

**ASHFIELD DISTRICT COUNCIL**



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

## **Agenda**

### **Cabinet**

Date: **Monday, 29th January, 2024**

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Time: **10.00 am**

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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

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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 6 November 2024. 7 - 12
4. **Corporate Plan Delivery.** 13 - 28  
Key Decision  
Councillor Jason Zadrozny – Leader of the Council
5. **Programme Monitoring Report: Major Projects and Funding.** 29 - 48  
Non-Key Decision  
Councillor Matthew Relf – Executive Lead Member for Growth, Regeneration and Local Planning
6. **Community Safety Partnership - Strategic Plan.** 49 - 86  
Key Decision  
Councillor John Wilmott – Executive Lead Member for Community Safety and Crime Reduction
7. **Corporate Risk Quarter 2 Position 2023/2024.** 87 - 108  
Non-Key Decision  
Councillor Jason Zadrozny – Leader of the Council
8. **East Midlands Combined County Authority (EMCCA) Update.** 109 - 134  
Non-Key Decision  
Councillor Jason Zadrozny – Leader of the Council
9. **Select Review: No Mow May Campaign.** 135 - 144  
Principal Select Committee Vice Chairman  
Councillor Julie Gregory

- 10. Ashfield Local Development Scheme.** 145 - 178
- Key Decision**  
Councillor Matthew Relf – Executive Lead Member for Growth, Regeneration and Local Planning
- 11. Disposal of Unviable Garage and Plot Sites.** 179 - 188
- Key Decision**  
Councillor Andy Meakin – Executive Lead Member for Social Housing and Assets
- 12. Housing Strategy 2024-26.** 189 - 208
- Key Decision**  
Councillor Tom Hollis – Deputy Leader and Executive Lead Member for Strategic Housing and Climate Change
- 13. Homeless and Rough Sleeping Prevention Strategy 2024-29.** 209 - 294
- Key Decision**  
Councillor Tom Hollis – Deputy Leader and Executive Lead Member for Strategic Housing and Climate Change
- 14. Social Housing Regulation Update.** 295 - 398
- Non-Key Decision**  
Councillor Tom Hollis – Deputy Leader and Executive Lead Member for Strategic Housing and Climate Change
- 15. 2023/24 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at October 2023.** 399 - 434
- Key Decision**  
Councillor Rachel Madden – Executive Lead Member for Finance, Revenues and Benefits
- 16. Housing Revenue Account Medium Term Forecast 2023/24 - 2027/28.** 435 - 446
- Key Decision**  
Councillor Rachel Madden – Executive Lead Member for Finance, Revenues and Benefits



**17. Housing Rent Setting 2024/25. 447 - 464**

**Key Decision**

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

**18. Regulation of Investigatory Powers Act 2000 (RIPA) - Update. 465 - 506**

**Non-Key Decision**

Councillor Vicki Heslop – Executive Lead Member for Governance

**19. Proposed Fees and Charges 2024/25. 507 - 534**

**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, 6th November, 2023 at 10.00 am**

**Present:** Councillor Jason Zadrozny in the Chair;

Councillors Samantha Deakin, Vicki Heslop,  
Tom Hollis, Christopher Huskinson,  
Rachel Madden, Andy Meakin, Matthew Relf,  
Helen-Ann Smith and John Wilmott.

**Apology for Absence:** Paul Parkinson.

**Officers Present:** John Bennett, Craig Bonar, Lynn Cain,  
Ruth Dennis, Joanne Froggatt,  
Theresa Hodgkinson, Peter Hudson,  
Christine Sarris and Chris Stephenson.

### **CA.31 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests**

No declarations of interest were made.

### **CA.32 Minutes**

RESOLVED

that the minutes of the meeting of the Cabinet held on 18 September 2023, be received and approved as a correct record.

### **CA.33 Office for Local Government and Best Value Guidance**

Cabinet was furnished with an overview of the new Office for Local Government (Oflog), its remit and the recently updated Best Value Guidance.

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

RESOLVED

that the following be received and duly noted:

- a) the updated Best Value Guidance and establishment of the Office for Local Government and its remit;
- b) the ongoing development of both Oflog, the Data Explorer and the Best Value Guidance;
- c) the Council's continuing assessment of performance and improvement.

Reason:

Through the Council's new Policy and Performance Function, to explain how specific focus will be placed on continually improving the Council's approach to performance and improvement in line with the updated best value guidance and introduction of Oflog.

#### **CA.34 Ashfield Local Plan 2023 to 2040: Regulation 19 Pre-submission Draft**

Cabinet was requested to agree the content of the draft Ashfield Local Plan 2023 to 2040 Regulation 19 Pre Submission Draft (identified as the Regulation 19 Plan) and commend to Council for approval and commencement of a period of consultation in line with legislation.

During the presentation, Members were asked to note that at the Planning Committee meeting held on 1 November 2023, planning permission had been granted for the construction of 81 dwellings and associated highways, drainage and landscaping infrastructure on land off Main Road, Jacksdale. It was therefore proposed to be included in the Regulation 19 Ashfield Local Plan as a contribution towards future housing supply.

Members considered the alternative option of declining to approve the Regulation 19 Pre Submission Draft document, but this was not recommended for the reasons outlined in the report.

RESOLVED that

- a) the Ashfield Local Plan 2023 to 2040 Regulation 19 Pre Submission Draft, as presented, be agreed (subject to the inclusion of the 81 dwellings on land off Main Road, Jacksdale) and commended to Council for approval for the purposes of public consultation and submission to the Secretary of State for Levelling Up, Housing and Communities, in accordance with provisions of the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended and the Planning and Compulsory Purchase Act 2004;
- b) the Executive Director of Place in consultation with the Executive Lead Member for Growth, Regeneration and Local Planning be authorised to agree minor amendments to the Regulation 19 Plan and Sustainability Appraisal, policies and allocations, prior to submission and during the examination if required;
- c) the Executive Director of Place be also authorised to make minor amendments to the text of the Regulation 19 Plan and Sustainability Appraisal, as required.

Reason:

The Ashfield Local Plan 2023 to 2040 Regulation 19 Pre Submission Draft is proposed for adoption, subject to examination by an Independent Inspector appointed by the Secretary of State. It is a legal requirement for the Council to have an up-to-date Local Plan, and the Council considers the Regulation 19 Plan will achieve this requirement, guiding sustainable development across the District up to 2040.

**CA.35 Recommendations from the Local Plan Development Committee - 16 October 2023**

Cabinet was requested to consider and approve the recommendations from the Local Plan Development Committee meeting held on 16 October 2023.

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

Minute No. LP.15

Ashfield Local Plan – Employment Land Sites Update

RESOLVED that

- a) approval be given to the amended employment land allocations as set out in the report subject to the Nunn Brook Rise, Huthwaite (SHELAA - SA090) allocation being deferred for further consideration;
- b) as a result of a) above and once further information is known in respect of the Nunn Brook Rise, Huthwaite (SHELAA - SA090) allocation, delegated authority be granted to the Assistant Director for Planning, in consultation with the Local Plan Development Committee Chairman, to determine its inclusion or otherwise, in the Local Plan 2023 – 2040 Regulation 19 Pre Submission Draft;
- c) the Assistant Director of Planning, in consultation with the Local Plan Development Committee Chairman, be authorised to making any subsequent and final amendments to the Local Plan 2023 – 2040 Regulation 19 Pre Submission Draft, to reflect up to date information on employment site allocations.

**CA.36 Programme Monitoring Report: Major Projects and Funding**

Cabinet was updated on the Council's major projects, progress of funded programmes and bids for external funding.

Members considered the alternative option of declining to accept the funding from Government for the 'Plan for Towns' programme (for Kirkby) or the Devolution – Retrofit funding, but this was not recommended as the funding could be utilised effectively to deliver the Council's corporate priorities.

RESOLVED that

- a) progress in relation to the major projects and funding programmes outlined in the report, be received and noted;
- b) in respect of the 'Plan for Towns' programme for Kirkby:
  - to recommend to Council to accept funding from the programme;
  - to agree that the Council will act as the Accountable Body;
  - to delegate authority to the Chief Executive Officer for the signing of documents including a Heads of Terms and Memorandum of Understanding;

c) to recommend to Council to accept the Devolution – Retrofit funding.

Reasons:

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.

**CA.37 Section 100A Local Government Act 1972:  
Exclusion of the Press and Public**

RESOLVED

that in accordance with the provisions of Section 100A of the Local Government Act 1972, the press and public be now excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 5 of Part 1 of Schedule 12(A) of the Act and in respect of which the Proper Officer considers that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**CA.38 Land Sale - Diamond Avenue, Kirkby in Ashfield  
(Exempt by virtue of Paragraphs 3 and 5)**

Cabinet was requested to approve the sale of land at Diamond Avenue on the terms set out in the report.

Members considered the alternative option of agreeing not to sell the site, but this would prevent the site from being developed and would not result in a capital receipt for the Council.

RESOLVED that

- a) the sale of the Diamond Avenue site, as outlined in the report, be approved;
- b) the main Terms as set out in the report be approved and delegated authority be granted to the Service Manager for Commercial Development to continue negotiations and finalise the transaction based on these Terms;
- c) the Executive Director for Governance be authorised to complete the legal transaction.

Reason:

To enable the Diamond Avenue site to be sold for residential development.

The meeting closed at 11.07 am

Chairman.

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29 JANUARY 2024</b>
<b>Heading:</b>	<b>CORPORATE PLAN DELIVERY</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 initial progress updates regarding delivery of the new Corporate Plan 2023-2027 and the April 2023 to September 2023 performance position against the associated Corporate Performance Scorecard.

### **Recommendation(s)**

- 1. For Cabinet to consider and proactively review the levels of delivery achieved against the Corporate Plan Priorities.**
- 2. For Cabinet to consider and proactively review the levels of performance achieved against the Corporate Scorecard as of September 2023.**

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

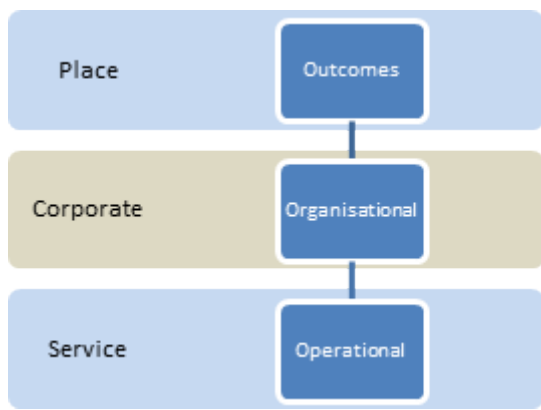
The Council's ambitions for the next four years are clearly identified in a set of revised and updated Corporate Priorities which are presented in the new Corporate Plan. These have been developed by Cabinet.

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 is being monitored through our Performance and Strategic Planning Framework, 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.

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



The Council regularly engages with the Local Government Association (LGA) sector led improvement offer, for independent evaluation of the organisation, most recently (January 2023) a peer review of housing was completed. Key recommendations from the LGA support work have been integrated into the refresh of the Corporate Plan and Strategic Direction. A follow-up Corporate Peer Challenge is scheduled for 4-7 June 2024.

Through the Council's new Policy and Performance Function, a specific focus will be placed on continually improving the Council's approach to performance and improvement in line with the updated best value guidance and introduction of Oflog.

The Council's performance framework incorporates inputs, outputs, and outcomes, directly aligned to the Corporate Plan. This is currently being reviewed and enhanced, following the approval of the new Corporate Plan 2023- 2027, and in line with Best Value expectations and Oflog benchmarking dataset measurement. The revised Corporate Scorecard incorporates both place level measures and corporate delivery measures. The final review will be completed and reported against for year-end assessment of successful delivery of the Corporate Priorities.

### **Alternative Options Considered**

To consider and adopt different key priorities and themes within the review of the Corporate Plan and Strategic Direction. The proposed priorities, themes and actions best capture and reflect the future strategic direction of the Council.

## **Detailed Information**

The Council's new Corporate Plan 2023 - 2027 was approved by Cabinet and endorsed by Full Council in September 2023.

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.

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

This report details progress against delivery of the new Corporate Plan, to date, and the April 2023 to September 2023 performance position against the associated Corporate Performance Scorecard (Quarter 3 April to December performance out-turn data is currently being collated).

### **Overall Position**

Overall, the corporate scorecard position of corporate 'delivery' measures for April to September 2023 indicates the following positive position: -

- 79% of measures achieving or exceeding target, or within 10% variance of target.
- 68% of measures indicating an improved position compared to the same period in the previous year, or within 5% of previous year's performance levels.

Specific deliverables in 2023: -

### **Health and Happiness:**

#### Best Start

- Increasing access to leisure services and activities for children, and young people
  - A review has taken place of the use of Star Foundation funding with improved processes now in place to refer individual young people for free memberships.
  - The U17s programme continues to be delivered by Everyone Active during school holidays.
  - HAF (Holiday Activity and Food) activities delivered at Kirkby Leisure Centre with all days fully booked.
  - A new learner pool was opened at Hucknall Leisure Centre on 15<sup>th</sup> July 2023.
- Increasing the number of breastfeeding community places - most Council owned buildings, our Leisure Centres and 13 businesses across the District are now breastfeeding community places.
- The Children and Young People's Network have met three times this financial year focussing on the building blocks for health, health and wellbeing and mapping of activities/services. The membership has now reached 150 people.

#### Living Well

- A new resettlement officer has recently been successfully recruited. They will be focussed on identifying current gaps in support, for which we already have a good understanding from ongoing work with our housing support provider Tuntum housing. We are currently examining the accommodation needs of those who have been placed and need to be rehoused.
- Deliver Outdoor Sports Transformation Programme: -

- Kirkby and Sutton Lawn Sports Hubs - both projects are progressing through the developed design stage. The Football Foundation application is due to be submitted in July 2024.
- Papplewick Sports Hub - Everyone Active took over management of the facility in November 2023. Two changing rooms have been converted to a community room/studio space. An opening event will take place in January. Management by Everyone Active as part of the leisure operating contract will facilitate greater use by the local community and deliver social value.
- A new sauna/steam room opened at Kirkby Leisure Centre on 8<sup>th</sup> December 2023.
- Public Sector Decarbonisation Scheme (PSDS) funded works to Hucknall Leisure Centre are about to commence (replacement of existing fossil fuel heating with air source heat pumps). We are awaiting the outcome of bids to the Sport England Swimming Pool Support Fund for solar panels for Lammas and Hucknall which was due by the end of December 2023.
- £2,994,643 (April to September 2023) of social value has been delivered through the Leisure Operating Contract, a 30% increase on the social value delivered for the same period last year. Including: -
  - 464 GP exercise referral attendances
  - 70 Parkinson's memberships
  - 41 care experienced memberships
  - Supporting Portland College learners completing the Duke of Edinburgh Award through access to facilities at Kirkby Leisure Centre.
  - Working in partnership with Outwood Academy giving access to swimming and enrichment activities
  - Commenced a pilot integrated stroke exercise scheme.
- 788,425 attendances at the Leisure Centres between April – September 2023, a 28% increase compared to attendances between April to September 2022 (614,065)

#### Ageing Well

- The Commercial and Environmental Protection Team have designed a leaflet to distribute to local retailers to raise awareness about accessibility requirements for customers using their premises. The team will deliver the leaflet as part of their visits and the Town Centre Manager will also distribute to local retailers over the next four months.

#### Health Inequalities

- Co-ordinating and influencing organisations and service providers in Leamington, Coxmoor, Broomhill/Butler's Hill
  - Broomhill/Butler's Hill - The number of partners working closely to address issues continues to grow. Health Inequalities and Investment Fund bid has now been submitted to develop 3 information sharing hubs within Hucknall. The DWP is also now involved within the partnership and are exploring a job centre style drop-in session as part of the hubs. Public Health funds have been secured for a part-time Community Development Worker.
  - Coxmoor - 3 different groups have been established with a focus on: anti-social behaviour, young people's mental health, and a more general partnership group focussed on complexities within the area. Your Health Notts funding has been secured for a young people and family focussed worker.
  - Leamington – partnership meetings have now been established, with Ashfield Voluntary Action (AVA) running weekly drop-in sessions at Willets Court and the Council leading on weekly coffee mornings at Modwin's Court, supported by a Local Area Co-ordinator now in place through Nottinghamshire County Council.
- Linking allotments to foodbanks to reduce food waste. - £5,000 has been secured through UKSPF to provide grants of up to £500 to groups wishing to start, maintain or develop

growing. Following evaluation of the submissions received, 8 groups will now be offered a grant.

## **Homes and Housing:**

### Housing Development

- Warwick Close in-fill affordable housing development - scheme is progressing well on site and due for completion by end January 2024.
- Land swap proposal has now been revised. Development on the 2 planned sites (Central Ave and Hardwick Lane) is still planned to go ahead with the first planning application due for January 2024.
- The 2023/24 acquisitions programme budget, focused on buying back ex-ADC properties, is committed in full to purchase 12 or so properties.
- Identification of sufficient suitable land on which to develop new affordable housing, upwards of 200 units, is in progress. Suitable sites have now been identified and are in the process of preparing for planning approvals.
- Energy efficiency of new homes is improving. Latest homes included SPV, electric car charging points, etc, with an ongoing priority to maximise carbon reduction measures in each new home.

### Tackling Disrepair and Poor Housing Conditions

- The process of issuing licences in the selective licensing designated areas is drawing to a close, thereby enabling opportunity for the Council to work on providing additional services and support to compliant landlords.

### Suitable and appropriate housing

- A Damp and Mould Policy has been written and endorsed at the Tenant Gateway. In addition, a new Damp and Mould Technical Officer will be inspecting and monitoring reports of damp and mould. We are still waiting on Government guidance and legislation on what the target times will be for inspecting and resolving reports of damp and mould. A tenant's guide has also been produced including social media campaigns.
- Most carbon monoxide alarms have now been installed, there are just 4 remaining in the difficult to access properties, which will be installed as part of the Property Health and Safety check process that will follow legal proceedings if access is not provided.
- £583k received associated with Devolution Retrofit funding from the Midlands Net Zero Hub (MNZH) to retrofit energy efficiency measures to social housing, which will largely comprise solar photovoltaic panels (SPV).
- As of 30 September 2023, only 2.54% of Local Authority housing stock is assessed as non-decent, a reduction from 2.84% at end March 2023. A significant proportion of decent home failures are Housing Health and Safety Rating system (HHSRS) related, which may have been completed which the Responsive Repair team is reviewing.

### Reduce and prevent homelessness.

- Delivery of grant funded Rough Sleeper Initiatives (RSI), including a focus on early detection to prevent homelessness RSI programme, continues to be on track.
- Review of the Homelessness Strategy has been completed to be considered at January Cabinet.
- A review of temporary accommodation needs has been completed.
- 42% more applicants have been prevented from becoming homeless (265 April to September 2023 compared to 187 April to September 2022). The target of 150 has been significantly exceeded due to the hard work of the Housing Options and Tenancy Sustainment Teams, with a noticeable increase in the number of households assisted by the

latter to remain in their homes (100% of tenants continue to remain in their tenancy 6 months or more following completion of their support package). Similarly, the number of households assisted by the Housing Options Team to either remain in their current accommodation or secure alternative accommodation remains significant and strong. The overall number of households successfully assisted is a great achievement given the well documented 'cost of living crisis' and 'housing crisis', the difficulties that households are experiencing, the complexity of the cases and limited options. Work is ongoing to deliver viable options for households including close working relationships with partner agencies such as the CAB.

### Customer Focus

- 19% more tenants have been assisted with welfare and money management advice between April to September 2023 (749) compared to April to September 2022 (630), significantly exceeding target.
- The project to modernise housing system solutions is currently progressing well with one module being launched every month. This will enable the team to deliver a fully agile service to tenants.
- The Tenant Satisfaction Measures survey has been completed and the results initially analysed. Benchmarking against peers through Housemark, shows a broadly positive position.
- Housemark annual performance benchmarking feedback shows service provision/value for money is good in social housing provision.

### **Economic Growth and Place:**

#### Businesses and Investment

- Deliver specialist business and skills events - an Automation for You event was delivered in May 2023 and a Green Business event in November 2023. Work is commencing on an event for next April - themed around the UKSPF project of Global and Overseas Trading.
- The UKSPF Ashfield Accelerator contract has been awarded to East Midland Chamber of Commerce and work has commenced. The programme was launched at the Councils' Green Business event. The aim is to:
  - provide support to 311 businesses, to help them develop new skills and expertise to launch new products or secure investment.
  - provide support to 125 businesses, to produce a decarbonisation plan for their business and raised awareness of net zero.

#### Infrastructure and Connectivity

- The Local Plan has progressed in accordance with milestones and the Local Plan is now out to a Regulation 19 consultation.
- Approximately £18M in S106 has been received in the last 3 years which is being invested in infrastructure across the District, including approximately 5,200 jobs relating to industrial site developments.
- Processing of minor planning applications in a timely manner (July to September 2023) has significantly increased, with 84.85% of minor applications processed within 8 weeks, compared to 65.85% (July to September 2022). Processing of other applications continues to meet statutory target of 75% processed within 8 weeks, with an out-turn of 87.06%. Processing of Major planning applications within 13 weeks was 66.67%, however this is based on only 3 applications, one of which was out of time. Using one quarter figures where numbers are low is not representative of performance. Aligned with government practice, using a rolling 2-year period (October 2021 to September 2023) of 39 major applications determined, 33 were determined within time = 85%, well above statutory target.



## Regeneration

- Work continues on the delivery of the Towns Fund, Future High Streets, Levelling Up Fund and UK Shared Prosperity Fund programmes. 14 Low Street and High Pavement House renovation work has been completed whilst construction work to enhance the area's visitor economy is well underway at Kings Mill Reservoir and for the new Planetarium at Sherwood Observatory.
- Delivery of the ADMC (Automated Distribution and Manufacturing Centre) - Site on Lowmoor Road is being acquired and included in the draft Local Plan allocations. Work is continuing to develop the building design and operating model. Engagement with potential suppliers and business beneficiaries is underway. A planning application is due to be submitted in March 2024.
- Dilapidated and empty properties - over 150 site visits were made to properties in 2023 with the sole aim of making these properties safe and inaccessible to the public. We have successfully progressed the following long-standing properties; Wine Cellar [issues for 13 years], Greenwood Farm [4 years], The Old Blue Bell Public House, Sutton [5 years] and 1a Edward Street – Kirkby.

## Skills and Employment

- Several UKSPF project contracts have recently been awarded – delivering a support package for economically inactive and delivering digital support for local communities.
- Other UKSPF projects are being prepared for or are in the midst of contract tendering.
- A successful Careers Fair was held in October 2023, with 730 attendees, 68 exhibitors from across 10 sectors, 113 follow up appointments made, and 595 vacancies promoted through the event.
- Taxi licensing – successfully implemented English Language Qualification / Assessment Certificate for all new Taxi Drivers.

## Town Centres and High Streets

- The Hucknall High Street grant scheme has been developed and first applications have been received.
- We are currently working with West Notts College on the concept and design of Made in Ashfield. Three meetings have been held with the students with follow up in the New Year.
- Deliver specialist markets - Plant Fair; Food Festival; Coronation celebration; Ashfield Day and Christmas festivities successfully delivered/supported through 2023.
- Data collection analysis of our town centres has been completed, working with University of Lincoln and Rose Regeneration. Further data is being collated through our new visitor insight tool which will allow us to capture anonymous data on dwell time, demographics and catchment information for our town centres, parks, and events to help measure how towns are performing in comparison to their neighbours.
- Town centre visits (April to October 2023) across all three town centres has increased by 3.4% (10,152,144) when compared to April to October 2022 (9,817,922). Footfall in Kirkby town centre has increased by 5%, over the same periods, from 3,339,666 to 3,506,437. Footfall in Hucknall town centre has increased by 7%, over the same periods, from 2,664,379 to 2,851,882. Footfall in Sutton town centre has seen a slight decrease, over the same period, from 3,813,877 to 3,793,825. The slight drop off appears to particularly affect the Friday and Sunday trading days which may in part be due to the closure of the Wilko's Store.

## Visitor Economy, Arts and Culture

- The work to develop a Destination Management Plan for the District is progressing. Stakeholder workshops are being held in January with work due for completion by March.
- An expression of interest has been submitted to the Art Council's Place Partnership fund.

- Delivery of events programme 2023/24 – all of the events have now been delivered. Attendance at Ashfield Day was significantly down on the previous year due to the inclement weather conditions. The tender for an events provider has been prepared and is due to be issued in January.

## **Cleaner and Greener:**

### Cleanliness of the District

- The impact of the new Environmental Act is significant, and Ashfield District Council has been a strong voice in then County wide strategic waste group to ensure a positive and understandable waste collection regime for our residents. The key implication of the Act as it stands is the introduction of weekly food waste collection and the variations on which recyclables can be mixed together when collected. Both glass and garden waste collections remain.
- The team will also work to extend knowledge of recycling and the environment across residents through initiatives such as the Big Ashfield Spring Clean which will include new initiatives involving schools, volunteers and the public at large through tangible constructions such as pollinators and bug hotels.
- Percentage of household waste recycled and composted has increased significantly from 41.2% (April to September 2022) to 45% (April to September 2023).
- Between April and September 2023, a total of 610 incidents of fly tipping were reported and investigated, when compared to the same reporting period for last year, this is a 7% increase in demand. The Council are undertaking joint waste enforcement operations with the police to ensure the effective management of commercial and industrial fly tips. DEFRA fly tipping statistics released on 23<sup>rd</sup> August 2023, relating to updated 2021/22 statistics, confirmed Ashfield is ranked in the 2<sup>nd</sup> quartile comparatively and close to being top quartile, with our position out of 309 local authorities being 80<sup>th</sup>.
- In response to wider concerns of environmental crime, including waste on land, littering and dog fouling, dedicated action days have taken place across the District since April involving targeted high visibility patrols to act as a deterrent for offenders, as well as community engagement to raise awareness and educate the public on the Council's approach to tackling environmental Crime.
- A variety of positive interventions have been undertaken in response to reported incidents, including school awareness and enforcement. Resulting in notices, engagement and community litter picks being delivered.
- In additional, there has been 3 court outcomes for fly tipping related offences resulting in conviction.
- 303 duty of care inspections undertaken by Community Safety and Environmental Protection Teams to businesses in the District.

### Climate Change and Environmental Sustainability

- Continue to bid for Govt. funding associated with thermal efficiency/carbon reduction initiatives to meet Govt. emissions targets, including delivery where appropriate: -
  - Social Housing Decarbonisation Fund (SHDF) wave 2.1 funding project in development.
    - £583k received associated with Devolution Retrofit funding from the Midlands Net Zero Hub (MNZH) to retrofit energy efficiency measures to social housing, which will largely comprise solar photovoltaic panels (SPV).
- Delivery of Decarbonisation works as contained in the Decarbonisation Plan: including Public Sector Decarbonisation Scheme (PSDS) projects about to commence which covers



replacement fossil fuel heating with air source heat pumps to the Council's Centralised Offices and Hucknall Leisure Centre. Funding to be spent in 23/24, with anticipated completion in Spring 2024.

- Decarbonisation plan for non-domestic assets is now drafted, and projects are being delivered as recommended within the plan, including PSDS and Towns Fund Projects
- An order has been placed for 1500 trees to be planted before end March 2024.
- The planning team has been securing opportunities to improve biodiversity throughout the year. Conditions and negotiations have either been placed on planning applications or contributions negotiated for an increase in biodiversity through S106 agreements. Biodiversity Net Gain becomes legislation in January 2024.
- Delivery of carbon emission reduction schemes for the private sector – HUG2 and ECO4 specifically: HUG2 and ECO4 schemes remain on track and working well. Now looking to identify the benefits achieved through the schemes, including the measures installed and carbon savings.
- Our monthly air quality sampling had been expanded during 2023 which continued to identify trends in nitrogen dioxide at key locations around the District and we are actively engaged with the Nottinghamshire Environmental Protection Group in working to deliver the Air Quality Strategy for Nottinghamshire.

### Parks and Green Spaces

- Selston Country Park - the new play area was completed in mid-January. Works to refurbish and increase capacity of the café also started in mid-January. A launch of the new facilities is being planned for early March.
- Nuncargate Recreation Ground BMX design improvements have been prepared for procurement in January.
- Complete Asset Review for parks and green spaces - Phase 2 - Cafes and Visitor Centres review has commenced. The leisure consultant report has been received and is being reviewed.
- Everyone Active took over management of Papplewick pavilion and playing fields in November 2023. Building works to convert two of the changing rooms to a studio space have been completed. An opening event will be held in January 2024.
- Green Flag Awards: awards have been secured for seven parks across the District with ongoing evaluation and improvements being implemented and monitored.
- The Neighbourhoods section continues to build information relating to its renewed cemeteries strategy. Investment has recently been made in Sutton cemetery and additional capacity has been identified in Sutton and Kirkby. Options for Hucknall will be considered in the new financial year.

### **Safer and Stronger:**

#### A Safer District

- The work of the Council and Community Safety Partnership (CSP) has supported a safer and stronger Ashfield with a marked sustained reduction of reported anti-social behaviour across Ashfield of -35.16% over the past two years (January 2021-December 2023).
- The Council responded to 4308 reports of anti-social behaviour, neighbourhood nuisance and environmental crime reports between April and December 2023. The continued review and implementation of demand and vulnerability assessments at source has resulted in enhancing the triage process and resolving 13% of all demands at the initial point of contact over this period.
- Over this period, Council delivered a number of preventative, educational and enforcement interventions to address anti-social behaviour, neighbourhood nuisance, and environmental crime resulting in 421 cases resolved through early intervention and informal approaches.

- As a result, 111 Community Protection Warnings were issued in response to repeat incidents of nuisance and annoyance, 27 Community Protection Notices served, 73 anti-social behaviour warning letters have been issued for alleged tenancy breaches, 21 Notice of Seeking Possession issued to Council tenants for anti-social behaviour and/or criminality and 4 Council tenants have been evicted for anti-social behaviour.
- Additional high level enforcement action has been undertaken resulting in 3 ASB injunctions, 12 properties closed via Closure Orders and 5 successful prosecutions obtained through the courts for high level anti-social behaviour and criminality.
- In April ambitious plans of preventing demand and improving feelings of safety came to fruition, through the enactment of a local bylaw referred to as a Public Spaces Protection Order result in 8 Alleyways being shut and gating installed by April 2023 to reduce environmental crime and nuisance in these areas.
- The Council and Police partnership initiative (Operation Springboard) continues to be effectively delivered to provide high visibility reassurance in neighbourhoods, town centres and public spaces through targeted patrols. This assists in obtaining local intelligence and taking positive action, resulting in the partnership successfully managing and tackling trends and emerging issues across the District.
- The Council, Police, Fire Service, and health services continue to deliver engagement events across the super output areas of the District building and fostering positive relationships to understand community need and assist them to become self-sustaining, through self-help and resident participation. Successful events have taken place in Sutton, Hucknall and Kirkby-In-Ashfield including the successful delivery of district wide 'Anti-Social Behaviour Roadshows' as part of ASB Awareness week in July.
- Operation safekeep is a multi-agency initiative set up by ADC, Police and NFRS that provides reassurance, promotes fire safety and tackle anti-social behaviour throughout the Halloween and Bonfire period. Throughout the operation, 21 incidents were responded to, 46 premises, off licenses and supermarkets were visited and received advice letters, and 6 notices, 3 seizures and 2 breaches of the PSPO were undertaken. Throughout the operations the teams also assisted vulnerable residents with concerns relating to the floods that took place over this period.
- In November 2023, Ashfield District Council and the Office of the Police and Crime Commissioner (PCC) have been successful in securing £216,000 in funding under Safer Streets round 4, to enhance community safety in the 'Carsic Estate' of Sutton. The new funding will be used in several proactive ways to improve feelings of safety for women and girls, tackle neighbourhood crime, and address anti-social behaviour.
- In January 2024, the Council was successful in securing an additional £169,494 to assist the community safety partnership identify ASB offenders for the 'Immediate Justice Scheme' that is being delivered across the county. This is part of the HM Government initiative in trailblazing community payback and restorative justice techniques for anti-social behaviour.
- Taxi Licensing – from April to September 2023, 887 enforcement actions have been undertaken and 29 Taxi Driver Licences revoked to ensure taxi's operating in the District meet fit & proper standards.
- Since April 2023, 322 programmed food inspections have been completed, with inspection of 130 new food businesses.

### Community Safety Strategy

- The renewed Community Safety Strategy has been agreed with partners and is scheduled for consideration at Cabinet in January 2024.

### Our Communities Feeling Safe (projects)

- In October 2023, £22,000 was secured under the PCC's fund to support the development of a 'shop watch' scheme safe spaces accreditation for local business and promote violence against women and girls' signage in Sutton-In-Ashfield.
- £86,000 from the Councils' Shared Prosperity Fund (SPF) and has successfully been delivered in Hucknall over the past 12 months, leading to 5 new re-deployable cameras being installed across ASB hotspots, 1 new Safe Point camera installation, QR coded signage developed and installed to report Environmental issues, and the roll out of the Shop Radio Scheme in the town centre.
- Over the last 12 months, youth engagement programmes have been delivered across Kirkby and Hucknall to divert young people away from crime and anti-social behaviour and create safe spaces for them in the heart of their communities. To date 592 young people have accessed the programme.
- The Council, alongside partners and PCC secured £750,000 for the Ashfield and Mansfield CSP to deliver Safer Streets Round 4 and initiate community safety interventions to tackle anti-social behaviour neighbourhood crime and improve feelings of safety.
- Safer Streets funding has enabled the Council to invest to increase its CCTV provision from 29 to 59 cameras across the District. To help enhance feelings of safety, these cameras are upgraded versions, giving the best coverage both day and night. The cameras are monitored 24 hours a day 365 days per year from Nottinghamshire Police Headquarters and help prevent and detect incidents of crime and disorder.
- The work has been commended by the Home Office and the Safe Point Camera's which were installed first in Ashfield has gained national attention.
- The Safer Streets 4 project has now been completed and Nottingham Trent University are finalising an academic report to evaluate project delivery. As part of the Safer Streets 4 benefits analysis, perception of feelings of safety for women and girls in the two Safer Streets intervention areas are also being finalised.

### Supporting Vulnerable People

- From April to December 2022, 68 referrals were made to MASH (Multi-Agency Safeguarding Hub) and other support agencies to safeguard vulnerable adults and children and protect them from further harm or abuse.
- Complex Case Panels take place monthly to discuss escalating safeguarding scenarios. Through the development of risk management action plans, targeted interventions are undertaken to assist those who are vulnerable or considered at significant risk. The Complex Panel reviews approximately 10 highly complex cases each month.
- Ashfield District Council Complex Case Team continue to deliver the Vulnerable Adult Support Scheme in partnership with the Police and Social Care to protect our most vulnerable individuals at risk of cuckooing, exploitation, drugs misuse and other criminal activity.
- In November 2023, £40,000 of funding was confirmed to support domestic abuse prevention and the sanctuary scheme initiative. A scheme that supports survivors of domestic abuse to remain in their homes, with a view of improving safety and improved security. To date 53 survivors of domestic abuse received support through the scheme, and a further 63 survivors of domestic abuse have been supported via the Complex Case Team.
- In December 2023, it was confirmed that the Ashfield CSP secured a further £20,000 Home Office funding to help prevent radicalisation. The work will build critical thinking and personal resilience with young people in the area as well as targeted intervention work with residents who are susceptible to being radicalised towards violent extremism.
- Over the past 12 months, commissioned domestic service 'Equation' supported the Council to deliver healthy relationships programmes across selected Ashfield schools resulting in increased awareness, knowledge for learners and teachings.
- Ashfield District Council has been successful in extending their White Ribbon Accreditation until November 2025. The accreditation illustrates the Council's commitment to ending

violence against women and girls. Between 25th November - 10th December 2023, the Council Community Safety Team and its partners successfully delivered the White Ribbon Campaign and 16 days of activism were delivered, aimed at ending violence against women and girls, creating awareness and empowering survivors of domestic abuse to reach out and get support.

- In addition, the Council has confirmed that it is undertaking the Domestic Abuse Housing Alliance (DAHA) to further enhance the way domestic abuse incidents are reported and responded to. This will involve a review of safeguarding and support provision across services within the authority. The Council has secured external funding to deliver this.

## **Innovate and Improve**

### Positive and Proactive Communications

- The review to improve the promotion and celebration of our regeneration projects is progressing well. Communications Campaign plans are being developed with Regeneration Project Leads, Executive Lead Member and the Executive Director-Place.
- Our Aspiring Leadership Cohort are leading on a task and finish project reviewing the current embedding of logo/brand cross-Council and will make recommendations for improvement.

### Customer Experience and Customer Focus

- Creation of a new Customer Services function – Phase 2 and Phase 3 reviews are now making good progress. Customer journey mapping and process analysis in progress to identify potential for transfer of transactional interactions within Revenues and Benefits, Strategic Housing, Community Safety, Planning, and Housing repairs.
- A resident survey was successfully re-introduced in 2023, with more than 1,000 respondents. Analysis and context are currently being finalised, aiming to present to Strategic Leadership later this month.
- Our Aspiring Leadership Cohort are progressing a review of customer service standards, researching best practice to provide recommendations by the end March 2024.
- The number of formal customer complaints received has reduced by 30% (107 complaints received April to September 2023, compared to 154 complaints received April to September 2022).

### Digital and Service Transformation

- Online payments have increased by 12% (48,685 payments made between April to December 2023 compared to 43,310 payments made between April to December 2022). There has also been a corresponding 9% reduction in paypoint and post office payments over the same comparative periods (49,973 payments compared to 55,063 payments). Direct debit payment transactions have remained stable over the same comparative periods.
- Automation projects on Whitespace are being progressed to make the reporting of issues such as missed bins, contamination, garden subscriptions and Bulky item bookings easier for both the residents on website and for colleagues handling telephone requests. 'Missed bins' is now live and waiting for Customer Services to start using via a soft launch with a view to go live on the 22<sup>nd</sup> of January. Garden Waste is currently being tested with a view to going live at the end of January. Work is progressing to develop Bulky Waste processes and automation.
- Other low code successes – We've successfully delivered the Communications request management system using Liberty Create. The work included creating a form for employees to complete when requesting work from the communications team. Mandatory information is required for the form to be submitted into a back-office system for one of the team to triage and correctly assign to either a communications officer or the graphic designer.



- Telephony Upgrade – The proposed implementation of cloud hosted Netcall Liberty Converse (implementation between Jan 2024 – May 2024) would bring the following benefits:
  - Improved customer service via Self Service using a chatbot and webchat functionality.
  - Workforce Management provides a better provision of cover for Customer Services via published rotas and a better understanding of performance monitoring.
  - Improved Business Continuity:
    - As a ‘cloud’ hosted solution, there is no reliance on the Council’s network or infrastructure.
    - Advisors can potentially access the service from any device in any location.
    - The cloud based Netcall Liberty Converse system is hosted within their own secure data centres and not public cloud.

### Financial Sustainability

- External Audit of 2022/23 statement of accounts is currently in progress. It is expected the report & opinion will be presented to Audit Committee of 1st February 2024.
- A review of fees and charges has been completed and will be presented to Cabinet for approval in January 2024.
- Several Service Reviews are currently being finalised and once approved will be factored into the 2024/25 budget and MTFs. The new Policy and Performance function will lead a revised, proactive, programmed approach to service reviews.
- Depot - we are currently moving towards RIBA (Royal Institute of British Architects) stage 3, design stage, which will outline full costings for the options under consideration. (Expected end of February 2024).

### People and partnerships

- The Council’s People Strategy review is now complete and has been renamed Organisational Development Strategy. This will be underpinned by a delivery action plan, currently being finalised.
- We are on track to complete a workforce planning assessment against LGA Workforce Planning Maturity Matrix through a series of workshops with LGA support, producing improvement plans to reach level 4 maturity.
- 47 employees have been trained as Mental Health First Aiders, and 6 employees have also completed training to become Carer Champions. The access to mental health at work service is about to be launched.
- A review of Ashfield’s Strategic Partnerships is complete which is now feeding into a wider Nottinghamshire review of strategic partnerships involving Local Authorities, Health, Police and Crime Commissioner, Universities, and the Local Enterprise Partnership.
- Average days of employee absence has reduced by 15% (3.74 days average per full time equivalent April to September 2023, compared to 4.41 days average per full time equivalent April to September 2022)

### Performance, Data and Change Management

- Build a robust informative knowledge hub - a new visitor insight tool is now being used to inform varying decisions. The use of powerBI is also being extensively explored and being used to present complex data analysis.
- A corporate approach to awards submissions has been introduced, an awards calendar created, and several submissions have recently been made for LGC and MJ awards.
- The Council’s performance management framework is currently being reviewed in alignment with Best Value and Oflog approaches. An improved approach to Performance Board’s is being piloted this month. The review of Corporate and Place scorecards has been finalised, aligned to the new Corporate Plan, incorporating output and outcome measures.

- A new self-assessment template has now been developed, aligned to the new Best Value framework and LGA Improvement framework. A self-assessment is underway in advance of the scheduled LGA Corporate Peer Challenge scheduled for June 2024. Oflog data sets are also being analysed and benchmarked using powerBI outside of Oflog's data explorer.

### **Areas for Improvement and Development**

- The Council's Major Works delivery partner for Housing Capital Investment works entered administration in July 2023, leaving projects unfinished and new projects unable to be started. The process of re-procurement is approximately 9 months and so Capital projects are being severely delayed. Interim arrangements are being put in place to complete the projects which were in progress but were left incomplete by the previous delivery partner.
- Levelling Up Funding (LUF) Round 3 funding was allocated by Government as part of the Autumn Statement, unfortunately the Hucknall bid was not included. We will develop an Investment Plan for Hucknall building on the work undertaken for the LUF bid and identify alternative funding sources for delivery, to begin in 2024.
- Update the Council's carbon baseline for 2021/2022 to track performance against the new carbon baseline (2015/2016 to 2020/2021) is overdue as we are awaiting a report from NCC.
- Average turn-around time for re-letting void Council homes has increased from 23.3 days (September 2022) to 29.9 days (September 2023). The causes of the delays continue to be assessed and improvement plans put in place, including weekly monitoring of key movements. More recent November 2023 out-turn indicates an improving position with re-let times reducing to 28.1 days.
- The number of new ASB cases has increased by 44% from 447 (April to September 2022) to 644 (April to September 2023). The Council has seen an increase in customer contact relating to ASB, with a larger proportion of demands requiring specialist support due to complexity based on vulnerability and safeguarding concerns.
- Call waiting times and abandonment rates have increased, April to September 2023, when compared to April to September 2022. An agreed upgrade to the Council's contact centre telephony solution (used by a large number of service areas) will provide additional functionality, including technology to route calls to the right area more swiftly and additional functionality such as web chat and surveying tools to monitor customer satisfaction. The upgrade project is due to commence shortly.
- The Council Tax collection rate as of 30 September 2023 is 55.16% against a target of 55.78% which is 0.62% below target. This out-turn is, however, slightly higher than 54.39% collection rate for the same period 2022. Recovery action is ongoing for any unpaid Council Tax with a constant review of current and previous year outstanding accounts and the different recovery options available. The collection rate for Business Rates as of 30 September 2023 is 55.12% against a target of 49.80% this is 5.32% above target, however, is slightly lower than 59.63% collection rate for the same period 2022. Collection is monitored. Reminders and Summons are scheduled to be issued monthly for any unpaid amounts.

### **Implications**

#### **Corporate Plan:**

The report relates to the delivery of the Corporate Plan Priorities. The Corporate Plan sets out the Council's priorities for the period 2023 to 2027 and intended deliverables which were monitored and managed through the Corporate Performance Framework.

It covers performance for the period April to September 2023 and provides a summary of key deliverables over the four-year period of the Corporate Plan.

**Legal:**

The Council’s new Corporate Priorities and strategic plans have been developed in consideration of current and forthcoming legislative requirements. [RLD 11/01/2024]

**Finance:** [PH 10/01/2024].

Budget Area	Implication
General Fund – Revenue Budget	<p>The new Corporate Plan has been developed in alignment with the Medium-Term Financial Strategy and the financial sustainability of the organisation. The ‘Innovate and Improve’ Priority incorporates key programmes and projects which are focussed on identifying and delivering efficiencies and more effective working practices to support financial sustainability, whilst concurrently delivering improved customer service.</p> <p>Financial performance during the 4-year term of the Corporate Plan has been considered on a regular basis via financial monitoring reports to both Cabinet and Council.</p>
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

**Risk:**

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

**Human Resources:**[KB 15/01/2024]

The ‘Innovate and Improve’ Priority incorporates key programmes and projects which will be focussed on delivering the Organisational Development Strategy and developing employees.

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

**Environmental/Sustainability:**

The ‘Cleaner and Greener’ Priority incorporates 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

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29<sup>TH</sup> JANUARY 2024</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</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 ensure that Cabinet is kept updated on Major projects, progress of funded programmes and bids for external funding, and that the necessary approvals are in place.

### **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 budgets.

### **Alternative Options Considered**

Not applicable – the report is for information only, no decisions are required.

## Detailed Information

The report provides an overview of the following programmes:

- 1.0 Future High Streets Fund
- 2.0 Towns Fund and Levelling Up Fund
- 3.0 UK Shared Prosperity Fund
- 4.0 Kirkby 'Plan for Towns' programme
- 5.0 Green Space Programme




### 1. Future High Streets Fund


#### 1.1 Finance

The approved budgets are shown in annex 1.

#### 1.2 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>	<p>The planning application has been submitted for the scheme and the procurement of a principal contractor is progressing.</p> <p>A project extension request has been submitted in accordance with DLUHC guidelines to extend the FHSF funding to September 2024. The risk remains elevated because the project programme has slipped and without the ability to bring forward the completion.</p>	
<b>Low Street</b>	<p>14 Low Street - Complete.</p> <p>9-11 Low Street – The contract commenced at the beginning of December and remains on programme. Adjustments to the building design have been required due to access restrictions to the rear of the property.</p>	
<b>High Pavement</b>	<p>The contract reached practical completion in early December. The Council is working with multiple stakeholders and private sector businesses to secure tenancies within the building.</p> <p>The Maker Space CIS has now been approved. The committee is preparing for the fit out of facilities over the next few months. Recruitment to the Maker Space coordinator role is ongoing in collaboration with Inspire.</p>	

<b>Fox Street</b>	<p>The framework contract agreement between Lindum and Ashfield District Council is progressing via legal services. Final costs will be completed early January.</p> <p>The project is being progressed alongside the Towns Fund Portland Square scheme. Delays in completing the S278 agreement with NCC have pushed the start date back to the beginning of February. An extension of time request has been submitted to DLUHC which is awaiting approval. The risk remains elevated due to the delay in starting the contract.</p>	
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## 2. Towns Fund

### 2.1 Finance




The approved budgets are shown in annex 1.

### 2.2 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	Two options have been drafted for the Pond Hole/factory shop sites. A cost appraisal is now being completed before a decision can be reached on which option to progress.	
Kirkby Sports Hub	<p>The project is now progressing through RIBA stage 3</p> <p>The design team are progressing the project in two parts ready for the planning application and procurement:</p> <ul style="list-style-type: none"> <li>• bowls pavilion, car park and floodlight work Q4 2024</li> <li>• Main changing pavilion/pitch works Q1 2025</li> </ul>	
Sutton Lawn Sports Hub	<p>The project is now progressing through RIBA stage 3</p> <p>The design team are progressing the project in two parts ready for the planning application and procurement:</p> <ul style="list-style-type: none"> <li>• Car park/Pavilion/shale pitch: Q1 2025</li> <li>• 3G pitches: Q3 2025</li> </ul> <p>Planning permission has been granted for the tennis court floodlighting and the contract work is progressing well on site.</p> <p>The tender to secure an operator for the tennis courts has closed and is being evaluated before the award is made.</p>	
<b>More to Discover</b>		

<b>Sutton Town Centre</b>		
Portland Square	<p>The framework contract agreement between Lindum and Ashfield District Council is progressing via legal services. Final costs will be completed early January.</p> <p>The project is being progressed alongside the Future High Streets Fox Street scheme. Delays in completing the S278 agreement with NCC are ongoing although the programme remains on track as the Portland Square project was due to start following the completion of the Fox Street project.</p>	↔
Sutton Academy Theatre	<p>The planning application has been submitted for the scheme and the procurement of a principal contractor is progressing.</p> <p>The Towns Funded elements focus on the fixtures and fittings.</p>	↔
<b>Visitor Economy</b>		
Cycling and walking routes	A mini tender is underway to appoint the design team and is due to close mid-January.	↔
Visitor digital offer	The testing protocol is near completion and the team is preparing the DA website for launch at the beginning of February, with the official launch included as part of the DA Awards.	↑
Science Discovery Centre and Planetarium	<p>Works on site are progressing well with the retaining wall now constructed and foundations completed.</p> <p>A successful Women in Construction event has been held and surplus sand from the construction phase has been donated to the neighbouring golf club.</p>	↔
Kings Mill Reservoir leisure development	The construction phase remains on programme and within budget.	↔
<b>Succeed in Ashfield</b>		
ADMC (Kirkby/Sutton)	<p>The project team are progressing RIBA stage 3 and the construction phase procurement plan for the ADMC site. The planning application is on programme to be submitted by 4th March.</p> <p>Development work for the operating model and governance is ongoing.</p>	↔
Ashfield Construction Centre and Satellite	<p>Portland College: Construction works have commenced at Portland College and are scheduled to be completed in April with training courses due to commence as soon as is practicable after completion.</p> <p>Vison West Notts College: The draft grant agreement for the construction centre at West Notts College (VWNC) has been prepared for the college to sign.</p>	↔

	The revised project plan (December 2023) indicates completion of the construction works in September. Development work is ongoing to explore increasing parking provision.	
Ashfield Civil Engineering Centre	The project has been delayed as the site development will need to align to any changes to the Council's wider depot development work. The key factor is sufficient safe working space to develop the area. The project opening will now be delayed until September 2025.	
Enterprising Ashfield	<p>Enterprise – HeadStart</p> <ul style="list-style-type: none"> <li>• 155 total enrolments to date</li> <li>• 49 clients undergoing active delivery</li> <li>• 63 clients assessed and confirmed Enterprise Ready</li> <li>• 63 Grant Agreements signed</li> <li>• 62 grants paid to clients</li> </ul> <p>Enterprise – R&amp;D Collaboration</p> <ul style="list-style-type: none"> <li>• 6 enrolled &amp; MoU's signed</li> <li>• 1 in delivery</li> <li>• 1 complete</li> </ul> <p>Enterprise – Growth</p> <ul style="list-style-type: none"> <li>• 28 diagnostic meetings completed</li> <li>• 31 total enrolments to date</li> <li>• 10 businesses completed workshops</li> <li>• 17 businesses receiving ongoing 1:1 bespoke support</li> </ul> <p>Talent – Graduate Placements</p> <ul style="list-style-type: none"> <li>• 23 graduates enrolled and placed.</li> <li>• 4 placements currently on-going</li> <li>• 1 placement employed, contracts signed and waiting to start</li> <li>• 18 placements complete</li> <li>• 33 grant agreements in pipeline/development</li> </ul> <p>Talent – Apprenticeships</p> <ul style="list-style-type: none"> <li>• 25 live apprenticeships</li> <li>• 5 x potential leads</li> <li>• Range of apprenticeships - January 2024 Starts - Level 5 Nursing Associate, Level 6 Chartered Surveyor, Level 7 Senior Leader, Level 6 Social Work</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>• 38 short courses completed</li> <li>• 204 clients attended courses / outputs completed to date</li> <li>• 306 total enrolments to date</li> <li>• 54 places taken and attended a second course, with 101 places booked on future 2nd courses.</li> </ul> <p>Risks remain elevated because the target outputs are behind plan at this point in the programme. The team are reviewing ways to increase the outputs.</p>	
Library Innovation Centres - Kirkby & Sutton	Project planning is progressing for the Sutton project in collaboration with Nottinghamshire County Council and Inspire.	
<b>Greener Ashfield</b>		

West Kirkby Gateway & public transport hub	<p>The design team are progressing RIBA Stage 3 plans. The planning application is due to be submitted in March.</p> <p>A public consultation is being prepared which will be displayed in Moor Market and the Library at the end of January. An online update will also be circulated to residents via Facebook.</p> <p>Opportunities for the land on Lane End are still being monitored.</p>	
Green Ashfield	<p>A review of project progress is underway. Workshops have been completed and the project delivery plan is being updated.</p> <p>The risk remains elevated slightly because the project programme has slipped due to delays in agreeing the project plan.</p>	
High Street Property Fund	A meeting has been held with Vision West Notts College to explore options for learners to use the Moor Market flats redevelopment as a work experience project.	

### 2.3 Monitoring and Evaluation

The monitoring and evaluation report was submitted for the Future High Streets Fund on the 30<sup>th</sup> November including the request for an extension of time for the following schemes:

1. Theatre Project
2. Fox Street
3. 9-11 Low Street

The report required sign off by the Council's S151 Officer.

The monitoring and evaluation report was prepared and submitted to DLUHC on 4<sup>th</sup> December. The report was reviewed and signed by the S151 Officer. A Discover Ashfield Board subgroup meeting was held on 15<sup>th</sup> December where six members of the Board reviewed a summary of the Monitoring and Evaluation (M&E) return. The subgroup voted to recommend to the Board that they approve the M&E return.

### 2.4 Communications

A number of communication activities have occurred recently including Maker Space social media posts and minor contract work progress.

During the next 4-6 weeks it is anticipated that the following communication opportunities will be available:

- TF 03 – ADMC: Design vision
- TF02 – Construction Centre project plan release
- TF08 – Kings Mill Leisure Building construction milestones and promotional / marketing information for the operator contract
- TF 17 West Kirkby Gateway Consultation
- FHSF – High Pavement House business units
- FHSF –9-11 Low Street Contract update
- FHSF – Maker Space updates

- FHSF – Fox Street start on site
- Public Q&A sessions for the programmes.

## 2.5 Procurement


Recent procurement activity is shown below.











Project	Contractor / Consultant	Value	SME or VCSE Y/N	Procurement Type	Project	Status	Address	Award Date
Reporting Period: 6th November 2023 - Ongoing								
TF016	Pyro Fire	£2,160.00		Direct Award	WKG - Wyvern	Complete	Suite 18, Doncaster Innovation, Ten Pound Walk, Doncaster	29.11.2023
FHSH - Low Street	National Grid	£70,738.21		Direct Award - Statutory Undertaker	9-11 Low Street	Complete	Grange Close, Clover Nook Industrial Estate, Alfreton, DE55 4QT	08.12.2023
TF-15	EMEC Ecology	£2,542.88		Direct Award	utton Lawn Sports Hub	Order raised	Old Ragged School, Brook St, Nottingham NG1 1EA	06.12.2023
TF016	Influence Architects	£3,960.00		Direct Award	WKG - Wyvern	Waiting supplier creditor information	Derby	20.12.2023
TF-09	Survey Hub	£2,125.00		Direct Award	Kingsway Sports Hub	Complete	34 Regent St, Nottingham NG1 5BT	21.11.2023
TF-03	Fosse Surveying	£395.00		Direct Award	ADMC	Order raised	Old Vicarage, Market Place, Castle Donington, Derbyshire DE74 2JB	10.10.23
TF-03	Fosse Surveying	£1,565.00		Direct Award	ADMC	Order raised	Old Vicarage, Market Place, Castle Donington, Derbyshire DE74 2JB	27.10.23
TF-03	Fosse Surveying	£4,695.00		Direct Award	ADMC	Order raised	Old Vicarage, Market Place, Castle Donington, Derbyshire DE74 2JB	27.10.23

## 3.0 UK Shared Prosperity Fund

### 3.1 Project highlights report

A progress and risk based summary are provided below for Community and Place projects and the Supporting Local Business and People and Skills programmes.

Programme	Achievements/ progress/next steps	Risk Level / programme and cost
<b>Communities and Place Projects</b>		
Hucknall Town Centre- High Street Property Improvement Fund	Of the 40 eligible businesses who have been visited by Council officers, there have been only four enquiries. A review is being undertaken to consider	

	next steps. The project has a total budget of £190k with £50k of budget available this year. Due to the lead in times, it is unlikely there will be any spend this financial year. The review will consider the best way to utilise this investment whilst delivering the planned outputs and outcomes for this priority.	
Selston Country Park Phase 2 improvements	The project is in progress and is due to be completed in January.	
Coxmoor Estate, Kirkby – environmental improvements	The contractor is engaged, and the programme is being developed.	
Sutton – environmental improvements	Completed	N/A
Hucknall Safer Streets	Completed	N/A
Events and Activities	Completed for 2023/24	
Visitor economy	The budget has been reprofiled and a consultant is being appointed to undertake a review and provide recommendations. Approval of the signage proposal is a Board Action from the December meeting.	
Arts Council Bid	Further work has been undertaken on the EOI which was resubmitted in December.	
Ranger / activities	A proposal to bring forward the Kings Mills Ranger project is in section 3.3.	
Green social prescribing	The programme has been accelerated to meet local demand.	
Cycling and Walking	The programme has been accelerated to meet local demand.	
Community Vertical Farming	Planning for delivery is underway with NTU. Funding from MDC is agreed subject to receiving the funds. The risk has been increased due to limited progress on the project and the need to commit the capital spend this Financial Year.	
Digital support for local communities	<p>The Digital skills programme is being delivered by ATTFE at the Digital Zone ADC, Salvation Army Church and Idlewells Shopping Centre in Sutton using repurposed laptops.</p> <p>Referrals from the Kirkby Job centre continue to be well supported and 11 people are engaging in the digital sessions in the ATTFE Community Hub. The drop-in sessions at Moor Market have not been well attended and sessions in this facility have been cancelled.</p> <p>The programme will consider other venues in the New Year.</p> <p>ATTFE is currently reviewing other target areas in the District including Selston, Skegby and Broomhill/ Butler’s Hill area. A press release for the project has been issued.</p> <p>DWP is looking at potential of replicating this offer at the Sutton Job Centre.</p>	



<p><b>Supporting Local Business</b></p>	<p>The East Midlands Chamber of Commerce launched the delivery of the Ashfield Accelerator programme. This covers specialised business support for digital, innovation, workforce skills, overseas trade and decarbonisation plans and grants.</p> <p>Take up for the Enterprise Grant has been low. From launch date to the end of November there had been 60 enquiries, 23 growth meetings and 14 application links sent but only one application received and approved. There is a further one to be considered and 2 more in the pipeline. This programme has a total budget of £140k with £40k available this financial year, the programme is currently being reviewed.</p> <p>The Pre-opening ADMC programme is in delivery with the next event planned for 23<sup>rd</sup> April.</p> <p>The High Pavement rental incentive scheme was launched with the opening of High Pavement House. Marketing materials are being finalised.</p>	<p style="text-align: center;">↔</p> <p style="text-align: center;">↑</p>
<p><b>People and Skills</b></p>	<p>The joint procurement for supporting economically inactive people has been awarded to Futures and the project is due to start soon. Support is available to all residents with delivery sites in the following priority areas:</p> <ul style="list-style-type: none"> <li>• Sutton Central &amp; Leamington</li> <li>• Kirkby Central</li> <li>• Selston</li> <li>• Jacksdale &amp; Underwood</li> <li>• The Dales &amp; South Skegby.</li> <li>• Hucknall Town</li> </ul> <p>Futures are also delivering Ashfield’s Basic and Lifestyle skills programme which commenced on 4<sup>th</sup> December, with marketing starting in January. The project is available to all residents, with delivery sites in the following priority areas: -</p> <ul style="list-style-type: none"> <li>• Sutton Central and Leamington</li> <li>• Stanton Hill &amp; Skegby</li> <li>• Kirkby Central</li> <li>• East Kirkby (covering Sutton Junction/ Harlow Wood, Kingsway, and Abbey Hill)</li> <li>• Selston</li> <li>• Hucknall Westville</li> </ul> <p>For the programmes being delivered in 2024-25, specifications are being prepared. The Education and Business Collaboration programme is currently out to tender.</p>	<p style="text-align: center;">↔</p>

### 3.2 Risk Register

The highest risk to the programme is the potential underspend on projects and the payment of Year 3 funds. Payment of Year 3 allocations is based on spend over the first two years of the fund. To receive 100% of the Year 3 payment in April the total combined spend must be 80% or higher. Authorities who have committed less than this will be paid the remaining balance at the end of the financial year based on actual spend. When an underspend remains at the end of 2024/25, funds will be expected to be repaid. Based on the worst-case scenario for Ashfield which would be the 60-79% band this would mean that 70% would be paid at the start of the year with the remaining 30% paid in arrears.

Within the Hucknall Town Centre, Enterprise grants and the Community Vertical Farming projects there is currently uncommitted spend of £156,544 (c.13%). There are also uncommitted funds within the Arts Bid, Visitor Economy, High Pavement incentives and Makerspace coordination.

We are undertaking a review of the programme to identify where spend can be brought forward from other projects and to ensure funds are committed on the projects listed above.

**Table: UKSPF Funding thresholds for Year 3**

<b>Total spend 2022/23 &amp; 2023/24 (combined)</b>	<b>Initial Year 3 payment to local authority</b>	<b>Amount local authority can claim (in arrears)</b>
Band 1 less than 20%	0%	100%
Band 2 20%-39%	20%	80%
Band 3 40%-59%	50%	50%
Band 4 60% -79%	70%	30%
Band 5 80% or higher	100%	0%

### 3.3 Ranger Activities

The Mill Waters Officer Post builds on the work delivered by the Heritage Lottery funded Ranger post, in partnership with Nottinghamshire County Council. The new post will extend the focus to the District and support the wider visitor economy offer. The project has £30,000 allocated in the 2024-25 Financial Year, but it is requested that the project delivery is brought forward to January 2024 with an end date of March 2025. This means that £6,000 is brought forward into the 2023-2024 Financial Year with the remainder of £24,000 to be spent in 2024-2025.

### 4.0 Kirkby Plan for Towns

A £20m allocation of government funding was announced for Kirkby in October as part of a national 'Plan for Towns' programme. Outlined below is an update following the publication of additional government guidance which was issued on 18<sup>th</sup> December.

The allocation will be paid over a period of 10 years, to invest in local people's priorities. The endowment-style fund will be split 25% Resource, 75% Capital. Ashfield District Council will act as the accountable body.

The funding is aligned to the themes of:

- **Safety and security:** e.g. new and improved security infrastructure, such as CCTV and streetlights, additional hotspot policing, local authority wardens
- **High streets, heritage, and regeneration:** e.g. preserving and improving heritage sites in the town, creating, and maintaining parks and green spaces, establishing Business Improvement Districts, running high street rental auctions.
- **Transport and connectivity:** e.g. road improvements, such as fixing potholes or improving congested junctions, new programmes to encourage cycling, making the town centre more walkable and accessible.

### **Long-term plan**

The Long-Term Plan (LTP) is a requirement of the funding. It is a 10-year vision which needs to include a 3-year investment plan.

Towns will be required to demonstrate how they have developed plans in consultation with local people and will be expected to provide a contribution, for example time and resource, local match-funding, or properties to include in regeneration projects.

The Government guidance says that MPs should be closely engaged in the design and delivery of the Long-Term Plan and should be involved in reviewing the plan prior to submission. The plan must list the MPs involved and whether they are supportive of it.

### **Town Board**

A new Town Board needs to be established to comply with the funding requirements. The Town Board is responsible for developing the Long-Term Plan, working closely with local people and the District Council. The existing Discover Ashfield Board covers the District and acts as the Town Deal Board for Kirkby and Sutton, and its remit is too broad for this Town Board and a new group will need to be established. However, given the links with the existing work and projects outlined above, the new Kirkby Town Board (KTB) should be aligned with the Discover Ashfield Board. This was endorsed by the Discover Ashfield Board meeting in October.

The KTB will oversee the fund and plan. The Government guidance requires that it will need to be chaired by a local business or community leader and include:

- Community partners - groups, faith groups, local charities, infrastructure organisations.
- Local businesses and social enterprises, key local employers, or investors.
- Key cultural, arts, heritage, and sporting organisations.
- Public sector agencies e.g. schools, police etc.
- MP
- One councillor from each tier of local government
- Senior representative from the police - expected to be the Police and Crime Commissioner. Subject to the agreement of the chair, a local senior representative from the police can act as an alternative, with further contribution by an operational representative if required.

Smaller working groups can be convened to facilitate wider engagement in the specific themes.

The Town Board's main responsibilities are:

- Identifying the issues, priorities, and a shared vision for the Long-Term Plan, including supporting a process of ongoing community engagement
- Working with the local authority to develop the Long-Term Plan
- Overseeing the delivery of projects.

The independent chair of the board should be invited by the local authority, with the MP engaged as part of the process. The chair needs to be a local community leader or local businessperson, and examples from the Government guidance include:

- a leader of a local charitable organisation
- a philanthropist
- the head of a Further Education College
- a director for the NHS Board or Trust
- a director of a football club

### Capacity Funding

Since the announcement of the funding, the government has agreed to provide capacity funding this financial year with a £50k payment received by the Council in December. This funding is part of the £20m allocation and will be used to fund consultation and engagement activities and support to develop the plan. Funding will be released over a 7-year period with flexibility to spend over 10 years - the full funding profile will be provided by DLUHC in early 2024.

### Timeline

ADC to bring local partners together to form Kirkby Town Board and appoint a chair	By 1st April 2024
Begin to set out a vision, formulate investment priorities and engage with local communities	By 1st April 2024
Data pack for Kirkby to be issued by DLUHC	By 1 <sup>st</sup> April 2024
DLUHC to release the next £200,000 of capacity funding to support the development of the Long-Term Plan	1 <sup>st</sup> April 2024
Submission of Long-Term Plan	From 1 <sup>st</sup> April to 1 <sup>st</sup> August 2024
DLUHC assess the plan and release 2024 to 2025 capital and revenue funding following approval of the plan	Summer-Autumn 2024

### Interventions

A list of potential interventions is provided within the guidance which have been assessed as having a strong case for investment, value for money and benefit-to-cost ratio. To simplify the process a business case is not required for these. There are 24 listed interventions with 65 examples, covering a wide range of activities, see [Annex C](#) for further information. An outline business case is required for other interventions.

The full guidance can be found via these links:

[LPT Guidance Oct 2024](#)

[LPT Guidance Dec 2024](#)

## 5.0 Green Space Programme

An overview of project progress is provided below.

Programme	Achievements/ progress/next steps	Risk Level / programme and cost
Selston Country Park	The new play area was completed in mid-January. Works to refurbish the cafe and increase capacity started on 15 <sup>th</sup> January. An opening event for the new facilities is being planned for late February.	↔
Kingsway Park	Work has commenced to restore the stone entrance off Kingsway and protect the stonework from encroaching vegetation.	↔
Nuncargate Recreation Ground	Design work has been completed for improving the BMX track for winter use. The work will be put out to tender in late January.	↔
Sudbury Drive, Huthwaite	Orders placed for the new equipment which will be delivered in early February. A contractor has been appointed and the installation works will commence in late February.	↔
Sutton Lawn tennis courts	The refurbishment of the tennis courts was completed in late January, and they are now open for use. Contractors will return to paint the courts in the spring when weather conditions allow. An operator is being appointed to manage the bookings for the tennis courts at Sutton Lawn, Huthwaite Welfare Park and Kingsway Park. Tennis coaching will be provided by the operator at the main site of Sutton Lawn.	↔
Huthwaite Welfare Park	The refurbishment of the tennis courts was completed in late January, and they are now open for use. Contractors will return to paint the courts in the spring when weather conditions allow.	↔

## 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 10/01/2024]

**Finance:** No direct financial implications arising from this report. [PH 15/01/2024].

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:**

<b>Risk</b>	<b>Mitigation</b>
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 programmes.

**Equalities:**

No issues identified for this report. Equality Impact Assessments are being undertaken to support delivery of the Towns Fund and FHSF programmes and Green 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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## Annex 1 – FHSF approved budgets

Project	RDEL/CDEL	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	Total (£)
FHSF Sutton Academy Theatre / Cornerstone	RDEL (Revenue)	-	-	-	-	-	-
	CDEL (Capital)	48,545	143,287	2,155,287			2,347,118
		48,545	143,287	2,155,287	-	-	2,347,118
	Co-funding			100,000			100,000
TF18 Cornerstone	CDEL	-	1,496	-	874,304	-	875,800
<b>TOTAL</b>							<b>2,947,118</b>
FHSF High Pavement	RDEL						-
	CDEL	988,342	148,812	514,511			1,651,665
	Sub Total	988,342	148,812	514,511	-	-	1,651,665
	Co-funding		-	937,289			937,289
<b>Total</b>							<b>2,588,954</b>
FHSF Low Street 9-11 and No 14	RDEL						
	CDEL	86,920	1,081,310	581,770			1,750,000
	Co-funding			647,933			647,933
<b>Total</b>							<b>2,397,933</b>
FHSF Fox Street pop-up food court and car park	RDEL						
	CDEL	67,314	44,397	419,378			531,088
	Co-funding	-		70,912			70,912
<b>Total</b>							<b>602,000</b>

## Annex 1 - Towns Fund DA Board approved budgets

Project	RDEL/CDEL	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	Total (£)
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<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	-	1,936,280
	<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>127,000</b>	<b>2,414,743</b>	<b>2,414,743</b>	<b>2,414,743</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	1,898,977			1,991,676
	<b>Total</b>	<b>5,640</b>	<b>87,059</b>	<b>1,898,977</b>	-	-	<b>1,991,676</b>
	<b>Co-funding</b>	<b>39,000</b>			<b>300,000</b>		<b>339,000</b>
<b>TOTAL</b>							<b>2,340,676</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>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	3,330,797	3,786,727	8,729,648

	<b>Sub Total</b>	<b>7,935</b>	<b>83,605</b>	<b>1,520,583</b>	<b>3,420,797</b>	<b>3,876,727</b>	<b>8,909,648</b>
	<b>Co-funding</b>				<b>2,155,000</b>	<b>2,985,999</b>	<b>5,140,999</b>
<b>TOTAL</b>							<b>14,050,647</b>
<b>TF-12 Portland Square Refurbishment</b>	RDEL	-	-	-	-	-	-
	CDEL	65,000	400,000	764,352	-	-	1,229,352
	<b>Total</b>	<b>65,000</b>	<b>400,000</b>	<b>764,352</b>	-	-	<b>1,229,352</b>
	<b>Co-funding</b>	-		<b>136,000</b>			<b>136,000</b>
<b>TOTAL</b>							<b>1,365,352</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>2,298,004</b>
	<b>Co-funding</b>	-	<b>29,000</b>		<b>956,000</b>		<b>985,000</b>
<b>LUF- Science Discovery Centre</b>	CDEL	-	<b>250,000</b>	<b>1,425,000</b>	<b>1,425,000</b>	-	<b>3,100,000</b>
<b>Total</b>							<b>6,333,004</b>
<b>TF-15 Sutton Lawn Sports Hub</b>	RDEL	-	-	-	-	-	-
	CDEL	5,661	113,904	651,435	2,047,633		2,818,633
	<b>Total</b>	<b>5,661</b>	<b>113,904</b>	<b>651,435</b>	<b>2,047,633</b>	-	<b>2,818,633</b>
	<b>Co-funding</b>			<b>107,973.86</b>	<b>264,000</b>	<b>1,650,000</b>	<b>2,021,973.86</b>
<b>TOTAL</b>							<b>4,840,606.86</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	959,965	2,741,041		3,958,041
	<b>Total</b>	<b>6,908</b>	<b>250,128</b>	<b>959,965</b>	<b>2,741,041</b>	-	<b>3,958,041</b>

	<b>Co-funding</b>				<b>3,920,000</b>		<b>3,920,000</b>
<b>TOTAL</b>							<b>7,878,041</b>

<b>Report To:</b>	<b>CABINET</b>	<b>Date:</b>	<b>29<sup>th</sup> JANUARY 2024</b>
<b>Heading:</b>	<b>COMMUNITY SAFETY PARTNERSHIP - STRATEGIC PLAN</b>		
<b>Portfolio Holder:</b>	<b>COUNCILLOR JOHN WILMOTT, EXECUTIVE LEAD MEMBER FOR COMMUNITY SAFETY AND CRIME REDUCTION</b>		
<b>Ward/s:</b>	<b>ALL</b>		
<b>Key Decision:</b>	<b>YES</b>		
<b>Subject to Call-In:</b>	<b>NO</b>		

## Purpose of Report

Tackling crime, anti-social behaviour and protecting vulnerable people are corporate priorities for the Council and that of the Community Safety Partnership (CSP). The Ashfield CSP, of which the Council is a key statutory partner, has proposed a new Community Safety Strategic Plan, setting focus to key thematic areas over the next three years (2024-2027).

Whilst the partnership and agencies within them will continue to focus on all demands relevant of their service area, additional focus will be placed on new priorities to support a safer Ashfield, which are:

- Tackling Anti-Social Behaviour
- Protecting Vulnerable People
- Addressing Serious Violence, Domestic Abuse & Violence Against Women and Girls
- Tackling Neighbourhood Crime

This plan will guide the partnership to build on significant work already being achieved to build safer and more cohesive communities, ensuring service accountability for responsible agencies and that key deliverables are undertaken to tackle crime and disorder, and safeguard those who are at risk.

### **Recommendation(s)**

- To note the positive work of the Community Safety Partnership over the past three years and approves the new Community Safety Plan for 2024-2027.
- To agree for the proposed priorities in the Community Safety Plan
- To ask the Executive Director – Place, in consultation with the Executive Lead Member for Community Safety and Crime Reduction and the Ashfield Community Safety Partnership, to prepare an action plan to implement the plan's priorities
- To present the new Community Safety Plan and the action plan to Council for approval by 31<sup>st</sup> May 2024

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

This refreshed plan builds on the previous Community Safety Plan. The report contains refreshed priorities and how these now need to be developed to meet current demands.

The new plan has been formulated using an evidence-based process to agree the new priorities, drawing on analysis of partnership crime and community safety data and the outcomes of a public consultation to capture the views of key stakeholders and residents across Ashfield.

### **Alternative Options Considered**

That the Council does not approve the new plan. This would result in priorities relevant to Ashfield not being appropriately addressed and delivered. The requirement to produce a Community Safety Strategic Plan is a statutory requirement. This option is not advised.

### **Detailed Information**

Community Safety Partnerships were established under the Crime and Disorder Act 1998 with an overarching aim of protecting communities and making them feel safer. They have responsibility for implementing strategies, frameworks and interventions concerning crime and disorder within their partnership area.

There are five responsible authorities that make up the Ashfield CSP, these are:

- Ashfield District Council
- Nottinghamshire Police
- Nottinghamshire Fire and Rescue Service
- HM Prison and Probation Service
- Mid-Nottinghamshire Place-Based Partnership (NHS)

The co-location of partners within the Community Safety Hub located at Ashfield District Council offices includes many of these partners and has facilitated more effective joined-up working through

neighbourhood tasking meetings, improved sharing of information and increased co-operation between agencies to support delivery or partnership objectives.

Collectively, these organisations direct community safety delivery and ensure that priorities remain relevant and appropriate across the partnership. They work in coalition with other bodies such as social housing providers, Nottinghamshire County Council, drug and alcohol service providers, voluntary and faith sector, and the Police and Crime Commissioner.

The partnership has a duty to give due regard to the priorities of the Police and Crime Commissioner (PCC) and Safer Nottinghamshire Board (SNB). This includes priorities such as serious violence, domestic abuse, violence against women and girls and neighbourhood crime. The Ashfield CSP will support the work of the PCC whilst delivering on local priorities relevant to Ashfield.

The new plan outlines how agencies will address key priorities shown above. The plan will be monitored on a quarterly basis at the CSP Strategic board where all statutory agencies are present. The CSP will be responsible for holding agencies to account where they have failed to fulfil the actions they committed to within the plan.

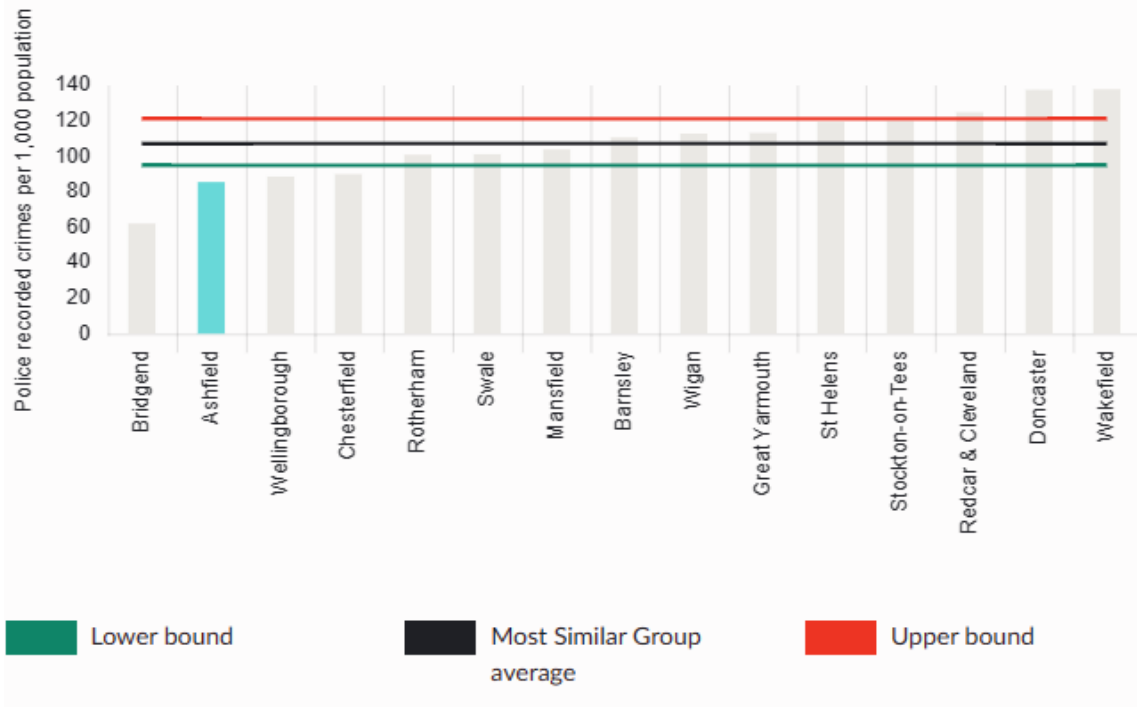
As part of the consultation process when devising the revised plan, all statutory consultees were notified as well as drug and alcohol services, Nottinghamshire County Council and The Police and Crime Commissioner's Office. There was also a period of consultation with the public to enable them to have input, including the Council's recent Residents' Survey.

The draft plan is attached to the report. Approval from Council will be required. If approved the Council will undertake a period of publicity and ensure awareness is raised. The plan and associated documents will be made available on the Council's website and circulated with partner agencies.

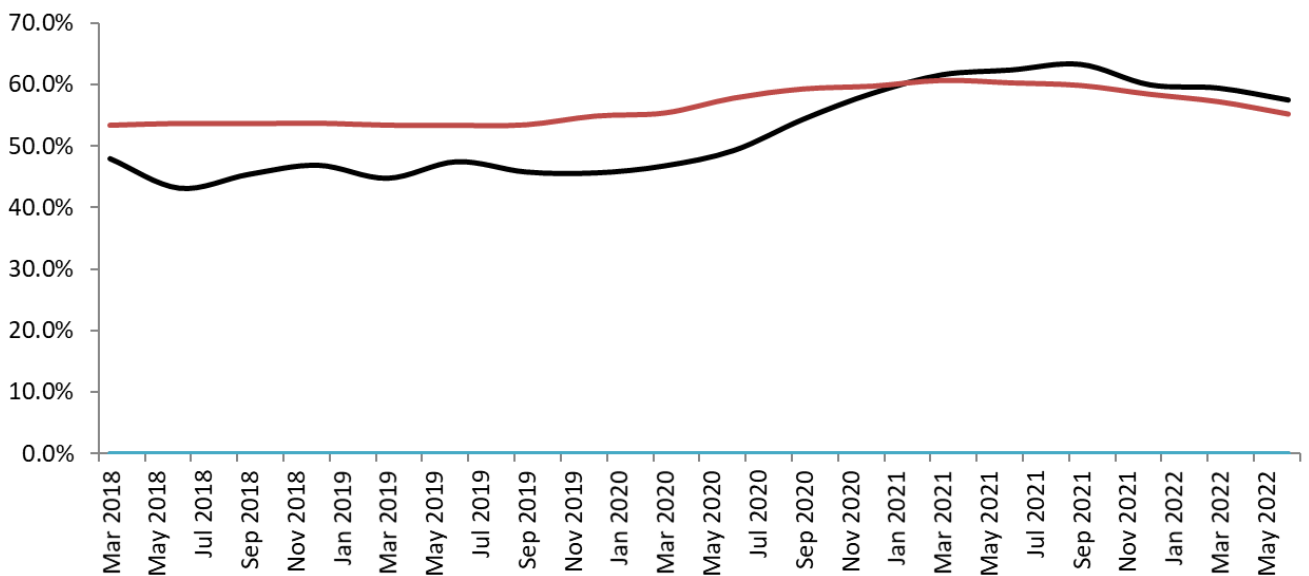
### **Previous Plan (Achievements)**

Over the course of the previous partnership plan, there has been significant developments undertaken by the Community Safety Team and that of the Partnership. This has been illustrated below:

- Marked sustained reductions of reported anti-social behaviour (ASB) across Ashfield by - 35.16% (January 2021 – December 2023 Police Crime figures)
- Over £1.8 Million of external funding secured for Community Safety interventions in the past three years (which is considered high external investment in comparison to other District or Borough Council's across Nottinghamshire) that has statistically resulted in lower levels of crime than other comparable areas; indicating that the work of the CSP and Council's Community Safety is having a positive impact long term in tackling crime and disorder across the District.



- Successfully awarded funding to deliver the last three consecutive rounds of the Home Office Safer Streets programme for Coxmoor, Kirkby Carsic, Sutton and Sutton East, and delivered approximately £150k funded projects in Hucknall town centre. This has enabled the Council and its partners increase safety provision; including increasing our public space CCTV from 29 to 59 devices, increased street lighting, 8 alleyway closures, safe space accreditation and shop watch schemes in all three town centres, burglary reduction scheme, diversionary and healthy relationship programmes, and our revolutionary 'U.K first' safe point cameras amongst others.
- Findings of the Nottinghamshire Police Crime Survey, confirmed Ashfield has also seen positive improvements in public trust and confidence in the police/CSP since 2020, largely driven by funded projects (safer streets) secured by the partnership and improvements in visibility (Operation Springboard) and local activity (Intervention and engagement events) to tackle issues that matter most to people in the area (Ashfield in black – force average in red).





- Enhanced partnership work at a tactical and operational level to help tackle ASB and protect vulnerable people through key initiatives such as Operation Springboard, the Vulnerable Adult Support Scheme, Complex Case Panel and neighbourhood tasking meetings, and service co-location amongst others.
- Funding and interventions implemented to address domestic Abuse and Violence Against Women and Girls etc including securing White Ribbon accreditation until 2025, and successful delivery of the and Sanctuary and Serenity scheme which is providing support and safe accommodation to survivors of domestic abuse.
- The body for fly tipping reporting DEFRA released on 23<sup>rd</sup> August 2023 relating to updated 2021/22 statistics confirmed Ashfield is ranked in the 2<sup>nd</sup> quartile comparatively and close to being in the top quartile, with our position out of 309 local authorities being 80<sup>th</sup>. With additional focus being placed on education and prevention over the duration of the next plan.

Over the course of the new plan, there will be increased strategic focus on outcome-based accountability, placed based problem solving and partnership visibility, and strengthened strategic alignment with health and social care partners, regulatory services, communications; in tandem to further emphasis on preventable demands via education, early intervention, community cohesion (engagement) and designing out crime. The Council and partnership will continue to pursue external investment if viable and relevant to the CSP and Council priorities.

## **Implications**

### **Corporate Plan:**

Approval of this plan will directly contribute to the delivery of the Safer & Stronger priority within the Council's Corporate Plan, and support the delivery of the Cleaner & Greener and Homes & Housing priorities.

### **Legal:**

As detailed in the body of the report, the CSP Strategic Plan is formulated as required by the Crime and Disorder Act 1998. Regulation 4 and Schedule 3 of the Local Government (Functions and Responsibilities) (England) Regulations 2000 require Full Council to adopt the Partnership Plan. At this stage there are no direct consequences arising from the recommendation that adversely affect individual's rights and freedoms as set out in the Human Rights Act 1998.

As part of the plan, legal consequences may occasionally arise in the future delivery of the plan objectives which would need to be reviewed at the time. [08/01/2024]

### **Finance:**

No direct financial implications arising from this report. All actions within the plan will be undertaken from existing resources or funded by the Community Safety Partnership and/or external funding received to assist delivery e.g. Safer Streets projects [PH 09/01/2024].

<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:**

There is an organisational risk of requirements set with the plan not being delivered within tolerance. As set out within the body of the report, a framework under the CSP Strategic Board has been implemented to enable quarterly reporting and agency accountability which will help mitigate such risk.

**Human Resources:**

No direct implications.

**Equalities:**

This plan supports duties under the Public Sector Equality Duty, Section 149 of the Equality Act 2010 requires authorities to have due regard to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, advance equality of opportunity between people from different groups, and foster good relations between people from different groups.

Consideration has also been given to Articles 10 and 11 of the European Convention on Human Rights which provide for the rights of freedom of expression and assembly. An Equalities Impact Assessment Form has been produced as part of this report.

**Other Implications:**

The plan is seeking to address issues which impact on the quality of life and public safety. These issues can affect both the physical and mental well-being of residents and therefore the proposals would have a significant impact on community well-being.

**Background Papers**

Community Safety Partnership Plan

**Report Author and Contact Officer**

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**Sponsoring Executive Director**

John Bennett  
Executive Director - Place  
[John.Benett@ashfield.gov.uk](mailto:John.Benett@ashfield.gov.uk)



**ASHFIELD**

**COMMUNITY SAFETY**

**STRATEGIC PLAN**

2024-2027

**Photos to go here**



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## 1. Foreword

The Ashfield Community Safety Partnership (CSP) is committed to preventing and reducing crime and disorder across the District.

As a partnership of agencies, we will work together to ensure we are tackling crime and anti-social behaviour and protecting vulnerable residents. Our vision is to provide a safer Ashfield where residents, businesses and visitors feel safer in the District.

We have identified four strategic priorities for the partnership which we will deliver over the next three years. These are the issues which evidence and public consultation tells us are causing the most harm and concern to those who live in, work in and visit Ashfield.

The plan sets out how we will address these community safety issues over the period of the strategy. Success in addressing our priorities requires the trust and confidence of the public in our agencies; as a result, there is a strong theme of engagement running throughout the partnership aims. Partnership working, community engagement and empowerment will continue to be the core components to tackling crime, anti-social behaviour and supporting the most vulnerable in our communities.



**Theresa Hodgkinson**  
Chief Executive Officer and  
Chair of Ashfield CSP



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



**Cllr John Wilmott** Executive  
Lead for Community Safety  
and Crime Reduction

## 2. Our Aim

Our aim is to make our communities safer, and our residents feel safer through strategically focusing our efforts at a local level to help tackle anti-social behaviour, neighbourhood crime and violence through a mixture of enforcement, preventative and educational interventions. We are also equally committed to supporting our most vulnerable residents within our District by addressing underlying causes and hidden harms.

This plan will guide the partnership to build on significant work already being achieved to build safer and more cohesive communities, ensuring service accountability for responsible agencies and that key deliverables are undertaken to tackle crime and disorder, and safeguard those who are at risk.

Our work will be delivered through the HIPE model:

- **H**arm-focused
- **I**ntelligence-led
- **P**roblem-oriented
- **E**vidence-based

This means we will consider the harm caused by crime and disorder as our first prerogative in prioritising activity. We will use intelligence to guide our activity and undertake interventions in a problem-oriented fashion, seeking to fully analyse and understand issues which will help direct our activity in the most effective manner, being truly evidence-based in our decision-making.

Whilst the partnership and agencies within them will continue to focus on all demands relevant to their service area, through this plan additional focus will be placed on key areas to support a safer Ashfield, and we will aim to achieve this through committing to the following thematic areas:

## **Tackling Anti-Social Behaviour (ASB)**

- We are committed to investigating anti-social behaviour and environmental crime that blights our communities. We will actively design out anti-social behaviour, through target hardening, problem solving and active patrolling.

## **Protecting Vulnerable People**

- We are focused on supporting vulnerable residents recognising that victims, survivors and perpetrators of crime and anti-social behaviour can be vulnerable. We will safeguard adults and children to prevent harm and reduce the risk.

## **Addressing Serious violence, Domestic Abuse & Violence against Women and Girls**

- Tackling violence remains one of our priorities, including crimes that disproportionately affect women and girls, such as domestic abuse and assaults. We recognise these crimes can often impact significantly on individuals and communities. We will offer support to those impacted and focus on preventing incidents and improving feelings of safety in public spaces.

## **Tackling Neighbourhood Crimes**

- We will tackle neighbourhood crime by addressing domestic burglary, robbery, vehicle crime and theft from persons and businesses ensuring victim centred and problem-solving approaches are adopted to support those impacted and prevent re-occurrence.

### 3. Working in Partnership

The Ashfield Community Safety Partnership consists of the following responsible authorities:

- Ashfield District Council
- Nottinghamshire County Council
- Nottinghamshire Police
- Nottinghamshire Office of the Police and Crime Commissioner
- Nottinghamshire Fire and Rescue Service
- His Majesty's Prison and Probation Service
- National Health Service – Mid-Notts and South Notts Place-Based Partnerships

As well as the responsible authorities, the following organisations and partnerships support the work of the Community Safety Partnership:

- Discover Ashfield
- Change Grow Live (Substance Misuse)
- Domestic Abuse services
- Faith, charity and community sectors
- Education providers
- Housing Associations
- Local businesses
- Residents, the community and elected representatives

Each responsible authority has a duty to work in partnership to protect their local communities from crime, and anti-social behaviour, protecting vulnerable people and helping people feel safer. They work together to address key areas such as anti-social behaviour, substance misuse, and re-offending by assessing trends and emerging issues impacting on the local area.

The overall aim of the Ashfield Community Safety Partnership is to:

- Create a safer and stronger District for people to live, work, and visit.
- Work in partnership to deliver local priorities that address crime and disorder.
- Deliver local, regional, and national priorities.

To support this, we undertake annual reviews to inform our objectives and priorities which is used to help inform what is delivered locally across Ashfield. The Ashfield Community Safety Strategic Plan (2024 – 2027) identifies how the Community Safety Partnership (CSP) aims to address local community safety issues impacting on communities and neighbourhoods across the District.



## 4. Strategic Context

### **Safer Nottinghamshire Board**

The Safer Nottinghamshire Board (SNB) is a countywide strategic group that is required under Crime and Disorder Regulations to guide the delivery of shared priorities and partnership plans.

The SNB supports local community safety partnerships, including the Ashfield Community Safety Partnership. The SNB was established in 2008 and has fulfilled the requirement for a county strategy group in Nottinghamshire since then.

The priorities set by the SNB are:

- Domestic abuse
- Serious violence incorporating young people at risk of offending and/or criminal exploitation
- Prevent
- High Harm offences – slavery and exploitation
- Fraud and cyber crime

### **Nottinghamshire Police and Crime Plan**

The Police and Crime Commissioner (PCC) for Nottinghamshire has published their Police and Crime Plan 2021-25. By law, this strategy must have regard to the priorities of the PCC.

The PCC's priorities are:

- Preventing Crime and Protecting People from Harm
- Responding efficiently and effectively to local needs
- Supporting victims, survivors, witnesses, and communities.

The Ashfield CSP has considered these priorities as part of its delivery. Our delivery plan highlights the contributions made by the Police and Crime Plan to delivering our objectives, and the successful delivery of the Ashfield strategy will contribute towards achieving the PCC Police and Crime Plan objectives.

## Ashfield District Council Corporate Plan

In September 2023 Ashfield District Council approved a new Corporate Plan. This sets out the council's ambitions for the next four years and includes six priorities to guide the work of the council:

1. Health and happiness
2. Homes and housing
3. Economic growth and place
4. Cleaner and greener
5. Safer and stronger
6. Innovate and improve

This plan and its implementation will have a positive impact on several of these priorities. For the Safer and Stronger priority, the council's ambitions include:

- Communities feeling safer
- Tackling and reducing levels of crime and ASB
- Delivering initiatives that focus on preventative, educational and enforcement interventions across areas of most prominence
- Targeting areas most impacted by crime and ASB
- Supporting vulnerable victims of crime and ASB and safeguarding vulnerable residents
- Providing support for high-risk survivors of domestic abuse and high harm offences

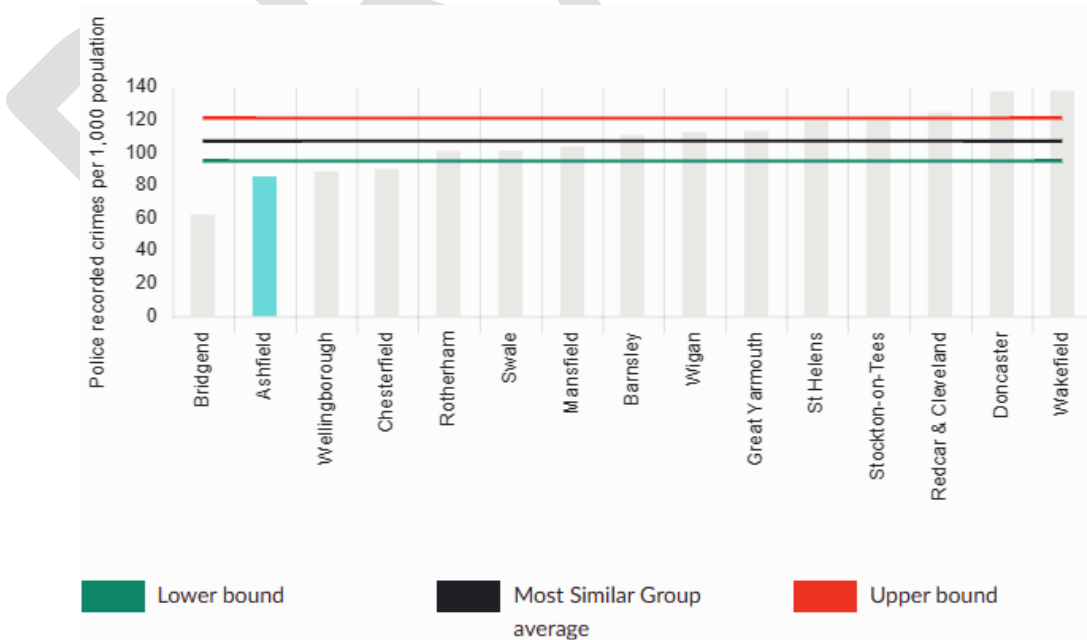
## 5. What does our 2022/2023 strategic assessment tell us?

Every year we refresh our 'Strategic Assessment' of crime and disorder with the support of the PCC. This document provides us a full picture of crime and Anti-Social Behaviour in Ashfield and helps us to agree our priorities. The assessment looks at crime and disorder across Ashfield so that solutions and interventions can be developed via a robust, evidence-based decision-making format, considering volume, impact, and harm.

In addition to crime and disorder issues, we consider the impact of socio-economic drivers of risk which may lead to an increased vulnerability to crime and heightened risk. These include, but not limited to:

- The cost of living
- Vulnerable adults, in particular those who do not meet the threshold for criminal or safeguarding interventions.
- Housing and homelessness
- Place shaping and regeneration

Compared to the 15 local authorities in England and Wales deemed as being most similar to Ashfield, recorded crime in Ashfield is significantly lower than all but one area, indicating that the work of the CSP, and agencies within it is having a positive impact in tackling crime and disorder across the District.



The key findings of the Strategic Assessment are outlined below. It is based on this assessment that we have agreed the four thematic areas that guide our partnership work over the next three years.

## Tackling Anti-Social Behaviour

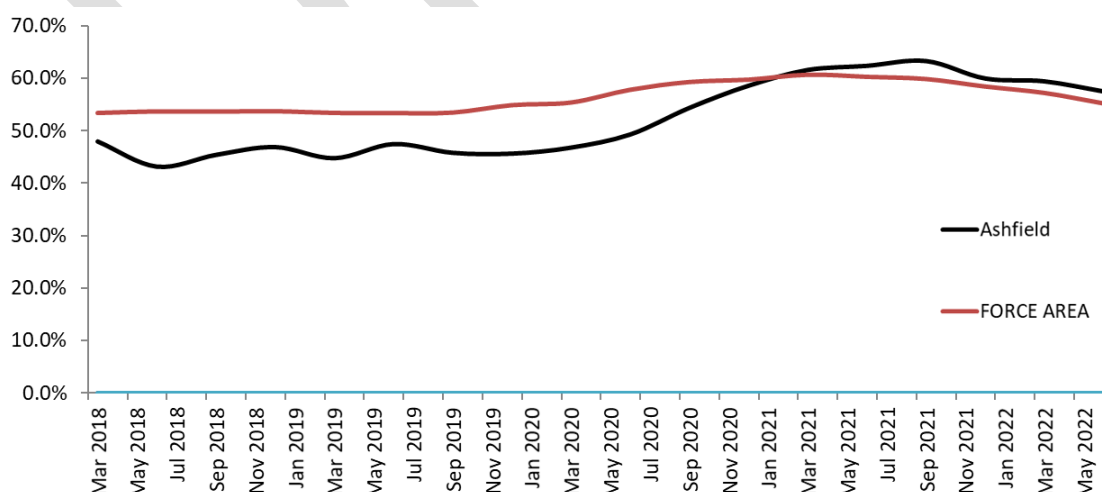
Anti-Social Behaviour in Ashfield	Oct 2021 – Sept 2022	Oct 2020 – Sept 2021	Volume change	Percentage change
	3575	4439	-864	-24%

Anti-Social Behaviour (ASB) was a priority for the partnership under the previous plan and several targeted operations have helped to achieve these significant decreases in ASB. This includes operation Springboard, a joint Council and Police initiative that sees joint patrols undertaken by Police and Council officers at peak times and in areas of priority, diversionary and educational activities, community cohesion events and targeting of offenders.

