its size, strategic location, transport links, proximity to Vision West Notts. College and neighbouring industrial clusters. It is proposed that the latter development is named, Ashfield Innovation & Technology Park, (AITP for short), for the purpose of consulting Council's strategic partners on its branding.

Site A is owned by NCC, and ADC has been in negotiations to purchase this site both for the AITP and ADMC. This has culminated in HOTs being offered following detailed negotiations between the two Councils. As this information is commercially sensitive, this is included in the Exempt Appendix A, along with a summary of the basis on which the terms are considered acceptable to ADC.

Also shown in the Exempt Appendix B are cashflow projections.

### **(Exempt Appendices)**

## **Alternative Options Considered**

Site B was considered, and it has been discounted for the reasons set out in the report.

## **Detailed Information**

The construction of ADMC is a flagship Towns Fund project to support the adoption, integration, and expansion of modern technologies amongst local regional businesses to improve productivity and competitiveness.

£20 million has been secured from Ashfield's Town Fund Deal, as a part of a £30 million investment to create a nationally and potentially internationally recognised centre, mirroring the UK's existing Catapult Centres. The centre has the support of Innovate UK, D2N2, LEO, Make UK and the MTC.

The ADMC is a circa 4000m<sup>2</sup> purpose built, multi-function centre, with space allocated for:

- research and development
- new product development and testing
- education and skills development
- technology showcasing
- networking, collaboration, and event hosting

It will encompass researchers, engineers, technical experts from a range of partners, stakeholders, and entrepreneurs.

The construction of ADMC is due to start in 2024.

Site A being larger than site B lends itself to be developed as the AITP and become an investment destination for high-tech industrial clusters in sectors such as, aeronautics, robotics, biosciences, engineering, and manufacturing into the area.

It has the potential to become a renowned destination for inward investment, bringing economic prosperity and well-paid jobs to the area, and thus become a centre of excellence, both nationally and potentially internationally. The whole site will be a £100 million plus development, attract inward investment and create higher economic growth opportunities for residents of Ashfield.

## **Cashflow Projections**

A cashflow of the forecast project developments is summarised below.

The Towns Fund Income has the following profile:

2023/24	£30.6million
2024/25	£15.0million
2025/26	£3.8million

For this exercise, it has been assumed that the required level of spend will be a maximum of 80% of the Towns Fund income above can be achieved for each of the 3 years. This leaves a residual 20% amount of Towns Funding available to fund the initial land and phase 1 infrastructure costs in the short term. The cashflow model also assumes forward land sales of plot 2 (including the acquirer meeting infrastructure costs) and a capital receipt of £900k from a land sale outside of this development specifically earmarked in the short term to mitigate borrowing costs.

The above results in estimated short-term borrowing costs being incurred for the 3-year period 2023/24 to 2025/26 of £249K. This is a conservative estimate, as it could be the actual spend on the programme is lower, which would reduce the overall level of temporary borrowing required. This is possible because of the exceptional funding ADC has been able to secure from the Government to improve economic prosperity for residents of Ashfield.

From year 3 onwards the ADC is expected to yield annual income of £302K; and £2.279 million cumulatively by year 10.

## **Risks and Mitigation**

<b>Risk</b>	<b>Mitigation</b>
Like any construction project, there may well be increased infrastructure costs or lower income from ADC.	Fixed price/target cost contracts, allowance for contingency, and with built-in value engineering, control over contract variations, and specifications as required.
The funding strategy for Phase 2 Infrastructure costs are contingent on forward sales, and/or rental income.	There is high demand for sites like Lowmoor. A local company has already expressed a strong interest in this site and once the site is secured, then the opportunities for sale of units of land can be actively pursued. If there is insufficient demand or a delay in demand this will require additional short-term borrowing to be incurred.
Shortfall in income	ADC will be underpinned by research-based data of demand and supply to maximise effectiveness of the marketing strategy. Market research indicates there is a high level of commercial interest in the development.

Landbank	Given the rising interest rates and how long it may persist there may well be a delay in forward sales of units on the wider AITP. However, the cost of landholding should be covered by ADMC, and increase in the value of commercial land. (It should be noted that any growth in land value above that agreed in the HOTs would be split equally between ADC and NCC).
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## **Implications**

### **Corporate Plan:**

The development of the AITP and ADMC will play a key role in bringing economic growth and new investment opportunities that will benefit businesses and residents of Ashfield, create higher paid jobs and education and learning opportunities. These developments will be central to achieving the Council's ambition of making Ashfield a destination of choice for business and visitors, and a desirable place to live for all residents.

### **Legal:**

Legal support and advice will be provided in relation to the proposed acquisition. The County Council's title has not been reviewed yet. [RLD 11/08/2023]

**Finance:** As set out in the body of the report and the table below. [PH 15/08/2023].

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	<p>ADMC specific project - £1m Towns Fund revenue to support revenue costs of this project prior to opening.</p> <p>Wider AITP scheme - Estimated short-term borrowing costs of £249k for the 3-year period 2023/24 to 2025/26.</p>
General Fund – Capital Programme	<p>ADMC specific project - £19,483,141 funded by £19,483,141 Towns Fund Capital funding.</p> <p>Wider AITP scheme - £13.222m – to be funded from 2023/24 to 2025/26 by internal borrowing. Residual borrowing for this period would be £4.288m incurring the £249k revenue costs above.</p>
Housing Revenue Account – Revenue Budget	N/A

Housing Revenue Account – Capital Programme	N/A
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**Human Resources**

No HR implications [KB04/09/2023]

**Equalities:**

*Not applicable.*

**Reason(s) for urgency**

*Not applicable.*

**Background Papers**

*Not applicable*

**Report Author and Contact Officer**

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