Findings of the Nottinghamshire Police Crime Survey, confirmed Ashfield has seen a marked and sustained improvement in public trust and confidence in the police/CSP since 2020, largely driven by funded projects (safer streets) secured by the partnership and improvements in visibility (Operation Springboard) and local activity (cohesion and engagement events) to tackle issues that matter most to people in the area.

From July 2020, public confidence in Ashfield in the police and Community Safety Partnership has increased, and although there was a slight downturn in Spring 2022 it was still higher than for the force area as a whole.

This is illustrated in the graph below:



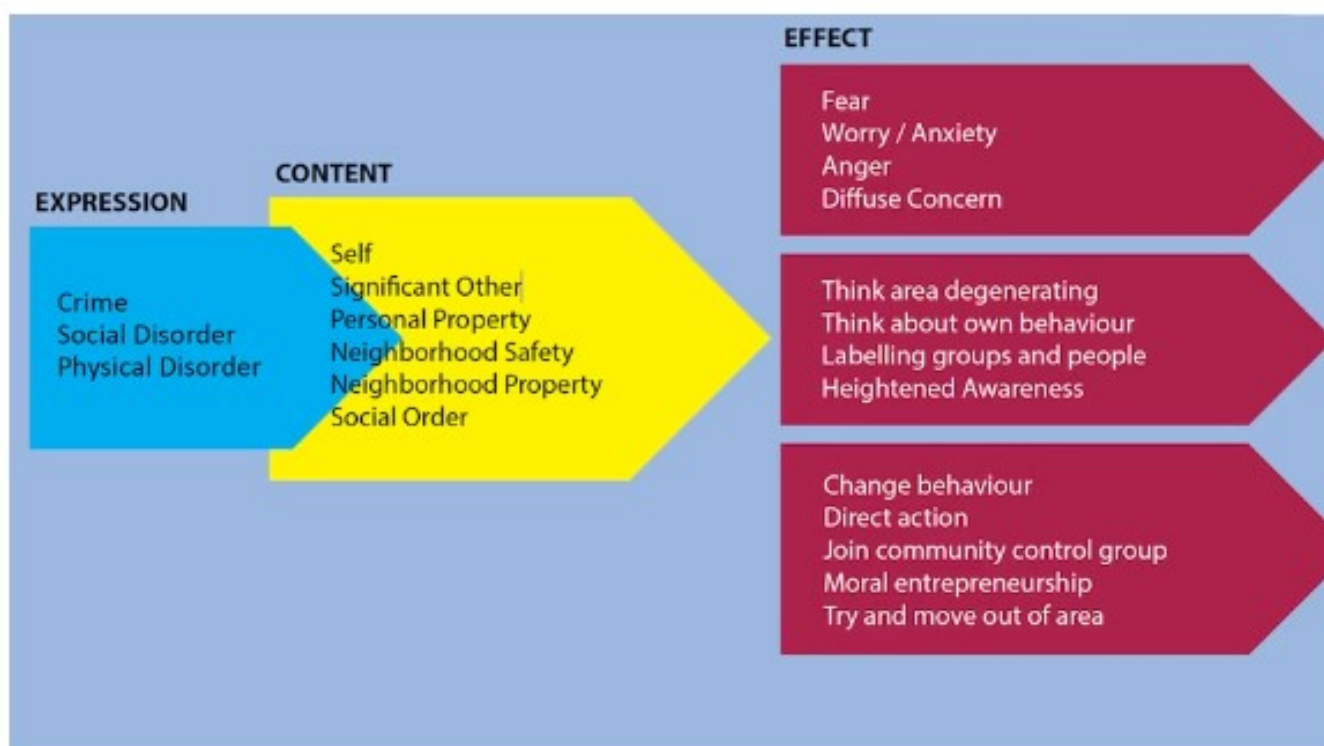
A community consultation was conducted between August and September 2022 across Ashfield which illustrated that the largest proportion of residents, 79%, identified that

crime and anti-social behaviour in the District had become worse over the past 12 months. 19% identified that it had remained the same and only 2% identified that it had improved.

Respondents are most concerned that drug issues, shoplifting and anti-social behaviour are the key issues that they encounter. They would like the partnership to prioritise increased police patrols, taking positive action that tackles behaviour that generates fear, and address substance misuse to help tackle crime and anti-social behaviour and improve feelings of safety.

A major factor in people's feelings of safety in the area in which they live is so-called "signal crimes" – the visible indicators of disorder which impact on people's perceptions of security. 'Signal Crimes' are criminal incidents which causes a change in the public's behaviour and/or beliefs about their security; signal disorders are acts which breach normal conventions of social orders and signify the presence of other risks. These can be social (for example, intimidating behaviour by groups of people) or environmental (for example, graffiti or litter, or an unkempt area).

This is why the partnership will be prioritising preventative and engagement work over the next three years to help design out crime, reassure local residents, and provide regular communication and consultation with Ashfield's communities.



In Ashfield, 4,294 service requests were received for environmental crime issues in 2021-22.

<b>Report Type</b>	<b>No. of reports</b>
Littering	989
Graffiti	83
Flytipping	1880
Dog Fouling	426
Waste on land	916
<b>Total</b>	<b>4,294</b>

The areas with the highest volume of service requests were Hucknall, Kirkby and Sutton.

<b>Area</b>	<b>No. of reports</b>
<b>Annesley</b>	21
<b>Bestwood</b>	10
<b>Hucknall</b>	206
<b>Huthwaite</b>	68
<b>Jacksdale</b>	4
<b>Kirkby</b>	209
<b>Selston</b>	49
<b>Skegby</b>	16
<b>Stanton Hill</b>	25
<b>Sutton</b>	302
<b>Underwood</b>	6

Fly tipping is a significant concern for residents of Ashfield.

<b>Area</b>	<b>No. of reports</b>
<b>Annesley</b>	88
<b>Bestwood</b>	12
<b>Hucknall</b>	457
<b>Huthwaite</b>	102
<b>Jacksdale</b>	36
<b>Kirkby</b>	324
<b>Selston</b>	32
<b>Skegby</b>	47
<b>Stanton Hill</b>	112
<b>Sutton</b>	633
<b>Underwood</b>	36

The highest overall demand for Environmental Crime in Ashfield during this period was in Sutton in Ashfield, followed by Hucknall and Kirkby in Ashfield. A breakdown has been provided below:

Area	No. of reports
Sutton	1465
Hucknall	948
Kirkby	807

The highest overall demand for each of the top three areas is provided below:

Sutton	Sutton Central
Hucknall	Hucknall North
Kirkby	Kirkby East

The assessment confirms that environmental crime such as fly tipping, littering, dog fouling, waste on land, graffiti and abandoned vehicles remain a prominent issue for Ashfield residents and as a form of anti-social behaviour, the Community Safety Partnership is committed to addressing the issue through targeted patrolling, education and awareness, action days and problem solving initiatives.

Furthermore, residents were asked which crime and disorder types made them feel most insecure:

NEIGHBOURHOOD AREA: Ashfield

Year to June 2022

587 respondents

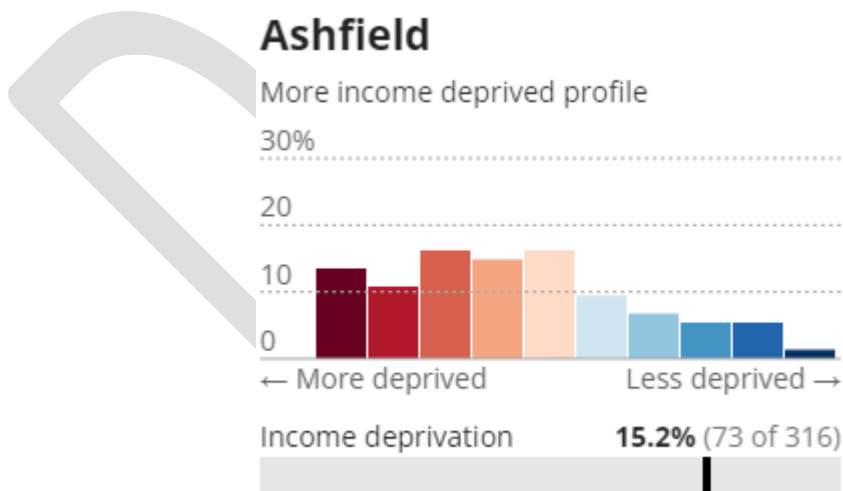
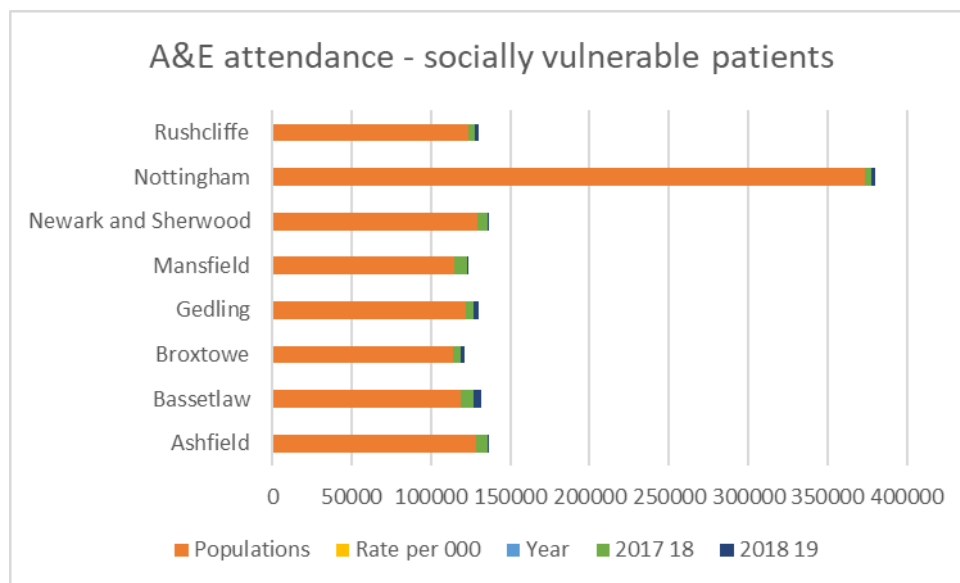
1	Reckless & dangerous driving	40.7%	↓ Reducing community concern	Above average concern
2	Drug use and dealing	38.7%	→ Stable level of concern	Above average concern
3	Speeding	36.1%	↓ Reducing community concern	Average level of concern
4	Car crime	22.8%	↑ Rising community concern	Above average concern
5	Nuisance & rowdy behaviour	22.4%	→ Stable level of concern	Average level of concern

The partnership recognises these crime types continue to impact on residents' feelings of safety and as such, Nottinghamshire Police have additional policing priorities which get reviewed on a 3 monthly basis to ensure that emerging issues and trends are appropriately addressed and remain under constant review.

The partnership also recognises that addressing underlying causes of crime and disorder is a crucial factor in tackling crime and disorder such as drug use and dealing and will attempt to engage residents to seek support as well as enforcement where appropriate.

## Protecting vulnerable people

Outside of Nottingham City, Ashfield has the highest number of socially vulnerable patients entering Accident and Emergency units. This can be taken as a proxy measure to indicate that demand caused by vulnerability in Ashfield which is above the Nottinghamshire average. Ashfield is an area of Nottinghamshire with higher-than-average levels of economic disadvantage; this can often correlate with increased levels of personal vulnerability.



Although the economic situation in Ashfield is improving, Ashfield is the 73<sup>rd</sup> most income deprived local authority area in England (of 316) – roughly equivalent to Lambeth and Waltham Forest. Social deprivation and crime are inextricably linked. There is a strong link between deprivation, poverty and poor mental health to serious violence and domestic abuse. In turn, these issues beget other, generational crime and disorder problems.



Recognising this as prominent matter, amongst other initiatives, the partnership has implemented a Vulnerable Adult Support Scheme to assist existing forums such as the Complex Case Panel to help support vulnerable groups. The CSP is also strategically aligned to health and wellbeing agendas to ensure joined-up holistic working.

### Hate crime

Hate crime is defined as ‘any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice towards someone based on a personal characteristic.

Five strands of motivation are monitored: race/ethnicity, religion/beliefs, sexual orientation, disability and transgender identity. Nottinghamshire Police monitor additional strands: alternative sub-cultures and misogyny as further motivating factors. Rates of hate crime in Ashfield are low, but increasing:

<b>Hate crime</b>	<b>Oct 2021 – Sept 2022</b>	<b>Sept 2020 – Oct 2021</b>	<b>Volume change</b>	<b>Percentage increase</b>
	150	138	12	9%

The partnership will continue to ensure hate crime awareness is of key focus and will actively promote ways in which agencies within the partnership will address perpetrators and support those who are subjected to hate crime or wish to report a hate incident.

### Radicalisation

Under the Prevent Duty, community safety partners are required to undertake certain actions to ensure that those who are at risk of radicalisation are identified and supported. Whilst responsibility for coordinating the Prevent Duty is the responsibility of Nottinghamshire County Council, in Ashfield partners are required to ensure that frontline practitioners are adequately trained to identify radicalisation and understand how to refer someone deemed to be at risk for assessment. Should the person being referred be deemed vulnerable to radicalisation, they may be supported through the multi-agency Channel Panel via Nottinghamshire County Council.

Existing services within the partnership are responsible for undertaking these functions and the CSP will actively support this delivery and have been successful in securing external funding from the Home Office to provide additional interventions to promote responsible citizenship under the Prevent Duty.

## Modern Slavery

Modern slavery is the use of violence, threats or coercion to transport, recruit or harbour people in order to exploit them for purposes such as forced prostitution, labour, criminality, marriage or organ removal. Nationally, it is expected that the number of Modern Slavery and Human Trafficking (MSHT) and organised immigration crime occurrences will rise over the next year.

- April 2021 – March 2022: There were 89 MSHT offences investigated in Nottinghamshire.
- A lot of victims don't want police intervention.
- Most occurrences relate to criminal exploitation (drugs as the major crime type).
- The youngest victim in Nottinghamshire is 12 years old.
- Sexual exploitation primarily occurs in the south of the city.
- Figures from Nottinghamshire's National Referral Mechanism reflect national patterns.
- Very little information regarding perpetrators is given in the National Referral Mechanism referrals as the focus is on victims.

10 modern slavery offences were recorded in 2021/2022 against 6 in 2020/2021. Cases have been primarily related to drug supply and cannabis cultivation.

Whilst initial reports maybe considered lower than other offences, modern slavery often results in significant exploitation and nationally seen as underreported; Therefore, the CSP has contributed to supporting the development of a county wide modern slavery team to help improve detection of offences, support those at risk and take enforcement action against those who are found to have committed modern slavery related offences.

## Substance Misuse

Local synthetic estimates suggest that there could be in the region of at least 175,600 individuals in Nottinghamshire who use substances frequently and could benefit from a substance misuse intervention, with 12,800 who are dependent on substances.

Nottinghamshire has a greater unmet need for alcohol compared to drugs. About one in ten of the years lost to death or disability in Nottinghamshire are attributable to drug or alcohol misuse (Global Burden of Disease 2019) and substance misuse represents a significant burden on the Nottinghamshire health and social care system.

For example, for hospitals:

- Alcohol-specific hospital admission rates are lower than the England average, but

rates are higher than the England average in Mansfield and Ashfield.

- Adult alcohol-related hospital admission episodes are higher than the national average across all districts except Bassetlaw.
- Adult alcohol-related hospital admission episodes are higher than the England average for both males and females and across all age groups. There are more admission episodes overall in ages 40-64. The most female admission episodes are ages 40-64 and males over 65.
- Nottinghamshire is significantly worse than England and comparator areas for alcohol-related hospital admissions due to unintentional injuries.

In terms of substance misuse-related mortality:

- The rate of alcohol-specific mortality in Nottinghamshire is similar to the England rate although Mansfield's rate is higher.
- Nottinghamshire has slightly lower rates of alcohol-related mortality compared to the England rate, although Bassetlaw has a higher rate.
- Nottinghamshire and England deaths from drug misuse are rising. Nottinghamshire is lower than England, but Mansfield is higher.

The public consultation confirmed that the public would like us to focus on substance misuse therefore through active forums within the partnership such as the Vulnerable Adult Support Scheme and the Complex Case Panel; those identified at risk are able to seek support as well as the partnership taking robust enforcement action to tackle drug offences, and serious and organised crime through various intervention types i.e drug warrants, seizing illegal substance and closure orders. We also continue to work closely with Change Grow Live (CGL) which is a commissioned health service that specialises in supporting reduction of substance misuse via health support and wellbeing interventions.

## Addressing Serious Violence, Domestic Abuse & Violence Against Women and Girls

In Nottinghamshire, Serious Violence is defined as “all incidents (including domestic violence) that cause serious harm. It also focuses on other offending that drives violence, so currently includes organised criminality and child exploitation”. 23% of all serious violence offences recorded in Nottinghamshire took place in Ashfield – Nottingham City is the only area in the police force area with a higher rate (41%). Sutton in Ashfield (alongside Newark) is seen as a secondary concentration of serious violence, with Nottingham City Centre and Mansfield Town Centre as the two primary hotspots in the force area.

Sutton in Ashfield had the second highest number of Violence with Injury offences (98) in 2022, after Nottingham City Centre (281); Sutton in Ashfield also had the highest volume of domestic flagged offences and the highest volume of non-fatal strangulation offences, twice as many as any other ward in the force area. Sutton in Ashfield is the third-highest ward in the force area for knife-enabled serious violence, after Nottingham City and Arboretum.

The table below illustrates the breakdown of deaths from violence by local authority district. A larger time period than normal (April 2007–March 2022) is used due to small numbers in some areas for confidentiality.

	Number of deaths from violence	
Ashfield	22	10.5%
Bassetlaw	19	9.1%
Broxtowe	11	5.2%
Gedling	13	6.3%
Mansfield	29	13.8%
Newark and Sherwood	20	9.5%
Rushcliffe	11	5.2%
<b>Nottingham City</b>	<b>85</b>	<b>40.4%</b>
<b>Nottinghamshire County</b>	<b>125</b>	<b>59.6%</b>

### Domestic Abuse and Sexual Violence

The assessment confirmed that domestic abuse and sexual offences are high which is a major factor for why this is a priority for the partnership. In the 12 months to the beginning of September 2022, Nottinghamshire police recorded a total of 21252 crime and non-crime domestic abuse occurrences. Of this figure, 15870 were classified as Domestic

Abuse offences. This was an increase of 1756 crimes over the previous 12 months.

The positive outcome rate for the Domestic Abuse crime occurrences is 11.33% over the same period. Ashfield continues to be the area with the highest calls for service in relation to Domestic Abuse with nearly 14% of all Nottinghamshire force demand coming from the area. Taking this into consideration in tandem to the high harm impact for survivors of domestic abuse, this will remain a priority for the partnership.

23% of rape offences in Nottinghamshire were in Mansfield and Ashfield, the second highest after Nottingham City, and Sutton in Ashfield is the ward with the highest number of rape offences in the county (62).

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## Tackling Neighbourhood Crimes

Between 1st October 2021 and 30th September 2022, total recorded crime in the Ashfield District was 10,860 offences, which was a rise of 10.18% (1,105 offences) on the previous year. Four key crime types showed a reduction: anti-social behaviour (24%), burglary (1.2%), knife crime (22%) and drug offences (43%). The number of robberies was the same as the previous year.

Many crime types saw reductions in October 2020 to September 2021 compared to the previous year, but may have been influenced by the Covid-19 virus and associated restrictions and lockdown measures that were imposed.

There has been decreases in crime types that the public consultation identified as being important, most significantly anti-social behaviour and drugs.

	<b>Oct 2021 to Sept 2022</b>	<b>Oct 2020 to Sept 2021</b>	<b>Oct 2019 to Sept 2020</b>	<b>% change for past year</b>
<b>All Crime</b>	10,860	9,755	10,318	+11.33%
<b>Drugs</b>	273	390	376	-30%
<b>Possession of Weapons</b>	108	94	127	+14.9%
<b>Theft from a Person</b>	65	45	60	+31%
<b>Other Crime</b>	451	330	357	+27%
<b>Robbery</b>	86	86	96	No change
<b>Public order</b>	883	873	779	+2%
<b>Shoplifting</b>	1270	1012	1004	+20%
<b>Other Theft</b>	746	618	721	+17%
<b>Criminal Damage</b>	1234	1171	1335	+5%
<b>Bicycle Theft</b>	129	60	87	+53%
<b>Burglary</b>	515	521	762	-1.2%
<b>Anti-Social Behaviour</b>	3575	4439	4318	-24%
<b>Vehicle Crime</b>	593	445	631	+25%
<b>Violence against the Person</b>	4138	3768	3670	+9%
<b>Knife Crime</b>	68	83	62	-22%
<b>Hate Crime</b>	150	138	103	+8%

## 6. Safer Streets for Ashfield

The CSP has been successful in securing over £1.8 million of external funding to support community safety projects in Ashfield between 2019-2023. The funding has and is being used to address longstanding community concerns relating to feelings of safety, violence against women and girls, domestic abuse, neighbourhood crimes and anti-social behaviour in public places, as well as individual support

We recognise that these matters are of significance, and whilst agencies within the CSP will continue to take positive action through existing processes and frameworks, we are and will continue to actively apply local problem initiatives to safeguard those at risk, take enforcement action against preparators and provide educational awareness to drive behaviour change.

This will include delivering the serious violence duty, undertaking various interventions to address domestic abuse and VAWG, and remain actively involved in applying for funding opportunities to improve feelings of safety for women and girls, and explore options to prevent and detect sexual offences, anti-social behaviour and neighbourhood crime.

As this is major area of focus for the CSP, major investment has been proportioned to address these matters having successfully secured external funding over recent years and this will continue to be closely monitored over the duration of this plan. Recent funding has enabled the partnership to undertake a number of initiatives, including:

- Installation of Safepoint Refuge Cameras
- Increased installation of CCTV and active monitoring
- Safe Space Accreditation Scheme rolled out in all town centres
- Healthy Relationship Programme delivered in primary schools
- Environmental measures including Increased Street Lighting in target areas
- Gating and restricting public access of alleyways in prominent areas

## 7. Delivering our Priorities

Delivering our priorities requires significant investment from all partners within the Community Safety Partnership, and a firm commitment to working together and dedicated resources to deliver a safer and stronger District.

An action plan will be developed by the partnership to sit alongside this plan. This will outline the specific projects and activities which partners will undertake individually and collaboratively to deliver the commitments made in this plan.

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## **Tackling Anti-Social Behaviour**

We will work with communities and our partners to understand why people feel unsafe and take steps to improve feelings of safety.

Our aims are:

- Increased identification and active targeting of offenders
- Provide provision to support victims and witnesses of ASB.
- Provide diversionary activity for those involved in or at risk of becoming involved in ASB
- Tackle issues relating to nuisance vehicle
- Provide hi-visibility patrols to promote feelings of safety and tackle ASB across target locations.

## Protecting Vulnerable People

We will work in partnership with key local stakeholders to support vulnerable victims of crime and anti-social behaviour. We will protect our most vulnerable residents by identifying vulnerabilities and safeguarding those at risk of abuse and/or harm. We will provide support for high-risk survivors of domestic abuse and high harm offences through bespoke interventions and support plans. We will hold perpetrators to account and reduce the opportunities for them to continue to cause harm.

Our aims are:

- Create a network of safe places through target hardening approaches
- Enhanced awareness of safeguarding, including but not limited to: extremism and radicalisation, hate crime, modern slavery, substance misuse, child sexual exploitation and mental health.
- Support and develop key initiatives and drivers that improve the lives of vulnerable residents.
- Actively promote community cohesion and health and wellbeing agendas.

## **Addressing Serious Violence, Domestic Abuse & Violence Against Women and Girls**

We will work collaboratively to reduce gender-based violence, domestic abuse and serious violence. Our aims are:

- Upgrade and Introduce new CCTV and safe point devices for effective monitoring and to enhance feelings of safety for women and girls.
- Educate young people about healthy relationships
- Increase awareness of work being done to reduce opportunities for violence and abuse, and support local delivery and national strategies
- Develop Safe Space Accreditation schemes
- Work in partnership with commissioned domestic abuse services to support survivors of domestic abuse and take action against perpetrators.

## **Tackling Neighbourhood Crimes**

We will work with partners to tackle and reduce levels of crime and ASB. Our aims include:

- Develop resident participation initiatives to empower residents within their communities.
- Install/review fixed ANPR and CCTV cameras to help identify suspects, disrupt serious and organised crime, gather intelligence, and investigate crimes.
- Target harden residential properties and public spaces prone to crime and disorder.
- Make environmental improvements and explore regeneration opportunities in estates, neighbourhoods and town centres across the district.

## 8. Our Outcomes

In order to understand the impact of our actions on crime and disorder, we will hold ourselves accountable through the monitoring of set of Key Performance Indicators.

### Priority 1

#### Tackling Anti-Social Behaviour

What does success look like?

Residents will feel safer and more positive about Ashfield. Reports of ASB and secondary fires will fall. If people experience ASB, more victims will feel satisfied about the service they received. There will be fewer repeat victims of ASB.

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<b>Measure</b>	<b>Source</b>
<b>Concern about crime and ASB</b>	Nottinghamshire Police Crime Survey
<b>Volume of ASB reported to ADC</b>	ADC
<b>Volume of ASB reported to the police</b>	Nottinghamshire Police
<b>Experience of ASB</b>	Notts PCC
<b>Number of repeat victims of ASB</b>	ADC/Nottinghamshire Police
<b>Satisfaction with response to reported ASB</b>	ADC/Nottinghamshire Police
<b>Volume of secondary fires</b>	Notts FRS

## Priority 2

### Protecting Vulnerable People

What does success look like?

People who are at risk will be identified and referred into the correct support. Their risk will be managed and reduced. We will bring a higher percentage of hate crime offenders to justice, and victims will be more satisfied with outcomes and the service they received. Prolific offenders will commit fewer crimes.

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<b>Measure</b>	<b>Source</b>
<b>Level of risk for individuals referred to the complex case panel</b>	ADC
<b>Reduction in risk of those referred to the MASH</b>	Nottinghamshire County Council
<b>Number of referrals to Prevent which result in adoption by Channel</b>	Nottinghamshire County Council
<b>Increase in hate crime convictions</b>	Nottinghamshire Police
<b>Increase in victim satisfaction</b>	Nottinghamshire PCC
<b>Reduction in reoffending by most prolific cohort</b>	HMPPS

### Priority 3

#### Addressing Serious violence, domestic abuse & Violence against women and girls.

What does success look like?

Victims of domestic abuse will receive the necessary support, and there will be fewer repeat victims. More victims will access the safe accommodation they require. There will be reductions in knife-enabled crime and hospital admissions for those suffering a violent injury with a sharp object. There will be fewer incidents of the most serious violent and sexual crimes.

	<b>Measure</b>	<b>Source</b>
Page 83	<b>Number of repeat victims of domestic abuse</b>	Nottinghamshire Police
	<b>Volume of MARAC referrals</b>	Nottinghamshire County Council
	<b>% accessing safe accommodation</b>	Nottinghamshire County Council
	<b>Incidents of Violence with injury</b>	Nottinghamshire Police
	<b>Incidents of Rape and Serious Sexual Offences</b>	Nottinghamshire Police
	<b>Hospital admissions for those suffering violent injury with a sharp object</b>	ICB
	<b>Homicide</b>	Nottinghamshire Police
	<b>Knife crime</b>	Nottinghamshire Police

## Priority 4

### Tackling Neighbourhood Crimes

What does success look like?

There will be fewer incidents of neighbourhood crime. Businesses will report fewer incidents of retail crime. Residents, workers and visitors will feel safer.

<b>Measure</b>	<b>Source</b>
<b>Reduction in neighbourhood crime (burglary, robbery, theft)</b>	Nottinghamshire Police
<b>Reduction in commercial crime (non-domestic burglary, shoplifting)</b>	Nottinghamshire Police
<b>Increase in feelings of safety</b>	Nottinghamshire Police and Crime Commissioner



## 9. Further information and useful contacts

### **CSP – Community Safety Hub**

To contact us about community safety and anti-social behaviour

Tel: 01623 450000

Email: [asbduty@ashfield.gov.uk](mailto:asbduty@ashfield.gov.uk)

### **Ashfield District Council**

Tel: 01623 450000

Email: [info@ashfield.gov.uk](mailto:info@ashfield.gov.uk)

### **Nottinghamshire Police**

Non-Emergency Tel: 101

Emergency Tel: 999 [www.nottinghamshire.police.uk](http://www.nottinghamshire.police.uk)

### **Nottinghamshire Fire and Rescue Service**

Non-Emergency Tel: 0300 330 1000

Emergency Tel: 999 [www.nottinghamshirefire.gov.uk](http://www.nottinghamshirefire.gov.uk)

### **Nottinghamshire County Council**

Tel: 0300 111 8000

[www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

### **Office of the Police and Crime Commissioner Nottinghamshire** Tel: 01785 232385

Email: [pcc@nottinghamshire.pcc.pnn.gov.uk](mailto:pcc@nottinghamshire.pcc.pnn.gov.uk)

[www.nottinghamshire-pcc.gov.uk](http://www.nottinghamshire-pcc.gov.uk)

### **Crimestoppers**

Confidential anonymous reporting of crime Tel: 0800 555 111

**National Domestic Abuse Helpline** Assistance for victims of domestic abuse Tel: 0808 2000 247 (24 hour freephone helpline)

### **Nottinghamshire Victim Care**

A free and confidential service that provides information, advice, or practical and emotional support to all victims of crime in Nottinghamshire, even if it has not been reported to the police

Tel: 0800 304 7575

admin@nottsvictimcare.org.uk

### **Citizens Advice Ashfield**

Citizens Advice Ashfield

Ashfield Health and Wellbeing Centre Portland Street

Kirkby-in-Ashfield Nottinghamshire NG17 7AE

### **Debt Advice**

Tel: 01623 784385

Email: debt@ashfieldca.org.uk Tel: 03444 111 444

### **Cost of living support**

Hub with key information and links to help to support you or your business during the cost-of-living issues.

<https://www.ashfield.gov.uk/environment-health/cost-of-living-support>



<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29 JANUARY 2024</b>
<b>Heading:</b>	<b>CORPORATE RISK – QUARTER 2 POSITION 2023/2024</b>
<b>Executive Lead Member:</b>	<b>LEADER</b>
<b>Ward/s:</b>	<b>ALL</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

### **Purpose of Report**

For Cabinet to review the Corporate Risk Register and the analysis of movement in risk and mitigating actions in respect of those risks.

### **Recommendation(s)**

- **To note the current significant items on the Corporate Risk Register and to consider whether any further immediate actions are necessary to mitigate those risks.**

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

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

### **Alternative Options Considered**

None. In accordance with the Corporate Risk Strategy, it is the role of Cabinet to monitor the Council's risk management and internal control arrangements, as part of the established quarterly monitoring and to recommend action where necessary.

### **Detailed Information**

All organisations are required to consider potential risks which may impede the delivery of corporate objectives. Effective risk management processes strengthen the ability of the Council to react to all situations and protect its own interests and those of the District, ensuring essential service delivery,

through actively managing and mitigating risk effectively and innovatively. The management of risk forms an integral part of the Council's business. Effectively managing our risks means that we can maximise opportunities and minimise the costs and disruption to the Council which may possibly be caused by undesired events.

All strategic risk at corporate and service level is incorporated into the Pentana performance system to enable quarterly updates at the same time as updating performance, therefore enhancing the consideration of risk in the delivery of services. All levels of risk are discussed bi-annually in detail with each Assistant Director as a standing agenda item for Performance Boards, led by the Chief Executive and Assistant Director – Policy and Performance.

**In summary, overall, the current corporate risk position indicates the positive management of risk to date in 2023/24: -**

- **A total of seven risks have been removed from the Corporate Risk Register in the last 12 months.**
- **Most (85%) of remaining corporate risks have been effectively managed without an increase in risk assessment rating in the last 12 months.**
- **Positively, 54% of corporate risks have been effectively managed and mitigated with a reduction in risk assessment rating in the last 12 months.**

### **Corporate Risk Register**

The Corporate Risk Register (position as at end October,2023) is appended to this report.

#### Analysis of risks - Risk Rating Summary

	2016/17 Qu4	2017/18 Qu4	2018/19 Qu4	2019/20 Qu4	2020/21 Qu4	2021/22 Qu4	2022/23 Qu 4	2023/24 Qu2
Significant	9	7	4	12	11	7	7	3
Medium	6	10	10	12	12	7	6	10
Low	2	3	6	4	10	2	0	0
<b>Total</b>	<b>17</b>	<b>20</b>	<b>20</b>	<b>28</b>	<b>33</b>	<b>16</b>	<b>13</b>	<b>13</b>

The total number of Corporate Risks had previously increased significantly throughout the pandemic (2019 – 2021); however, our level of corporate risk has reduced as we have come out of the pandemic.

There is a continued review of our corporate risk in alignment with the Corporate Risk Strategy and Risk Appetite Framework, and as such, the following changes have been made to the Corporate Risk Register in the last 12-month period: -

- Business Rates – this risk has been moved to service level due to being assessed as a low-level risk.
- Introduction of Universal Credit - is now managed as business as usual and has remained a low risk for 12 months. This will therefore be monitored at operational level.
- Kirkby Leisure Centre – ability to complete project on time, within budget and within scope – due to the project phases now being complete, this risk has been removed.
- Discontinuation of the outsourced strategic procurement service (New 2022/23)– as a new agreement is now in place with Nottinghamshire County Council this has been removed from the corporate risk register.
- Legal Services, lack of staffing resources and disruption caused by exiting shared service – This risk has been removed from the corporate risk register. The structure continues to be kept under close review to particularly keep in mind the level of resources needed to assist with the

delivery of the Towns Fund and any other successful grant bids such as Levelling Up and UK prosperity fund. This risk has been transferred to service level for ongoing monitoring.

- HR Shared Service cessation (New 2022/23) -- During 2022/23 the two HR related risks were removed as the decision to maintain the shared service negated the existence of the risks.

Four new risks were added to the Corporate Risk Register in 2022/23, two relating to the HR shared service, one in relation to the Elections Act 2022 and one related to the cessation of the procurement service provided by Nottingham City Council. Three of these risks, as above, have now been removed from the Corporate Risk Register, and the risk relating to the impact of the Elections Act has been reduced from significant to medium level.

Those risks which remain significant are: -

- Ability to meet statutory obligation process timescales (e.g. gas servicing). There has been no change to the assessment of this risk over the last 3 years since raising to corporate level. Following our servicing partner going into Administration the completion of projects remains challenging and we are currently managing the delivery of this process internally. We are still encountering numerous difficult to access properties who are reluctant to provide access to their home for these essential services to be completed.
- Ability to comply with the regulatory regime set out by the Regulator of Social Housing - assessment of this risk remains significant with increasing assessment of likelihood. The Housing Performance and Insight Officer is now in place. Work continues to be undertaken across the Operations Directorate (Housing) to ensure we meet the requirements of the Regulator of Social Housing and prepare for forthcoming inspections. An action plan is also in place.
- Workforce planning – inability to recruit and/or retain filled positions to critical posts. This remains a significant risk due to ongoing challenges with recruitment and retention within an increasingly competitive market, reduced candidate pool, and lifestyle changes. The Council has now engaged LGA support to undertake an assessment of the Councils workforce planning capability against the LGA Workforce Planning Maturity Matrix. This will be conducted through a series of workshops which have now commenced.

A new corporate risk relating to the depot asset project is currently being assessed.

## Other risks

**Project related risks**- continue to be managed by both internal and external project managers and where the risk is close to or exceeding the tolerances acceptable then these are referred to the project sponsors for input. A risk register is required and is in place for each project and the project management framework is to be used as guidance for the management of all projects.

**Fraud Risks** – An Anti-Fraud and Corruption Project Group has been set up and is chaired by the Corporate Resources Director (S151 Officer) and has a selection of stakeholders from across the Council including a representative from the Central Midlands Audit Partnership (CMAP). The group has been set up to monitor and report on fraud related risks. The group meets every 3 months.

**Programme Risks** - The risks related to programmes are managed by each programme board that has been established. A separate Towns Fund risk register has been established and the Programme Risk Register is reviewed by the Discover Ashfield Board.

**Service Level Risks** – These are managed by each individual Assistant Director/Service Manager and where there are tolerances expected to be exceeded beyond the levels set out in the Risk

Appetite Framework then these are to be referred for discussion with the relevant Executive Director who will then decide if these need to be included in the Corporate Risk Register. It may be that additional measures can be implemented to manage the risk and reduce the likelihood and impact.

**Implications**

**Corporate Plan:**

Effective risk management will enable the delivery of corporate and service level priorities, particularly ensuring our people, structures, systems, processes and practices are ‘fit for purpose’ and remove barriers to improvement and growth.

**Legal:**

No direct legal implications in respect of the recommendations in the report. Governance risks are outlined in the report and in the Corporate Risk Register. [RLD 04/01/2024]

**Finance:** [PH 09/01/2024].

Budget Area	Implication
General Fund – Revenue Budget	No direct financial implications arising from this report. There may be resource implications to the improvement or mitigation of risk. Financial risks are incorporated into the Corporate Risk Register.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

**Risk:**

Risk	Mitigation
Lack of an effective risk management framework could result in the organisation having a poor understanding of the major obstacles or blockages that could potentially impact upon its ability to maximise the delivery of its objectives and provision of services to customers.	<ul style="list-style-type: none"> <li>• Make risk management part of normal business and therefore incorporate within all decision-making processes, including key project delivery.</li> <li>• Integrate risk management into the culture of the Council and cascade awareness through all levels of leadership and beyond.</li> <li>• Ensure the organisation has a clear understanding of its risk maturity level and is taking steps towards improving this to a desired level.</li> </ul>

## **Human Resources:**

There is a need to ensure that Assistant Directors are clear with regards to the Corporate Risk Strategy and the requirement to follow the consistent processes contained therein. Risk Management training is a priority and online refresher training has been designed and is currently being scheduled for Members and Officers. [KB 15/01/2024]

## **Environmental/Sustainability**

No direct implications

## **Equalities:**

No direct implications

## **Other Implications:**

Not applicable

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

Not applicable

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

Not applicable

## **Background Papers**

Detailed Corporate Risk Register – Quarter 2 2023/24

## **Report Author and Contact Officer**

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## Corporate Risks

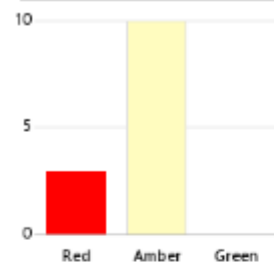
Heat Map (current)



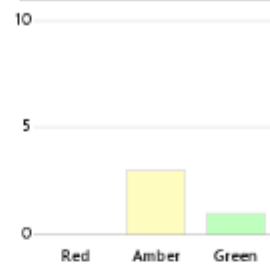
Heat Map (12 months previously)



Current Risk statuses



Current Internal Control statuses



### Highest Score (Overall)

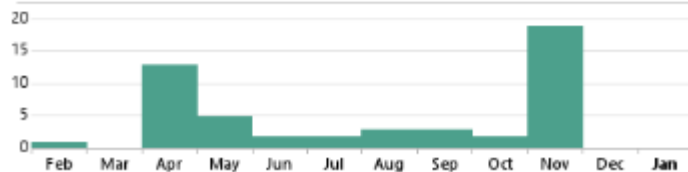
	Score	Impact	Likelihood
(ADQ) CR102 Ability to comply with the regulatory regime se...	20	██████████	██████████
(ADQ) CR098 Ability to meet statutory obligation process tim...	15	██████████	██████████
(ADQ) CR090 Workforce planning – ability to recruit and/or ...	12	██████████	██████████
(ADQ) CR003 Ethical Governance –ability to implement chan...	9	██████████	██████████
(ADQ) CR029 Ability to identify savings required by MTF5	9	██████████	██████████
(ADQ) CR032b-c Level of central government funding 2022 o...	9	██████████	██████████
(ADQ) CR040 Having an adopted LDF / Local Plan	9	██████████	██████████
(ADQ) CR086 Planning appeals	9	██████████	██████████
(ADQ) CR088 Sustainability of HRA business plan and ability...	9	██████████	██████████
(ADQ) CR091 Ability to deliver Regeneration Programmes	9	██████████	██████████
(ADQ) CR096 Loss / delays in receipt of key income sources [...]	9	██████████	██████████
(ADQ) CR005 Levels of sickness absence	8	██████████	██████████
(ADQ) CR201 Ability to successfully implement the new legal...	8	██████████	██████████

### Lowest Score (Overall)

	Score	Impact	Likelihood
(ADQ) CR005 Levels of sickness absence	8	██████████	██████████
(ADQ) CR201 Ability to successfully implement the new legal...	8	██████████	██████████
(ADQ) CR003 Ethical Governance –ability to implement chan...	9	██████████	██████████
(ADQ) CR029 Ability to identify savings required by MTF5	9	██████████	██████████
(ADQ) CR032b-c Level of central government funding 2022 o...	9	██████████	██████████
(ADQ) CR040 Having an adopted LDF / Local Plan	9	██████████	██████████
(ADQ) CR086 Planning appeals	9	██████████	██████████
(ADQ) CR088 Sustainability of HRA business plan and ability...	9	██████████	██████████
(ADQ) CR091 Ability to deliver Regeneration Programmes	9	██████████	██████████
(ADQ) CR096 Loss / delays in receipt of key income sources [...]	9	██████████	██████████
(ADQ) CR090 Workforce planning – ability to recruit and/or ...	12	██████████	██████████
(ADQ) CR098 Ability to meet statutory obligation process tim...	15	██████████	██████████
(ADQ) CR102 Ability to comply with the regulatory regime se...	20	██████████	██████████

Current Target

### Recent Assessments



0 Risks have not had an assessment in the previous 12 months.

### Scheduled Reviews



0 Risks do not have an assessment scheduled in the next 12 months.

Rows are sorted by Objective

Trend: Constant 6 Decreasing 7

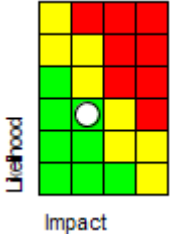
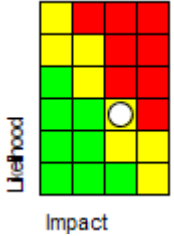
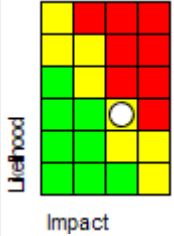
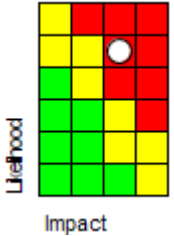
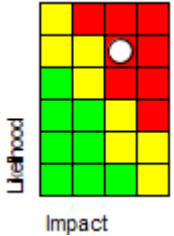
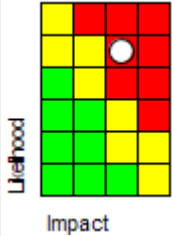
**Economic Growth & Place Priority**

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
Having an adopted LDF / Local Plan	<p>Original Matrix: Likelihood vs Impact. A white dot is in the top-right cell (Red/High Impact/High Likelihood).</p>	<p>Current Risk Matrix: Likelihood vs Impact. A white dot is in the middle-right cell (Yellow/Medium Impact/Medium Likelihood).</p>	<p>Target Risk Matrix: Likelihood vs Impact. A white dot is in the bottom-left cell (Green/Low Impact/Low Likelihood).</p>	Reduced from significant to medium	<ul style="list-style-type: none"> <li>• Diminish ability to stimulate economic growth</li> <li>• Increase likelihood of a developer lead approach to devt.</li> <li>• Maximises potential for a significant award of costs against the authority</li> <li>• Local Plan now at preferred approach. Need to publish next stage. Failure to achieve will set back timetable.</li> <li>• If plan requires subsequent revision, will add delays.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular engagement with Members to bring them on board.</li> <li>• Keeping abreast of latest challenges; work with Planning Advisory Service and Planning Inspectorate</li> <li>• Keeping a clear audit trail of engagements with developers and consultees</li> <li>• Work with Elected Members to address concerns.</li> <li>• Provide professional guidance</li> </ul>	Christine Sarris	The Local Plan has progressed to the Regulation 19 stage. Currently awaiting Full Council approval to consult. There are risks associated with the plan moving forward. These have been identified in reports. Members and officers have worked hard together to minimise the risks particularly is association with the housing number and green belt issues. There are still likely to be some challenges but we Govt (Mr Gove) is keen for Council's to progress plans.	07-Nov-2023	01-Apr-2024

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
Planning appeals	<p>Likelihood</p> <p>Impact</p>	<p>Likelihood</p> <p>Impact</p>	<p>Likelihood</p> <p>Impact</p>	Reduced from significant to medium	Surpass the 10% limit and end up in special measures	Councillor training, Officer training & monitoring	Christine Sarris	Moving into the third quarter we have no outstanding appeals against us and only two majors at appeal. this has decreased the likelihood of going into special measures this year. There are however more major planning applications to be determined over the next two years and we cannot afford for more than four to go against us during this period.	07-Nov-2023	01-Jan-2024
Ability to deliver Regeneration Programmes	<p>Likelihood</p> <p>Impact</p>	<p>Likelihood</p> <p>Impact</p>	<p>Likelihood</p> <p>Impact</p>	Constant – remains medium	<p>Opportunity lost to regenerate and re-purpose town centres and local centres.</p> <p>Reputational damage</p>	<ul style="list-style-type: none"> <li>Specialists appointed to support business case development for Towns Fund and Future High Streets Funding projects.</li> <li>Future High Streets Fund and Towns Fund delivery monitored through Pentana, Regen, Board and Discover Ashfield Board</li> <li>Team structure being reviewed</li> </ul>	Sarah Daniel	<p>Some changes to project risks which are being addressed where required. No change to overall programme delivery risk level.</p> <p>New recruitment drive to vacant posts in Investment Team is being implemented through specialist place-making agency which is part-funded by the Department for Levelling Up, Housing and Communities. .</p>	07-Nov-2023	01-Jan-2024

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
						to ensure sufficient resource				

## Homes & Housing Priority

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
Sustainability of HRA business plan and ability to invest in current and new stock				Reduced from significant to medium	<ul style="list-style-type: none"> <li>Inability to provide services and meet regulatory requirements.</li> <li>Inability to build new housing stock.</li> <li>Inability to cross fund general fund services</li> </ul>	<ul style="list-style-type: none"> <li>Regular review of HRA 30 Year Business Plan</li> <li>White Paper Action Plan</li> </ul>	Phil Warrington	No change to impact or likelihood. continue to monitor ongoing pressures on HRA funds.	03-Nov-2023	01-Jan-2024
Ability to meet statutory obligation process timescales (eg gas servicing, CO alarm installation)				Constant – remains significant	<ul style="list-style-type: none"> <li>Loss of life through explosion or carbon monoxide poisoning</li> <li>Reportable breach to Housing Regulator</li> <li>Govt intervention and/or</li> </ul>	<ul style="list-style-type: none"> <li>Following current Govt guidelines in terms of evidencing all 'refusals' Tenants provided with safety leaflet relating to CO.</li> <li>Weekly report to Housing Regulator</li> </ul>	Chris Clipstone; Richard Davis	<p>Following our servicing Partner going into Administration the completion of projects remains challenging and we are currently managing the delivery of this process internally.</p> <p>We are still encountering</p>	17-Oct-2023	01-Jan-2024

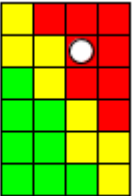
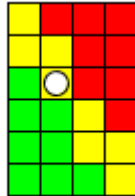

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
					corporate manslaughter			numerous difficult access properties who are reluctant to provide access to their home for these essential services to be completed		
Ability to comply with the regulatory regime set out by the Regulator of Social Housing	<p>Lifehood</p> <p>Impact</p>	<p>Lifehood</p> <p>Impact</p>	<p>Lifehood</p> <p>Impact</p>	Constant – remains significant	<ul style="list-style-type: none"> <li>• Health and Safety prosecutions.</li> <li>• Appearing on the Regulator of Social housing's 'Watch List'.</li> <li>• Regulator Inspections.</li> <li>• Inspection downgrade following inspections.</li> <li>• Regulatory downgrade from current status.</li> <li>• Unlimited fines.</li> <li>• Removal of the Housing Stock.</li> <li>• Reputational damage to the Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly updates at DMT against the Housing and Asset Corporate Risks to identify early warning indicators and tolerances.</li> <li>• Monthly review/updates against Social Housing White Paper Action Plan</li> <li>• Quarterly reports on performance on Complaints</li> <li>• Monthly updates to DMT on determinations from the Housing Ombudsman and failings from the Regulator of Social Housing for the sector</li> </ul>	Nicky Moss	<p>The Housing Performance and Insight Officer is now in place.</p> <p>Work continues to be undertaken across the Operations Directorate (Housing) to ensure we meet the requirements of the Regulator of Social Housing and prepare for forthcoming inspections.</p> <p>An action plan is in place.</p>	21-Oct-2023	01-Jan-2024

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
						<ul style="list-style-type: none"> <li>Quarterly updates on our position against Regulatory Consumer Standards</li> <li>Quarterly key performance indicator report</li> <li>Quarterly review of Tenant Satisfaction Measures</li> <li>Quarterly FLEGAL update report</li> </ul>				

**Innovate & Improve Priority**

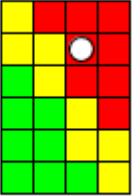
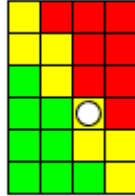

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
Ethical Governance – ability to implement changes to the Members' Code of Conduct and recommendations of the Committee on Standards in Public Life (CSPL) and Peer	<p>Liability Impact</p>	<p>Liability Impact</p>	<p>Liability Impact</p>	Constant – remains medium	<ul style="list-style-type: none"> <li>•Significant resource to deal with implications of proposed Code of Conduct changes.</li> <li>•Significant resource to deal with implications of implementing the recommendation of the CSPL</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing work by the Standards and Personnel Appeals Committee in relation to the Committee on Standards in Public Life – report on Local Government Ethical Standards</li> </ul>	Ruth Dennis; Michael Joy	<p>Quarterly Complaint Monitoring reports presented to Standards and Personnel (Appeals) Committee</p> <p>Numerous reports relating to the Committee on Standards in Public Life – report on Local Government Ethical Standards have been presented to</p>	07-Nov-2023	01-Jan-2024

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
Challenge					<ul style="list-style-type: none"> <li>•Potential for negative perception of the Council which impacts upon the Council's reputation</li> <li>•Potential for adverse impact upon the workings of the Council</li> <li>• Without new legislation does not provide holistic response to the recommendation of the CSPL</li> </ul>	<ul style="list-style-type: none"> <li>• Members received training regarding the Code of Conduct, their behaviours and roles and responsibilities as part of the induction in May 2019. In line with the Corporate Peer Challenge recommendation further training will be organised.</li> <li>• Present Quarterly Complaint Monitoring reports to Standards and Personnel (Appeals) Committee</li> <li>• Responding to the LGA's consultation on its draft Model Code of Conduct.</li> </ul>		<p>Committee over the past 4 years.</p> <p>The Council at its AGM on 20 May 2021 approved the revised Code which incorporates elements of the LGA Model Code.</p> <p>The Standards and Personnel Appeals Committee approves a work plan each municipal year. The 2023/24 work plan was approved at the Committee meeting in June 2023. The work plan for 2023/24 includes a piece of work reviewing the Members' Code of Conduct and related policies and procedure. An Internal Audit Review is underway to inform this work.</p> <p>The Corporate Peer Challenge team recommended training for Members and Officers in relation to the roles and responsibilities of Members and officers.</p>		

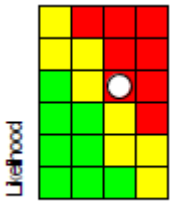
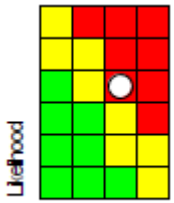
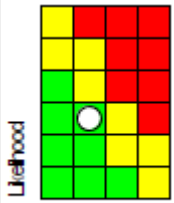
Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
								<p>A revised Members' Development Strategy was approved in December 2021. SOLACE has facilitated training with Cabinet Members regarding their roles and responsibilities.</p> <p>As part of the induction programme for Members after the elections in May 2023 ethical governance training was provided to all Members which included the Code of Conduct and Members' roles and responsibilities; the LGA supported this training.</p>		
Levels of sickness absence	 <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Impact</p>	 <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Impact</p>	 <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Impact</p>	Reduced from significant to medium	<ul style="list-style-type: none"> <li>• Productivity</li> <li>• Financial</li> <li>• Employee morale</li> <li>• Service delivery</li> <li>• Remaining staff placed under increased pressure</li> <li>• Reputational damage</li> </ul>	<ul style="list-style-type: none"> <li>• Robust management of sickness absence procedures by managers and robust procedures - Revised Absence Mgt Policy implemented.</li> <li>• Effective monitoring - monthly</li> </ul>	Nikki Morris; Rachel Ward	<p>YTD absence is currently 3.81FTE which is currently under target. The main cause of absence is long term.</p> <p>A number of interventions have been put in place to support employees. These include:</p> <p>1. Review of Attendance Management Policy to</p>	13-Nov-2023	01-Jan-2024



Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
						<p>monitoring reports highlighting service area absence to assist CMG and managers in absence management.</p> <ul style="list-style-type: none"> <li>• Employee support mechanisms - Employee assistance programme implemented.</li> <li>• Appropriate occupational health support - Occupational Health provision reviewed</li> </ul>		<p>ensure a more streamline, fit for purpose policy is embedded</p> <p>2. HR are undertaking training for new managers and refresher training current managers to help them apply AMP and manage absence. This is currently on an ad hoc basis however there will be a full training program as part of the launch of the revised policy.</p> <p>3. Ongoing robust management of absence cases and HR work closely with managers accordingly.</p> <p>4. Improved communications in regard to wellbeing support mechanisms in place to facilitate employees back in to the workplace or remain in work.</p> <p>5. Review of wellbeing initiatives and working with Health and Wellbeing to look at targeted interventions</p>		

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
								<p>to raise awareness and signpost for support</p> <p>6. Continue to provide statistical data and information to CLT for discussion</p> <p>7. Absence data reviewed within HR for targeted actions.</p>		
<p>Ability to identify savings required by MTFS</p>	 <p>Likelihood</p> <p>Impact</p>	 <p>Likelihood</p> <p>Impact</p>	 <p>Likelihood</p> <p>Impact</p>	<p>Reduced from significant to medium</p>	<ul style="list-style-type: none"> <li>• Council cannot fund full range of services in future</li> <li>• Pressure on General Fund reserves</li> </ul>	<p>CLT and Cabinet work together to identify savings and income generation opportunities and to consider use of reserves in setting the budget for each year</p>	Pete Hudson	<p>The Council will continue with its ongoing Service Review Programme, DST Programme and reviewing opportunities to generate additional or new income streams. These will continue to deliver efficiencies and savings going forward to help address future financial challenges. The December 2023 Provisional Finance Settlement is expected late December and will aid clarification of the size of the funding gap.</p> <p>The Council has set aside some funding in reserves to help cushion the impact of</p>	07-Nov-2023	01-Jan-2024

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
								expected reductions in central government funding but this will be insufficient on its own without some significant cost efficiencies from service reviews, the DST programme efficiencies, procurement savings and additional income generation.		
Level of central government funding 2022 onwards	<p>Likelihood</p> <p>Impact</p>	<p>Likelihood</p> <p>Impact</p>	<p>Likelihood</p> <p>Impact</p>	Reduced from significant to medium	Negative impact a MTFS; further savings required	The Council will contribute to any consultation when proposals are announced, emphasising the need for resources to be allocated to deprived areas.	Pete Hudson	The December 2022 Provisional Finance Settlement confirmed that Local Government Finance Reform will not now happen for at least the next two financial years which now provides greater core funding certainty for at least another two years (23/24 and 24/25). However, core funding level certainty beyond 2024/25 remains uncertain. The current and forecast level of inflation in the economy is also placing pressure on Council resources. The Council has healthy reserves which will help to	07-Nov-2023	01-Jan-2024

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
								<p>mitigate funding pressures in the short term. The next 2 years will be critical to identify recurrent savings to meet expected financial challenges beyond 2025/26 when core Government funding is expected to significantly reduce.</p> <p>The December 2023 Provisional Finance Settlement is expected late December and will aid clarification of the size of the funding gap.</p>		
<p>Workforce planning – ability to recruit and/or retain filled position to critical posts</p>	 <p>Likelihood</p> <p>Impact</p>	 <p>Likelihood</p> <p>Impact</p>	 <p>Likelihood</p> <p>Impact</p>	<p>Constant – remains significant</p>	<ul style="list-style-type: none"> <li>Inability to provide critical service functions including statutory services whilst vacant.</li> <li>Negative impact on delivery of critical functions that directly affect Corporate</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of Workforce Plan</li> <li>Identify Critical Posts and implement strategic plan to mitigate against risks of failure to recruit/retain quality staff to these positions</li> </ul>	<p>Craig Bonar</p>	<p>The Council has now engaged LGA support to undertake an assessment of the Councils workforce planning capability against the LGA Workforce Planning Maturity Matrix. This will be conducted through a series of workshops which have now commenced.</p>	<p>07-Nov-2023</p>	<p>01-Jan-2024</p>

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
					Plan priorities, productivity, MTFS					
Loss / delays in receipt of key income sources (Business Rates, Council Tax, Housing and Investment Property Rents)	<p>Liability Impact</p>	<p>Liability Impact</p>	<p>Liability Impact</p>	Constant – remains medium	<ul style="list-style-type: none"> <li>Loss of income – increased write offs.</li> <li>Delays in receiving income leading to potential cashflow issues.</li> <li>Increased debt management and recovery costs.</li> <li>Potential impact on payment of preceptors and having sufficient income to meet cost obligations as they fall due.</li> </ul>	<ul style="list-style-type: none"> <li>Government deferral of paying Central Business Rates contribution until end of June 2020.</li> <li>Reserve to cushion delays in payment of Investment Property income. Arrangements in place with some Investment Property tenants re agreed delays in rent income. (Exceptions basis only). Currently expected that all accounts will be up to date by 31/03/21.</li> <li>Healthy HRA balances to manage short term cashflow issues from reductions/dela</li> </ul>	Pete Hudson	The impact of increasing inflation in the economy is likely to result in some permanent reductions in some income sources and delays in income receipts. This is monitored on an ongoing basis and key impacts reported through to SLT and Cabinet via Financial Monitoring reports. CIWG also receives regular update reports regarding Investment and Commercial Property income performance with twice yearly reports to Audit Committee. Due to the impact of the Covid pandemic the Hotel Investment Property will need some financial support in 2023/24 with the expectation that this financial support will be recouped over the remaining term of the lease. The Investment Property at Rotherham is now	07-Nov-2023	01-Jan-2024

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
						<ul style="list-style-type: none"> <li>ys in housing rent.</li> <li>Option to scale back costs associated with non-critical functions.</li> </ul>		vacant, and a new tenant is currently being sourced. Funding has been set aside in a reserve to help meet the income losses arising from void periods. Should there be any significant permanent loss of income, this will be reflected in updates to the MTFs. Wilkos recently went into administration however a new tenant has been secured and a legal agreement is currently being finalised.		
Ability to successfully implement the new legal requirements placed up on the Council as a result of the Elections Act 2022				Reduced from significant to medium	Risk of non-compliance with new legislation due to lack of timely clarity and detailed guidance from Government in relation to new requirements under the Elections Act 2022 and lack of information of new burdens funding in order to plan resourcing accurately.	<ul style="list-style-type: none"> <li>Service Review to implement new structure in accordance with Council process to ensure the Council has the right resources in place to meet existing and new service demands.</li> <li>Develop and implement project plan for the implementation of the Election</li> </ul>	Ruth Dennis	A Member Working Group has been established the scope of which includes a review of the ongoing risks (level of risk and ongoing monitoring) associated with the new requirements of the Elections Act 2022 and the impacts of embedding these into the election and electoral registration processes for future elections including funding.	14-Sep-2023	01-Jan-2024

Title	Original Matrix	Current Risk Matrix	Target Risk Matrix	Trend last 12 months	Consequences	Mitigating Actions	Officer Responsible	Comments	Latest Assessment	Next Assessment Date
						Act requirements. <ul style="list-style-type: none"> <li>• Develop and keep under review detailed Risk Register as part of Project Plan</li> <li>• Regular project meetings with key staff across the Council</li> <li>• Communications / engagement plan as part of the project plan</li> <li>• Keep abreast of Government and sector guidance and advice.</li> <li>• Collaborate with peers</li> </ul>				

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29 JANUARY 2024</b>
<b>Heading:</b>	<b>EAST MIDLANDS COMBINED COUNTY AUTHORITY UPDATE</b>
<b>Executive Lead Member:</b>	<b>LEADER</b>
<b>Ward/s:</b>	<b>ALL</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

### **Purpose of Report**

To provide Cabinet with an overview of the developing East Midlands Combined County Authority (EMCCA).

### **Recommendation(s)**

- For Cabinet to note the progress of the establishment of the EMCCA.
- For Cabinet to note the EMCCA governance arrangements, investment plans and priority focus.
- For Cabinet to note the potential impacts for Ashfield, aligned to the Corporate Plan

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

To ensure that Cabinet are kept informed of the development of the EMCCA and proposed focus.

### **Alternative Options Considered**

This report is for information only.

## Detailed Information

### Background

Following the Government's publication of the Levelling Up White Paper in February 2022, Nottinghamshire, Derbyshire, Derby and Nottingham agreed to collaborate in the creation of a new devolution deal for the East Midlands, delivered through the establishment of a Mayoral Combined County Authority (the East Midlands Combined County Authority, EMCCA).

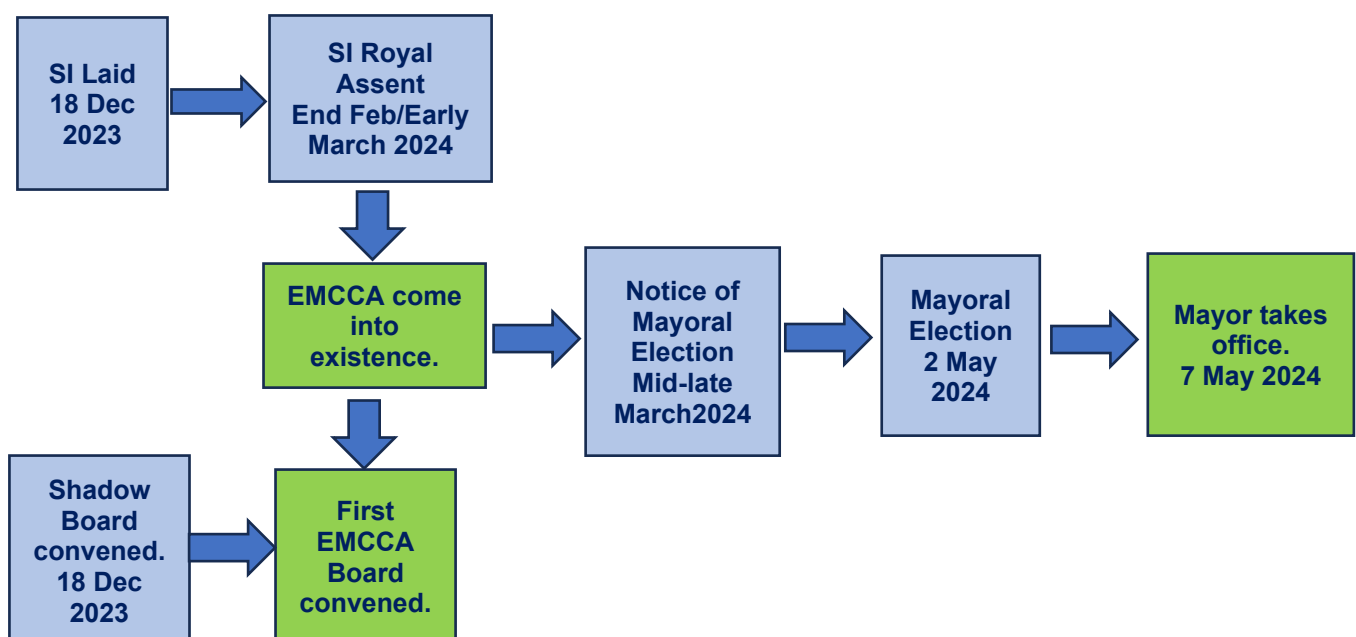
A devolution deal was agreed between the four Constituent Councils (Nottinghamshire County Council, Derbyshire County Council, Derby City Council and Nottingham City Council) and the Government, on 30 August 2022.

The vision outlined in the deal, and subsequently published in the Proposal for creation of the EMCCA, is for the 2.2 million people who live and work in the area to enjoy better health, greater prosperity, and an increased sense of wellbeing, with shared objectives of:

- a. Boosting productivity, pay, jobs and living standards.
- b. Spreading opportunities and improving public services.
- c. Restoring a sense of community, local pride and belonging.
- d. Empowering local leaders and communities.

The aim is to use a devolution deal to help address historic under-investment in the East Midlands.

A final proposal was submitted to the Secretary of State on 1 November 2023 following the coming into force of the relevant provisions of the Levelling Up and Regeneration Act 2023 (LURA). The Secretary of State confirmed that the requisite statutory tests for the establishment of the East Midlands Combined County Authority have been met. The Statutory Instrument (SI) to formally create the EMCCA was laid before the House of Lords on 18<sup>th</sup> December 2023. The Regulations are expected to come into force in approximately February/March 2024 (allowing 8 weeks for the SI to be considered), when the EMCCA will immediately come into existence. Timeline and key dates are shown in below: -



A Combined County Authority is a new model of devolution introduced in the LURA to reflect the specific governance arrangements of areas with two-tier government. The EMCCA will be the first ever Combined County Authority, with Constituent Council membership of the upper-tier local authorities in the region. The East Midlands will pioneer this type of governance, with other areas in the region expected to follow.

The Mayor and the EMCCA will be focused on the strategic issues which affect the whole region – including transport, net-zero, and housing. They will champion major infrastructure projects in the region, lobbying the Government. The Mayor will champion the interests of the region nationally and internationally, deliver on local priorities and provide greater local accountability and decision-making power, working in partnership with the EMCCA and its Constituent Councils, and more widely with other public service providers, including District and Borough Councils.

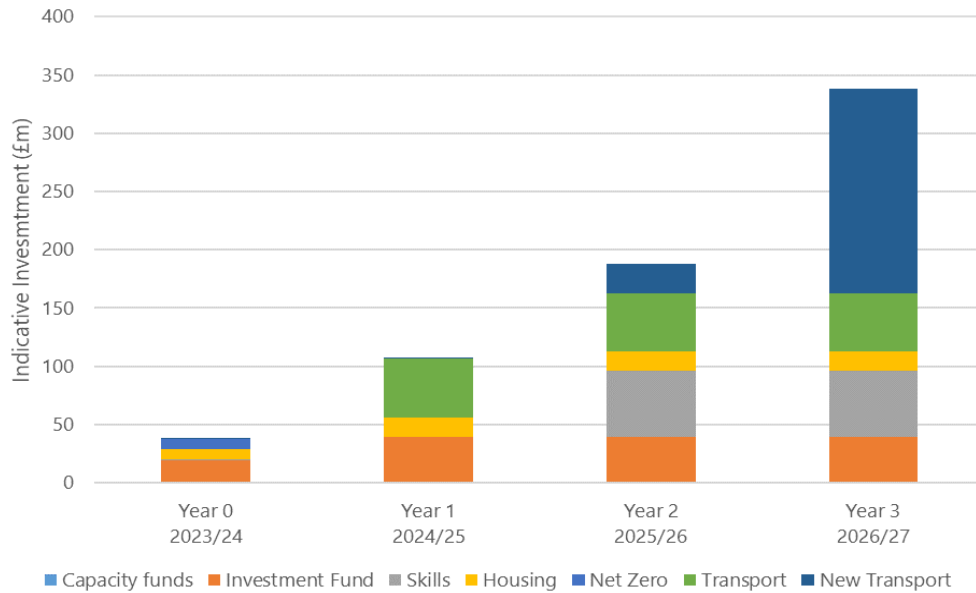
A Mayoral Combined County Authority also provides the chance to take advantage of strategic opportunities, such as the East Midlands Freeport, the East Midlands Development Company, and the East Midlands Investment Zone. It also provides additional opportunities to tackle persistent and systemic deprivation, which drives significant inequalities in some parts of the region, and to raise levels of social mobility, for which the East Midlands is the poorest performing region in the country.

The EMCCA proposal sets out longer term aspirations to seek further powers from Westminster, placing more decisions at local level, as devolution has done with other areas like the West Midlands and Greater Manchester. The Autumn Statement 2023 confirmed that the proposed EMCCA will be in consideration for deepening the current devolution deal in the future once the Mayor is in place (potential to move from level 3 to level 4). This could result in even more new powers and funding for the region in addition to the current deal in areas like skills, transport, and housing, bringing EMCCA closer to the ‘trailblazer’ level 4 deals. Alongside this, further opportunities for public service reform at a local level that would help councils and their partners deliver the best possible services for residents and businesses will be explored.

Key areas of funding and investment are: -

- A £1.14 billion devolved investment fund for the East Midlands region – at least £38 million per year over 30 years.
- A brand-new City Region Sustainable Transport Settlement of over £1.5bn.
- Devolution of Adult Education Budget to improve local skills worth approximately £50m per year.
- An East Midlands Investment Zone worth up to £160m to unlock growth and jobs.
- Significant additional funding – £18m early investment into the area on housing and Carbon Net Zero, £17 million for the building of new homes on brownfield land, and new funding for capacity building as we establish the new authority.

An indication of the scale of funding committed, or indicated to flow through the EMCCA, in its first few years is shown below: -

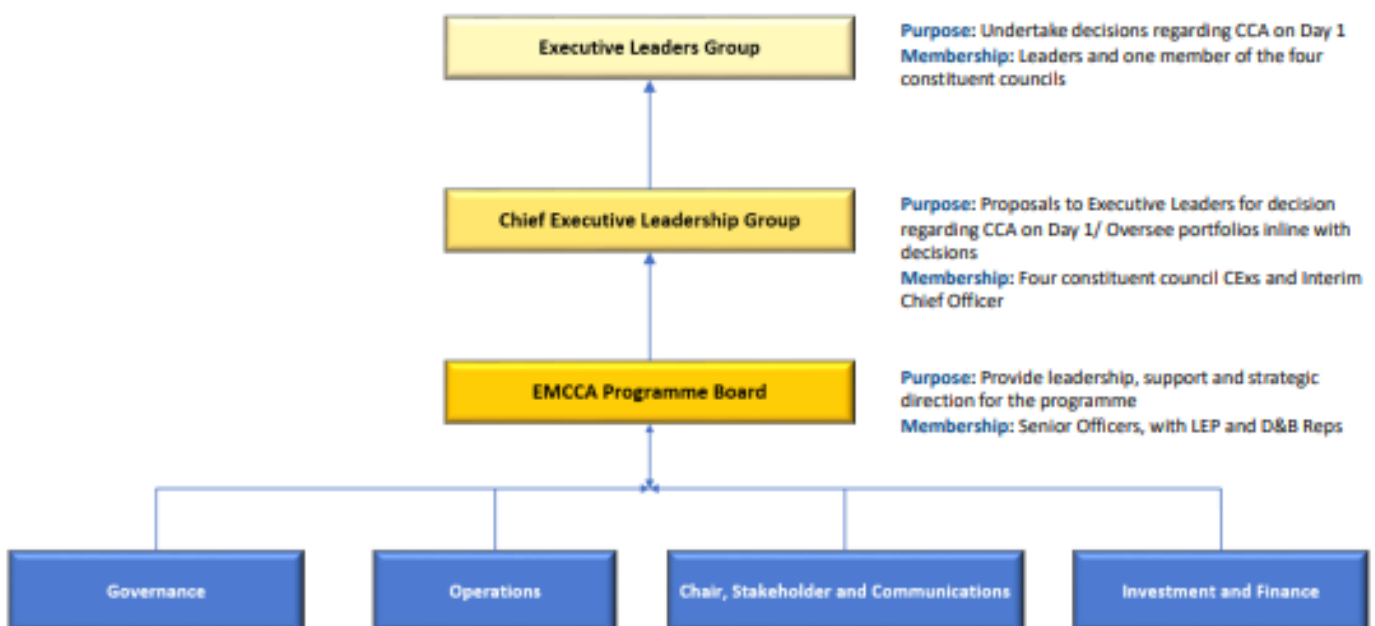


## Governance

### Transitional Phase

A system of informal nominations and representation has been put in place with district and borough councils before the EMCCA is formally established. The Constituent Councils have established a programme of work to provide for the establishment of the EMCCA and the inaugural Mayoral Election in May 2024.

An Executive Leaders Group, comprising the eight leaders and deputies from the constituent councils and four representatives from district and borough councils, oversees the programme under a clear governance structure. Councillor Paul Peacock, Leader of Newark and Sherwood District Council, and Councillor Milan Radulovic, Leader of Broxtowe Borough Council, represent Nottinghamshire district and borough councils, supported by John Robinson, Chief Executive, Newark and Sherwood District Council.



A Programme Board made up of senior officers from each of the Constituent Councils and local partners manages a series of workstreams to operationalise the new powers and funding. Dedicated programme capacity is in place to work alongside partners to deliver the plans that are in place, subject to the passing of the Regulations. John Robinson, Chief Executive, Newark and Sherwood District Council, represents Nottinghamshire district and borough councils on this board.

As the Constituent Councils have all consented to the passing of the Regulations, the current transitional phase has moved into a phase of operating as a Shadow Authority to support a smooth transition to the fully established EMCCA (which will come into existence the day after the coming into force of the Regulations, which is likely to be in February/March 2024).

The Shadow Authority will oversee the planning and implementation of establishing the EMCCA. It will not be a legal entity but will continue to operate as currently: collaboratively from within the Constituent Councils and in an advisory capacity until the EMCCA can be formally established in early 2024. It will prepare for and put in place capacity for operational day one capability. District and borough councils remain critical partners and will continue to be actively engaged in the programme, including through continued representation in the shadow governance arrangements. The first meeting of the Shadow Board took place on 18<sup>th</sup> December 2023.

### EMCCA Established

The LURA sets out general provisions which apply to all combined county authorities and the Regulations set out the governance arrangements for the EMCCA, comprising up to 17 members in total as follows:

- The directly elected Mayor.
- 8 Constituent Members (each Constituent Council appointing 2 members)
- No more than 8 non-constituent members and associate members in total.

The Mayor is required to appoint one of the members of the EMCCA from the Constituent Councils as a deputy mayor.

As set out in the Proposal, 4 non-constituent members will represent the district and borough councils within the Area (two for each county area) and an associate Member will represent the business voice. It will be for the EMCCA to determine whether the remaining three additional Memberships will be used, and if so, what interests those Memberships should seek to represent on the EMCCA. These arrangements are not specified in the Regulations as the appointment of non-constituent and associate members is a matter for the EMCCA.

District and borough representatives will be appointed by district and borough's – via two joint committees (one for Derbyshire; one for Nottinghamshire). These non-constituent members will sit on the EMCCA Board as representatives of all districts and boroughs and not solely of the district or borough for which they are Councillor. Programme for creation of the EMCCA already draws on the work of the two sub-regional committees – the N2 Economic Prosperity Committee and the D2 Economic Prosperity Committee/Strategic Leaders' Board. Prior to establishment of the EMCCA, the two existing joint committees nominated two representatives to the shadow authority together with two substitutes on an informal basis. This is so that the composition of the shadow authority can mirror, as closely as possible, the EMCCA. The terms of reference of the 2 joint committees will be amended to include the function of nominating non-constituent representatives to the EMCCA and other associated committee/advisory group representatives as and when requested. Nomination rights will be formalised for district and borough representatives to the EMCCA Cabinet for Nottinghamshire and Derbyshire lower tier authorities respectively. Further work is also

underway to develop and improve the structures, arrangements, and practices for wider district and borough involvement and that of key regional stakeholders in the work of the shadow EMCCA, now established.

There are a range of governance issues that will need to be determined before the formal commencement of the EMCCA including the Constitution, provisions around voting, quorum, involvement and role of non-constituent members – guided by the requirements of legislation.

### Overview and Scrutiny and Audit Committees

The LURA requires the EMCCA to have at least one Overview and Scrutiny Committee whose role will be to review and scrutinise the decision-making of the EMCCA and the Mayor, to ensure that the decision-making is appropriately focussed on community needs, and that high quality delivery is taking place for the benefit of the Area.

It will also have an Audit and Governance Committee to review and assess the authority in the areas of corporate governance, risk management, internal controls, external audit, internal audit, financial reporting, and other related areas to ensure that the financial and governance decision-making position of the EMCCA, and the Mayor is sound.

### Other Advisory Boards

It is expected that EMCCA will have a small number of advisory committees from its inception and principally be focused on business representation, skills, transport, and investment.

The voice of business will be a critical component in the future EMCCA, given that a key area of focus will be economy, industry, and business. The EMCCA will appoint an Associate Member to the CCA who can represent the views of business moving forward and establish a business-focused Advisory Board, which will be inclusive of the diverse range of businesses operating in the area. This includes SMEs within both urban and rural localities, and from all parts of the region. Whilst the Advisory Board would not be a formal committee of the EMCCA, it is intended it would be part of the formal governance arrangements and would exist to provide advice to the EMCCA on all issues of business and economy relevant to the EMCCA.

There is also consideration of how business, Higher Education, Further Education and third sector partners could also sit on other boards and groups within the EMCCA governance structure. The business-focused Advisory Board will include a diverse range of businesses operating in the area, including SMEs within both urban and rural localities, and from all parts of the region.

### **EMCCA Proposed Powers**

The Government introduced a framework of three different levels of devolution deals in the 2022 Levelling Up White Paper, and it has since introduced a 'level 4'.

Areas seeking level 4 devolution must be able to “provide confidence in the capacity, governance and culture of the institution to manage its activities effectively and take on further powers”. They would be required to commit to implementing the scrutiny protocol within a year of taking on the new powers. A framework for 'level 4' deals has been published, which will allow combined authorities with elected mayors to apply for devolved powers over adult skills, local transport, and housing on a par with the trailblazer deals in Greater Manchester and the West Midlands. Level 4 devolution will grant more powers across post-19 skills policy, transport and especially highways, 'strategic housing powers' primarily relating to affordable housing and net zero.

The powers devolved vary across the different devolution deals, with the most expansive powers on offer only to places that adopt mayoral leadership. Each devolution deal is negotiated separately between ministers and local leaders.

- Level 1 deals offer only a limited “strategic role in delivering services”.
- Level 2 deals can be concluded with county councils or combined authorities that are not led by a directly elected mayor. They offer control over the adult education budget, LEP functions, and the UK shared prosperity fund.
- Level 3 deals offer more expansive powers and require the adoption of a mayor – either as directly-elected leader of a county council, or as chair of a combined authority. In addition to level 2 powers, they offer expanded powers over transport, local roads, urban regeneration and 30-year investment funds that combined authorities can allocate flexibly to support economic growth. Most of the existing CCAs hold the level 3 package of powers, as will the new mayoral deals going live in 2024 and 2025.
- Level 4 deals will be on offer to existing level 3 institutions subject to their meeting capacity, governance and institutional culture criteria. They offer extra powers around skills, careers and transport functions as well as a role in local energy planning. They will also offer flexible ‘consolidated pot’ funding in two areas, local growth and place, and housing and regeneration.

The Constituent Councils have requested powers from Government for the EMCCA, focussed on finance and governance, planning, housing and regeneration, education and skills, and public health. Powers relating to education and skills are not included in the Regulations, because they are due to be provided by a subsequent specific statutory instrument (SI). In addition, powers relating to net zero are provided to the EMCCA through consequential amendment to the Environment Act 1995, by the introduction of a new section 86(c).

## **Investment**

The Shadow Authority will develop an investment framework for decisions that will be made from the start of the 2024/25 year, with input from partners and stakeholders where necessary.

The Government announced in March 2023 that 8 new Investment Zones will be created across the UK in combined authority areas, including one in the East Midlands. The proposed East Midlands Investment Zone (EMIZ) will be clustered around growth sectors to attract business, boost growth and unlock opportunities right across our region.

The Shadow Authority (and then the EMCCA once established) will oversee the implementation of EMIZ, focussed on the key growth sectors of advanced manufacturing and green industries. Work is ongoing with Government, the constituent councils and other local partners, and regional partners such as the East Midlands Freeport to align initiatives in the region to maximise their impact and confirm the governance and delivery model. The Autumn Budget announced doubling the flexible funding envelope for each investment zone from £80 million to £160 million by extending the programme and associated tax reliefs from five to ten years. Further work is also underway with the East Midlands Development Company to consider how best to proceed with plans to fully realise the opportunities for the area in the sites they have in scope.

Research partners (University of Nottingham, University of Derby and Nottingham Trent University) and the D2N2 LEP are actively engaged in the development of EMIZ.

## Priority Workstreams and Operational Model

The EMCCA will focus initially on five broad priority areas that will drive long-term, targeted, and strategic investment.

Appendix 1 shows the current EMCCA programme operating model. The Operations Portfolio specifically focussed on priority themes and delivery. Within this portfolio, the 'Strategy & Delivery' work strand, comprises the following priority themes:

- Land & Housing
- Net Zero & Environment
- Business Growth & Innovation
- Skills and Adult Education
- Public Health

The structure of the Strategy & Delivery workstream is intended to reflect the powers contained in the deal. Each theme group under this workstream has been assigned a nominated technical lead (also referred to as a theme group lead).

Transport sits within its own discrete workstream, recognising the significant body of complex work which must be completed by May 2024. Close links have been developed and maintained between this workstream and the four strategy and delivery themes, to manage interdependencies and to ensure effective co-ordination and alignment of work. Technical leads have responsibility for convening working groups under their themes, and in driving the work required to stand up a Combined Authority in 2024.

The Shadow EMCCA will now move towards a strategic framework that will underpin the delivery plan and investment strategy, focused on: -

- Constitution – setting out how the new EMCCA model will work.
- Organisation – aiming for agreement January/February to final organisational design.
- Priority themes – currently being worked on including arrangements for wider stakeholder engagement across the area.
- A Unified Delivery Plan will be developed by March 2024 that aligns work and priorities across the 5 work streams.

### Transport

The majority of transport functions and powers will not be discharged by the EMCCA from day one but will instead be held concurrently with the Constituent Councils to enable a period of transition. The way those powers will transition, will be dealt with by way of an Inter-Authority Agreement ('IAA'). As the EMCCA is established it will take on greater responsibility for transport functions with associated changes to how transport is planned, delivered, and operated across the region. The announcement of £1.5bn for transport investment for the EMCCA area as part of the Government's Network North proposals, along with commitments to longer term funding certainty for the EMCCA, will enable a transformational improvement in local transport.

Working with the constituent councils, the EMCCA will lead the development of a draft area-wide Local Transport Plan (LTP) for public consultation, intended to be ready for stakeholder engagement around Spring 2024, public consultation in Autumn 2024 and publication in Spring 2025. Preliminary work has already started within each of the Constituent Councils, with support



from the devolution programme. The LTP will provide a clear and visionary policy framework that will underpin an ambitious programme of local transport investment, thereby taking full advantage of the £1.5bn of new transport funding announced by government in early October, which is expected to be awarded to the EMCCA through the second round of City Region Sustainable Transport Settlement (CRSTS2) funding.

The EMCCA will also work with Constituent Councils to coordinate a joint approach to highways asset management and define the Key Route Network, collaborating and standardising approaches on key roads.

The EMCCA will also work closely with strategic partners such as the East Midlands Development Company and the East Midlands Freeport, pan-regional partnerships such as Midlands Connect, and form long-term relationships with Great British Railways and train, tram and bus operators.

Transition planning is underway to consolidate the public transport powers into the EMCCA, including for supported bus services, smart ticketing, and passenger information. Due to the complexities of the various functions currently managed by the Constituent Councils, it is expected that the transition will take place at an appropriate point during the two-year Transition Period agreed with Government, rather than at the start. It is intended that the IAA will be the mechanism under which the transition will be governed.

### Land and Housing

The EMCCA intends to work with local authorities, landowners, developers, and the full range of housing providers, to create affordable, good quality housing options and to retrofit existing homes to be more environmentally sustainable. To support local authorities in the delivery of strategic housing priorities, devolved housing capital will support the building of new homes on brownfield land, worth £16.8 million in 2024/25 – supported by the provision of £918,000 capacity funding over 2023/24 and 2024/25 for development of a pipeline of housing sites. Allocations for locally led brownfield development beyond that year is subject to future spending reviews. Through devolution, the region has already benefited from £9 million of additional housing capital to support the delivery of housing priorities across 2022/23 and 2023/24 for development of a pipeline of housing sites.

The EMCCA and Mayor specifically will also secure a range of broad new housing and land powers to: acquire and dispose of land to build houses, commercial space and infrastructure, for growth and regeneration; land assembly and compulsory purchase powers, subject to the agreement of the Constituent Councils and, where applicable, the district/borough council(s) where the relevant land is located; power to designate Mayoral Development Areas and to create Mayoral Development Corporations to support delivery on strategic sites across the area, again subject to the agreement of local partners. Over time, the EMCCA will work with partners on a plan to tackle homelessness and support people who are at risk of homelessness.

### Net Zero

The EMCCA will put the shift towards reducing carbon emissions and creating a green economy at the heart of its approach to economic growth. The region is well placed to lead the move away from fossil to fusion and play its part in achieving the national ambition to achieve net zero by 2050. EMCCA will work with partners in the area to become a leader in pioneering new forms of clean energy generation and will act as an exemplar for climate change adaptation.

Devolution has already brought new investment of £9 million capital funding in 2022/23 and 2023/24 for investment in projects that will drive these net zero ambitions. This includes the provision of a new retrofit construction skills centre to support the delivery of the wider, retrofit programme.

Additional investment monies are also increasing access to digital connectivity in the EMCCA area, by connecting public service buildings, such as rural schools, doctors' surgeries, and libraries, to gigabit broadband and widening the range of locations, adding up to 118 additional premises to the original 235.

### Business Growth & innovation

This priority theme is based on the development of a strategic approach to enabling business growth across the region. A focus on digital connectivity and supporting region-wide innovation to increase productivity of both individual businesses and the sector. Working in partnership, EMCCA will develop an aligned approach to inward investment, presenting a unified prospect to potential investors. As the region evolves towards a clean energy production future over the next 10-20 years, there will be significant opportunities for innovation growth in the advanced engineering and energy technology clusters. This will drive the need to evolve and grow the wider business supply chain and support SMEs. Accessing skills learning and development through our learning providers will help to support local businesses innovate product development and generate access to high value jobs.

### Skills and Adult Education

Subject to meeting the government's readiness conditions and Parliamentary approval, which is expected to be met in the first year following its establishment, the EMCCA will take on the fully devolved adult education budget (AEB) from the academic year 2025/26. The devolution of the relevant powers from the Department for Education to the EMCCA will be subject to separate secondary legislation, anticipated to be laid in early 2025. The Constituent Councils understand the value of this budget is approximately £53 million per year on current values. These arrangements do not cover apprenticeships or traineeships, even though the latter is funded through the AEB. The government has provided support for local preparations for taking on these relevant functions, including providing £0.738m revenue over 2023/24, 2024/25 and 2025/26 of implementation funding.

Devolution of the AEB and associated functions will enable the EMCCA, working with partners, to make allocations to providers and target spend to tackle the needs of people, businesses, and communities, to stimulate productivity, create new local jobs, whilst simultaneously benefiting the regional economy.

The EMCCA is also expected to take responsibility for the regional design and delivery of the Free Courses for Jobs (FCFJ) programme, with a value of approximately £24m per year. The programme is focussed on people without a level 3 qualification who earn below the National Minimum Wage annually. Managing the FCFJ alongside AEB will enable EMCCA to take a strategically aligned approach in commissioning appropriate skills provision across the region.

The work of the D2N2 LEP People & Skills Advisory Board provides a foundation for future thinking about how the skills system should operate in the region and will feed into further work to build on the evidence base and development of future EMCCA strategies and policies.

### **Communications and engagement**

It is expected that there will now be a focus on strengthening communications and engagement with key stakeholders and the public: -

- Communications activities, including significant media engagement to raise awareness of, and support for, devolution plans amongst residents across the region.

- Plan and deliver a programme of detailed, structured, and proactive stakeholder sessions to create an ongoing dialogue between the shadow authority and its key external partners. Current plans are for a stakeholder webinar to be held in January 2024, followed by an in-person event in March 2024.
- Deliver a programme of communications and engagement activity around the inaugural Mayoral elections, with the goal of increasing voter turnout.
- Commitment to ensuring draft agendas of the Shadow Board are circulated five working days in advance so there is sufficient time to consider and input via the two district and borough reps.

## **Potential Impacts for Ashfield**

### Early Initiatives

Even prior to the coming into force of the LURA; millions of pounds in funding, made possible because of plans for devolution in the East Midlands, has already been agreed and is to be spent on improving housing, transport and the skills of local people. Some of the initiatives that are already underway or completed that will benefit Ashfield are:

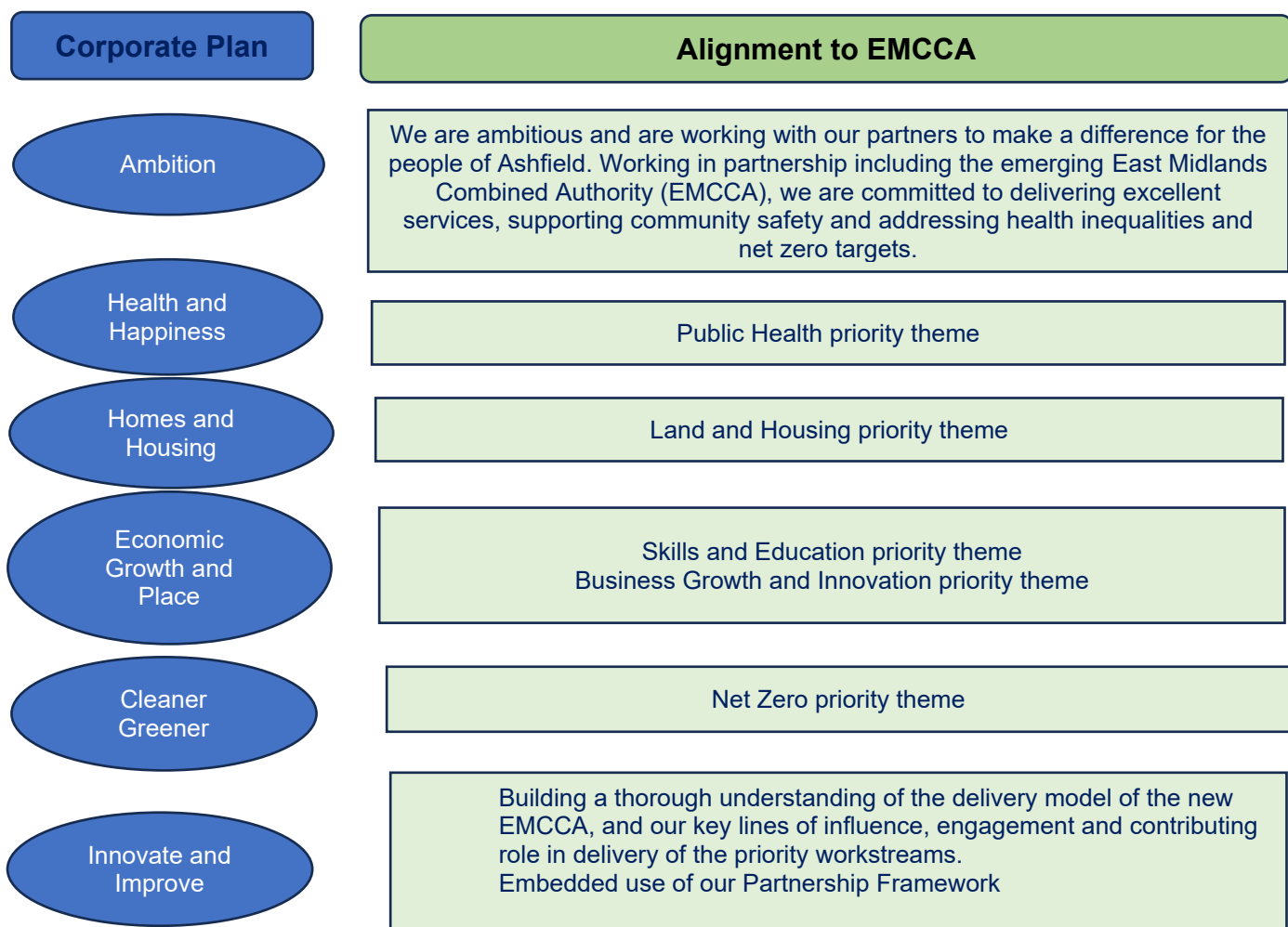
- £9.92m for Retrofit across the whole area to deliver domestic energy efficiency and low carbon retrofit activities. Grant offer letters have been issued to each council and the first payment of £1.984m has been released. Ashfield District Council have received £583,000 funding through the Midlands Net Zero Hub which will be used for solar panels on our social housing. In line with funding requirements, the retrofit project needs to be completed by August 2024.
- £1.2m for new gigabit broadband for Derbyshire, Nottinghamshire, Derby and Nottingham. It will mean that an extra 118 rural public sector schools and libraries will be connected to gigabit broadband.
- £1.5m for a new growth through green skills. The investment will enable the creation of a new £5.4m flagship skills centre and low carbon demonstrator in the region, to be operated by West Nottinghamshire College, as well as two electric minibuses for getting students to and from the site, to support the growth of a future low carbon economy as we work towards net zero. £981k has been spent to date, which includes the purchase of electric minibuses and IT Equipment.

### Involvement and Influence

The Councils Corporate Plan 2023-2027 incorporates identified alignments of our Corporate Priorities to the EMCCA priority themes. As such, there is cross organisational alignment and focus to the priority themes (Appendix 2), with the purpose of building a framework through which the Council can seek to influence the EMCCA delivery plans, as appropriate, and maximise benefits from the agreed priorities and projects.

Through DMA, the roles of Executive Director Transformation and Assistant Director Policy and Performance have been given specific responsibilities to support the organisation. The Assistant Director Policy and Performance has specific responsibility for programme management of the Council's Levelling Up/Devolution initiatives, being currently focussed on building robust understanding of the structure, governance, and decision-making mechanics of the developing EMCCA, with the aim of identifying and then supporting the opportunities for effectively influencing local and neighbourhood level needs whilst also showcasing Ashfield's ability to deliver. The

Council should play a key role in the EMCCA, especially regards policy levers on planning and housing, and therefore be fully engaged in relevant decision making.



A local level, the Council also has a strong understanding of our communities, and any specific areas of regional inequality and need for levelling up within the EMCCA region that relate to Ashfield, recognising the strength in the value of district level understanding of our communities and need.

Specific focus is currently on clarifying our engagement on each priority theme, with particular focus currently on the Land and Housing priority theme and the Net Zero priority theme, the latter for which we have built a matrix assessment to identify our involvement in key partnership groups against the 8 Net Zero theme specific priorities (Appendix 4).

### Next Steps

- Continue to build and develop our understanding of the EMCCA operating and decision-making structure, clarifying key lines of influence.
- Aligned to our Corporate Plan, the EMCCA priority themes, and the 12 Levelling Up Missions (Appendix 5) – develop and establish detailed place datasets with the aim of bolstering our influence for levelling up to reaching communities of need in Ashfield – bottom-up analysis to inform the building blocks for change, using data to articulate the challenges.
- Enhance our ability to assess benefits realisation of externally funded projects to showcase our ability to deliver and make a difference.
- Continue to listen to our residents to understand what matters locally.

## **Implications**

### **Corporate Plan:**

The Councils Corporate Plan 2023-2027 incorporates identified alignments of our Corporate Priorities to the EMCCA priority themes.

### **Legal:**

The Combined Authorities (Mayoral Elections) Order 2017 (Amendment) Regulations 2023 (the Elections Regulations) are proposed to be laid and come into force prior to the coming into force of the East Midlands Combined County Authority Regulations 2023. The Elections Regulations permit the appointment by the Constituent Councils of a combined county authority returning officer (CCARO) for the mayoral election ahead of the creation of the EMCCA.

Other relevant legislation is detailed within the body of the report. [RLD 11/01/2024]

### **Finance: [PH 10/01/2024].**

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	Ashfield District Council has received £583,000 funding through the Midlands Net Zero Hub which will be used for solar panels on our social housing.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

### **Risk:**

<b>Risk</b>	<b>Mitigation</b>
Inability to robustly influence the EMCCA to benefit the communities of Ashfield through devolved powers and associated funding.	<ul style="list-style-type: none"><li>• Continue to enhance our partnership working, identifying key partnership groups and lines of influence.</li><li>• Develop and establish detailed place datasets using data to articulate the challenges in Ashfield.</li></ul>

### **Human Resources: [KH 10/01/2024].**

Through DMA, the roles of Executive Director Transformation and Assistant Director Policy and Performance have been given specific responsibilities aligned to the EMCCA.

The Chief Executive is the nominated district chief executive for the Skills and Adult Education priority theme.

## **Environmental/Sustainability:**

This report details the EMCCA Net Zero and Environment priority theme.

## **Equalities:**

A local level, the Council has a strong understanding of our communities, and any specific areas of regional inequality and need for levelling up within the EMCCA region that relate to Ashfield. Our aim is to leverage influence through ongoing partnership working.

## **Other Implications:**

None

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

Not applicable

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

Not applicable

## **Background Papers**

None

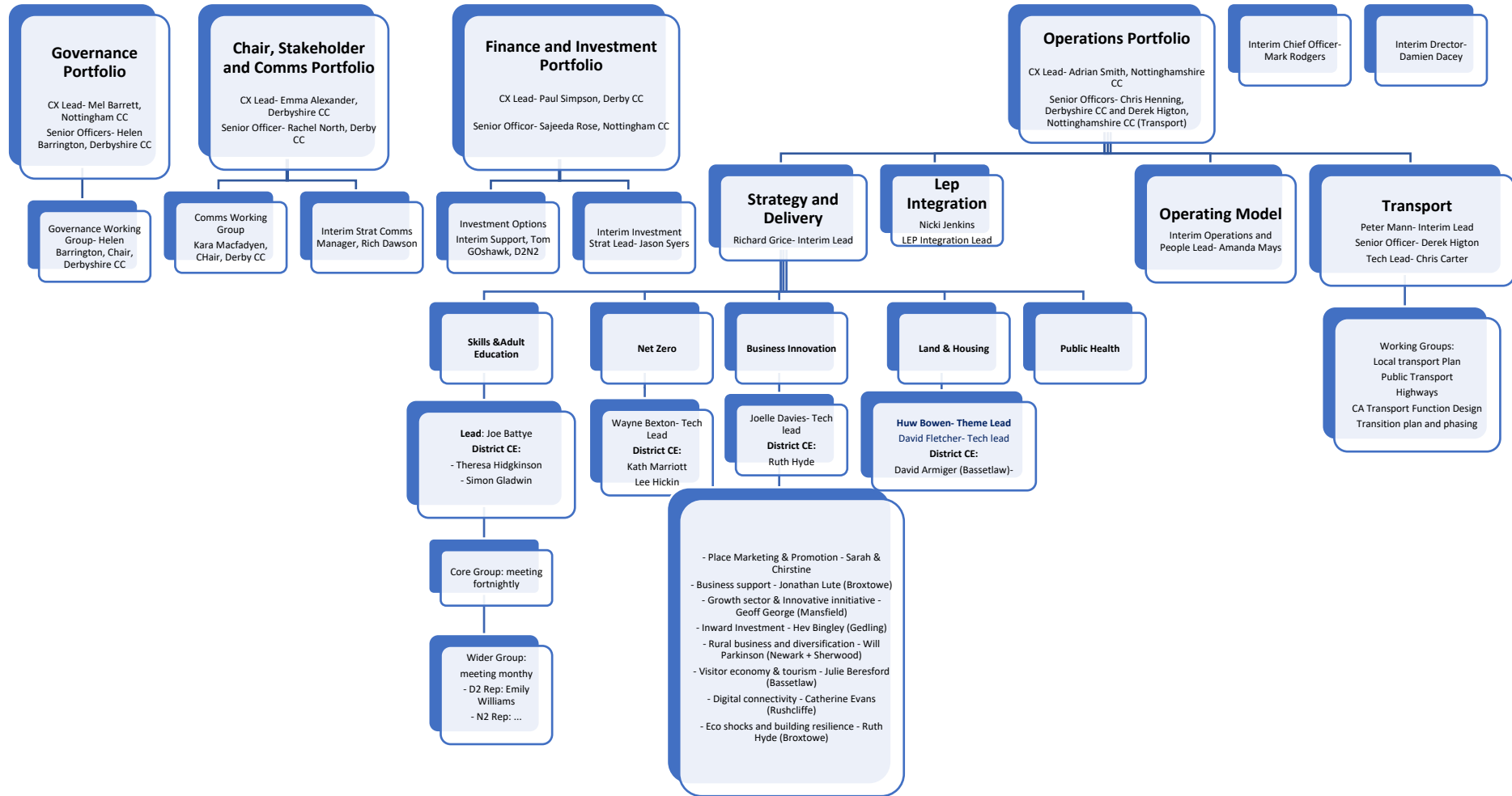
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# Appendix 1 Current EMCCA Programme Operating Model



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## Appendix 2 – Cross Organisational Focus

### SKILLS & ADULT EDUCATION

- Local Skills Improvement Plan (LSIP) for the Area
- Adult Education Budget (AEB)

CEO  
AD Planning

### NET ZERO

- Retrofit to increase energy efficiency
- Renewable energy: charging point for vehicles
- Low-carbon house

AD Assets and Investments  
AD Strategic Housing and Lettings

### BUSINESS & INNOVATION

- Place Marketing & Promotion
- Business support
- Growth sector & Innovative initiative
- Inward Investment
- Rural business and diversification
- Visitor economy & tourism
- Digital connectivity
- Eco shocks and building resilience

AD Regeneration  
AD Planning

### LAND & HOUSING

- Affordable homes
- Aspirational communities e.g. riverside
- Commercial space

AD Strategic Housing and Lettings  
AD Planning

### TRANSPORT

- Integrated public transport services
- Low carbon/Green transport initiative

AD Strategic Housing and Lettings  
AD Planning  
AD Neighbourhoods

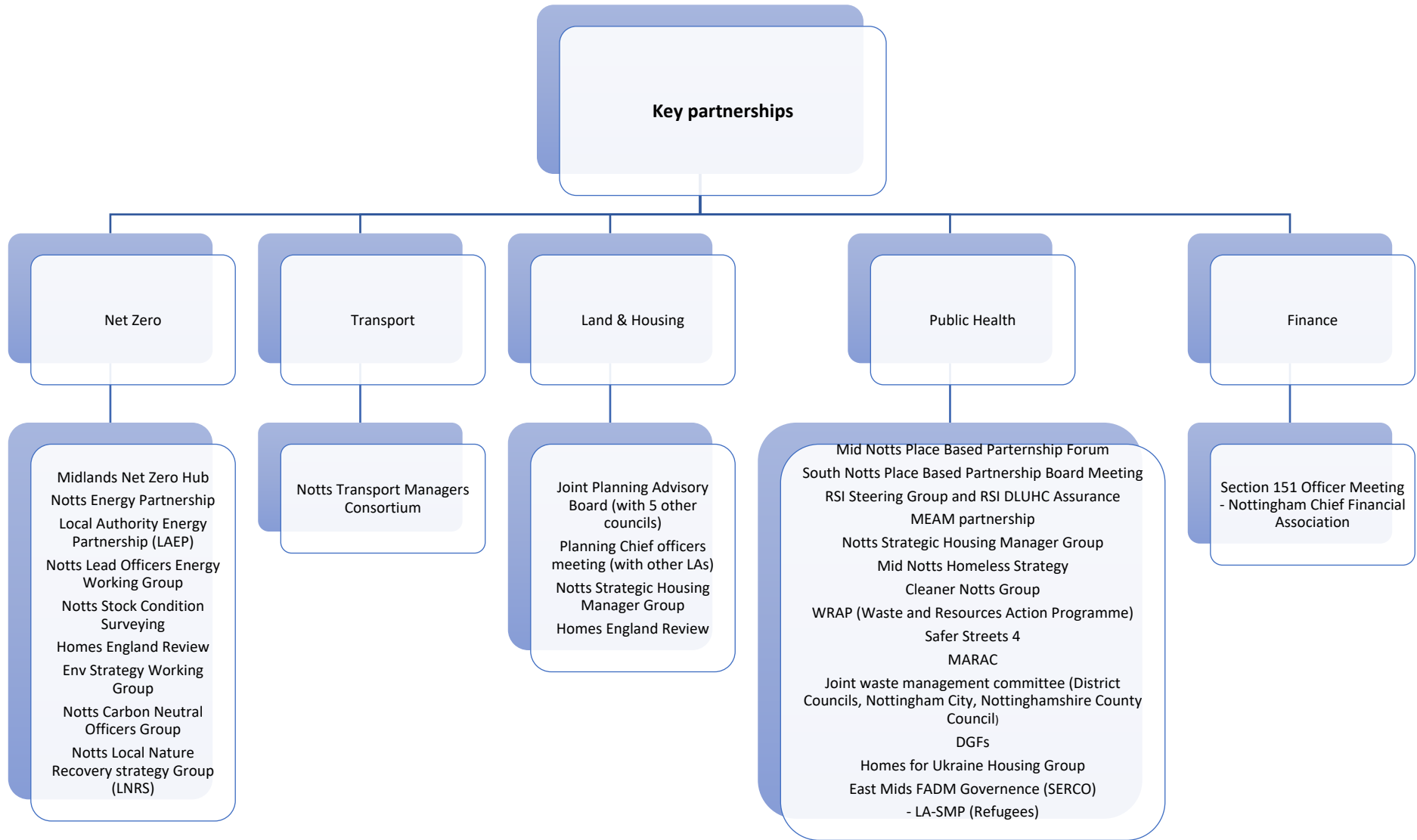
### PUBLIC HEALTH

- Housing powers for homeless and rough sleepers
- Health and Well-being

AD Strategic Housing and Lettings  
AD Regeneration  
AD Neighbourhoods

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### Appendix 3 – Identified Key Partnerships



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## Appendix 4 - Ashfield District Council-Matrix Assessment against EMCCA Net Zero Theme Priority Areas of Work

	Theme Priority Areas	Descriptor	Current Officer Groups	Officers attending Officer Groups	Frequency of Officer Groups	Who Chairs the Officer Group
1	Local Area Energy Plan (LAEP)	<ul style="list-style-type: none"> <li>Energy Infrastructure Mapping</li> <li>Builds on D2N2 Energy Strategy</li> </ul>	<p>Re-occurring item on the agenda at the <b>Environmental Strategy Working Group</b></p> <p><b>Nottinghamshire Carbon Neutral Officers Group</b></p> <p><b>Notts/Derbys Local Authority Energy Partnership (LAEP)</b></p>	<p>Energy and Climate Change Officer Asset Manager</p> <p>Energy and Climate Change Officer Asset Manager</p> <p>SD Assets and Investments AD Strategic Housing and Lettings</p>	<p>Approx. Every 6 weeks</p> <p>Every 2 Months</p> <p>Quarterly</p>	<p>Katherine Marriott, Chief Executive -Rushcliffe Borough Council</p> <p>The Chair is rotated, i.e. a different Council chairs each meeting Dr Rina Jones, employed by Derby City Council.</p>
2	Low Carbon Economy	<ul style="list-style-type: none"> <li>Developing Low Carbon and Environmental Goods and Services sector</li> </ul>	<p>Re-occurring item on the agenda at the <b>Environmental Strategy Working Group</b></p> <p><b>Nottinghamshire Carbon Neutral Officers Group</b></p> <p><b>Local Authority Energy Partnership LAEP) – Officers Workshop</b></p>	<p>Energy and Climate Change Officer Asset Manager</p> <p>Energy and Climate Change Officer Asset Manager</p> <p>Energy and Climate Change Officer Asset Manager</p>	<p>Approx. Every 6 weeks</p> <p>Every 2 Months</p> <p>Every 3 months</p>	<p>Katherine Marriott, Chief Executive -Rushcliffe Borough Council</p> <p>The Chair is rotated, i.e. a different Council chairs each meeting</p> <p>Rina Jones, Partnership Manager -Nottinghamshire and Derbyshire Local Authorities' Energy Partnership (LAEP)</p>
3	Devolved Retrofit Funding	<ul style="list-style-type: none"> <li>Initial circa £500k to ADC</li> </ul>	<p>Re-occurring item on the agenda at the <b>Environmental Strategy Working Group</b></p> <p><b>MNZH</b> (ad-hoc regarding the funding criteria/requirements)</p>	<p>Energy and Climate Change Officer Asset Manager</p> <p>Senior Quantity Surveyor</p>	<p>Approx. Every 6 weeks</p> <p>MNZH: ad-hoc</p>	<p>Katherine Marriott, Chief Executive -Rushcliffe Borough Council</p> <p>MNZH (ad-hoc regarding the funding criteria/requirements)</p>
4	Flood Alleviation Strategy	<ul style="list-style-type: none"> <li>EM Strategy to be developed</li> </ul>	tbc			

	Theme Priority Areas	Descriptor	Current Officer Groups	Officers attending Officer Groups	Frequency of Officer Groups	Who Chairs the Officer Group
		<ul style="list-style-type: none"> <li>Focus on green and blue infrastructure</li> </ul>				
5	Waste Management Pilot (Env Act 2021)	<ul style="list-style-type: none"> <li>Explore opportunities for savings through joint contracts and working</li> <li>Collection Consistency Models</li> <li>Collaborative working</li> </ul>	<p>Re-occurring item on the agenda at the <b>Environmental Strategy Working Group</b></p> <p><b>Joint Officer Board</b></p>	<p>Energy and Climate Change Officer Asset Manager</p> <p>AD Neighbourhoods Waste Collections Manager</p>	<p>Approx. Every 6 weeks</p> <p>Quarterly</p>	<p>Katherine Marriott, Chief Executive -Rushcliffe Borough Council</p> <p>Officers from Nottinghamshire County Council</p>
6	Nature Recovery/Green and Blue Infrastructure	<ul style="list-style-type: none"> <li>NCC responsible body for prep of Strategy</li> <li>Map the most valuable existing habitat</li> <li>Agree priorities for nature's recovery</li> </ul>	<b>Nottinghamshire and Nottingham Local Nature Recovery Strategy (LNRS) Strategic Oversight Group</b>	Forward Planning & Economic Growth Team Manager	Quarterly	The Chair of the LNRS Strategic Oversight Group will be elected by the members
7	Heat Network Zoning Coordinator Function	<ul style="list-style-type: none"> <li>Designation of heat network zones by 2025.</li> <li>EMCCA act as heat network zoning coordinator.</li> </ul>	tbc			
8	UK Infrastructure Bank Links	<ul style="list-style-type: none"> <li>Increase infrastructure investment across the UK to tackle climate change and support local economic growth.</li> </ul>	tbc			



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## **Appendix 5 – 12 Missions of Levelling Up**

- 1.** By 2030, pay, employment and productivity will have risen in every area of the UK, with each containing a globally competitive city, with the gap between the top performing and other areas closing.
- 2.** By 2030, domestic public investment in Research & Development outside the Greater South East will increase by at least 40% and at least one third over the Spending Review period, with that additional government funding seeking to leverage at least twice as much private sector investment over the long term to stimulate innovation and productivity growth.
- 3.** By 2030, local public transport connectivity across the country will be significantly closer to the standards of London, with improved services, simpler fares and integrated ticketing.
- 4.** By 2030, the UK will have nationwide gigabit-capable broadband and 4G coverage, with 5G coverage for the majority of the population.
- 5.** By 2030, the number of primary school children achieving the expected standard in reading, writing and maths will have significantly increased. In England, this will mean 90% of children will achieve the expected standard, and the percentage of children meeting the expected standard in the worst performing areas will have increased by over a third.
- 6.** By 2030, the number of people successfully completing high-quality skills training will have significantly increased in every area of the UK. In England, this will lead to 200,000 more people successfully completing high-quality skills training annually, driven by 80,000 more people completing courses in the lowest skilled areas.
- 7.** By 2030, the gap in Healthy Life Expectancy (HLE) between local areas where it is highest and lowest will have narrowed, and by 2035 HLE will rise by 5 years.
- 8.** By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.
- 9.** By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.
- 10.** By 2030, renters will have a secure path to ownership with the number of first-time buyers increasing in all areas; and the government's ambition is for the number of non-decent rented homes to have fallen by 50%, with the biggest improvements in the lowest performing areas.
- 11.** By 2030, homicide, serious violence, and neighbourhood crime will have fallen, focused on the worst-affected areas.
- 12.** By 2030, every part of England that wants one will have a devolution deal with powers at or approaching the highest level of devolution and a simplified, long-term funding settlement.

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29 JANUARY 2024</b>
<b>Heading:</b>	<b>SELECT REVIEW: NO MOW MAY CAMPAIGN</b>
<b>Executive Lead Member:</b>	<b>NOT APPLICABLE</b>
<b>Ward/s:</b>	<b>ALL</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

### **Purpose of Report**

The purpose of this report is to present Cabinet with recommendations formulated by the Principal Select Committee following a review of recent No Mow May campaigns the Council has partaken in.

### **Recommendation(s):**

Cabinet is recommended to:

- a) Reaffirm the Council's commitment to partaking in future No Mow May campaigns.
- b) Expand the use of maze cutting and wildflower planting to appropriate green spaces designated as part of future No Mow May campaigns.
- c) Ensure that a communication campaign is rolled out ahead and alongside future No Mow May campaigns to raise public awareness of No Mow May, including the areas taking part as well as the origins and benefits of the campaign.
- d) Commit to ensuring the ongoing maintenance of play parks, sports pitches, and road junctions that could otherwise become dangerous if not maintained, during any future No Mow May campaigns.

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

No Mow May was added to the select work programme in June 2023 by the Principal Select Committee. The Principal Select Committee has since carried out a review of the topic and formulated the recommendations above for consideration by Cabinet.

## **Alternative Options Considered**

Members of the Principal Select Committee could have chosen not to submit any recommendations to Cabinet at the conclusion of the Select Review: No Mow May Campaigns. However, having examined all of the information available, Members felt it most appropriate to submit the above recommendations for consideration by Cabinet.

## **Detailed Information**

### **NO MOW MAY**

#### Origins

No Mow May is a campaign founded in 2019 by Plantlife, calling all garden owners and green space managers not to mow during May. Plantlife is an international conservation charity working to enhance, protect, restore, and celebrate the wild plants and fungi that are essential to all life on earth. Plantlife owns nearly 4,500 acres of nature reserve across England, Scotland, and Wales.

The goal of the campaign is to create a more wildlife-friendly environment by liberating the lawn to host wildflowers and other plants to provide a feast for pollinators, tackle pollution, and lock away carbon in the ground for good.

#### Why do we need No Mow May?

As described on Plantlife's website, nearly 97% of flower-rich meadows in the UK have been lost since the 1970s and with them have gone vital food needed by pollinators, like bees and butterflies.<sup>1</sup>

A healthy lawn with some long grass and wildflowers benefits wildlife, tackles pollution, and can even lock away carbon below ground. With over 20 million gardens in the UK, even the smallest grassy patches add up to a significant portion of our land which can deliver enormous gains for nature, communities, and the climate.

Further explained in a BBC Countryfile article, insects are in worrying decline with butterflies down by around 50% since 1976, and 13 species of bee now extinct.<sup>2</sup>

### **COMMITTEE REVIEW**

The Principal Select Committee review was led by the Vice Chair, Councillor Julie Gregory, who suggested the topic for inclusion on the select work programme. Councillor Gregory conducted research and met with the Assistant Director of Neighbourhoods to discuss the scale of the Council's involvement with the campaign as well as the challenges the Council faces when partaking. The findings were reported to the Principal Select Committee in September 2023.

#### No Mow May Areas

As part of the review, Members discussed the areas that had previously been identified and used as part of past No Mow May campaigns.

Members were informed that areas used previously have been:

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<sup>1</sup> Plantlife, *No Mow May*, <https://www.plantlife.org.uk/campaigns/nomowmay/>, 2024.

<sup>2</sup> BBC Countryfile, *No Mow May 2023*, <https://www.countryfile.com/news/no-mow-may-why-you-should-lock-up-your-lawnmower-on-1st-may>, April 2023.

- Areas on the A611
- Areas of Junction 27
- Areas around Teversal Trails
- Areas of Sutton Lawn
- Areas of Titchfield Park

Areas to be included as part of the 2024 No Mow May campaign are currently being identified.

### Mowing during May

As part of the review considerations, Members understood that due to various factors the Council may still need to cut certain areas during May despite committing to the No Mow May campaign. As described by Plantlife, these factors can be:<sup>3</sup>

- Safety First - many road verges are regularly cut to maintain clear lines of visibility and safe pullover zones, particularly crucial at junctions and on tight bends where visibility is low.
- Restorative Management – In some cases, verges that are being restored for wildflowers may need more frequent cutting and removal of cuttings. This gradually leads to naturally lower levels of soil fertility that can support a greater biodiversity. Mowing can be less often and later following this restorative phase of management.
- Contractual Obligation – Local authorities will often use contractors to manage road verges and may be committed to long term contracts which stipulate certain specifications. The maintenance contracts in place may pre-date a local authority's commitment to No Mow May.

## **RECOMMENDATIONS**

Following a review of the Council's past efforts to join the No Mow May campaign, Members of the Principal Select Committee formulated four recommendations for the consideration of Cabinet.

- a) Reaffirm the Council's commitment to partaking in future No Mow May Campaigns.

Considering the benefits of the campaign, the Principal Select Committee recommends to Cabinet that the Council's commitment to partaking in the campaign is reaffirmed for future years.

- b) Expand the use of maze cutting and wildflower planting to appropriate green spaces designated as part of future No Mow May campaigns.

Members discussed how participating in No Mow May can be a fun and educational experience for children. By allowing a green space to grow wild for a month, different types of plants and animals can be observed, and children can be involved in identifying different types of plants and insects and learning about the importance of biodiversity and conservation. Members learned that the Council has previously utilised maze cutting on designated green space areas during No Mow May and recommend that this practice is continued in appropriate areas during future campaign months as it creates walk ways for the above activities to take place.

In alignment with the objectives of No Mow May, Members also recommend that the Council expands wildflower planting as part of the campaign in appropriate areas to enhance the benefits gained.

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<sup>3</sup> Plantlife, *No Mow May*, <https://www.plantlife.org.uk/campaigns/nomowmay/>, 2024.

- c) Ensure that a communication campaign is rolled out ahead and alongside future No Mow May campaigns to raise public awareness of No Mow May, including the areas taking part as well as the origins and benefits of the campaign.

As part of the review Members identified that the Council could improve information sharing efforts with the residents relating to the commitment to No Mow May. This should include details on the Council's website, including listing which areas will be left as part of the campaign and why the Council is taking part. Information could also be included in the Spring edition of Ashfield Matters to raise awareness of the campaign and the benefits for taking part.

The Council could also utilise simple signage in areas not being mowed during the campaign that highlight the campaign efforts. Members were informed that there has previously been plans to do this during past campaign months.

Plantlife, the founder of the No Mow May campaign, provide various different resources to be used to raise awareness of the campaign and objectives. These include logos, printable posters, shareable social media downloads, and downloadable assets for councils. These resources can be accessed on the main Plantlife No Mow May campaign website.

Alongside informing the public of the Council's commitment to No Mow May, the Council could also encourage interested garden owners and green space managers in the District to take part as well by signposting to the guidance published by Plantlife and highlighting the objectives of the campaign.

Members have been advised that a communications plan to support the Council's effort alongside the campaign could be developed and implemented at the start of March 2024. The Council's Communications Team have designed signage that can be used to identify areas being used as part of No Mow May – examples are appended to this report as Appendix A.

- d) Commit to ensuring the ongoing maintenance of play parks, sports pitches, and road junctions that could become dangerous if not maintained, during any future No Mow May campaigns.

It is recognised by the Principal Select Committee that certain green spaces need to be maintained, even during No Mow May, for the reasons listed earlier in this report. Specifically, Committee Members feel it is most important for the Council to focus on the 'safety first' approach described by Plantlife, and ensure that any road verges, junctions, and tight bends that could become dangerous if not maintained throughout May are identified and appropriately managed during the campaign month.

There is also recognition from the Committee that other areas need to be maintained regardless of the No Mow May commitment, these include play parks and sports pitches.

## **Implications**

### **Corporate Plan:**

'Cleaner and Greener' is one of Ashfield District Council's six key priorities outlined within the Corporate Plan 2023 – 2027.

## Legal:

There are no significant legal issues identified in the report. [RLD 10/01/2024]

## Finance:

Costs to be contained within existing annual environment services budgets. [PH 10/01/2024].

Budget Area	Implication
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:

No immediate risks have been identified within this report.

## Human Resources:

There are no direct HR implications resulting from the recommendations within this report.

## Environmental/Sustainability:

Environmental and sustainability implications have been of key importance to the Select Review: No Mow May Campaign.

## Equalities:

There are no direct equalities implications resulting from the recommendations within this report.

## Other Implications:

There are no other implications resulting from the recommendations within this report.

## Reason(s) for Urgency

None.

## Reason(s) for Exemption

None.

## **Background Papers**

None.

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# We aren't mowing here!

We're helping insects, pollinators,  
and birds in Ashfield thrive by  
leaving the grass long



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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29<sup>TH</sup> JANUARY 2024</b>
<b>Heading:</b>	<b>ASHFIELD LOCAL DEVELOPMENT SCHEME</b>
<b>Executive Lead Member:</b>	<b>CLLR MATT RELF – EXECUTIVE LEAD MEMBER FOR GROWTH, REGENERATION AND LOCAL PLANNING</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 reaffirm commitment to 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 reaffirms commitment to the Revised Ashfield Local Development Scheme, as set out at Appendix 1, and to the delivery of the LDS timetable as previously approved by Cabinet on 6<sup>th</sup> November 2023.**

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

To adhere to approved LDS timetable and 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. The current Local Development Scheme was approved by Cabinet on 18<sup>th</sup> September 2023.

On 19<sup>th</sup> December 2023, the Council received a letter from the Secretary of State for Levelling Up, Housing and Communities in which he used his powers in section 15 (8)(b) of the Planning and Compulsory Purchase Act 2004 to direct the Council to revise their Local Development Scheme within 12 weeks of the publication of the revised NPPF.

The Council responded to the letter on 08 January 2024 (see attached Appendix 2)

The Council already has in place a timetable for developing a new Local Plan within the Local Development Scheme and is currently undertaking a Regulation 19 consultation. The LDS was approved by Cabinet, The Council is on programme, having met all LDS targets to date.

The draft Local Plan sets out a positive vision for the future of the district. If approved, the plan will facilitate economic growth and housing in the most sustainable and deliverable manner that is possible. The timetable is ambitious, and it been constructively challenged by Council's Local Plan Development Committee to ensure it has been streamlined for the earliest delivery date.

Officers have tried to programme realistically in respect of the examination process and the capacity of the Planning Inspectorate. The Council is on track to submit the draft Local Plan to the Secretary of State in May 2024. Achievement of the remaining dates in the LDS will be subject to Planning Inspectorate resources.

The development of a new Local Plan has not hampered the Council's ability to drive economic growth and build new homes. Since 1<sup>st</sup> January 2019, 2,324 new homes have been approved, which is above the Council's annual housing target of 445. In the last five years, the Council has have also approved more than 32 hectares of new employment land which will create over 5,200 new jobs for the district and wider Nottinghamshire region.

New policies have been developed to shape and guide development in the district. In the last few years, the Council has adopted masterplans for our three principal town centres of Hucknall, Sutton and Kirkby; supplementary planning documents including for retail to residential conversion; planning guidance on climate change, biodiversity, and nature conservation; and designated new conservation areas.

Forward Planning officers continue to liaise with officers from the Department of Levelling Up, Housing and Communities and the Planning Inspectorate, welcoming their input into the timetable post-submission to ensure there are no delays from the Planning Inspectorate in taking the plan through public examination.

## **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.'

**Finance:** There are no direct financial implications arising as a result of this report

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
Legislation requires that an 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.	Reaffirm commitment to the approved LDS as set out in Appendix1 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

None

## Reason(s) for Exemption

None

## Background Papers

Appendix 1: Local Plan Local Development Scheme August 2023

Appendix 2: Ashfield District Council response letter to the Secretary of State 08 January 2024

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**ASHFIELD DISTRICT COUNCIL**

**Local Development Scheme**

**August 2023**



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## 1.0 INTRODUCTION

- 1.1 Local Planning Authorities (LPA) are required under the Planning and Compulsory Purchase Act 2004 to prepare and maintain an up-to-date Local Development Scheme. Legislation has changed the way in which authorities prepare and submit their Local Development Schemes, but it does not remove the requirement for a LPA to have an up-to-date Local Development Scheme in place.
- 1.2 To help project manage the ongoing production of the Local Plan, the District Council has prepared this revised Local Development Scheme (LDS). It represents a public statement of the programme for the preparation of the Local Plan, identifying key milestones and preparation arrangements.
- 1.3 Appendix 1 includes a glossary of terms and acronyms used in this document.

## 2.0 NATIONAL CONTEXT

- 2.1 The legal basis for development plan preparation is provided by the Planning and Compulsory Purchase Act 2004, with procedures and arrangements for development plan preparation being set out in the Town and Country Planning (Local Planning)(England) Regulation 2012, as amended.
- 2.2 National planning policy is set out in the [National Planning Policy Framework 2021](#) (NPPF). The NPPF states the purpose of the planning system is to contribute to the achievement of sustainable development. At a very high level, the objective of sustainable development can be summarised as:

*“meeting the needs of the present without compromising the ability of future generations to meet their own needs”.*

- 2.3 The NPPF stresses that proposed development must be determined in accordance with the development plan unless material considerations indicate otherwise<sup>1</sup>. However, it also places an emphasis on having an up to date local plan<sup>2</sup> in place as soon as possible.

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<sup>1</sup> NPPF paragraph 47. It is a reflection of statute in Section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990.

<sup>2</sup> The Planning and Compulsory Purchase Act 2004 sets out that local development documents taken as a whole must set out the authority's policies relating to the development and use of land in their area. Policies for the area may be set out in a single or a number of documents which individual are known as development plan documents.

- 2.4 Regard must also be taken of the National Planning Practice Guidance which gives greater detail to certain aspects of the NPPF.
- 2.5 Local Plans are informed by a Sustainability Appraisal, reflecting the provisions of the Planning and Compulsory Purchase Act 2004 and the Environmental Assessment of Plan and Programmes Regulations 2004 (EAPP).

### **3.0 THE CURRENT DEVELOPMENT PLAN**

- 3.1 The Ashfield Local Plan Review (ALPR) was adopted in November 2002, with the Plan covering the period up to 2011. In 2007, in line with the Planning and Compulsory Purchase Act 2004, the Council applied to the Secretary of State, through the Government Office for the East Midlands, to 'save' the majority of Local Plan policies until relevant Local Development Framework policies were adopted to replace them. A list of all 'saved' Ashfield Local Plan Review, 2002 policies can be found on the Council's website [Ashfield Local Plan Review, 2002 \(Saved Policies\)](#).
- 3.2 Under the NPPF, paragraph 219, due weight can be given to relevant policies in Ashfield Local Plan Review, 2002, according to their degree of consistency with the National Planning Policy Framework. (The closer the policies in the Plan are to the policies in the Framework, the greater the weight that may be given).

#### **Supplementary Planning Guidance**

- 3.3 The Council has produced a number of Supplementary Planning Documents (SPD) covering specific sites or subject areas. The SPD have been subject to public consultation and are linked to the policies and proposals of the ALPR. The SPDs set out below are considered to be compliant with national guidance. These documents are considered to have full SPD status and the Council will continue to afford these documents considerable weight in the determination of planning applications:
- Residential Design Guide SPD (adopted November 2014)
  - Residential Car Parking Standards (adopted November 2014)
  - Residential Extensions SPD (adopted November 2014)
  - Guide for Converting Shops to Residential SPD (adopted January 2019)
- 3.4 The Council has also produced the following planning guidance:
- Planning Guidance Climate Change (adopted December 2022).
  - Developer guide to Biodiversity and nature conservation (adopted February 2023).

## THE EMERGING LOCAL PLAN

4.0 The emerging Local Plan is a development plan document, which covers the District of Ashfield, Appendix 2. The Local Plan will set out the strategic policies for the overall strategy for the pattern, scale and design quality of places for:

- housing (including affordable housing), employment, retail, leisure and other commercial development.
- infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat).
- community facilities (such as health, education and cultural infrastructure); and
- conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.

The Plan will also include development management policies, which will guide and manage development in Ashfield and site allocations identifying sites for uses such as housing, employment, retail, open space and community facilities

4.1 The Local Development Scheme was initially approved by Cabinet on 1<sup>st</sup> October 2018. Cabinet on 20<sup>th</sup> September 2021 approved a revised Ashfield Local Development Scheme (2021) which outlined the Council's programme for the production of the Ashfield Local Plan 2020 – 2038. The LDS came into effect from 1<sup>st</sup> October 2021. Copies of these Local Development Schemes are available from the Council.

4.2 Local planning authorities must review their local development scheme at such time as considered appropriate. For a variety of reasons there have been some delays to the Local Plan programme and it is considered necessary to update the LDS. Further information on the Local Plan is set out below with the timetable for the Local Plan being set out in Appendix 3 and Appendix 4.

4.3 The Local Plan relates to the District of Ashfield and is central to delivering the Council's vision for the future. It will set out how Ashfield will grow and develop over a minimum of 15 years and provide policies which will be used to make decisions on planning applications. The Local Plan will provide a strategic framework for the area, including the use of land, the allocation of specific sites for development to meet the need for a range of uses including employment, retail, housing, leisure, and transport. It will also protect areas of environmental importance, such as countryside and sites important for nature conservation. A Policies Map will also be published which includes any relevant site-specific land issues from the Local Plan that need to be shown geographically on a plan. The strategic policies within the Local Plan will set the context for future neighbourhood plans.

- 4.4 The Plan period has been revised to reflect a period from 2023 to 2040. This reflects that under the NPPF paragraph 21, strategic policies should look ahead over a minimum 15-year period from adoption of the Plan.
- 4.5 A Consultation on the Draft Local Plan was undertaken in October/November 2021 at the Regulation 18 stage of the Town and Country Planning (Local Planning)(England) Regulations 2012, as amended. The consultation reflected the requirements set out in the Council's Statement of Community Involvement, August 2020 which was revised to consider the potential implications from the Covid Pandemic. A further consultation is programmed to be undertaken in accordance with Regulation 19 of the Regulations.
- 4.6 The Local Plan produced by the Council and any Neighbourhood Plans produced by Parish Councils or Neighbourhood Forums, together with the Waste and Minerals Local Plans produced by Nottinghamshire County Council will make up the Statutory Development Plans for the purposes of The Planning and Compulsory Purchase Act 2004.
- 4.7 Information on the emerging Local Plan is available on the Council website at [Emerging Local Plan](#) .

## **5.0 THE LOCAL PLAN PREPARATION**

5.1 The emerging Local Plan will need to reflect the requirements of the NPPF 2021 which includes:

- The requirements for homes and jobs needed in the area;
- The provision for retail, leisure and other commercial development;
- Meeting infrastructure requirements to support new homes and jobs;
- Promoting sustainable transport;
- The provision of health, recreation, community and cultural facilities;
- Climate change mitigation and adaptation, including flooding issues; and
- The conservation and enhancement of the natural and historic environment, including important local landscapes and heritage assets.

5.2 A proportionate evidence base will be required to support the Local Plan. This provides the robust local evidence required to enable the preparation of and justification for the policies in the Local Plan.

5.3 The Planning and Compulsory Purchase Act 2004, Section 19 requires that the Local Plan includes policies designed to secure that the development and use of land in the local planning authority's area contribute to the mitigation of, and adaptation to, climate change.

### **Sustainability Appraisal and Strategic Environmental Assessment**

5.4 In preparing a Local Plan, Section 39 of the Planning and Compulsory Purchase Act 2004 requires that the Council “must exercise the function with the objective of contributing to the achievement of sustainable development” having regard under S39, to national policies and advice contained in guidance issued by the Secretary of State. A sustainability appraisal of a new or revised local plan is required by Section 19 (5) of the Act.

5.5 The Environmental Assessment of Plan and Programmes Regulations 2004 (EAPP) requires a strategic environmental assessment (SEA) of Plans. The Local Plan cannot be adopted, or submitted for adoption, unless it has been subjected to environmental assessment under the Regulations.

5.6 The Sustainability Appraisal of the Local Plan incorporates the requirements of the EAPP on the assessment of the effects of plans on the environment. Consequently, the Sustainability Appraisal ensures that potential environmental effects of the Local Plan are given full consideration alongside social and economic issues.

5.7 There is no legal requirement for the environmental report and the draft Plan to be brought forward together. However, it is good practice and therefore, it is anticipated



that a sustainability appraisal of the environmental, economic and social effects of the Plan will be carried out alongside the Local Plan as it is developed.

### **Habitat Regulations Assessment**

- 5.8 Local planning authorities are required to undertake specific and detailed assessments if any proposals in their emerging plans are likely to have significant effects on sites designated as important for their wildlife and ecological value.
- 5.9 A Habitats Regulation Assessment (HRA) will be carried out as part of the current Local Plan process to provide an assessment of the potential effects of the plan on designated sites and identify whether proposals in the Local Plan have a negative impact on the integrity of any existing or potential sites (Special Protection Areas and Special Areas of Conservation). There are two designated sites within 15km of the District. In addition, it is identified that Sherwood Forest is a possible potential Special Protection Area (ppSPA). Consequently, a Habitats Regulation Screening Assessment will be required for the Local Plan Review and dependent on the findings, a Habitat Regulations Assessment may be required.

### **Equality Impact Assessment**

- 5.10 Councils are required by legislation to prepare an Equality Impact Assessment to make sure policies in the Local Plan do not discriminate against certain groups and that opportunities are taken to promote equality.

### **Health Impact Assessment (HIA)**

- 5.14 The procedures of HIA are similar to those used in other forms of impact assessment, such as environmental impact assessment or social impact assessment. HIA is usually described as following the steps listed, though many practitioners break these into sub-steps or label them differently:
1. *Screening* - determining if an HIA is warranted/required.
  2. *Scoping* - determining which impacts will be considered and the plan for the HIA.
  3. *Identification and assessment of impacts* - determining the magnitude, nature, extent and likelihood of potential health impacts, using a variety of different methods and types of information.
  4. *Decision-making and recommendations* - making explicit the trade-offs to be made in decision-making and formulating evidence-informed recommendations.
  5. *Evaluation, monitoring and follow-up* - process and impact evaluation of the HIA and the monitoring and management of health impacts.
- 5.15 The main objective of HIA is to apply existing knowledge and evidence about health impacts, to specific social and community contexts, to develop evidence-based

recommendations that inform decision-making in order to protect and improve community health and wellbeing. Because of financial and time constraints, HIAs do not generally involve new research or the generation of original scientific knowledge. However, the findings of HIAs, especially where these have been monitored and evaluated over time, can be used to inform other HIAs in contexts that are similar. An HIA's recommendations may focus on both design and operational aspects of a proposal.

### **Duty to Co-operate**

- 5.18 The Localism Act 2011 introduced a Duty to Co-operate which places a requirement for all local planning authorities, national park authorities, County Councils and a number of other public organisations to engage with one another and consider joint approaches as part of the preparation of their local plans.
- 5.19 The additional prescribed bodies with which local planning authorities outside London are required to cooperate are set out in Regulation 4 of Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended. They comprise:
- Local Planning Authorities, either neighbouring or making up the Housing Market Area
  - Environment Agency
  - Historic England
  - Natural England
  - Civil Aviation Authority
  - Homes and Communities Agency
  - Clinical Commissioning Groups
  - Office of the Rail Regulator
  - Highways England
  - Highway Authorities
  - Local Enterprise Partnerships
  - Local Nature Partnerships
- 5.20 It is essential that the Council can demonstrate effective collaborative working with neighbouring authorities, key stakeholders and other organisations during the preparation of both its Local Plan and the evidence base that supports it. In addition to the Duty to Co-operate, Councils are required to produce Statements of Common Ground on cross-boundary strategic matters as required by the Tests of Soundness set out in paragraph 4.6 above.
- 5.21 There is a long history of joint working and co-operation between Ashfield District Council and neighbouring authorities in Nottinghamshire and Derbyshire, as well as other stakeholders some of which are included in the list of prescribed bodies. Wherever possible and practical, the Council will work with neighbouring authorities

in bringing forward the Local Plan and its evidence base. In the past, this approach can be seen to have broken down into two principal areas:

- The Greater Nottingham authorities in relation to the Hucknall area of the District
- Mansfield DC, Newark and Sherwood DC as part of the Outer Nottingham Housing Market Area

- 5.22 Ashfield is located in a region covered by a two tier system of local government. Consequently, the Council will work closely with Nottinghamshire County Council.
- 5.23 Ashfield is bound by a further two Derbyshire Local Authorities; Bolsover DC and Amber Valley DC. Discussions with these Councils will also be undertaken to ensure a similar approach to planning across County boundaries. Where appropriate, the Council will also work with Derbyshire County Council.
- 5.24 Government guidance has significantly increased the role of spatial planning in infrastructure and service provision, seeking proactive co-ordination of the delivery of the infrastructure required to support Local Plans. A greater emphasis is also placed on the “delivery” of Local Plans, particularly to ensure that the vital infrastructure necessary to support planned housing and development is in place when required.
- 5.25 Infrastructure planning and delivery studies are now needed to plan for and co-ordinate the delivery of essential infrastructure to support future development, in particular to support the housing requirement over the Local Plan period. Infrastructure is considered in a much broader sense than in the past when it was limited to utilities and social infrastructure. It now includes many land use categories, such as green open space, places of worship, telecommunications equipment etc.
- 5.26 Ashfield will continue to work proactively with infrastructure and service providers (Education, Highways, healthcare providers, etc.) to determine the needs arising from the anticipated growth of the District, and to coordinate the requirements with other neighbouring authorities. A significant amount of expenditure for the delivery of services, including healthcare, education, police and waste management, is determined on the basis of funding formulae, underpinned by population forecasts. The Infrastructure Delivery Plan will bring together this information. In doing so, infrastructure planning may reveal gaps in public funding for infrastructure provision, which will be assisted by developer contributions. The Council’s Infrastructure Funding Statement provides a summary of how developer contributions have been utilised to support infrastructure delivery.
- 5.27 The Local Plan will need to be demonstrably “deliverable” to succeed at examination and be found “sound”. This includes providing details of how the infrastructure required to support the Local Plan will be provided.

### **Section 106 and Community Infrastructure Levy**

5.28 When a planning application is submitted to the Council, the application will be assessed to determine whether the development would cause a significant impact to the area/community and whether planning obligations will be required. Planning obligations will be sought where they are necessary to make the development acceptable in planning terms. They could include, but not limited to, requirements for:

- Affordable Housing;
- Education requirements;
- Highways;
- Health requirements;
- Town centre Improvements;
- Public Open Space.

However, planning obligations may only constitute a reason for granting planning permission if they meet the tests set out in the Community Infrastructure Regulations 2010 and as policy tests in the National Planning Policy Framework. The obligations will be set out in a legal agreement between the local authority and the developer/land owner known as a Section 106 Agreement.

5.29 The Community Infrastructure Levy is a levy that local authorities in England and Wales can choose to charge on new developments in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. This includes new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres. If introduced in Ashfield, CIL would replace a large proportion of contributions currently secured through Section 106 agreements (s106). However, it does not replace s106 entirely.

5.30 The potential to introduce a CIL comes back to the viability of development, and whether the introduction of a CIL Charging Schedule (a cost to development), would impact on the viability of development.

## **6.0 NEIGHBOURHOOD PLANS**

- 6.1 The change in legislation through the Localism Act 2011 and associated regulations enables local communities through a Parish Council or a Neighbourhood Forum to bring forward a neighbourhood plan. However, this is within the context of national planning guidance and the District Council's Local Plan strategic policies.
- 6.2 Within its available resources the Council is committed toward helping to bring neighbourhood plans forward. The District currently has two 'made' Neighbourhood Plans – The JUS-t (Selston) Neighbourhood Plan 2017-2032, and the Teversal, Stanton Hill and Skegby Neighbourhood Plan 2016-2031. [Ashfield Neighbourhood plans](#)
- 6.3 The Council will continue to assist and support the development of Neighbourhood Plans and provide information and guidance to communities who wish to establish and designate Neighbourhood Areas and Forums within their communities.

## **7.0 MANAGEMENT OF THE LOCAL PLAN PROCESS**

7.1 The development and preparation of the Local Plan will be project managed as follows:

- Day to day management of Local Plan work will be by the Planning and the Forward Planning and Economic Growth Team Manager supported by a small team of professional Planning Officers and a Graduate Planner;
- A Local Plan Development Committee has been set up as a means for Council Members to consider the development of the Local Plan. The Committee is an advisory body and has no decision making powers but makes recommendation to the Council's Cabinet.
- Decision of the Local Plan will be considered by the Council's Cabinet and as appropriate, full Council meetings.

In creating the timeframe for the production of the Local Plan, account has had to be taken of the Council's cycle of Cabinet and Council meetings. This will at times result in an increased time period between stages in the process.

### **Statement of Community Involvement (SCI)**

7.2 The SCI is a public document which sets out the Council's policy and approach to public consultation and involvement in the preparation of the Local Plan and the planning applications it determines. [Ashfield District Council Statement of Community Involvement](#) The current SCI was adopted in August 2020.

7.3 The revised SCI incorporated changes necessary to help reduce the spread of coronavirus-19 during the pandemic. Some of these were of a temporary nature but they also reflect the increased opportunities for engagement through social media.

## 8.0 RISKS AND CONTINGENCIES

8.1 In preparing the Local Plan timetable, the main areas of risk are identified as follows:

- **Staff Turnover**

Current staffing levels are stable and should be maintained. Joint working with other Local Planning Authorities and the County Council also provides the capacity to spread the workload if necessary as well as maintaining good working relationships.

- **Political Implications**

A Local Plan Development Committee of Council Members has been set up to reflect the political composition of the Council. It acts as a sounding board to iron out problems at the earliest stage and reduces the risk of political disagreement, which could delay the programme.

- **Capacity of the Planning Inspectorate (PINS) and other agencies to cope with demand nationwide**

This is beyond the Council's control, but PINS and other agencies will continue to be given early warning of the Council's programme and will be kept informed of revisions to it.

- **Soundness of the Local Plan**

The Council will seek to ensure that the Local Plan is sound by working closely with Department of Levelling up, Housing and Communities, the Planning Inspectorate and stakeholders at all milestone stages and prior to the submission of the Plan.

- **Legal Challenge**

The Council will seek to minimise this risk by ensuring that the Local Plan is sound, founded on a robust evidence base and a good standard of stakeholder and community engagement.

- **Programme Slippage**

The Council will seek to minimise the potential of slippage by arranging special meetings of the Local Plan Development Committee, Cabinet and full Council as necessary. In preparing the programme the Council has been realistic in what can be achieved bearing in mind the resources available.

## **9.0 MONITORING AND REVIEW**

- 9.1 Monitoring has two main purposes. Firstly, to assess whether the key milestones for delivering the Ashfield Local Plan are being met and secondly to assess how effective policies are in implementing the vision and strategy.
- 9.2 It will be important to monitor how effective the policies and proposals in the Ashfield Local Plan are in delivering the vision and objectives set out in the Plan, and how they contribute to national strategies and targets and environmental protection. It will also be important to monitor changes in circumstances that have a bearing on the future scale and pattern of development. These will include:
- changing legislation;
  - changing national policies and priorities;
  - changes in supply and demand;
  - availability of new information; and
  - changes in operational techniques.
- 9.3 This will be done through the production of an Annual Monitoring Report (AMR), which will be prepared annually. The AMR will cover the period from 1st April to 31st March each year.
- 9.4 If the information base demonstrates that the strategy is not being implemented, the AMR will indicate what policy changes are required, and the changes necessary to the Local Development Scheme to deliver them.
- 9.5 The AMR will also indicate how well the Council is doing in meeting its timescales for the production of the Local Plan, as set out in this document. If it appears that a key milestone(s) is not going to be achieved, the Local Development Scheme will be reviewed accordingly.



**10.0 AVAILABILITY OF DOCUMENTS**

- 10.1 All documents prepared as part of the Local Plan will be made available in paper and electronic formats and published on the Council's website [Emerging Local Plan](#) .

## 11.0 CONTACTS

11.1 If you wish to know more about the Local Development Scheme or any aspect of the Local Plan you can contact us as follows:

- Write to: Forward Planning Team, Ashfield District Council, Urban Road, Kirkby-in-Ashfield, Nottingham, NG17 8DA
- Visit the website: [www.ashfield.gov.uk](http://www.ashfield.gov.uk)
- Email us at: [localplan@ashfield.gov.uk](mailto:localplan@ashfield.gov.uk)
- Telephone us at: 01623 457381 or 01623 457382 or 01623 457383

## **APPENDICES**

Appendix 1: List of Abbreviations and Glossary.

Appendix 2: Ashfield District Context Plan

Appendix 3: Schedule for Development Plan Document Production.

Appendix 4: Timetable for Development Plan Document Production.

## Appendix 1

### Glossary of Terms & Abbreviations

**Adopted Policies Map:** A map of the local planning authority's area based on an Ordnance Survey map including an explanation of any symbol or notation and illustrating geographically the application of the policies in the adopted local plan.

**Adoption:** The approval, after independent examination of the final version of a Local Plan by a local authority for future planning policy and decision making.

**Ashfield Local Plan Review (ALPR):** The current Local Plan adopted in November 2002 with a timescale to 2011.

**Annual Monitoring Report (AMR):** A report which is produced annually to establish what is happening now and what may happen in the future and compare trends against LDF policies to determine if changes need to be made.

**Community Infrastructure Levy (CIL):** The CIL was introduced by the Planning Act 2008 which permits local authorities to levy a charge on new developments in their area as a contribution to local infrastructure requirements. Authorities can implement the CIL on the basis of an up-to-date local plan or an up-to-date evidence base. If taken forward, it will apply to most new buildings and charges are based on the size and type of the new development. Charges are set out in a schedule based on viability and this charging schedule is subject to independent examination by the Planning Inspectorate.

**Duty to Cooperate:** This duty requires local authorities and other public bodies to work together on planning issues in the preparation of the Local Plan.

**Evidence Base:** The Local Plan should be based on adequate, up-to-date and relevant evidence about the economics, social and environmental characteristics and prospects of the area.

**Inspector:** Independent Inspector appointed by the Secretary of State to conduct the public examination of the Local Plan.

**Local Development Framework (LDF):** 'Portfolio' of local development documents which collectively deliver the spatial planning strategy for the local planning authority's area.

**Local Development Scheme (LDS):** Statement detailing the timescales and arrangements for the preparation of local development documents.

**Localism Act 2011:** The Localism Act introduced changes to the planning system including making provision for the revocation of Regional Spatial Strategies, and introducing the Duty to Cooperate and Neighbourhood Planning.

**Local Plan:** Comprises a Written Statement and a Policies Map. The Written Statement includes the Authority's detailed policies and proposals for the development and use of land together with reasoned justification for these proposals.

**Material Consideration:** Must be genuine planning considerations i.e. they must be related to the development and use of land in the public interest.

**National Planning Policy Framework 2021 (NPPF):** Sets out the Government's planning policies for England and how these are expected to be applied. Providing a framework within which local people and their accountable councils can produce their own distinctive Local and Neighbourhood plans, reflecting the needs and priorities of their communities.

**National Planning Practice Guidance (NPPG):** on 6 March 2014, the then Department for Communities and Local Government (DCLG) launched its web-based planning practice guidance. This is valuable information for any users of the planning system. This guidance will be updated as required.

**Neighbourhood Plan:** Gives communities direct power to develop a shared vision for their neighbourhood and deliver the sustainable development they need.

**Planning & Compulsory Purchase Act 2004:** This Act updated the 1990 Town & Country Planning Act. The Planning and Compulsory Purchase Act 2004 introduced a new statutory system of regional and local planning and has since been amended by the Localism Act 2011.

**Planning Contributions:** A legal agreement entered into under Section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

**Planning Inspectorate:** The Government body responsible for providing independent inspectors for planning inquiries and for examinations of development plan.

**Public Examination:** Local Plan will be examined by an independent Inspector whose role it is to assess whether the plan has been prepared in accordance with the Duty To Co-operate, legal and procedural requirements and whether it is sound.

**Regulations:** This means "The Town and Country Planning (Local Planning) (England) Regulations 2012" unless indicated otherwise. Planning authorities must follow these when preparing Local Plans.

**Saved Policies:** Policies in the current Local Plan which have been safeguarded and then reused in other documents.

**Secretary of State:** Sets policy on supporting Local Government, communities and neighbourhoods, regeneration, housing, planning, building and the environment.

**Sustainability Appraisal (SA):** Appraise the social, environmental and economic effect of the strategies and policies in local development documents from the outset of the preparation process.

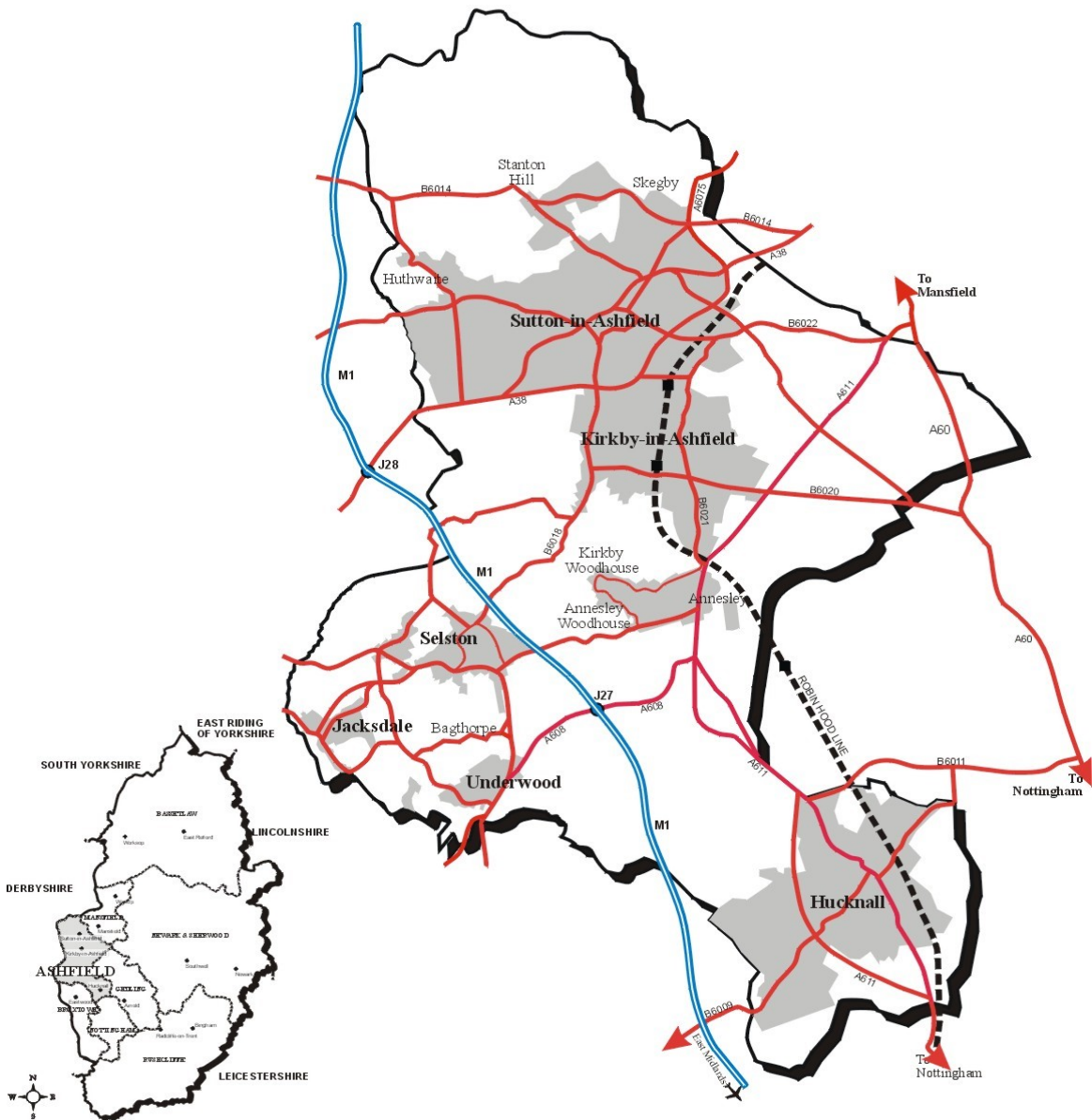
**Statement of Community Involvement (SCI):** Local authority's policy for involving the community in the preparation of local development documents and for consulting on planning applications.

**Section 106 Agreement:** A legal agreement entered into under Section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal. These are also sometimes referred to as Planning Obligations.

Appendix 2

Appendix 2

**Ashfield District Context Plan  
(DPD/SPD apply to whole District)**



## Appendix 3 - Development Plan Schedule

<b>DOCUMENT TITLE</b>	<b>LOCAL PLAN 2023 - 2040</b>
<b>Role and content</b>	<p>This document will set out the main elements of the development strategy for the Council. It will comprise an overarching land use strategy and vision for the District, supported by key objectives and policies. Strategic issues will be included in this document such as protection of the Green Belt and countryside, the overall land requirements and locations/priority areas for residential and employment development and general sustainable development principles. It will also identify specific sites allocated for development (e.g., housing and employment) or subject to protection (e.g., nature conservation and recreational sites). It will give details of the sites and the relevant policy for their development/protection and will contain the non-site-specific development management policies on which the Council will rely when considering planning applications. The Policies Map will express geographically the adopted Local Plan policies which can be represented on a plan.</p>
<b>Status</b>	Development Plan Document
<b>Chain of conformity</b>	<p>Consistent with:</p> <ul style="list-style-type: none"> <li>• Planning and Compulsory Purchase Act 2004 and the Town and Country (Local Planning) (England) Regulations 2012, as amended.</li> <li>• National planning guidance set out in the National Planning Policy Framework 2021 (NPPF), National Planning Practice Guidance (PPG) and Planning Policy for Travellers Sites 2015.</li> <li>• The Council's Statement of Community Involvement.</li> <li>• The Environmental Assessment of Plan and Programmes Regulations 2004.</li> </ul>
<b>Geographic area</b>	District wide coverage.
<b>TIMETABLE</b>	



October / November 2021	Consultation Draft Local Plan
November 2023 - February 2024	Public Consultation of Publication Local Plan
May 2024	Submission to Secretary of State
June 2024 – February 2025	Examination in Public
February 2025	Receipt of Inspector’s Report
April 2025	Formal Adoption
<b>ARRANGEMENTS FOR PRODUCTION</b>	
<b>Lead organisation</b>	Ashfield District Council – Forward Planning Team.
<b>Management arrangements</b>	Consideration at Local Plan Member Working Group. Subject to Cabinet and Full Council approval (where appropriate).
<b>Resources required</b>	Internal Council staff and revenue funds.
<b>Approach to involving stakeholders/ community</b>	In accordance with the Town and Country Planning (Local Development) (England) Regulations 2012, as amended and the Council’s Statement of Community Involvement.
<b>POST PRODUCTION</b>	
<b>Monitoring and review</b>	Ashfield District Council Annual Monitoring Report.

## Appendix 4 - Development Plan Documents Timetables

### Local Plan 2023-2040 Timetable

Regulation	Stage	Dates
18	Consultation Draft Local Plan	October / November 2021
-	Consultation Draft Local Plan – Prepare Statement of Consultation	December 2021 onwards
-	Produce Local Plan Publication Document	January 2022 – October 2023
19 and 20	Consult on Local Plan Publication	November 2023 - February 2024
-	Analyse Local Plan Publication responses	January – March 2024
-	Prepare Local Plan Submission Documents	April 2024
22	Submission of Local Plan to Secretary of State	May 2024
24	Examination of Local Plan	June 2024 – February 2025
-	Inspector's Report received	February 2025
25	Council decision to adopt Local Plan	April 2025
26	Formal Adoption	April 2025



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Rt Hon Michael Gove MP  
Secretary of State for Levelling Up,  
Housing and Communities  
2 Marsham Street  
London  
SW1P 4DF

**Contact:** Cllr Jason Zadrozny  
**Direct Line:** 01623 457506  
**Email:** [cllr.j.zadrozny@ashfield.gov.uk](mailto:cllr.j.zadrozny@ashfield.gov.uk)  
**Our Ref:** JZ/MG01  
**Your Ref:**  
**Date:** 8<sup>th</sup> January 2024

Dear Mr Gove

**RE: ASHFIELD LOCAL PLAN**

I am writing in response to your letter regarding the Local Plan for Ashfield District Council.

I was disappointed to receive your letter and for you to name Ashfield in your speech earlier that day. We here feel that your rhetoric and actions are wholly unnecessary.

Ashfield already has in place a timetable for developing a new Local Plan within our Local Development Scheme (LDS). Officials in your department are fully aware of this, and indeed even you reference in your letter that we are currently conducting our Regulation 19 consultation. Our LDS was approved in August 2023 and we are fully on track with its delivery. I have enclosed a copy of the LDS with this letter for your reference.

The latest draft of our Local Plan has rightly taken on board local feedback through the consultation process. The Council has twice previously (under a previous Labour administration) taken a proposed plan through to examination. However, these plans have not had the support of local communities. This has been democratically reflected at the local ballot boxes which is why they were not taken forward. Indeed, Lee Anderson MP voted with us to withdraw the previous iteration of the plan while an Ashfield Councillor in 2018, he agreed with us that Labour's plan caused significant harm to our district.

Our approach has not been helped by continual changes in Government planning policies and targets. As you know, we are bound by the processes determined by your department which make plan-making a ponderous endeavour.

Our draft Local Plan sets out an incredibly positive vision for the future of Ashfield district. If approved, our plan will facilitate significant economic growth and also housing in the most sustainable and deliverable manner that is possible. Our LDS reflects our level of confidence in our current programme. The timetable we have set is ambitious, and it has been constructively challenged by Councillors on our Local Plan Development Committee to ensure it has been streamlined for the earliest delivery date.

Officers have tried to programme realistically in respect of the examination process and the capacity of your Planning Inspectorate. We are entirely on track to submit our draft

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

**Tel:** 01623 450000 **Fax:** 01623 457006 **Web:** [www.ashfield.gov.uk](http://www.ashfield.gov.uk)

If reasonable adjustments are needed to fully engage with the Authority - contact **01623 450000**

Local Plan to the Secretary of State in May 2024 – as already agreed with your department. The remaining dates in our LDS will be in the hands of whomever you appoint as the Inspector.

We would like to proceed based on our published timetable, enclosed for your reference. I would be grateful if you could confirm that this LDS is acceptable or suggest where amendments could be made. I hope this demonstrates that your intervention is not necessary and I invite you to reconsider your direction.

I would like to highlight to you that the development of a new Local Plan has not hampered our ability to drive economic growth and build new homes. Since 1<sup>st</sup> January 2019, 2,324 new homes have been approved, which is above our annual housing target of 445. In the last five years, we have also approved more than 32 hectares of new employment land which will create over 5,200 new jobs within the district. I'm sure you will agree that this is incredibly positive for Ashfield and the wider Nottinghamshire region.

We have also continued to develop new policies to shape and guide development in the district. In the last few years we have adopted masterplans for our three principal town centres of Hucknall, Sutton and Kirkby; supplementary planning documents including for retail to residential conversion; planning guidance on climate change, biodiversity and nature conservation; and designated new conservation areas.

I trust that this demonstrates to you that the new Councillors in Ashfield, who now lead the District, following years of negligence in this area from previous Labour administrations, are now enabling and shaping investment in the district where it is appropriate in scale and design to the local area, and that we are adapting to changing local and national priorities.

I am happy to make officers available to liaise with your officials, and in particular, we would welcome their input into the timetable post-submission to you so that we can ensure that there are no delays from the Planning Inspectorate in taking our plan through public examination.

I look forward to hearing from you.

Yours sincerely

Cllr Jason Zadrozny  
Leader of Ashfield District Council

Enc. Ashfield District Council's Local Development Scheme, adopted August 2023



<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29<sup>TH</sup> JANUARY 2024</b>
<b>Heading:</b>	<b>DISPOSAL OF UNVIABLE GARAGE AND PLOT SITES</b>
<b>Executive Lead Member:</b>	<b>CLLR ANDY MEAKIN</b>
<b>Ward/s:</b>	<b>ANNESLEY &amp; KIRKBY WOODHOUSE, CARSIC, GREENWOOD &amp; SUMMIT, HUCKNALL WEST</b>
<b>Key Decision:</b>	<b>YES</b>
<b>Subject to Call-In:</b>	<b>YES</b>

### Purpose of Report

To advise Members about the process that has been followed to review the viability and future use potential of Council owned garage and plot sites and to recommend disposal for those sites considered unviable and not suitable for the purpose of affordable housing development.

### Recommendation(s)

1. To note the process officers have followed to review the viability and future use of Council owned Housing Revenue Account garage and plot sites.
2. To grant delegated authority to the Executive Director of Transformation, in conjunction with the Executive Director of Governance, to dispose of sites assessed as being economically unviable in current use and unsuitable for the purpose of affordable housing development. Disposal will be in accordance with the Council's Disposals Policy and will be on the basis of achieving best value wherever possible.
3. To delegate authority to the Service Manager – Commercial Development to finalise the detail of the transaction(s) with the Assistant Director - Legal

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

The Council has a large number of garage and plot sites under the ownership of the Housing Revenue Account. Some sites are in good condition, have a high level of demand and generate a steady income stream, others are in disrepair with little or no demand from local residents. Where demand is low, and the site requires significant investment, it is not economically viable for the Council to retain the site as it is and consideration needs to be given to its future use. A small number of sites will be suitable for affordable housing development but where this is not possible consideration needs to be given to disposing of the site, to remove the ongoing maintenance and potentially generate a capital receipt for the Council's Housing Revenue Account.

Changing use will also help tackle issues of anti-social behaviour that have become evident on some of the sites.

## **Alternative Options Considered**

Continue to use all sites for plot/garage purposes. This is not appropriate as a number of sites require significant investment with little likelihood of expenditure being recovered through rental income and low demand at these locations.

## **Detailed Information**

The Council owns garage and plots sites across the District. Plots sites are those whereby a resident rents a section of land, large enough to park their vehicle and they erect their own garage.

Sites vary in respect of their size; some are large enough to accommodate 20+ garages whereas others contain as few as 2 garages. Likewise, demand varies enormously, a small number of garage sites have full occupancy along with a small waiting list, whereas on some other sites there is a 100% vacancy rate. A small number of sites have been fenced off and secured due to the garages being in a dilapidated state, beyond economical repair. Vacancy rates on plot sites are particularly high, in part because of the requirement of the plot holder to erect a garage at their own expense.

As part of the review the following was considered for each site:

- Current and likely future levels of demand
- Rental income levels
- Current and future maintenance and repair obligations
- Investment needed in the site as a whole.
- Payback period, i.e., how long will it take to recover what has been spent from the rental income
- Alternative parking in the local area
- Levels of Anti-Social Behaviour and other management issues
- Restrictions or caveats in the site deeds
- Potential to utilise the site for affordable housing development
- Title reports for the sites have been checked to ensure there are no issues regarding a potential sale.

The review concluded that some sites should be retained in their current form and a handful are suitable for affordable housing development. The remaining sites are not considered economically viable in their current form or are suitable for development. For these sites the recommendation is that they are considered for disposal.



Officers have prioritised the first few sites for disposal and subject to approval of this report will commence the process as soon as possible.

***Ashgate, Sutton in Ashfield***

An ex-plot site within the Carsic estate, this is a large but narrow site which at best would be large enough to accommodate two properties. Unfortunately, the sheer length of the site, which is currently tarmac and concrete, alongside the narrow entrance and existing substation make it unviable for ADC to develop.

***Forest Street, Annesley***

This is another plot site, with 6 existing self-built garages currently in situ. The garages are all in a state of disrepair.

***Lancaster Drive, Hucknall***

Another plot site, this area is unfortunately used by existing properties as access to the rear of their homes. Currently it appears that residents in the area are using it as unofficial parking. Any sale will be subject to established access rights, with a new owner being responsible for managing or terminating any unofficial parking.

***Meadow Close, Kirkby in Ashfield***

A garage site containing a row of 6 garages at the entrance to the street.

All sites are currently not used as garage sites.

**Implications**

**Corporate Plan: The Corporate Plan sets out the desire to meet financial shortfalls, and disposal of these sites will bring capital receipts for the Housing Revenue**

**Legal:**

The Legal Team will provide advice and assistance in relation to the disposals set out above if approved by Cabinet. [RLD 20/12/2023]

**Finance: [PH 18/12/2023].**

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	Savings on expenditure needed to maintain these sites
Housing Revenue Account – Capital Programme	Potential HRA Capital Receipts on sales

**Risk:**

<b>Risk</b>	<b>Mitigation</b>
Do not sell	None

**Human Resources:**

**Not applicable**

**Environmental/Sustainability:**

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

**Equalities:**

**Not applicable**

**Other Implications:**

**Not applicable**

**Reason(s) for Urgency**

Not applicable

**Reason(s) for Exemption –**

**Not applicable**

## **Background Papers**

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

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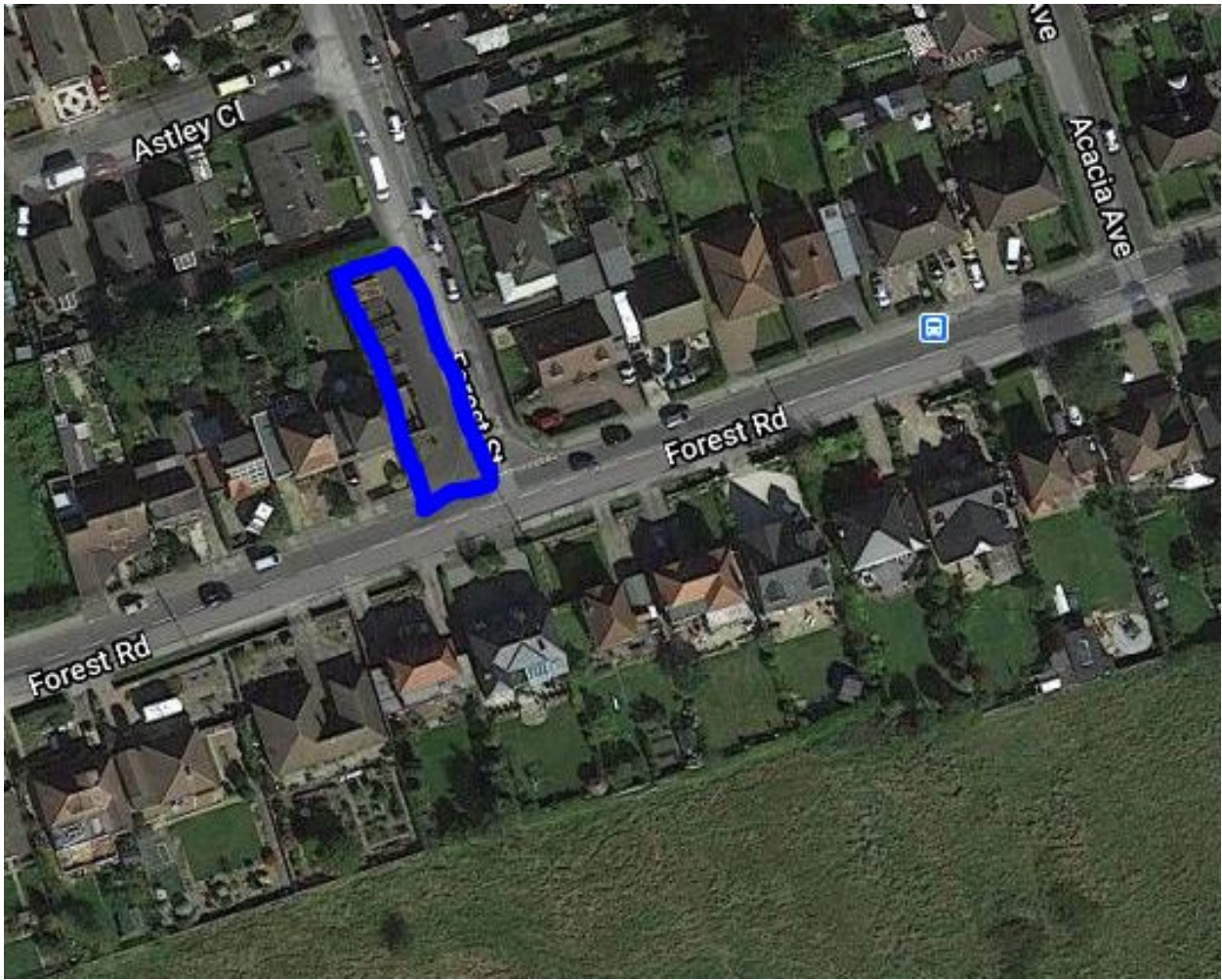
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Ashgate Sutton in Ashfield





Forest Street, Annesley

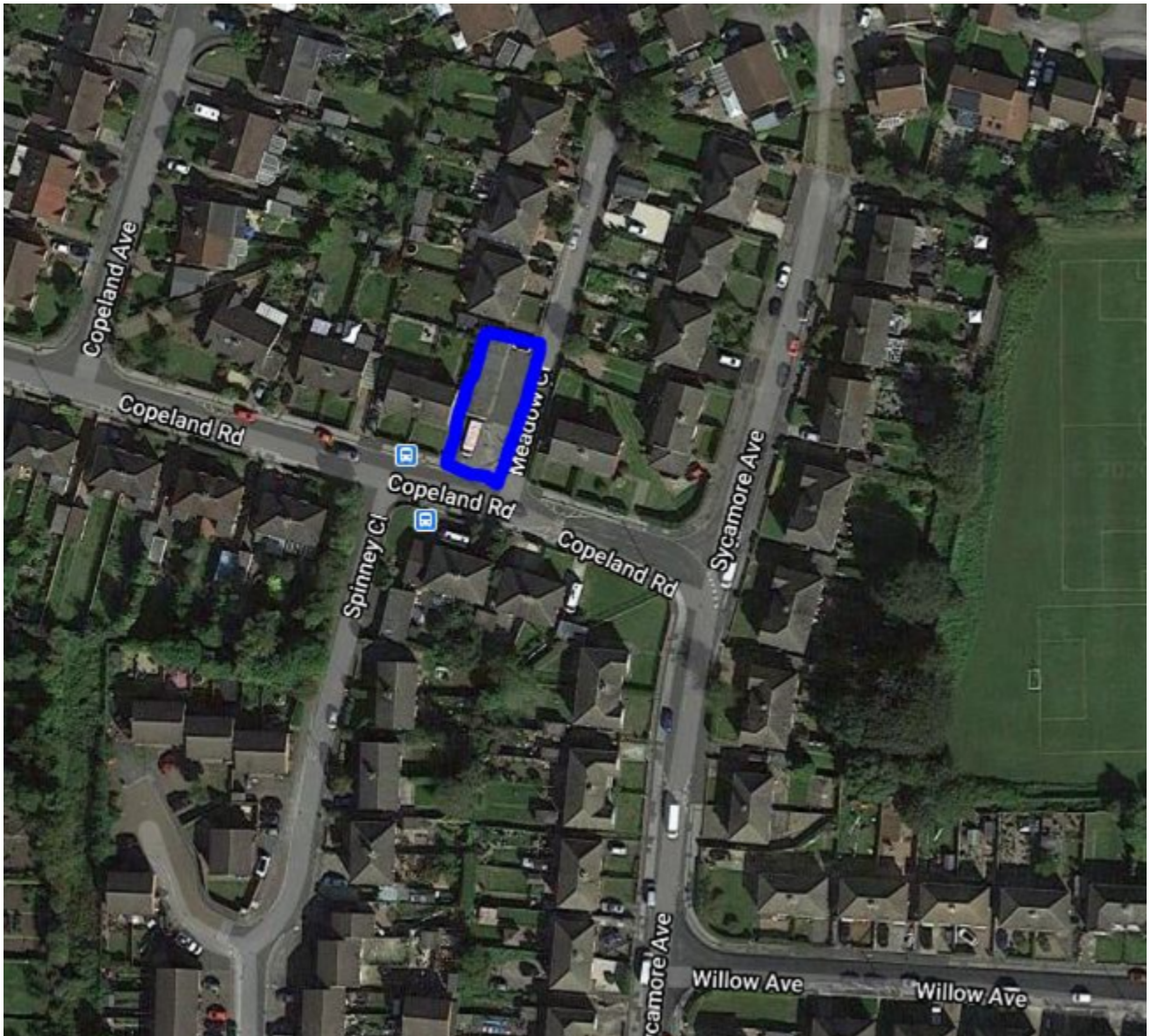


Lancaster Road, Hucknall





Meadow Close, Kirkby in Ashfield







<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29<sup>TH</sup> JANUARY 2024</b>
<b>Heading:</b>	<b>HOUSING STRATEGY 2024-2026</b>
<b>Executive Lead Member:</b>	<b>CLLR TOM HOLLIS - DEPUTY LEADER – STRATEGIC HOUSING AND CLIMATE CHANGE</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 present the Housing Strategy 2024-2026.

### **Recommendation(s)**

**To approve the Housing Strategy 2024-2026.**

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

Housing and Homes is a priority area with the Council's Corporate Plan 2023-27. The Housing Strategy 2024-2026 sets out how we will meet our corporate objective of ensuring the population of Ashfield are living in, or can access, homes that are affordable, warm and within a safe community that promotes the health and wellbeing of residents.

The Housing Strategy focuses on the following 4 key areas:

1. Delivery of new affordable housing by the Council, housing associations and private developers
2. Improving housing standards in the private sector
3. Preventing homelessness and rough sleeping
4. Maintaining and improving council homes

The Housing Strategy 2024-2026 is an overarching strategy that is supported by 4 sub-strategies, one for each of the above focus areas:

1. The Affordable Housing Delivery Strategy
2. The Private Sector Renewal Strategy
3. The Homelessness and Rough Sleeping Prevention Strategy
4. The Domestic Asset Capital Investment Strategy

The Housing Strategy 2024-2026 sets out:

- our statutory responsibilities to produce strategies relating to housing
- a high-level summary of the Ashfield housing market context
- the demographics of Ashfield residents
- the national, regional and local policy environment
- the actions to be taken under each sub-strategy

## **Alternative Options Considered**

To not develop a Housing Strategy – this was rejected as the Housing Strategy provides the context and a framework for the sub-strategies to sit within and clearly demonstrates how the Housing and Homes corporate priority will be achieved.

## **Detailed Information**

The Housing Strategy 2024-2026 builds on the achievements of our previous Housing Strategy and sub-strategies, which include:

### *Private Sector Renewal Strategy 2021-23*

- Renewed the Selective Licensing Scheme until 2027
- Raised awareness of the new electrical safety regulations – no enforcement action has been required
- Developed a standard template for pre-HMO licensing inspections
- Hosted a landlord forum twice a year in partnership with Mansfield District Council and Newark & Sherwood District Council
- Provided group training and 1:1 advice and support to landlords
- Updated policies and procedures to reflect changes to the Mobile Homes Act 2013
- Brought 21 empty properties back into use
- Improved the Aids and Adaptations Policy and Procedure
- Updated information on the website detailing the support available to residents to stay well at home

### *Affordable Housing Delivery Strategy 2021-23*

- 108 new affordable homes completed or on site
- 30 homes acquired from the market
- Delivered 7 adapted homes
- Sold 4 unviable garage sites to release capital for investment
- Regenerated 2 community centres to provide 4 bungalows

- Maximised use of commuted sums and Right to Buy receipts
- Exceeded minimum standards for carbon emissions
- 47 social or Affordable Rent homes delivered by the market

*Homelessness and Rough Sleeping Prevention Strategy 2019-2024*

- Provided more support to all customers to maximise their income and improve their money management, with additional support for those in temporary accommodation
- 171 new affordable homes were completed in Ashfield between 2019 and 2022
- Significant external funding secured to provide support to secure and sustain a tenancy
- Homeless households have good access to social housing and loss of a social housing tenancy is a minor cause of homelessness
- External funding secured for 54 supported housing spaces
- Trialled new ways to improve access to the private rented sector
- Multi agency case conferences are well established
- Homelessness awareness sessions delivered in secondary schools
- Substantial external funding secured to support those experiencing rough sleeping
- High levels of satisfaction reported by customers

The priorities of the sub-strategies are:

<b>Affordable housing delivery</b>	<b>Private Sector Renewal</b>
<ul style="list-style-type: none"> <li>- Maximise delivery of additional affordable homes</li> <li>- Maximise the delivery of adapted homes</li> <li>- Increase the supply of Extra Care housing</li> <li>- Deliver homes that achieve high standards of energy efficiency</li> <li>- Explore opportunities resulting from the East Midlands Combined Authority</li> </ul>	<ul style="list-style-type: none"> <li>- Implement changes required following the Government's review of the Housing Health and Safety Rating System</li> <li>- Complete a midway review of the Selective Licensing Scheme</li> <li>- Commission a profile of private sector stock condition in Ashfield</li> <li>- Implement a banning order policy</li> <li>- Publish a private sector enforcement policy</li> <li>- Proactively inspect all properties belonging to a landlord with at least one property in disrepair.</li> <li>- Proactively identify and review all HMO properties.</li> <li>- Introduce any required changes as a result of the Supported Housing (Oversight) Act 2023</li> <li>- Complete the damp and mould action plan submitted to DLUHC</li> <li>- Introduce any changes required by the Renters' Reform Bill.</li> <li>- Bring as many empty properties back into use as possible</li> <li>- Complete the review of the eligibility criteria for Discretionary Disabled Facilities Grants and update the relevant policy to utilise this funding.</li> </ul>
<b>Homeless and Rough Sleeping Prevention</b>	
<ul style="list-style-type: none"> <li>- Prevent as many residents as possible from becoming homeless, with a particular focus on those becoming homeless from a private rented sector tenancy or as a result of domestic abuse</li> <li>- End rough sleeping</li> <li>- Help as many residents as possible to move from one home to another without the need for emergency and temporary accommodation. Where it is needed, make sure it is good quality.</li> <li>- Provide a high-quality service that customers are satisfied with, and provide</li> </ul>	

<p>opportunities for customers to influence the design and delivery of services</p> <ul style="list-style-type: none"> <li>- Encourage and support leaders of other organisations to do more to prevent homelessness</li> <li>- Be a trauma-informed service, by looking after the wellbeing of our customers and staff</li> </ul>	<ul style="list-style-type: none"> <li>- Identify the implications of the Future Homes Standard and associated regulation and develop an action plan to mitigate these.</li> <li>- Maximise the external funding that residents can access to improve the energy efficiency of their homes, using green solutions wherever possible.</li> </ul>
<p><b>Domestic Asset Capital Investment</b></p>	
<ul style="list-style-type: none"> <li>- Carry out a 5 yearly stock condition survey at every ADC property by 2025</li> <li>- Revise the capital investment programme to meet the requirements of the revised Decent Homes Standard when announced</li> <li>- Increase the number of properties assessed as EPC Band C</li> <li>- Develop a strategic approach for the replacement of fossil fuel heating systems with low carbon heating systems</li> <li>- Develop opportunities for tenants to influence the development and delivery of the capital programme</li> </ul>	

## Implications

### **Corporate Plan:**

Housing and Homes is a priority area with the Council's Corporate Plan 2023-27. The Housing Strategy 2024-2026 sets out how we will meet our corporate objective of ensuring the population of Ashfield are living in, or can access, homes that are affordable, warm and within a safe community that promotes the health and wellbeing of residents.

### **Legal:**

The Strategy sets out the relevant legislative context. [RLD 05/12/2023]

**Finance:** No direct financial implications arising from the approval of this Strategy. [PH 20/12/2023].

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
See separate Cabinet report on the Homelessness and Rough Sleeping Prevention Strategy 2024-2029 for risks relating to this.	
There are no risks associated with this overarching strategy – any risks associated with the sub-strategies were considered as part of their development.	

**Human Resources:**

There are no HR implications with this proposal [NM 7.12.23]

**Environmental/Sustainability:**

There are no environmental or sustainability implications arising from the approval of the Housing Strategy 2024-2026.

Any actions from the sub-strategies requiring approval will be subject to an environmental and sustainability assessment as part of the approval process.

**Equalities:**

Almost all protected characteristic groups are disproportionately affected by the housing issues that the Housing Strategy 2024-26 and its sub-strategies seek to address, meaning these strategies will have a positive impact for these groups.

Equality Impact Assessment Screening Forms have recently been completed for the Homelessness and Rough Sleeping Prevention Strategy, and the Domestic Asset Capital Investment Strategy. They are available on request.

**Other Implications:**

None

**Reason(s) for Urgency**

N/A

**Reason(s) for Exemption**

N/A

**Background Papers**

A copy of the Housing Strategy 2024-2026 is attached to this report.

**Report Author and Contact Officer**

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01623 457230

## **Housing Strategy 2024-2026**

*TO BE FORMATTED*

### Summary

Housing and Homes is a priority area with the Council's Corporate Plan 2023-27. This Strategy sets out how we will meet our corporate objective of ensuring the population of Ashfield are living in, or can access, homes that are affordable, warm and within a safe community that promotes the health and wellbeing of residents.

The Housing Strategy focuses on the following 4 key areas:

1. Delivery of new affordable housing by the Council, housing associations and private developers
2. Improving housing standards in the private sector
3. Preventing homelessness and rough sleeping
4. Maintaining and improving council homes

The Housing Strategy is an overarching strategy that is supported by 4 sub-strategies, one for each of the above focus areas:

1. The Affordable Housing Delivery Strategy
2. The Private Sector Renewal Strategy
3. The Homelessness and Rough Sleeping Prevention Strategy
4. The Domestic Asset Capital Investment Strategy

See Appendix 1 for further information on each of these, as well as a summary of the achievements made under the previous versions of strategies 1-3.

This Strategy sets out our statutory responsibilities to produce strategies relating to housing (section 2). It also provides a high-level summary of the Ashfield housing market context (Section 3) and the demographics of Ashfield residents (section 4), as well as the national (section 5.1), regional (section 5.2) and local policy (section 1.1) environment. Alongside this, it summarises the actions the Council will take to achieve the corporate objective highlighted above, in view of this housing market and policy context (Section 1).

Achievement of this Strategy is monitored through a combination of Corporate Scorecard Indicators, Service Plan progress reports and strategy action plan progress reports.

This Strategy builds on the achievements of our previous strategy, which include:

#### *Private Sector Renewal Strategy 2021-23*

- Renewed the Selective Licensing Scheme until 2027
- Raised awareness of the new electrical safety regulations – no enforcement action has been required
- developed a standard template for pre-HMO licensing inspections
- Hosted a landlord forum twice a year in partnership with Mansfield District Council and Newark & Sherwood District Council

- Provided group training and 1:1 advice and support to landlords
- Updated policies and procedures to reflect changes to the Mobile Homes Act 2013
- Brought 21 empty properties back into use
- Improved the Aids and Adaptations Policy and Procedure
- Updated information on the website detailing the support available to residents to stay well at home

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- 108 new affordable homes completed or on site
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- Exceed minimum standards for carbon emissions
- 47 social or Affordable Rent homes delivered by the market

*Homelessness and Rough Sleeping Prevention Strategy 2019-2024*

Annual reviews of progress delivering this strategy are available on the website by searching:

- 2019-20 review
- 2020-21 review
- 2021-22 review
- 2022-23 review

1. 2023-2025 priorities

Each Strategy has an action plan setting out the workplan for the next 12 – 24 months. The priorities for 2023-25 include:

<b>Affordable housing delivery</b>	<b>Private Sector Renewal</b>
<ul style="list-style-type: none"> <li>- Maximise delivery of additional affordable homes</li> <li>- Maximise the delivery of adapted homes</li> <li>- Increase the supply of Extra Care housing</li> <li>- Deliver homes that achieve high standards of energy efficiency</li> <li>- Explore opportunities resulting from the East Midlands Mayoral Authority</li> </ul>	<ul style="list-style-type: none"> <li>- Implement changes required following the Government’s review of the Housing Health and Safety Rating System</li> <li>- Complete a midway review of the Selective Licensing Scheme</li> <li>- Commission a profile of private sector stock condition in Ashfield</li> <li>- Implement a banning order policy</li> <li>- Publish a private sector enforcement policy</li> <li>- Proactively inspect all properties belonging to a landlord with at least one property in disrepair.</li> </ul>
<b>Homeless and Rough Sleeping Prevention</b>	



<ul style="list-style-type: none"> <li>- Prevent as many residents as possible from becoming homeless, with a particular focus on those becoming homeless from a private rented sector tenancy or as a result of domestic abuse</li> <li>- End rough sleeping</li> <li>- Help as many residents as possible to move from one home to another without the need for emergency and temporary accommodation. Where it is needed, make sure it is good quality.</li> <li>- Provide a high-quality service that customers are satisfied with, and provide opportunities for customers to influence the design and delivery of services</li> <li>- Encourage and support leaders of other organisations to do more to prevent homelessness</li> <li>- Be a trauma-informed service, by looking after the wellbeing of our customers and staff</li> </ul>	<ul style="list-style-type: none"> <li>- Proactively identify and review all HMO properties.</li> <li>- Introduce any required changes as a result of the Supported Housing (Oversight) Act 2023</li> <li>- Complete the damp and mould action plan submitted to DLUHC</li> <li>- Introduce any changes required by the Renters' Reform Bill.</li> <li>- Bring as many empty properties back into use as possible</li> <li>- Complete the review of the eligibility criteria for Discretionary DFGs and update the relevant policy to utilise this funding.</li> <li>- Identify the implications of the Futures Homes Standard and associated regulation and develop an action plan to mitigate these.</li> <li>- Maximise the external funding that residents can access to improve the energy efficiency of their homes, using green solutions wherever possible.</li> </ul>
<p><b>Domestic Asset Capital Investment</b></p>	
<ul style="list-style-type: none"> <li>- Carry out a 5 yearly stock condition survey at every ADC property by 2025</li> <li>- Revise the capital investment programme to meet the requirements of the revised Decent Homes Standard when announced</li> <li>- Increase the number of properties assessed as EPC Band C</li> <li>- Develop a strategic approach for the replacement of fossil fuel heating systems with low carbon heating systems</li> <li>- Develop opportunities for tenants to influence the development and delivery of the capital programme</li> </ul>	

1.1 There are a number of other policies and action plans that also support the delivery of the Housing Strategy:

- The Strategic Tenancy Strategy
- The Social Housing Regulation Action Plan
- The Allocations Policy
- The Housing Complaints Policy
- The Anti-Social Behaviour Policy
- The Domestic Abuse Policy
- The Emerging Local Plan
- The Private Sector Renewal Policy
- The Aids and Adaptations Policy
- Selective Licensing Scheme Guide
- Ashfield Health and Wellbeing Strategy

## 2. Housing Strategy - Statutory Requirements

There are several strategies and plans that local housing authorities are required to produce by statute, these are:

1. A Homelessness Strategy<sup>1</sup>
2. A Housing Assistance Policy<sup>2</sup>
3. A Tenancy Strategy<sup>3</sup>
4. An Allocations Scheme<sup>4</sup>
5. A Private Sector renewal strategy<sup>5</sup>

In areas with two tiers of local government such as Nottinghamshire, the upper tier authority is responsible for producing a strategy to provide accommodation-based support to victims of domestic abuse<sup>6</sup>. Lower tier authorities are required to cooperate with any reasonable requests from upper tier authorities under this strategy.

The recently created Supported Housing (Regulatory Oversight) Act 2023 will introduce a requirement for local housing authorities to produce a supported housing strategy.

Local planning authorities are required to produce a development plan identifying the strategic priorities for the development and use of land in the area<sup>7</sup>. This includes assessing the accommodation needs of Gypsies, Travellers, Showpeople and boatdwellers.

## 3. Ashfield demographics

The ONS provide a summary of key Census 2021 data regarding the demography of Ashfield residents<sup>8</sup>:

- The population has reached nearly 130,000
- The population is forecast to increase to 150,000 by 2043.
- The median age is 42
- 7% of the population describe their health as bad or very bad
- Ashfield has the third highest proportion of residents providing unpaid care in the East Midlands
- 50% of residents described themselves as having no religion
- 93% of residents are born in England and around 1% were born in Poland and Scotland.
- 95% of residents described their ethnic group within the "White" category
- Around 30% of households include dependent children

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<sup>1</sup> S.1 Homelessness Act 2002

<sup>2</sup> Article 4, Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

<sup>3</sup> The Localism Act 2011

<sup>4</sup> S.166A, Part 6, The Housing Act 1996

<sup>5</sup> Section 3, Housing Act 2004

<sup>6</sup> Part 4, Domestic Abuse Act 2021

<sup>7</sup> S.19 Planning and Compulsory Purchase Act 2004

<sup>8</sup> <https://www.ons.gov.uk/visualisations/censusareachanges/E07000170/>

- 13% of households are single people aged 66 years or over
- 36% of residents have never been married or in a civil partnership
- Almost 56% of residents are employed
- 22% of residents identified as being disabled

#### 4. Ashfield housing market

The Homelessness and Rough Sleeping Prevention Strategy<sup>9</sup> provides a detailed overview of the Ashfield housing market, in summary:

- There are two growing tenure types (outright ownership and private renting) and two shrinking tenures (ownership with a mortgage and social renting).
- 67.8% of residents own their home, 17.3% rent from a PRS landlord, 14.9% rent from a social landlord
- The supported housing sector accounts for less than 1% of the housing market
- At any one time, around 1% of all dwellings in Ashfield have been empty for 6 months or more
- There are around 150 Houses of Multiple Occupation in Ashfield
- The median house price affordability ratio is worsening – residents need around 6 times their income
- The median rental price affordability is more than 3 times residents' income
- It would take around 7.5 years for someone in Ashfield to save a 20% deposit
- The gap between private rented sector rents and Local Housing Allowance rates ranges from £51pcm to £892pcm
- 15% of Ashfield residents are income deprived – Ashfield is ranked the 73<sup>rd</sup> most income-deprived area in England and 18 neighbourhoods are in the 20% most income-deprived areas in England.
- 15% of residents live in fuel poverty<sup>10</sup>
- Each year 237 new affordable homes are required.
- Between 2018-2023, 242 new affordable homes have been developed on large sites, this is 23% of all homes delivered.
- Around 5-7% of homes owned by the Council are relet each year
- There are over 4,000 households on our waiting list for council housing and demand for our homes has increased 76% in the last 5 years .
- Nationally the turnover of PRS properties has reduced by 38% and demand has increase by 46%
- Around 14% of all homes in Ashfield do not meet the Decent Homes Standard and almost 10% have a Category 1 hazard under the Housing Health and Safety Rating System .
- The majority (70%) of homes owned by the Council have an EPC rating of A – C.
- 28% of PRS properties have an EPC rating of A - C

<sup>9</sup> <https://www.ashfield.gov.uk/your-council/strategies-plans-policies/housing-strategy-research/homelessness-strategy/>

<sup>10</sup> <https://www.nea.org.uk/constituencies/ashfield/>

## 5. Policy context

### 5.1 *National*

This section sets out the key aspects of the current national policy context for each housing sub-strategy.

#### 5.1.1. The Affordable Housing Delivery Strategy

- a. The National Planning Policy Framework (paras 61-65) and associated Planning Practice Guidance documents set out how local affordable housing need should be assessed
- b. Local authorities can retain 100% of all Right to Buy receipts for sales in 2022-24. The cap on the percentage of acquisitions allowed within the RTB replacement programme is also frozen at 50% until 2025.
- c. A Public Works Loan Board Housing Revenue Account rate was introduced from June 2023, providing a 40 basis point discount for one year.
- d. From June 2023, the Affordable Housing Programme 2021-2026 provided by Homes England can be used to fund replacement homes as part of estate regeneration.
- e. The Levelling up and Regeneration Bill currently progressing through Parliament includes provision to replace Section 106 planning obligations and the Community Infrastructure Levy with the Infrastructure Levy.

#### 5.1.2 The Private Sector Renewal Strategy

##### *Private Rented Sector*

There are at least 29 separate legal statutes that relate to the operation of the private rented sector (PRS)<sup>11</sup>.

The Housing Act 2004 sets out the enforcement and licensing powers available to local housing authorities to improve property standards, as well as the charges that can be issued.

The Housing and Planning Act 2016 amended the Housing Act 2004, giving local housing authorities the power to issue a Civil Penalty Notice for certain offences up to the value of £30,000 as an alternative to prosecution. Income from Civil Penalty Notices is retained by the local housing authority and invested in private sector renewal activities.

The Housing and Planning Act 2016 also introduced Rent Repayment Orders (RRO) and Banning Orders. An RRO can require the repayment of up to 12 month's rent

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<sup>11</sup> The Journeys in the Shadow Private Rented Sector report from Safer Renting highlights the key statutes, p19-28 <https://static1.squarespace.com/static/5dd53ca5b73f98154b9db657/t/5f4f698b65ce7f08a28efdc4/1599039887282/%27Journeys+in+the+Shadow+Private+Rented+Sector%27+-+Full+Report+August+2020.pdf>

where a landlord or agent has committed a relevant offence. Banning orders prohibit landlords and agents who have committed relevant offences from letting or managing residential properties.

The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 set out a minimum standard for energy efficiency. Since 1<sup>st</sup> April 2020, all PRS properties must have an Energy Performance Certificate (EPC) rating of E or higher.

The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 details the requirements for smoke and carbon monoxide alarms in PRS properties.

The Electrical Safety Standards in the Private Rented Sector (Regulations) 2020 introduced requirements for PRS landlords to inspect and test electrical installations in their properties.

The Renter's Reform Bill was introduced into Parliament in May 2023, the Bill proposes to:

- Abolish section 21 'no fault' evictions and thereby move to all assured tenancies being periodic
- Revise the possession grounds available to landlords to repossess their property
- Ensure tenants can appeal excessive rent increases that are designed to force them out
- Introduce a new Private Rented Sector Ombudsman
- Create a Privately Rented Property Portal
- Give tenants the right to request a pet in the property, which the landlord cannot unreasonably refuse

Alongside the Renter's Reform Bill, the government has committed to:

- introducing an updated Decent Homes Standard to the PRS
- making it illegal for landlords and agents to have blanket bans on renting to tenants in receipt of benefits or with children
- strengthening local authority enforcement powers and introduce a new requirement for councils to report on enforcement activity

### *Empty homes*

The National Planning Policy Framework (July 2021) includes a focus on effective use of land and in paragraph 120 encourages the development of under-utilised land and buildings, including bringing back into use empty homes, using compulsory purchase powers where appropriate.

The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 allows local authorities to charge a higher rate of council tax for long-term empty properties. From 1<sup>st</sup> April 2021, the maximum increase allowed is:

- 100% for properties which have been empty for up to five years
- 200% for properties which have been empty for between five and 10 years
- 300% for properties which have been empty for at least 10 years.

Local authorities have a number of legal powers to bring empty properties back into use including: compulsory purchase, council tax premiums, enforced sale, Empty Dwelling Management Orders, and enforcement powers to improve the condition of properties.

### *Healthy homes*

The Better Care Fund (BCF) aims to enable people to stay well, safe and independent for longer. Joint plans to deliver this aim are agreed locally by Integrated Care Boards and local authorities, and are owned by the Health and Wellbeing Board. Whilst expenditure of the BCF must be agreed jointly, it includes the ringfenced Disabled Facilities Grant which must be spent in line with statutory duties.

The latest Energy Company Obligation scheme (ECO4) launched in 2022 and is open until March 2026. The scheme requires energy companies to provide energy saving measures to low income households, or those with a qualifying health condition. Local authorities can expand the scheme to additional households by participating in the Local Authority FLEX scheme.

The £500 million Green Homes Grant Local Authority Delivery scheme (LAD) was launched in 2020 by the Department for Business, Energy and Industrial Strategy (BEIS). It aims to upgrade up to 50,000 privately owned homes with energy efficiency and low carbon heating measures. It targets low income households in on-gas properties.

In 2021, the £630 million Home Upgrade Grant scheme (HUG) was launched by the Department for Energy Security and Net Zero (DESNEZ, formerly BEIS). This scheme also aims to upgrade privately owned homes with energy efficiency and low carbon heating measures. It targets low income households in off-gas properties.

### 5.1.3 The Homelessness and Rough Sleeping Prevention Strategy

This strategy includes a detailed overview of the national policy position regarding both the duties of a local housing authority to prevent homelessness and rough sleeping, as well as the responsibilities of the wider system. There are 3 main policy areas affecting homelessness and rough sleeping prevention:

- a. Homelessness reduction policies
  - i. Homelessness Reduction Act 2017

- ii. Ending Rough Sleeping for Good Strategy 2022
- b. Housing market challenges
    - i. Affordable housing supply
    - ii. PRS reform
    - iii. Supported housing oversight
    - iv. Help with housing costs
  - c. Specialist support
    - i. Domestic abuse
    - ii. Asylum dispersal
    - iii. Refugee resettlement
    - iv. EU settlement scheme
    - v. Prison leavers
    - vi. Care leavers
    - vii. Armed forces veterans
    - viii. Health and social care
    - ix. Substance misuse treatment

#### 5.1.4 The Domestic Asset Capital Investment Strategy

This strategy includes a detailed summary of the national policy context. The policy context relating to the safety and quality of social housing has developed significantly in recent years, particularly following the fire at Grenfell Tower in 2017 and most recently following the death of a young child due to prolonged exposure to damp and mould. There is also a substantial focus on the energy efficiency of homes and low carbon heating systems.

The key regulations are listed below:

- The Regulator of Social Housing's Home Standard
- Clean Growth Strategy 2017
- Future Homes Standard
- Future Building Standard
- Building Safety Act 2022
- Net Zero Strategy: Build Back Greener
- Heat and buildings strategy 2021
- UK Hydrogen Strategy 2021
- The Housing Ombudsman's case work, spotlight and insight reports
- Fire Safety Act 2021
- Social Housing (Regulation) Act 2023
- Commonhold and Leasehold Reform Act 2002

## 5.2 Regional

This section sets out the key regional policy makers and their housing-related priorities.

### 5.2.1 Nottinghamshire County Council

Nottinghamshire County Council is a key regional policy maker; their Public Health Team, Adult Social Care Team and Children's Social Care Team each have a number of statutory duties relating to the objectives and priorities set out in this Housing Strategy.

The following needs assessments and strategies set out NCC's priorities in these areas:

[Draft Housing Strategy 2023-2028](#)

[Annual Delivery Plan 2023/24](#)

[Health and Wellbeing Strategy 2022-26](#)

[The Health and Wellbeing Board Framework for Action on Homelessness](#)

[JSNA Health and Homelessness 2019](#)

[JSNA Substance Misuse: Young People and Adults 2022](#)

[Domestic Abuse Strategy 2021-24](#)

[Strategy for Looked After Children and Care Leavers 2022-25](#)

[Nottinghamshire Care Leaver Local Offer](#)

[Adult Social Care Strategy 2017](#)

[Nottinghamshire Combatting Substance Misuse Partnership Strategy and Delivery Plan 2023-25](#)

The Homeless Prevention and Rough Sleeping Strategy identifies the areas of focus relating to the prevention of homelessness that are included in the above documents.

### 5.2.2 NHS Nottingham and Nottinghamshire Integrated Care System

The Nottingham and Nottinghamshire [Integrated Care Strategy 2023-27](#) sets out a vision that every person will enjoy their best possible health and wellbeing. The strategy has 4 aims:

- a. Improve outcomes in population health and healthcare
- b. Tackle inequalities in outcomes, experiences and access
- c. Enhance productivity and value for money
- d. Support broader social and economic development

Actions the ICS will take to achieve these aims include:

- supporting frail older people with underlying conditions to maintain their independence and health
- supporting those in the most deprived areas, or experiencing severe, multiple disadvantage. The strategy prioritises populations with severe mental illness, homelessness, domestic abuse, severe multiple disadvantage, financial vulnerability and care leavers.



- Review the Better Care Programme
- embedding a trauma informed approach across the system.

### 5.2.3 Mid Nottinghamshire Place Based Partnership

This partnership brings together health and social care services across Mid Nottinghamshire, their vision is to work together to create happier, healthier communities and reduce the gap in healthy life expectancy. The [PBP Place Plan 2023/24](#) sets out 4 ambitions:

- a. Give every child the best chance of maximising their potential
- b. Create healthy and sustainable places
- c. Everyone can access the right support and improve their health
- d. Keep our communities safe and healthy.

The PBP had 4 programmes to deliver these ambitions:

- a. Best Start
- b. Living Well
- c. Ageing Well
- d. Health inequalities

### 5.2.4 [East Midlands Mayoral Authority \(launching May 2024\)](#)

The proposed East Midlands Devolution Deal includes the following actions that are relevant to the prevention of homelessness and rough sleeping:

- New powers to drive the regeneration of the area and to build more affordable homes including compulsory purchase powers and the ability to establish Mayoral Development Corporations.
- Over £17 million for the building of new homes on brownfield land in 2024/25, subject to sufficient eligible projects for funding being identified.
- £18 million capital funding in this Spending Review period to support the delivery of housing priorities and drive Net Zero ambitions in the East Midlands area.

The proposed Deal also identifies other areas of focus to bring into the remit of the new authority in the coming months and years:

- Deliver transformative regeneration and new high-quality housing.
- Tackle local housing challenges including homelessness and rough sleeping.
- Tackle domestic abuse through an improved and system wide holistic approach.
- Develop strong links between the MCCA and PCCs to help join up public service delivery and strategies in relation to community safety.
- Develop an ambitious, long term mayoral social mobility strategy, supporting young people through their journey to adulthood.

### 5.2.5 Nottingham and Nottinghamshire Violence Reduction Partnership

The partnership has published a [Serious Violence Response Strategy 2022-25](#), which sets out a vision for Nottinghamshire communities to feel safe from violence and the fear of violence. One of the strategic objectives is to implement a domestic violence perpetrator programme.

#### 5.2.6 Nottinghamshire Police and Crime Commissioner

The Commissioner has published a draft [Violence Against Women and Girls Strategy](#) which has as its vision to reduce the prevalence of violence against women and girls, and to bring more perpetrators to justice and increase support for all survivors.

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## Appendix 1

### ADC strategic housing framework

Affordable Housing Delivery Strategy 2023-25	<i>Enables and delivers the supply of affordable housing to meet demand</i>
<p>Aims:</p> <ul style="list-style-type: none"> <li>- Maximise delivery of affordable homes by the Council</li> <li>- Maximise the delivery of affordable homes by housing associations and private developers in the district</li> </ul>	
Private Sector Renewal Strategy 2023-25	<i>Improves standards in the private sector</i>
<p>Aims:</p> <ul style="list-style-type: none"> <li>- To reduce the number of non decent homes with category 1 hazards or chronic disrepair in the private sector</li> <li>- To reduce the number of non-decent homes with high risk category 2 hazards</li> <li>- To minimise the number of long-term empty properties</li> <li>- To improve health and wellbeing outcomes through improving housing standards</li> <li>- To ensure the health, safety and welfare of licensed caravan sites and their residents</li> <li>- To target resources effectively to improve the health and wellbeing of all residents, in particular those within the privately rented sector</li> </ul>	
Homelessness and Rough Sleeping Prevention Strategy 2024-29	<i>Ensures the housing and support needs of homeless households are met</i>
<p>Aims:</p> <ul style="list-style-type: none"> <li>- Prevent as many residents as possible from becoming homeless, with a particular focus on those becoming homeless from a private rented sector tenancy or as a result of domestic abuse</li> <li>- End rough sleeping</li> <li>- Help as many residents as possible to move from one home to another without the need for emergency and temporary accommodation. Where it is needed, make sure it is good quality.</li> <li>- Provide a high-quality service that customers are satisfied with, and provide opportunities for customers to influence the design and delivery of services</li> <li>- Encourage and support leaders of other organisations to do more to prevent homelessness</li> <li>- Be a trauma-informed service, by looking after the wellbeing of our customers and staff</li> </ul>	
The Domestic Asset Capital Investment Strategy 2023-25	<i>Ensures ADC homes are decent, safe and net zero ready</i>
<ul style="list-style-type: none"> <li>- To ensure high levels of tenant satisfaction with the safety and quality of their home</li> </ul>	

- To ensure our homes meet the diverse needs of our tenants and enable independent living
- To ensure tenants are able to influence the development and delivery of the capital programme
- To ensure our homes meet all applicable legislative and regulatory standards and ensure there is a forward plan to comply with forthcoming standards
- To ensure there is a robust 30 year investment programme, supported by a 5 year medium-term financial plan, which are based on detailed and up to date records of the condition of homes, and viability assessments
- To provide high quality homes that require minimal repairs
- To maximise the use of external funding opportunities to deliver an enhanced investment programme

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29<sup>TH</sup> JANUARY 2024</b>
<b>Heading:</b>	<b>HOMELESSNESS AND ROUGH SLEEPING PREVENTION STRATEGY 2024-2029</b>
<b>Executive Lead Member:</b>	<b>CLLR TOM HOLLIS - DEPUTY LEADER – STRATEGIC HOUSING AND CLIMATE CHANGE</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 present the Homelessness and Rough Sleeping Review 2024 and the Homelessness and Rough Sleeping Prevention Strategy 2024-2029.

### **Recommendation(s)**

**To approve the Homelessness and Rough Sleeping Review 2024.**

**To approve the Homelessness and Rough Sleeping Prevention Strategy 2024-2029.**

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

Under Sections 1-4 of the Homelessness Act 2002, all housing authorities must have in place a Homelessness Strategy based on a review of all forms of homelessness in their District. The Strategy must be renewed at least every 5 years.

The Strategy must set out the authority's plans for the prevention of homelessness and for securing that sufficient accommodation and support are or will be available for people who become homeless or who are at risk of becoming so.

The Council's current Homelessness and Rough Sleeping Prevention Strategy covers the period 2019-2024 meaning that a new Strategy is required for 2024-2029.

The Homelessness and Rough Sleeping Review 2024 and the Homelessness and Rough Sleeping Prevention Strategy 2024-2029 have been produced by the Strategic Housing Team. A number of consultation activities have taken place with a range of stakeholders throughout the development of both documents, including attendance at the Outward Focus Select Committee in October 2023. The Committee voted in favour of the proposed priorities and asked to review annual action plans as they are developed.

The Homelessness and Rough Sleeping Strategy 2024-2029 sets out 6 priorities for the Council to focus on to address homelessness in Ashfield:

1. Prevent as many residents as possible from becoming homeless, with a particular focus on those becoming homeless from a private rented sector tenancy or as a result of domestic abuse.
2. End rough sleeping.<sup>1</sup>
3. Help as many residents as possible to move from one home to another without the need for emergency and temporary accommodation. Where it is needed, make sure it is good quality.
4. Provide a high-quality service that customers are satisfied with, and provide opportunities for customers to influence the design and delivery of services.
5. Encourage and support leaders of other organisations to do more to prevent homelessness.
6. Be a trauma-informed service, by looking after the wellbeing of our customers and staff.

The Homelessness and Rough Sleeping Strategy 2024-2029 will be launched at a stakeholder event in April 2024 and annual action plans will be developed to deliver the above priorities. Delivery of the priorities and the action plan will be monitored by the internal Ashfield Homelessness Strategy Group.

## **Alternative Options Considered**

No alternative options were identified as the Homelessness Act 2002 requires all housing authorities to have in place a Homelessness Strategy based on a review of all forms of homelessness in their District, which must be renewed at least every 5 years.

## **Detailed Information**

The Homelessness and Rough Sleeping Review 2024 provides a detailed analysis of all forms of homelessness in Ashfield, the contents include:

- the Council's achievements in 2019-2024
- the national, regional and local policy context
- an overview of the Ashfield housing market
- future levels of homelessness

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<sup>1</sup> Defined by the Department of Levelling Up, Homes and Communities as preventing rough sleeping or ensuring it is rare, brief and non-recurrent.

- the level of homelessness in Ashfield between 2020 and 2023
- resources available to prevent homelessness in Ashfield

Looking back to the previous Homelessness and Rough Sleeping Prevention Strategy 2019-2024, the Council's priorities were to:

1. Prevent as many people as possible from becoming homeless
2. Ensure options are available to ensure no one has to sleep rough
3. Help as many people as possible to move seamlessly from one home to another without the need for emergency or temporary accommodation
4. Provide a high-quality service that customers indicate satisfaction with

Some notable achievements from 2019-2024 include:

- Providing more support to all customers to maximise their income and improve their money management, with additional support for those in temporary accommodation
- 171 new affordable homes were completed in Ashfield between 2019 and 2022
- Significant external funding secured to provide support to secure and sustain a tenancy
- Homeless households have good access to social housing and loss of a social housing tenancy is a minor cause of homelessness
- External funding secured for 54 supported housing spaces
- Trialled new ways to improve access to the private rented sector
- Multi agency case conferences are well established
- Homelessness awareness sessions delivered in secondary schools
- Substantial external funding secured to support those experiencing rough sleeping
- High levels of satisfaction reported by customers

Analysis of homelessness data and statistics between April 2020 and March 2023 shows that:

- There has been a 21% increase in the number of Ashfield households being assessed for homelessness advice and assistance over the last 4 years.
- There has been an 85% increase in the number of main duty<sup>2</sup> accepted decisions in the last 4 years.
- Loss of an assured shorthold tenancy is the leading cause of homelessness in Ashfield
- Domestic abuse is a significant cause of homelessness in Ashfield
- Close to half of homeless households have one or more support needs, these are typically due to mental health problems, physical health problems and experiencing domestic abuse
- The majority of requests for assistance are from single female parent households and single male households.
- The majority of lead applicants are aged 25-34, and 85% are White British
- In 2022/23, 55% of prevention cases and 26% of relief cases either stayed in existing accommodation or secured alternative accommodation
- In 2022/23, of those who secured accommodation, 49% of prevention cases, 70% of relief cases and 85% of main duty cases moved into social housing
- Use of bed and breakfast to provide emergency accommodation has increased by 96% over the last 4 years.
- In 2022/23, a third of all households seeking assistance were placed in bed and breakfast.

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<sup>2</sup> This is owed when the relief duty has ended where someone is homeless, eligible, has a priority need and is not intentionally homeless. This duty is typically 'discharged' with an offer of permanent accommodation.

- Use of bed and breakfast for households with families has increased by 340% in the last 4 years.
- No households with children have stayed in B&B for more than 6 weeks and no 16 or 17 year old customers have been placed in B&B.
- The average length of stay for all households in temporary accommodation is around 3 months; for households with children, it is around 4 months.
- Ashfield’s use of temporary accommodation per 1,000 households is around half the regional rate and a quarter of the national rate.
- On average in 2022/23, 10 people were found rough sleeping each month, of which 3 were new to the streets.

Whilst forecasting the future levels of homelessness in Ashfield is difficult to do, the trends of the last 4 years clearly show rising levels of homelessness and demand for temporary accommodation. Given the nature of the national and local economy and housing market, this is not anticipated to improve without significant Central Government intervention and investment. In addition, the national housing policy context is rapidly evolving, which will affect, both positively and negatively, the supply of and demand for affordable housing. The Government Policy and investment position is unknown for 2025 onwards due to the pending General Election and so the delivery of this Strategy will be regularly reviewed to reflect the latest announcements.

**Implications**

**Corporate Plan:**

There are 3 priority areas in the Corporate Plan 2023-2027 that are linked to the Homelessness and Rough Sleeping Prevention Strategy 2024-2029:

The Health and Happiness priority includes an ambition to address key health inequalities and prioritise areas and people in most need.

The Homes and Housing ambitions include:

- Housing development
- Tackling disrepair and poor housing conditions
- Reduce and preventing homelessness

The Safer and Stronger priorities are:

- A safer district
- Health inequalities

**Legal:**

The report and its recommendations ensures the Council complies with its duties pursuant to the Homelessness Act 2002. [RLD 02/01/2024]

**Finance:** There are no direct financial implications arising from approval of this Strategy. [PH 20/12/2023].

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:**

<b>Risk</b>	<b>Mitigation</b>
Levels of homelessness in Ashfield are expected to rise and this may result in increased costs to the General Fund due to the increased need for temporary accommodation.	<p>Levels of homelessness and use of temporary accommodation are closely monitored.</p> <p>Additional temporary and short-term supported housing has been procured in the last 12 months to reduce the use of expensive bed and breakfast accommodation.</p> <p>Households in temporary accommodation are prioritised for Homefinder lettings to minimise the length of stay.</p>
Government funding for homelessness and rough sleeping prevention is only confirmed to 31 <sup>st</sup> March 2025 – the Council’s ability to deliver its strategic priorities are dependent on the funding available.	<p>An annual action plan will be developed in line with the resources available.</p> <p>All external funding opportunities are explored and maximised – the Council has a good track record in securing funding.</p> <p>Budgets are closely and regularly monitored</p>
There is a lack of housing options due to the shortage of affordable housing in Ashfield alongside increasing demand across all sectors, from all household types.	<p>Maximise the Council’s delivery of affordable housing and support other providers to do the same.</p> <p>Increase the focus and investment in homelessness prevention</p>

**Human Resources:**

There are no HR implications with this proposal [NM 4.1.24]

**Environmental/Sustainability:**

There are no environmental or sustainability implications arising from the approval of the Homelessness and Rough Sleeping Review 2024 and the Homelessness and Rough Sleeping Prevention Strategy 2024-2029.

Any actions from the action plan requiring approval will be subject to an environmental and sustainability assessment as part of the approval process.

## **Equalities:**

Nationally, homelessness disproportionately affects many groups with protected characteristics. Many of these groups are afforded priority need status in the homelessness legislation and therefore are positively impacted by the work of our Housing Options Team.

An Equality Impact Assessment and Action Plan has been completed covering both the Review and the Strategy. Overall, this Strategy will have a positive impact for those with a protected characteristic. However, the assessment has identified a number of areas for improvement, firstly in collecting and analysing data regarding the impact of homelessness and the assistance we provide to those with a protected characteristic. Secondly, in how we can improve the assistance we provide to those with a protected characteristic to ensure a positive impact for them. These actions will be included in the annual Strategy Action Plan. A copy of the Equality Impact Assessment will be published alongside the Strategy and Review documents.

## **Other Implications:**

None

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

N/A

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

N/A

## **Background Papers**

A copy of the Homelessness and Rough Sleeping Review 2024 and the Homelessness and Rough Sleeping Prevention Strategy 2024-2029 is attached to this report.

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## **Ashfield District Council**

### **Homelessness and Rough Sleeping Prevention Review 2024**

#### **Introduction**

It is our vision that residents of Ashfield have affordable and warm housing in a safe community that promotes their health and wellbeing. Reducing and preventing homelessness is key to achieving this vision and is identified as a priority in our Corporate Plan.

Under the Homelessness Act 2002, every local housing authority is required to have a Homelessness Strategy in place which is based on a review of all forms of homelessness in their area. The Strategy must be renewed at least every 5 years and must set out the authority's plans for the prevention of homelessness and for securing that sufficient accommodation and support are, or will be available, for people who become homeless or who are at risk of becoming so.

The Homelessness and Rough Sleeping Review 2024 and the Homelessness and Rough Sleeping Prevention Strategy 2024-2029 have been produced by our Strategic Housing Team, in consultation with a range of stakeholders, and in collaboration with our Mid Nottinghamshire neighbours, Mansfield District Council and Newark & Sherwood District Council.

#### **Contents**

1. Methodology
2. 2019-24 achievements
3. Policy context
  - a. National policy
  - b. Regional policy
  - c. Local policy
4. Ashfield Housing Market
5. Future levels of homelessness in Ashfield
6. Current levels of homelessness in Ashfield
7. Resources available in Ashfield
8. Resources available in Nottinghamshire
9. Conclusion

## **1. Methodology**

This section sets out the process we followed to develop the Homelessness and Rough Sleeping Prevention Review and Strategy 2024-29, including working in collaboration with other Nottinghamshire housing authorities, gathering data and consulting with stakeholders.

We have continued to work in collaboration with Mansfield District Council and Newark & Sherwood District Council to develop the Homelessness and Rough Sleeping Prevention Review and Strategy 2024-29. All three local authorities have taken the same approach to carry out the review and develop the Strategy. The aims and objectives of all the strategies not only align to each other, but also to the Homelessness and Rough Sleeping Prevention Strategies of other Nottinghamshire authorities. Between Autumn 2022 and Spring 2024, representatives from each authority met on a regular basis to monitor progress against a project plan.

An Ashfield Homelessness Strategy Group made up of internal officers that meets every 6-8 weeks has received updates on the progress of the review and strategy development.

A review of progress against the 2019-24 action plan was carried out which considered if any actions should be carried forward into the 2024-2029 strategy and to learn lessons from actions that had both gone well and not progressed.

An analysis of the current and emerging national, regional and local policy context was completed to identify shared priorities, as well as opportunities and changes we need to prepare for.

An assessment of the housing market was carried out to understand how this might be driving homelessness now and in the future, as well as to identify opportunities to address homelessness.

Research into the root causes of homelessness was done to try identify the likely future levels of homelessness

A review of the financial, staffing and IT resources available took place to understand opportunities, limitations and areas for improvements.

Analysis of official homelessness statistics, local rough sleeping data, customer satisfaction surveys and customer complaints was carried out to identify trends and areas for improvement.

We met with our Homelessness Advice and Support Team (HAST) Advisor from the Department of Levelling Up, Homes and Communities (DLUHC) to jointly review the above homelessness and rough sleeping data for both Mid-Nottinghamshire and Nottinghamshire as a whole.

We invited all relevant internal teams and external stakeholders to identify the strengths and weaknesses of our work to tackle homelessness, and to tell us what we should consider doing differently. We did this by attending team meetings, speaking with people over email, or meeting with them one on one.

We secured government-funded consultancy support from Shelter, who facilitated in person consultation events in Ashfield, Mansfield and Newark & Sherwood during June 2023. We invited all relevant internal teams and external stakeholders to this. In Ashfield, attendees heard a presentation summarising the homelessness and rough sleeping data for 2022 and a draft set of priorities were proposed. Attendees were then asked to work in groups to discuss if these priorities were suitable and what actions they'd like to see Ashfield District Council (ADC) and its partners take to achieve them. A write up of the feedback is available at Appendix 1.

Elected Members were consulted in a similar way to the above through the Outward Focus Select Committee in October 2023. Committee Members voted in favour of the proposed priorities and asked to review annual action plans as they are developed.

In September 2023, we consulted stakeholders, customers and the general public on our draft priorities for the new strategy. We received 6 responses to an online survey, 4 responses were from staff at ADC or partner agencies. No one with lived experience of homelessness in the last 5 years completed the survey. All respondents supported the proposed priorities. A focus group also took place at a supported housing scheme during September; all attendees were supportive of the proposed priorities.

The Homelessness Prevention Strategy 2024-2029 is based on the data and insights we gathered through the above process and has determined our priorities for these 5 years. The Strategy will be launched at an event with stakeholders who we will collaborate with annually to review progress and develop actions plan to deliver the priorities of the Strategy. The Mid-Nottinghamshire Homeless Inter-Agency Forum will continue to meet quarterly and will play a role in the delivery of action plans. The Ashfield Homelessness Strategy Group will have responsibility for ensuring the aims of the Strategy are achieved.

## 2. 2019-24 achievements

This section provides a summary of the achievements against each of the actions included in the 2019-24 Strategy. In addition to this summary, annual reviews of the action plan can be found on our website<sup>1</sup>, providing more detail and case studies.

### Theme 1 - Reducing the Impact of Poverty on Homelessness

Action	Research how households at risk of homelessness can be proactively supported by ADC and partners to improve their financial resilience to mitigate against adverse events that may cause homelessness	
Progress	<i>Alden Social Research were commissioned in Summer 2020 to consider the underlying causes of homelessness, analyse homelessness prevention in Ashfield and identify areas for future development. A number of recommendations were made based on the research findings and an action plan was developed by the Housing Options Team to implement these.</i>	Complete
	<i>The Tackling Financial Insecurity in Nottinghamshire report reviewed the existing financial wellbeing services in Nottinghamshire and the potential for a countywide approach.</i>	
Action	Review the accessibility and take up of advice on money, debts and benefits provided by ADC and partners by households at risk of homelessness.	
Progress	<i>The Housing Options Team have completed training on basic money management advice. The Team review the income and expenditure of every customer to identify opportunities to maximise their income. There are strong working relationships with Ashfield's Housing Benefit Team, local Department for Work and Pensions (DWP) advisors and Citizens Advice Ashfield.</i>	Complete
Action	Identify opportunities to integrate local welfare benefits services with the ADC Housing Options Team to proactively support households at risk of homelessness.	
Progress	<i>There are strong working relationships with Ashfield's Housing Benefit Team, local DWP advisors and Citizens Advice Ashfield.</i>	Complete
	<i>Between 2019 and 2023, the Housing Benefit Team have awarded £725,320 in Discretionary Housing Payments.</i>	
Action	Work with partners to develop sustainable pathways out of homelessness that minimise the levels of poverty experienced.	

<sup>1</sup> <https://www.ashfield.gov.uk/your-council/strategies-plans-policies/housing-strategy-research/homelessness-strategy>

<i>Progress</i>	<p><i>Significant external funding has been secured by ADC and partners during 2019-24 that can be used to support homeless households with the cost of moving and settling into their new home</i></p> <p><i>The Housing Options Team now includes an officer dedicated to supporting customers to move out of temporary accommodation into a new home</i></p>	<i>Complete</i>
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## Theme 2 - Responding to the Shortage of Social Housing

<i>Action</i>	Deliver the ADC Affordable Housing Delivery Action Plan 2019 – 2021	
<i>Progress</i>	<p><i>A summary of the outcomes of this action plan, and the 2021 – 2023 action plan are available on our website.</i></p> <p><i>Data published by DLUHC shows that 171 new affordable homes were completed in Ashfield in 2019-2022<sup>2</sup></i></p>	<i>Complete</i>
<i>Action</i>	Work with social housing partners to deliver the required additional tenancy sustainment support, using external funding where available	
<i>Progress</i>	<p><i>Significant external funding has been secured by partners such as Framework Housing and Change, Grow, Live (CGL) in Nottinghamshire to provide support to secure and sustain a tenancy, particularly for those experiencing, or at risk of, rough sleeping.</i></p>	<i>Complete</i>
<i>Action</i>	Research the underlying causes of tenancy failure in social housing.	
<i>Progress</i>	<p><i>Due to a national moratorium policy on evictions during the Covid-19 pandemic, this action was not relevant during 2020-2021.</i></p> <p><i>Between 2019 and 2023, only 41 households were homeless or threatened with homelessness due to the end of social housing tenancy. The majority of evictions are due to rent arrears.</i></p>	<i>Complete</i>
<i>Action</i>	Identify the barriers to homeless households accessing social housing.	
<i>Progress</i>	<p><i>Between 2019 and 2023, 47% of all customers moved into social housing.</i></p> <p><i>Currently, the main barrier is the high demand and low supply of social housing.</i></p>	<i>Complete</i>
<i>Action</i>	Work with partners to reduce the number of evictions from social housing	
<i>Progress</i>	<p><i>Due to a national moratorium policy on evictions during the Covid-19 pandemic, this action was not relevant during 2020-2021.</i></p> <p><i>Between 2019 and 2023, only 41 households were homeless or threatened with homelessness due to the end of social housing tenancy.</i></p>	<i>Complete</i>

<sup>2</sup> Live Table 1011C

### Theme 3 - Supported Housing and Housing Related Support

Action	Work with partners to deliver the required additional supported housing, using external funding where available	
Progress	<p><i>External funding has been secured to deliver 26 additional supported housing bedspaces until 2025</i></p> <p><i>We have commissioned 17 one-bedroom short term supported housing flats and 5 move on flats for 2023-25.</i></p> <p><i>External funding has been secured to continue 6 existing domestic abuse refuge properties (37 bedspaces) and to deliver an additional 2 properties for 2023 – 2030.</i></p>	Complete
Action	Work with partners to deliver the additional required housing related support, using external funding where available	
Progress	<p><i>Significant external funding has been secured by partners such as Framework Housing, CGL, Juno Women’s Aid and Equation in Nottinghamshire to provide support to secure and sustain a tenancy, particularly for those experiencing or at risk of rough sleeping, and for those experiencing domestic abuse.</i></p>	Complete
Action	Identify the barriers to sustainable move on from supported housing.	
Progress	<p><i>The main barriers are reduced availability of social housing and of Private Rented Sector (PRS) housing available at Local Housing Allowance (LHA) rates, alongside high levels of demand for the properties that are available.</i></p>	Complete
Action	Identify barriers to accessing supported housing by those households who need it.	
Progress	<p><i>There is good access to supported housing where customers meet the referral criteria. However, there remains a lack of supported housing for customers with “high” support needs.</i></p>	Complete
Action	Conduct an annual review of support needs of supported housing residents and evaluate if these needs are appropriately met	
Progress	<p><i>Commissioners of supported housing (such as Nottinghamshire County Council) monitor these issues and work with providers under the terms of their contracts to address them.</i></p>	Complete
Action	Create a governance structure that includes oversight of all supported housing and housing related support	
Progress	<p><i>There are a number of strategic forums in Nottinghamshire that regularly meet, which consider the quality and performance of supported housing and housing related support as part of their agenda. An additional forum was not required.</i></p>	Complete



	<i>Meetings are arranged as required with individual providers and commissioners to raise any concerns and agree a way forward.</i>	
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#### Theme 4 - Working with the Private Rented Sector

Action	Work with partners and PRS landlords to remove the barriers to homeless households accessing the PRS establishing any required products and services (subject to resource availability), using external funding where available	
Progress	<p><i>External funding was secured in 2019-2020 to trial a Nottinghamshire social lettings agency. The agency created 30 tenancies and did not continue following the trial.</i></p> <p><i>External funding was also secured in 2018-2020 for a landlord liaison officer, employed by a partner agency, who secured 46 tenancies on behalf of individuals experiencing, or at risk of, rough sleeping.</i></p> <p><i>Between 2019 and 2023, 13% of all customers moved into the PRS</i></p> <p><i>Between 2019 and 2023, 150 households received support from our prevention fund, almost all households were supported to access the PRS.</i></p>	Complete
Action	Secure funding to introduce the Call Before You Serve scheme in the district	
Progress	<i>External funding was secured in 2019-2023 for the Call Before You Serve scheme in Ashfield to work with private landlords wishing to serve a notice of seeking possession.</i>	Complete
Action	Research the underlying causes of loss of a PRS tenancy.	
Progress	<p><i>Due to a national moratorium policy on evictions during the Covid-19 pandemic, this action was not relevant during 2020-2021.</i></p> <p><i>The Alden Social Research project considered the drivers of homelessness in the PRS, as well as reviewing the way we work with private landlords. The research report made a number of recommendations and an action plan was developed by the Housing Options Team to implement these.</i></p>	Complete

#### Theme 5 - Addressing the Causes and Consequences of Homelessness

Action	Deliver the additional required supported housing and housing related support – see Theme 3	
Progress	See above	Complete
Action	Work with partners to ensure robust pathways to prevent homelessness upon discharge from an institution.	
Progress	<p><i>We are in regular conversation with partners from the Integrated Care System, Adult Social Care, Children’s Social Care, Probation Service, local hospital trusts, etc. A range of initiatives are in place to ensure timely referrals, to hold multi-agency case conferences and to provide specialist support. Some initiatives have received external funding. The national policy context concerning institutional discharge changes regularly and as such dynamic pathways are required.</i></p> <p><i>Between 2019 and 2023, 658 Duty to Refer referrals were received, the majority (60%) concerned prison leavers. Only 28 customers stated their reason for homelessness was leaving an institution.</i></p>	Complete
Action	Identify the barriers to homeless households accessing specialist support and treatment.	
Progress	<i>Multi-agency case conferences consider the barriers at an individual level. Any trends in these barriers are highlighted at the relevant strategic forum. Where required, a task and finish group will work to agree changes to the system.</i>	Complete
Action	Work with partners to identify options to prevent the underlying causes of homelessness in the next generation	
Progress	<p><i>Broxtowe Youth Homeless have delivered sessions in person and online to schools across Nottinghamshire. Sessions enable young people to recognise when they are at risk of homelessness and seek early support.</i></p> <p><i>We have White Ribbon Accreditation and every year takes part in the 16 days of activism to encourage people to seek help and to promote healthy relationships.</i></p>	Complete
Action	Work with partners to identify how households at risk of homelessness as a result of their support needs can be identified and proactively assisted as early as possible.	
Progress	<i>A multi-agency case conference takes place fortnightly and all agencies are asked to highlight households who are at risk of homelessness</i>	Complete
Action	Work with partners to provide joined up support to households with multiple and complex needs at risk of homelessness.	
Progress	<i>A multi-agency case conference takes place fortnightly for all current single homelessness cases in Ashfield. Separate multi-</i>	Complete

	<i>disciplinary team meetings are arranged as required to discuss individual cases in greater detail with relevant partners.</i>	
Action	Contribute to the development of Nottinghamshire County Council Youth Homelessness Strategy in 2020	
Progress	<i>We attend the Youth Homelessness Forum and contributed to the development of the current Youth Homelessness Action Plan.</i>	Complete

### Theme 6 - Reducing the Impact of Homelessness on the Community

Action	Ensure options are available to ensure no one has to sleep rough other than through personal choice	
Progress	<i>Substantial external funding has been secured for 2019-2025 to support those experiencing, or at risk of, rough sleeping in Nottinghamshire. This has increased the accommodation and support available to prevent rough sleeping. On a typical night in Ashfield, there are 4 people rough sleeping (Nov 2022 snapshot).</i>	Complete
Action	Minimise and manage the negative impacts of street activity by rough sleepers, supported housing residents and others	
Progress	<i>Street activity (such as begging, drinking, noise nuisance) is rare in Ashfield. Where activity does occur, it is quickly addressed through multi-agency working.</i>	Complete
Action	Work with partners to ensure the welfare needs of rough sleepers and those at risk of rough sleeping are met	
Progress	<i>During the Covid-19 pandemic, all rough sleepers were offered accommodation to protect them from the virus. We continue to offer accommodation to all rough sleepers, alongside a package of support</i>	Complete
Action	Establish the Homeless Reduction Board as required by the MHCLG Rough Sleeping Strategy and Delivery Plan	
Progress	<i>This requirement is no longer included in the DLUHC Ending Rough Sleeping for Good Strategy</i>	Not required
Action	Create a community homeless prevention charter and encourage partners, public, businesses, etc to pledge to do their bit to end homelessness	
Progress	<i>This action was not relevant during 2020-21 due to the Covid-19 pandemic.</i>  <i>The community are encouraged to report anyone experiencing, or at risk of, rough sleeping to StreetLink or to Framework.</i>  <i>The local faith sector has secured funding to establish a volunteering programme to support homeless households.</i>	Complete

Theme 7 - Improving Customer Services for People who are Homeless or at Risk of Homelessness

Action	Regularly gather customer feedback and utilise this to continuously improve the service and its integration with our services.	
Progress	<p><i>All customers are asked to complete a satisfaction survey after their initial contact with us, after their PHP is agreed and after they have left temporary accommodation. Survey results are reported to the internal strategy group.</i></p> <p><i>Almost all customers report high levels of satisfaction, and say their allocated officer was polite and understanding, and that it was clear what actions they and the officer would take.</i></p> <p><i>All Sanctuary customers are asked to complete a satisfaction survey and to confirm if the intervention prevented their homelessness for at least 6 months.</i></p>	Complete
Action	Research customer journeys into homelessness to identify early opportunities to prevent their homelessness and any barriers to doing so.	
Progress	<p><i>Alden Social Research were commissioned in Summer 2020 to consider the underlying causes of homelessness, analyse homelessness prevention in Ashfield and identify areas for future development. A number of recommendations were made based on the research findings and an action plan was developed by the Housing Options Team to implement these.</i></p> <p><i>An internal customer journey mapping exercise also started in January 2023 to identify opportunities to improve the experience of customers who need support from Housing Options, Environmental Health (Residential) and/or Homefinder</i></p>	Complete
Action	Research customer journeys into homeless to understand how it affects their health and well being and identify opportunities to minimise the negative effects of homelessness.	
Progress	<p><i>Alden Social Research were commissioned in Summer 2020 to consider the underlying causes of homelessness, analyse homelessness prevention in Ashfield and identify areas for future development. A number of recommendations were made based on the research findings and an action plan was developed by the Housing Options Team to implement these.</i></p> <p><i>All customers are asked if they have any support needs and are signposted to relevant partner agencies.</i></p>	Complete
Action	Conduct a 12 month review of the Duty to Refer operation and identify opportunities to enhance its contribution to preventing homelessness.	

<i>Progress</i>	<i>A review was carried out and partner agencies were contacted to remind them of the Duty to Refer and to explain how to complete a referral.</i>	<i>Complete</i>
Action	Conduct an annual review of Housing Options Team and partner training needs, arrange required training.	
<i>Progress</i>	<i>A Housing Options Team training and skills audit is regularly refreshed as both legislation and staff change, and learning and development needs are discussed with new starters and annually with all staff during their Performance Development Reviews.</i>  <i>Training and shadowing opportunities are provided to partner agencies as required.</i>	<i>Complete</i>
Action	Work with partners to ensure there are clear pathways to resolving a household's homelessness for the key causes of homelessness, integrating services wherever possible (end of AST, fleeing violence, friends/family exclusion, etc)	
<i>Progress</i>	<i>A number of policies and procedures have been reviewed to improve the support available for the key causes of homelessness.</i>  <i>In addition, as described above, significant funding has been secured in Nottinghamshire to enhance the housing options and support available to those experiencing, or at risk of, homelessness, particularly those who are rough sleeping, fleeing domestic abuse, homeless from the PRS or require substance misuse treatment.</i>	<i>Complete</i>
Action	Work with partners to identify how those with lived experience of homelessness can be included in the design and delivery of services.	
<i>Progress</i>	<i>Funding has been secured by Framework and CGL to include lived experience roles within their services.</i>  <i>Nottinghamshire became joined the Making Every Adult Matter (MEAM) programme in 2022 and this project will include a lived experience panel.</i>  <i>Some multi-disciplinary team meetings are attended by the customer</i>  <i>Customer feedback is gathered via the satisfaction surveys and journey mapping described</i>	<i>Complete</i>

#### Theme 8 – Improving the data available to relevant agencies

Action	Work with partners to develop a governance structure to oversee the delivery of this strategy
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<i>Progress</i>	<i>A governance structure is in place – this is kept under regular review to ensure it is fit for purpose</i>	<i>Complete</i>
<i>Action</i>	The governance structure will agree the monitoring and outcomes data to be reported to them	
<i>Progress</i>	<i>Our internal Homeless Strategy Group meets 6 weekly and monitors a range of data</i>  <i>The Nottinghamshire Rough Sleeping Initiative (RSI) Steering Group oversees the RSI Programme and monitors a range of data</i>	<i>Complete</i>
<i>Action</i>	The governance structure will be responsible for identifying good performance and areas for improvement, ensuring any required remedial action is taken as appropriate	
<i>Progress</i>	<i>Our internal Homeless Strategy Group meets 6 weekly and agrees improvements or remedial actions as required</i>  <i>The Nottinghamshire RSI Steering Group meets bi-monthly and shares good practice, and agrees improvements or remedial actions as required</i>	<i>Complete</i>
<i>Action</i>	The governance structure will regularly share the monitoring and outcomes data with all relevant partners	
<i>Progress</i>	<i>Data is shared with partners through the Mid-Notts Homeless Prevention Forum and the RSI Steering Group</i>	<i>Complete</i>

### **3. Policy context**

This section sets out the national, regional and local policy context that needs to be reflected in our strategic priorities and operational action plans to prevent homelessness and rough sleeping.

#### **3.1 National policy**

As highlighted in the End Rough Sleeping for Good Strategy, homelessness and rough sleeping is not simply a housing issue, meaning a whole system approach is needed, encompassing policies and initiatives across health and social care, the criminal justice system, immigration and enforcement, welfare, employment, support for care leavers, as well as housing. There is of course overlap between these areas, as well as regular changes to the scale and nature of homelessness and rough sleeping, both nationally and locally.

For this reason, organisations working to prevent homelessness and rough sleeping are encouraged by the DLUHC to adopt the following core principles<sup>3</sup> to guide their work through the complex and shifting policy landscape:

1. integrate health and care and housing
2. focus on delivering person-centred, empathetic, non-judgemental support and trauma informed care in psychologically informed environments
3. build long-lasting, trusting relationships and recognise that engagement with services may not work first time round
4. ensure that the lived experiences of people informs the action we take

This section provides a high-level summary of the national policy context<sup>4</sup> regarding the prevention of homelessness and rough sleeping in order to identify challenges and opportunities for Ashfield's Housing Options Team. As such, more detail is provided on policies that are most relevant to the work of this team. Policies affecting the wider system working to prevent homelessness and rough sleeping are included for context, but in less detail.

There are three broad parts to this section:

1. Homelessness reduction policies
  - a. Homelessness Reduction Act 2017
  - b. Ending Rough Sleeping for Good Strategy 2022
  - c. Local Government & Social Care Ombudsman Focus Report
2. Housing market challenges
  - a. Affordable housing supply

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<sup>3</sup> <https://www.nice.org.uk/guidance/ng214/resources/integrated-health-and-social-care-for-people-experiencing-homelessness-pdf-66143775200965>

<sup>4</sup> As at Autumn 2023

- b. PRS reform
  - c. Supported housing oversight
  - d. Help with housing costs
3. Specialist support
- a. Domestic abuse
  - b. Asylum dispersal
  - c. Refugee resettlement
  - d. EU settlement scheme
  - e. Prison leavers
  - f. Care leavers
  - g. Armed forces veterans
  - h. Health and social care
  - i. Substance misuse treatment
  - j. Repossession

### Homelessness reduction

#### *Homelessness Reduction Act 2017*

In April 2018, the Homelessness Reduction Act was introduced which placed duties on local housing authorities to prevent and relieve homelessness. The implementation of this legislation was evaluated in 2020<sup>5</sup> and a number of recommendations were made. An overview of the legal duties owed by local housing authorities to homeless applicants is provided in a House of Commons Library Paper<sup>6</sup> and on the NHAS website<sup>7</sup>.

From 1<sup>st</sup> April 2023, a new methodology to calculate the Homeless Prevention Grant (HPG) funding was introduced and funding allocations for 2023-25 were announced in December 2022<sup>8</sup>. The funding conditions of HPG are:

- Embed the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness
- Reduce the number of families in temporary accommodation by maximising family homeless prevention
- Reduce the use of B&B accommodation for families
- Report total homelessness spend (from HPG and other budgets) under the categories of temporary accommodation, staffing, prevention activities, relief activities
- Submit accurate data or up to 10% of funding may be deducted.

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<sup>5</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/919748/Evaluation\\_of\\_the\\_Implementation\\_of\\_the\\_Homelessness\\_Reduction\\_Act\\_Final\\_Report.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/919748/Evaluation_of_the_Implementation_of_the_Homelessness_Reduction_Act_Final_Report.pdf)

<sup>6</sup> <https://researchbriefings.files.parliament.uk/documents/SN01164/SN01164.pdf>, pp 8 - 11

<sup>7</sup> <https://www.nhas.org.uk/news/article/local-authority-duties-to-prevent-and-relieve-homelessness>

<sup>8</sup> <https://www.gov.uk/government/publications/homelessness-prevention-grant-2023-to-2025>



A number of amendments have been made to the Homelessness Code of Guidance since it was published in 2018, recent notable changes include:

- UK nationals fleeing violence from Israel, the Occupied Palestinian Territories or Lebanon are eligible for homelessness assistance and social housing
- People who left Ukraine because of the Russian invasion are eligible for homelessness assistance and social housing
- Confirmed victims of human trafficking and modern slavery granted limited leave to remain are eligible for homelessness assistance and social housing
- A duty for public bodies to consider the Armed Forces Covenant in homelessness applications and housing allocations
- A new chapter on people who are homeless as a result of violence, other than domestic abuse<sup>9</sup>
- People made homeless due to being a victim of domestic abuse have automatic priority need for homelessness assistance<sup>10</sup>

### *Ending Rough Sleeping*

In September 2022, DLUHC published its strategy to end rough sleeping by 2025<sup>11</sup>.

For the first time, Government has defined what it means to end rough sleeping: *prevented wherever possible, but when it does occur, it must be rare, brief and non-recurring.*

The strategy has 4 areas of focus, and each area of focus has a set of core aims:

1. Prevention
  - a. Maximise affordable housing supply and reform the PRS
  - b. Embed the Homelessness Reduction Act
  - c. Target support to the most challenging transitional points in people's lives.
2. Intervention
  - a. Co-ordinated local rough sleeping services
  - b. A clear pathway off the streets for those with restricted eligibility for public funds
  - c. Provide local authorities, police and other agencies with the tools they need to address rough sleeping, protect the public and make communities feel safe for all
  - d. Make it easier for the public to play their part in supporting people sleeping rough
3. Recovery
  - a. Support both housing-led approaches and Housing First
  - b. Address unacceptable poor quality supported housing and increase supply

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<sup>9</sup> <https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-26-victims-of-violence>

<sup>10</sup> <https://www.nhas.org.uk/news/article/homeless-due-to-domestic-abuse>

<sup>11</sup> [Ending Rough Sleeping for Good](#)

- c. Improve the support available to help people with experience of rough sleeping into employment
  - d. Provide significant investment into drug and alcohol treatment
4. Transparent and joined-up system
- a. Introduce a new national data-led framework to measure progress towards ending rough sleeping
  - b. Ensure robust but flexible accountability structures are in place
  - c. Improve the evidence-base and understanding of what works to end rough sleeping
  - d. Improve how different services work together

Further detail on the current and previous Government policies on ending rough sleeping are detailed in a House of Commons Library paper<sup>12</sup>.

### *Local Government & Social Care Ombudsman Report*

In May 2023, the Ombudsman published a guide for practitioners on unsuitable temporary accommodation<sup>13</sup>, following recent court decisions and an increase in the number of complaints they have received.

### Housing market

#### *Supported housing oversight*

Since 2020, government has taken a number of steps to improve oversight of the supported housing sector:

- published a National Statement of Expectations<sup>14</sup>
- published an evaluation of the wave 1 supported housing pilots<sup>15</sup>
- published Housing Benefit guidance for supported housing claims<sup>16</sup>
- announced a second wave of supported housing pilots<sup>17</sup>
- passed the Supported Housing (Regulatory Oversight) Act 2023

The Supported Housing (Regulatory Oversight) Act 2023 received Royal Assent in June 2023. When fully enacted, it will:

<sup>12</sup> <https://commonslibrary.parliament.uk/research-briefings/sn02007/>

<sup>13</sup> <https://www.lgo.org.uk/assets/attach/6410/GPG-Unsuitable-temp-accomm-F.pdf>

<sup>14</sup> <https://www.gov.uk/government/publications/supported-housing-national-statement-of-expectations/supported-housing-national-statement-of-expectations>

<sup>15</sup> <https://www.gov.uk/government/publications/supported-housing-oversight-pilots-independent-evaluation>

<sup>16</sup> <https://www.gov.uk/government/publications/housing-benefit-guidance-for-supported-housing-claims/housing-benefit-guidance-for-supported-housing-claims>

<sup>17</sup> <https://www.gov.uk/government/news/unscrupulous-landlords-who-exploit-vulnerable-residents-to-be-driven-out-of-supported-housing-sector>

- Require local authorities in England to review supported housing in their areas and develop strategies
- Provide for the creation of a national expert advisory panel
- Give the Secretary of State power to introduce national support standards
- Give local authorities power to create local licensing schemes for exempt accommodation
- Give the Secretary of State an option to introduce a new planning Use-Class for exempt accommodation

### *Affordable housing supply*

There have been a number of recent opportunities to boost the supply of supported housing through the following national funding programmes:

- Rough Sleeping Initiative
- Rough Sleeping Accommodation Programme
- Next Steps Accommodation Programme
- Single Homeless Accommodation Programme
- Night Shelter Transformation Fund
- The Move On Fund

A number of House of Commons Library Papers and Research Briefings provide detailed overviews of the key issues affecting the supply of affordable housing:

- Stimulating housing supply – Government initiatives<sup>18</sup>
- Social rented housing: past trends and prospects<sup>19</sup>
- Planning policy debate pack January 2023<sup>20</sup>
- What is affordable housing<sup>21</sup>
- Tackling the under-supply of housing in England<sup>22</sup>

### *Help with housing costs*

Housing Benefit and Universal Credit Housing Cost rates (Local Housing Allowance rates) have been frozen for private renters since April 2020. Since then rents have risen by 12% on average; analysis by Crisis has found that only 12% of advertised PRS properties were affordable to those in receipt of benefits<sup>23</sup>.

It was announced in the Autumn Statement 2023 that Local Housing Allowance rates will be increased in April 2024 to the 30<sup>th</sup> percentile of PRS market rents.

<sup>18</sup> <https://commonslibrary.parliament.uk/research-briefings/sn06416/>

<sup>19</sup> <https://commonslibrary.parliament.uk/research-briefings/cbp-8963/>

<sup>20</sup> <https://commonslibrary.parliament.uk/research-briefings/cdp-2023-0002/>

<sup>21</sup> <https://commonslibrary.parliament.uk/research-briefings/cbp-7747/>

<sup>22</sup> <https://commonslibrary.parliament.uk/research-briefings/cbp-7671/>

<sup>23</sup> [https://www.crisis.org.uk/media/247716/zoopla\\_briefingv6.pdf](https://www.crisis.org.uk/media/247716/zoopla_briefingv6.pdf)

## *Private rented sector reform*

The Renter's Reform Bill was introduced into Parliament in May 2023, the Bill proposes to:

- Abolish section 21 'no fault' evictions and thereby move to all assured tenancies being periodic
- Revise the possession grounds available to landlords to repossess their property
- Ensure tenants can appeal excessive rent increases that are designed to force them out
- Introduce a new Private Rented Sector Ombudsman
- Create a Privately Rented Property Portal
- Give tenants the right to request a pet in the property, which the landlord cannot unreasonably refuse

During the second reading of the Bill in October 2023, it was confirmed that once the Bill is passed, it will not be enacted until the court system has been reformed.

Alongside the Renter's Reform Bill, the government has committed to:

- introducing an updated Decent Homes Standard to the PRS
- making it illegal for landlords and agents to have blanket bans on renting to tenants in receipt of benefits or with children
- strengthening local authority enforcement powers and introduce a new requirement for councils to report on enforcement activity

In December 2022, DLUHC opened a consultation on the amendments required to the homelessness legislation as a result of the removal of Section 21 evictions<sup>24</sup>.

## Specialist support

### *Domestic abuse*

The Domestic Abuse Act 2021 introduced a number of changes regarding housing and homelessness:

- A duty on Upper Tier local authorities to prepare strategies to provide accommodation-based support for all survivors of domestic abuse<sup>25</sup>
- A duty of Lower Tier authorities to cooperate with the Upper Tier authority
- Protection of a survivor's lifetime or assured tenancy
- Priority need status for survivors of domestic abuse

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<sup>24</sup> <https://www.gov.uk/government/consultations/technical-consultation-on-consequential-changes-to-the-homelessness-legislation/technical-consultation-on-consequential-changes-to-the-homelessness-legislation>

<sup>25</sup> <https://www.gov.uk/government/publications/domestic-abuse-support-within-safe-accommodation>

Alongside this new legislation, the Home Office has published A Tackling Domestic Abuse Plan<sup>26</sup> and a Tackling Violence Against Women and Girls Strategy<sup>27</sup>, which both prioritise prevention, supporting victims, pursuing perpetrators and improving the system. A number of new measures were announced in February 2023 to protect women and girls from harassment, aggression and violence, and stop domestic abuse before it takes place<sup>28</sup>.

### *Asylum dispersal*

Since April 2022, all local authorities in England have been required to take part in asylum dispersal, which means accommodation providers working on behalf of the Home Office will procure properties for asylum seekers to occupy whilst their claims for asylum are considered. Local authorities are not expected to accommodate asylum seekers beyond 0.5% of their total population.

In April 2023, the Home Office introduced a streamlined asylum processing model to address the backlog of asylum claims. This process aims to clear a backlog of 92,000 legacy cases (those made prior to 28<sup>th</sup> June 2022) by December 2023.

Home Office provided accommodation and support is withdrawn once a claim is either accepted or refused and residents are required to leave within 28 and 21 days respectively. Individuals and families granted asylum may be eligible for homelessness assistance and an allocation of social housing. Those who are granted limited leave to remain, or their application for asylum is refused, are likely to have no recourse to public funds (NRPF) and no eligibility for homelessness assistance or an allocation of social housing. As such, there is a risk those leaving asylum accommodation will become street homeless and/or victims of modern slavery.

### *Refugee resettlement*

There are 4 main resettlement programmes local authorities are currently involved with:

1. Homes for Ukraine sponsorship scheme
2. Afghan Relocation and Assistance Policy (ARAP)
3. Afghan Citizen Resettlement Scheme (ACRS)
4. UK Resettlement Scheme (UKRS)

#### *Homes for Ukraine sponsorship scheme*

This scheme was launched in March 2022 and is open to Ukraine nationals who were resident in Ukraine prior to 1<sup>st</sup> January 2022 and their immediate family members.

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<sup>26</sup><https://www.gov.uk/government/publications/tackling-domestic-abuse-plan/tackling-domestic-abuse-plan-command-paper-639-accessible-version>

<sup>27</sup><https://www.gov.uk/government/publications/tackling-violence-against-women-and-girls-strategy/tackling-violence-against-women-and-girls-strategy>

<sup>28</sup><https://www.gov.uk/government/news/domestic-abusers-face-crackdown-in-raft-of-new-measures>

The number of people who can access this scheme is uncapped and is dependent on the capacity of the sponsors who come forward. Guests will be able to live and work in the UK for up to 3 years and access benefits, healthcare, employment, education and other support.

Local housing authorities are expected to provide the following support to arrivals under this scheme:

- An in person accommodation check prior to and following the arrival of guests
- Homelessness assistance if the placement is ended
- Facilitate community and well-being events

Data shared by DLUHC<sup>29</sup> shows that between 24<sup>th</sup> February and 30<sup>th</sup> September 2023, in England 7,990 Ukrainian households were owed a homeless prevention or relief duty, of which 5,190 entered England through the Homes for Ukraine scheme. As at 30<sup>th</sup> June 2023, 93,590 Ukrainians have arrived into England<sup>30</sup>.

It was announced in the Autumn Statement 2023 that the financial support for Homes for Ukraine Hosts will continue for a third year.

### *Afghan resettlement*<sup>31</sup>

Two bespoke immigration routes were introduced in 2020 and 2022 for Afghan nationals and their family members: The Afghan Relocation and Assistance Policy (ARAP) and the Afghan Citizens Resettlement Scheme (ACRS). Due to the speed and volume of arrivals via these route in summer of 2021, the Home Office placed people into temporary 'bridging accommodation' until they could move into permanent accommodation. All bridging accommodation sites were closed by August 2023 and any households who had not secured permanent accommodation by this time were advised of their rights to seek homelessness advice and assistance.

Home Office data shows that between July 2021 and June 2023, 19,499 Afghan nationals resettled in the UK via ARAP or ACRS<sup>32</sup>. DLUHC data shows that 476 ARAP or ACRS households were owed a homelessness prevention or relief duty between 1<sup>st</sup> July 2023 and 31<sup>st</sup> August 2023<sup>33</sup>.

### *EU settlement scheme*

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<sup>29</sup> <https://www.gov.uk/government/publications/homelessness-management-information-ukrainian-nationals-england>

<sup>30</sup> <https://www.gov.uk/government/publications/homes-for-ukraine-sponsorship-scheme-and-ukraine-family-scheme-visa-data-by-age-and-sex-of-applicant>

<sup>31</sup> <https://researchbriefings.files.parliament.uk/documents/CBP-9804/CBP-9804.pdf>

<sup>32</sup> <https://www.gov.uk/government/publications/afghan-resettlement-programme-operational-data/afghan-resettlement-programme-operational-data>

<sup>33</sup> <https://www.gov.uk/government/publications/homelessness-management-information-afghan-nationals-england>

Following the UK's withdrawal from the European Union and the introduction of a points-based immigration system, freedom of movement between the UK and EU has ended. All EU nationals, as well as other non-UK nationals, are now required to have a visa to reside in the UK.

Those EU citizens who were living in the UK by 31 December 2020 were able to apply to the EU Settlement Scheme for a permanent right to reside in the UK. The deadline to apply to this scheme was 30 June 2021, however EU nationals have been able to continue to apply under the scheme. A failure to apply means individuals will have no rights to work or study, to claim welfare benefits or access health service, or to rent a property, i.e. NRPF. Those with NRPF are at risk of street homelessness and/or victims of modern slavery.

### *Prison leavers*

In December 2021, the Ministry of Justice published their Prison Strategy White Paper<sup>34</sup> which includes proposals to

- provide all prison leavers with 12 weeks temporary accommodation,
- expand the Accommodation for Ex-Offenders programme (awarded to local authorities to support with deposits, landlord incentives and support staff)
- increase the number of Approved Premises,
- reduce Friday prison releases,
- double housing specialists working in prisons

### *Care leavers*

The Ending Rough Sleeping for Good strategy includes an aim to ensure that no one should leave a public institution to the streets and that young people leaving care will receive the support they need to secure and maintain suitable accommodation.

The strategy includes commitments to:

- fund targeted support to young people leaving care most at risk of homelessness, in 69 local authorities
- invest in 'Staying Put' and 'Staying Close' programmes.

The Department of Education has introduced mandatory national standards and Ofsted registration and inspection for supported housing providers who accommodate 16 and 17 year olds. Registration began in April 2023, national standards apply from autumn 2023 and inspection will begin in April 2024.

In February 2023, the Department for Education published its response to the Independent Review of Children's Social Care<sup>35</sup>, which includes a mission to increase the number of

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<sup>34</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1038765/prisons-strategy-white-paper.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1038765/prisons-strategy-white-paper.pdf)

<sup>35</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1133537/Children s social care stable homes consultation February 2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1133537/Children_s_social_care_stable_homes_consultation_February_2023.pdf)



care leavers in safe, suitable accommodation and a reduction in care leaver homelessness by 2027. Actions to achieve this include:

- removing the local connection requirement for care leavers applying for social housing
- removing the use of intentional homelessness for care leavers under 25
- encouraging rent guarantor schemes

The response also includes a mission to strengthen and extend the corporate parenting responsibilities across the public sector.

### *Armed forces veterans*

The Veterans' Strategy Action Plan 2022-24<sup>36</sup> commits to ending veteran rough sleeping by 2025. In December 2022, Government launched Op FORTITUDE<sup>37</sup> and committed to end veteran rough sleeping by 2023. Op FORTITUDE is a central referral scheme to provide veterans at risk of homelessness access to supported housing and wrap-around specialist care in health, housing and education.

The Armed Forces Act 2021 enshrined the Armed Forces Covenant into law, which requires certain public bodies to help prevent service personnel and veterans being disadvantaged when accessing public services such as housing, healthcare and education<sup>38</sup>.

### *Health and social care*

In 2022, the National Institute for Health and Care Excellence published a guideline covering the provision of integrated health and social care services for people experiencing homelessness<sup>39</sup>.

In January 2019, the NHS Long Term Plan<sup>40</sup> was published and includes a commitment to prevent and tackle health inequalities, including investment in specialist mental health support for those experiencing homelessness.

Guidance published under the Health and Care Act 2022 recommends that housing and homelessness services should be engaged by Integrated Care Partnerships when developing the strategy that will inform local commissioning decisions made by Integrated Care Boards and upper tier local authorities<sup>41</sup>. Guidance for Health and Wellbeing Boards

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<sup>36</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1103936/Veterans-Strategy-Action-Plan-2022-2024.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1103936/Veterans-Strategy-Action-Plan-2022-2024.pdf)

<sup>37</sup><https://www.gov.uk/government/news/new-funding-and-support-scheme-to-finally-end-armed-forces-veterans-homelessness>

<sup>38</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1116148/Armed\\_Forces\\_Covenant\\_Duty\\_Statutory\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1116148/Armed_Forces_Covenant_Duty_Statutory_Guidance.pdf)

<sup>39</sup><https://www.nice.org.uk/guidance/ng214/resources/integrated-health-and-social-care-for-people-experiencing-homelessness-pdf-66143775200965>

<sup>40</sup> <https://www.longtermplan.nhs.uk/online-version/overview-and-summary/>

<sup>41</sup><https://www.gov.uk/government/publications/guidance-on-the-preparation-of-integrated-care-strategies/guidance-on-the-preparation-of-integrated-care-strategies>



also references assessing and meeting the needs of people experiencing homelessness and rough sleeping<sup>42</sup>.

The Adult Social Care White Paper<sup>43</sup>, published in March 2022, includes a commitment to make every decision about care a decision about housing and pledges to increase the supply of supported housing.

### *Substance misuse treatment*

A 10 year Drugs Strategy<sup>44</sup> was published in 2022 which highlights that homelessness and rough sleeping can be both a cause and consequence of substance use. The strategy commits to improve services for people rough sleeping, to provide housing support to those in treatment and recovery, and build the evidence base of housing related needs and the most effective interventions.

The Strategy also includes objectives to break drug supply chains, deliver a world-class treatment and recovery system, and achieve a generational shift in the demand for drugs.

### *Repossession*

From 1<sup>st</sup> August 2023, the Legal Aid Agency has funded a Housing Loss Prevention and Advice Service<sup>45</sup> throughout England and Wales, which provides:

- Early Legal Advice to anyone at risk of possession proceedings and loss of their home – advice can be provided in relation to Housing, Debt and Welfare Benefits issues
- In Court Duty on the day emergency advice and advocacy to anyone facing possession proceedings

The service enables anyone at risk of losing their home or facing possession proceedings to get free legal advice, and representation in court, regardless of their financial circumstances.

## **3.2 Regional policy**

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<sup>42</sup><https://www.gov.uk/government/publications/health-and-wellbeing-boards-guidance/health-and-wellbeing-boards-guidance>

<sup>43</sup><https://www.gov.uk/government/publications/people-at-the-heart-of-care-adult-social-care-reform-white-paper/people-at-the-heart-of-care-adult-social-care-reform>

<sup>44</sup><https://www.gov.uk/government/publications/from-harm-to-hope-a-10-year-drugs-plan-to-cut-crime-and-save-lives/from-harm-to-hope-a-10-year-drugs-plan-to-cut-crime-and-save-lives>

<sup>45</sup> <https://www.gov.uk/government/publications/housing-loss-prevention-advice-service-hlpas>

There are a number of public sector bodies in Nottinghamshire who are directly or indirectly working to prevent homelessness. This section provides a summary of these bodies and their strategic objectives concerning homelessness prevention.

### Nottinghamshire housing authorities

There are five Homeless and Rough Sleeping Prevention Strategies in place across Nottinghamshire:

1. Ashfield Homelessness Prevention and Rough Sleeping Strategy 2019-24<sup>46</sup>
2. Bassetlaw Homeless and Rough Sleeping Prevention Strategy 2017-22<sup>47</sup>
3. Mansfield Homelessness Prevention and Rough Sleeping Strategy 2019-24<sup>48</sup>
4. Newark & Sherwood Homelessness Prevention and Rough Sleeping Strategy 2019-24<sup>49</sup>
5. South Nottinghamshire Homelessness and Rough Sleeping Strategy 2022-27<sup>50</sup>

There are a number of common objectives across these strategies:

- Early prevention of homelessness
- Increasing the supply of, access to and sustainability of affordable and quality accommodation
- Ending rough sleeping
- Ensuring support for housing and health needs are available
- Provision of a high quality service to customers

### Nottinghamshire County Council (NCC)

The Public Health Team, Adult Social Care Team and Children's Social Care Team each have a number of statutory duties relevant to homelessness prevention.

The following needs assessments and strategies set out NCC's priorities in these areas:

- Director of Public Health Annual Report 2023<sup>51</sup>
- Draft Housing Strategy 2023-2028<sup>52</sup>
- Annual Delivery Plan 2023/24<sup>53</sup>
- Health and Wellbeing Strategy 2022-26<sup>54</sup>
- The Health and Wellbeing Board Framework for Action on Homelessness<sup>55</sup>

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<sup>46</sup> [Ashfield Homelessness Prevention and Rough Sleeping Strategy 2019-24](#)

<sup>47</sup> [Bassetlaw Homeless and Rough Sleeping Prevention Strategy 2017-22](#)

<sup>48</sup> [Mansfield Homelessness Prevention and Rough Sleeping Strategy 2019-24](#)

<sup>49</sup> [Newark & Sherwood Homelessness Prevention and Rough Sleeping Strategy 2019-24](#)

<sup>50</sup> [South Nottinghamshire Homelessness and Rough Sleeping Strategy 2022-27](#)

<sup>51</sup> [director-of-public-health-annual-report-2023.pdf \(nottinghamshire.gov.uk\)](#)

<sup>52</sup> [Draft Housing Strategy 2023-2028](#)

<sup>53</sup> [Annual Delivery Plan 2023/24](#)

<sup>54</sup> [Health and Wellbeing Strategy 2022-26](#)

<sup>55</sup> [The Health and Wellbeing Board Framework for Action on Homelessness](#)

- JSNA Health and Homelessness 2019<sup>56</sup>
- JSNA Substance Misuse: Young People and Adults 2022<sup>57</sup>
- Domestic Abuse Strategy 2021-24<sup>58</sup>
- Strategy for Looked After Children and Care Leavers 2022-25<sup>59</sup>
- Nottinghamshire Care Leaver Local Offer<sup>60</sup>
- Adult Social Care Strategy 2017<sup>61</sup>
- Nottinghamshire Combatting Substance Misuse Partnership Strategy and Delivery Plan 2023-25<sup>62</sup>

NCC's areas of focus that are related to the prevention of homelessness and rough sleeping across all these strategies include the following:

- Integrated housing, health and wellbeing commissioning and care pathways
- Funding homeless prevention tools
- Embedding a trauma informed approach
- Provide long-term housing solutions with support for people with experience of severe multiple disadvantage
- Prevention of suicide
- Providing safe accommodation for domestic abuse survivors
- Good physical, emotional and mental health
- Young people transition to independent living
- Ensuring no one leaves a public institution without accommodation
- Work with people with lived experience
- Increase strategic collaboration
- Attract levelling up investment
- Release land for housing development
- Supporting Ukrainian refugees
- Identify early prevention opportunities
- Take a whole system approach
- Providing access to high-quality, specialist and supported accommodation

In addition, Nottinghamshire County Council leads on the development of the Nottinghamshire Homelessness and Supported Accommodation Joint Working Protocol for young people aged 16-21 and Care Leavers up to the age of 25<sup>63</sup>.

### Making Every Adult Matter<sup>64</sup>

<sup>56</sup> [JSNA Health and Homelessness 2019](#)

<sup>57</sup> [JSNA Substance Misuse: Young People and Adults 2022](#)

<sup>58</sup> [Domestic Abuse Strategy 2021-24](#)

<sup>59</sup> [Strategy for Looked After Children and Care Leavers 2022-25](#)

<sup>60</sup> [Nottinghamshire Care Leaver Local Offer](#)

<sup>61</sup> [Adult Social Care Strategy 2017](#)

<sup>62</sup> [Nottinghamshire Combatting Substance Misuse Partnership Strategy and Delivery Plan 2023-25](#)

<sup>63</sup> <https://www.nottinghamshire.gov.uk/media/3766405/jointworkingprotocol.docx>

<sup>64</sup> [Making Every Adult Matter](#)

Nottinghamshire joined the MEAM Network in 2022 and will receive support from MEAM to adopt their approach to working with individuals experiencing multiple disadvantage until 2024. The goal of MEAM is that local services adopt a coordinated approach to tackling multiple disadvantage in the area, making permanent changes to the way organisations deliver services to this group. NCC are coordinating this work and CGL are leading on the operational activities. The Nottinghamshire MEAM project will focus on individuals experiencing homelessness, engaging in substance misuse treatment and who are suitable for a Care Act assessment.

### NHS Nottingham and Nottinghamshire Integrated Care System

The Health and Care Act 2022 created Integrated Care Boards (ICBs) as replacements for Clinical Commissioning Groups, and established in law the role of Integrated Care Partnerships (ICPs) as the committee where health, social care and the voluntary sector and other partners come together as an Integrated Care System (ICS).

One of the aims of the ICS is to tackle inequalities in outcomes, experience and access. The Nottinghamshire Health Inequalities Strategy 2020-24<sup>65</sup> identifies 13 areas for actions including supporting those who suffer mental ill-health, and housing.

The Nottingham and Nottinghamshire Integrated Care Strategy 2023-27<sup>66</sup> sets out a vision that every person will enjoy their best possible health and wellbeing. The strategy aims to tackle inequalities in outcomes, experience and access, focusing on those in the most deprived areas, or experiencing severe, multiple disadvantage. The strategy prioritises populations with severe mental illness, homelessness, domestic abuse, severe multiple disadvantage, financial vulnerability and care leavers. The strategy also makes a commitment to embedding a trauma informed approach across the system.

### Mid Nottinghamshire Place Based Partnership (PBP)

This partnership brings together health and social care services across Mid Nottinghamshire, their vision is to work together to create happier, healthier communities and reduce the gap in healthy life expectancy. The PBP Place Plan 2023/24<sup>67</sup> priorities addressing key health inequalities in key geographical areas and for groups experiencing multiple disadvantage.

### East Midlands Mayoral Authority (launching May 2024)

The East Midlands Devolution Deal includes the following actions that are relevant to the prevention of homelessness and rough sleeping:

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<sup>65</sup> [The Health Inequalities Strategy 2020-24](#)

<sup>66</sup> [Integrated Care Strategy 2023-27](#)

<sup>67</sup> [PBP Place Plan 2023/24](#)

- New powers to drive the regeneration of the area and to build more affordable homes including compulsory purchase powers and the ability to establish Mayoral Development Corporations.
- Over £17 million for the building of new homes on brownfield land in 2024/25, subject to sufficient eligible projects for funding being identified.
- £18 million capital funding in this Spending Review period to support the delivery of housing priorities and drive Net Zero ambitions in the East Midlands area.

The proposed Deal also identifies other areas of focus to bring into the remit of the new authority in the coming months and years:

- Deliver transformative regeneration and new high-quality housing.
- Tackle local housing challenges including homelessness and rough sleeping.
- Tackle domestic abuse through an improved and system wide holistic approach.
- Develop strong links between the Authority and Police and Crime Commissioners (PCCs) to help join up public service delivery and strategies in relation to community safety.
- Develop an ambitious, long term mayoral social mobility strategy, supporting young people through their journey to adulthood.

#### Nottingham and Nottinghamshire Violence Reduction Partnership

The partnership has published a Serious Violence Response Strategy 2022-25<sup>68</sup>, which sets out a vision for Nottinghamshire communities to feel safe from violence and the fear of violence.

One of the strategic objectives is to implement a domestic violence perpetrator programme.

#### Nottinghamshire Police and Crime Commissioner

The Commissioner has published a draft Violence Against Women and Girls Strategy<sup>69</sup> which has as its vision to reduce the prevalence of violence against women and girls, and to bring more perpetrators to justice and increase support for all survivors.

The strategy includes actions to:

- Provide schools-based healthy relationship programmes
- Provide 'bystander training'
- Increase take up of specialist support
- Ensure a range of trauma informed and gendered support services
- Provide advocacy, therapy and peer support to empower survivor's recovery
- Place lived experience at the heart of service design and delivery

### **3.3 Local policy**

<sup>68</sup> [Serious Violence Response Strategy 2022-25](#)

<sup>69</sup> [Violence Against Women and Girls Strategy](#)

This section summarises the strategic priorities of the Council and its partnerships relating to the prevention of homelessness and rough sleeping.

### Ashfield District Council Corporate Plan 2023-27

The Corporate Plan 2023-27 sets out 6 priorities:

1. Health and Happiness
2. Homes and Housing
3. Economic Growth and Place
4. Cleaner and Greener
5. Safer and Stronger
6. Innovate and Improve

The Health and Happiness priority includes an ambition to address key health inequalities and prioritise areas and people in most need.

The Homes and Housing ambitions include:

- Housing development
- Tackling disrepair and poor housing conditions
- Reduce and preventing homelessness

The Safer and Stronger priorities are:

- A safer district
- Health inequalities

### Homefinder Lettings Policy 2019<sup>70</sup>

Homefinder is the sub-regional choice based lettings scheme that operates across Ashfield and Mansfield. The overall aim of the Homefinder Lettings Policy is to ensure that all social housing within the Ashfield and Mansfield areas is allocated fairly and objectively to those with the greatest housing need.

### Affordable Housing Delivery Strategy 2023-25<sup>71</sup>

This Strategy aims to maximise the delivery of affordable housing by the Council, Housing Associations and private developers in the District.

### Ashfield Community Partnership Strategic Plan 2019-22<sup>72</sup>

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<sup>70</sup> [Homefinder Lettings Policy 2019](#)

<sup>71</sup> <https://www.ashfield.gov.uk/your-council/strategies-plans-policies/housing-strategy-research/affordable-housing-delivery-strategy-2021-to-2023/>

<sup>72</sup> [Ashfield Community Partnership Strategic Plan 2019-22](#)

The Ashfield Community Safety Partnership is a multi-agency body responsible for tackling and addressing crime and disorder in Ashfield. The partnership's vision is to make Ashfield communities safer and residents feel safer. It focuses on 5 priority areas and 2 cross cutting themes:

1. Anti social behaviour
2. Vulnerable people (including victims of modern slavery)
3. Domestic abuse
4. Violence
5. Integrated working
6. Alcohol and substance misuse
7. Mental health

#### Ashfield Health and Wellbeing Partnership Strategy 2021-25<sup>73</sup>

This strategy sets out a vision for everyone who lives in Ashfield to lead a healthy and happy life.

It identifies 3 target priority areas and 4 target populations:

1. Disabled people, including those living with a long term health condition
2. Adults experiencing multiple disadvantage
3. Low income families, including the children and young people within them
4. Residents significantly affected by the Covid-19 pandemic

#### Strategic Tenancy Strategy 2018

A requirement of the Localism Act 2011, the aims of this strategy are:

- To ensure that social housing providers operating in Ashfield offer the most secure form of tenure compatible with the purpose of the accommodation, the needs of the individual households, the sustainability of the community, and the efficient use of their housing stock.
- To ensure that social housing providers operating in Ashfield support the Council in meeting its statutory obligations and vision for the District.
- To ensure that homes let at Affordable Rent remain affordable for low income households, either in or out of work, whilst enabling the supply of new properties in Ashfield.
- To ensure social housing tenants are supported to achieve their housing aspirations and not penalised for a change in their circumstances.
- To ensure households seeking a home in Ashfield can access information on what it means to be offered a fixed term tenancy.

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<sup>73</sup> [Ashfield Health and Wellbeing Partnership Strategy 2021-25](#)

### Temporary Accommodation Policy 2020<sup>74</sup>

This policy sets out the Council's approach to the procurement and allocation of temporary accommodation.

It explains the circumstances when Bed & Breakfast accommodation will be used, the minimum standards temporary accommodation will meet and when out of are accommodation will be used.

Finally, it sets out the process for offering accommodation and how any refusals will be handled.

DRAFT

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<sup>74</sup>[https://www.ashfield.gov.uk/media/ywabias3/temporary-accommodation-policy-2020.docx#:~:text=The%20Council%20has%20a%20duty,as%20amended\)%20\(HA96\).](https://www.ashfield.gov.uk/media/ywabias3/temporary-accommodation-policy-2020.docx#:~:text=The%20Council%20has%20a%20duty,as%20amended)%20(HA96).)



#### **4.Ashfield housing market**

This section provides an overview of the key features of the Ashfield housing market and the indicators of affordability, availability and suitability of housing, all of which have an impact on homelessness.

The Ashfield housing market can be summarised as follows:

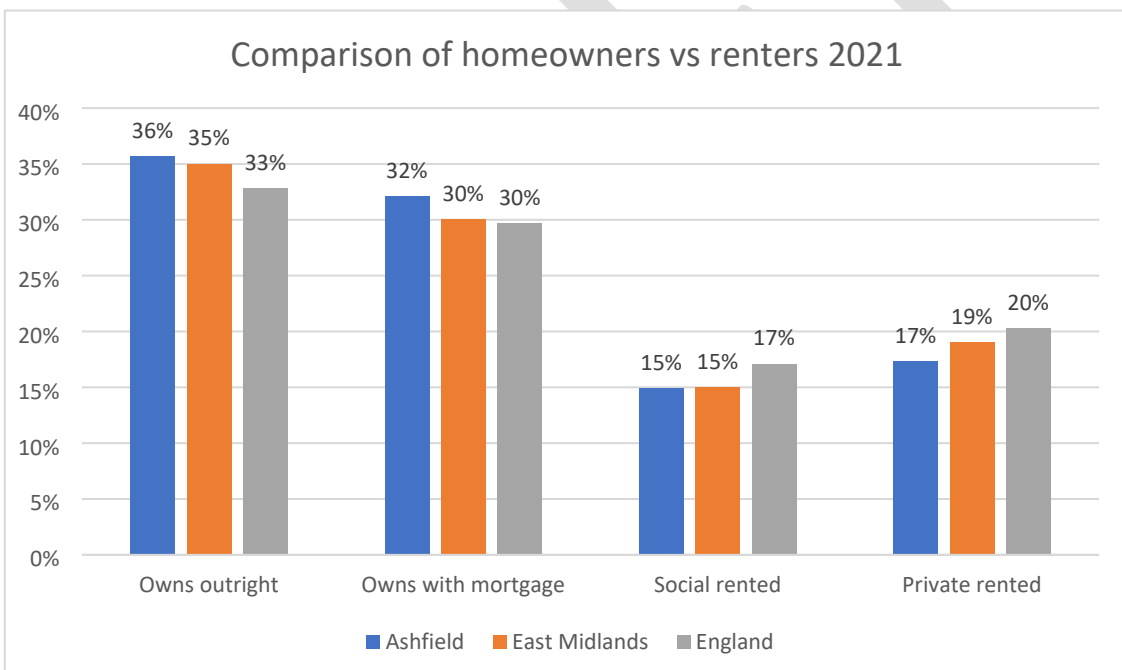
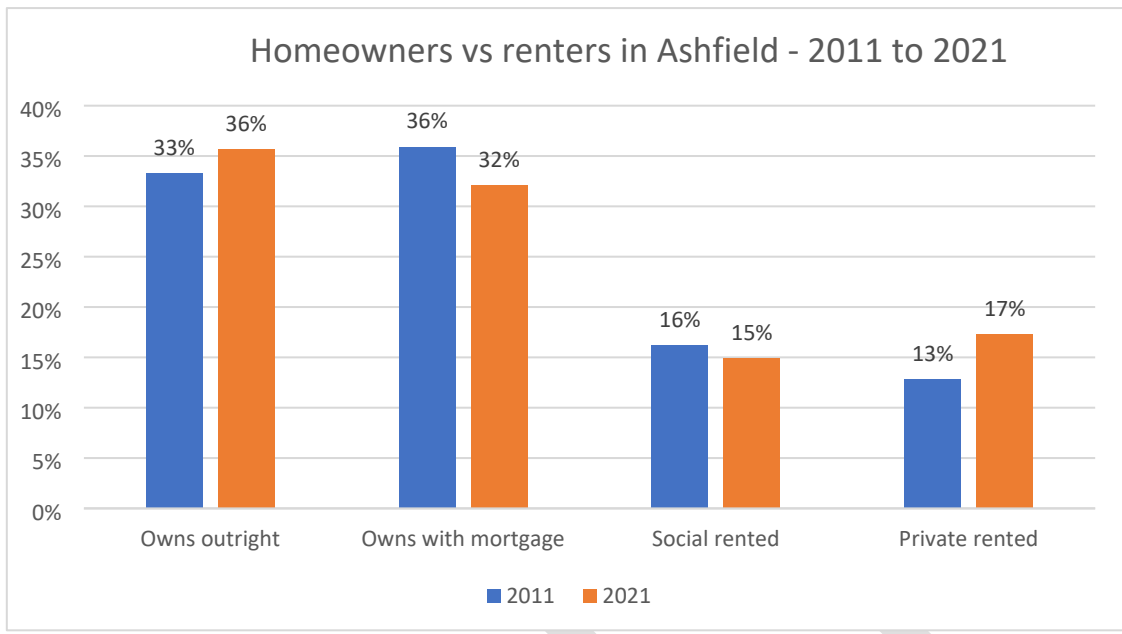
- in Ashfield there are two growing tenure types (outright ownership and private renting) and two shrinking tenures (ownership with a mortgage and social renting).
- The supported housing sector accounts for less than 1% of the housing market
- At any one time, around 1% of all dwellings in Ashfield have been empty for 6 months or more
- There are around 150 HMOs in Ashfield
- The median house price affordability ratio worsening, with house prices around 6 times the average Ashfield income
- Median rental price affordability is more than 3 times the average Ashfield income
- It would take around 7.5 years for someone in Ashfield to save a 20% deposit
- The gap between private rents and LHA rates ranges from £51pcm to £892pcm
- 15% of Ashfield residents are income deprived – Ashfield is ranked 73<sup>rd</sup> most income-deprived area in England and 18 neighbourhoods are in the 20% most income-deprived areas in England.
- Between 2018-2023, 242 new affordable homes have been developed on large sites, this is 23% of all homes delivered. Each year 237 new affordable homes are required.
- Around 5-7% of homes owned by the Council are relet each year
- Demand for homes owned by the Council has increased by 76%
- Nationally the turnover of PRS properties has reduced by 38% and demand has increase by 46%

#### Tenure

##### *Homeowners vs renters*

In Ashfield there are two growing tenure types (outright ownership and private renting) and two shrinking tenures (ownership with a mortgage and social renting).

There are slightly more homeowners and slightly fewer renters in Ashfield compared to regional and national trends.



#### *Supported housing*

A snapshot analysis of Housing Benefit claims in August 2022 shows that there are around 300 supported housing bedspaces in Ashfield.

#### *Empty homes*

There are typically 500 long-term empty properties at any one time in Ashfield<sup>75</sup>. This represents around 1% of all dwellings in Ashfield.

### *Houses of Multiple Occupation (HMO)*

There are around 150 HMOs in Ashfield, of which 100 require a license.

### *Non-dependent children living at home*

The latest Census data shows a 10% increase in non-dependent children still living in the family home in Ashfield since 2011. Nationally, there has been a 15% increase<sup>76</sup>.

### *Decent Homes*

The English Housing Survey 2022 estimates that 14% of occupied homes fail to meet the Decent Homes Standard, the majority of these are in the PRS (23%), while the social rented sector has the fewest (10%).

### Affordability

#### *Housing costs as a percentage of household income*

The English Housing Survey<sup>77</sup> provides a comparison of the affordability of each tenure type. Owner occupation is the most affordable tenure type, and private renting is the least affordable, though there has been some convergence between the three tenure types, with the cost of owner occupation increasing, and the cost of private renting slightly decreasing.

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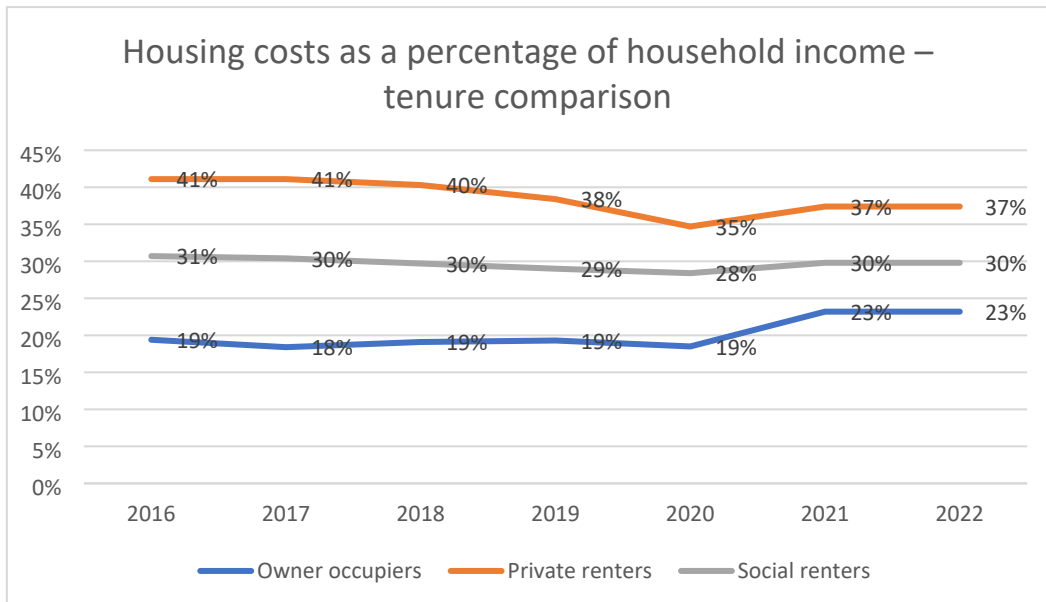
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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1140982/LT615\\_16.03.23.ods](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1140982/LT615_16.03.23.ods)

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<https://www.ons.gov.uk/peoplepopulationandcommunity/householdcharacteristics/homeinternetandsocialmediausage/articles/livingarrangementsofpeopleinenglandandwales/census2021>

<sup>77</sup> Table 1.12 <https://www.gov.uk/government/statistics/english-housing-survey-2021-to-2022-headline-report>

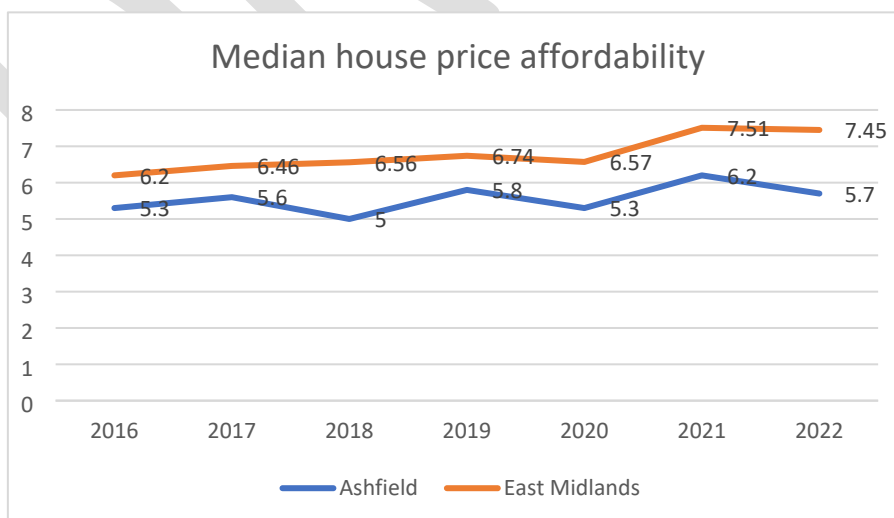


### House price to earnings ratio

House price to earnings ratios are a frequently used method of demonstrating housing affordability, however, there are a number of limitations to this method, including: no consideration of interest rate changes, no distinction between cost of buying and cost of owning, ignores size of the local rental market, disregards self-employed earners and multi-earner households<sup>78</sup>.

Additionally, even in the lowest ratio markets, there is still a percentage of the renting population that cannot afford to buy a property.

Between 2016 and 2022, both the median housing affordability ratios for Ashfield and the East Midlands have been worsening.



<sup>78</sup><https://www.local.gov.uk/sites/default/files/documents/LGA%20RA%20Understanding%20Local%20Housing%20Markets%20June%202019.pdf>

### Home ownership affordability

Until 2022, the affordability of home ownership has been good as a result of low mortgage rates, longer mortgage terms, affordable rents and higher income buyers.

The biggest barrier to home-ownership is the cost of buying, i.e. the deposit. Nationally, around 65% of mortgages taken out are at a loan-to-value ratio of 75% or less. A further 30% are at a ratio of 76-90%<sup>79</sup>. Nationwide have estimated that it would take almost 9 years for someone in the East Midlands earning the typical wage to save a 20% deposit for an average first time buyer property, assuming they set aside 15% of their monthly take-home pay<sup>80</sup>. Saving the same amount in Ashfield would take around 7.5 years<sup>81</sup>

A significant number of first time buyers (34%) had help raising a deposit in 2019/20, either a gift or loan from friends or family, or inheritance.

### Private rents to earnings ratio

There is limited publicly available data on the cost of renting, a snapshot<sup>82</sup> of properties available to rent in Ashfield is provided below. The table also shows the gaps between the average market rents and the relevant Local Housing Allowance rate available.

	Kirkby	Sutton	Hucknall	Selston	Ashfield average
<b>For rent</b>					
1 bed	£400	£482	£595	£650	£532
LHA gap	£51	£133	£126	£181	
2 bed	£662	£650	£789	£663	£691
LHA gap	£213	£201	£240	£114	
3 bed	£825	£774	£918	£850	£842
LHA gap	£351	£300	£295	£227	
4 bed	£1,000	-	£1,220	£995	£1,072
LHA gap	£327		£422	£197	
5 bed	-	-	£1,690	-	£1,690
LHA gap			£892		

The private renting affordability ratio for Ashfield is 3.2<sup>83</sup>

### Deprivation

<sup>79</sup> <https://builtplace.com/wp-content/uploads/2022/12/MLAR-Release-December-2022.pdf>

<sup>80</sup> <https://www.nationwidehousepriceindex.co.uk/reports/affordability-special-report-raising-a-deposit-still-the-biggest-hurdle-for-first-time-buyers-despite-affordability-becoming-more-stretched>

<sup>81</sup> Based on saving 15% of take home pay from average earnings of £30,899. No allowance for inflation has been made.

<sup>82</sup> [https://www.home.co.uk/for\\_rent/current\\_rents\\_by\\_town.htm?where=ashfield](https://www.home.co.uk/for_rent/current_rents_by_town.htm?where=ashfield) accessed May 2022

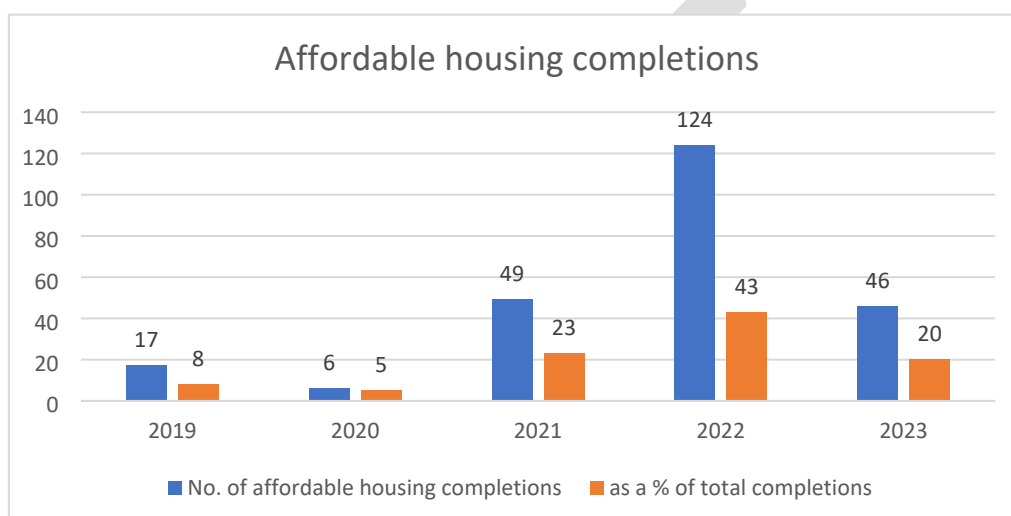
<sup>83</sup> Based on average of all rents included in the above table and average earnings of £30,899.

In Ashfield, 15.2% of the population was income-deprived in 2019 and Ashfield is ranked the 73<sup>rd</sup> most income-deprived in England. 18 Ashfield neighbourhoods are in the 20% most-income deprived areas in England<sup>84</sup>, and 5 are in the 20% least income-deprived.

## Supply

### New supply

242 new affordable homes have been completed in Ashfield on large sites between 2019 and 2023<sup>85</sup>. This represents 23% of all large site completions. Expected delivery of housing on all sites in Ashfield between 2024 – 2029 is 1,814 units.



### Turnover

Whilst building new homes is essential to making housing available for everyone that needs it, new homes only account for 10-12% of all residential transactions and so the second-hand market tends to provide most of the available housing supply at any given time<sup>86</sup>. This means turnover of existing homes is key for meeting demand.

Every year, there is a turnover of around 4% of the national home-ownership market. In the last 5 years, between 5 – 7% of local authority owned homes nationally have been relet each year<sup>87</sup>. There is a similar turnover rate in Ashfield.

In December 2022, Zoopla reported that the number of PRS homes available was 38% below the five-year average<sup>88</sup>.

<sup>84</sup> <https://www.ons.gov.uk/visualisations/dvc1371/#/E07000170>

<sup>85</sup> <https://www.ashfield.gov.uk/media/hppbwa5g/housing-land-monitoring-report-april-2023-accessibility-checked.docx>

<sup>86</sup>

<https://www.local.gov.uk/sites/default/files/documents/LGA%20RA%20Understanding%20Local%20Housing%20Markets%20June%202019.pdf>

<sup>87</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1129498/LT602 ods](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1129498/LT602 ods)

<sup>88</sup> <https://www.zoopla.co.uk/discover/property-news/rental-market-report-december-2022-number-of-homes-available-for-rent-hits-40-below-average/>

## Demand

### *New homes*

The Greater Nottingham and Ashfield Housing Needs Assessment 2020 identified 481 new homes are required each year in Ashfield, of which 237 affordable rented homes are required. As such, there is a shortfall of 591 homes based on the 5 year supply forecast given above. This does not take into consideration any supply backlogs from previous years.

### *Social housing*

In the last 5 years, demand for social housing in Ashfield has increased by 76%, based on the average number of bids for homes advertised on Homefinder. In addition, there is now greater demand from families in urgent housing need with almost all 3 bedroom homes available in 2022/23 being let to families in Band 1, compared to around 60% of lets in 2018/19.

### *PRS*

In December 2022, Zoopla reported that the demand for PRS homes was 46% above normal levels<sup>89</sup>.

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<sup>89</sup> <https://www.zoopla.co.uk/discover/property-news/rental-market-report-december-2022-number-of-homes-available-for-rent-hits-40-below-average/>

## **5. Future levels of homelessness in Ashfield**

This section identifies the key factors that have a strong causal link with homelessness. The Housing Options Service is not able to influence future levels of homelessness but can use this information to guide the allocation and prioritisation of resources.

Academic literature traditionally divides the causes of homelessness between structural and individual factors<sup>90</sup>:

- Structural factors are wider societal and economic issues that affect opportunities and social environments for individuals, such as housing and labour market conditions, a weak welfare benefits system and rising levels of poverty.
- Individual factors apply to the personal circumstances of a homeless person and may include personal crisis, traumatic events, mental health, addiction challenges, relationship problems.

Recent academic literature has adopted a blended approach that acknowledges structural factors create the conditions within which homelessness will occur, and individual factors mean some people are more susceptible to structural forces.

Research<sup>91</sup> commissioned by DLUHC on the causes of homelessness and rough sleeping identified the different combinations of structural and individual factors affecting: families who are homeless, single people who are homeless, and those rough sleeping, as detailed in the images below:

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<sup>90</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/793471/Homelessness - REA.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/793471/Homelessness_-_REA.pdf)

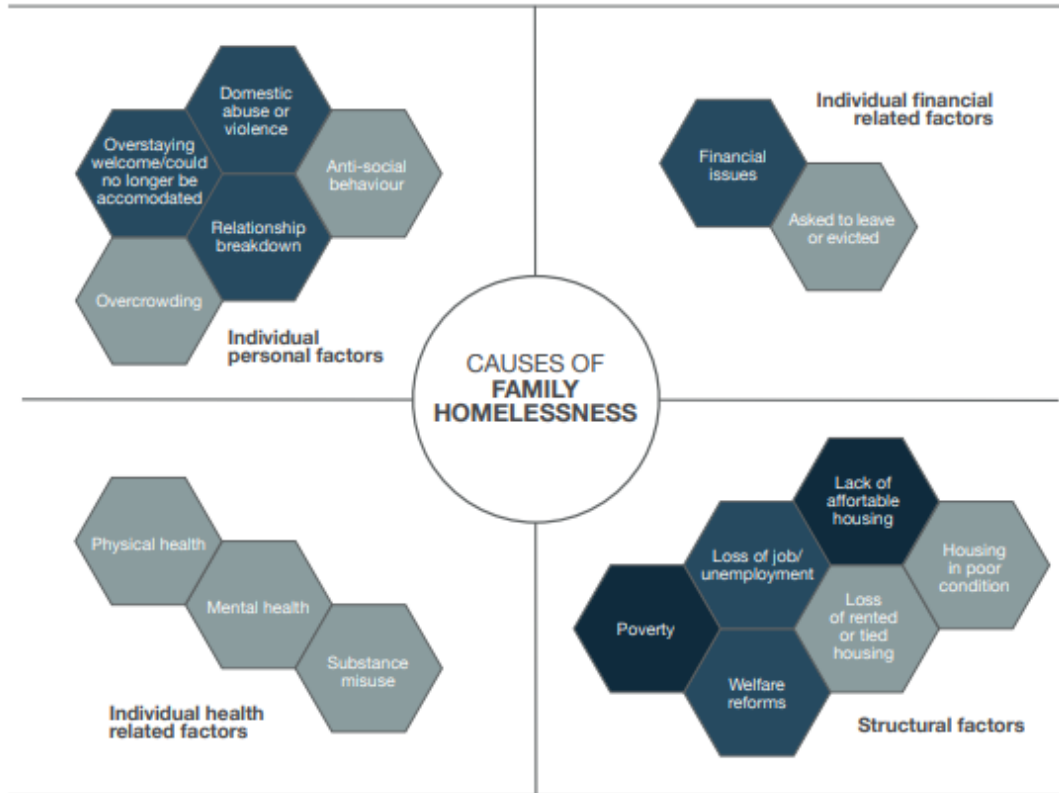
<sup>91</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/793471/Homelessness - REA.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/793471/Homelessness_-_REA.pdf)



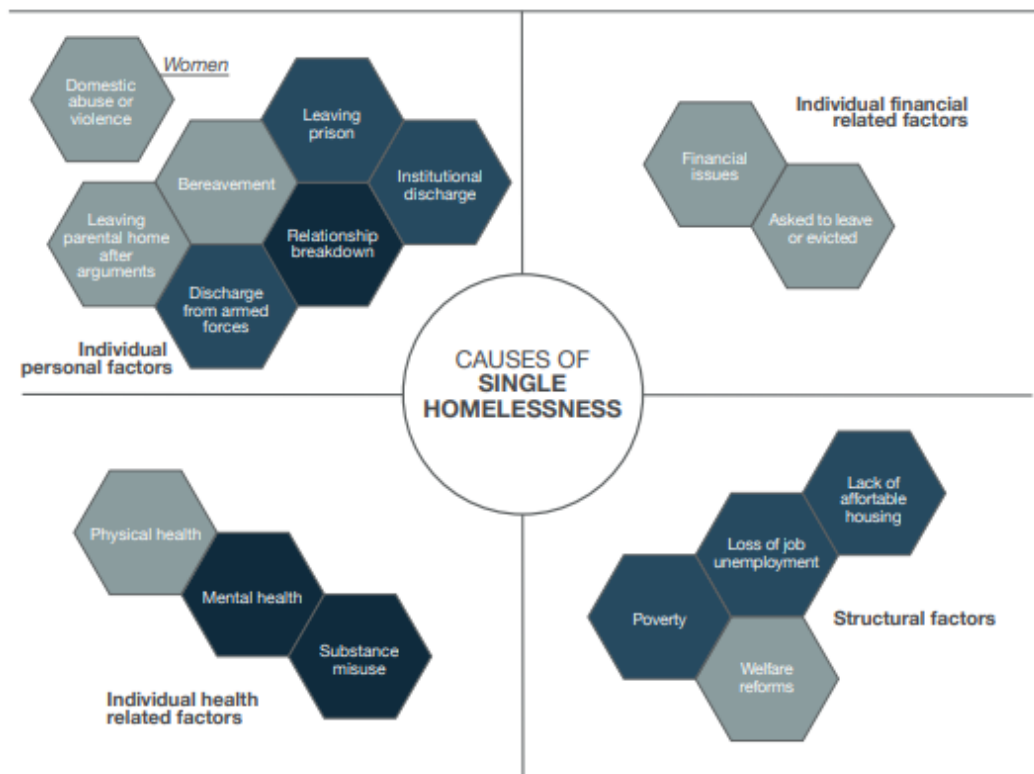
## Family Homelessness

● Strong evidence ● Medium evidence ● Weak evidence



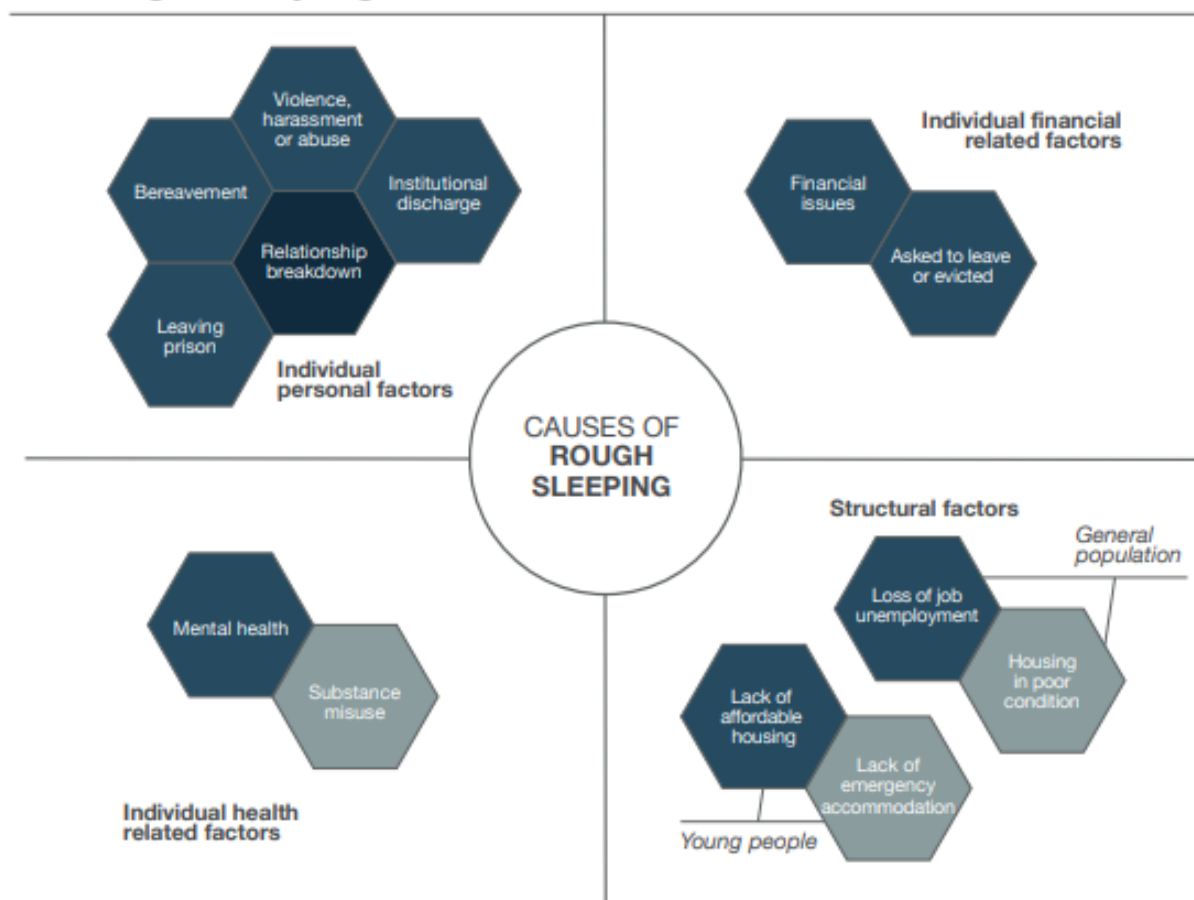
## Single Homelessness

● Strong evidence ● Medium evidence ● Weak evidence



## ➤ Rough Sleeping

● Strong evidence ● Medium evidence ● Weak evidence



Of the structural factors, research has identified that childhood poverty is a “powerful predictor”<sup>92</sup> of homelessness, though, as highlighted above, the causation of homelessness is complex and there is no single trigger – structural and individual factors combine in differing ways, producing different outcomes, not all of which include homelessness. Of all the structural factors, housing market trends appear to have the most direct impact on levels of homelessness.

The Homelessness Monitor<sup>93</sup>, published annually by Crisis, has developed a model based on these structural factors to project the amount of “core homelessness”<sup>94</sup> to 2041. The 2023 report projects that core homelessness in the Midlands will rise by 5% between 2022 and 2024, and between 2024 and 2041 will ease slightly.

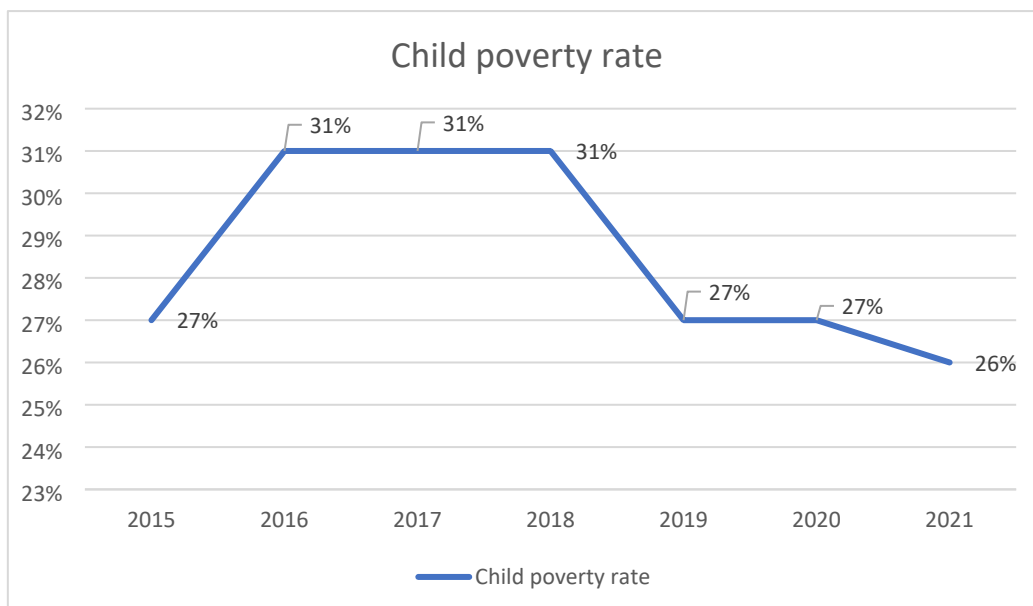
Estimates of child poverty are also available; the End Child Poverty Coalition<sup>95</sup> has estimated the rate of child poverty in Ashfield between 2014 - 2021 was between 26% and 31%.

<sup>92</sup> <https://www.tandfonline.com/doi/full/10.1080/02673037.2017.1344957>

<sup>93</sup> [https://www.crisis.org.uk/media/utehvxat/homelessness-monitor-england\\_report-2023\\_v11.pdf](https://www.crisis.org.uk/media/utehvxat/homelessness-monitor-england_report-2023_v11.pdf)

<sup>94</sup> This term includes those rough sleeping, in unconventional accommodation, hostels, unsuitable temporary accommodation and sofa surfing.

<sup>95</sup> <https://endchildpoverty.org.uk/child-poverty/>



The Resolution Foundation<sup>96</sup> have forecast that relative child poverty will increase to around 31% by 2026/27 (a 20% increase on the 2020/21 figure above), but for families with 3 or more children that increases to between 50% and 77%. This variation in impact is attributed to the caps within the welfare benefit system for larger families.

Based on the above projections of core homelessness levels and child poverty, as well as the housing market trends discussed in an earlier section, a rise in homelessness in Ashfield between 2024 – 2029 is anticipated.

<sup>96</sup> <https://www.resolutionfoundation.org/app/uploads/2023/01/Living-Standards-Outlook-2023.pdf>

## **6. Current levels of homelessness in Ashfield**

This section sets out the levels of homelessness in Ashfield between April 2020 and March 2023, as detailed in the Homeless Case Level Information Collection (H-CLIC) data sets published by DLUHC. This data can be summarised as follows:

- There has been a 21% increase in the number of Ashfield households being assessed for homelessness advice and assistance over the last 4 years.
- There has been an 85% increase in the number of main duty accepted decisions in the last 4 years.
- Loss of an assured shorthold tenancy is the leading cause of homelessness in Ashfield
- Domestic abuse is a significant cause of homelessness in Ashfield
- Close to half of homeless households have one or more support needs, these are typically due to mental health problems, physical health problems and experiencing domestic abuse
- The majority of requests for assistance are from single female parent households and single male households.
- The majority of lead applicants are aged 25-34, and 85% are White British
- In 2022/23, 55% of prevention cases and 26% of relief cases either stayed in existing accommodation or secured alternative accommodation
- In 2022/23, of those who secured accommodation, 49% of prevention cases, 70% of relief cases and 85% of main duty cases moved into social housing
- Use of bed and breakfast to provide emergency accommodation has increased by 96% over the last 4 years.
- In 2022/23, a third of all households seeking assistance were placed in bed and breakfast.
- Use of bed and breakfast for households with families has increased by 340% in the last 4 years.
- No households with children have stayed in B&B for more than 6 weeks and no 16 or 17 year old customers have been placed in B&B.
- The average length of stay for all households in temporary accommodation is around 3 months; for households with children, it is around 4 months.
- Ashfield's use of temporary accommodation per 1,000 households is around half the regional rate and a quarter of the national rate.
- On average in 2022/23, 10 people were found rough sleeping each month, of which 3 were new to the streets.

When considering the levels of homelessness between 2019 and 2023, it is important to consider the below policy context that affected trends:

- The Homeless Reduction Act 2017 came into effect from 3<sup>rd</sup> April 2018
- Between April 2019 and October 2020, H-CLIC statistics published by DLUHC were categorised as experimental, meaning that the data collection was still in the testing and development phase and may be somewhat inaccurate.
- On Monday 23<sup>rd</sup> March 2020, the first Covid-19 lockdown began in England

- On Thursday 26<sup>th</sup> March 2020, MHCLG (now DLUHC) asked all local authorities to provide safe accommodation to all rough sleepers by the end of the week. This became known as the Everyone In initiative.
- The National Probation Service established Homeless Prevention Taskforces in March 2020 and these have continued post-Covid.
- From May 2020, the requirements of the Everyone In initiative were amended, and local authorities given more discretion in how it was applied.
- A moratorium on evictions from the private rented and social rented sectors was in place between 17<sup>th</sup> November 2020 and 31<sup>st</sup> May 2021.
- After 16 months of restrictions, all lockdowns laws<sup>97</sup> were brought to an end on 19<sup>th</sup> July 2021.
- Between March 2020 and March 2021, there were 22 funding announcements totalling around £11bn<sup>98</sup> by DLUHC relating to the prevention of homelessness and rough sleeping during Covid-19.
- In February 2022, the Russian invasion of Ukraine began and the Homes for Ukraine scheme was launched in March 2022.
- In December 2021, the Bank of England raised interest rates for the first time since August 2018. Rates have not exceeded 1% since January 2009; as at November 2023 rates were 5.25%
- A cost-of-living crisis began in late 2021, with the annual rate of inflation reaching a 41 year high of 11.1%<sup>99</sup>

### *Total initial assessments*

There has been a 21% increase in the number of Ashfield households being assessed for homelessness advice and assistance over the last 4 years. This is comparable to regional trends (+20%) but is significantly higher than the national trend (+2%).

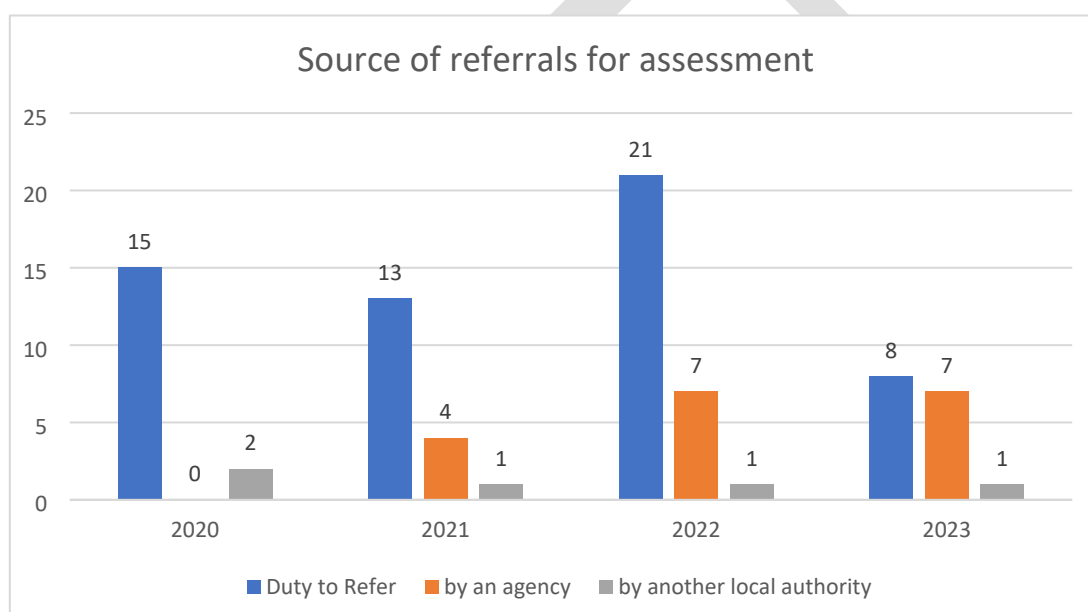
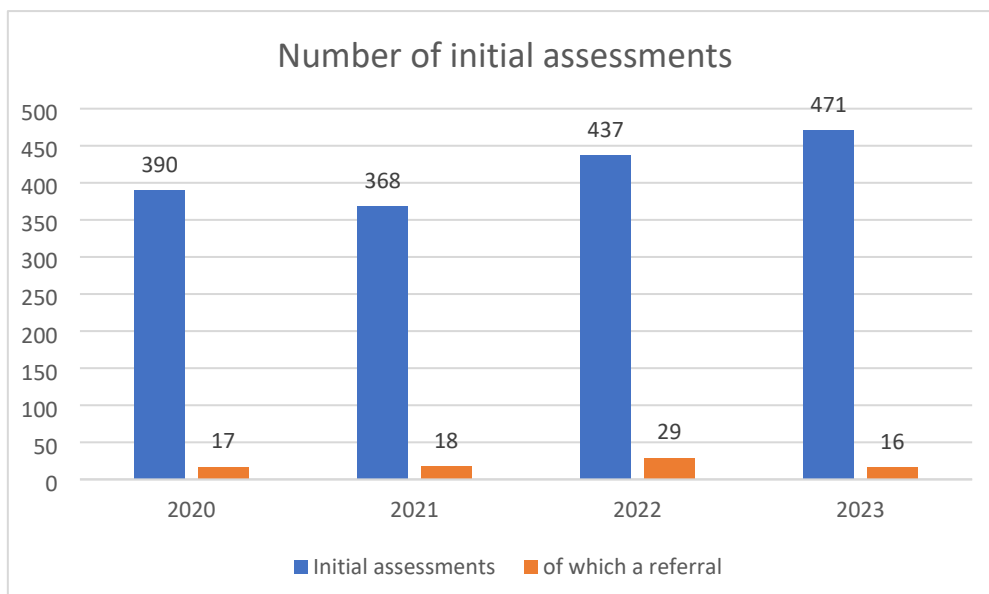
A very small number of households are referred to us for assessment under the Duty to Refer or by another local authority.

<sup>97</sup> <https://researchbriefings.files.parliament.uk/documents/CBP-9068/CBP-9068.pdf>

<sup>98</sup>

[https://tfl.ams3.cdn.digitaloceanspaces.com/media/documents/Homelessness\\_and\\_rough\\_sleeping\\_in\\_the\\_time\\_of\\_COVID19\\_-\\_LSE\\_London\\_May\\_2021.pdf](https://tfl.ams3.cdn.digitaloceanspaces.com/media/documents/Homelessness_and_rough_sleeping_in_the_time_of_COVID19_-_LSE_London_May_2021.pdf)

<sup>99</sup> <https://commonslibrary.parliament.uk/research-briefings/cbp-9428/>



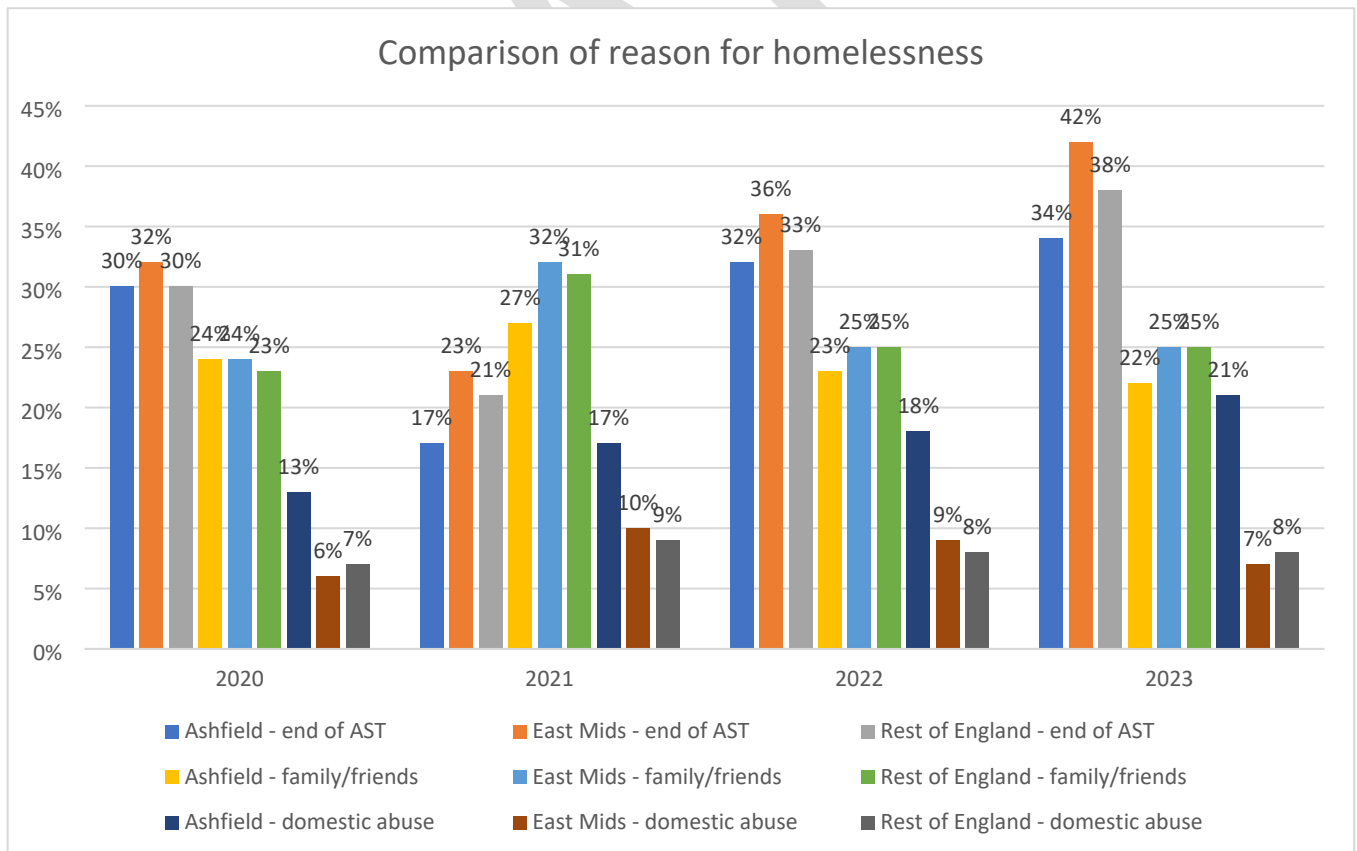
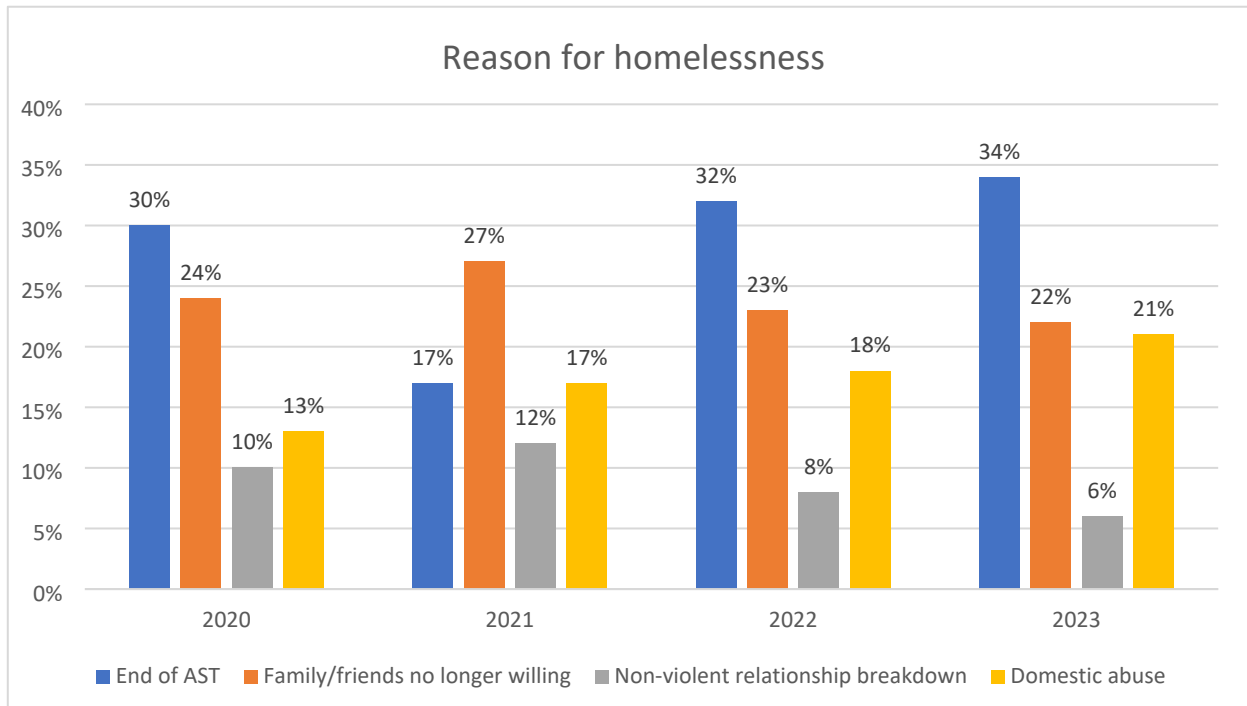
### *Reason for homelessness*

The leading cause of homelessness is loss of an assured shorthold tenancy (AST), with around a third of households typically facing homelessness for this reason. Regionally and nationally, end of AST is also the leading cause of homelessness, though this has grown at a faster rate than in Ashfield in the last 2 years.

Friends and family no longer willing to provide accommodation is the second cause of homelessness; there has been a slight reduction in the proportion of households facing homelessness for this reason in the last 2 years. This is comparable to regional and national trends.

Experiencing domestic abuse is a significant cause of homelessness and an increasing number of households are homeless for this reason. Ashfield has a much higher rate of

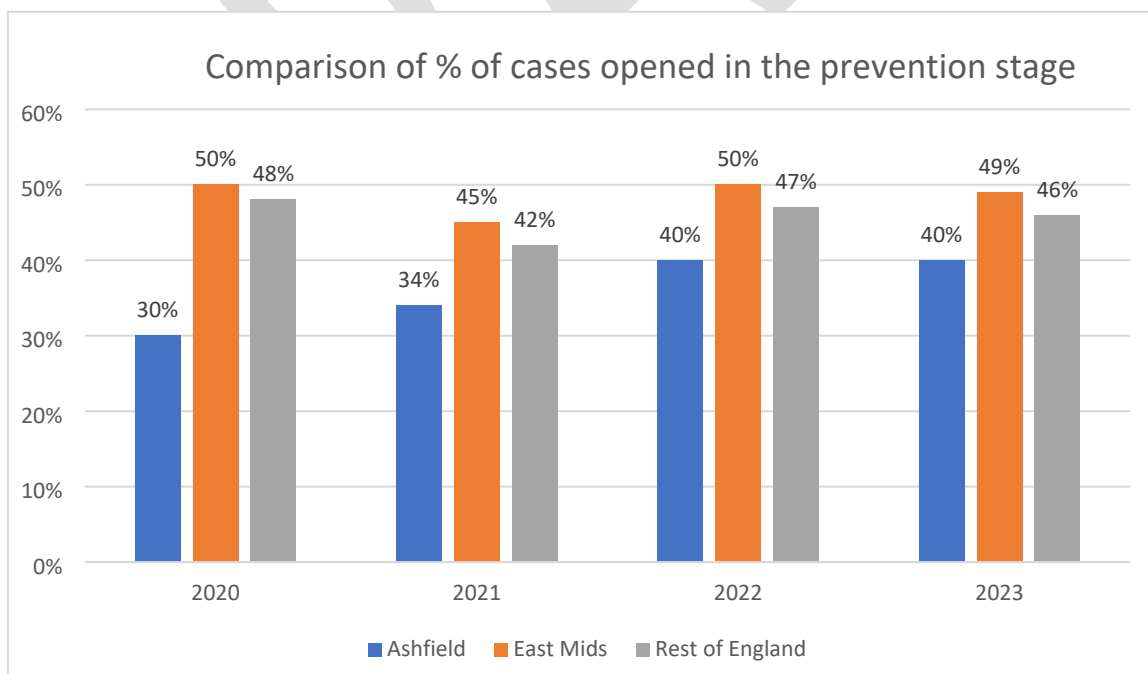
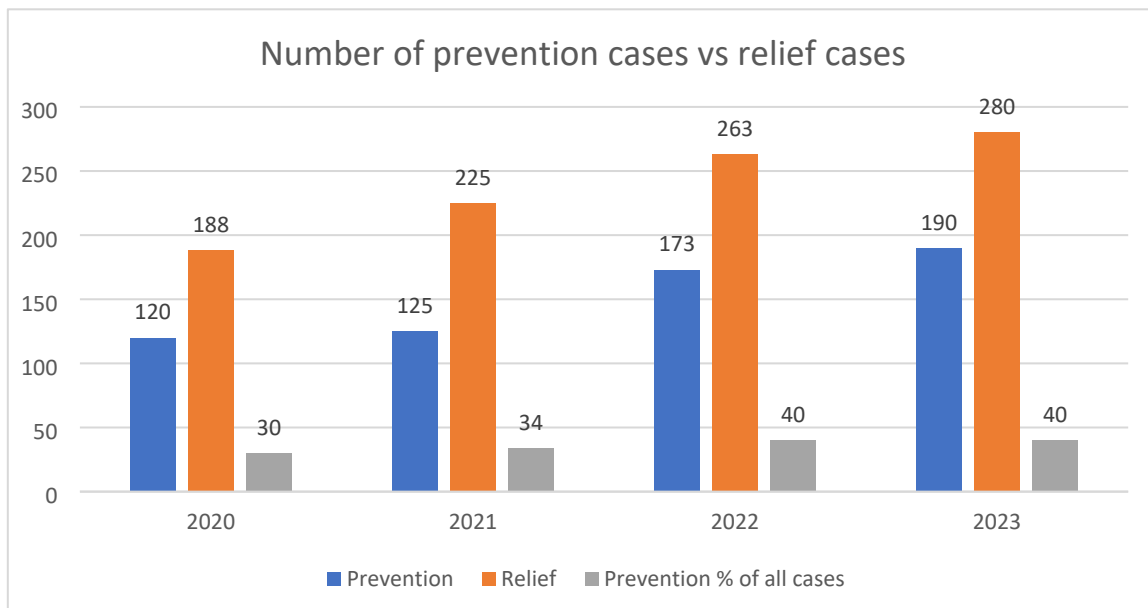
homelessness resulting from domestic abuse than regionally or nationally. In 2022/23, the rate was three times higher in Ashfield than in the East Midlands.



*Prevention vs relief*

More households approach us for assistance when they are already experiencing homelessness (the relief stage) than when they are threatened with homelessness (the prevention stage). Though it is worth noting that during Oct 2022 – April 2023, an almost equal number of households contacted us for help in both stages (136 compared to 146).

Regionally and nationally, a greater proportion of households seek assistance in the prevention stage, though Ashfield's performance in this area has improved in the last 2 years.



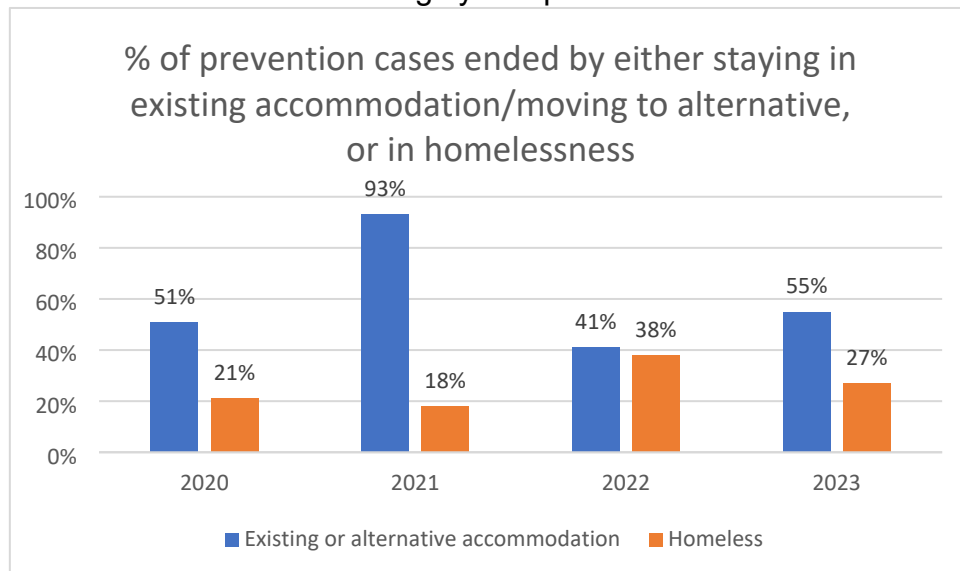
*Prevention duty outcomes*



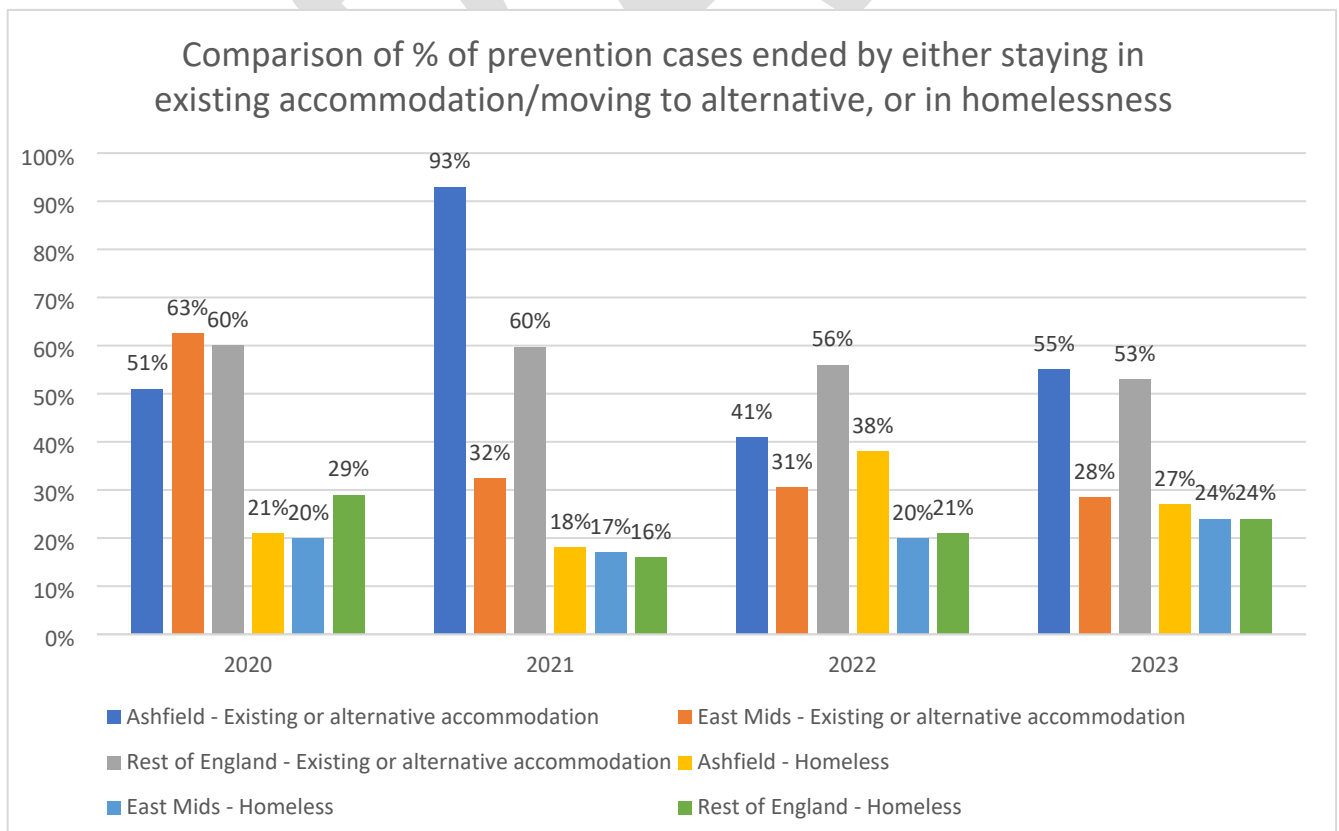
The majority of prevention stage cases are ended either by staying in their existing accommodation or moving to alternative accommodation, or by becoming homeless and subsequently moving into the relief stage.

With the exception of 2020/21, Ashfield's performance in ending prevention cases through an accommodation outcome have been similar to national trends and proportions, whereas compared to regional trends, there are significant differences.

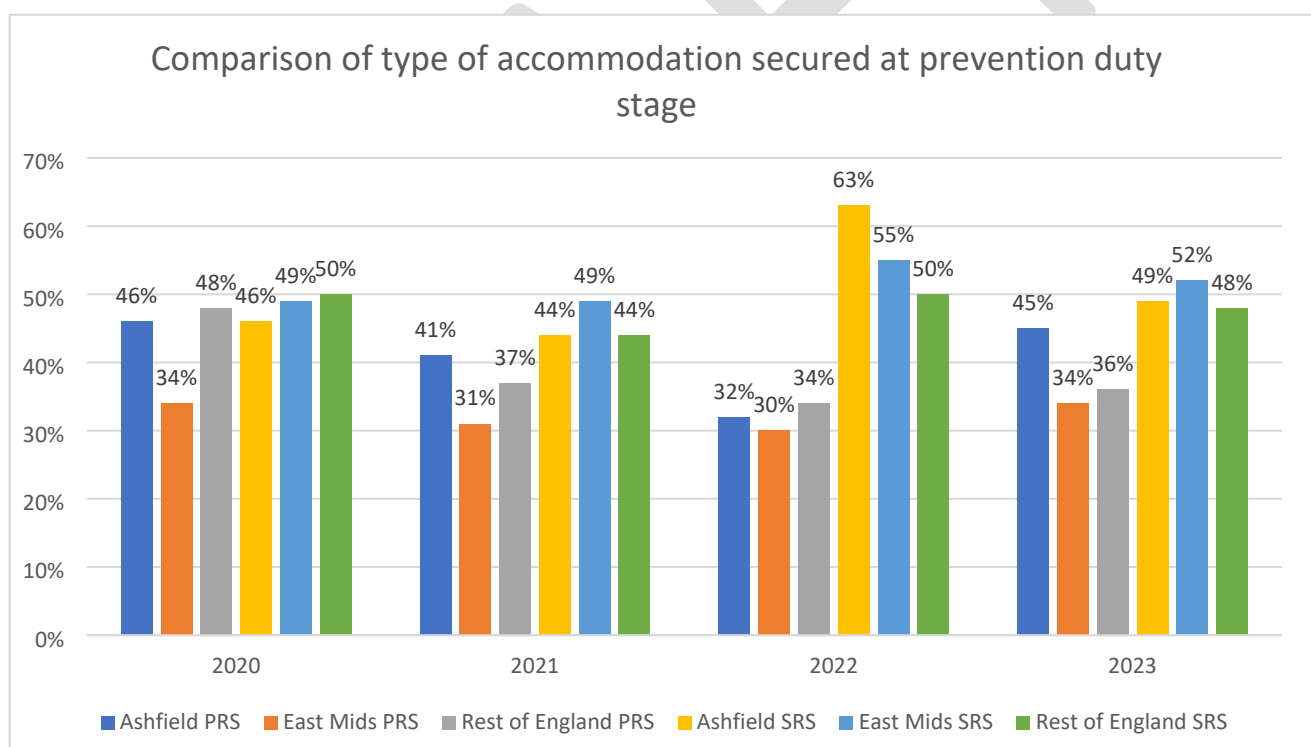
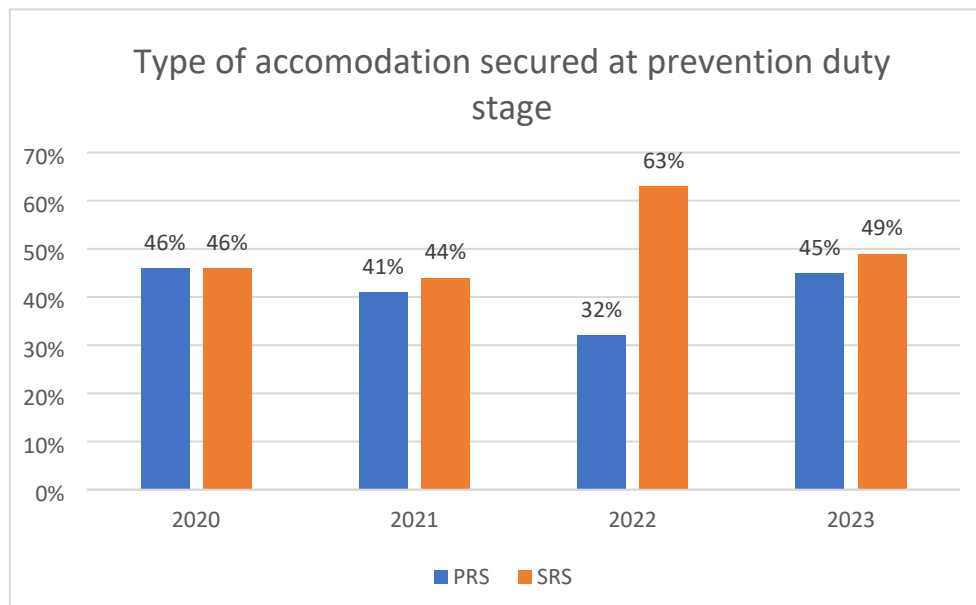
Trends in all three areas regarding prevention cases ending with a homelessness outcome are largely comparable.



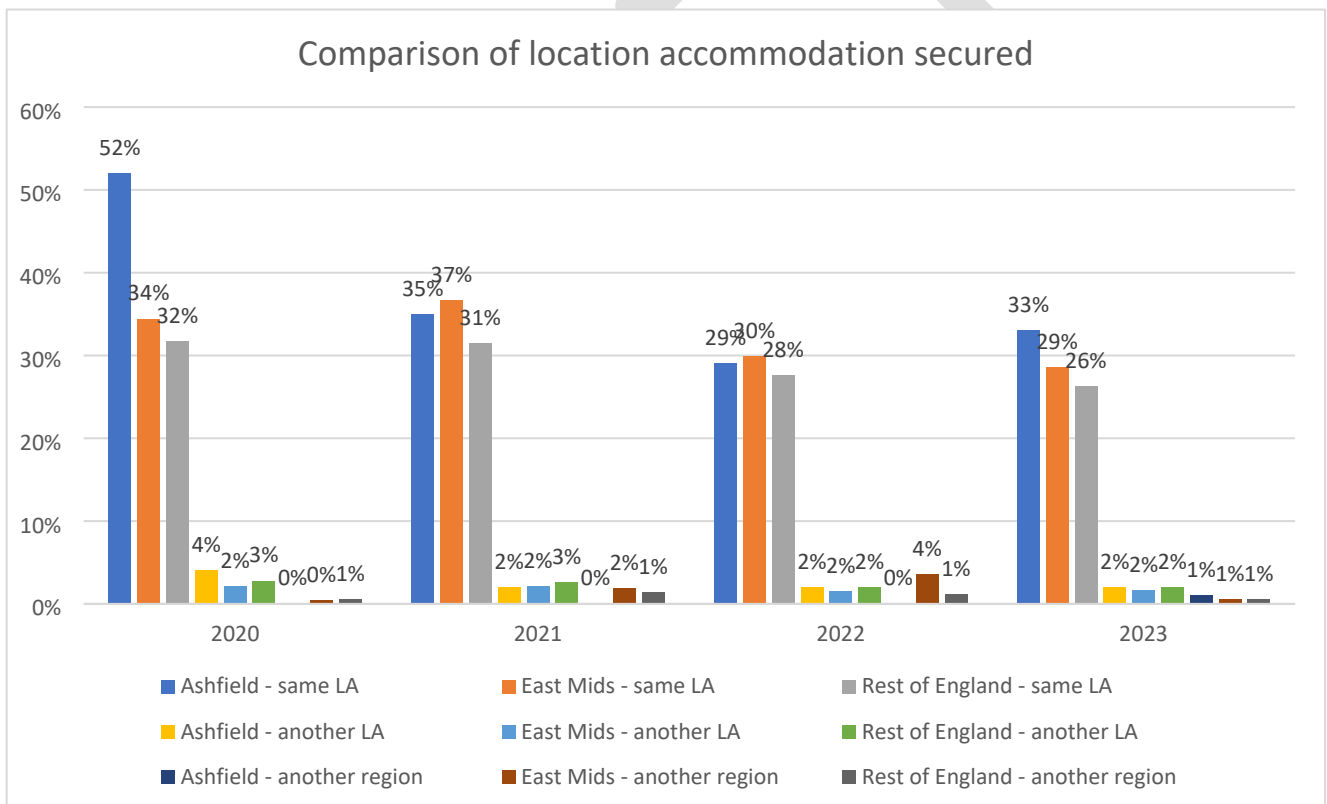
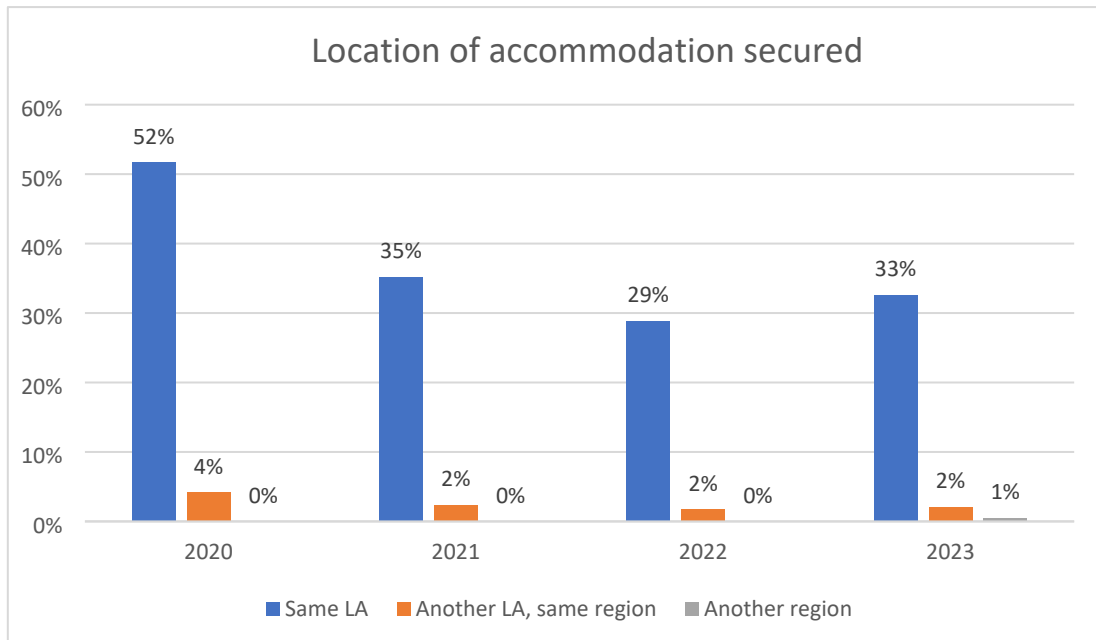
Note figures do not add up to 100% as not all reasons cases are ended are shown



With the exception of 2021/22, of those staying in existing or moving to alternative accommodation, a similar percentage of households move into the private rented sector as the social rented sector. This is broadly true regionally and nationally also.

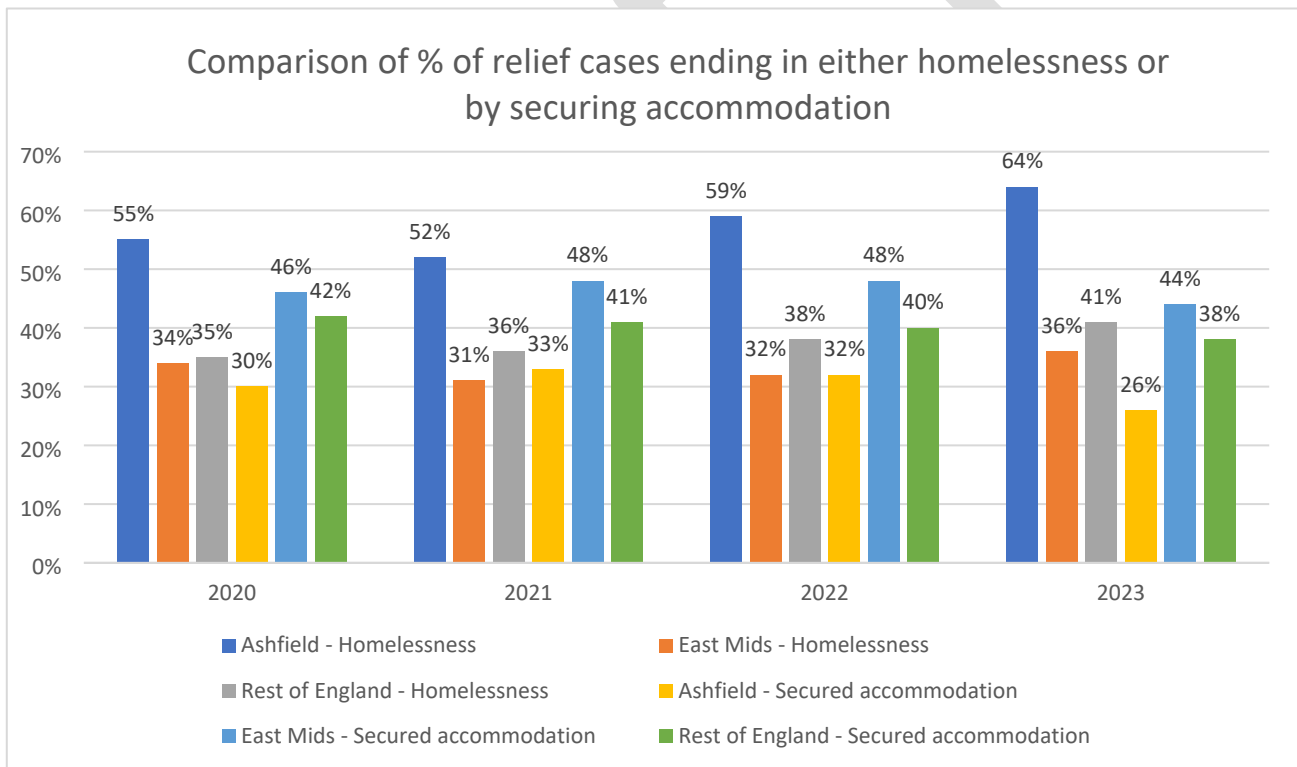
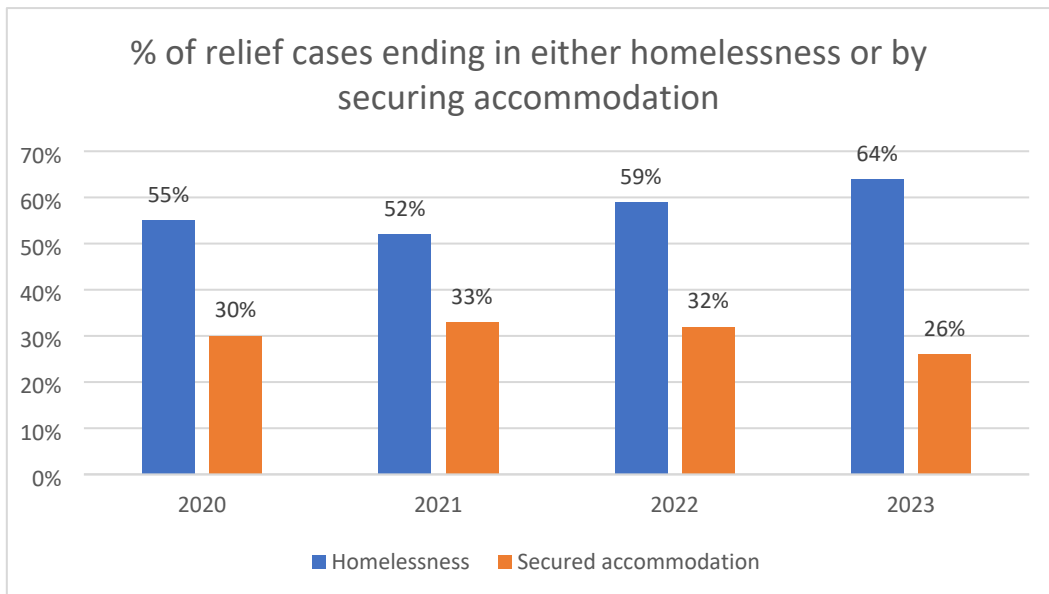


Around a third of households secured accommodation with Ashfield, with only a small number moving into other part of Nottinghamshire or England. However, there is a large number of households where the location of their accommodation is unknown. This is in line with regional and national trends.

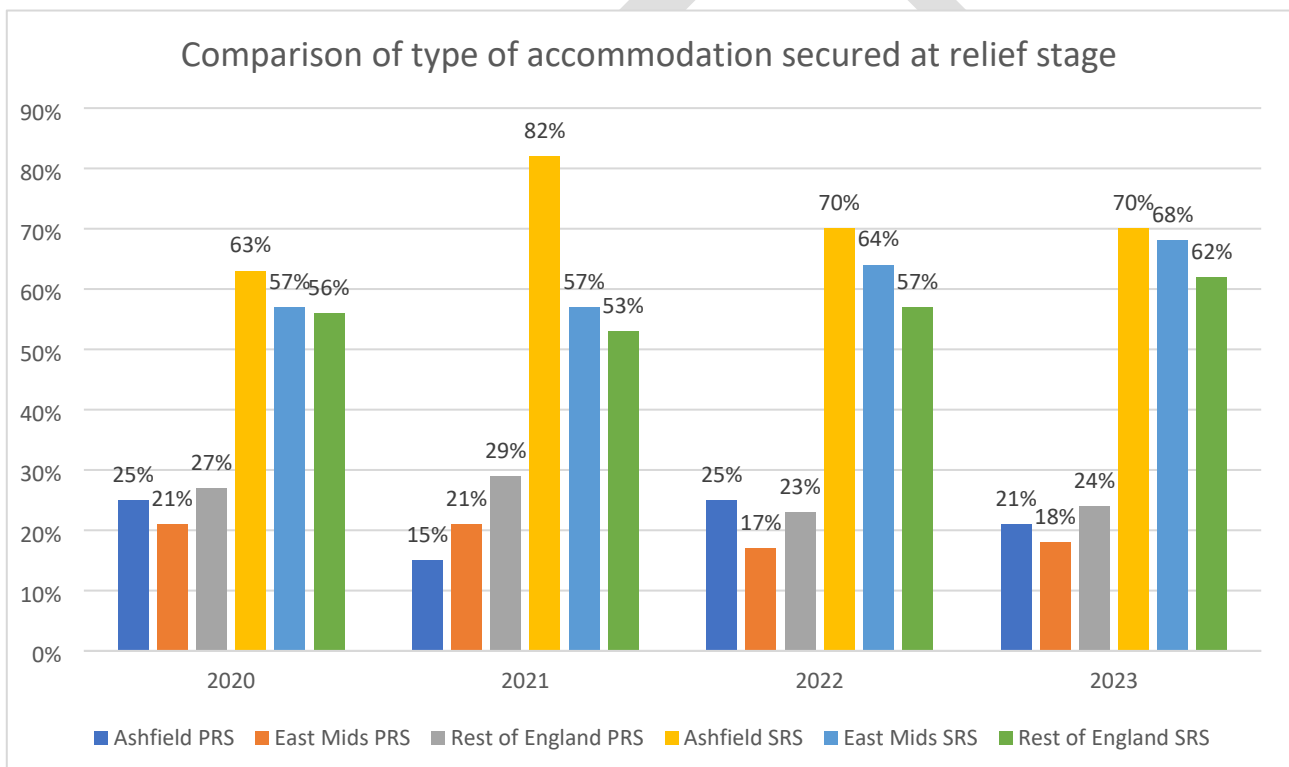
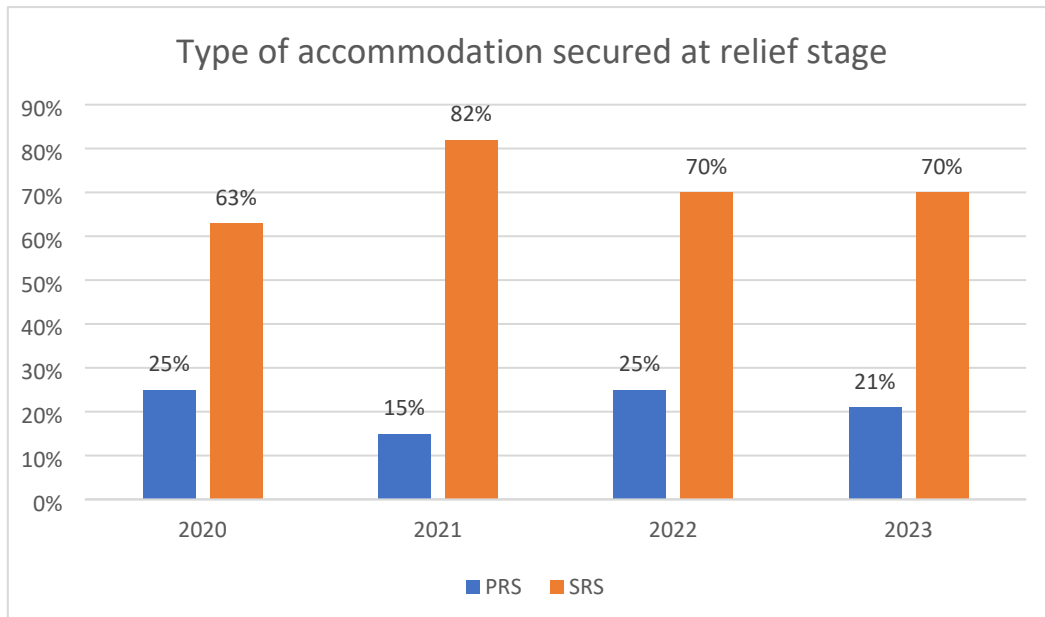


### *Relief duty outcomes*

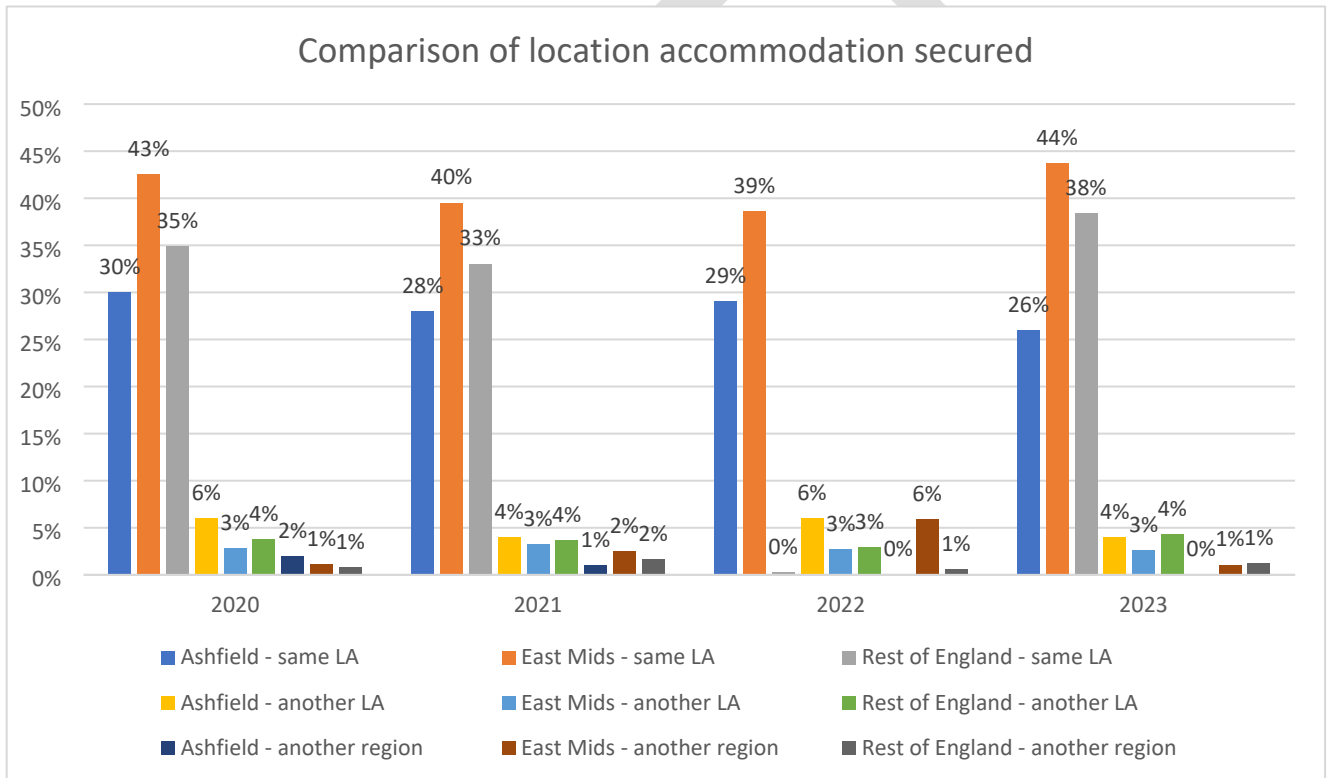
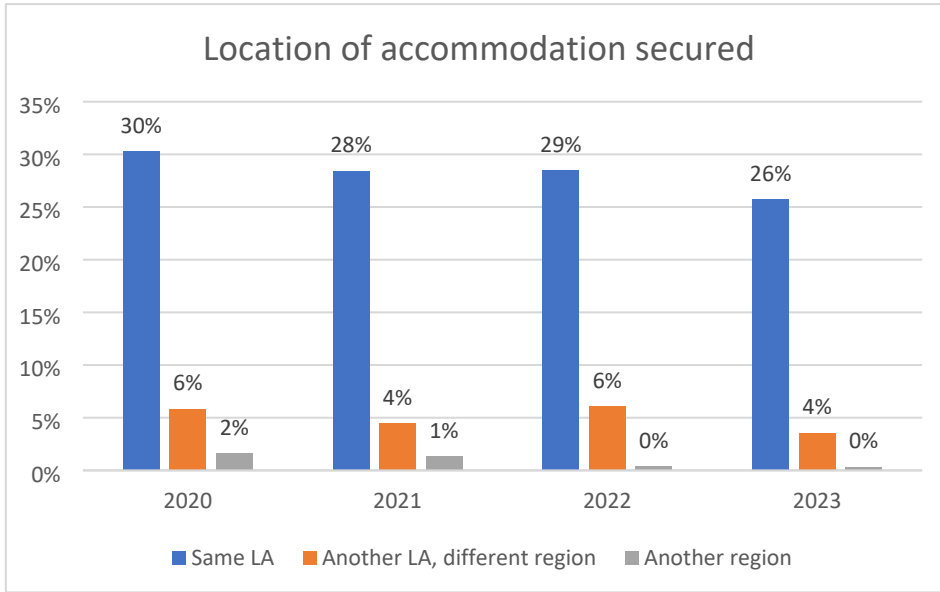
The majority of relief stage cases end in continued homelessness, though a quarter to a third of households secure alternative accommodation. Typically, between 40-50% of households secure accommodation at the end of the relief stage nationally and regionally. The percentage of relief cases ending in homelessness in Ashfield has increased over the last 4 years. A similar trend can be seen regionally and nationally, though the growth in the homelessness outcome has been faster in Ashfield.



Of those securing accommodation, the majority move into social rented housing, and up to a quarter of households move into the private rented sector, this is comparable to regional and national trends. The proportion of households securing social rented sector housing is consistently higher than regional and national trends, though the gap narrowed in 2022/23.

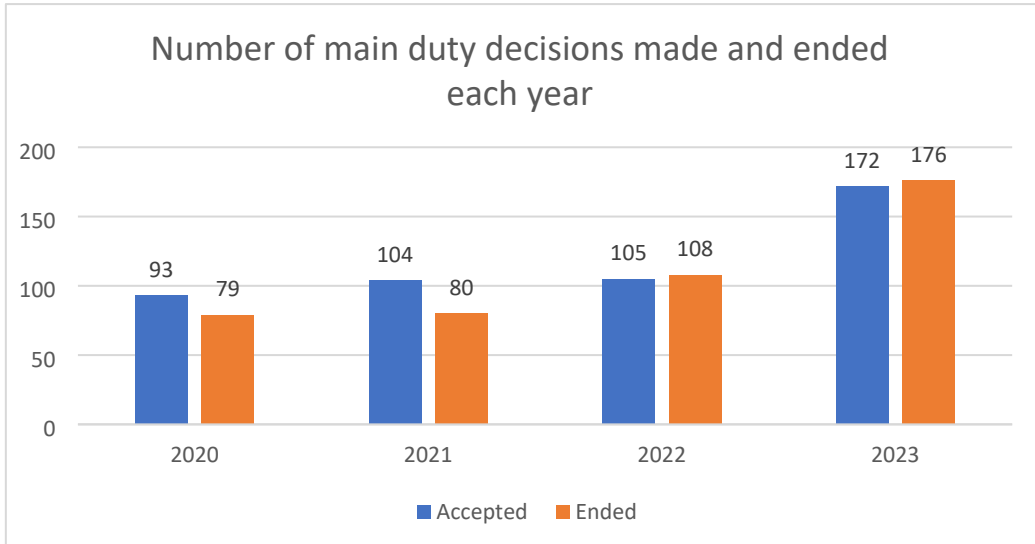


Around 1 in 3 households secured accommodation with Ashfield, with only a small number moving into other part of Nottinghamshire or England. However, there is a large number of households where the location of their accommodation is unknown. A greater proportion of households regionally and nationally secure accommodation in the same area.

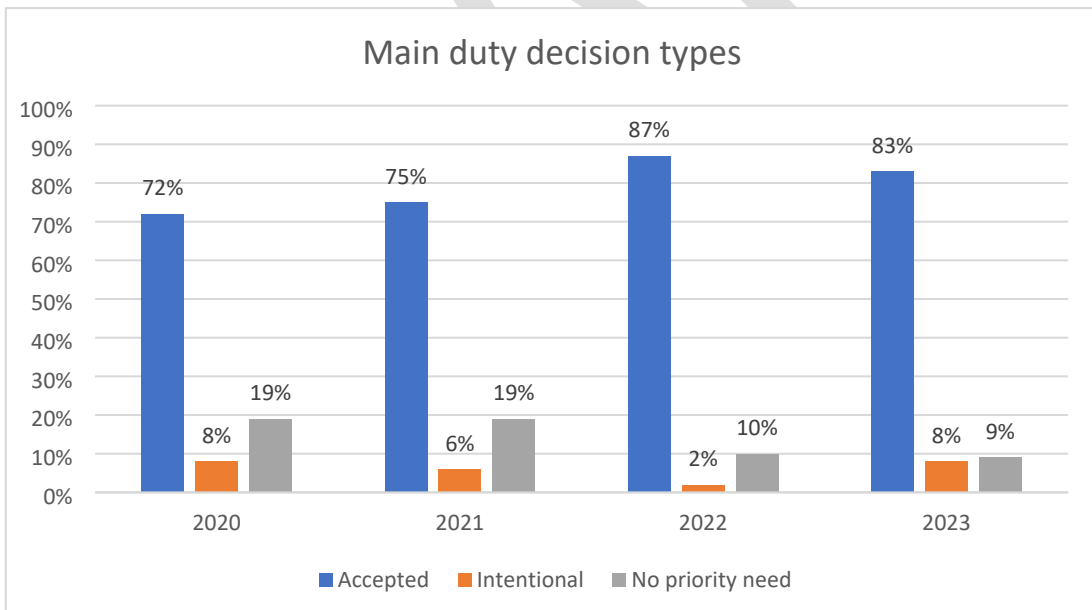


### *Main duty decisions*

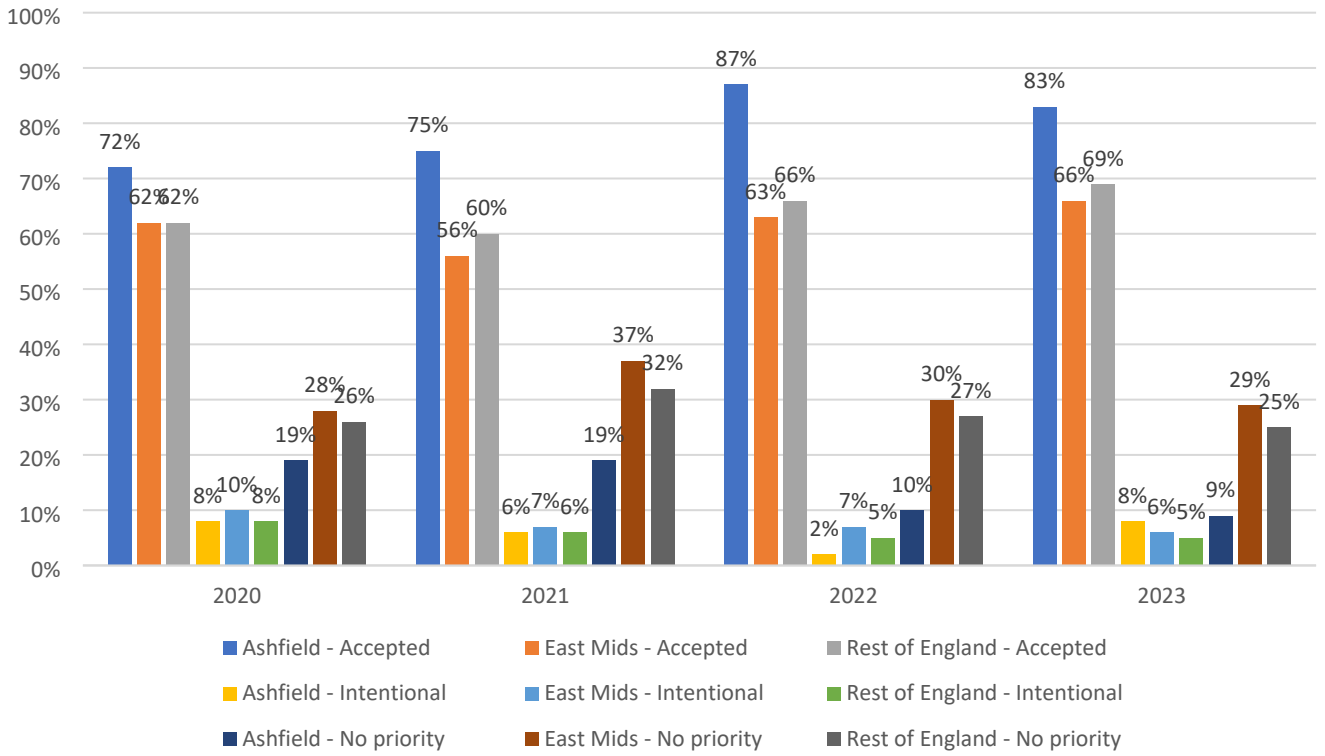
The number of main duty decisions made each year has increased substantially between 2020 and 2023. A similar number of cases are ended each year as are opened.



A significant majority of main duty applications are accepted, with over 80% of cases being owed the main duty in the last 2 years. Regionally and nationally, around 60% of cases are owed the main duty. At the same time, the percentage of Ashfield applications being in non-priority need have decreased to 9%, whereas regionally and nationally around 25% of cases are considered in non-priority need.



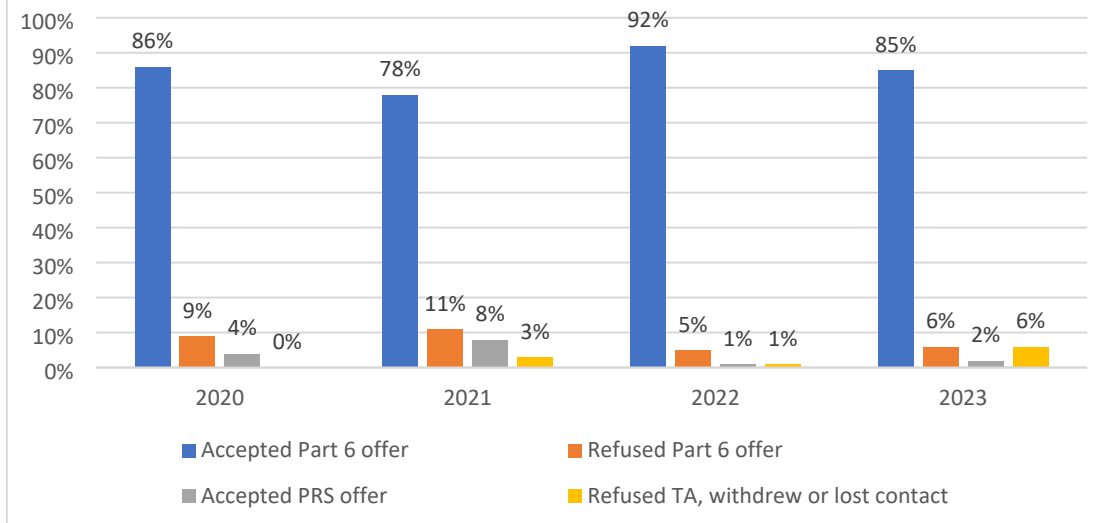
### Comparison of main duty decision types



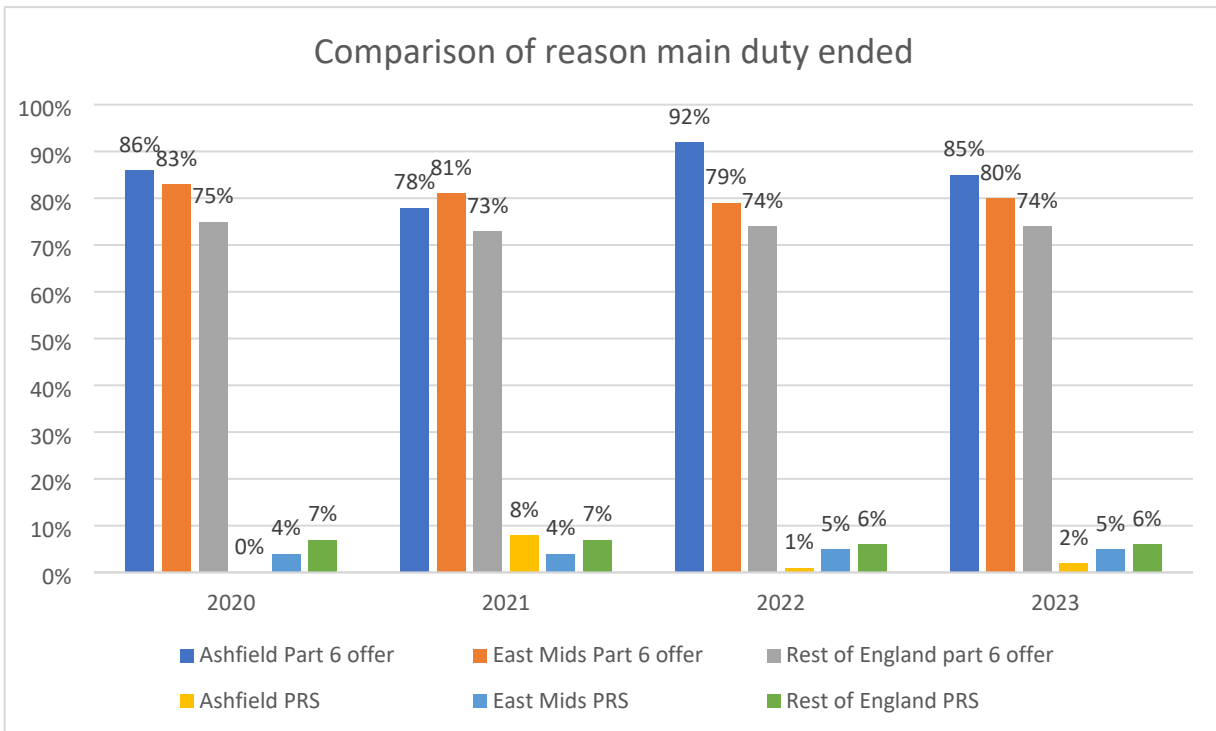
In almost all cases, a main duty is ended when a household moves into the social rented sector through a Part 6 offer, though there is a small percentage that refuse a Part 6 offer. A very small number move into the PRS and a small but growing number either refuse an offer of temporary accommodation, withdraw their application or lose contact with us.

Regionally and nationally, a greater number of PRS offers are made and as a result there is less reliance on the social rented sector.

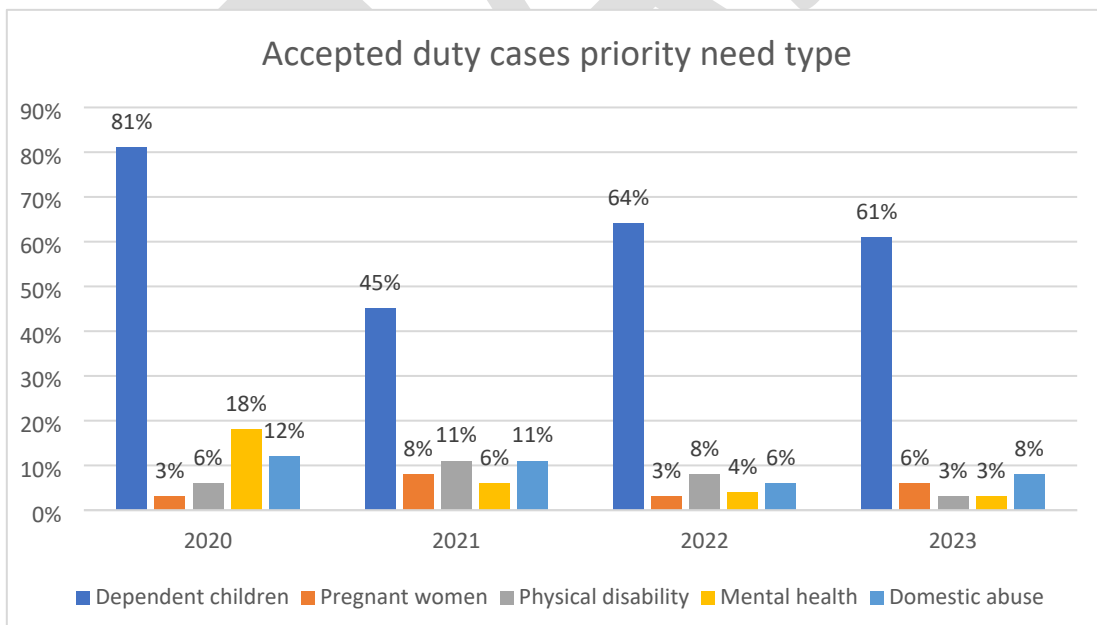
### Reason main duty ended







The majority of main duty cases are awarded priority need due to the household including dependent children. In the last two years, the trends in priority need type have been consistent.



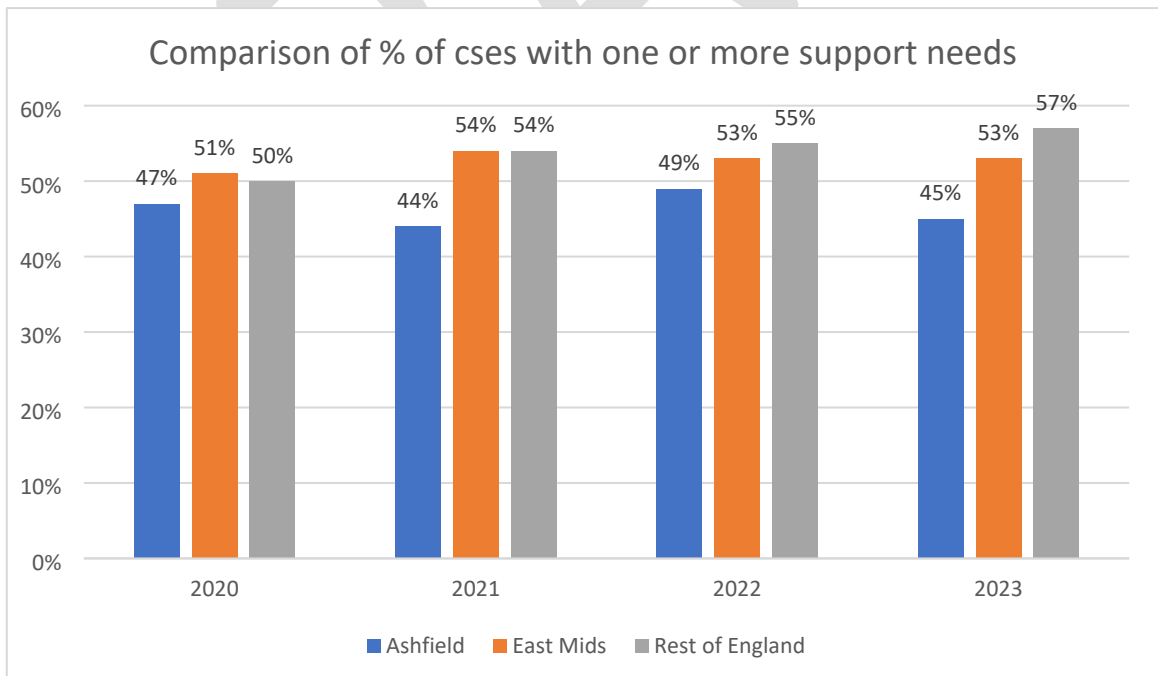
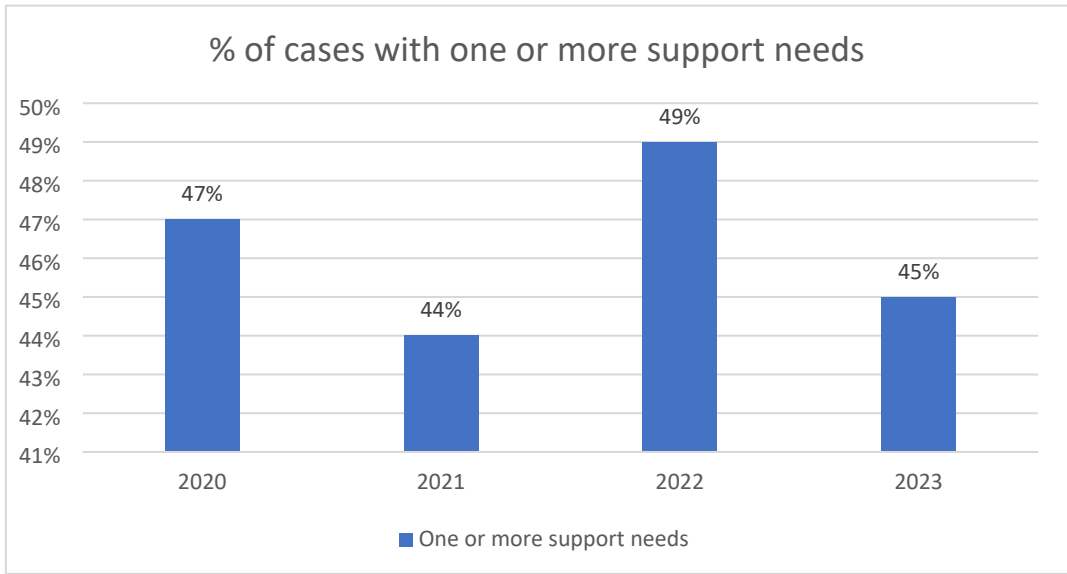
#### *Review of decisions*

Each year, on average, less than 2% of households assisted by us request a review under s.202 of the Housing Act 1996 regarding our decision concerning the duties owed to them under the homelessness legislation.

### Support needs

Close to half of households requesting assistance report having one or more support needs. The most frequently reported support needs are related to mental health problems, physical health problems and experiencing domestic abuse.

Regionally and nationally, over 50% of households report one or more support needs, and these are also related to mental health problems, physical health problems and experiencing domestic abuse.

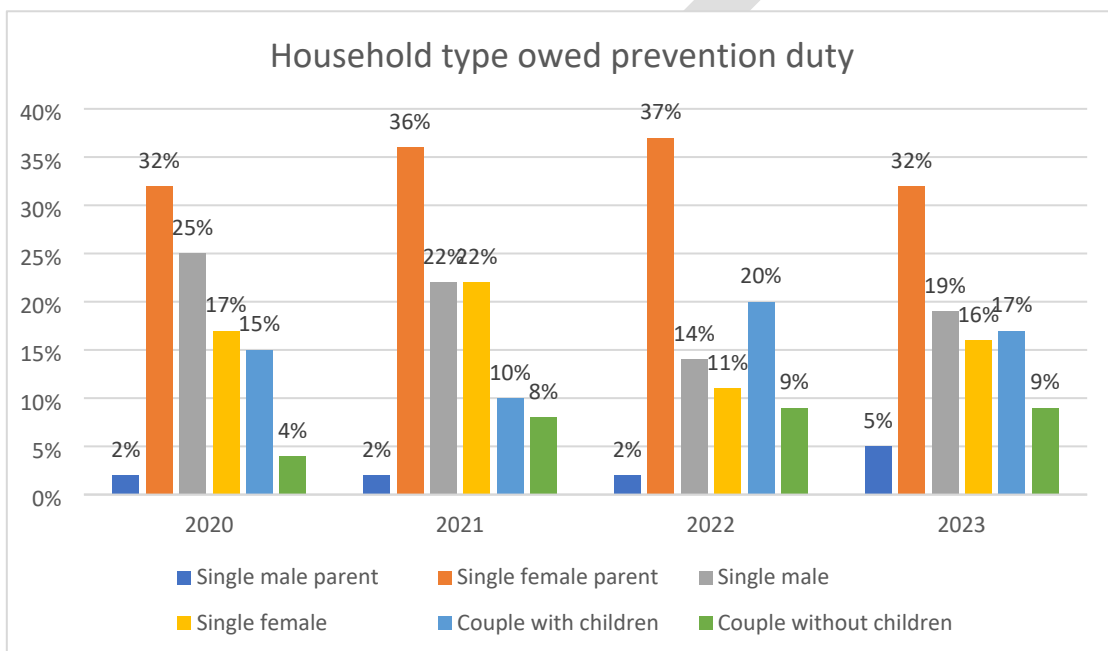


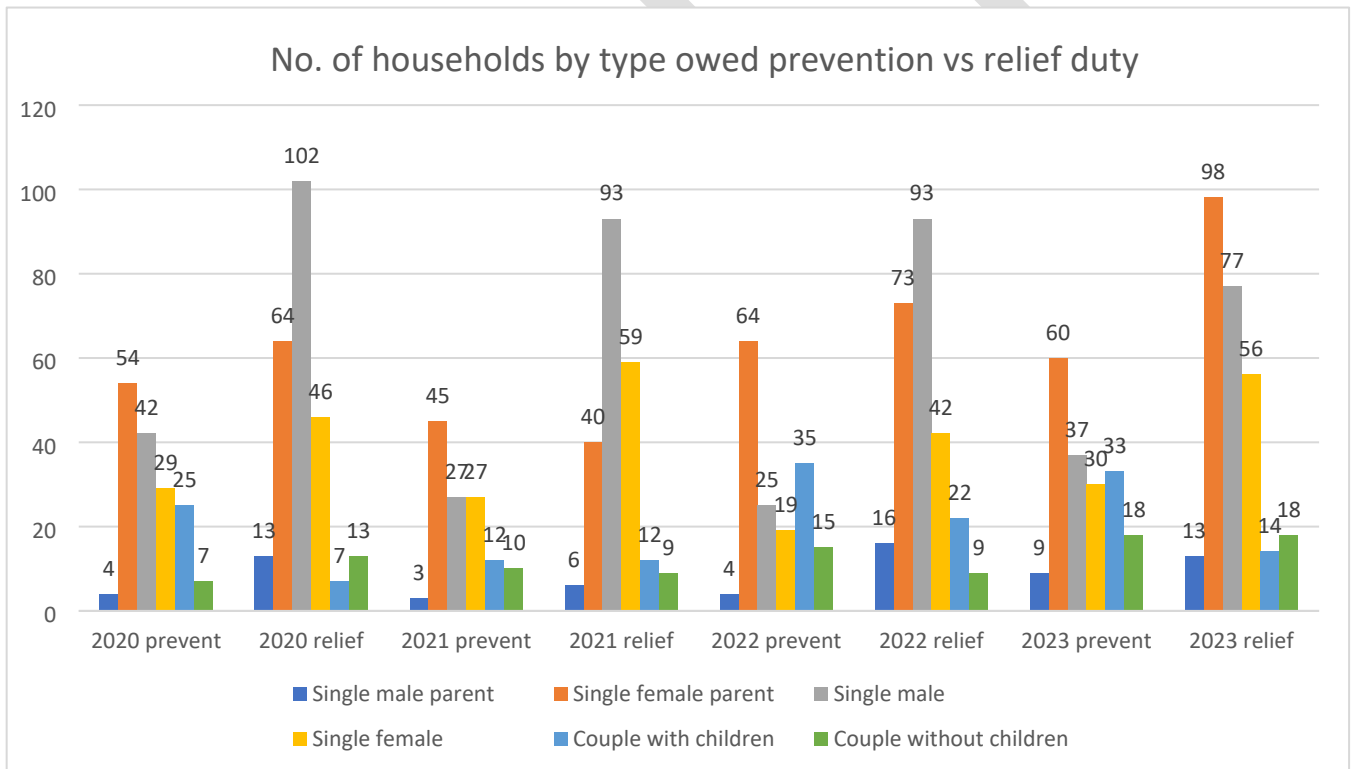
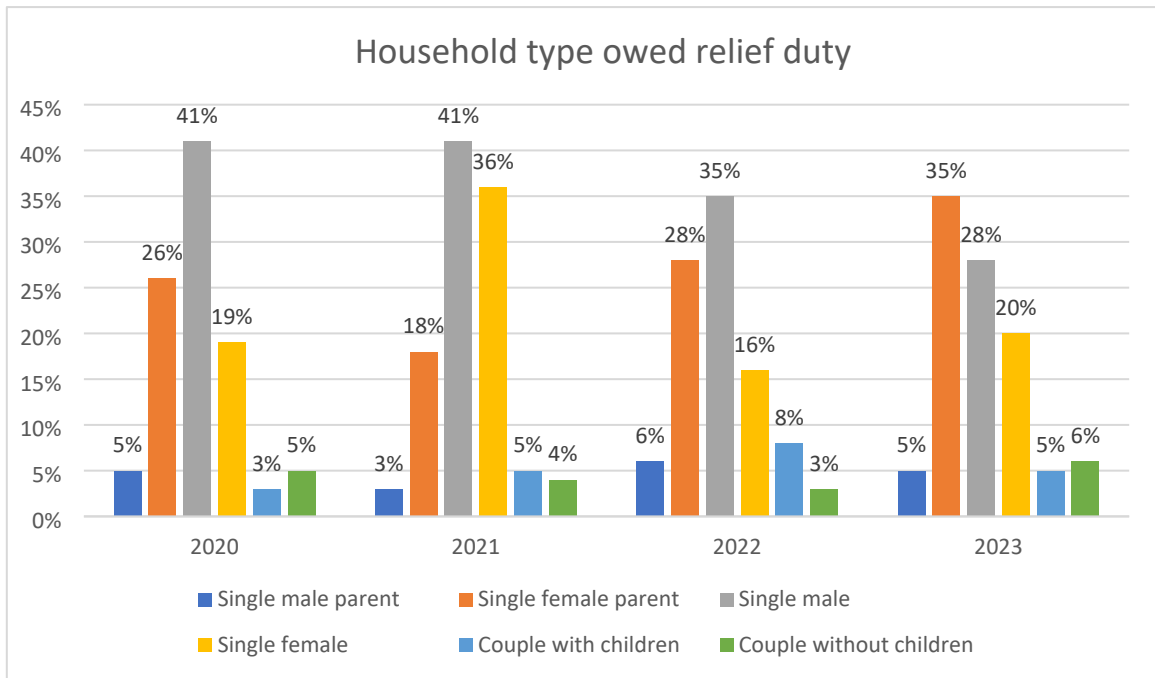
### Household type

The majority of applications for assistance are consistently from either single female parent households or single male households. There is also a high number of single female households requesting assistance. This is comparable to the regional and national position, though more single male households are seen in these areas.

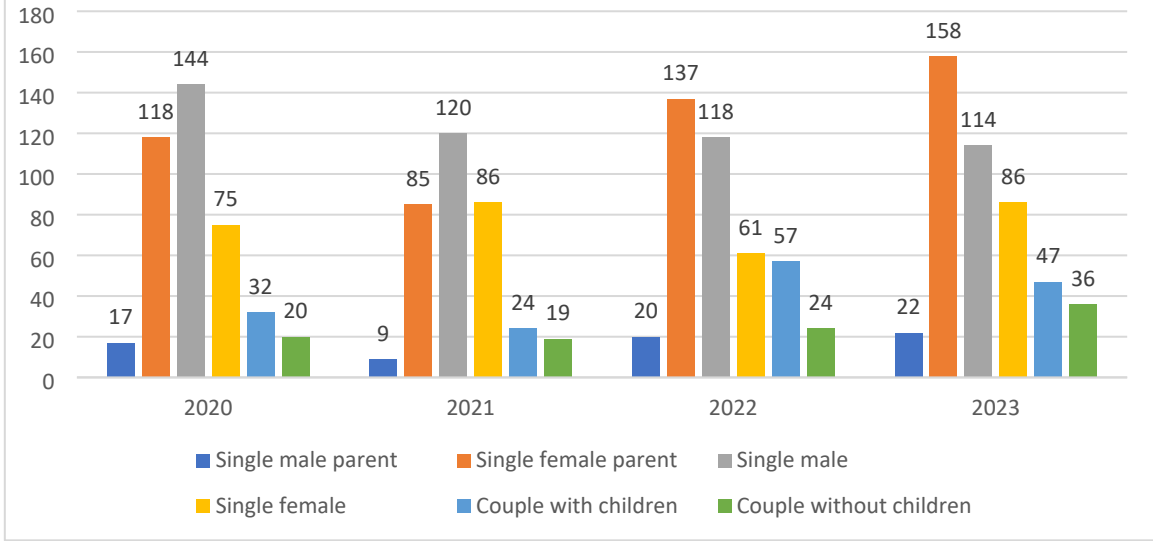
Single female parent households are seen in fairly equal numbers in both the prevention and the relief stage. Typically, around a third of prevention stage cases relate to single female parent households.

In 3 of the last 4 years, the majority of applications in the relief stage have been made by single male households, though in the last year there was a rise in single female parents. Significantly more single males apply for assistance in the relief stage than the prevention stage.

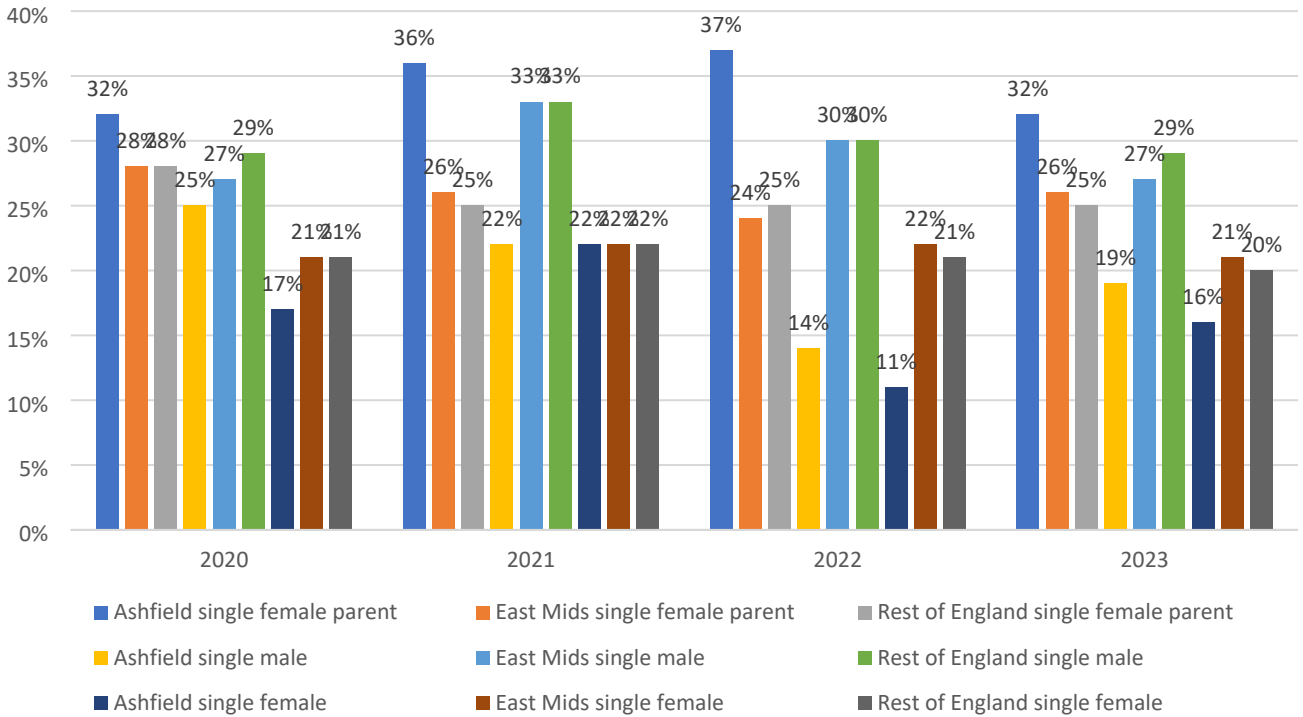


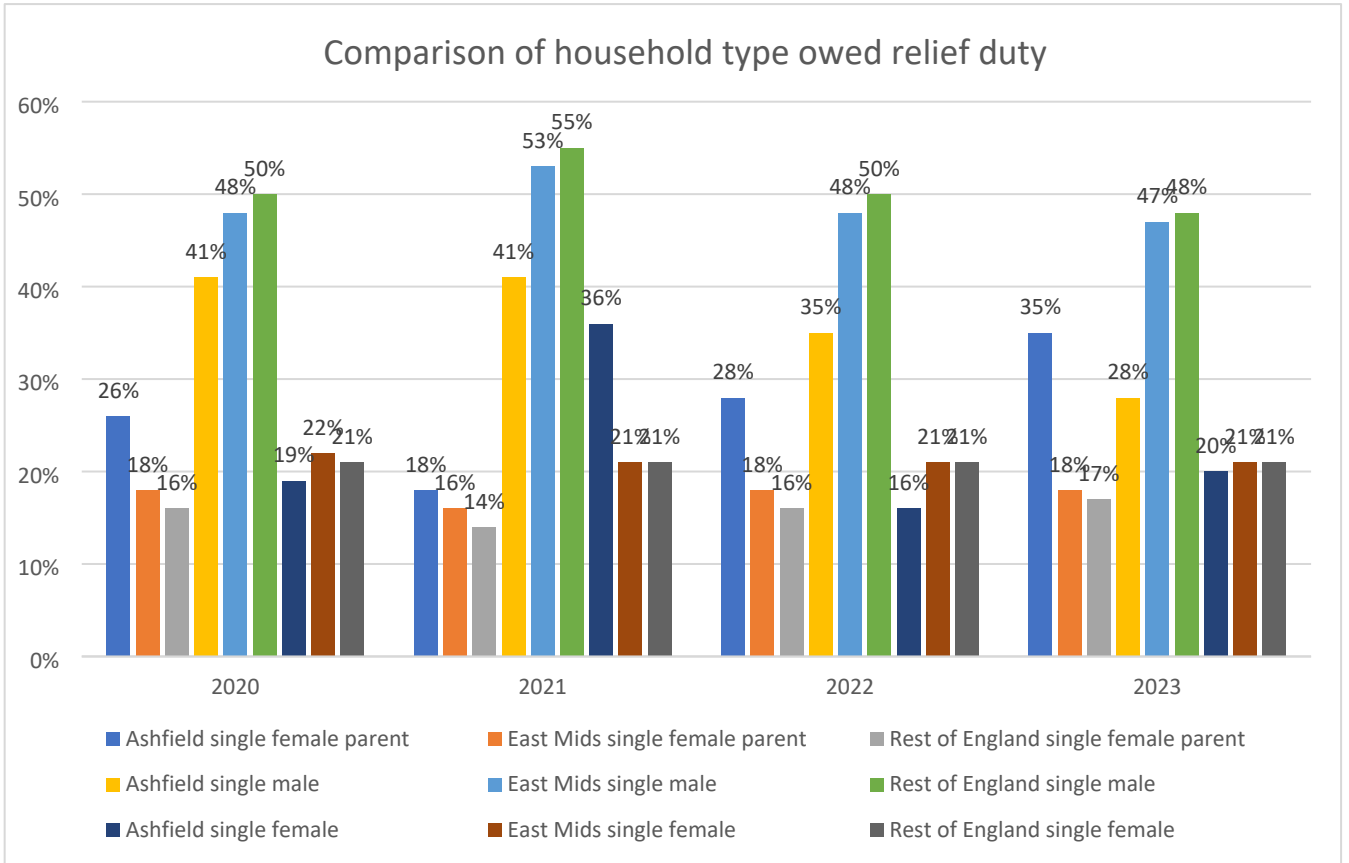


### No. of households by type owed either prevention or relief duty



### Comparison of household type owed prevention duty

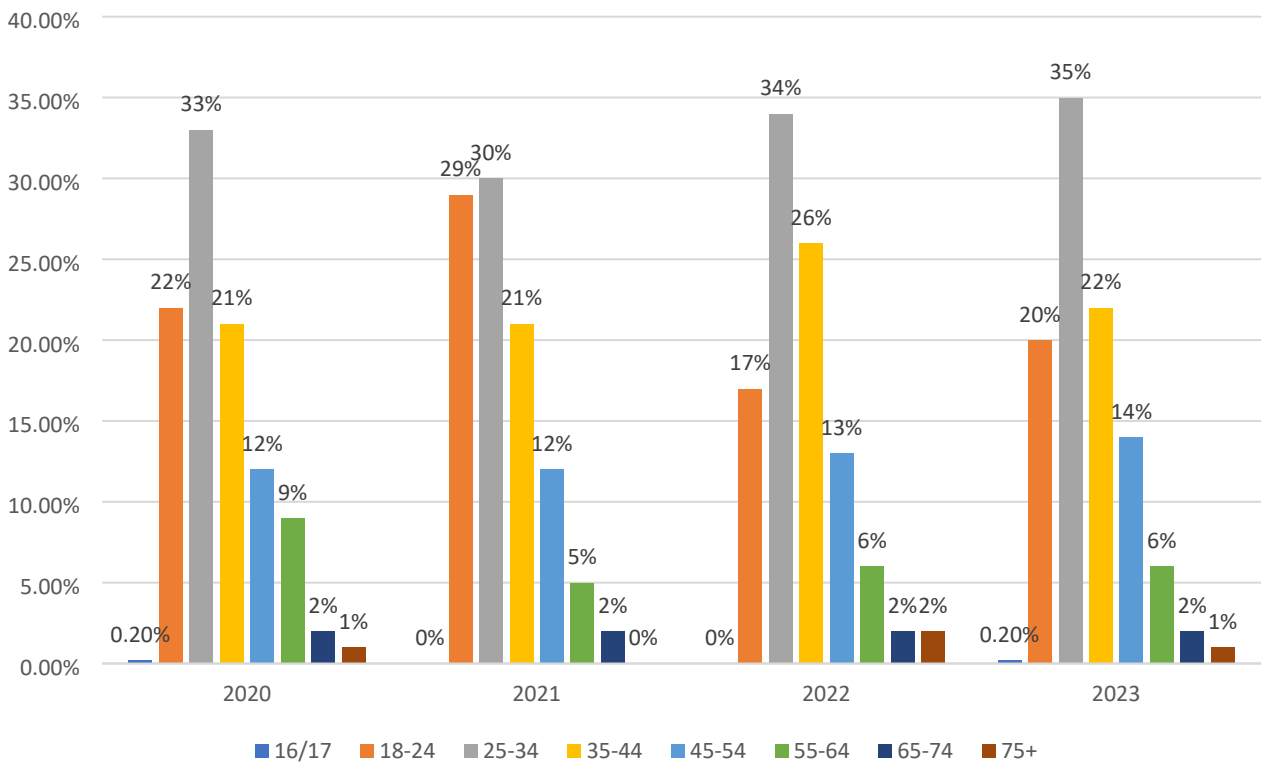




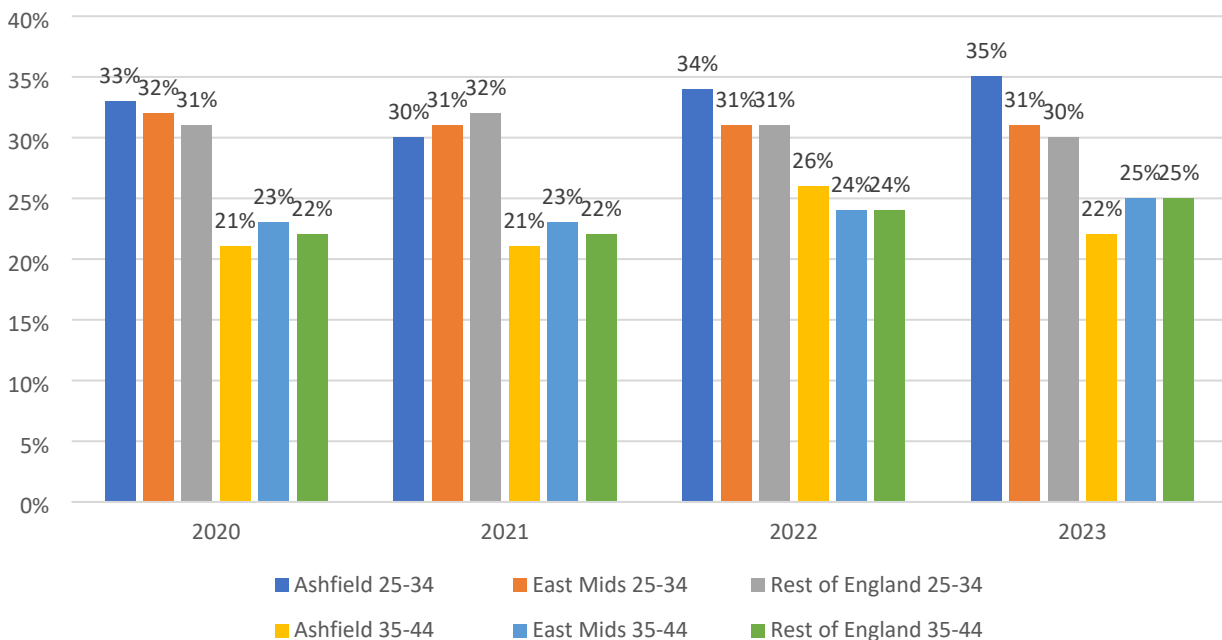
The majority of households owed a prevention or relief duty have a lead applicant aged 25-34, followed by those aged 35-44. This is comparable to the regional and national trend. There have only been 2 applicants aged 16 or 17 years in the last 4 years.

Under the joint working protocol, Nottinghamshire County Council Children's Social Care have handled referrals for 16 or 17 year olds at risk of homelessness. Between January and December 2023, 124 referrals were made stating Ashfield as a location of choice for housing. This is a 57% increase of compared to 2020.

### Age of lead applicant owed prevention or relief duty

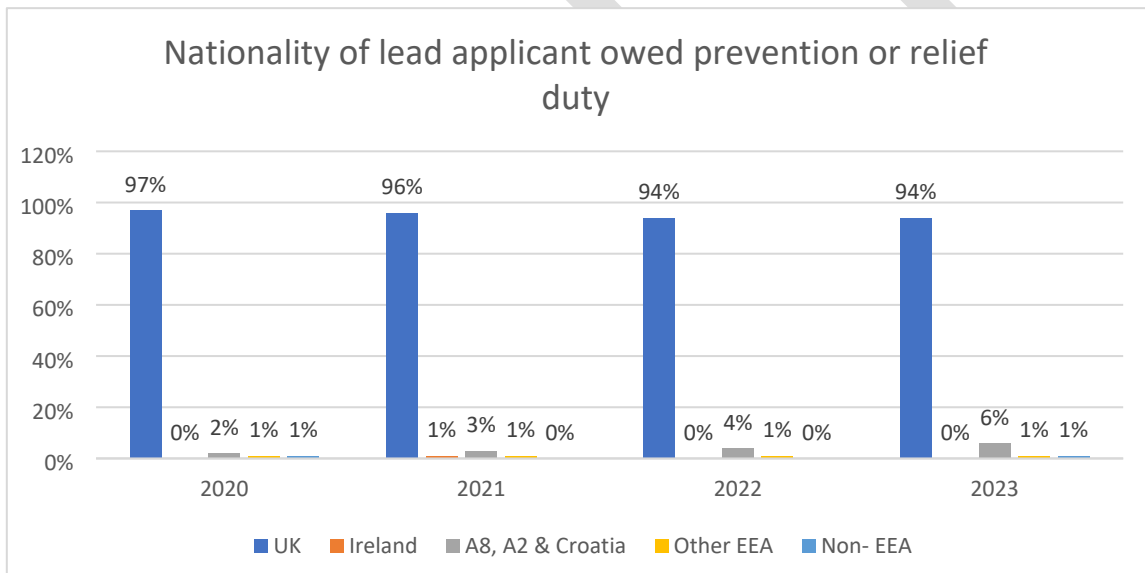
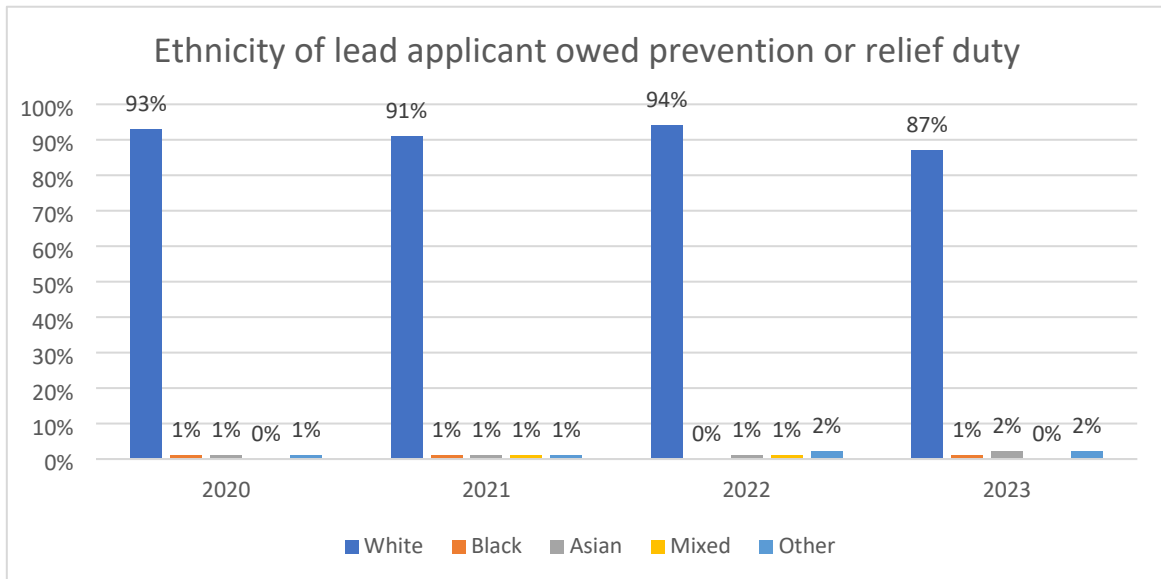


### Comparison of age of lead applicant

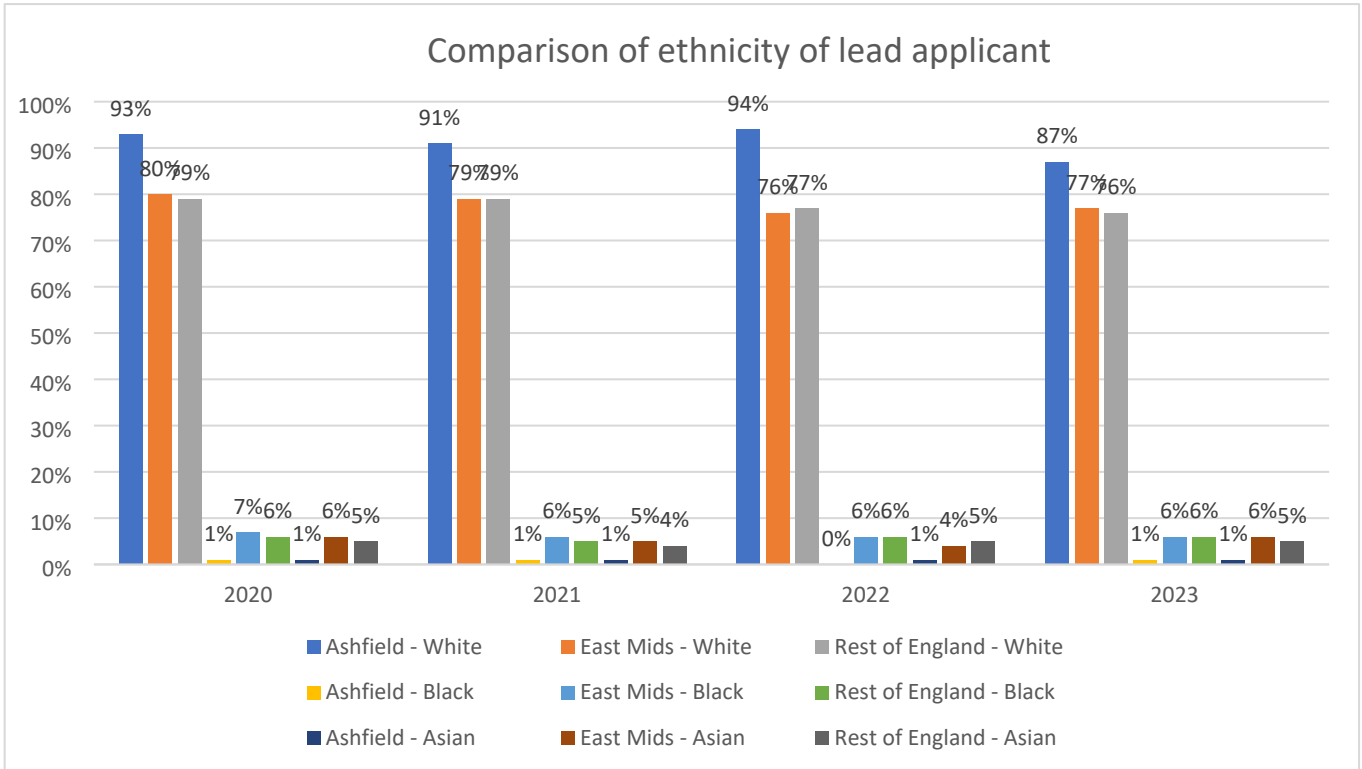


The majority of households owed a prevention or relief duty have a lead applicant who is White and with a UK nationality. This is broadly comparable to the regional and national

position, though a higher proportion of non-White and non-UK households are seen in these areas.

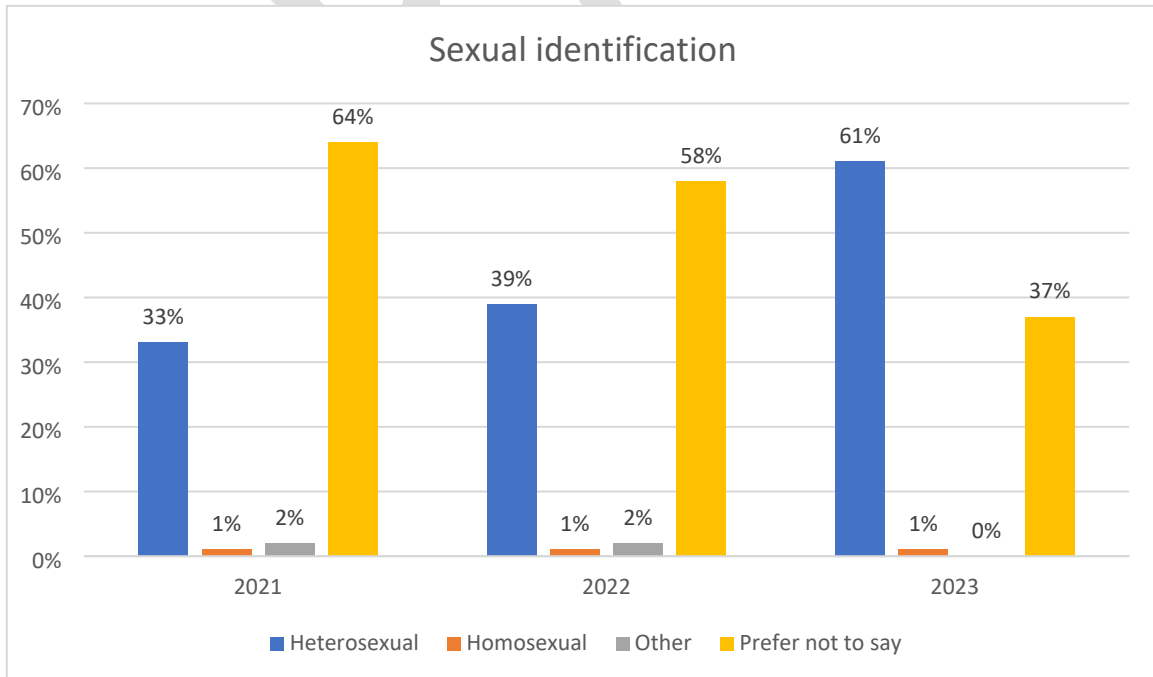


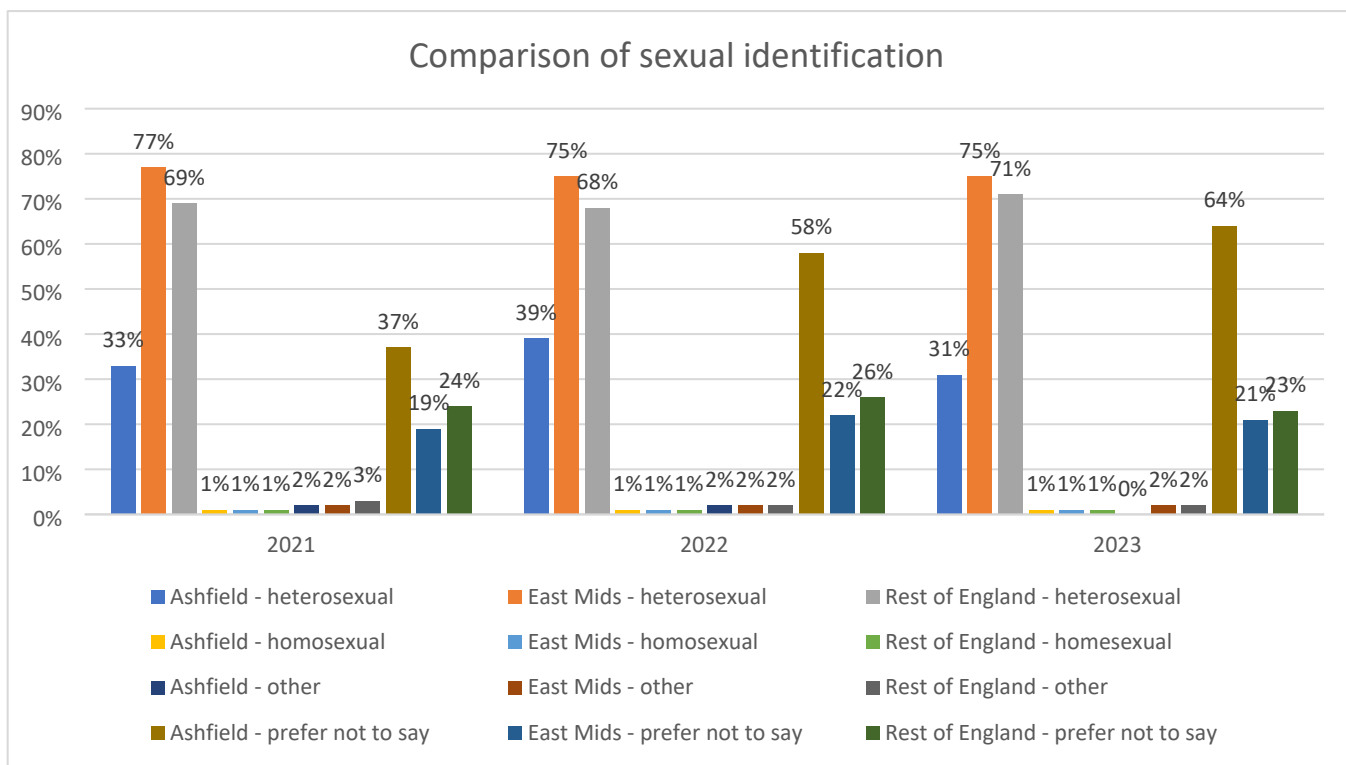




A high percentage (over 50%) of lead applicants prefer not to share their sexual identity, though in 2022/23 this improved with 61% of lead applicants identifying as heterosexual.

Regionally and nationally, up to a quarter of lead applicants prefer not to share their sexual identity, and around three-quarters of lead applicants identify as heterosexual.





### Temporary accommodation

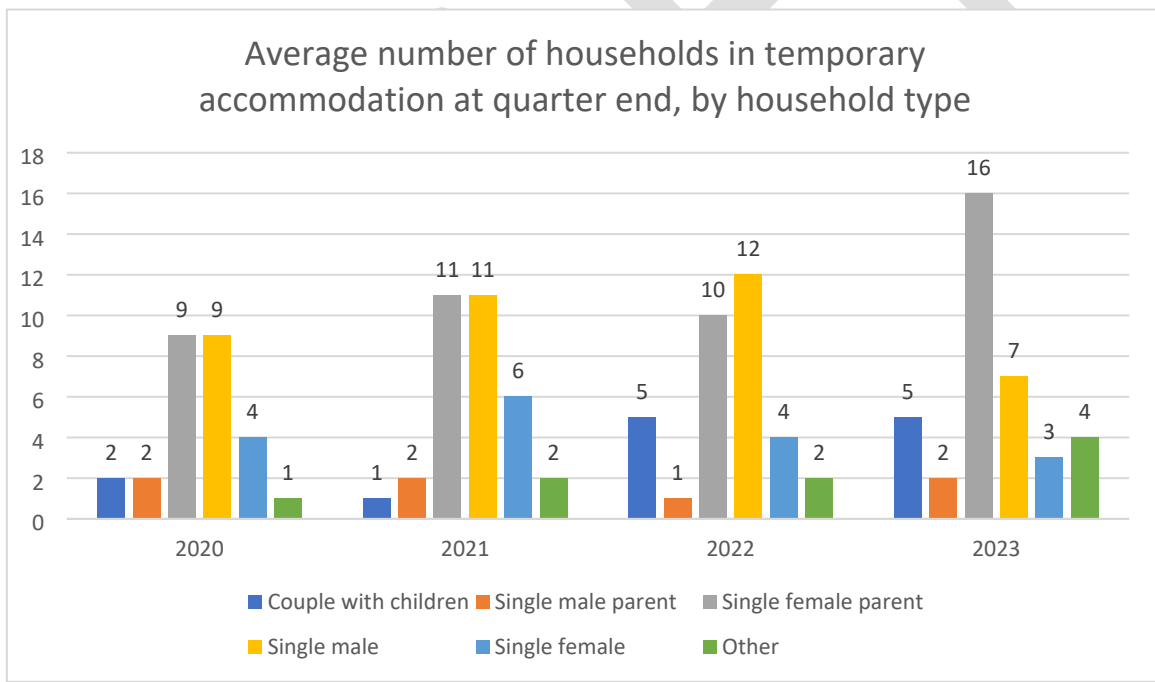
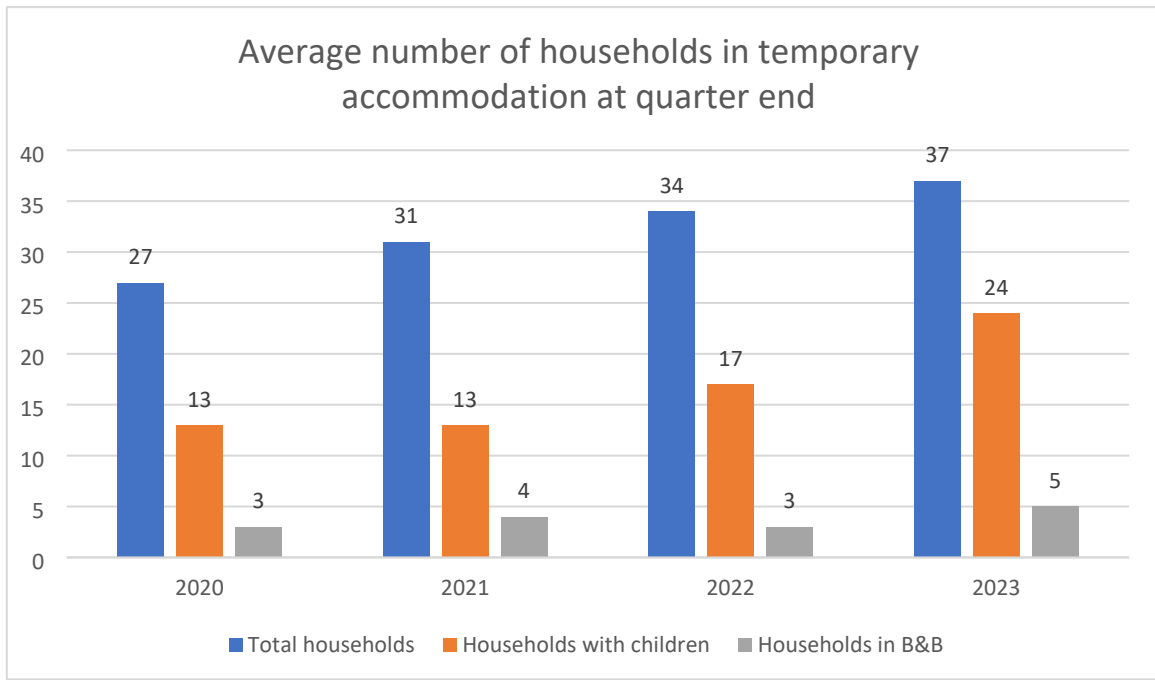
Use of temporary accommodation has grown in the last 4 years, with over half of households placed including children in the last 2 years.

Whilst use of B&B appears consistently low based on the average quarter-end figures reported in H-CLIC data, internal records show a substantial rise in the number of households requiring emergency accommodation. Last year, a third of all households seeking assistance were placed in B&B, and close to half of all placements included children, compared to 20% in 2020. No households with children have stayed in B&B for more than 6 weeks and no 16 or 17 year old customers have been placed in B&B.

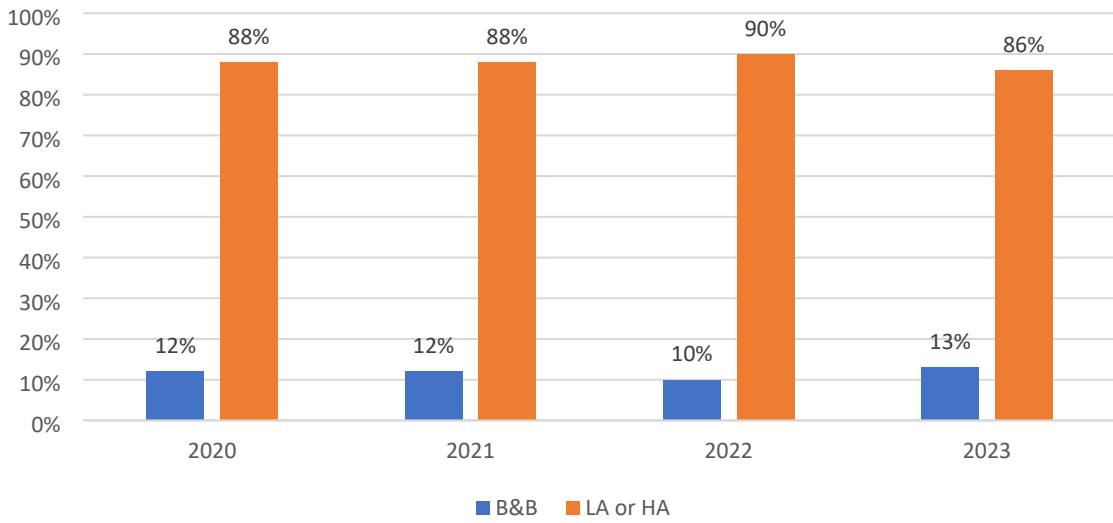
The average length of stay for all households in temporary accommodation is around 3 months; for households with children, it is around 4 months. Around 90% of households placed in temporary accommodation stay in accommodation owned by Ashfield District Council. In the last 2 years, around 45% of households with children placed in B&B, have been placed out of area. This is due to the lack of B&Bs in Ashfield.

Single female parent households and single male households are most frequently provided with temporary accommodation. In 3 of the last 4 years a similar number of each household type has been placed, though in the last year, twice as many single female parents were placed as single male households.

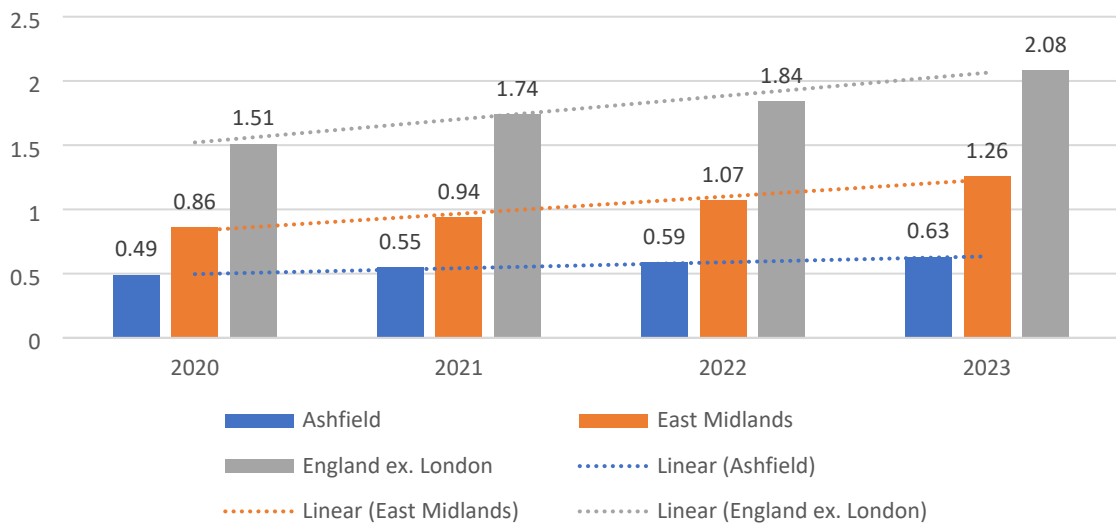
Ashfield's use of temporary accommodation per 1,000 households is around half the regional rate and a quarter of the national rate. All three areas have seen growth in their use of temporary accommodation, however, the rate of growth in Ashfield has been slightly slower compared to the other two areas.

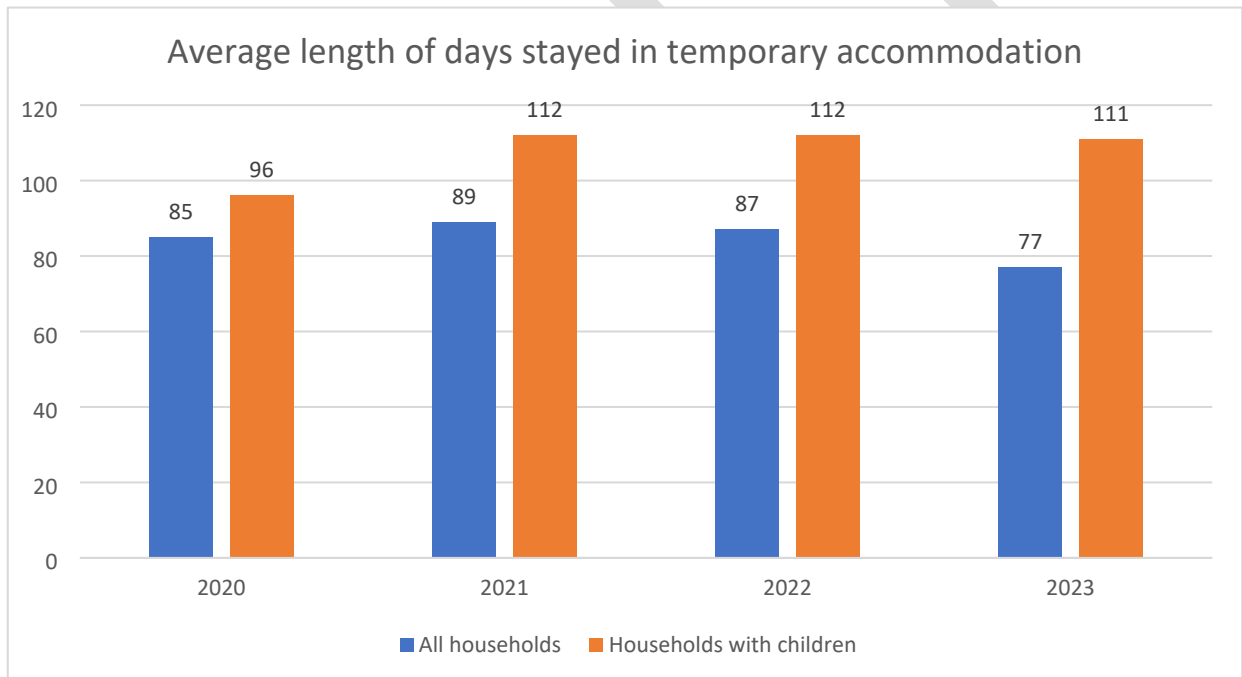
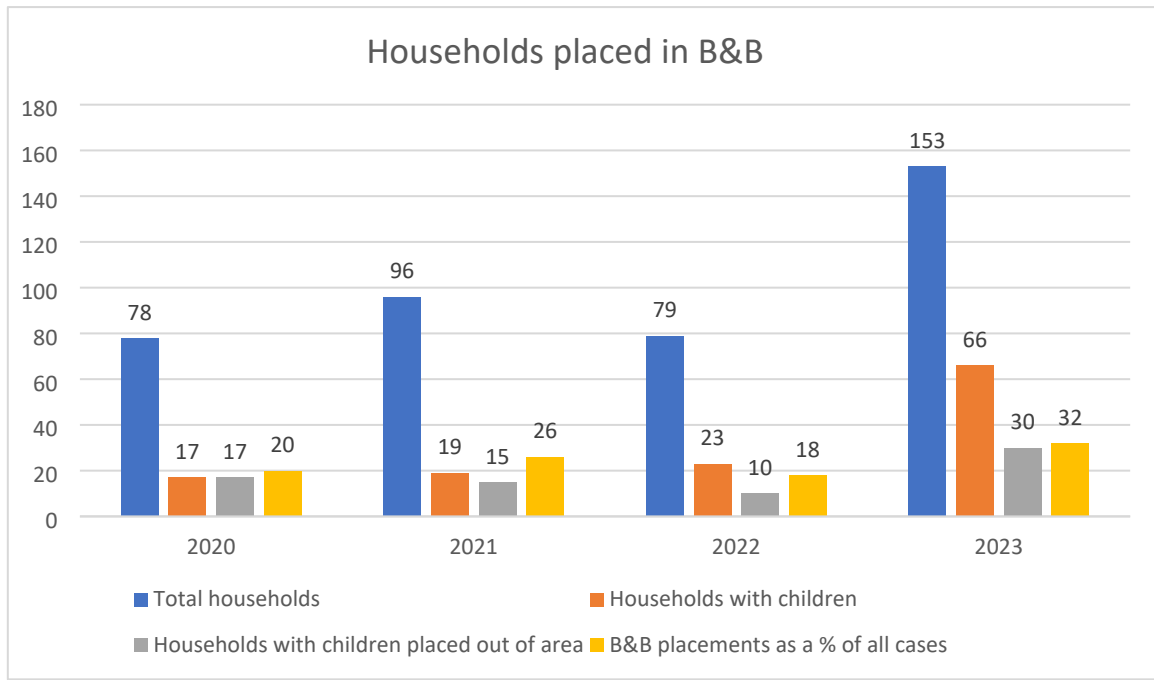


### Percentage of temporary accommodation placements by accommodation type



### Comparison of average rate of temporary accommodation placements per 1,000 households





### Rough sleeping<sup>100</sup>

The number of people rough sleeping on a single night in Ashfield has remained low and quite stable, as demonstrated by both the annual snapshot data collected in Autumn each year, and the monthly<sup>101</sup> data collected by the Street Outreach Team. Around 1 in 4 people rough sleeping are new to the streets each month<sup>102</sup>.

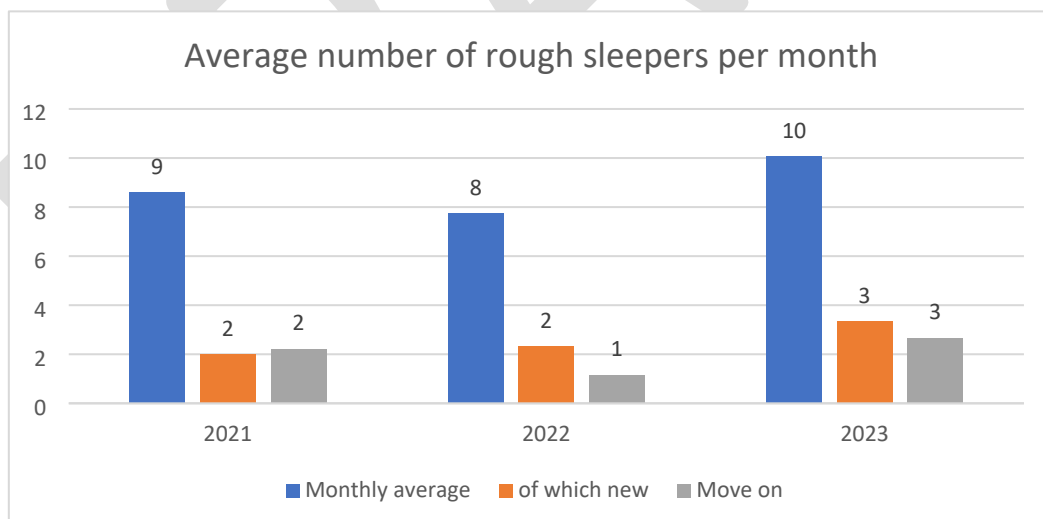
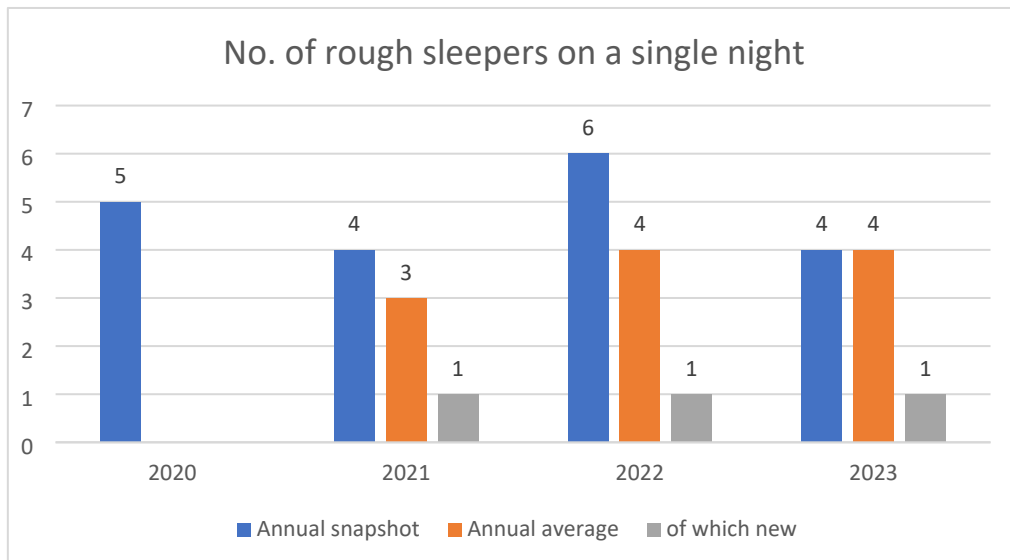
<sup>100</sup> [Support for people sleeping rough in England, June 2023 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/support-for-people-sleeping-rough-in-england-june-2023)

<sup>101</sup> This data collection started in June 2020

<sup>102</sup> This data collection started in October 2020

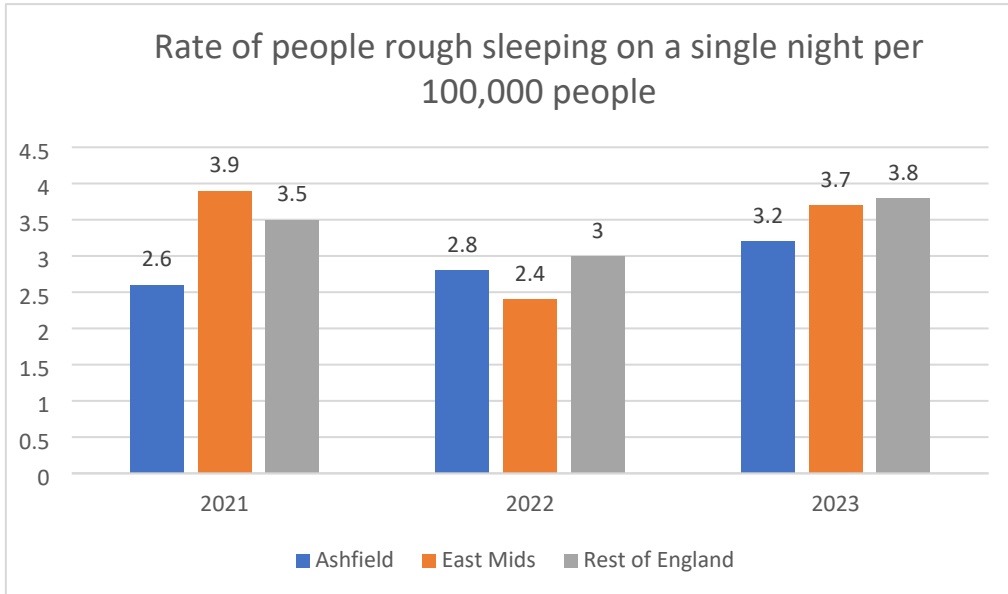
The data on the total number of people found rough sleeping throughout the year<sup>103</sup> shows a greater and growing number of people are experiencing rough sleeping in Ashfield. In 2022/23, on average, 10 people were found rough sleeping each month, and 3 of these were new to the street. A similar number of people leave the streets and begin rough sleeping each month.

Whilst rates of rough sleeping per 100,000 people<sup>104</sup> are typically greater regionally and nationally than in Ashfield, in the last 3 years, there has been continued and faster growth in rough sleeping rates in Ashfield than regionally and nationally.



<sup>103</sup> This data collection started in November 2021, note individuals may be recorded more than once in these figures

<sup>104</sup> This data collection started in June 2020



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## **7. Resources available in Ashfield**

This section provides a summary of the resources (funding, technology, people) that we have available to prevent homelessness and rough sleeping.

Key points:

- The Housing Options Team is funded through a combination of internal budget and external grant funding from DLUHC
- The funding available varies year on year
- Notification of funding allocations are received 3 months in advance
- Additional funding often becomes available, but at short notice
- Almost all external grant funding is allocated to staffing costs
- A range of Government funding allocations are made to other public bodies in Nottinghamshire to support the prevention of homelessness

### **Funding**

The Housing Options Team is funded through a combination of General Fund budget and grant funding from DLUHC. In some cases, DLUHC funding is awarded to Nottinghamshire County Council who have then made it available to us.

The funding available from DLUHC has varied year on year since 2019, both in terms of the amount available, the methodology to allocate the funding and the conditions attached. Typically, DLUHC notify local authorities of their funding allocations in December each year for the upcoming financial year. Often, additional funding becomes available in year with short timescales to utilise it.

The majority of the financial resources available in Ashfield are allocated to staffing costs, and the remainder to the Ashfield Homeless Prevention Fund. In recent years, we have started to commission a small number of services (accommodation and/or support) with partner agencies, often in collaboration with other Nottinghamshire housing authorities. These services are commissioned on a short term basis as a result of the short term nature of the available funding.

In addition to these staffing, prevention fund and commissioning costs, it is important to note the costs of providing interim accommodation, particularly where Bed & Breakfast accommodation is used. These costs are funded from the Council's General Fund. Historically, these costs have been minimal, however, the position has changed significantly between 2021/22 and 2022/23 with costs increasing by over 400%.

### **Staffing**

#### *Structure*



Staffing resources have increase since 2019 from 9.4 FTE to 13.8 FTE, of which 7.3 FTE are case-working officers.

The increase includes a Senior Officer as well as an Assertive Outreach Officer.

### *Learning and development*

As homelessness legislation, case law and guidance is constantly evolving, the Housing Options Team are provided with regular learning and development opportunities. Both classroom-style and on the job learning opportunities are provided. A training and skills audit is regularly refreshed as both legislation and staff change, and learning and development needs are discussed annually with staff during their Performance Development Reviews. A key, long-standing gap in the knowledge and skills of the team is mediation and negotiation skills that can be used with friends, family and landlords.

### *Case loads*

On average, each month the 7.3 FTE case working officers open 39 new cases between them.

### IT

Between 2019-24, a range of IT changes have been made to benefit both customers and staff.

Customers are able to complete the triage process online at a time to suit them. Appointments mostly take place via telephone, meaning that customers do not have to travel to our office. Customers are able to submit any supporting documentation to their advisor by email and their advisor will issue letters and updates to customers via email.

Staff have been provided with IT hardware and software to enable them to work from a range of locations including the office, their home and the customer's home. Staff are also able to meet with partner agencies virtually.

Whilst a case management system is used, there are a number of Excel spreadsheets in use to monitor information not held in the system. Some aspects of case management are also completed outside of the system, where the system does not provide a satisfactory solution (e.g. letter writing)

We are signed up to the Jigsaw website for Duty to Refer referrals and this works well, however, many agencies either fail to complete referrals, fail to submit them in a timely manner, or provide partial information.

## **8. Resources available in Nottinghamshire**

In addition to the funding allocated to ADC, a range of funding allocations are made from Government to other public bodies in Nottinghamshire. These funding programmes fund a

range of services that contribute to the prevention and relief of homelessness in Ashfield. The Ending Rough Sleeping For Good strategy sets out the majority of these funding programmes, and highlights the need for a multi-agency response to the problem of homelessness. This represents an important shift in responsibility for homelessness and means local housing authorities are no longer expected to lead on the range of issues that affect homeless prevention and relief.

We are the lead authority for some Nottinghamshire-wide funding programmes, for many others, we are represented on the strategic forums that develop and monitor the services delivered utilising these funds, meaning that we are able to influence the services and ensure they are of maximum benefit to Ashfield residents experiencing homelessness.

As before, there is variation in the methodologies used to allocate funding, as well as the conditions attached to the programmes. Funding opportunities are made available at different times in the year, often with short deadlines. Recent funding opportunities have been for multiple years, though in many cases there is uncertainty for 2025 onwards. In the event that funding programmes are not renewed, there is unlikely to be capacity from Nottinghamshire partners to replace the lost funding, meaning that services are likely to close.

## **9. Conclusion**

This review of homelessness has identified the achievements of the Ashfield Homelessness and Rough Sleeping Prevention Strategy 2019-24. Notable achievements from 2019-2024 include:

- Providing more support to all customers to maximise their income and improve their money management, with additional support for those in temporary accommodation
- 171 new affordable homes were completed in Ashfield between 2019 and 2022
- Significant external funding secured to provide support to secure and sustain a tenancy
- Homeless households have good access to social housing and loss of a social housing tenancy is a minor cause of homelessness
- External funding secured for 54 supported housing spaces
- Trialled new ways to improve access to the private rented sector
- Multi agency case conferences are well established
- Homelessness awareness sessions delivered in secondary schools
- Substantial external funding secured to support those experiencing rough sleeping
- High levels of satisfaction reported by customers

It has also considered the national, regional and local policy context, as well as the nature of the housing market in Ashfield across a range of indicators. It has examined the data on

the current and future levels of homelessness in Ashfield and set out the resources available to address homelessness in Ashfield and Nottinghamshire.

Throughout, the review has identified a number of areas that are working well, as well as areas for improvement:

### *What's working well*

We fully delivered the 2019-2024 action plan with delivery of only a handful of actions being affected by COVID-19 or no longer required due to national policy changes.

We have a well-resourced staff team that customers are highly satisfied with.

We ensure no 16 or 17 year olds are placed in B&B, and families are not placed in B&B for more than 6 weeks.

We secured significant external funding during the period of the last strategy, particularly to support those experiencing homelessness during COVID-19 and those who are rough sleeping.

The Housing Options Team has good access to social housing for our customers, but there is a reliance on it.

We have the full support of the stakeholders, customers and Members involved in our consultation activities for the proposed priorities of the 2024-29 Homelessness and Rough Sleeping Prevention Strategy.

The stakeholder consultation event highlighted a number of strengths about our homelessness service:

- It is quick and easy to access support and information from the service
- There is effective multi-agency working
- We are open to being challenged and we learn from these
- We lead the Rough Sleeping Initiative and contribute to the Making Every Adult Matter project

### *Areas for improvement*

Access to affordable housing is becoming more and more challenging.

There are rising levels of homelessness that we need to respond to.

Domestic abuse continues to be a significant cause of homelessness in Ashfield.

We must continue to improve the proportion of customers approaching at prevention stage.

We need to reverse the trend of increasing B&B use.

We have persistent levels of rough sleeping, particularly for long-term rough sleepers.

We are operating within a challenging economic environment and housing market that limits our opportunities for improvement.

Our funding position is highly uncertain, particularly for April 2025 onwards. This is both for funding awarded directly to us, as well as to others in Nottinghamshire.

Significant national policy reform is expected in multiple parts of the housing market over the next couple of years that we will need to respond to. These reforms will also have an affect, both positive and negative on the supply of and demand for affordable housing.

The stakeholder consultation event also identified areas for improvement:

- Building relationships with PRS landlords
- The suitability and availability of supported housing for single parents and people with high support needs
- Earlier identification of homelessness, including improving the Duty to Refer process
- Promoting the services available more widely
- Staff retention and preventing burnout
- Access to social care support
- Support for struggling homeowners
- Supporting PRS tenants served notice to remain in the property with an unhappy landlord

#### *Homelessness and Rough Sleeping Prevention Strategy 2024-29 Priorities*

Based on the findings of this review, the following priorities for the 2024-29 strategy have been identified:

1. Prevent as many residents as possible from becoming homeless, with a particular focus on those becoming homeless from a private rented sector tenancy or as a result of domestic abuse
2. End rough sleeping<sup>105</sup>
3. Help as many residents as possible to move from one home to another without the need for emergency and temporary accommodation. Where it is needed, make sure it is good quality.
4. Provide a high-quality service that customers are satisfied with, and provide opportunities for customers to influence the design and delivery of services
5. Encourage and support leaders of other organisations to do more to prevent homelessness
6. Be a trauma-informed service, by looking after the wellbeing of our customers and staff

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<sup>105</sup> <sup>105</sup> Defined by the Department of Levelling Up, Homes and Communities as preventing rough sleeping or ensuring it is rare, brief and non-recurrent.

## **Ashfield District Council**

### **Homelessness and Rough Sleeping Prevention Strategy 2024-2029**

*To be formatted*

#### **Contents**

1. Foreword
2. Introduction
3. Our vision and priorities
4. How we will make and monitor progress on these priorities
5. 2019-24 achievements
6. Review key findings
7. Homelessness in Ashfield
8. The Ashfield Housing Market
9. How this strategy was developed

1. Foreword (Leader / Portfolio Holder)

*To be added*

2. Introduction

This Homelessness and Rough Sleeping Prevention Strategy 2024-2029, and the supporting Homelessness and Rough Sleeping Review 2024, have been produced by our Strategic Housing Team, in consultation with a range of stakeholders, and in collaboration with our Mid Nottinghamshire neighbours, Mansfield District Council and Newark & Sherwood District Council.

The Homelessness and Rough Sleeping Review 2024 considers the national, regional and local policy context, as well as the nature of the housing market in Ashfield across a range of indicators. It examines the data on the current and future levels of homelessness in Ashfield and sets out the resources available to address homelessness in Ashfield and Nottinghamshire. It identifies the achievements of the Ashfield Homelessness and Rough Sleeping Prevention Strategy 2019-24, and highlights areas that are working well, as well as areas for improvement.

The vision and priorities set out in this Strategy seek to enhance the support we offer to those affected by homelessness and rough sleeping, whilst adapting to the rapidly evolving national policy context, and also operating within a challenging economic context and housing market.

Progress in achieving these priorities will be reviewed annually and stakeholders will be involved in the production of an annual action plan that will clearly set out how we will work together to prevent homelessness and rough sleeping in Ashfield.

### 3. Our vision and priorities

Our vision is that the people of Ashfield live in homes that are affordable, warm and within safe communities that promote their health and wellbeing.

This Strategy sets out 6 priorities that we will focus on to address homelessness in Ashfield:

1. Prevent as many residents as possible from becoming homeless, with a particular focus on those becoming homeless from a private rented sector tenancy or as a result of domestic abuse
2. End rough sleeping<sup>1</sup>
3. Help as many residents as possible to move from one home to another without the need for emergency and temporary accommodation. Where it is needed, make sure it is good quality.
4. Provide a high-quality service that customers are satisfied with, and provide opportunities for customers to influence the design and delivery of services
5. Encourage and support leaders of other organisations to do more to prevent homelessness
6. Be a trauma-informed service, by looking after the wellbeing of our customers and staff

### 4. How we will make and monitor progress on these priorities

To make and monitor progress, we will:

- Develop an action plan each year with key stakeholders
- Produce an annual review of progress
- Conduct quarterly analysis of performance data
- Monitor the local, regional and national policy context each week
- Arrange quarterly stakeholder engagement sessions
- Hold bi-monthly meetings of the Ashfield Homelessness Strategy Group

### 5. 2019-24 achievements

The review of homelessness identified the achievements of the Ashfield Homelessness

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<sup>1</sup> Defined by the Department of Levelling Up, Homes and Communities as preventing rough sleeping or ensuring it is rare, brief and non-recurrent.

and Rough Sleeping Prevention Strategy 2019-24. Notable achievements from 2019-2024 include:

- Provided more support to all customers to maximise their income and improve their money management, with additional support for those in temporary accommodation
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#### 6. Homelessness in Ashfield

Between April 2020 and March 2023:

- There has been a 21% increase in the number of Ashfield households being assessed for homelessness advice and assistance over the last 4 years.
- There has been an 85% increase in the number of main duty accepted decisions in the last 4 years.
- Loss of an assured shorthold tenancy is the leading cause of homelessness in Ashfield
- Domestic abuse is a significant cause of homelessness in Ashfield
- Close to half of homeless households have one or more support needs, these are typically due to mental health problems, physical health problems and experiencing domestic abuse
- The majority of requests for assistance are from single female parent households and single male households.
- The majority of lead applicants are aged 25-34, and 85% are White British
- In 2022/23, 55% of prevention cases and 26% of relief cases either stayed in existing accommodation or secured alternative accommodation
- In 2022/23, of those who secured accommodation, 49% of prevention cases, 70% of relief cases and 85% of main duty cases moved into social housing
- Use of bed and breakfast to provide emergency accommodation has increased by 96% over the last 4 years.
- In 2022/23, a third of all households seeking assistance were placed in bed and breakfast.
- Use of bed and breakfast for households with families has increased by 340% in the last 4 years.
- No households with children have stayed in B&B for more than 6 weeks and no 16 or 17 year old customers have been placed in B&B.

- The average length of stay for all households in temporary accommodation is around 3 months; for households with children, it is around 4 months.
- Ashfield's use of temporary accommodation per 1,000 households is around half the regional rate and a quarter of the national rate.
- On average in 2022/23, 10 people were found rough sleeping each month, of which 3 were new to the streets.

## 7. Review key findings

The review of homelessness also identified a number of areas that are working well, as well as areas for improvement:

### *What's working well*

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Significant national policy reform is expected in multiple parts of the housing market over the next couple of years that we will need to respond to. These reforms will also have an affect, both positive and negative on the supply of and demand for affordable housing.

The stakeholder consultation event also identified areas for improvement:

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- Promoting the services available more widely
- Staff retention and preventing burnout
- Access to social care support
- Support for struggling homeowners
- Supporting PRS tenants served notice to remain in the property with an unhappy landlord

## 8. The Ashfield housing market

The Ashfield housing market can be summarised as follows:

- in Ashfield there are two growing tenure types (outright ownership and private renting) and two shrinking tenures (ownership with a mortgage and social renting).
- The supported housing sector accounts for less than 1% of the housing market
- At any one time, around 1% of all dwellings in Ashfield have been empty for 6 months or more
- There are around 150 HMOs in Ashfield
- The median house price affordability ratio worsening, with house prices around 6 times the average Ashfield income
- Median rental price affordability is more than 3 times the average Ashfield income
- It would take around 7.5 years for someone in Ashfield to save a 20% deposit
- The gap between private rents and LHA rates ranges from £51pcm to £892pcm
- 15% of Ashfield residents are income deprived – Ashfield is ranked 73<sup>rd</sup> most income-deprived area in England and 18 neighbourhoods are in the 20% most income-deprived areas in England.

- Between 2018-2023, 242 new affordable homes have been developed on large sites, this is 23% of all homes delivered. Each year 237 new affordable homes are required.
- Around 5-7% of homes owned by the Council are relet each year
- Demand for homes owned by the Council has increased by 76%
- Nationally the turnover of PRS properties has reduced by 38% and demand has increase by 46%

## 9. How this strategy was developed

This Strategy was developed by members of our Strategic Housing Team, alongside colleagues at Mansfield District Council and Newark & Sherwood District Council as part of our continued commitment to joined-up working across Mid-Nottinghamshire to tackle homelessness.

It is based on a review of:

- Our progress delivering the 2019-24 Strategy aims and objectives
- The current and emerging national, regional and local policy context
- An assessment of the Ashfield housing market
- Research into the root causes of homelessness
- A review of the financial, staffing and IT resources available
- Analysis of official homelessness statistics, local rough sleeping data, customer satisfaction surveys and customer complaints

The findings of this review are detailed separately in our Homelessness and Rough Sleeping Prevention Review 2024.

We consulted with a range of stakeholders throughout the development of this Strategy:

- We asked internal teams and external stakeholders to identify the strengths and weaknesses of our work to tackle homelessness, and to tell us what we should consider doing differently.
- We later invited internal teams and external stakeholders to discuss proposed priorities and identify actions they'd like to see us and our partners take to deliver them.
- The Outward Focus Select Committee discussed and approved the proposed priorities
- Public consultation on the proposed priorities took place via a month-long online survey
- Supported housing residents were invited to a focus group to discuss their experience of homelessness and the proposed priorities



<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29 JANUARY 2024</b>
<b>Heading:</b>	<b>SOCIAL HOUSING REGULATION UPDATE</b>
<b>Executive Lead Member:</b>	<b>CLLR A MEAKIN, EXECUTIVE LEAD MEMBER FOR COUNCIL AND SOCIAL HOUSING</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 an update to Cabinet on the current position regarding social housing consumer regulation and to provide assurance of the direction of travel for regulatory compliance, following the Social Housing (Regulation) Act receiving royal assent.

## Recommendation(s)

**To note the implementation of the Social Housing (Regulation) Act.**

**To note progress against the appended action plan.**

**To note the Council's current position with the collection of the Tenant Satisfaction Measures, which is the Council's first social housing regulatory task.**

**To note overall responsibility for compliance with the Council's social housing regulatory requirements.**

**For Cabinet to review the enclosed/appended information and determine if they have sufficient assurance that the performance of social housing functions is compliant with the requirements of the Regulator of Social Housing.**

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

To update elected Members on how Ashfield District Council meets the social housing regulatory regime for its council housing provision and complies with the expectations of the Regulator of Social Housing. To keep elected Members informed of our progress towards meeting the statutory and regulatory requirements. To update elected Members with the progress of the development of the Social Housing (Regulation) Act. To promote that Cabinet is ultimately responsible for ensuring regulatory compliance of the Council's social housing activities, in the eyes of the regulator.

## **Alternative Options Considered**

No alternative – the Social Housing (Regulation) Act 2023 is now active legislation which dictates how council housing will be regulated by the Regulator of Social Housing (RSH). To not adhere to the Regulations may carry both unlimited sanctions (including the removal of the housing stock), fines, health and safety risks to tenants/residents and significant reputational damage for the Council.

## **Detailed Information**

### **Background**

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

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

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

On 20 July 2023 the Social Housing (Regulation) Act 2023 (the Act) received Royal Assent, bringing new statutory powers to the RSH and the Housing Ombudsman Service (HOS). The regulator continues to monitor compliance against their regulatory standards, through a co-regulatory approach, with landlords expected to self-refer potential breaches to RSH. Regulatory compliance will also be monitored through an inspection regime. Failure to comply with regulatory requirements could result in sanctions against the Council, including serving of regulatory notices, public 'naming and shaming', unlimited fines and sanctions, which could include the removal of the social housing stock from the management of the Council.

Ultimate responsibility for compliance with the Council's regulatory requirements lies with Cabinet, in the eyes of RSH and HOS. Cabinet should ensure that they are satisfied that they are suitably informed on the position regarding the social housing service provision and the information they receive provides sufficient confidence of regulatory compliance.

## Regulatory Consultations

Following the introduction of new powers through the Act, a number of consultations and reviews have been undertaken, to develop the requirements placed on social landlords.

### Consultations

- [Revised Consumer Standards](#) – RSH have consulted on proposed revised consumer standards, further standards are likely to be introduced in the future - ended 17/10/2023
- [Fees](#) – RSH have consulted on the introduction of fees, to become self-funding. RSH have proposed charging all social landlords (including the Council) £7-£8 per property per year, which would equate to circa £46k - £53k additional expenditure to the Council - ended 31/10/2023
- [Directions to RSH](#) – DLUHC have consulted on the directions to RSH on the information landlords should provide to tenants on rights, making complaints and regulatory requirements – ended 22/11/2023
- [Joint Complaint Handling Code](#) – HOS and the Local Government & Social Care Ombudsman have consulted on their joint complaint handling code – ended 23/11/2023

### Ongoing Reviews

- Revised decent homes standards/HHSRS – awaiting further progress/legislation
- Professional standards/qualifications – awaiting further discussion within sector and draft consumer standard

## Tenant Satisfaction Measures

Collection and reporting on the Tenant Satisfaction Measures (TSMs) continues to be a regulatory requirement, from the 2023/24 financial year.

The Council has undertaken a TSM perception survey during Summer 2023, which was predominantly by phone and face to face with some residents within sheltered courts. The results have been reviewed, but are currently being fully analysed, following the recent publication of final submission guidance from RSH.

Results for the tenant perception survey and the landlord reported measures will need to be reported to RSH and published to tenants by 28 June 2024.

In October 2023, as part of the Council's benchmarking membership with Housemark, we participated in an anonymised mid-year TSM benchmarking exercise (landlord reported and tenant perception measures) with a number of other Housemark members.

Appendix 1 shows the bespoke report from the benchmarking exercise, which details the Council's position against all participants and participants within their peer group for the first 6 months of the financial year.

The benchmarking results are largely positive, but there are some areas for improvement including the number of ASB cases opened per 1,000 properties. ASB cases reported year to date are currently being reviewed to determine what action has been taken as a landlord, to rationalise the cases reported internally and to the regulator where they fall within the remit of other agencies e.g. the Police.

All landlord reported measures are to be added to Pentana for monitoring, in the near future (some are already monitored).

## **General Performance**

Appendix 2 shows general performance information, which replicates the report reviewed by the Tenant Gateway group on a bi-monthly basis, with the most recent performance information.

Appendix 3 shows housing performance indicators under target, which is shared with the Executive Director – Operations and housing assistant directors and is discussed in monthly meetings.

Appendix 4 shows the 2022-23 annual performance benchmarking feedback from Housemark, showing the Council's housing function performance against the sector/peer group of similar landlords. The report shows generally positive performance and good value for money in the majority of areas of the service.

Performance information is available for all tenants to view, via the Council's [website](#), with the report linking directly to Pentana and updating on a monthly basis, to provide 'real time' performance information.

## **Inspection Regime**

RSH now has powers to commence an inspection regime. Routine inspections will take place at least once every 4 years, from April 2024. RSH can inspect with as little as 48 hours' notice to the Council, which can include inspecting specific properties where potential issues have been raised. However, it is likely greater notice will be provided for routine compliance inspections, along with a request for documentation/data in advance.

Inspectors will speak to senior managers/officers, Members and tenant groups, as well as scrutinising key information/documents. Data is key to a successful inspection; work continues to move towards maximising system generated data for one version of the truth and requires significant resources.

A gap analysis is taking place on the information currently available about RSH inspections and an action plan will follow. RSH has signalled that routine inspections will focus on speaking to tenants and strategic officers of departments providing services to tenants (i.e. less focus on Members). They will also be looking at how tenant information and property data informs decision making and test the robustness of this data.

The key test being whether those who make decisions about services to tenant can articulate knowledge of who the tenants and properties are whilst making those decisions, and what assurances do they rely on that service outcomes are attuned to tenant need and regulatory compliance.

Tenant data and property profiling reporting is being drafted and will be widely shared across managers, involved tenants and elected Members, to inform decision making. The report will be refreshed every six months. A project group is currently working on improving tenant data and commencing a tenancy audit process to regularly review tenant data.

## Risk

### Social Housing Sector Risk Profile

On 14 November 2023 RSH published their Sector Risk Profile 2023 Report, the full document can be found [here](#).

The risk report is primarily aimed at boards of housing associations and councillors to be aware of the potential risks, which could impact on their organisation's ability to meet the requirements of the economic and consumer standards. The regulator makes it clear that boards and Members hold the responsibility for being assured that the organisation is compliant with their requirements through existing governance processes and to seek further assurance/information, where they are not confident.

The report breaks sector risks down as follows:

#### Strategic Risks

- Macroeconomic and financial environment
- Delivering against expectations (including the TSM and publishing of financial information)
- Diversification
- Access to labour and skills
- Counterparty risk

#### Operational Risks – existing stock and service delivery

- Delivering services to tenants
- Existing stock quality
- Health and safety
- Costs and inflation
- Rent setting (consultation on rent setting for 2025/26 onwards to take place)
- Rental income and arrears
- Data and cyber security
- Data integrity
- Supported housing

#### Operational Risks – development

- Low cost homeownership and market sales
- Construction process risks

#### Finance and Treasury Management

- Existing debt
- New debt
- Alternative funding models
- Pensions
- Fraud

### Operational Risks

Housing Regulation Management Team review a set of risks monthly and compliance with the 'Big 6' safety areas. The latest risk review report can be found in appendix 5 and compliance report in appendix 6.

New risks are currently being developed to add Damp & Mould and Decent Homes Standard.

## Professional Standards

We continue to await guidance from RSH on this area.

However, it is anticipated that all officers involved in the provision of our social housing, even those based outside of the Operations Directorate will be expected to abide by the Chartered Institute of Housing's Professional Standards. Managers/Assistant Directors and potentially team leaders involved in the provision of social housing services will hold a minimum level 4 housing qualification. The Executive Director(s) responsible for the provision of social housing functions will hold a minimum of a level 5 housing qualification.

Toolbox talks for officers and member drop-in sessions relating to the regulatory requirements, consumer standards and HOS' Complaint Handling Code, will be held in Q4/early in 2024/25.

## Housing Ombudsman Service/Complaints

### Housing Ombudsman Service (HOS)

HOS continues to be a key partner to the Regulator around the regulation of social housing, reporting concerns to the Regulator where they identify potential systemic failings within landlords, through their complaint handling resolution investigations.

The Council is currently compliant with the HOS' Complaint Handling Code, which since the implementation of the Social Housing (Regulation) Act, has become statutory. HOS have recently consulted with stakeholders on a combined complaint handling code with the Local Government and Social Care Ombudsman, which is expected to be implemented on 01 April 2024, further information on the consultation can be found [here](#).

Complaints are a high-profile subject for the social housing sector with HOS continuing to take an active role in holding landlords to account for service failure. HOS continues to actively publicise their judgements and continue to exercise their powers to undertake 'special investigations' into specific landlords, where there are concerns about potential systemic or endemic failings.

DLUHC have extended their "Make Things Right" campaign, which promotes and prompts social housing tenants making complaints to their landlord, where they feel they are experiencing poor service.

The increased awareness of the complaints process continues to see complaint volumes higher than historical trends, which is in line with sector trends.

During 2022/23 three complaints were referred to HOS for investigation by tenants, the outcomes are broken down, as follows:

- 2 – No Service Failure identified on behalf of the Council
- 1 – Service Failure by the Council and £200 compensation

During 2023/24 no complaints have been referred to HOS, by tenants/leaseholders to date.



## Complaints

Appendix 7 is the latest report made to the Tenant Gateway group on housing complaints performance for Q1 & Q2 2023/24. A similar report is presented to CLT and the Housing Regulation Management Team, but includes specific information regarding the complainants details.

## **Damp and Mould**

Damp and mould continues to be a key focus for the Housing Operations Team, as well as RSH and HOS, following the inquest findings following the death of Awaab Ishak. Our understanding is that the prevalence of damp and mould in our housing stock remains low, however, this will continue to be closely monitored.

A damp and mould specialist surveyor has been recruited, to ensure appropriate action and specialist advice is given to tenants experiencing damp and mould issues. Training has also been provided to frontline visiting officers to recognise the signs of damp and mould. A damp and mould policy has also been implemented to ensure a consistent approach, which was approved by Cabinet. A review of our approach to damp and mould has also been undertaken by the Select Committee.

We will continue to review our processes and procedures, including applying learning from the actions of other landlords, to ensure that damp and mould issues are dealt with as swiftly and comprehensively as possible and using any data on trends to inform the major works programme.

Damp and mould response times are expected to be included in the new Decent Homes Standard. However, it is anticipated that parliamentary delays to progressing the revised Decent Homes Standard will mean that guidance on damp and mould will be published in advance of the new Standard.

## **Tenant Engagement**

Involving tenants in the shaping of housing services and listening to their voice, along with evidencing this, is key to regulatory compliance and is an area of weakness for the Council.

We have recently recruited a full time Tenant Engagement Officer, however, the post holder has secured alternative employment within the Authority and the vacant role is currently being advertised. A gap analysis has been produced and an action plan is being developed to improve engagement rates.

The Housing Annual Report has been sent to all tenants, which included the promotion of the current tenant engagement activities. Response rates have been extremely low, so work to actively contact tenants to promote opportunities to become engaged have been undertaken.

## Tenants Gateway:

Current Members – 8 (5x Sutton, 2x Hucknall, 1x Kirkby)

Current Vacancies – 8 (1x Sutton, 2x Hucknall, 3x Kirkby, 2x Rural)

A number of policies have been recently approved by the Tenant Gateway group, including:

- Damp and Mould Policy
- Decant Policy

- Recharge Policy

Gateway members also review the latest KPI and housing complaints performance information at each meeting.

#### Tenant Scrutiny Panel:

Recruitment materials have been finalised and we have commenced meeting with interested tenants. Scrutiny Panel will need a minimum of 5 and maximum of 9 members to operate, with Members unable to sit on Tenant's Gateway. We have approached TPAS (formerly the Tenant Participation Advisor Service) and have instructed them to provide training to Scrutiny Panel Members and to support them through their first investigation once a full complement of panel members has been recruited. A session has been arranged for the Executive Lead Member for Social Housing and Assets, Executive Director – Operations and Assistant Directors delivering social housing functions to meet with potential panel members on 01 February 2024 to provide an overview of the service.

#### Customer Opinion & Influencing Network (COIN)

COIN has been in operation since early 2021, uptake/interest has been low and little feedback is received from tenants through this method. We are working to increase promotion of this and create a network of tenants who can be called upon for feedback on services/publications etc.

Once membership to existing tenant engagement activities has increased, additional opportunities to engage with tenants will be explored.

#### Consultation on existing engagement activities

A competition for tenants to feedback on current tenant engagement activities was published in the annual report. Only one response was received from a tenant who is currently participating with tenant engagement activities.

#### **Elected Members Role**

RSH stipulates that tenants should be at the heart of decision making for their housing service (and during inspection this input in decision making will need to be evidenced). Moving forward key reports which go to Cabinet or Full Council that involve changes to the delivery of services to tenants (as tenants) will need to include the views of tenants in relation to those changes. Elected Members will be expected to consider these views and articulate their consideration of them when reaching a final decision. A tenant profile report is also being implemented and will be included within future updates, to assist Cabinet with making informed choices about decisions that impact on tenants.

#### **Next Steps**

- Ensure that new Consumer Standards are embedded in to working practices and compliance is documented, to ensure that evidence is available in the event of an inspection.
- Analyse the 2023/24 TSM survey results in line with the final guidance, once released from RSH. Report 2023/24 Tenant Satisfaction Measures to RSH and tenants, then annually thereafter.

- Continue to report regularly to senior managers and Cabinet on recommendations, where required, including associated risk of achieving target and compliance, including benchmarking performance of services (both quantity and quality) against peers.
- Continue to work alongside Learning & Development for continuous learning for staff and Councillors on key areas identified by gap analysis and professional qualification standards, once confirmed.
- Continue to develop Capita OpenHousing/other housing IT systems and data inputting procedures to improve the accuracy, extraction, manipulation of statistical information and publication/reporting of performance information.
- Recruit a replacement Tenant Engagement Officer resource to assist with the provision of tenant engagement activities to increase and diversify the base of tenants actively engaging with the Council, including consulting with Tenants/Tenant Groups and capturing tenant views for democratic reports which change or affect services to tenants.
- Recruit and train members to the Tenant Scrutiny Panel, and commence a programme of scrutineering of social housing services.
- Continue to develop service standards/policies around the quality of homes/neighbourhoods.
- Update the Complaints and Compliments Policy to ensure compliance with the Complaint Handling Code.

## **Implications**

### **Corporate Plan:**

- Maintain as a minimum the decent homes standard in all homes owned by the Council
- Ensuring that the necessary compliance is in place to meet the new standards regulations coming into force for the Council's housing stock
- 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 Standards
- 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
- Maximising available grants and successfully delivering externally funded projects, decarbonising social and private sector housing, and our own assets as much as possible
- Working with partners to tackle and reduce levels of crime and ASB
- 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 our understanding and perception of customers to improve the customer experience
- We will ensure a customer-first approach to all our residents
- Improving our performance, data and insight approaches to inform and shape our ambitions and celebrate success

## Legal:

There are no significant legal issues specifically in relation to this report. Current and proposed legislation/guidance is detailed in the report. Legal advice and assistance will be provided in relation to the impacts of new legislation and regulations at the appropriate time, including any consequential Constitutional issues or amendments. The delegation of Proper Officers in respect of Social Housing Regulation was approved at the Council AGM on 25 May 2023 in readiness. [RLD 02/01/2024]

## Finance:

There are no direct financial implications arising from this report. The report makes reference to additional resources and these were included in the HRA budget for 2023/24 to implement the additional requirements arising from these Regulations. Inflation to these costs and income have been reflected in the HRA budgets to be set for 2024/25 and beyond. [PH 09/01/2024].

Budget Area	Implication
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:

Risk	Mitigation
Failure to comply with the requirements set out in the Housing Ombudsman Service's Complaint Handling Code	<ul style="list-style-type: none"><li>• Complaints and Compliments Policy to be amended in line with revised Complaint Handling Code, once published</li><li>• Continue to involve tenants in preparation/sign off self-assessment against Complaint Handling Code</li><li>• Continue to attempt to capture complaint satisfaction levels and learning from complaints</li><li>• Continue to monitor and report on learning/best practice in sector to senior managers</li></ul>
Failure to adhere to regulatory requirements could lead to unlimited fines, compliance notices, direct intervention and/or significant reputational damage to the Council	<ul style="list-style-type: none"><li>• Robust methods of control must be put in place.</li><li>• Action plan overseen and signed off by SLT</li><li>• Executive Lead Member and Cabinet briefed accordingly and approvals sought as required.</li></ul>
Negative Inspection report (consequences as above)	<ul style="list-style-type: none"><li>• Ensure adequate resources are in place to document and ensure compliance</li></ul>

	<ul style="list-style-type: none"><li>• Prepare an ‘Inspection Plan’ and consider ‘mock’ inspection.</li><li>• Monitor sector for learning from other landlords, participating in pilot/initial routine inspections</li></ul>
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## **Human Resources:**

As detailed in the report the Act will require some on-going upskilling of employees, which has been identified in the previous report. At this stage there is no other direct HR implications contained within the report. [KB – 8/1/24]

## **Environmental/Sustainability**

No environmental implications at this point

## **Equalities:**

No equalities implications at this point

## **Other Implications:**

None

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

Not Applicable

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

Not Applicable

## **Background Papers**

Appendix 1 – Housemark TSM benchmarking report – position end Q2 2023-24

Appendix 2 – Tenant Gateway Performance Report

Appendix 3 – Housing Performance Indicators Under Target Report

Appendix 4 - 2022-23 annual performance benchmarking feedback

Appendix 5 – Housing Regulation Management Team Risk Report – December 2023

Appendix 6 – ‘Big 6’ health and safety compliance report – December 2023

Appendix 7 - Housing complaints performance report – Q1 & Q2 2023/24

Appendix 8 – Social Housing White Paper Action Plan

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# Tenant Satisfaction Measures

## 2023/24 mid-year results

Ashfield DC

## Introduction

The Tenant Satisfaction Measures (TSMs) represent the biggest change to English social housing regulation for more than a decade – with landlords being required to report standardised satisfaction and management figures for the year to March 2024.

Housemark is the data-driven solutions provider for the UK housing sector. To help our members understand TSM results in context, we invited English registered providers to take part in a project to compare data during October 2023. In total, 189 landlords took part in this exercise, managing around 2.2 million properties – half of all social housing in England.

Based on results up to the mid-point in the year (April–Sept 2023), this report is exclusive to participating landlords and shows your results compared to national figures and a peer group of similar organisations. We have curated a peer group for you based on stock size, landlord type and location.

The report shows headline results for all 22 TSMs. Tenant perception survey satisfaction results are based on responses from low cost rental accommodation. All data collected is based on the Regulator of Social Housing's TSM provisional guidance, using definitions from its TSM Technical Guidance.

If you have any questions about this report or Monthly Pulse, please do get in touch at [data@housemark.co.uk](mailto:data@housemark.co.uk).



# Results Summary

## Tenant Perceptions

### Sector

### South Central LA ALMOs <10k

### Your result

#### Satisfaction

	Quartile 3	Median	Quartile 1	Quartile 3	Median	Quartile 1	Your result
Overall service from their landlord	65.0%	72.3%	79.2%	67.2%	70.0%	77.6%	88.3%
Overall repairs service	67.0%	74.5%	80.0%	67.4%	75.1%	78.1%	76.9%
Time taken to complete their most recent repair	62.8%	70.0%	76.3%	62.4%	68.0%	75.9%	72.8%
Home is well maintained	66.0%	72.2%	80.0%	64.5%	68.8%	76.4%	80.9%
Home is safe	72.2%	78.7%	85.6%	71.6%	77.4%	81.3%	88.9%
Landlord listens to tenant views and acts upon them	53.2%	61.0%	69.4%	49.3%	58.0%	60.4%	74.1%
Landlord keeps them informed about things that matter to them	65.0%	71.4%	78.8%	60.6%	68.8%	73.1%	82.7%
Landlord treats them fairly and with respect	72.0%	78.2%	84.6%	66.7%	73.0%	79.2%	91.7%
Landlord's approach to complaints handling	28.0%	34.0%	42.0%	25.0%	31.0%	37.5%	48.1%
Landlord keeps communal areas clean and well maintained	58.9%	66.0%	72.4%	59.0%	66.2%	70.8%	70.3%
Landlord makes a positive contribution to the neighbourhood	57.3%	64.0%	74.0%	55.2%	62.3%	72.6%	78.3%
Landlord's approach to handling ASB	51.0%	57.6%	64.0%	50.2%	53.4%	57.0%	69.7%

#### Percentage of landlords using each survey method

	National	Peers	Your result
Telephone	82.6%	73.7%	96.9%
Internet	43.5%	63.2%	0.0%
Face to face	4.3%	5.3%	3.1%
Postal	20.0%	31.6%	0.0%
SMS	7.8%	0.0%	0.0%
Other methods	0.9%	0.0%	0.0%

# Results Summary

## Management

	Sector		South Central LA ALMOs <10k		Your result
	Median	Fully compliant	Median	Fully compliant	
<b>Building safety</b>					
Proportion of homes for which all required gas safety checks have been carried out	99.95%	34.7%	99.91%	25.6%	99.98%
Proportion of homes for which all required fire risk assessments have been carried out	100.00%	74.8%	100.00%	78.3%	100.00%
Proportion of homes for which all required asbestos management surveys or re-inspections have been carried out	100.00%	71.2%	100.00%	60.9%	100.00%
Proportion of homes for which all required legionella risk assessments have been carried out	100.00%	75.4%	100.00%	65.0%	92.50%
Proportion of homes for which all required communal passenger lift safety checks have been carried out	100.00%	69.5%	100.00%	86.4%	100.00%
<b>Responsive repairs</b>					
Proportion of homes that do not meet the Decent Homes Standard	0.33%	24.1%	6.50%	4.5%	2.39%

# Results Summary

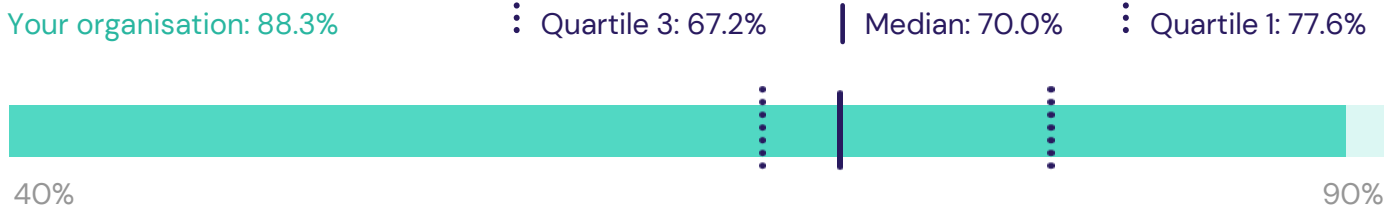
## Management

	Sector			South Central LA ALMOs <10k			Your result
	Quartile 3	Median	Quartile 1	Quartile 3	Median	Quartile 1	
<b>Responsive repairs</b>							
Proportion of homes that do not meet the Decent Homes Standard	4.00%	0.33%	0.00%	9.03%	6.50%	2.64%	2.39%
Non-emergency repairs completed within target timescale	70.1%	82.7%	91.2%	76.3%	89.1%	92.9%	90.4%
Emergency repairs completed within target timescale	90.0%	95.9%	99.0%	87.8%	97.4%	99.0%	99.2%
Maximum target for non-emergency repairs (days)	37.8	28.0	20.0	28.0	20.0	20.0	30.0
Maximum target for emergency repairs (hours)	24.0	24.0	24.0	24.0	24.0	24.0	24.0
Works-in-progress as a proportion of annualised responsive repairs	12.85%	9.30%	5.75%	-	-	-	2.1%
<b>Neighbourhood management</b>							
Number of ASB cases, opened per 1,000 homes	31.26	18.97	8.88	24.53	15.70	8.54	25.52
Number of ASB cases that involve hate incidents opened per 1,000 homes	0.70	0.35	0.06	0.50	0.29	0.00	0.30
<b>Complaints</b>							
Number of stage one complaints received per 1,000 homes	33.36	19.43	12.36	32.46	18.76	13.46	4.53
Number of stage two complaints received per 1,000 homes	4.30	2.40	1.22	5.23	2.56	1.38	0.91
Stage 1 complaints responded to within the Handling Code timescales	69.5%	85.0%	96.3%	57.9%	84.4%	96.7%	80.0%
Stage 2 complaints responded to within the Handling Code timescales	61.1%	82.1%	100.0%	46.9%	84.7%	97.5%	83.3%
Stage 1 complaints responded to within timescales without extension	58.1%	79.2%	92.9%	65.0%	80.0%	94.6%	65.0%

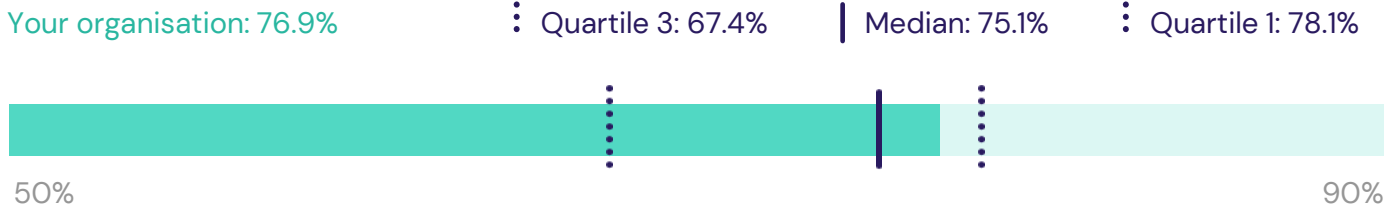
# Detailed peer comparisons

## Tenant perceptions

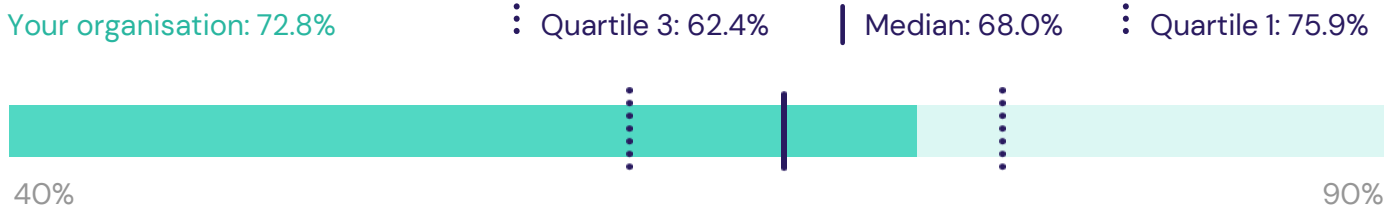
TPO1: Overall service from their landlord



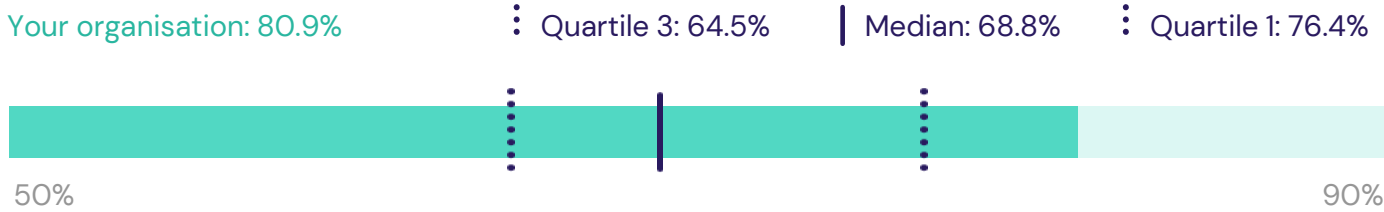
TPO2: Overall repairs service



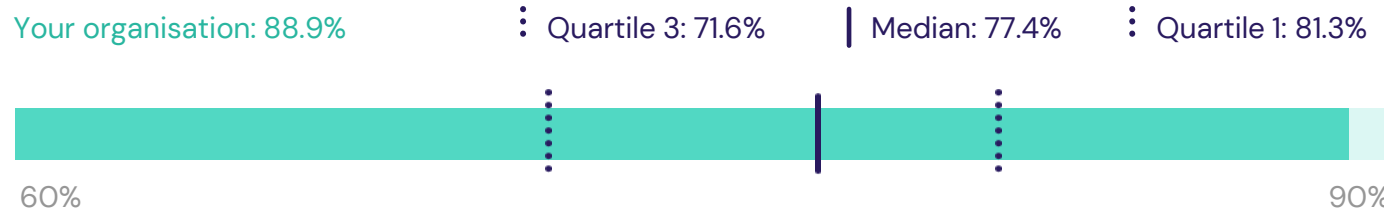
TPO3: Time taken to complete their most recent repair



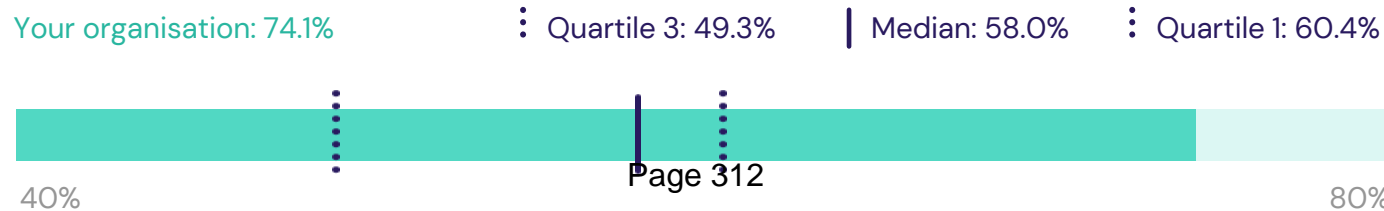
TPO4: Home is well maintained



TPO5: Home is safe



TPO6: Landlord listens to tenant views and acts upon them



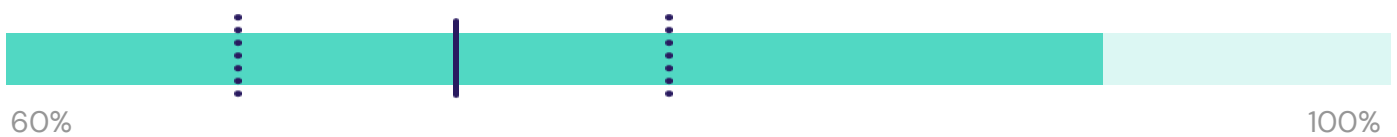
## TPO7: Landlord keeps them informed about things that matter to them

Your organisation: 82.7%      ⋮ Quartile 3: 60.6%      | Median: 68.8%      ⋮ Quartile 1: 73.1%



## TPO8: Landlord treats them fairly and with respect

Your organisation: 91.7%      ⋮ Quartile 3: 66.7%      | Median: 73.0%      ⋮ Quartile 1: 79.2%



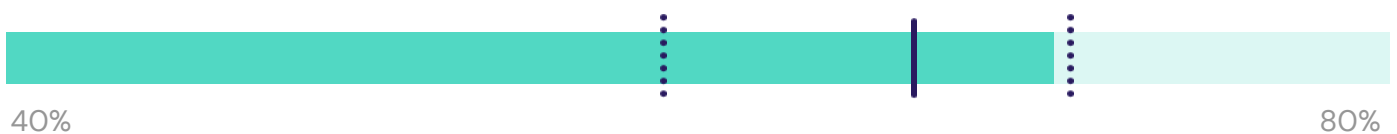
## TPO9: Landlord's approach to complaints handling

Your organisation: 48.1%      ⋮ Quartile 3: 25.0%      | Median: 31.0%      ⋮ Quartile 1: 37.5%



## TP10: Landlord keeps communal areas clean and well maintained

Your organisation: 70.3%      ⋮ Quartile 3: 59.0%      | Median: 66.2%      ⋮ Quartile 1: 70.8%



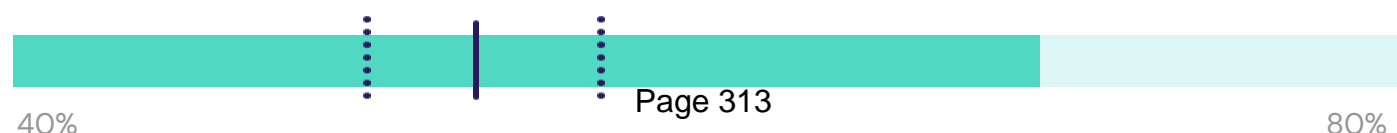
## TP11: Landlord makes a positive contribution to the neighbourhood

Your organisation: 78.3%      ⋮ Quartile 3: 55.2%      | Median: 62.3%      ⋮ Quartile 1: 72.6%



## TP12: Landlord's approach to handling anti-social behaviour

Your organisation: 69.7%      ⋮ Quartile 3: 50.2%      | Median: 53.4%      ⋮ Quartile 1: 57.0%



## Building safety

**BS01: Homes for which all required gas safety checks have been carried out**

Your organisation: 99.98% | Median: 99.91% Fully complaint: 25.6%



**BS02: Homes for which all required fire risk assessments have been carried out**

Your organisation: 100.00% | Median: 100.00% Fully complaint: 78.3%



**BS03: Homes for which all required asbestos management surveys or re-inspections have been carried out**

Your organisation: 100.00% | Median: 100.00% Fully complaint: 60.9%



**BS04: Homes for which all required legionella risk assessments have been carried out**

Your organisation: 92.50% | Median: 100.00% Fully complaint: 65.0%



**BS05: Homes for which all required communal passenger lift safety checks have been carried out**

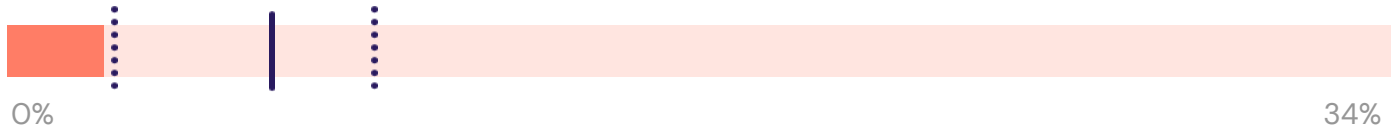
Your organisation: 100.00% | Median: 100.00% Fully complaint: 86.4%



## Responsive repairs

RPO1: Proportion of homes that do not meet the Decent Homes Standard

Your organisation: 2.39%      ⋮ Quartile 1: 2.64%      | Median: 6.50%      ⋮ Quartile 3: 9.03%



RPO2(1): Non-emergency responsive repairs completed within target timescale

Your organisation: 90.4%      ⋮ Quartile 3: 76.3%      | Median: 89.1%      ⋮ Quartile 1: 92.9%



RPO2(2): Emergency repairs completed within target timescale

Your organisation: 99.2%      ⋮ Quartile 3: 87.8%      | Median: 97.4%      ⋮ Quartile 1: 99.0%



## Neighbourhood management

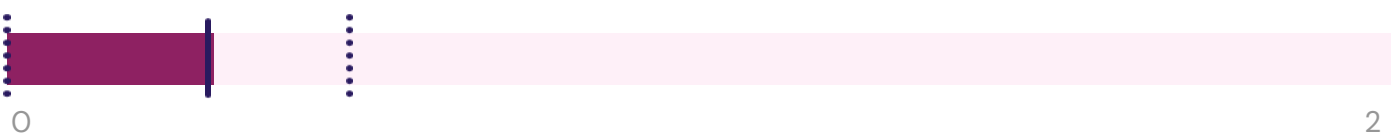
NMO1: Number of ASB cases, opened per 1,000 homes

Your organisation: 25.52      ⋮ Quartile 1: 8.54      | Median: 15.70      ⋮ Quartile 3: 24.53



NMO2: Number of ASB cases that involve hate incidents opened per 1,000 homes

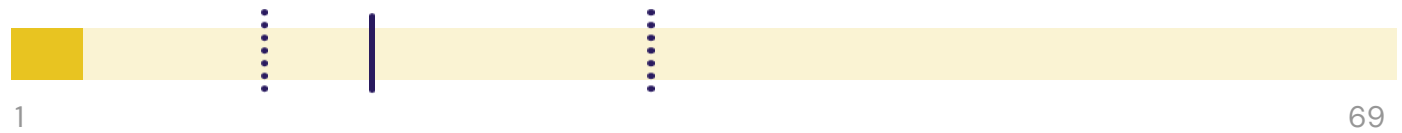
Your organisation: 0.30      ⋮ Quartile 1: 0.00      | Median: 0.29      ⋮ Quartile 3: 0.50



## Complaints

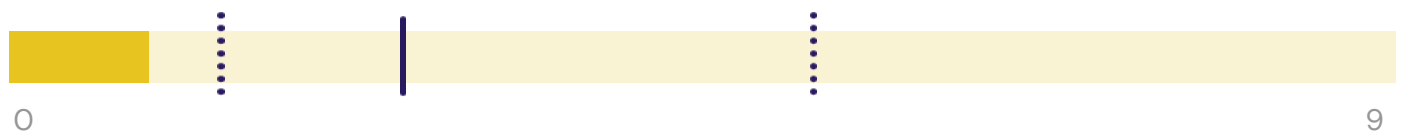
CH01(1): Number of stage one complaints received per 1,000 homes

Your organisation: 4.53      ⋮ Quartile 1: 13.46      | Median: 18.76      ⋮ Quartile 3: 32.46



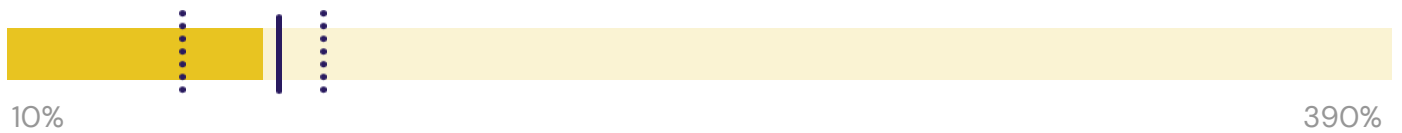
CH01(2): Number of stage two complaints received per 1,000 homes

Your organisation: 0.91      ⋮ Quartile 1: 1.38      | Median: 2.56      ⋮ Quartile 3: 5.23



CH02(1): Stage one complaints responded to within the Housing Ombudsman's Complaint Handling Code timescales

Your organisation: 80.0%      ⋮ Quartile 3: 57.9%      | Median: 84.4%      ⋮ Quartile 1: 96.7%



CH02(2): Stage two complaints responded to within the Housing Ombudsman's Complaint Handling Code timescales

Your organisation: 83.3%      ⋮ Quartile 3: 46.9%      | Median: 84.7%      ⋮ Quartile 1: 97.5%





## Technical note

Housemark collected data from 189 landlords choosing to submit mid-year TSM results for the period April to September 2023. The data collection form was based on the Regulator of Social Housing’s TSM provisional guidance, using definitions from its TSM Technical Guidance.

Data collection included headline results for all 22 TSMs with a small number of contextual fields. Tenant perception survey satisfaction results are based on responses from low cost rental accommodation. Data collection took place 2–16 October 2023. Housemark conducted a thorough data validation and quality assurance check 16–26 October.

### Peer groups

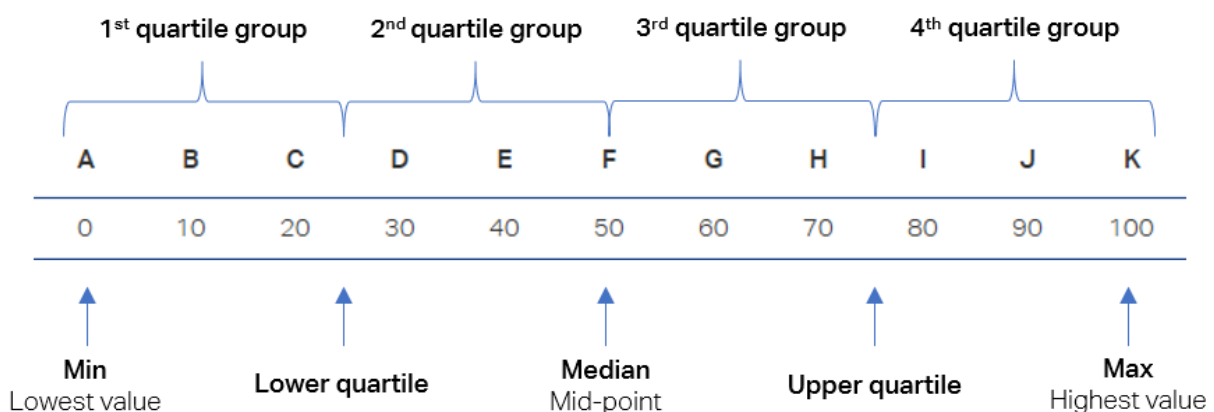
This summary compares your organisation against a broad peer group. The peer group was assigned to your organisation with two key criteria in mind that:

- 1 The profile and characteristics of the organisations in the group are similar and likely to show different results to other peers
- 2 The peer groups are small enough to be specific whilst ensuring there are enough peers to generate robust quartile results.

### Quartiles

Quartile results for the sector and your broad peer group are presented in this report to indicate how your organisation compares to the other participants. These have been calculated using polarity with quartile one representing the best performance. Results are only calculated if six or more organisations have submitted data for that particular measure.

With the data points arranged consistently in numerical order, the median is the middle value and the quartiles divide the dataset into four equal parts. The 1st quartile group represents the organisations with the best performing values and the 4th quartile group, the lowest. Measures that represent volumes are neutral and for these quartile 1 represents the smallest values and quartile 4, the largest.



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# (ADC) Performance Report - Tenant Gateway

**Report Author:** Peter Curry  
**Generated on:** 19 December 2023



Rows are sorted by Code

PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
Percentage of Local Authority housing stock that is non-decent	2.54%	0.30%	Q2 2023/24		Getting Worse	<p>Q2 2023/24 result</p> <p>0.33% 0.30% 0.00%      2.54%      3.30%</p>	The Capita database is being improved to be more robust and accurate in terms of reporting. Significant numbers of stock surveys have been commissioned to increase the currency and accuracy of the data. A significant proportion of DH failures are HHSRS related, which may have been completed which the Responsive Repair team is reviewing.

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PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
Number of Council Tenants assisted with welfare and money management advice	507	475	Q2 2023/24	Improving	Improving	<p>Q2 2023/24 result</p>	<p>We have exceeded this performance target.</p> <p>TSO - Supported 269 tenants during this period</p> <p>MMA- Supported 238 tenants during this period</p>
Average void re-let time of Council Homes (DAYS)	28.1	21.0	November 2023	Getting Worse	Getting Worse	<p>November 2023 result</p>	<p>Continued work with the Voids Team to identify causes for any delays and put plans put in place, inc weekly monitoring of key movements. Likewise, weekly monitoring with the Lettings Officers. This is demonstrated by continued slight improvements to performance.</p>
Percentage of tenants that are 13 weeks in arrears (excluding those owing <£500)	0.95%	1%	November 2023	No Change	Getting Worse	<p>November 2023 result</p>	

PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
Former tenant arrears as a percentage of Local Authority Rent Roll	1.31%	0.9%	November 2023	Improving	Getting Worse	<p style="text-align: center;"><b>November 2023 result</b></p> <p>0% — 1.31% — 1.7%</p> <p>0.9% 0.99%</p>	<p>Whilst performance is below target in this area, performance has improved on the same period last year (1.54%) and based on last month's performance (1.32%), despite 4 more tenants being evicted for rent arrears, since this time last year. However, it remains unlikely that target will be met at the end of the financial year.</p> <p>Schedule 3 write off recommendations for irrecoverable debts are currently being reviewed and schedule 4 write off recommendations will be prepared early in the new calendar year.</p> <p>A restructure of the Income Team has been proposed,</p>

PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
							which is hoped would bring improvements to the collection of former tenant arrears.
Percentage of tenants paying by direct debit	47.40%	50.00%	Q2 2023/24	Getting Worse	Getting Worse	<p>Q2 2023/24 result</p>	This figure is impacted by the transfer of tenants onto Universal Credit. Income Officers continue to promote Weekly, Fortnightly and Monthly DD payments.
Number of Evictions due to rent arrears	13	30	November 2023	Getting Worse	Getting Worse	<p>November 2023 result</p>	
Number of safeguarding referrals made picked up by relevant agencies	4		Q2 2023/24	Getting Worse	Getting Worse	<p>Q2 2023/24 result</p> <p>4</p>	<p>Between 1st July 2023 and 30th September 2023 there were 25 safeguarding referrals made.</p> <p>These consisted of:</p> <ul style="list-style-type: none"> <li>• 9 children referrals</li> <li>• 16 adult referrals</li> </ul>

PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
							<p><b>Outcome of the referrals made were as follows:</b></p> <ul style="list-style-type: none"> <li>• • 14 referrals made, 4 accepted, 8 declined, 2 awaiting outcomes.</li> <li>• 1 referral declined as didn't meet safeguarding criteria.</li> <li>• 1 referral declined as upon Social Care contacting parents re concerns received, they had no concerns and closed the case.</li> <li>• 1 referral declined as child's mother moved to Derby with her 2 children so the case would sit with Derby City Council.</li> <li>• 1 referral declined following contact made with the adult concerned.</li> <li>• 1 referral declined as concerns related to mental health. Since the referral was made the adult</li> </ul>

PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
							<p>had been detained under the Mental Health Act.</p> <ul style="list-style-type: none"> <li>• 1 referral declined as measures in place to prevent any further financial abuse.</li> <li>• 1 referral declined as adult referred was not deemed at risk and they had no care or support needs.</li> <li>• 1 children referral declined as lack of evidence to deem child at risk following allegations of drug activity occurring within the home.</li> <li>• 4 referrals that didn't meet safeguarding criteria were passed to another NCC team to action.</li> <li>• 2 referrals are awaiting outcomes.</li> </ul>



PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
Number of safeguarding referrals made	25		Q2 2023/24	Improving	Improving	<p style="text-align: center;"><b>Q2 2023/24 result</b> 25</p>	<p>Between 1/7/23 and 30/9/23 there were 25 safeguarding referrals made due to the following issues identified</p> <p><b>Adult referrals - 16</b></p> <ul style="list-style-type: none"> <li>• 1 physical, financial and psychological abuse</li> <li>• 3 Psychological</li> <li>• 1 physical, financial and self-neglect</li> <li>• 8 self-neglect</li> <li>• 1 self neglect and financial abuse</li> <li>• 1 sexual abuse</li> <li>• 1 neglect and acts of omission</li> </ul> <p><b>Child referrals - 9</b></p> <ul style="list-style-type: none"> <li>• 2 neglect</li> <li>• 2 concern for children due to alleged drug activity within the home.</li> </ul>

PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
							<ul style="list-style-type: none"> <li>• 1 concern for children due to brother being arrested for threatening neighbour with a knife.</li> <li>• 1 concern for child due to being seen at the bedroom window wearing only underwear and urinating out of bedroom window.</li> <li>• 1 concern for children due to mother allegedly engaging in Anti-social Behaviour.</li> <li>• 2 concerns for children due to unacceptable property conditions.</li> </ul>
Number of stage one formal complaints received in month (Housing and Asset Directorate)	2		November 2023	Improving	Improving		

PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
Percentage of stage one complaints resolved within timescale in month (Housing and Asset Directorate)	100%	100%	November 2023	Improving	Improving	<p>November 2023 result</p>	
Number of new ASB cases reported	7		November 2023	No Change	Improving		
Number of dwellings vacant but available to let at the end of the month	23		November 2023	Getting Worse	Getting Worse		
Rent in advance payments	83.64%	80%	November 2023	Getting Worse	Getting Worse	<p>November 2023 result</p>	
Percentage of tenants satisfied with the repairs service	86.50%	87.00%	2022/23	No Change	No Change	<p>2022/23 result</p>	this indicator is currently being reviewed inline with the housing white paper

PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
Percentage of repairs completed within time limits (Priority 35)	50%	100%	November 2023	No Change	No Change	<p>November 2023 result</p>	1 job missed out of 2 hence bid drop, this indicator is currently under review
Percentage of repairs completed on time (PR30)	86.34%	99.5%	November 2023	Improving	Improving	<p>November 2023 result</p>	This is due to a legacy of the old it system – new system now in place however there will be a lag that will affect figures for the remainder of the year which will carry through the cumulative figures,
Percentage of priority 90 & 249 completed on time	98.34%		2022/23	Improving	Getting Worse		
Percentage of repairs completed within government time limits PR1,3 &7	95.51%	99.7%	November 2023	Getting Worse	Getting Worse	<p>November 2023 result</p>	





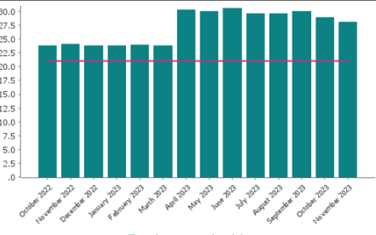

PI Name	Latest Value	Latest Target	Last Updated	Short Trend	Long Trend	Trend Gauge	Latest Note
Percentage of repair jobs for which an appointment was made and kept	98.37%	99.8%	November 2023	Improving	Getting Worse	<p>November 2023 result</p>	Marginally off target. issues such as staff sickness affect this indicator which can be legislated for during busy periods
% Gas Services completed within anniversary date	100%	100%	November 2023	No Change	Improving	<p>November 2023 result</p>	


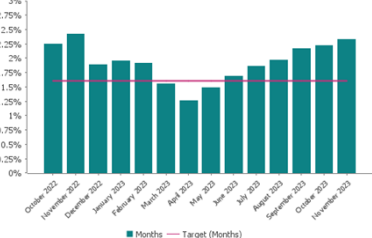

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PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				


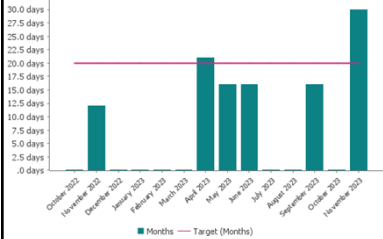


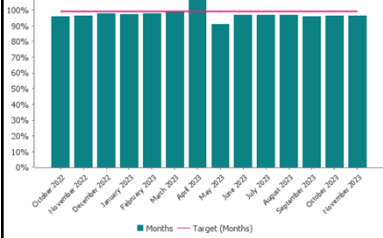

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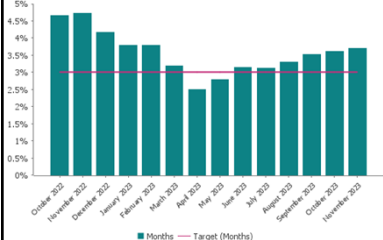

## (ADC) Below Target Housing Indicators (Monthly)

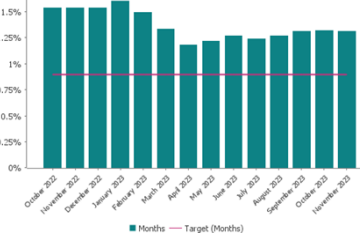
Title	Value	Target	Value Vs Target	Traffic Light Icon	Trend Chart	Trend Versus Previous Year	Assignee	Latest Note	Performance Data Last Update
Total Capital Spend (MRA) as a proportion of planned capital spending for the year	87%	100%	-13%		<p>(ADC)ASH/FIN/03 Total Capital Spend (MRA) as a proportion of planned capital spending for the year</p> 		Neil Rowley	<p>102% for major works (retrofit) incl. adaptations.</p> <p>Overall figure 88% (excl. vehicle purchases); underspends on new-builds at Warwick and Maun View</p>	2022/23
Average void re-let time of Council Homes (DAYS)	28.1	21.0	7.1				Caroline Greasley	<p>Continued work with the Voids Team to identify causes for any delays and put plans put in place, inc weekly monitoring of key movements. Likewise, weekly monitoring with the Lettings Officers. This is demonstrated by continued slight improvements to performance.</p>	November 2023

Title	Value	Target	Value Vs Target	Traffic Light Icon	Trend Chart	Trend Versus Previous Year	Assignee	Latest Note	Performance Data Last Update																														
Rent arrears as a proportion of Rent Roll (excluding court costs)	2.32%	1.6%	0.72%		 <table border="1"> <caption>Monthly Rent Arrears as a Proportion of Rent Roll</caption> <thead> <tr> <th>Month</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr><td>October 2022</td><td>2.25%</td></tr> <tr><td>November 2022</td><td>2.42%</td></tr> <tr><td>December 2022</td><td>1.95%</td></tr> <tr><td>January 2023</td><td>2.00%</td></tr> <tr><td>February 2023</td><td>1.95%</td></tr> <tr><td>March 2023</td><td>1.75%</td></tr> <tr><td>April 2023</td><td>1.50%</td></tr> <tr><td>May 2023</td><td>1.65%</td></tr> <tr><td>June 2023</td><td>1.85%</td></tr> <tr><td>July 2023</td><td>1.90%</td></tr> <tr><td>August 2023</td><td>2.05%</td></tr> <tr><td>September 2023</td><td>2.15%</td></tr> <tr><td>October 2023</td><td>2.25%</td></tr> <tr><td>November 2023</td><td>2.32%</td></tr> </tbody> </table>	Month	Value (%)	October 2022	2.25%	November 2022	2.42%	December 2022	1.95%	January 2023	2.00%	February 2023	1.95%	March 2023	1.75%	April 2023	1.50%	May 2023	1.65%	June 2023	1.85%	July 2023	1.90%	August 2023	2.05%	September 2023	2.15%	October 2023	2.25%	November 2023	2.32%		Peter Curry	<p>Whilst we are not currently meeting target, performance is improved on the same period last financial year (2.42% at the end of November 2022). Based on historical trends it is expected that we will meet target at financial year end.</p> <p>Team Leader - Income post is currently vacant, but we have recently offered the position to a candidate.</p> <p>Action plan is currently in place to increase contact with tenants in arrears, including Money Management Advisors contacting low level arrears cases, rent campaign flyer with rent correspondence and Income Team members undertaking overtime work.</p>	November 2023
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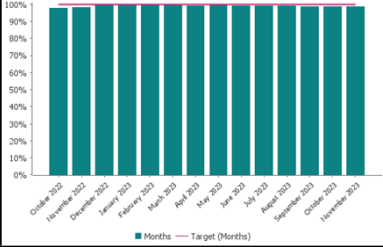


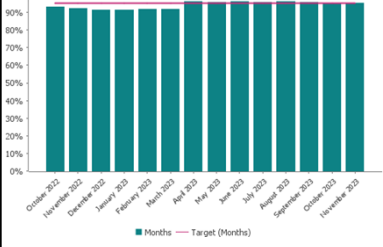




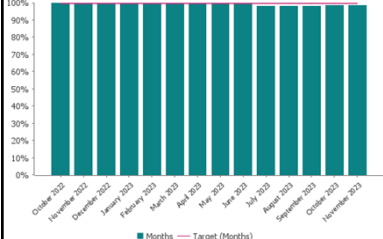



Title	Value	Target	Value Vs Target	Traffic Light Icon	Trend Chart	Trend Versus Previous Year	Assignee	Latest Note	Performance Data Last Update
Average number of working days to respond to Stage two Housing complaints	30.0 days	20.0 days	10.0 days				Peter Curry	One complaint responded to, extension in line with CHC required, due to complex nature of the complaint.	November 2023
Percentage of rent collected as a percentage of rent due (excluding arrears brought forward)	96.2%	99%	-2.8%				Peter Curry	<p>Whilst we are not currently meeting target, performance is improved on the same period last financial year (96.1% at the end of November 2022). Based on historical trends it is expected that we will meet target at financial year end.</p> <p>Team Leader - Income post is currently vacant, but we have recently offered the position to a candidate.</p> <p>Action plan is currently in place to increase contact with tenants in arrears to maximise income collection, including Money Management Advisors contacting low level arrears cases, rent</p>	November 2023


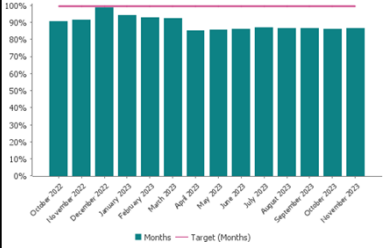


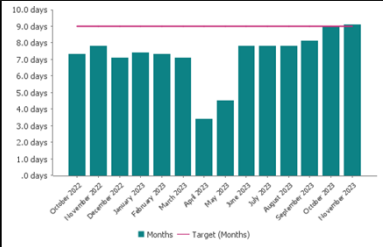


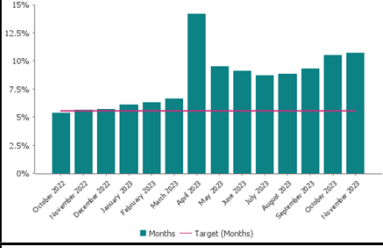


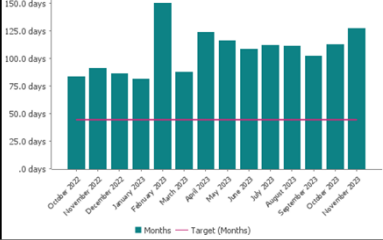

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								campaign flyer with rent correspondence and Income Team members undertaking overtime work.																															
Percentage of tenants with more than 7 weeks gross rent arrears	3.71%	3%	0.71%		 <table border="1"> <caption>Monthly Percentage of Tenants with More Than 7 Weeks Gross Rent Arrears</caption> <thead> <tr> <th>Month</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>October 2022</td><td>4.5%</td></tr> <tr><td>November 2022</td><td>4.6%</td></tr> <tr><td>December 2022</td><td>4.2%</td></tr> <tr><td>January 2023</td><td>3.8%</td></tr> <tr><td>February 2023</td><td>3.7%</td></tr> <tr><td>March 2023</td><td>3.6%</td></tr> <tr><td>April 2023</td><td>2.8%</td></tr> <tr><td>May 2023</td><td>2.6%</td></tr> <tr><td>June 2023</td><td>3.0%</td></tr> <tr><td>July 2023</td><td>3.0%</td></tr> <tr><td>August 2023</td><td>3.2%</td></tr> <tr><td>September 2023</td><td>3.4%</td></tr> <tr><td>October 2023</td><td>3.5%</td></tr> <tr><td>November 2023</td><td>3.5%</td></tr> </tbody> </table>	Month	Percentage	October 2022	4.5%	November 2022	4.6%	December 2022	4.2%	January 2023	3.8%	February 2023	3.7%	March 2023	3.6%	April 2023	2.8%	May 2023	2.6%	June 2023	3.0%	July 2023	3.0%	August 2023	3.2%	September 2023	3.4%	October 2023	3.5%	November 2023	3.5%		Peter Curry	<p>Whilst target is not being met in this area, performance is significantly improved on this period last financial year, with a reduction of 1%, which equates to approx. 65 fewer tenants owing over 7 weeks rent, compared to last financial year.</p> <p>Based on historical trends, it is expected that performance will be close to target at the end of the financial year.</p> <p>A restructure has been proposed for the Income Team, which will allow for focused early intervention work with low level arrears cases and specialist targeted work on complex higher level arrears cases, with additional resources for the team.</p>	November 2023
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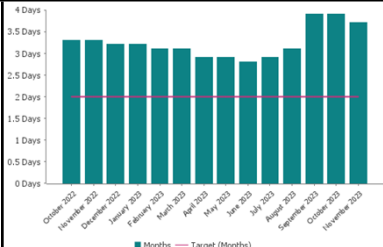


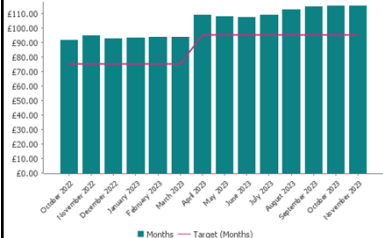


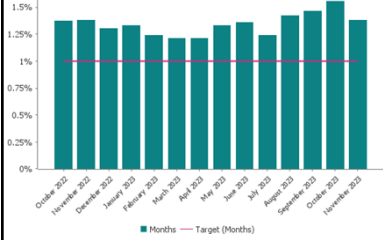

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Former tenant arrears as a percentage of Local Authority Rent Roll	1.31%	0.9%	0.41%		 <table border="1"> <caption>Monthly Performance Data</caption> <thead> <tr> <th>Month</th> <th>Value (%)</th> </tr> </thead> <tbody> <tr><td>October 2022</td><td>1.54</td></tr> <tr><td>November 2022</td><td>1.54</td></tr> <tr><td>December 2022</td><td>1.54</td></tr> <tr><td>January 2023</td><td>1.54</td></tr> <tr><td>February 2023</td><td>1.54</td></tr> <tr><td>March 2023</td><td>1.54</td></tr> <tr><td>April 2023</td><td>1.54</td></tr> <tr><td>May 2023</td><td>1.54</td></tr> <tr><td>June 2023</td><td>1.54</td></tr> <tr><td>July 2023</td><td>1.54</td></tr> <tr><td>August 2023</td><td>1.54</td></tr> <tr><td>September 2023</td><td>1.54</td></tr> <tr><td>October 2023</td><td>1.54</td></tr> <tr><td>November 2023</td><td>1.32</td></tr> </tbody> </table>	Month	Value (%)	October 2022	1.54	November 2022	1.54	December 2022	1.54	January 2023	1.54	February 2023	1.54	March 2023	1.54	April 2023	1.54	May 2023	1.54	June 2023	1.54	July 2023	1.54	August 2023	1.54	September 2023	1.54	October 2023	1.54	November 2023	1.32		Peter Curry	<p>Whilst performance is below target in this area, performance has improved on the same period last year (1.54%) and based on last month's performance (1.32%), despite 4 more tenants being evicted for rent arrears, since this time last year. However, it remains unlikely that target will be met at the end of the financial year.</p> <p>Schedule 3 write off recommendations for irrecoverable debts are currently being reviewed and schedule 4 write off recommendations will be prepared early in the new calendar year.</p> <p>A restructure of the Income Team has been proposed, which is hoped would bring improvements to the collection of former tenant arrears.</p>	November 2023
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Percentage of rent lost through properties being vacant	1.33%	1%	0.33%		<table border="1"> <caption>Percentage of rent lost through properties being vacant</caption> <thead> <tr> <th>Month</th> <th>Value (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr><td>October 2022</td><td>1.0</td><td>1.0</td></tr> <tr><td>November 2022</td><td>1.0</td><td>1.0</td></tr> <tr><td>December 2022</td><td>1.0</td><td>1.0</td></tr> <tr><td>January 2023</td><td>1.0</td><td>1.0</td></tr> <tr><td>February 2023</td><td>1.0</td><td>1.0</td></tr> <tr><td>March 2023</td><td>1.0</td><td>1.0</td></tr> <tr><td>April 2023</td><td>3.8</td><td>1.0</td></tr> <tr><td>May 2023</td><td>2.3</td><td>1.0</td></tr> <tr><td>June 2023</td><td>1.8</td><td>1.0</td></tr> <tr><td>July 2023</td><td>1.6</td><td>1.0</td></tr> <tr><td>August 2023</td><td>1.5</td><td>1.0</td></tr> <tr><td>September 2023</td><td>1.4</td><td>1.0</td></tr> <tr><td>October 2023</td><td>1.3</td><td>1.0</td></tr> <tr><td>November 2023</td><td>1.3</td><td>1.0</td></tr> </tbody> </table>	Month	Value (%)	Target (%)	October 2022	1.0	1.0	November 2022	1.0	1.0	December 2022	1.0	1.0	January 2023	1.0	1.0	February 2023	1.0	1.0	March 2023	1.0	1.0	April 2023	3.8	1.0	May 2023	2.3	1.0	June 2023	1.8	1.0	July 2023	1.6	1.0	August 2023	1.5	1.0	September 2023	1.4	1.0	October 2023	1.3	1.0	November 2023	1.3	1.0	↓	Caroline Greasley; Chantelle Miller; Kelly Randle; Phil Warrington		November 2023
Month	Value (%)	Target (%)																																																				
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Average costs of repairs to re-let a property	£3,803.88	£1,950.00	£1,853.88		<table border="1"> <caption>Average costs of repairs to re-let a property</caption> <thead> <tr> <th>Quarter</th> <th>Value (£)</th> <th>Target (£)</th> </tr> </thead> <tbody> <tr><td>Q2 2021/22</td><td>750</td><td>1950</td></tr> <tr><td>Q3 2021/22</td><td>1600</td><td>1950</td></tr> <tr><td>Q4 2021/22</td><td>1650</td><td>1950</td></tr> <tr><td>Q1 2022/23</td><td>1200</td><td>1950</td></tr> <tr><td>Q2 2022/23</td><td>1900</td><td>1950</td></tr> <tr><td>Q3 2022/23</td><td>1850</td><td>1950</td></tr> <tr><td>Q4 2022/23</td><td>1550</td><td>1950</td></tr> <tr><td>Q1 2023/24</td><td>3800</td><td>1950</td></tr> <tr><td>Q2 2023/24</td><td>3804</td><td>1950</td></tr> </tbody> </table>	Quarter	Value (£)	Target (£)	Q2 2021/22	750	1950	Q3 2021/22	1600	1950	Q4 2021/22	1650	1950	Q1 2022/23	1200	1950	Q2 2022/23	1900	1950	Q3 2022/23	1850	1950	Q4 2022/23	1550	1950	Q1 2023/24	3800	1950	Q2 2023/24	3804	1950	↑	Chris Barley; Matt Perkins; Matthew Pinning	Increase has been investigated and an issue with decent homes upgrades being apportioned to the cost of voids has been identified and remedied moving forward.	Q2 2023/24															
Quarter	Value (£)	Target (£)																																																				
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Repairs Call Centre - Average ring time	60s 000ms	45s 000ms	15s 000ms		<table border="1"> <caption>Repairs Call Centre - Average ring time</caption> <thead> <tr> <th>Month</th> <th>Value (ms)</th> <th>Target (ms)</th> </tr> </thead> <tbody> <tr><td>October 2022</td><td>85000</td><td>45000</td></tr> <tr><td>November 2022</td><td>95000</td><td>45000</td></tr> <tr><td>December 2022</td><td>100000</td><td>45000</td></tr> <tr><td>January 2023</td><td>100000</td><td>45000</td></tr> <tr><td>February 2023</td><td>100000</td><td>45000</td></tr> <tr><td>March 2023</td><td>95000</td><td>45000</td></tr> <tr><td>April 2023</td><td>45000</td><td>45000</td></tr> <tr><td>May 2023</td><td>45000</td><td>45000</td></tr> <tr><td>June 2023</td><td>40000</td><td>45000</td></tr> <tr><td>July 2023</td><td>45000</td><td>45000</td></tr> <tr><td>August 2023</td><td>45000</td><td>45000</td></tr> <tr><td>September 2023</td><td>50000</td><td>45000</td></tr> <tr><td>October 2023</td><td>55000</td><td>45000</td></tr> <tr><td>November 2023</td><td>60000</td><td>45000</td></tr> </tbody> </table>	Month	Value (ms)	Target (ms)	October 2022	85000	45000	November 2022	95000	45000	December 2022	100000	45000	January 2023	100000	45000	February 2023	100000	45000	March 2023	95000	45000	April 2023	45000	45000	May 2023	45000	45000	June 2023	40000	45000	July 2023	45000	45000	August 2023	45000	45000	September 2023	50000	45000	October 2023	55000	45000	November 2023	60000	45000	↓	Matt Perkins	Whilst the year to date figure has increased, we have seen an improvement in the past two months following training of 3 temporary Admin Officers. Despite being over target, we have made positive steps to improve wait time and have seen a 60% improvement on last year.	November 2023
Month	Value (ms)	Target (ms)																																																				
October 2022	85000	45000																																																				
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Title	Value	Target	Value Vs Target	Traffic Light Icon	Trend Chart	Trend Versus Previous Year	Assignee	Latest Note	Performance Data Last Update
Percentage of emergency PR1 repairs completed within Government time limits	98.44%	100%	-1.56%				Chris Barley; Jane Buxton; Matt Perkins; Matthew Pinning		November 2023
% of calls to the Repairs Call Centre answered as a proportion of calls received	94.9%	95%	-0.1%				Jane Buxton; Matt Perkins	Whilst this KPI has remained at 94.9% as the year to date figure, the percentage of calls answered as a proportion of calls received was higher in November than the previous month. October's KPI was 92.8%. November's KPI was 94.2% which is a 1.4% increase. Call reviews are completed weekly with individuals providing feedback on their call handling stats such as call duration and talk/wrap up times to ensure team are focused on attaining KPI's.	November 2023

Title	Value	Target	Value Vs Target	Traffic Light Icon	Trend Chart	Trend Versus Previous Year	Assignee	Latest Note	Performance Data Last Update
Percentage of repairs completed within government time limits PR1,3 &7	95.51%	99.7%	-4.19%				Chris Barley; Jane Buxton; Matt Perkins; Matthew Pinning		November 2023
Percentage of repair jobs for which an appointment was made and kept	98.37%	99.8%	-1.43%				Chris Barley; Jane Buxton; Matt Perkins; Matthew Pinning	Marginally off target. issues such as staff sickness affect this indicator which can be legislated for during busy periods	November 2023
Percentage of repairs completed within time limits (Priority 35)	50%	100%	-50%				Chris Barley; Matt Perkins; Matthew Pinning	1 job missed out of 2 hence bid drop, this indicator is currently under review	November 2023
Percentage of repairs completed right first time	81.54%	90%	-8.46%				Chris Barley; Jane Buxton; Matt Perkins; Matthew Pinning		November 2023

Title	Value	Target	Value Vs Target	Traffic Light Icon	Trend Chart	Trend Versus Previous Year	Assignee	Latest Note	Performance Data Last Update
Percentage of repairs completed on time (PR30)	86.34%	99.5%	-13.16%				Chris Barley; Jane Buxton; Matt Perkins; Matthew Pinning	This is due to a legacy of the old it system – new system now in place however there will be a lag that will affect figures for the remainder of the year which will carry through the cumulative figures,	November 2023
Average time to process and complete adaptations where the adaptation is a priority 16	9.1 days	9.0 days	.1 days				Richard Davis; Matt Perkins	Whilst the indicator is slightly over target these have been completed within the priority guidelines.	November 2023
Proportion of expenditure on emergency & urgent repairs to non urgent	10.7%	5.55%	5.15%				Chris Barley; Matt Perkins; Matthew Pinning	Contractor utilisation for specialist & high level emergency works works has impacted this indicator	November 2023
Average time to process and complete adaptations where the adaptation is a priority 50	127.4 days	45.0 days	82.4 days				Richard Davis; Matt Perkins	Due to budgetary constraints there is currently a backlog of A&A works. In addition, referrals continue to be made by OT.	November 2023

Title	Value	Target	Value Vs Target	Traffic Light Icon	Trend Chart	Trend Versus Previous Year	Assignee	Latest Note	Performance Data Last Update
Average days taken to complete repairs	3.7 Days	2 Days	1.7 Days				Chris Barley; Matt Perkins; Matthew Pinning	Target is dated having not been achieved since 2015. the indicator has been reviewed against upper quartile and a new target will be added in due course	November 2023
Average cost per responsive repair	£115.24	£95.00	£20.24				Chris Barley; Matt Perkins; Matthew Pinning	the indicator has been reviewed against upper quartile and a new target will be added in due course:	November 2023
The percentage of properties where the gas supply requires re-commissioning	1.38%	1%	0.38%				Richard Davis; Norman Emery; Matt Perkins	The properties identified are 'capped' through the completion of the PH&SC/S are forwarded onto Housing Services for this matter to be addressed with the Tenant and support offered where necessary.	November 2023



December 2023

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# Ashfield District Council

## Tailored feedback

Housemark



# Agenda

- The operating environment
- Detailed cost profile
- Performance trends & TSM's
- Summary

## Who we are



Leading data and insight company for the UK housing sector



Jointly owned by the Chartered Institute of Housing and National Housing Federation



Over 300 members across England, Scotland, Wales and Northern Ireland



**Jon Bailey**  
Data Operations Manager

## What we do



Targeted support around data quality, VFM, compliance and service design



Make sense of a changing landscape and navigate change



Performance and cost comparisons at your fingertips



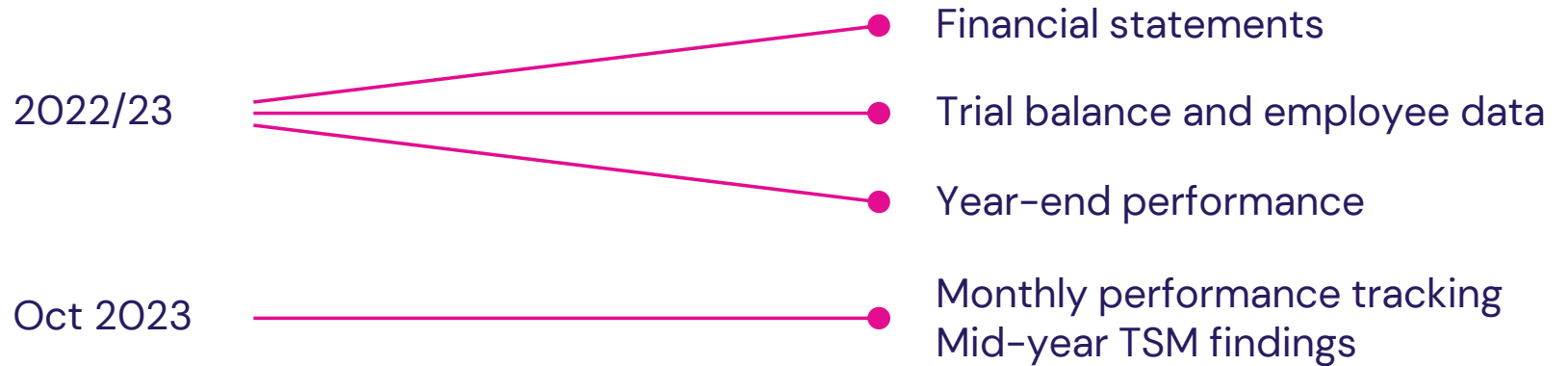
Shared learning and networking through our clubs and events



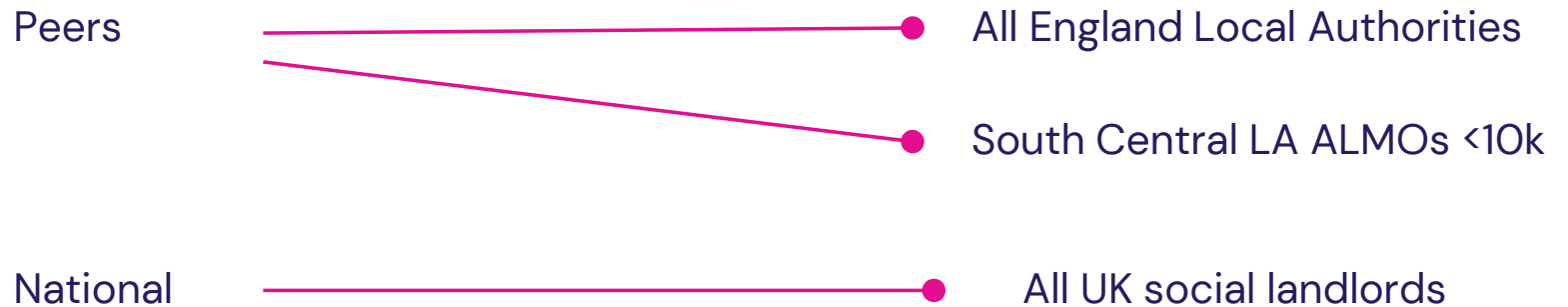
Save time, reduce costs and ensure compliance with Photobook

# Context

## Data sources



## Peer groups



# Operating context

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Inflation

Regulation

Transformation

A close-up photograph of a person's hands holding a tablet. The tablet screen displays several financial charts, including a line graph with a jagged peak and two donut charts. The person is wearing a dark blue long-sleeved shirt. The background is blurred, showing what appears to be an office setting with a window.

# Detailed cost profile

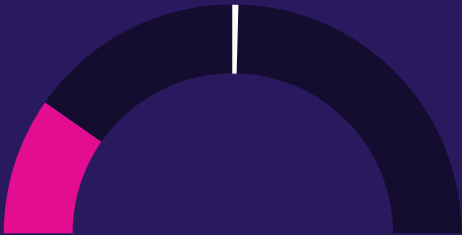
# Overall cost per property summary

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## Overheads

2022-23: £305

Peer median: £360



## Major and cyclical works

2022-23: £1,837

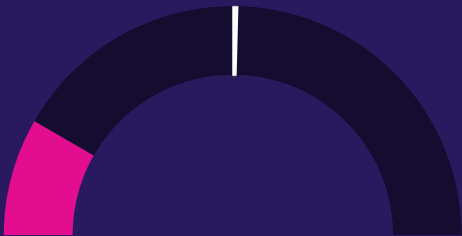
Peer median: £1,963



## Housing management

2022-23: £219

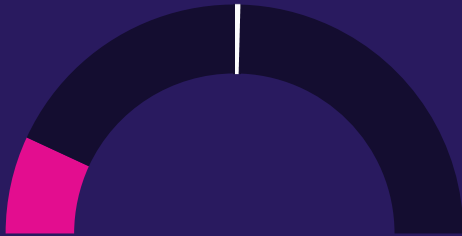
Peer median: £240



## Responsive repairs & void works

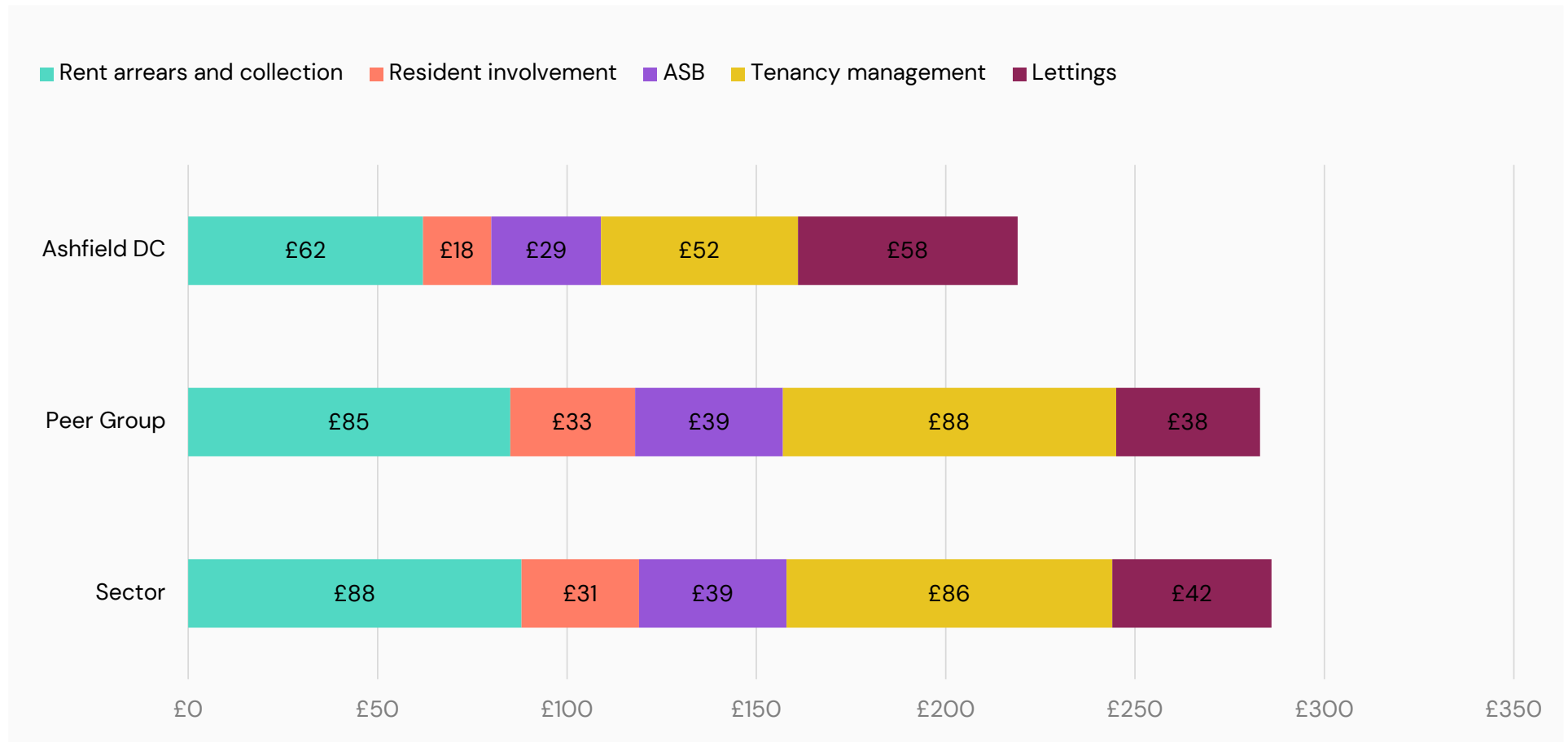
2022-23: £673

Peer median: £1,015



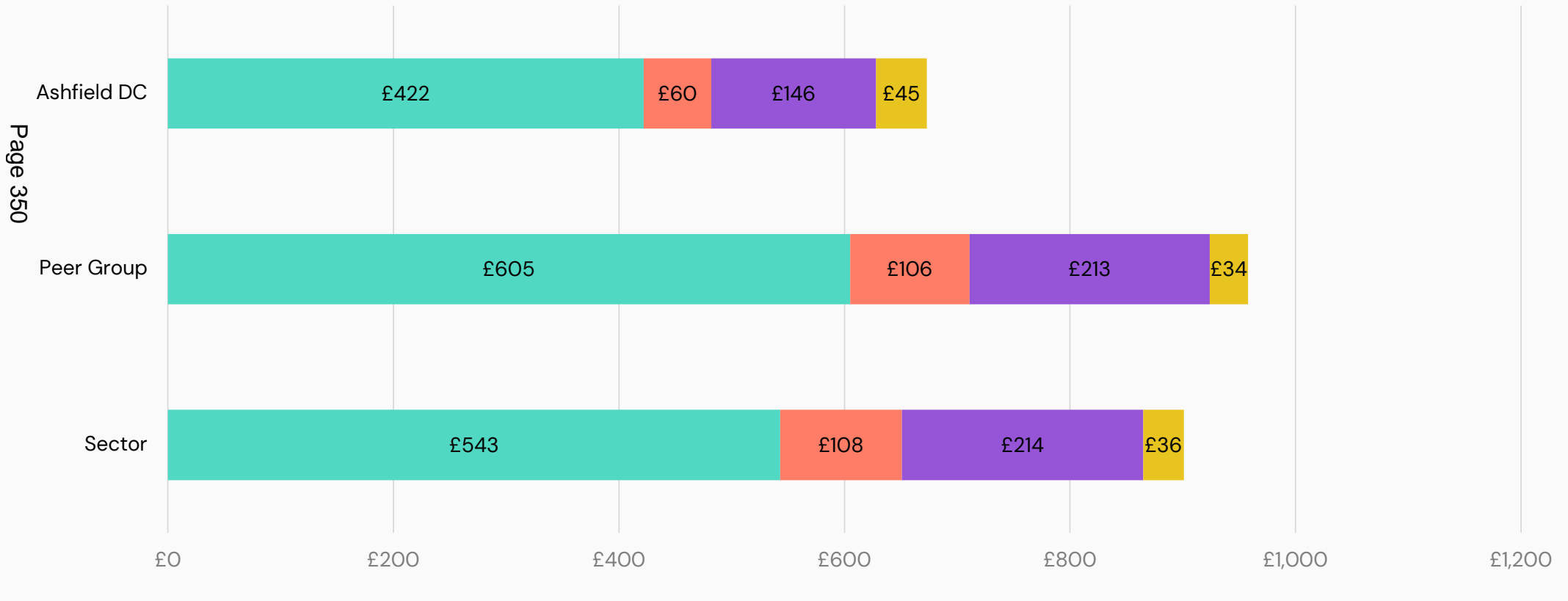


# Housing management cost per property breakdown



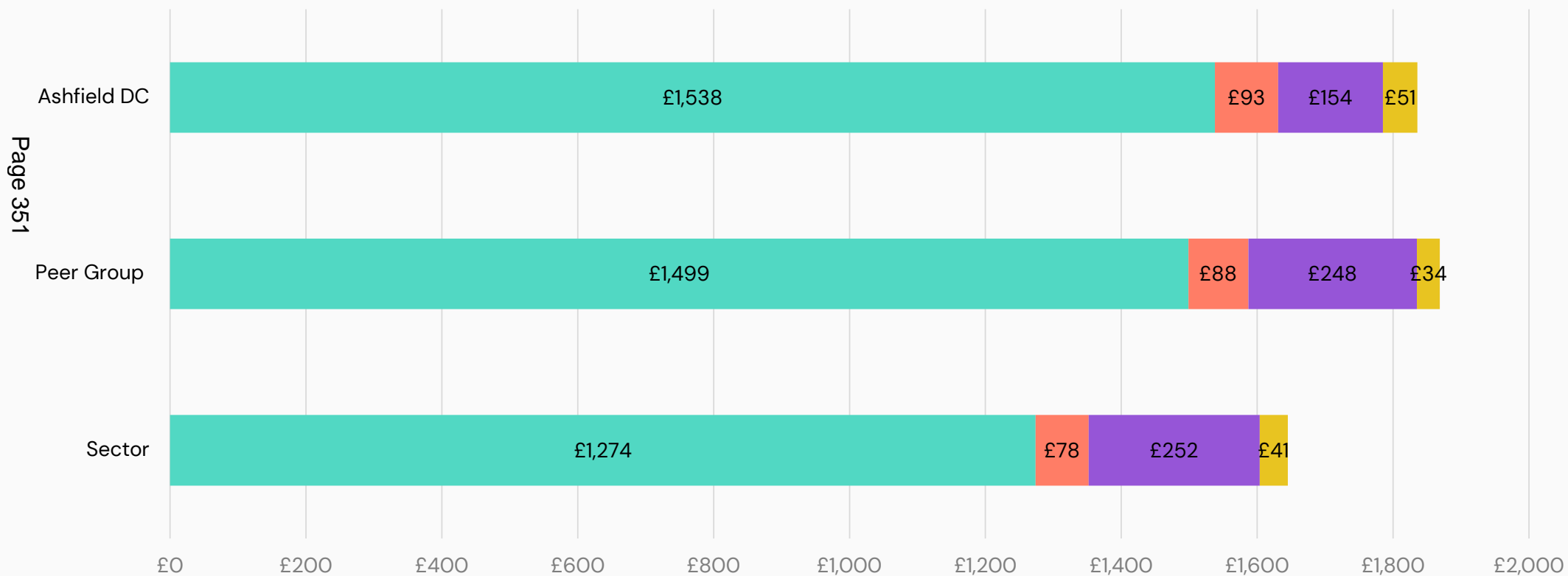
# Responsive repairs and voids cost per property breakdown

- Responsive repairs service provsion
- Void works service provsion
- Responsivemanagement
- Void works management



# Major works management and cyclical cost per property breakdown

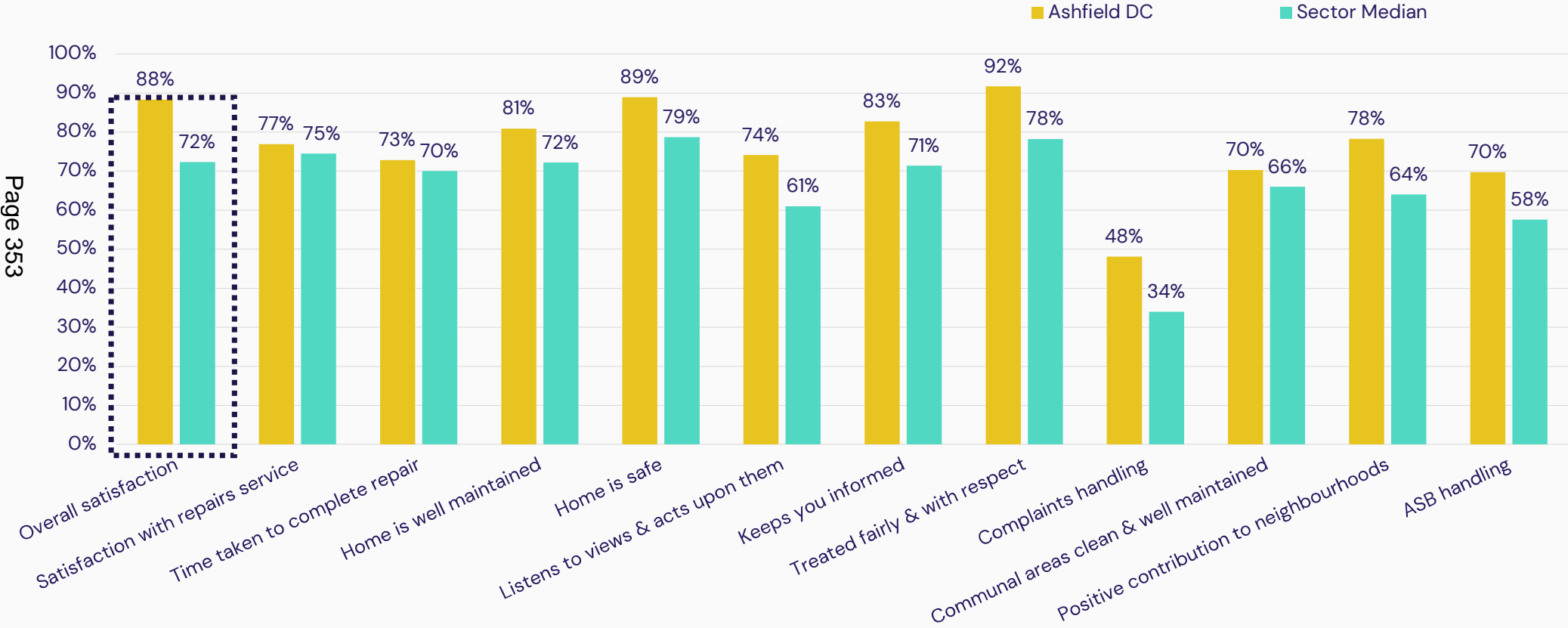
- Major works service provision
- Major works management
- Cyclical Maintenance service provision
- Cyclical maintenance management



# Performance Trends and TSMs



# 2023/24 mid-year Perception TSM's

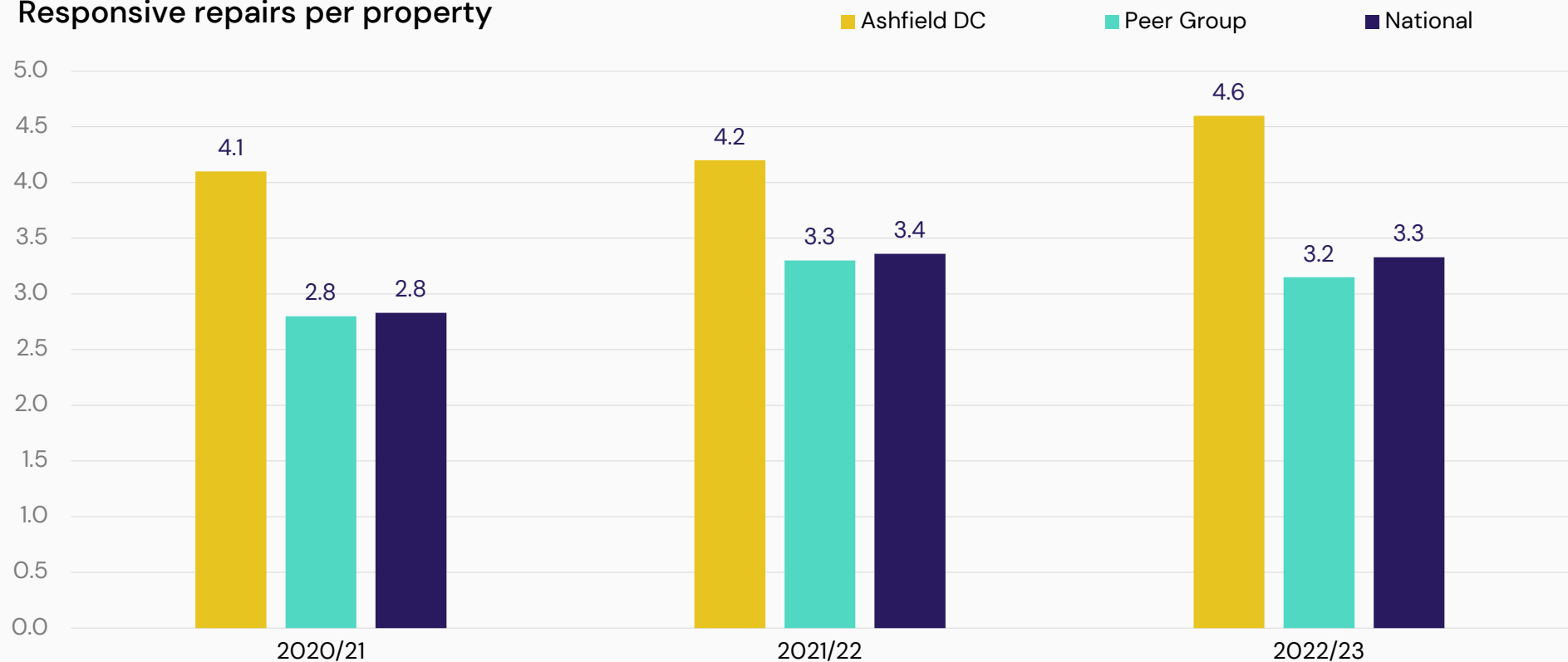


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Source: 2023/24 Mid-year TSM performance

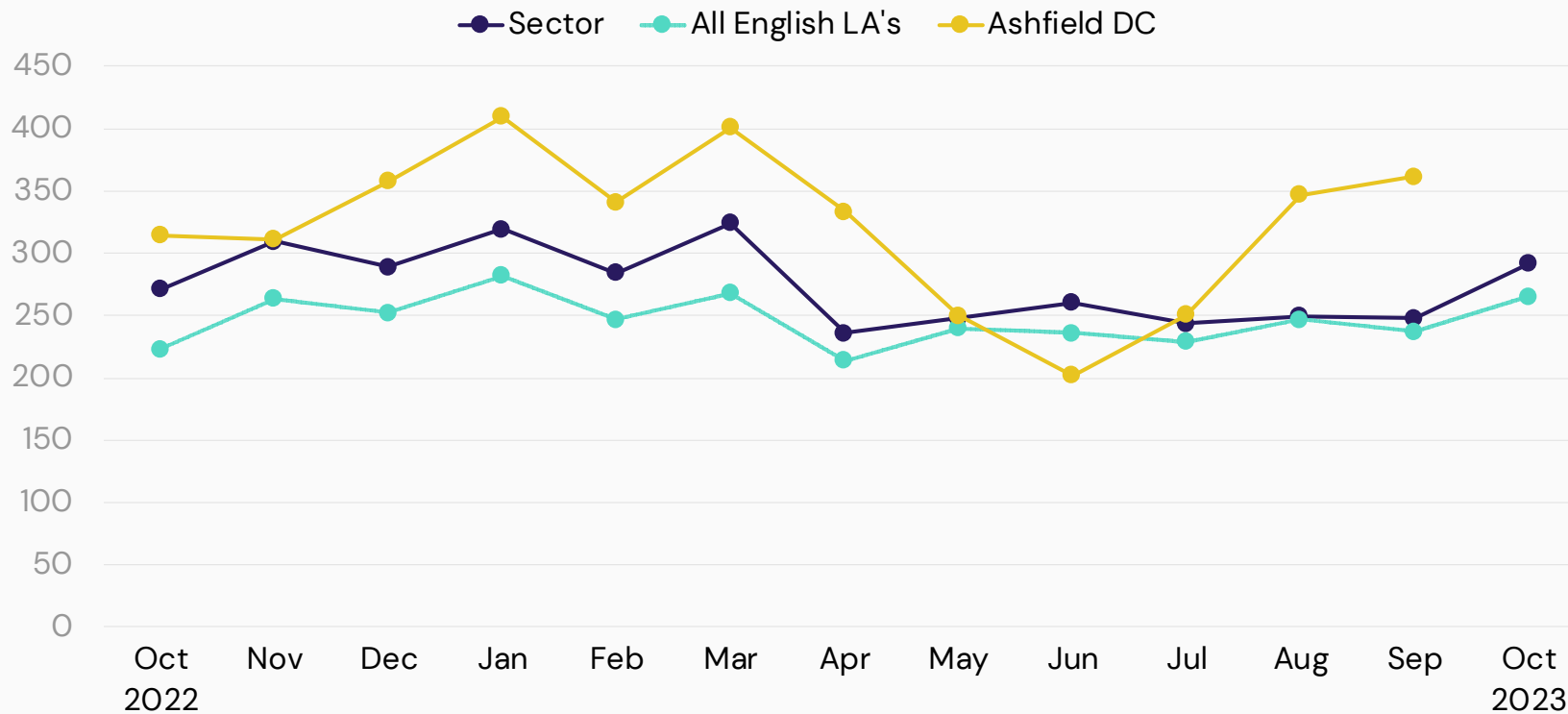
# Responsive repair volumes – trend

Responsive repairs per property



# Your data

## Responsive repairs completed in month per 1,000 units



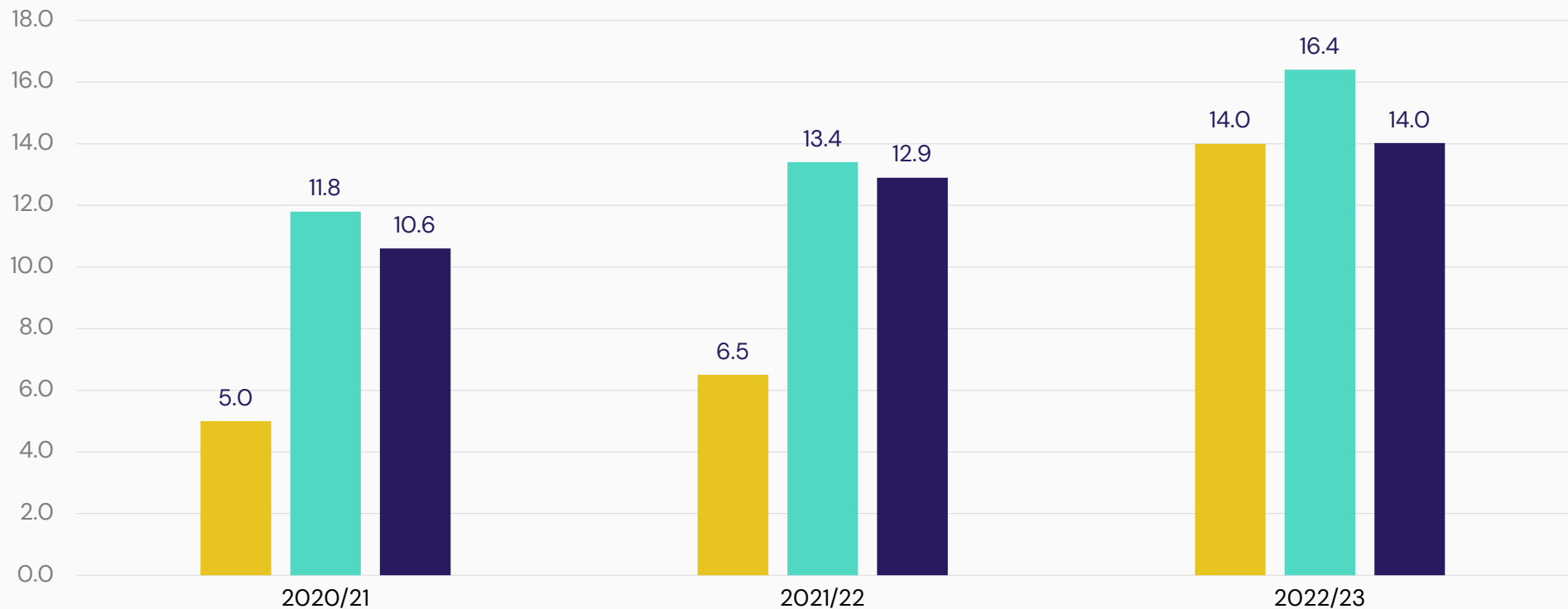
# Responsive repair completion times – trend

Average number of days taken to complete a repair

■ Ashfield DC

■ Peer Group

■ National





# Keeping properties in good repair

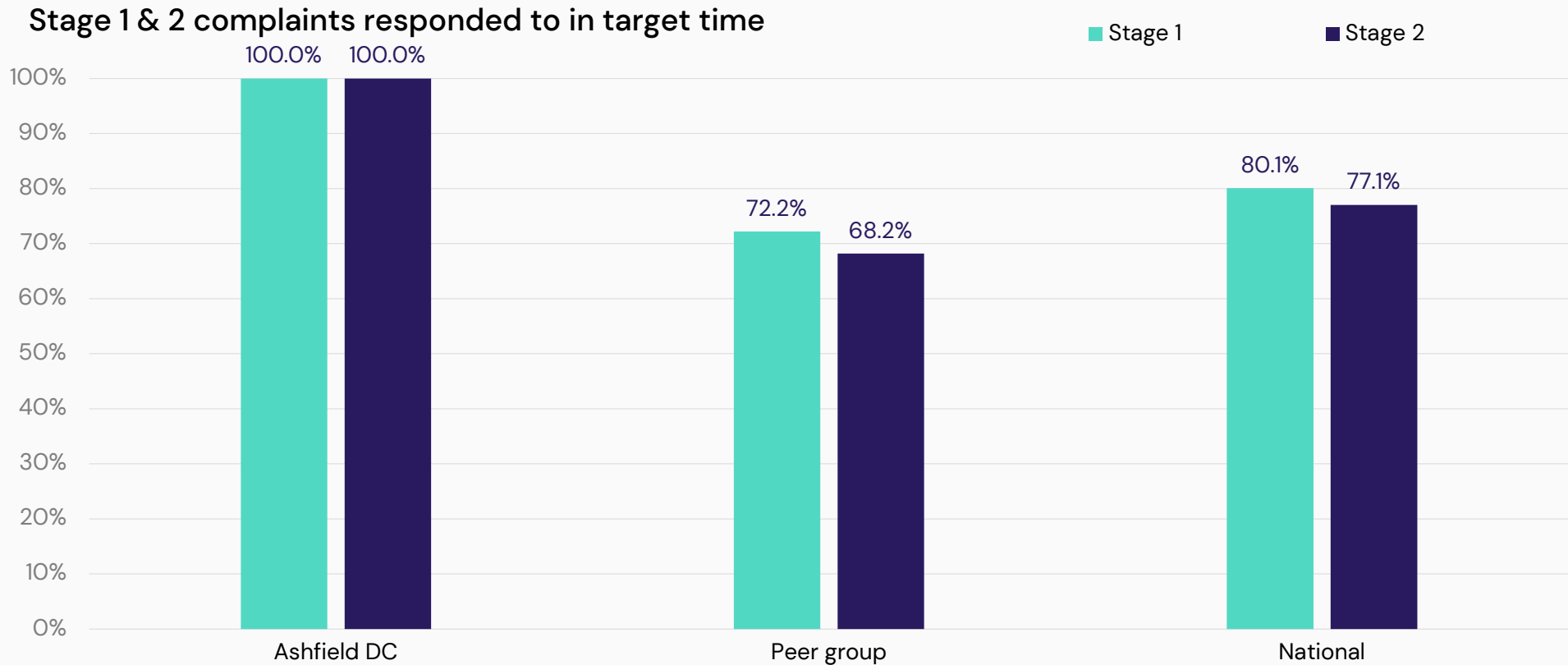
Measure	Ashfield DC	Quartile	Lower quartile	Median	Upper quartile
<b>RPO1</b> Homes that do not meet the Decent Homes Standard	2.39%	1	9.03%	6.5%	2.64%
<b>RPO2 (a)</b> Emergency repairs completed within target timescale	99.2%	1	87.8%	97.4%	99%
<b>RPO2 (b)</b> Non-emergency repairs completed within target timescale	90.4%	2	76.3%	89.1%	92.9.7%
<b>TPO2</b> Satisfaction with repairs	76.9%	2	67.4%	75.1%	78.1%
<b>TPO3</b> Satisfaction with the time taken to complete the most recent repair	72.8%	2	62.4%	68%	75.9%
<b>TPO4</b> Satisfaction that the home is well maintained	80.9%	1	64.5%	68.8%	76.4%

# Complaints received

Stage 1 & 2 complaints received per 1,000 properties



# Complaints responded to in time



# Effective handling of complaints



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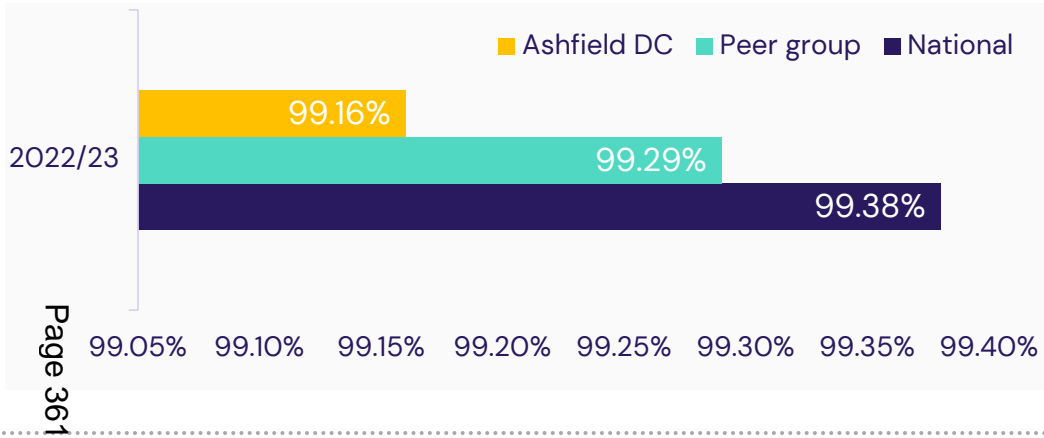
Measure	Ashfield DC	Quartile	Lower quartile	Median	Upper quartile
<b>CH01 (a)</b> Complaints relative to the size of the landlord (Stage 1) <sup>1</sup>	4.53	1	32.5	18.8	13.5
<b>CH01 (b)</b> Complaints relative to the size of the landlord (Stage 2) <sup>1</sup>	0.91	1	5.2	2.6	1.4
<b>CH02 (a)</b> Complaints responded to within timescales (Stage 1)	80%	2	57.9%	84.4%	96.7%
<b>CH02 (b)</b> Complaints responded to within timescales (Stage 2)	83.3%	3	46.9%	84.7%	97.5%
<b>TPO9</b> Satisfaction with handling complaints	48.1%	1	25%	31%	37.5%

<sup>1</sup> Complaints per 1,000 units

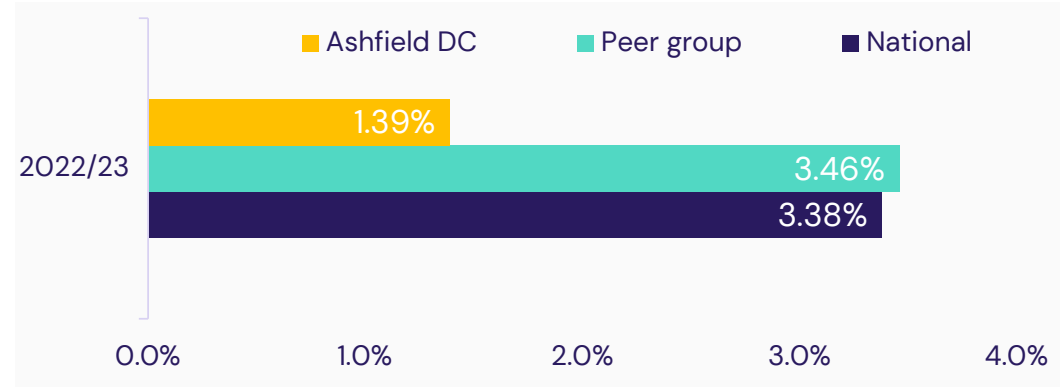
Source: 2023/24 mid-year TSM performance

# Rent and arrears performance

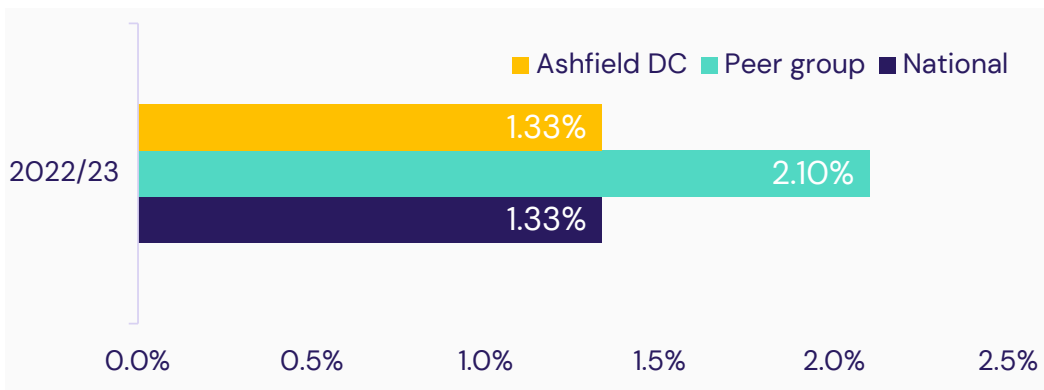
## Rent collected (excluding arrears b/f) %



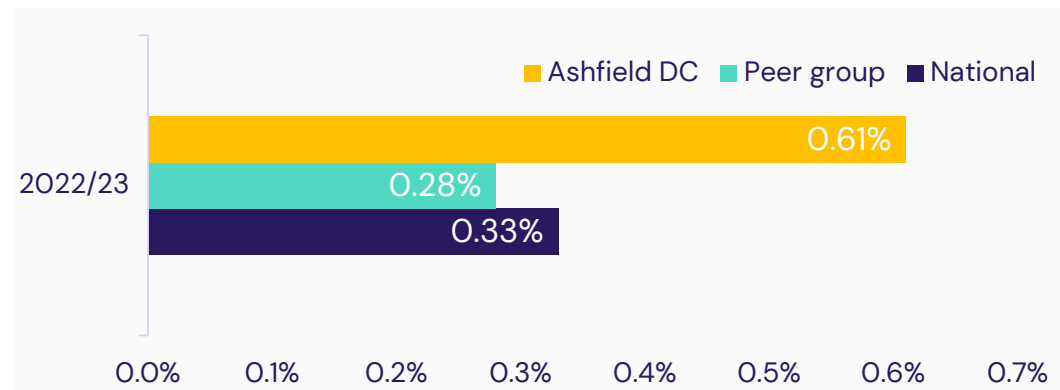
## Current tenant arrears (CTA) %



## Former tenant arrears (FTA) %

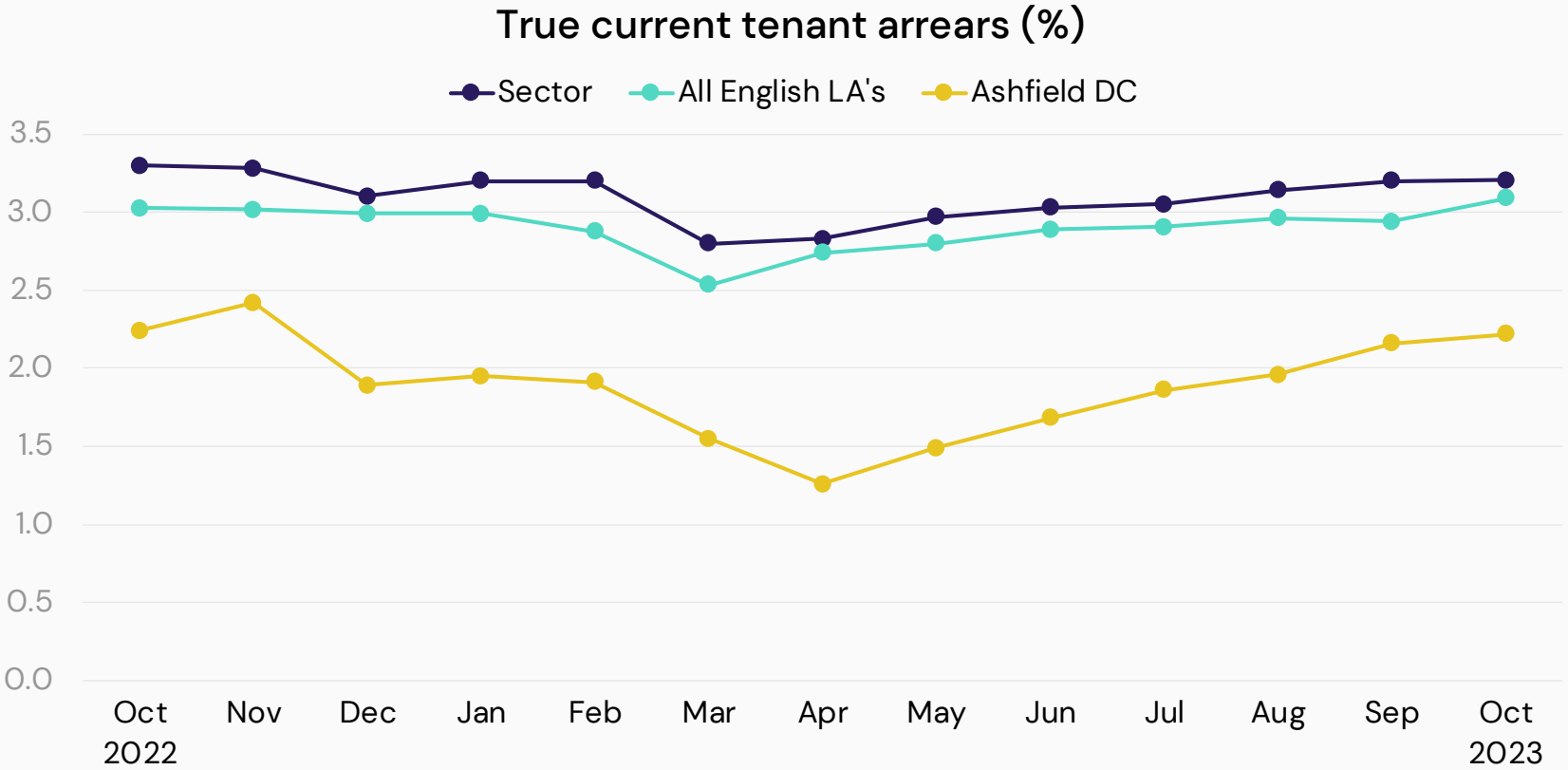


## Write offs %



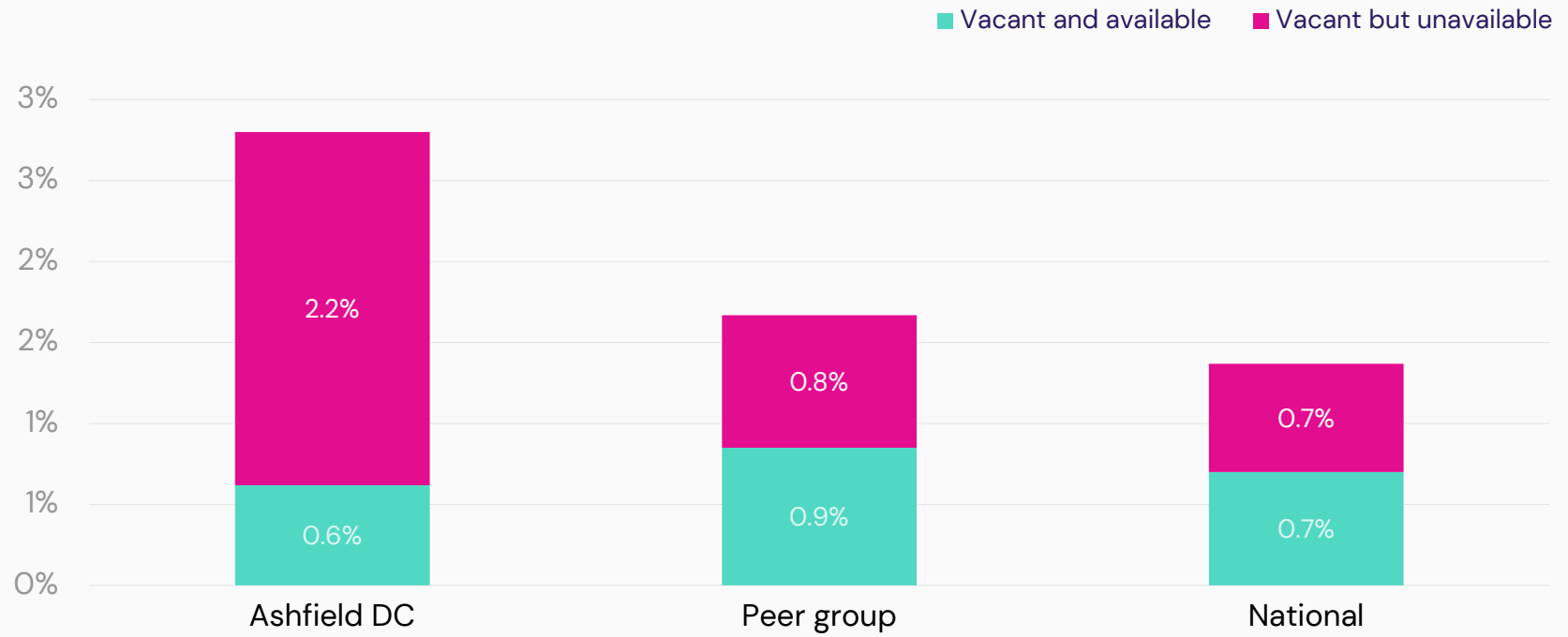
Source: 2022/23 Year-end performance

# Current arrears – monthly



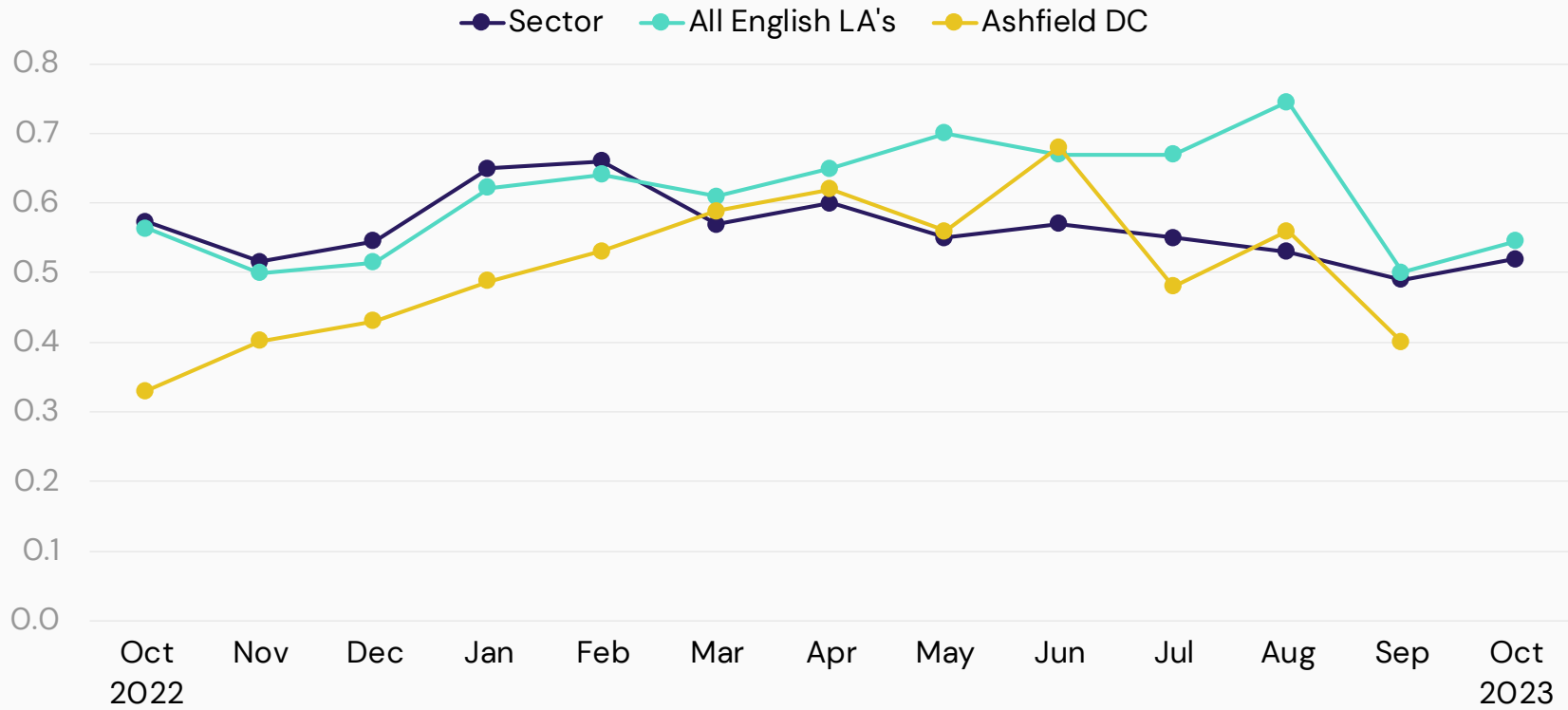
# Voids performance

## Vacant dwellings %



# Vacant dwellings – monthly

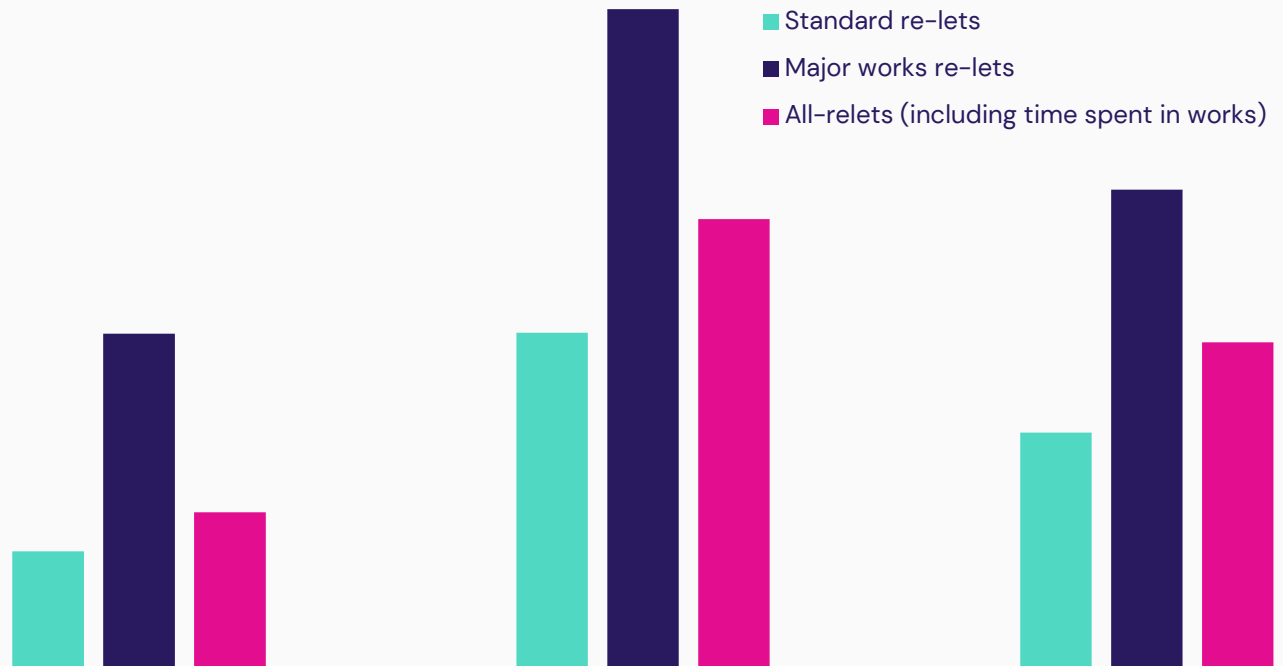
Dwellings vacant but available to let (%)





# Average re-let times comparison

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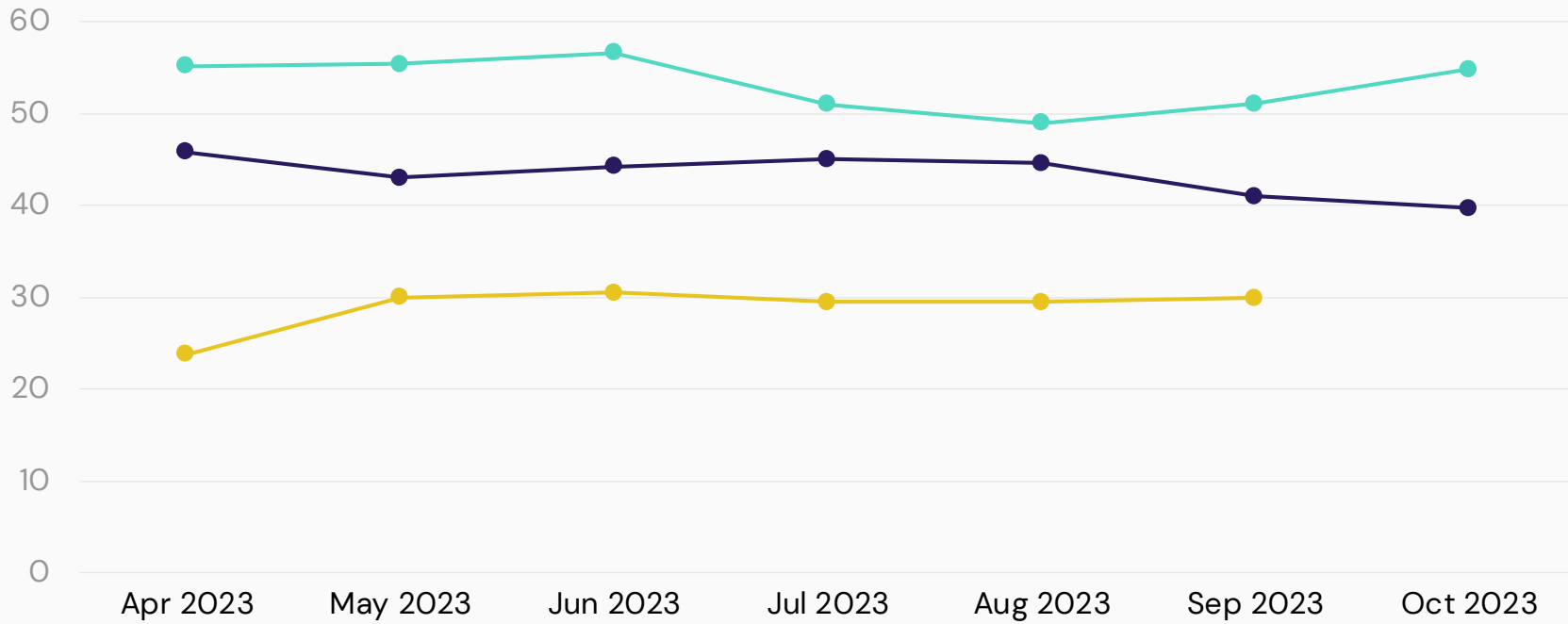
	Ashfield DC	Peer group	National
Standard re-lets	23.8	68.2	47.9
Major works re-lets	68.0	134.0	97.3
All-relets (including time spent in works)	31.7	91.3	66.2

Source: 2022/23 Year-end performance

# Re-let times – monthly

Average standard re-let time in days

● Sector ● All English LA's ● Ashfield DC



# Respectful and helpful engagement



Measure	Ashfield DC	Quartile	Lower quartile	Median	Upper quartile
<b>TPO6</b> Satisfaction that the landlord listens to tenant views and acts upon them	74.1%	1	49.3%	58%	60.4%
<b>TPO7</b> Satisfaction that the landlord keeps tenants informed about things that matter to them	82.7%	1	60.6%	68.8%	73.1%
<b>TPO8</b> Agreement that the landlord treats tenants fairly and with respect	91.7%	1	66.7%	73%	79.2%

# Responsible neighbourhood management



Measure	Ashfield DC	Quartile	Lower quartile	Median	Upper quartile
TP10 Satisfaction that the landlord keeps communal areas clean and well maintained	70.3%	2	59%	66.2%	70.8%
TP11 Satisfaction that the landlord makes a positive contribution to neighbourhoods	78.3%	1	55.2%	62.3%	72.6%
TP12 Satisfaction with the landlord's approach to handling anti-social behaviour	69.7%	1	50.2%	53.4%	57%
NMO1 (a) Anti-social behaviour cases relative to the size of the landlord <sup>1</sup>	25.52	4	24.53	15.7	8.54
NMO1 (b) Anti-social behaviour cases relative to the size of the landlord (hate crimes) <sup>1</sup>	0.3	3	0.5	0.29	0

# Maintaining building safety



Measure		Ashfield DC	Median compliance	Landlords fully compliant		
BS01	Gas safety checks	99.98%	99.91%	25.6%		
BS02	Fire safety checks	100%	100%	78.3%		
BS03	Asbestos safety checks	100%	100%	60.9%		
BS04	Water safety checks	92.5%	100%	65%		
BS05	Lift safety checks	100%	100%	86.4%		
TPO5	Satisfaction that the home is safe	88.9%	Quartile 1	Lower quartile 71.6%	Median 77.4%	Upper quartile 81.3%

# Thank you

Data helpline 024 7647 2707  
[data@housemark.co.uk](mailto:data@housemark.co.uk)

Jon Bailey, Data Operations Manager  
[Jon.bailey@housemark.co.uk](mailto:Jon.bailey@housemark.co.uk)

Please give us your feedback on the session today using this [survey link](#), which will also be shared in chat.



Housemark.co.uk

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## DMT Risk Performance Report

**To:** Paul Parkinson, Executive Director Operations

**From:** Chris Clipstone, Assistant Director – Housing Operations , Phil Warrington, Assistant Director – Strategic Housing and Scott Tilley, Assistant Director – Corporate Health and Safety, Pete Curry, Consumer Standards Lead Officer

**Date:** 19 December 2023

**Subject:** Service Based Regulatory Risk Performance

Risk Number	Risk Name	Allocated to	Tolerance or Early Warning indicators triggered?	Comments/Actions/Concerning Trends
HOU01	Failure to meet statutory gas compliance.	Chris Clipstone	No	
HOU02	Failure to meet statutory fire compliance.	Scott Tilley	No	
HOU03	Failure to meet statutory asbestos compliance.	Scott Tilley	No	
HOU04	Failure to meet statutory electrical compliance.	Chris Clipstone	No	
HOU05	Failure to meet statutory lift safety compliance.	Scott Tilley	Yes	<b>Six monthly LOLER inspections (BS05)</b> as at 18/12/2023. LOLER inspection on passenger lift in Block B Darlison Court

				has not yet been completed (from October) due to an outstanding 'Supplementary Test' as advised by HSB Insurance Engineers. Advice received from our lift consultants (RJ Lifts) contradicted the HSB report leading to ADC investigation and consultation with HSB / RJL causing subsequent delay. We have been chasing RJ Lifts to undertake the Supplementary Test – now booked for 22/12/23.
HOU06	Failure to meet statutory legionella compliance.	Scott Tilley	Yes	As at 18/12/2023: No access to Aspley Court roof void in June 2023 affecting 4 checks (YTD compliance = 98%). Note, this relates to legionella control scheme <i>periodic visits</i> to communal water facilities and not the completion of domestic legionella risk assessments which is TSM <b>BS04 'Water Safety Checks'</b> .
HOU07 Page 374	Failure to ensure compliance with Economic and Consumer Standards set out by the Regulator of Social Housing	Pete Curry	Yes	Issues identified with lift and legionella safety checks, as per risks 5 and 6. Increase (1) in number of PIs appearing on indicators below target report, with 8 PIs showing deteriorating performance from previous month
HOU08	Failure to adhere to the Housing Ombudsman's complaint handling code.	Pete Curry	No	
HOU09	Failure to spend or allocate Homes England, Commuted sums and RTB receipts funding	Phil Warrington	No	As of 15 <sup>th</sup> Dec
HOU10	Sustainability of HRA Business Plan and ability to invest in current and new stock	Phil Warrington	Yes	Rent arrears as a % of rent roll is above target for the 5 <sup>th</sup> consecutive month. However, arrears do tend to peak in Nov before reducing with the RFWs. Current arrears figure is below the figure reported in Nov 2022 and that hit target by the year end.

**Compliance Indicators for the Housing Service 2023-2024 (Risk & Emergency Planning Service) as at 18/12/2023**

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 <b>BS02</b>	Q1	100%	39	100%	39	0	0	0	
		Q2	100%	33	100%	33	0	0	0	
		Q3 - OCT	100%	15	100%	15	0	0	0	
		Q3 - NOV	100%	15	100%	15	0	0	0	
		Q3 - DEC	100%	11	0%	0	0	0	0	
		Q4	100%	30	0%	0	0	0	0	

KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	CURRENT COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
COMMUNAL ASBESTOS INSPECTIONS	REGULATORY <b>BS03</b>	Q1	100%	41	100%	41	0	0	0	
		Q2	100%	45	100%	45	0	0	0	
		Q3 - OCT	100%	27	100%	27	0	0	0	
		Q3 - NOV	100%	24	100%	24	0	0	0	
		Q3 - DEC	100%	13	100%	13	0	0	0	
		Q4	100%	63	0%	0	0	0	0	

KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	CURRENT COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
COMMUNAL WATER CHECKS AND RISK ASSESSMENTS	REGULATORY <b>BS04</b>	Q1	96%	102	96%	98	0	4	4	No access to Aspley Ct roof void - 4 checks missed
		Q2	98%	74	100%	74	0	0	0	
		Q3 - OCT	98%	24	100%	24	0	0	0	
		Q3 - NOV	98%	24	100%	24	0	0	0	
		Q3 - DEC	98%	76	0%	0	0	0	0	124
		Q4	98%	76	0%	0	0	0	0	0

KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	CURRENT COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
LIFT SAFETY (MONTHLY SERVICES)	REGULATORY	Q1	97%	36	97%	35	0	1	1	RJ Lifts report fault with scheduler = missed 1 service
		Q2	89%	36	89%	32	0	4	0	Rj Lifts report further scheduler fault = missed 4 services
		Q3 - OCT	94%	12	100%	12	0	0	0	
		Q3 - NOV	94%	12	0%	0	0	0	0	Awaiting info from contractors
		Q3 - DEC	94%	12	0%	0	0	0	0	
		Q4	94%	36	0%	0	0	0	0	0

KPI AREA	GOVERNANCE	QUARTER	OVERALL COMPLIANCE %	NO.	CURRENT COMPLIANCE %	GREEN	AMBER ≤30 DAYS	RED > 30 DAYS	TOTAL NON-COMPLIANT	COMMENTARY
LIFT SAFETY (LOLER INSPECTIONS)	STATUTORY <b>BS05</b>	Q1	100%	10	100%	10	0	0	0	
		Q2	100%	2	100%	2	0	0	0	
		Q3 - OCT	93%	3	66%	2	0	1	0	Pending Darlison Block B Supplementary Test
		Q3 - NOV	94%	3	100%	3	0	0	0	
		Q3 - DEC	95%	4	100%	4	0	0	0	
		Q4	95%	2	0%	0	0	0	0	0

**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	100.00%	1977	100%	1977	0	0	0	
		Q2	100.00%	1968	99.95%	1967	1	0	1	Access gained & completed
		Q3 - OCT	100.00%	665	100%	665	0	0	0	
		Q3 - NOV	100.00%	563	100%	563	0	0	0	
		Q3 - DEC	100.00%	455	100%	455	0	0	0	
		Q3	100.00%	1683	100%	1683	0	0	0	
		Q4	100.00%	996	100%	1015	0	0	0	
CURRENT NUMBER OF GAS SERVICES THAT ARE NON-COMPLIANT TOTAL									0	

GAS OVERALL COMPLIANCE  
CALCULATION INCLUDES INDIVIDUAL  
FLATS SERVED BY COMMUNAL HEATING  
SYSTEM

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%	4	100%	4	0	0	0	
		Q3 - OCT	83%	0	0%	1	1	0	1	
		Q3 - NOV	83%	0	0%	1	1	0	1	
		Q3 - DEC	100%	0	100%	0	0	0	0	
		Q3	100%	0	100%	2	2	0	2	dates.
		Q4	100%	0	100%	0	0	0	0	
CURRENT NUMBER OF SOLID-FUEL SERVICES THAT ARE NON-COMPLIANT TOTAL									0	

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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	100%	395	0	0	0	
		Q2	99.98%	392	100%	392	0	0	0	
		Q3 - OCT	99.98%	133	100%	133	0	0	0	
		Q3 - NOV	100.00%	114	100%	114	0	0	0	
		Q3 - DEC	100.00%	91	100%	91	0	0	0	
		Q3	100.00%	338	100%	338	0	0	0	
		Q4	100.00%	0	100%	0	0	0	0	
CURRENT NUMBER OF ELECTRICAL SERVICES THAT ARE NON-COMPLIANT TOTAL									0	Historic outstanding electrical checkcarried over from previous FY now completed

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 Leaseholder 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	

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## Briefing Note

To: Members of Tenant's Gateway

From: Pete Curry, Consumer Standards Lead Officer

Date: 16/11/2023

Subject: Housing Complaints Report 2023-24 – Quarters One and Two

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### 1. Summary

This report sets out a summary of the complaints received by Ashfield District Council in relation to the delivery of its housing services up to the end of quarter two in 2023-24, which fall within the jurisdiction of the Housing Ombudsman Service.

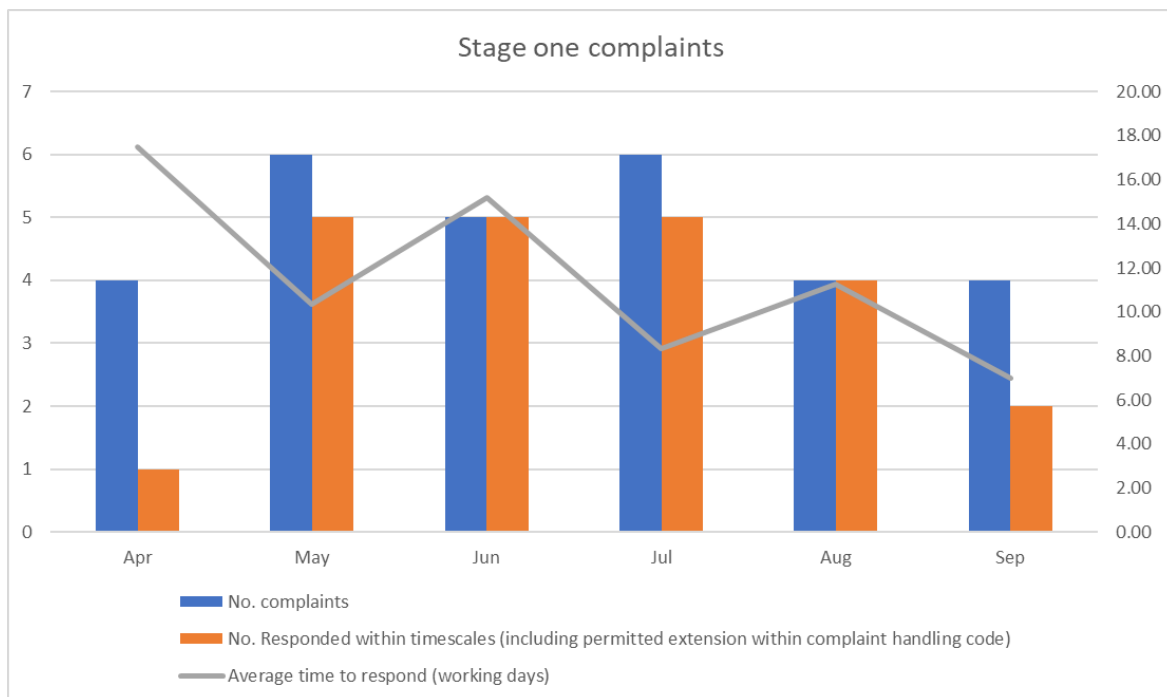
These are broken down and analysed by stage, service, complainant's ethnicity, compensation award, and whether it includes leak/flood/damp or mould type. Customer feedback is also set out alongside the learning from complaints, along with any changes we have made to services following complaints received during 2023-24.

### 2. Complaint Analysis

#### 2.1 Number of complaints

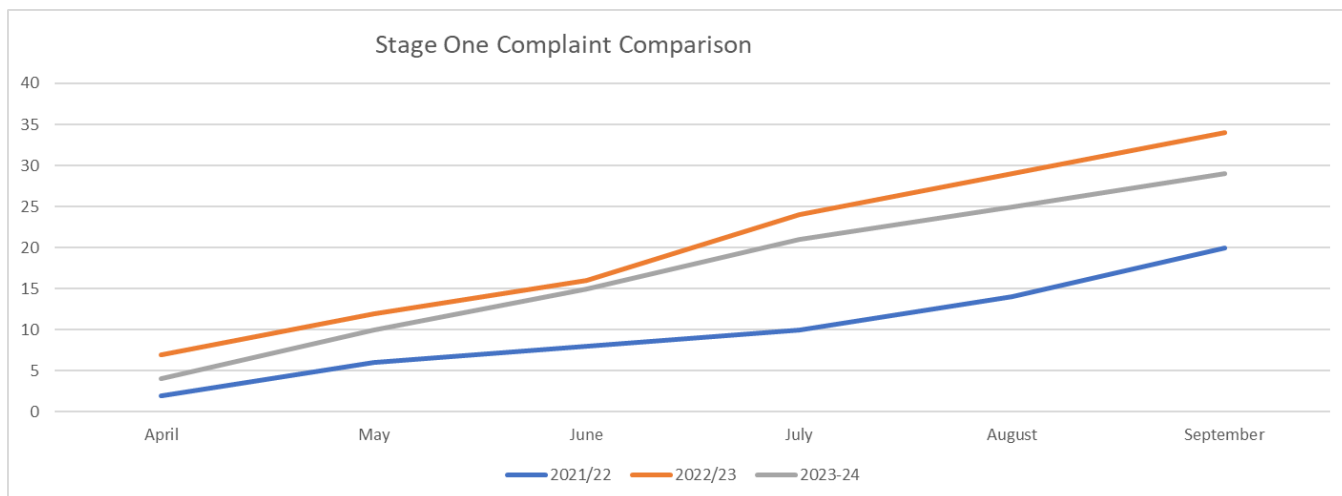
During 2023-24 quarters one and two, Housing Services received 29 stage one complaints (15 quarter one and 14 quarter two). We also receive 6 stage two complaints.

Shown below is a breakdown of the stage one complaints received during 2023-24 and the average time taken to respond.



## 2.2 Performance

There has been a 15.6% reduction in the number of stage one complaints received in 2023-24 at the end of quarter two compared to the same period 2022-23.



In 2023-24 to the end of quarter two, stage one complaints took an average of 11.41 days to respond to, which is 41.6% higher than the previous year's average of 8.06 days. Average stage two response times also increased by 332% (from 7.2 to 31.17 days), this primarily relates to one complaint taking a significant amount of time to investigate due to the availability of/requests to delay by the tenant.

Following a review of additional guidance from the Regulator of Social Housing regarding the definition of complaints handled within complaint handling timescales, the number of complaints handled within timescales has been reviewed, currently 80% of stage one complaints and 83.33% of stage two complaints have been responded to within timescales. This is predominantly due to complaint acknowledgements not having been sent within the required timescales. Information previously submitted to Pentana and to Housemark for benchmarking is to be reviewed retrospectively.

17 or 62.96% of the stage one complaints received in 2023-24 were found to be upheld or partially upheld, which is slightly higher than the same period in the previous year 50.0%.



### 2.3 Breakdown of stage one complaints/service requests by service area

Service Area	Number received	Days taken	Average time to respond	% responded to within target	Justified/Part Justified complaints	Number of Service requests
Assets	4	37	9	50%	4	1
Housing Management and Tenancy Services	11	168	15.27	72.73%	5	4
Lettings	1	10	10	100%	0	1
Responsive Repairs	11	98	9	100%	6	11
Support Services	1	9	9	100%	1	0
Planned and cyclical	1	9	9	100%	1	1
Total	29	331	11.41	75.86%	17	18

### 2.4 Breakdown by stage of complaint

#### Stage one - target (10 working days)

2023-24	Apr	May	Jun	Jul	Aug	Sep	Total
No. complaints	4	6	5	6	4	4	29
No. Responded within timescales (including permitted extension within complaint handling code)	1	5	5	5	4	2	75.86%
No. Service Requests	3	3	6	1	1	4	18
No. days	70	62	76	50	45	28	331
Average time to respond (working days)	17.50	10.33	15.20	8.33	11.25	7.00	11.41

#### Stage two – target (20 working days)

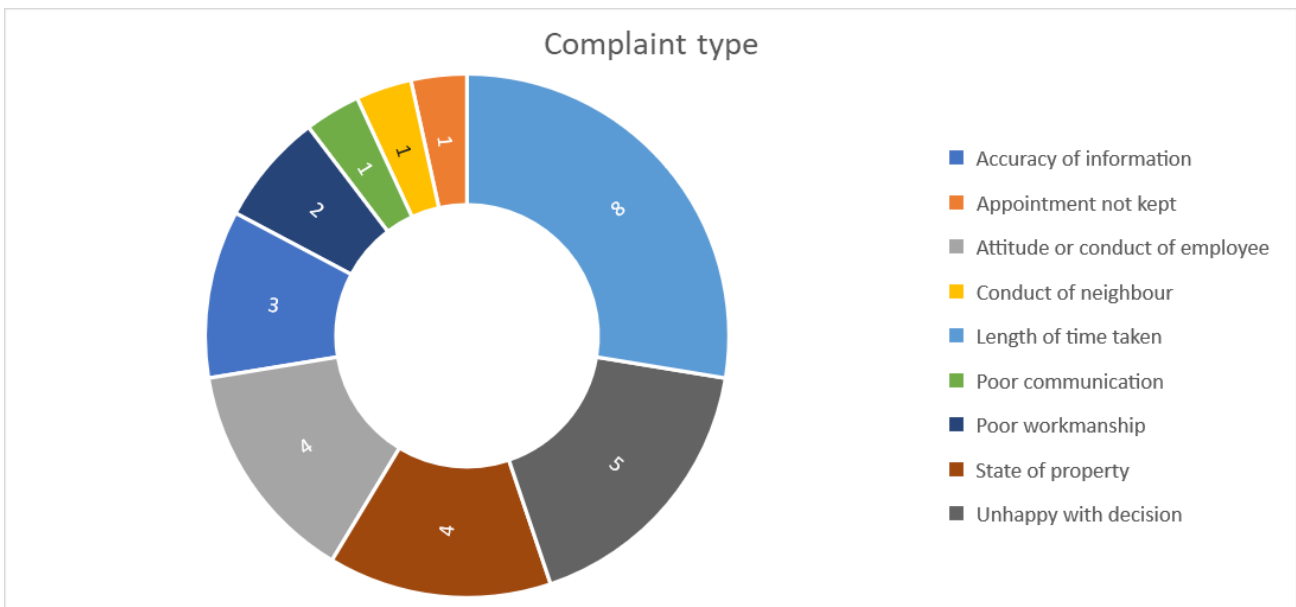
We received 6 stage two complaints during 2023-24, of which 2 complaints was found to be upheld and one partially upheld, three not upheld.

- Sutton Tenant – State of property brickwork windows and mould.
- Sutton Tenant – unhappy with decision and way complaint dealt with
- Sutton Tenant – dispute over use of a drive
- Sutton Tenant – length of time to complete repairs
- Sutton Tenant – Heating issue never rectified but carried on charging
- Kirkby Tenant – Took several weeks to bring void property up to habitable standard.

2023-24	Apr	May	Jun	Jul	Aug	Sep	Total
No complaints	1	2	1	0	2	0	6
No. Responded within timescales (including permitted extension within complaint handling code)	1	1	1	0	2	0	100%
No. days	16	124	15	0	32	0	187
Average time to respond (working days)	16.00	124.00	15.00	0.00	16.00	0.00	31.17

## 2.5 Breakdown by type of complaint

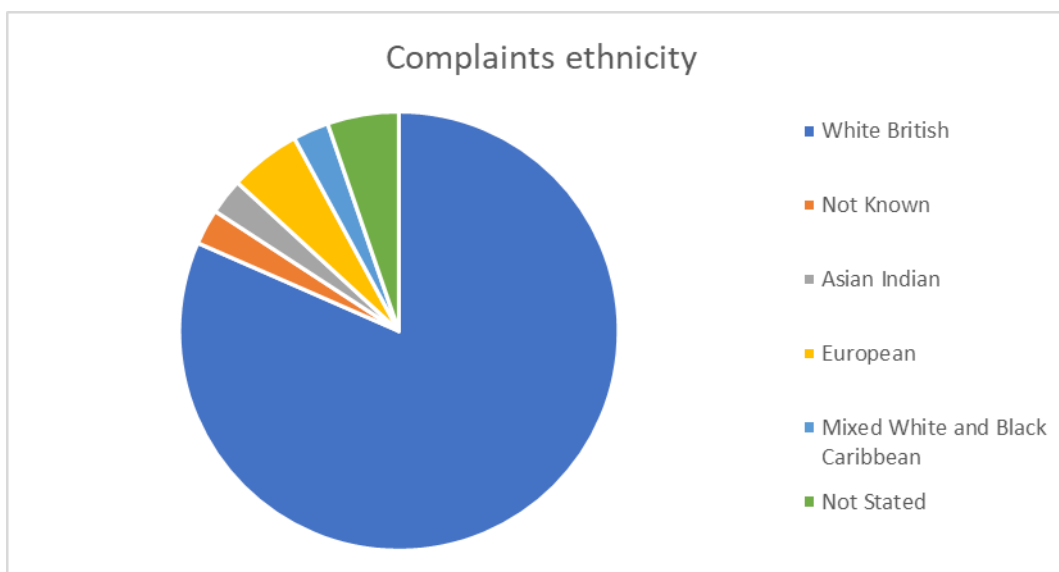
The stage one complaints received within the financial year were broken down as follows:



The percentage of complaints by type remain relatively consistent with the previous financial year. The top three complaint types were 'length of time taken', 'Unhappy with decision', and 'state of property'. A comparison against the last financial year can be found below.

## 2.6 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.



## 2.7 Leak/Flood/Damp or Mould

The table below shows cases that involve the above and the percentage of cases this makes up for Stage one, two and service requests.

Month	Stage one	%	Stage two	%	Service requests	%
April			1	33.3%		
May	1	25.00%	1	33.3%	2	66.7%
June	1	25.00%	1	33.3%		
July						
August	1	25.00%				
September	1	25.00%			1	33.3%
<b>Total</b>	<b>4</b>		<b>3</b>		<b>3</b>	

## 2.8 Compensation awards as part of complaint outcomes

A total of £1564.48 has been offered to tenants, in compensation or ex-gratia payments, as a remedy for resolving the complaints, this incorporates complaints at all levels.

## 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 3 complainants returned a completed satisfaction survey of their own accord, which is a response rate of 10%, this is relatively consistent with the response rate from the same period in the last financial year, which was 19%. Low response rates and low rates of escalation to stage two are seen as a positive.

Historically, independent completion of the satisfaction surveys has been low. We are currently reviewing options to adopt a more proactive approaches towards conducting surveys with complainants to seek to improve response rates.

Below is a breakdown of the responses submitted by the three survey respondents.

Question	Respondent 1	Respondent 2	Respondent 3
Overall how satisfied are you with the handling of your complaint?	Fairly Satisfied	Very Satisfied	Very Dissatisfied
How satisfied are you that the staff who dealt with your complaint were helpful and polite?	Very Satisfied	Very Satisfied	Very Dissatisfied
How satisfied are you that the complaints process is easy to access and understand?	Very Satisfied	Fairly Satisfied	Neither Satisfied nor Dissatisfied
Overall how satisfied with the outcome of your complaint?	Very Satisfied	Very Dissatisfied	Very Dissatisfied
How Satisfied are you that all areas of your complaint were addressed?	Very Satisfied	Very Dissatisfied	Very Dissatisfied
How satisfied are you that the reasons for the outcome of your complaint were fully explained?	Very Satisfied	Neutral	Very Dissatisfied
If you are not fully satisfied with the outcome of your complaint, do you accept that explanation that has been offered?	Yes	No	No
If you are not satisfied with the outcome of your complaint, will you be taking it to the next stage?	No	Yes	Yes

#### 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 to 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 Q1 & Q2 2023-24, 24 learning outcomes were identified, service areas 74% of the learning outcomes have been implemented. However, there have been some delays in receiving updates, so officers have been reminded to track progress and notifying when learning outcomes have been completed.

A summary of the learning outcomes is as follows:

Response date	Action	Owner	Target Date	Progress - is it complete?
19/05/2023	Ensure formal warnings are served in line with investigation processes and procedures – technical learning points addressed with relevant officer. Documents contained incorrect information and contained technical errors	LL	31 May 2023	Complete
30/05/2023	voids team are reminded to inspect all lofts when the property is void and ensure that the previous tenants items are cleared during the void period	CB	30 June 2023	Complete
01/06/2023	Leaseholder permissions process to be streamlined	CB	31 July 2023	Ongoing
01/06/2023	Officers to be aware of process for leaseholder permissions	CB	31 July 2023	Ongoing
24/05/2023	Complete joint contractor and council visits at future at this address	MM/KY	01/01/2024 (target date amended to allow time for new contractor to be secured)	Deadline not yet due
30/06/2023	Refresh the call centre team with the process relating to reports of drainage from tenants	LT	31 July 2023	Complete
30/06/2023	Refresh the call centre team with clarity on what information can be passed on to the tenant when wanting to complain	LT	31 July 2023	Complete
30/06/2023	Remind the call centre team on listening to all of the tenants query to help with better understanding and response	LT	31 July 2023	Complete

05/07/2023	Discuss this issue that has risen with the contractor to help with improving their service when working on behalf of Ashfield District Council	CurtC	31 August 2023	Complete
05/07/2023	Refresh the members of staff involved on improving communication to provide clear understanding to tenants so they have understanding how we are dealing with their concerns	CurtC	31 August 2023	Complete
18/07/2023	Assets to liaise with lettings when major works being undertaken in a void property to identify how quickly the property will be let	KY	31 August 2023	Complete
14/07/2023	Call recordings to be shared with the Housing Officer so that they can reflect on their tone and some of the comments made. Housing Officer to be reminded to remain courteous and professional during telephone calls.	CM	31/08/2023	Complete
14/07/2023	Housing Officer to be reminded to re-direct ASB related calls to the case officer when we have an open case, and the investigation is ongoing	CM	31/08/2023	Complete
14/07/2023	Feedback/guidance to be shared with the Housing Officer on how to manage these types of calls more effectively	CM	31/08/2023	Complete
04/07/2023	Housing Officer to be reminded to review tenancy records prior to visit, consider vulnerabilities and involve support agencies when attempting to resolve tenancy issues.	CM	31/08/2023	Complete
04/07/2023	Housing officer to be reminded to fully investigate an issue before reaching a conclusion. And to remain impartial throughout the investigation	CM	31/08/2023	Complete
04/07/2023	Housing Officer (and the wider team) to be provided with refresher training on how to deal with vulnerable tenants	CM	31/08/2023	Ongoing
07/08/2023	Officer to determine which jobs will be allocated a specific appointment and confirmation text message sent to tenant to prevent future occurrences	MP	31 August 2023	Awaiting Update
07/08/2023	Ensure that materials are ordered and are ready in time for the work order to be completed. If not, ensure that the tenant is kept fully informed.	KM	31 August 2023	Complete

08/08/2023	Contingency plan to be put in place during long term sickness for inspectors to reduce rescheduling appointments	CB	31 August 2023	Complete
11/08/2023	Ensure contractors highlight addresses where tenants are unable to remove flooring, and do not commence works until issue resolved.	MM/KY	01 January 2024	Deadline not yet due
04/09/2023	Allowing a postponement for meetings where tenants wish to seek legal advice and in consideration of any other circumstances around impact of service such as mental health. This discussion has taken place verbally with the officer on 31/08/2023 but will be followed up via email.	LL	30 September 2023	Complete
04/09/2023	For complaints investigation officer, check that relevant GDPR forms are completed at the beginning of the complaints process to avoid unnecessary delays in sending the response. Although extension was mutually agreed and explained, this delay was avoidable if these forms were completed earlier in the process. This is an ongoing action and will be shared with the wider management team as part of complaints learning	LL	30 September 2023	Complete
14/09/2023	Housing Officer to be reminded of the process that they should follow when receiving these types of requests and to remind them of the customer service standards that we expect.	CM	31 October 2023	Deadline not yet due
26/10/2023	Discussions have taken place with contractor on how to improve their service and expectations when working on the Councils behalf	CurtC	31 October 2023	Complete
26/10/2023	Call centre has received training refresher on consistency when dealing with calls.	CurtC	31 October 2023	Complete
02/10/2023	Timescales to be put in place for Welfare Reform Apprentice to process internal checks required for rent refund applications within 5 working days of receipt, to ensure that target overall response time of 28 working days is met.	CM	31/10/2023	Complete

## 4.2 Changes to complaints process

There have been no changes to the complaint handling process during this period.

## 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:

- **Response times to stage one complaints** – Average stage one response times are currently higher than the target. Average response times have reduced from Q1 to Q2, following guidance being provided to complaint handlers in relation to the use of extensions permitted within the complaint handling code. Response times and the use of extensions should continue to be monitored moving forward.
- **Increasing complaints not responded to within timescales** – The Regulator of Social Housing has recently published an FAQ on the Tenant Satisfaction Measures, which provided further clarification on the definition the measures relating to complaints responded to within the Housing Ombudsman’s Complaint Handling Code timescales. The guidance stated that time taken to acknowledge the complaint, as well as to respond to the complaint should be taken into consideration. On a number of occasions acknowledgements have been sent outside of the 5 working days’ time frame. Complaint handlers should be mindful of the importance of acknowledging complaints within the required timescales, in addition to the timescales for providing a response to the complaint, particularly as compliance with the Complaint Handling Code is a regulatory requirement.
- **Proportion of complaints escalating to stage two** – The percentage of complaints escalating to stage two of the process has increased to 20% for the first two quarters of the financial year, from 15% for the same period of the last financial year. Performance in this area should be monitored closely to ensure that investigations at stage one are addressing areas of satisfaction and offering appropriate redress, where possible, to minimise the number of escalations to further stages.

## 5 Ombudsman Complaint Handling Code

The Authority’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.

Our previous self-assessment against the Complaint Handling Code was reviewed by members of the Tenant’s Gateway group on 31 May 2023 and was subsequently approved by Cabinet on 31 July 2023. The updated assessment has been published on the Authority’s website.

Following the Social Housing (Regulation) Act receiving Royal Assent on 20 July 2023, membership to the Housing Ombudsman scheme and compliance with their Complaint Handling Code has become a regulatory requirement.

On 28 September 2023 the Housing Ombudsman Service and the Local Government and Social Care Ombudsman launched their consultation on a proposed joint complainant handling code. Consultation is open until 23 November 2023. Once the combined Complaint



Handling Code has been implemented, all of the Council's complaints will need to be handled in the same way.

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## Outstanding Actions

	<b>Action</b>	<b>Status</b>	<b>Deadline</b>	<b>Update/Comments</b>
<b>Safety</b>	Incorporate tenant engagement on health and safety into the overarching tenant engagement strategy	Outstanding	01/4/24	Work to progress once new Tenant Engagement Officer is in post
<b>Performance</b>	Submit first year's Tenant Satisfaction Measures data to the Regulator of Social Housing	Outstanding	28/6/24	Submission date confirmed and final guidance published by Regulator. Perception survey complete, landlord reported measures to be calculated after financial year end
<b>Performance</b>	Commence collection of 2024/25 tenant perception survey for Tenant Satisfaction Measures	Outstanding	01/10/24	Collection to commence in the new financial year
<b>Performance</b>	Implement a tenancy audit process, to review tenant data, to ensure this is accurate and up to date and incorporated into decision making	Outstanding	01/10/24	Project group in place working on development
<b>Tenant voice</b>	Conduct the first tenant scrutiny investigation	Outstanding	01/4/24	Interested tenants being communicated with and additional promotion of panel to take place. Training and support sourced/in place
<b>Tenant voice</b>	Develop tenant engagement activities to ensure the tenant voice is heard	Outstanding	01/10/24	Work to progress once new Tenant Engagement Officer is in post
<b>Home and neighbourhood</b>	Review the findings of the MHCLG allocations review and make recommendations to DMT	Outstanding	31/3/24	Awaiting government consultation
<b>Consumer Regulation</b>	Implement requirements of revised RSH Consumer Standards and build evidence base of compliance	Outstanding	01/4/24	Awaiting outcome of government consultation
<b>Consumer Regulation</b>	Prepare for RSH routine inspections and continue to build evidence base	Outstanding	01/4/24	
<b>Consumer Regulation</b>	Ensure that all senior managers/directors have housing management qualification in line with requirements set by the Regulator of Social Housing	Outstanding	01/01/26	Awaiting confirmation and standard from Regulator
<b>Complaints</b>	Amend Complaints and Compliments Policy, along with other associated complaint documents to ensure compliance with new combined complaint handling code and publish self-assessment	Outstanding	31/3/24	Awaiting outcome of consultation and relevant documents

## Actions currently in progress

	<b>Action</b>	<b>Status</b>	<b>Deadline</b>	<b>Update/Comments</b>
<b>General</b>	Training programme for all applicable staff, Councillors & tenants to ensure appropriate knowledge of regulation and compliance	In progress	31/3/23	All Member briefing was delivered by the Executive Director on 15/05/23. Further toolbox talks/member drop-in sessions to follow
<b>Performance</b>	Report regularly to senior managers, Cabinet and tenants on performance against the tenant satisfaction measures	In progress	1/4/22	Progress reported through management meetings, updates to Cabinet and Gateway meetings
<b>Performance</b>	Address weakness in compilation, manipulation and reporting of data and benchmarking information relating to performance, customer profiling, assists components, H&S and costs	In progress	1/4/23	Falling short of regulator expectations and audit concerns regarding data. Digital Transformation Team have undertaken a review and are working with service areas to implement system and process changes to improve this
<b>Performance</b>	Review all current performance and tenant satisfaction data collection, including why it is collected, the methodology, how it is used and where it is reported.	In progress	1/4/23	Outcomes and analysis to form basis of future actions required in this area
<b>Performance</b>	Review data collection methods to ensure systems and procedures are robust and appropriate	In progress	31/3/23	Ongoing review and development of systems and processes between departments and Digital Transformation Team
<b>Performance</b>	Develop a prototype report on HRA expenditure which breaks down management costs and executive remuneration	In progress	30/9/22	High level breakdown of expenditure in 2022/23 annual report. Consultation on information to tenants including senior officer remuneration based on CEO role, awaiting outcome
<b>Performance</b>	Complete collection of first year's tenant perception Tenant Satisfaction Measures	In progress	31/3/24	Collection has completed, results to be analysed now final submission guidance has been published
<b>Complaints</b>	Develop e-learning for all tenant facing staff and their managers on housing service standards and dealing with a housing complaint	In progress	31/3/22	Course in final stages of development, but likely to delay launch to incorporate requirements of new Complaint Handling Code
<b>Consumer regulation</b>	Regularly audit evidence of compliance with existing regulatory standards and report findings and recommendations to senior managers, Cabinet and tenants	In progress	31/10/21	Evidence is currently being gathered. Reporting frequencies Monthly, Quarterly and 6 monthly depending on reporting group
<b>Consumer regulation</b>	Put in place a procedure for reporting regulatory breaches internally and to the Regulator	In progress	31/3/22	Process agreed and drafted. Managers aware of processes for reporting
<b>Tenant voice</b>	Review ADC's position against the CIH Professional Standards Framework when launched and make recommendations to DMT and SLT to enhance professionalism of relevant teams, including mental health support offer	In progress	31/3/22	Awaiting finalisations of the standards and outcome of consultation around professional standards

<b>Home and neighbourhood</b>	Develop an internal suite of measures to monitor the quality of ADC homes and neighbourhoods	In progress	31/3/22	Service Standards being reviewed internally and with tenants. Estate inspections conducted Spring 2023. Second wave of service charges being considered. Satisfaction with communal areas results from Tenant Satisfaction Measures survey to be analysed
<b>Home and neighbourhood</b>	Monitor and engage with the Decent Homes Review and report to DMT, CLT and Cabinet on implications for ADC	In progress	31/3/23	Awaiting government consultation

## Actions that are ongoing (continuous)

	<b>Action</b>	<b>Status</b>	<b>Update/Comments</b>
<b>Safety</b>	Commence writing to tenants in blocks with communal areas, annually, in line with the requirements of the Fire Safety (England) Regulations 2022	Ongoing	This is an ongoing task
<b>General</b>	Establish a cross-council task and finish group to implement the requirements of the White Paper	On going	Monthly meetings of Housing Regulation Management Team take place to move this forward
<b>General</b>	Agree a reporting framework for regulatory compliance, assurance and risk including frequency of reporting	On going	High level version complete. Frequencies agreed in principle
<b>Complaints</b>	Identify a lead officer to review publications by the Housing Ombudsman and make recommendations to DMT on improvements required or risks that should be considered	On going	Complete Feb-21 -reports to DMT Members on a bimonthly basis starting in March 2021
<b>Complaints</b>	Identify a lead officer to monitor complaint trends and effective implementation of service improvements	On going	Complete Feb-21 - a quarterly report to DMT on complaints, quarterly to CLT/SLT and six monthly to Cabinet
<b>Complaints</b>	Regularly monitor social media comments for dissatisfaction, complaints and compliments – report regularly to DMT and tenants	On going	
<b>Complaints</b>	Complete annual Complaint Handling Code self-assessment	On going	Completed July 2023, not yet due again. Likely new code in place before next self-assessment due
<b>Complaints</b>	Support teams that work with tenants with ADC's role as 'landlord' to respond effectively to housing enquiries	On going	As part of training and development
<b>Consumer regulation</b>	Brief Cabinet on the key implications of the White Paper for ADC	On going	Cabinet has regular updates
<b>Consumer regulation</b>	Review regularly current compliance with existing consumer and economic regulations and report findings and recommendations to DMT, CLT, Cabinet and tenants	On going	Finalisation ongoing, to include proposed consumer standards and information currently known about the inspection regime
<b>Consumer regulation</b>	Respond to any consultation opportunities on the future consumer regulation and inspection regime	On going	Ongoing work within departments
<b>Consumer regulation</b>	Put in place a framework to identify any risk of a regulatory breach to enable preventative action	On going	Monthly reports to DMT. Two new risks to be added
<b>Consumer Regulation</b>	Respond to consultation by DLUHC on revised of directions to RSH	On going	Reviewed and responded to when published

<b>Tenant voice</b>	Report regularly to DMT, CLT, Cabinet and tenants on the current tenant engagement position, achievements and opportunities for improvement	On going	Regular updates provided. Tenant Engagement Officer recruitment to take place Jan/Feb 2024, following post becoming vacant
<b>Home and neighbourhood</b>	Review and implement regime for cleaning of communal areas	On going	Service charge in place and regime/standard established. Spot checking of quality being undertaken. Second wave of service charges currently being considered. Satisfaction being measured through TSMs
<b>Safety</b>	Put in place a compliance framework to provide assurance to DMT, CLT, Cabinet and tenants that health and safety risks are being managed effectively	On going	Embed Housing safety risks within Corporate Risk Framework reporting to all relevant risk meetings. Monthly 'Big 6' reported to DMT and Bi-annually to CLT and Cabinet. Assistant Director – Corporate Health and Safety to receive periodic invites to Tenant Gateway meetings to discuss with engaged tenants
<b>Safety</b>	Install carbon monoxide alarms in all ADC properties as required by updated regulation	On Going	Programme of initial installations almost complete, with only a very small number of tenants (4 as at 6/12/23) that refused installation outstanding. Installations are being completed during repairs visits/annual servicing appointments at remaining properties.

## Actions completed

	Action	Status	Deadline	Update/Comments
<b>Safety</b>	Nominate a senior person responsible for complying with statutory health and safety requirements (publish their contact details and their role)	Completed	30/3/23	Nominated via DMA and details published on website 30/03/2023
<b>General</b>	Develop a job description for a general compliance officer to bring together the dispersed regulatory activity carried out	Completed	1/9/21	In post from 01/09/2021
<b>General</b>	Review the Social Housing (Regulation) Act/revised direction to RSH from DLUHC and update action plan	Completed	30/4/23	Ongoing review of guidance from RSH
<b>Performance</b>	Nominate a senior person responsible for complying with the Consumer Standards (publish their contact details and their role)	Completed	31/3/22	
<b>Performance</b>	Develop a technology solution through the DST programme to publish online performance data in real time	Completed	30/3/23	Link to performance information live on website 30/03/2023, linked directly to Pentana.
<b>Complaints</b>	Update complaints policy following removal of democratic filter	Completed	1/10/22	Complete 01/10/2022
<b>Complaints</b>	Align complaint handling policy with new Housing Ombudsman's complaint handling code	Completed	1/10/22	Complete 01/10/2022
<b>Complaints</b>	Publish revised complaint handling code self-assessment	Completed	30/9/22	Complete 01/10/2022
<b>Complaints</b>	Develop compensation policy	Completed	31/3/22	Complete May-22
<b>Complaints</b>	Identify options to publish complaints policy as widely as possible	Completed	28/2/21	Complete Feb-21
<b>Complaints</b>	Review all written communication with tenants to ensure details of how to seek redress is included	Completed	28/2/21	Complete Feb-21
<b>Complaints</b>	Respond to shared consultation by HOS and LGSCO on the introduction of a shared complaint handling code	Completed	23/11/23	Complete Nov-23
<b>Consumer Regulation</b>	Respond to the RSH Consumer Standards Consultation	Outstanding	17/10/23	Complete Oct-23
<b>Tenant voice</b>	Complete TPAS National Engagement Standards self-assessment	Completed	30/9/21	
<b>Tenant voice</b>	Introduce the Customer Opinion and Insight Network (COIN)	Completed	30/9/21	COIN has been launched. developing this through customer phone surveys and adding new tenants to pool of engaged tenants.
<b>Tenant voice</b>	Understand scope of corporate community engagement strategy	Completed	30/9/21	
<b>Home ownership</b>	Confirm requirement to include shared ownership properties on HE funded developments	Completed	1/9/21	LA homes currently exempt
<b>Performance</b>	Respond to the tenant satisfaction measures consultation	Completed	1/1/22	Government have consulted Response submitted by ADC Outcome of consultation anticipated Summer 2022



<b>Home and neighbourhood</b>	Submit request for assurance data to RSH around prevalence of damp and mould in housing stock	Completed	1/6/22	Service charge in place and regime/standard established. To be refined by officer inspection. Tenant satisfaction survey in development.
<b>Home and neighbourhood</b>	Review progress implementing the domestic abuse strategies and DAHA action plan	Complete	1/12/22	Strategy/policy updated

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29<sup>TH</sup> JANUARY 2024</b>
<b>Heading:</b>	<b>2023/24 FORECAST OUTTURN FOR GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROGRAMME AS AT OCTOBER 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 October 2023 and forecast costs and income from 1 November 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 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.
- (4) 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.

## Detailed Information

### Budget Monitoring April 2023 to October 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 October 2023 and forecast income and expenditure from November 2023 to March 2024, compared to the current revised budget (based on original budget approved by Council on 2<sup>nd</sup> March 2023 and Council approved budget adjustments to 31st October 2023).
- 1.2 The current General Fund forecast is a £1,129k underspend compared to the revised budget; a decrease of £380k from the underspend of £1,547k reported for July.

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

General Fund	Revised Budget	Forecast	Current Forecast Variance	Previous Forecast Variance	Change
	£'000	£'000	£'000	£'000	£'000
<b>Directorate</b>					
Chief Executive Officer	727	727	0	0	0
Governance	2,758	2,804	46	0	46
Transformation	418	843	425	231	194
Place	4,924	5,011	87	(169)	256
Operations	7,361	7,150	(211)	(114)	(97)
<b>Total Net Directorate Expenditure</b>	<b>16,188</b>	<b>16,535</b>	<b>347</b>	<b>(52)</b>	<b>399</b>
Net Recharges	(3,365)	(3,337)	28	0	28
Capital Financing	3,730	2,085	(1,645)	(1,645)	0
Net Interest Payable /(Receivable)	31	227	196	196	0
<b>Net Revenue Expenditure</b>	<b>16,584</b>	<b>15,510</b>	<b>(1,074)</b>	<b>(1,501)</b>	<b>427</b>
<b>Funding</b>	<b>(16,134)</b>	<b>(16,134)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Revenue Expenditure before transfer to(from) earmarked reserve</b>	<b>450</b>	<b>(624)</b>	<b>(1,074)</b>	<b>(1,501)</b>	<b>427</b>

Transfer to/(from) earmarked reserve	186	93	(93)	(46)	(47)
<b>Net Revenue Expenditure after transfer to/(from) earmarked reserve</b>	<b>636</b>	<b>(531)</b>	<b>(1,167)</b>	<b>(1,547)</b>	<b>380</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 October 2023.
- 1.5 The projected overspend in the Governance Directorate is mainly due to legal costs from the Voluntary Registration of Title project. This will be funded from the Corporate Transformation Reserve. In addition, 56 DSE chairs are to be purchased. This increase in spending will be funded from the Asset Repair and Replacement Reserve.
- 1.6 The projected overspend in the Transformation Directorate arises mainly from loss of income from two investment properties (Charlecote Hotel and the Callflex building in Rotherham) combined with unexpected security costs for the Callflex investment property. The projected overspend has increased since July as the Council is now liable for Business Rates on the Callflex premises. Subject to final outturn and if required, these costs will be funded from the Investment Property Reserve.
- 1.7 The projected underspend reported for July in the Place Directorate of £169k is now an overspend of £86k. The projected increase in costs of £255k is mainly due to £43k cost of covering the Executive Director of Place vacancy/ conclude project work, increased costs of CCTV of £31k and lower than anticipated Planning Fee income of £187k due to reduced demand.
- 1.8 The projected underspend in the Operations Directorate reported in July of £114k has increased by £98k to £212k. The main reasons for this are increased fuel cost savings of £99k in Neighbourhood Services and Waste, a net decrease in staffing costs in Neighbourhood Services of £70k and £50k in Garage Workshop, predominantly due to vacancies. These were offset by increased costs of £93k in Waste Services due to the pay award exceeding the budgeted level, the cost of Agency workers and a reduction of income of £25k from bulky waste collections.
- 1.9 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>
Legal	Corporate Transformation Reserve	39
Corporate Health and Safety	Asset Repair and Replacement	8

3.3 The £39k withdrawal from the Corporate Transformation Reserve is to part fund the Voluntary Registration of Title legal project. This work will address an outstanding recommendation from the Council's External Auditors. The £8k withdrawal from the Asset Repair and Replacement Reserve is to fund the purchase of Office Chairs, ensuring workstations are Display Screen Equipment (DSE) compliant.

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

4.1 Table 4 below sets out the 2023/24 HRA forecast outturn position based on actual income and expenditure to 31 October 2023 and forecast income and expenditure from November 2023 to March 2024, compared to the revised budget.

- 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	Previous Forecast Variance £'000	Change £'000
<b>Income</b>					
Rents, Charges and Contributions	(28,221)	(28,222)	(1)	12	(13)
Interest and investment income	(700)	(1,600)	(900)	(800)	(100)
<b>Total Income</b>	<b>(28,921)</b>	<b>(29,822)</b>	<b>(901)</b>	<b>(788)</b>	<b>(113)</b>
<b>Expenditure</b>					
Repairs and Maintenance	8,797	8,938	141	17	124
Supervision and Management	5,505	5,371	(134)	(123)	(11)
Interest payable and similar charges	3,548	3,548	0	0	0
Rents, Rates, Taxes and other charges	161	169	8	3	5
Depreciation and impairments of fixed assets	4,173	4,173	0	0	0
Debt Management Costs	44	44	0	0	0
Contribution to the Bad Debt Provision	200	200	0	0	0
Transfer to Major Repairs Reserve	2,188	1,101	(1,087)	0	(1,087)
Capital expenditure funded by the HRA	6,839	7,732	893	0	893
<b>Total Expenditure</b>	<b>31,455</b>	<b>31,276</b>	<b>(179)</b>	<b>(103)</b>	<b>(76)</b>
<b>Net Cost of HRA Services</b>	<b>2,534</b>	<b>1,454</b>	<b>(1,080)</b>	<b>(891)</b>	<b>(189)</b>

#### 4.3 Interest and Investment Income

Increased Interest rates in the banking sector will increase the average annual interest rate on the HRA balances. Currently forecasting an increase of £900k but this is open to fluctuation dependant on the economy.

#### 4.4 Repairs and Maintenance

Increase in costs due to pay award higher than budget £45k, void property clearances £65k, price increases of materials £14k and hire of vehicles £25k due to delays in acquiring new vehicles and other minor variances of £2k. Partly offset from a reduction in fuel costs of £10k.

#### 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, less other small variances totalling £7k.

#### 4.6 Rents, Rates, Taxes and other charges

Increases in Insurance premiums compared to the budget.

#### 4.7 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 going into administration in July. 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.

#### 4.8 Capital Expenditure Funded by the HRA

Capital expenditure funded by the HRA is forecast higher than budget due to approval for further new build developments and further property purchases.

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

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



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

6.1 The proposed Capital Programme and funding is summarised in Table 12 below. Appendix 3 shows a detailed breakdown of all the schemes below.

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

**Table 5 – 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	425	413	0	0	0	838
General Fund	32,084	52,614	19,819	5,860	6,110	116,487
Housing Revenue Account	16,492	25,030	18,342	18,474	15,968	94,306
<b>Grand Total</b>	<b>49,001</b>	<b>78,057</b>	<b>38,161</b>	<b>24,334</b>	<b>22,078</b>	<b>211,631</b>
<b>Capital Financing</b>						
Developers Contributions - Area Schemes						
Developers Contributions - Area Schemes	251	403	0	0	0	654
Borrowing	0	0	0	0	0	0
Capital Receipts	64	0	0	0	0	64
Other Capital Grants and Contributions - Area Schemes						
Other Capital Grants and Contributions - Area Schemes	110	10	0	0	0	120
<b>Sub Total - Area Schemes</b>	<b>425</b>	<b>413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>838</b>
Prudential Borrowing - General Fund						
Prudential Borrowing - General Fund	10,360	17,496	14,851	4,750	5,000	52,457
Direct Revenue Financing - General Fund						
Direct Revenue Financing - General Fund	829	229	0	0	0	1,058
Developers Contributions - General Fund						
Developers Contributions - General Fund	634	0	0	0	0	634
Capital Receipts	1,608	0	0	0	0	1,608
Other Capital Grants and Contributions - General Fund						
Other Capital Grants and Contributions - General Fund	18,653	34,889	4,968	1,110	1,110	60,730
<b>Sub Total - General Fund</b>	<b>32,084</b>	<b>52,614</b>	<b>19,819</b>	<b>5,860</b>	<b>6,110</b>	<b>116,487</b>
Funded from HRA Reserves						
Funded from HRA Reserves	13,507	20,203	16,862	16,994	14,488	82,054
Homes England	790	1,918	0	0	0	2,708
Green Homes Grants	21	0	0	0	0	21
Social Housing Decarbonisation Fund 2	49	945	0	0	0	994
Local Authority Housing Fund - second funding round	545	0	0	0	0	545
Nottingham City Council Retrofit	100	484	0	0	0	584
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>16,492</b>	<b>25,030</b>	<b>18,342</b>	<b>18,474</b>	<b>15,968</b>	<b>94,306</b>
<b>Grand Total</b>	<b>49,001</b>	<b>78,057</b>	<b>38,161</b>	<b>24,334</b>	<b>22,078</b>	<b>211,631</b>

## Area Capital Programme

6.3 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 13.

**Table 6 – 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	20	16	0	0	0	36
Kirkby Area	61	189	0	0	0	250
Sutton Area	224	208	0	0	0	432
Rural Area	120	0	0	0	0	120
<b>Total</b>	<b>425</b>	<b>413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>838</b>
<b>Funded by</b>						
Capital Receipts	64	0	0	0	0	64
Lawn Tennis Association	52	0	0	0	0	52
Nottinghamshire County Council (NCC)	10	10	0	0	0	20
Reserves	9	0	0	0	0	9
Section 106	237	403	0	0	0	640
Taylor Wimpey	39	0	0	0	0	39
Sustainable Transport S106	14	0	0	0	0	14
<b>Total</b>	<b>425</b>	<b>413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>838</b>

6.4 Table 7 below shows where changes to capital schemes by Area are proposed due to project delays (slippage) or changes in project spend.

**Table 7 – 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 Schemes</b>	<b>713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>713</b>
Changes to Hucknall Area Schemes	-17	16	0	0	0	-1
Changes to Sutton Area Schemes	48	208	0	0	0	256
Changes to Kirkby Area Schemes	-318	189	0	0	0	-129
Changes to Rural Area Schemes	-1	0	0	0	0	-1
<b>Proposed Area Schemes to be Approved</b>	<b>425</b>	<b>413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>838</b>

**Table 8 – 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>						
Play Areas	-1	0	0	0	0	-1
Titchfield Park Brook	-10	10	0	0	0	0
Washdyke Recreation Ground	-6	6	0	0	0	0
<b>Sub Total</b>	<b>-17</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-1</b>
<b>Sutton Area</b>						
Ashfield Estate Footpaths	-5	0	0	0	0	-5
Kingsmill Reservoir footpath links	-1	0	0	0	0	-1
Play Areas	-6	0	0	0	0	-6
Riley Recreation Ground	-1	0	0	0	0	-1
Sutton Lawn management Plan	8	0	0	0	0	8
Sutton Town Centre Improvements	1	0	0	0	0	1
<b>Sub Total</b>	<b>-4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-4</b>
<b>Kirkby Area</b>						
Annesley Public Open Space	-106	0	0	0	0	-106
Footpath Improvements Across the Larwood and Greenwood & Summit Wards	-15	0	0	0	0	-15
Forest Road Nature Area	-5	5	0	0	0	0
Kingsway Park: implementation of management plan	-184	184	0	0	0	0
Kirkby footpaths/cycle ways	-1	0	0	0	0	-1
Lindleys Lane Play/Youth Area	-6	0	0	0	0	-6
West Park	-1	0	0	0	0	-1
<b>Sub Total</b>	<b>-318</b>	<b>189</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-129</b>
<b>Rural Area</b>						
Jacksdale Car Park	-1	0	0	0	0	-1
<b>Grand Total</b>	<b>-340</b>	<b>205</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-135</b>

## 6.5 Changes to Existing Area Projects

Table 7 above shows only one proposed change to budget. The Annesley Public Open Space scheme has now been removed, Kingsway Park: Implementation of management is now not expected to be completed to 2024/25 and other smaller schemes have either been removed as they have been completed or have had their completion date moved to 2024/25. The actual allocation for each project is shown at Appendix 3.

**Table 8 – Area Schemes (New schemes)**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total £'000
<b>Sutton Area</b>						
Huthwaite Welfare Park	52	208	0	0	0	260
<b>Grand Total</b>	<b>52</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>260</b>

6.6 Huthwaite Welfare Park has been added to the capital programme which will form part of the wider Huthwaite Welfare Park Management Plan.

**Table 9 - 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
<b>September 2023 Capital Programme</b>	<b>713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>713</b>
Changes to Current Projects	-340	205	0	0	0	-135
New Schemes	52	208	0	0	0	260
<b>Proposed November 2023 Capital Programme</b>	<b>425</b>	<b>413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>838</b>

**Table 10 – 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
<b>Changes to Current Projects</b>						
Cemeteries	-2	0	0	0	0	-2
Demolition of Hucknall Toilets	-1	0	0	0	0	-1
External health and safety works required for the Urban Road office	-14	0	0	0	0	-14
Green Homes Grant (GF) (2)	27	0	0	0	0	27
Improvement Grants 1996 Act Disabled Facility Grant	0	102	0	0	0	102
Office Accommodation Works to Accommodate Police at Central Offices	-5	0	0	0	0	-5
Piggins Croft Car Park	-1	0	0	0	0	-1
Purchase of Vehicles	-66	66	0	0	0	0
Hucknall Leisure Centre (PSDS3)	-229	229	0	0	0	0
Solar Panels - Northern Depot	-2	0	0	0	0	-2
Towns Fund Projects	7,154	41,315	14,149	0	0	62,618
Tree Planting and Habitat Improvements, Ashfield-Wide	10	0	0	0	0	10
Urban Road Offices (PSDS3)	-207	207	0	0	0	0
<b>Future High Street Funding Schemes</b>						
Sutton Academy Community Theatre/Cinema	-2,100	2,100	0	0	0	0
Sutton Maker Space and Business Hub	484	0	0	0	0	484
Low Street vacant units	-1,229	0	0	0	0	-1,229
Fox Street pop-up food court and car park	-1	0	0	0	0	-1
<b>Grand Total</b>	<b>3,818</b>	<b>44,019</b>	<b>14,149</b>	<b>0</b>	<b>0</b>	<b>61,986</b>

6.7 Table 10 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** – Additional Grant Funding of £102k has been received during the year. It is not expected that this will be spent until 2024/25.
- **Purchase of Vehicles** – Vehicle purchases expected to occur in 2023/24 are now expected to be delayed until 2024/25.
- **Towns Fund** – The capital programme has now been updated to include the total cost of schemes expected to be rolled out.
- **Urban Road Offices (PSDS 3)** – This scheme is now not expected to be completed until 2024/25.
- **Sutton Academy Community Theatre / Cinema** – This scheme is now not expected to be completed until 2024/25.
- **Sutton Maker Space and Business Hub** – The cost of scheme was previously understated, and the revised scheme cost has now been updated.

- **Low Street Vacant Units** – Original scheme included a proposal to develop three sites only two sites are now being developed.

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

**Table 11 – 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>						
Ashfield Innovation and Technology Park	0	4,500	0	0	0	4,500
<b>Grand Total</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,500</b>

6.8 New technology park proposed for Lowmoor Road, Sutton in Ashfield.

**Table 12 - 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 September 2023 Capital Programme</b>	<b>28,266</b>	<b>4,095</b>	<b>5,670</b>	<b>5,860</b>	<b>6,110</b>	<b>50,001</b>
Changes to Current Projects	3,818	44,019	14,149	0	0	61,986
New Projects	0	4,500	0	0	0	4,500
<b>Proposed November 2023 Capital Programme</b>	<b>32,084</b>	<b>52,614</b>	<b>19,819</b>	<b>5,860</b>	<b>6,110</b>	<b>116,487</b>

**Table 13 – General Fund – Financing of the Capital Programme**

6.9 The table below show 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>September 2023 Capital Programme</b>	<b>28,266</b>	<b>4,095</b>	<b>5,670</b>	<b>5,860</b>	<b>6,110</b>	<b>50,001</b>
Capital Grants	13,091	32,354	3,858	0	0	49,303
Capital Receipts	0	0	0	0	0	0
Direct Revenue Financing - General Fund	-229	229	0	0	0	0
Prudential Borrowing	-9,553	15,936	10,291	0	0	16,674
Developers Contributions - General Fund	509	0	0	0	0	509
<b>Proposed November 2023 Capital Programme</b>	<b>32,084</b>	<b>52,614</b>	<b>19,819</b>	<b>5,860</b>	<b>6,110</b>	<b>116,487</b>

6.10 Housing Revenue Account (HRA) Capital Programme

Key changes to existing schemes are as follows:

- **Decent Homes Schemes** – There have been changes to the profiling and mix of these schemes, however, overall expenditure remains unchanged.
- **Davies Avenue Housing Project – Frogghopper Lane** – No further cost expected for this project.
- **Development of Unviable Garage Sites in Kirkby-in-Ashfield and Hucknall** – The cost of the scheme has increased as additional requirements have been identified.
- **Green Homes Grant (1) & (2)**- Reduction in total expenditure required for these schemes.
- **Major Repairs Temporary Accommodation** – Changes to the profiling of this scheme. Overall expenditure remains unchanged.
- **Maun View Sutton-in-Ashfield** - The cost of the scheme has increased as additional requirements have been identified.
- **Retrofit Infill Properties** – This scheme is dependent on the Council receiving the Retrofit grant to make improvements to Infill Properties.

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

**Table 14 – 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>16,997</b>	<b>25,121</b>	<b>17,721</b>	<b>17,914</b>	<b>15,914</b>	<b>93,667</b>
<b>Changes to Current Projects</b>						
<b>Decent Home Schemes</b>						
Catch up and Major Repairs	-513	-627	600	540	0	0
Service Improvements	16	-5	-5	-6	0	0
Exceptional Extensive Works	-40	0	20	20	0	0
Surveys	-50	50	0	0	0	0
<b>Sub Total</b>	<b>-587</b>	<b>-582</b>	<b>615</b>	<b>554</b>	<b>0</b>	<b>0</b>
<b>Other Housing Revenue</b>						
<b>Account Schemes</b>						
Davies Avenue Housing Project - Frog Hopper Lane	-4	0	0	0	0	-4
Development of Unviable Garage Sites in Kirkby-in-Ashfield and Hucknall	74	0	0	0	0	74
Green Homes Grant (HRA) (1)	-39	0	0	0	0	-39
Green Homes Grant (HRA) (2)	-6	0	0	0	0	-6
Major Repairs Temporary Accommodation	-73	7	6	6	54	0
Maun View Sutton-in-Ashfield	30	0	0	0	0	30
Retrofit Infill Properties	100	484	0	0	0	584
<b>Sub Total</b>	<b>82</b>	<b>491</b>	<b>6</b>	<b>6</b>	<b>54</b>	<b>639</b>
<b>Grand Total</b>	<b>16,492</b>	<b>25,030</b>	<b>18,342</b>	<b>18,474</b>	<b>15,968</b>	<b>94,306</b>
<b>Capital Funding</b>						
Funded from HRA Reserves	13,507	20,203	16,862	16,994	14,488	82,054
Homes England	790	1,918	0	0	0	2,708
Green Homes Grants	21	0	0	0	0	21
Local Authority Housing Fund - second funding round	545	0	0	0	0	545
Nottingham City Council Retrofit	100	484	0	0	0	584
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>Total Capital Funding</b>	<b>16,492</b>	<b>25,030</b>	<b>18,342</b>	<b>18,474</b>	<b>15,968</b>	<b>94,306</b>



**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>

## 7. Prudential and Treasury Management Indicators

7.1 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.

7.2 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]

#### **Finance:** [PH].

<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 []

#### **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;

2023/24 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital  
Programme as at July 2023

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<b>Directorate:</b>	<b>Transformation</b>		
<b>Forecast as at:</b>	<b>31/10/2023</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>	
Digital Services		10	Additional Consultancy Services in respect of Iken legal case management system.
IT Services		7	Increased cost of software licences
GIS	-24		Higher income from Street Naming and Numbering
Investment Properties		146	Lower rental income from Hotel Investment Property
		70	Security costs at vacant Investment Property
		162	Reduced rental income from vacant Investment Property
		38	NNDR costs at vacant Investment Property
		8	Professional & Consultancy costs at vacant Investment Property
Financial Management		8	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>-24</b>	<b>449</b>	
<b>Net Forecast Under/Overspend</b>	<b>425</b>		

<b>Directorate:</b>	<b>Place</b>		
<b>Forecast as at:</b>	<b>31/10/2023</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>	
Executive Director		43	Additional costs for Interim Director to conclude projects work.
Community Safety	-164	19 31 6	Net saving from staff costs as a result of vacancies. Additional legal costs. Increased costs of CCTV Costs incurred in connection with Community Safety Strategy
Health & Wellbeing	-17		Net saving from staff costs as a result of vacancies
Leisure Centres		5 5 5	Consultancy Support and advice on energy costs incurred through the Leisure Operating Contract Ashfield Leisure Transformation Programme, Rural Leisure Review Security costs at Kirkby Leisure Centre
Licensing		12	Increased staff costs as a result of additional post (Licensing Technical Compliance Officer). Any overspend will be met from the Licensing reserve.
Regeneration	-66	10	Net saving from staff costs as a result of vacancies Adverts in respect of Parking Order
Planning	-6	187	Net saving from staff costs as a result of vacancies Lower Planning Fees, as a result of reduced applications
Environmental Health		16	Increased staff costs, vacancies offset by Agency costs and Market Supplements
<b>Total</b>	<b>-253</b>	<b>339</b>	
<b>Net Forecast Under/Overspend</b>	<b>86</b>		

Directorate:	Operations		
Forecast as at:	31/10/2023		
	Forecast Underspend OR Income over-recovery (-)	Forecast Overspend OR Income under-recovery (+)	Key reasons for forecast variance
Service Area	£'000	£'000	
Neighbourhood Services	-21		Premises Expenses - Estimated reduction in unit cost of gas and electricity from October.
	-65		Fuel Costs - prices fallen during the financial year.
		20	Developer Contributions realigned in 2022-23 reducing amount in 2023-24.
	-95		Vacancy savings less agency costs, pay award, sickness cover and vacancy provision.
	-10		Increase to amount paid for the NCC grass cutting contract
		10	Early release of selston parish council contract
		9	Hire of Vehicles
		3	Pest control traps require replacing when they come to the end of their life span - usually once every 2 - 3 years.
Garage Workshop		7	Unexpected cost for repair and maintenance of the electric road sweepers.
	-50		Vacancy savings less agency costs, pay award and vacancy provision.
		4	Tool purchases
Waste Services	-100		Fuel Costs - prices fallen during financial year.
		45	Pay Award higher than budget
		48	Additional cost of Agency workers due to long term sickness cover, strike action at waste collection sites and flood damage clearance less vacant posts.
		25	reduction in income for paid bulky waste collections, impacted by us offering free bulky waste collections all year.
		5	Increased Insurance costs
		10	Net effect of increased costs of waste disposal against income in trade waste collections
	-40		Increase in prices for glass collection
		25	Hire of waste vehicles during the recycling centre strikes
Northern Depot	-32		Premises Expenses - Estimated reduction in unit cost of gas and electricity from October.
		5	Equipment
		2	Pay Award higher than budget
Asset Management	-50		Premises Expenses - Estimated reduction in unit cost of gas and electricity from October.
		17	Car Parks - Loss of income. Free Parking in December. Backdated NNDR charge for Kings Mill car park.
		10	Vacancy Factor not achieved plus pay award higher than budgeted.
Call Monitoring		6	Service closing with some costs incurred
Total	-463	251	
Net Under/Overspend	-212		







<b>Statement of Movement on General Fund Reserves</b>							
<b>Service Earmarked Reserve</b>	<b>Opening Balance at 1st April 2023</b>	<b>Approved Contributions</b>	<b>Approved Withdrawals</b>	<b>Approved Balance as at 31 October 2023</b>	<b>Requiring Approval Contributions</b>	<b>Requiring Approval Withdrawals</b>	<b>Forecast Closing Balance as at 31 March 2024</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	335,000	(3,028,794)	0	0	(3,028,794)
District Planning Enquiry Fund	(201,140)	0	0	(201,140)	0	0	(201,140)
Asset Renewal	(640,476)	43,000	0	(597,476)	0	8,000	(589,476)
Leisure Maintenance Reserve	(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 Transformation Reserve	(847,789)	(150,000)	0	(997,789)	0	39,000	(958,789)
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>(791,000)</b>	<b>651,000</b>	<b>(18,710,673)</b>	<b>0</b>	<b>47,000</b>	<b>(18,688,673)</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 October 2023 £	Forecast as at 31 October 2023		Forecast Closing Balance as at 31 March 2024 £	Forecast Comments
		Contributions £	Withdrawals £		Contributions £	Withdrawals £		
HRA Revenue Grants Reserve	-44,772	0	19,642	-25,130	0	0	-25,130	
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>99,642</b>	<b>-508,762</b>	<b>0</b>	<b>0</b>	<b>-508,762</b>	

**Appendix 3 - Capital Programme**

**General Fund Capital Schemes**

	Lead Officer	2023/24	2024/25	2025/26	2026/27	2027/28	Total	Funding						
		£'000	£'000	£'000	£'000	£'000	£'000	Loan	Section 106	Grant	Grant Funder e.g. Lottery	Capital Receipt	Reserves	Total
<b>General Fund</b>														
Ashfield Innovation and Technology Park	John Bennett	0	4,500	0	0	0	4,500	4,500	0	0		0	0	4,500
Comm Facilities Investment - Selston Country Park	John Bennett	9	0	0	0	0	9	9	0	0		0	0	9
Depot Roof	Paul Parkinson	646	0	0	0	0	646	0	0	0		646	0	646
External health and safety works required for the Urban Road office	Paul Parkinson	20	0	0	0	0	20	20	0	0		0	0	20
Firewalls	Craig Bonar	2	0	0	0	0	2	2	0	0		0	0	2
Flood Support Schemes	Craig Bonar	49	0	0	0	0	49	0	0	49	CLG	0	0	49
Green Space Improvements	John Bennett	8	0	0	0	0	8	0	8	0		0	0	8
Green Homes Grant (GF) (2)	Paul Parkinson	44	0	0	0	0	44	0	0	44	Green Homes Grant	0	0	44
Hucknall Car Park - Titchfield Street	John Bennett	115	0	0	0	0	115	22	93	0		0	0	115
Hucknall Leisure Centre Car Park Extension	John Bennett	750	0	0	0	0	750	350	0	0		400	0	750
Hucknall Leisure Centre - Fixtures, Fittings and Equipment	John Bennett	489	0	0	0	0	489	489	0	0		0	0	489
Hucknall Leisure Centre - New Pool	John Bennett	419	0	0	0	0	419	419	0	0		0	0	419
Hucknall Leisure Centre (PSDS3)	John Bennett	1,584	229	0	0	0	1,813	0	0	1,301	PSDS3	0	512	1,813
In District Regeneration	John Bennett	3,000	0	0	0	0	3,000	2,500	0	0		0	500	3,000
New Kirkby Leisure Centre - Fixtures, Fittings and Equipment	John Bennett	349	0	0	0	0	349	349	0	0		0	0	349
Idlewells Market Hall	John Bennett	9	0	0	0	0	9	9	0	0		0	0	9
Improvement Grants 1996 Act Disabled Facility Grant	Paul Parkinson	1,110	1,212	1,110	1,110	1,110	5,652	0	0	5,652	BCF	0	0	5,652
IT Wiring Infrastructure	Craig Bonar	1	0	0	0	0	1	1	0	0		0	0	1
Kings Mill Reservoir (The King and Miller to Kingfisher)	John Bennett	170	0	0	0	0	170	18	0	152	NCC £105k, MDC £27k, Development (HLF) £12k, NCC ROW £3k & Donations £5k	0	0	170
Kirkby Leisure Centre	John Bennett	1,320	0	0	0	0	1,320	1,275	0	45	Sport England £45k	0	0	1,320

Lindley's Windmill Roof	John Bennett	49	0	0	0	0	49	0	6	0	0	43	49	
Market Stalls	John Bennett	1	0	0	0	0	1	1	0	0	0	0	1	
Members' IT	Craig Bonar	37	0	0	0	0	37	37	0	0	0	0	37	
New Cross Support Scheme	John Bennett	1	0	0	0	0	1	0	0	1	RHB	0	1	
New Servers	Craig Bonar	43	20	20	0	0	83	83	0	0	0	0	83	
Northern Depot Office Rationalisation and Wireless CCTV Infrastructure	John Bennett	11	0	0	0	0	11	11	0	0	0	0	11	
Officers' IT for Agile Working (General Fund)	Craig Bonar	56	40	40	0	0	136	136	0	0	0	0	136	
Public Space Protection Order and other UKSPF funded schemes	John Bennett	329	0	0	0	0	329	0	0	319	£25k Safer Streets, £289k UKSPF and £5k PCC	10	329	
Purchase of Vehicles	John Bennett	1,384	1,566	4,500	4,750	5,000	17,200	17,200	0	0	0	0	17,200	
Rapid Deployable CCTV Cameras and Installation	John Bennett	30	0	0	0	0	30	0	0	30	PCC	0	30	
Retail Improvement Scheme	John Bennett	3	0	0	0	0	3	0	0	0	S106 Revenue	3	3	
SAN Hardware	Craig Bonar	2	0	0	0	0	2	2	0	0	0	0	2	
Safer Streets	John Bennett	31	0	0	0	0	31	0	0	31	Notts PCC	0	31	
Safer Streets for Kirkby	John Bennett	81	0	0	0	0	81	0	0	81	Notts PCC	0	81	
Discovery Centre and Planetarium	John Bennett	1,625	1,425	0	0	0	3,050	0	0	3,050	DLUHC	0	3,050	
Switch Network Hardware	Craig Bonar	13	0	0	0	0	13	13	0	0	0	0	13	
Towns Fund Projects	John Bennett	13,408	41,315	14,149	0	0	68,872	19,454	424	48,994	DLUHC £46,628k, LTA £108k, HLF £45k, Football Foundation £1,950k and ATTFE Sutton Academy Trust £264k	0	68,872	
Towns Fund Accelerated Funding Projects	John Bennett	184	0	0	0	0	184	184	0	0	0	0	184	
Tree Planting and Habitat Improvements, Ashfield-Wide	John Bennett	42	0	0	0	0	42	0	32	10	EMG Homes £4k, J Tomlinson £2k and £4k Trees for Cities	0	42	
Urban Road Offices (PSDS3)	Paul Parkinson	1,328	207	0	0	0	1,535	317	0	666	PSDS3	552	1,535	
Vehicle Tracking Scheme	John Bennett	5	0	0	0	0	5	5	0	0	0	0	5	
<b>Future High Street Funding Schemes</b>														
Sutton Academy Community Theatre/Cinema	John Bennett	155	2,100	0	0	0	2,255	2,155	0	100	ATTFE Sutton Academy Trust £100k	0	2,255	
Sutton Maker Space and Business Hub	John Bennett	1,452	0	0	0	0	1,452	1,452	0	0	0	0	1,452	
Low Street vacant units	John Bennett	1,230	0	0	0	0	1,230	1,230	0	0	0	0	1,230	
Fox Street pop-up food court and car park	John Bennett	490	0	0	0	0	490	214	71	205	DLUHC £205k	0	490	
<b>Total General Fund</b>		<b>32,084</b>	<b>52,614</b>	<b>19,819</b>	<b>5,860</b>	<b>6,110</b>	<b>116,487</b>	<b>52,457</b>	<b>634</b>	<b>60,730</b>		<b>1,608</b>	<b>1,058</b>	<b>116,487</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	2,708	10,005	10,972	11,195	9,727	44,607
Service Improvements	Paul Parkinson	1,177	3,780	2,900	2,963	2,772	13,592
Contingent Major Repairs	Paul Parkinson	105	105	105	102	140	557
Exceptional Extensive Works	Paul Parkinson	956	70	1,254	990	20	3,290
Surveys	Paul Parkinson	300	170	0	0	0	470
Disabled Adaptations	Paul Parkinson	786	360	410	450	450	2,456
<b>Grand Total</b>		<b>6,704</b>	<b>15,150</b>	<b>16,301</b>	<b>16,360</b>	<b>13,769</b>	<b>68,284</b>
<b>Other Housing Revenue Account Schemes</b>							
Afghan Resettlement Scheme	Paul Parkinson	1,024	0	0	0	0	1,024
Retrofit Infill Properties	Paul Parkinson	100	484	0	0	0	584
Community Centres New Housing Scheme	Paul Parkinson	423	422	0	0	0	845
Central Avenue New Housing Scheme	Paul Parkinson	100	3,205	0	0	0	3,305
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	40	0	0	0	0	40
Development of Unviable Garage Sites in Kirkby-in-Ashfield and Hucknall (Darley Avenue and Spruce Grove New Builds)	Paul Parkinson	514	25	0	0	0	539
Firewalls	Paul Parkinson	1	0	0	0	0	1
Green Homes Grant (HRA) (1)	Paul Parkinson	4	0	0	0	0	4
Green Homes Grant (HRA) (2)	Paul Parkinson	21	0	0	0	0	21
Housing Vehicles	John Bennett	368	423	487	560	644	2,482
Major Repairs Temporary Accommodation	Paul Parkinson	40	53	53	53	54	253
Maun View Sutton-in-Ashfield	Paul Parkinson	942	53	0	0	0	995
Northern View, Sutton-in-Ashfield	Paul Parkinson	0	3,583	0	0	0	3,583
SAN Hardwear	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	John Bennett	4	0	0	0	0	4
Warwick Close, Kirkby-in-Ashfield	Paul Parkinson	4,628	91	0	0	0	4,719
<b>Grand Total</b>		<b>9,788</b>	<b>9,880</b>	<b>2,041</b>	<b>2,114</b>	<b>2,199</b>	<b>26,022</b>
<b>Total Housing Revenue Account</b>		<b>16,492</b>	<b>25,030</b>	<b>18,342</b>	<b>18,474</b>	<b>15,968</b>	<b>94,306</b>

**Appendix 3 - Capital Programme**

**Area Capital Schemes**

	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	£'000	£'000	£'000	£'000	£'000	£'000	e.g. Lottery	£'000	£'000	£'000
<b>Hucknall Area</b>														
Titchfield Park Brook	John Bennett	10	10	0	0	0	20	0	0	20	NCC	0	0	20
Washdyke Recreation Ground	John Bennett	10	6	0	0	0	16	0	16	0		0	0	16
<b>Total Hucknall Area</b>		<b>20</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>16</b>	<b>20</b>		<b>0</b>	<b>0</b>	<b>36</b>
<b>Sutton Area</b>														
Football Changing Rooms	John Bennett	15	0	0	0	0	15	0	15	0		0	0	15
Kingsmill Reservoir management plan: Implementation Works	John Bennett	6	0	0	0	0	6	0	6	0		0	0	6
Roundhill Recreation Ground	John Bennett	9	0	0	0	0	9	0	5	0		4	0	9
Sudbury Drive Play Area	John Bennett	39	0	0	0	0	39	0	0	39	Taylor Wimpey	0	0	39
Sutton Lawn management Plan	John Bennett	22	0	0	0	0	22	0	14	0		0	8	22
Sutton Town Centre Improvements	John Bennett	71	0	0	0	0	71	0	70	0		0	1	71
Taylor Crescent Recreation Ground	John Bennett	10	0	0	0	0	10	0	10	0		0	0	10
Huthwaite Welfare Park	John Bennett	52	208	0	0	0	260	0	208	52	Lawn Tennis Association	0	0	260
<b>Total Sutton Area</b>		<b>224</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>432</b>	<b>0</b>	<b>328</b>	<b>39</b>		<b>4</b>	<b>0</b>	<b>432</b>



**Appendix 3 - Capital Programme**

**Area Capital Schemes**

	Lead Officer	2023/24	2024/25	2025/26	2026/27	2027/28	Total	Loan	Section 106	Grant	Grant Funder	Capital Receipts	Reserves	Total Funding	
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	e.g. Lottery	£'000	£'000	£'000	
<b>Kirkby Area</b>															
Annesley Art Project	John Bennett	2	0	0	0	0	2	0	2	0		0	0	2	
Forest Road Nature Area	John Bennett	0	5	0	0	0	5	0	5	0		0	0	5	
Kingsway Park: implementation of management plan	John Bennett	20	184	0	0	0	204	0	204	0		0	0	204	
Sports pavilion, Titchfield Park	John Bennett	39	0	0	0	0	39	0	39	0		0	0	39	
<b>Total Kirkby Area</b>		<b>61</b>	<b>189</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>250</b>	

	Lead Officer	2023/24	2024/25	2025/26	2026/27	2027/28	Total	Loan	Section 106	Grant	Grant Funder	Capital Receipts	Reserves	Total Funding	
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	e.g. Lottery	£'000	£'000	£'000	
<b>Rural Area</b>															
Rurals and Open Space	John Bennett	120	0	0	0	0	120	0	60	0		60	0	120	
<b>Total Rural Area</b>		<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>120</b>	
<b>Total Area</b>		<b>425</b>	<b>413</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>838</b>	<b>0</b>	<b>654</b>	<b>59</b>		<b>64</b>	<b>0</b>	<b>838</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	27.33

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	-3.46

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	17.94
<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	94.209
<b>Total</b>	<b>186.534</b>	<b>166.348</b>	<b>184.767</b>	<b>174.270</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	32.509
HRA	20.006	17.350	24.785	16.492
<b>Total</b>	<b>54.117</b>	<b>32.708</b>	<b>31.611</b>	<b>49.001</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	3.252
Capital Grants	14.623	17.049	6.053	21.053
Capital Reserves	0.640	0.094	0.000	0.000
Direct Revenue Financing	13.138	10.944	21.695	14.336
Borrowing Requirement	22.176	1.991	1.750	10.360
<b>Total</b>	<b>54.117</b>	<b>32.708</b>	<b>31.611</b>	<b>49.001</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	31st October 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	31st October 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>31<sup>st</sup> October 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>29<sup>TH</sup> JANUARY 2024</b>
<b>Heading:</b>	<b>HOUSING REVENUE ACCOUNT MEDIUM TERM FORECAST 2023/24 – 2027/28</b>
<b>Executive Lead Member:</b>	<b>EXECUTIVE LEAD MEMBER 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 update Members on the forecast financial position of the Housing Revenue Account (HRA) for the next five years.

### **Recommendation(s)**

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

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

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

### **Alternative Options Considered**

None, the report is for information.

### **Detailed Information**

#### **1. Introduction**

- 1.1 The formation of a Housing Revenue Account (HRA) 30-year financial business plan has been a requirement since the replacement of the HRA subsidy system with the self-financing system in April 2012. Housing authorities need to regularly perform and review resource utilisation exercises that broadly adopt the following principles:

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

Should resources allow, the following can be considered:

- prioritised service delivery changes
- development and growth
- support the use of Right to Buy receipts in delivering new or existing affordable rented housing.
- debt repayment
- Carbon net zero by 2050 (it is expected this will become mandatory)

## **2. Current Position**

- 2.1 At 31 March 2023, the HRA balance was £43.3m. The minimum balance to be held by the HRA is £2.5m.
- 2.2 A medium-term forecast has been derived from the HRA 30-year business plan for the next five years as shown in Table 1 below. This is based on known commitments and assumptions, as detailed in Table 2 below. The HRA balances are currently forecast to diminish from £43.3m to £9.1m by 31 March 2028.
- 2.3 The main area of expenditure is the financing of the Capital Programme, which includes the development of new build properties across the District, bringing empty properties back into use and further statutory investment into the existing stock following a review of the asset maintenance requirements through a 5 yearly stock condition survey (ref 3.6 below).
- 2.4 A number of financial risks that would affect the forecast if they came to fruition need to be considered:
- Rental income lower than forecast as a result of lower rent increases (ref 3.1 below) and/or non-payment of rent (ref 3.2 below) would have an adverse effect on the long-term sustainability of the HRA.
  - Significant reductions in stock numbers (due to RTB sales) would also have an adverse effect on the long-term sustainability of the HRA (ref 3.3 below).
  - Unforeseen increases to management and/or maintenance costs would create a risk that longer term reserves may be insufficient to sustain these additional costs over the life of the HRA business plan.
  - Central Government blanket policy on rents.
  - Significant change in management and maintenance as a result of Government Legislation and/or Regulation, such as mandatory carbon reduction targets.

It is therefore imperative that before any decision is taken on further investment in services or housing stock, the long-term view over the life of the business plan is undertaken.



**Table 1 - HRA Medium Term Forecast:**

	Year	Year	Year	Year	Year
	2023/24	2024/25	2025/26	2026/27	2027/28
<b>Income</b>	£'000	£'000	£'000	£'000	£'000
Gross Rental Income	27,368	30,514	31,243	31,898	32,561
Void Losses	-303	-337	-344	-351	-359
Other Rental Income	152	162	166	169	173
Tenanted Service Charges	889	822	840	857	874
Other Income	112	120	122	125	127
<b>Total income</b>	<b>28,218</b>	<b>31,281</b>	<b>32,027</b>	<b>32,698</b>	<b>33,376</b>
<b>Expenditure</b>					
General Management	-4,915	-5,245	-5,363	-5,470	-5,579
Other Management	-1,731	-1,848	-1,889	-1,927	-1,966
Bad Debt Provision	-200	-253	-259	-264	-270
Responsive & Cyclical Repairs	-8,078	-8,697	-8,965	-9,177	-9,393
<b>Total expenditure</b>	<b>-14,925</b>	<b>-16,043</b>	<b>-16,476</b>	<b>-16,838</b>	<b>-17,208</b>
<b>Capital financing costs</b>					
Interest paid on debt	-3,548	-3,548	-3,548	-3,548	-3,548
Interest paid on 141 receipts	0	0	0	0	-252
Interest Received	1,598	722	270	61	42
Depreciation	-4,174	-4,503	-4,651	-4,778	-4,908
<b>Total Capital financing costs</b>	<b>-6,124</b>	<b>-7,329</b>	<b>-7,929</b>	<b>-8,265</b>	<b>-8,666</b>
<b>Appropriations</b>					
Direct Revenue Financing	-9,341	-17,120	-13,420	-16,858	-15,258
<b>Total Appropriations</b>	<b>-9,341</b>	<b>-17,120</b>	<b>-13,420</b>	<b>-16,858</b>	<b>-15,258</b>
<b>Net income/ (expenditure)</b>	<b>-2,172</b>	<b>-9,211</b>	<b>-5,798</b>	<b>-9,263</b>	<b>-7,756</b>
<b>HRA Balance</b>					
Opening Balance	43,344	41,172	31,961	26,163	16,899
Net Expenditure in year	-2,172	-9,211	-5,798	-9,263	-7,756
Closing Balance	41,172	31,961	26,163	16,899	9,144

**Table 2 - Financial Assumptions:**

Key Area	Assumption	Comment
General inflation	CPI 5% reducing to 2.0%.	2024/25 based on 5%, 2025/26 based on 2.25%, reducing to 2% from 2026/27 for each year after.

Rent increase inflation	7% reducing to 3.00%	Rent increases assumed in line with proposed government guidelines of rents capped at a level of CPI + 1% (7.7% assumption for 2024/25 and 3.25% for 2025/26 and 2.00% for future years thereafter.)
External borrowing interest rate	4.43%	Fixed Rate of interest. Certainty rate agreed with our Treasury Management Advisors
Minimum HRA balance	£2.5m	Recognise risk in self-financing environment
Right to buy sales	30 units p.a. reducing to 25 p.a. over time	Sales of 30 units assumed per annum between 2023 and 2027 and reducing to 25 from 2028
Void rate	1%	In line with current position, no significant increase/decrease forecast
Bad debt provision	0.83% of gross rental income	Maintaining at the current debt levels.

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

#### 3.1 Rents

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

The HRA has an annual turnover of circa £28m (2023/24). The sustainability and the ability for us to deliver the Council's objectives outlined above relies on maximising income whilst ensuring affordability and value for tenants and leaseholders.

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

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

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

A decision in respect of rents for 2024/25 is presented to this meeting as a separate agenda item. The HRA medium term forecast for rents reflects the recommendation that Government policy is followed, setting rents at a capped level of 7.7% for 2024/25 and CPI + 1% for the 2025/26, therefore providing some rental certainty in the short term. (The CPI rate is taken from the September before each financial year).

### 3.2 Non-payment of Rent

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

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

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

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

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

The implementation of Universal Credit (UC) commenced in Ashfield in November 2018. Previously, rent rebates were applied directly to the tenant's rent account with the tenant paying any net balance. Under Universal Credit, rent rebate is paid directly to the tenants who have the responsibility to pay the full rent themselves to the Council. The latest update from the DWP is for the entire process of full migration to be completed nationally by December 2024. Currently we have in the region of 2,368 tenants believed to be claiming UC and 2,520 Housing Benefit claimants.

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

### 3.3 Capital Expenditure

The capital expenditure incorporated within the medium-term forecast includes all items included in the current HRA Capital Programme as shown in table 3 below.

**Table 3 – HRA Capital Programme 2023-2028**

	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>						
<b>Major Works to Stock</b>	<b>6,204</b>	<b>15,150</b>	<b>16,301</b>	<b>16,360</b>	<b>13,769</b>	<b>68,284</b>
<b>Other Housing Revenue Account Schemes</b>						
Afghan Resettlement Scheme	1,024	0	0	0	0	<b>1,024</b>
Retrofit Infill Properties	100	484	0	0	0	
Community Centres New Housing Scheme	423	422	0	0	0	<b>845</b>
Central Avenue New Housing Scheme	100	3,205	0	0	0	<b>3,305</b>
Investment in New or Existing Dwellings	1,501	1,501	1,501	1,501	1,501	<b>7,505</b>
Davies Avenue Housing Project - Frog Hopper Lane	40	0	0	0	0	<b>40</b>

Development of Unviable Garage Sites in Kirkby-in-Ashfield and Hucknall (Darley Avenue and Spruce Grove New Builds)	514	25	0	0	0	<b>539</b>
Housing Vehicles	368	423	487	560	644	<b>2,482</b>
Hucknall Infill Sites	0	0	0	0	0	<b>0</b>
Maun View Sutton-in-Ashfield	942	53	0	0	0	<b>995</b>
Northern View, Sutton-in-Ashfield	0	3,583	0	0	0	<b>3,583</b>
Warwick Close, Kirkby-in-Ashfield	4,628	91	0	0	0	<b>4,719</b>
Other Minor Projects	148	93	53	53	54	<b>401</b>
<b>Grand Total</b>	<b>9,788</b>	<b>9,880</b>	<b>2,041</b>	<b>2,114</b>	<b>2,199</b>	<b>25,438</b>
<b>Total Housing Revenue Account</b>	<b>15,992</b>	<b>25,030</b>	<b>18,342</b>	<b>18,474</b>	<b>15,968</b>	<b>93,722</b>

The major repairs work continues to be funded from the Major Repairs Reserve, into which the HRA makes an annual contribution. The 30-year stock condition survey refresh that was undertaken in 2018 is used to forecast the expenditure required over the next 30 years. An updated stock condition survey is expected in 2024.

The additional expenditure required for development and regeneration is predominantly funded from HRA reserves, hence the reduction in balances over the medium term (Table 1). The remainder is being met from capital receipts and grants.

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

The investment in new or existing dwellings schemes is financed 40% from additional retained RTB receipts and 60% is match funded from the HRA reserves.

The RTB receipts can be retained under an agreement with the Secretary of State under section 11(6) of the Local Government Act 2003 under which all the receipts arising from additional RTB sales (i.e., those above the number predicted since 2012 in the self-financing settlement) are retained, but they must be used to fund the provision of replacement social housing and must be spent within 5 years. If they remain unspent at 5 years, they must be returned to Government with interest.

Table 4 below shows the level of total required HRA investment in new or existing dwellings to enable the RTB receipts retained to date to be spent within 5 years and compares it with the total of the actual spend to 31 March 2023 and the additional budgeted spend based on the current level of approved investment in new or existing dwellings included in the Capital Programme and HRA medium term financial plan.

**Table 4 - RTB retained receipts forecast:**

Year	Expected Qualifying Cumulative New Build Expenditure £'000	Estimated Required Cumulative New Build Expenditure £'000	Difference £'000
31-Mar-29	£19,710	£21,169	<b>-£1,459</b>
31-Mar-28	£18,710	£19,132	<b>-£422</b>
31-Mar-27	£17,209	£14,846	£2,363

31-Mar-26	£15,708	£13,065	£2,643
31-Mar-25	£14,207	£11,651	£2,556
31-Mar-24	£12,706	£9,102	£3,604

Table 4 indicates the expected position of expenditure at 31<sup>st</sup> March 2024 will exceed the spend requirements up to 31<sup>st</sup> March 2024. If future actual expenditure matches the budgeted expenditure in the Capital Programme, the spend requirement will be exceeded up to 31<sup>st</sup> March 2027. This means that based on current forecasts we would not need to repay RTB income to the Government until 2028. This position is closely monitored to ensure maximum benefit is retained within the HRA.

Further analysis of the Capital Programme will be undertaken in future years to evaluate the best way to deliver the funding requirements for the new affordable housing programme and the purchase of properties. This will be reported as a Capital Programme refresh.

### 3.4 Capital Charges

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

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

### 3.5 Stock Additions/Reductions

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

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

- 30 right to buy sales per annum based on the changes in the last three years.
- 20 new build properties at Warwick Close, Kirkby in Ashfield scheduled for completion during January 2024.
- 16 new build properties at Central Avenue, Kirkby in Ashfield scheduled for commencement during summer 2024.

As future new build developments are brought forward there will become a point in time for the HRA to borrow the finance required for the capital expenditure.

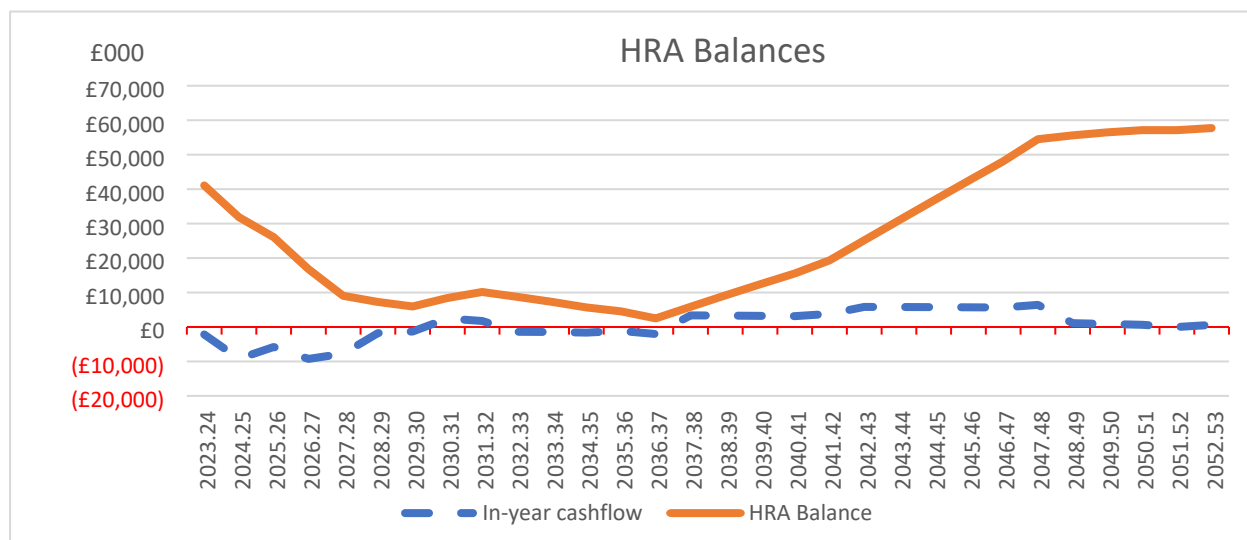
## 4. **Future Implications**

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

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

practical, cost-effective, and affordable. It is broadly estimated that the cost to achieve a Band C energy rating to the Council's housing stock is in the region of £10m. This has been built into the HRA 30-year business plan across the years 2026/27 to 2029/30 and the effect on the HRA balances is shown in the graph below.

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



4.2 The graph shows the HRA balances over the life of the 30-year business plan. The HRA is estimating to hold £41m in balances by the end of this financial year. The reduction in balances since March 2023 is due to new housing schemes being delivered and paid for during 2023/24. The current forecast movement in balances shows a general reduction through to 2036/37 to a surplus position of £2.5m in that year. The main driver for this is the housing stock condition survey showing the requirements of the major works maintenance programme. This is reviewed every 5 years taking account of changes in stock levels and component life spans, the next full survey will take place in 2024 and will lead to a revaluation of capital expenditure taking into account new legislative requirements and inflationary cost pressures (this will have a negative effect on the plan).

Balances have increased since last year due to the underspend caused by the collapse of the Council's major works contractor (J Tomlinson Ltd) in September 2023. The retendering effects of the contract will have a negative effect on the plan due to catch up works and new inflation related pricing.

The graph above also assumes that a 7.7% rent increase, as outlined in Government legislation, is agreed by Cabinet for 2024/25. This also only allows for another 22 new build units to be developed.

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

4.3 Social Housing (Regulation) Act 2023

The Act which received Royal Assent on 20th July 2023 followed the Social Housing White Paper – Charter for Social Housing residents' paper which was published by the Ministry of

Housing, Communities and Local Government (MHCLG) (now known as Department for Levelling Up, Housing and Communities) on 17th November 2020. It is the follow up to the Social Housing Green Paper that was published in August 2018, both of which are part of the Government’s response to the Grenfell Tower tragedy and the Hackitt Review of building safety and fire safety.

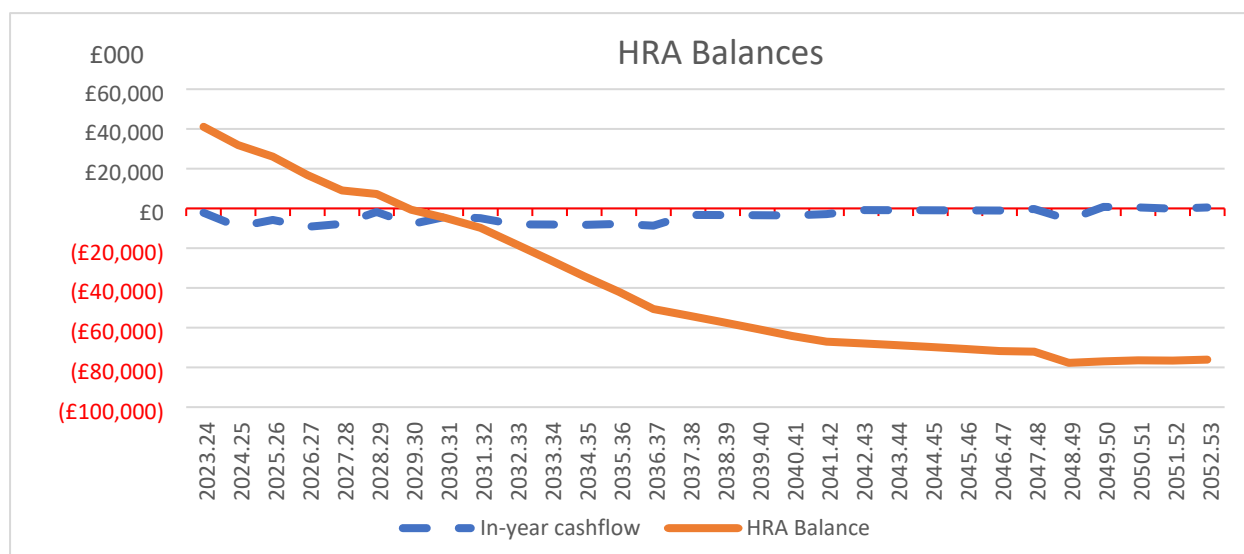
An action plan has been created and was reported to Cabinet in December 2021, a further update was presented in June 2022 and a further update is presented to this meeting as a separate agenda item. To date the action plan has required two new posts to be established and built into the 30-year business plan. This action plan will continue to be monitored and be developed through the Operations Departmental Management Team (DMT) overseen by the Strategic Leadership Team (SLT) and Executive Lead Member for Operations. The action plan highlights the areas within the White Paper and specific Consumer Standards that are being met and identifies gaps where service areas will need to ensure work continues to remain compliant. Further additional posts may be required once more of the regulations unfold following legislation being approved with an implementation date highly likely to be from the start of the 2024/25 financial year.

#### 4.4 Carbon Net Zero by 2050

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

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

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



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

## **Implications**

### **Corporate Plan:**

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

### **Legal:**

Relevant legislative requirements are set out in the main body of the report. [RLD 01/02/2024]

**Finance:** Financial implications are set out within this report. [PH 22/12/2023].

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

### **Risk:**

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

### **Human Resources:**

None

### **Environmental/Sustainability:**

N/A



**Equalities:**

None

**Other Implications:**

N/A

**Reason(s) for Urgency**

N/A

**Reason(s) for Exemption**

N/A

**Background Papers**

HRA 30 Year Business Plan model

**Report Author and Contact Officer**

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29<sup>th</sup> JANUARY 2024</b>
<b>Heading:</b>	<b>HOUSING RENT SETTING 2024/25</b>
<b>Executive Lead Member:</b>	<b>EXECUTIVE LEAD MEMBER 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

This report provides information on the proposed Housing Revenue Account (HRA) rent level and other HRA accommodation related charges for Council tenants for the financial year 2024/25.

### Recommendation(s)

1. To set an average rent increase of 7.7% for all Council house rents for 2024/25.
2. To set a garage and plot average rent increase of 7.7% for 2024/25.
3. To set a weekly amenity charge increase of 7.7% (rounded to the nearest pence) for all relevant Council house properties for 2024/25.
4. To set an increase to the service charges of 7.7% to 9 sheltered schemes and 21 blocks of general needs flats.
5. To set an increase for water charges at Brook Street Court of 7.2% for 2024/25.
6. To set an increase for service charges for the properties at Merlin Park of Retail Price Index (RPI) at December 2023 for 2024/25.
7. Introduction of Phase 2 Service Charges at £3.46 or £1.50 per week (dependent on the block) to be collected in line with the rent collection (addresses specified in appendix 1) or annually for leaseholders (21 leaseholders will be affected) effective as soon as practically possible for Sheltered Schemes, General Needs Flats and Flats above shops (Council Owned Stock).

### Reasons for Recommendation(s)

To set a 7.7% rent increase in line with the Department for Levelling Up, Housing and Communities policy statement on rents for social housing updated 14<sup>th</sup> December 2022.

To set an increase of 7.7% on garage rents to continue covering the increasing costs of maintenance and rental collection for the Council garage sites, consistent with the approach in previous years.

To increase the amenity charge in line with the rent increase of 7.7% to continue covering the costs of providing the services which do not fall within the provision of the rent charge.

To set an increase to the service charges of 7.7% to 9 sheltered schemes and 21 blocks of general needs flats to continue to cover the increased costs of providing the services to these schemes.

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

To set an increase of December 2023 RPI for the service fee for the properties at Merlin Park estate, Hucknall, in line with the legal agreement between the Council and the Housing Development Company.

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

## **Alternative Options Considered**

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

The garage rent option considered was for a lower percentage, but this would have a detrimental effect on the HRA and not cover the inflationary increase in costs to be incurred in 2024/25.

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

The increase in the Service Charges is calculated to cover the costs of providing the services to the housing court schemes. To not increase the service charge would mean the costs are inappropriately subsidised by the HRA i.e., the other rent payers.

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

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

The introduction of the service charge is to recover costs from the specific tenanted/leasehold properties for extra services they either currently receive or will receive in the communal areas of the properties they occupy. To not introduce the service charge would mean that the communal costs of these properties are being subsidised by other tenants not in receipt of those services. i.e., other rent payers with no direct benefit of communal services. In addition to the above, service charges for other (fully self-contained) schemes/blocks were introduced in 2022. Not all blocks/schemes were included at that time. Following this, a request was made by Leadership and Cabinet for a phase 2 project to ensure a consistent approach across the District. To not introduce would mean there is an inconsistent, and therefore unfair, approach across the District in terms of charges. A further alternative consideration would be to recover the full cost of communal services as provided to specific blocks and/or schemes. The highest potential service charge under this criterion is £7.42 per week. This is deemed unsuitable in the current economic climate and may place a disproportionate burden on the more elderly and vulnerable tenants. **Not recommended.**

## **Detailed Information**

### **1. Rent Setting**

- 1.1 The Government sets the Policy for Social Housing Rents. The current Policy is that future rent increases to social housing rents are limited to September's Consumer Price Index (CPI) plus 1% for 5 years from 2020/21. This policy recognises the need for a stable financial environment to support the delivery of new homes and to enable registered providers to plan ahead, incorporating additional standards such as fire safety and thermal efficiency.
- 1.2 The Council is proposing to apply the Government policy resulting in a rental increase of 7.7% for 2024/25. As rent is charged weekly and 2024/25 is a 53-week year, the proposed average rent for 2024/25 is £91.98 per week (49-week basis), an average increase of £6.58.
- 1.3 The housing management database indicates that currently (Nov 2023) 74.72% of the Council's tenants receive some form of assistance with their rent (i.e., Housing Benefit or Universal Credit) and therefore will not be subject to paying the full rent increase themselves. The percentage of tenants on benefits could be higher than the 74.72% stated as the Council does not have a complete record of all tenants receiving Universal Credit as this benefit is now paid directly to the tenant rather than by the Council.

### **2. Garage Rents**

- 2.1 Following the recent sale of the first four garage sites assessed as being unsustainable, a further 4 sites have been identified and will be sold subject to Cabinet approval. The proceeds from sale will be used to develop new Council homes. Other future sales are planned. Demand to rent a garage on many sites has dwindled and the high cost of repairs compared to income generated through rents, means more and more sites require significant investment and will need to be considered for disposal.

It is recommended that the garage rents are increased by 7.7% for 2024/25 in line with the housing rent increase, which will generate an additional annual income of £10k on the occupied garages.

- 2.2 Table 1 below shows the current 2023/24 and the proposed 2024/25 weekly garage and plot rents.

**Table 1 – Garage Rents 2023/24 and 2024/25**

	<b>Rents 2023/24</b>	<b>Rents 2024/25</b>	<b>Proposed Increase</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Garages			
Band A	7.30	7.86	0.56
Band B	8.15	8.78	0.63
Band C	9.01	9.70	0.69
Plots			
Band A	0.94	1.01	0.07
Band B	1.11	1.19	0.08

### **3. Amenity Charge**

3.1 This charge contributes to the cost of providing the following existing services which do not fall within the provision of the rent:

- Grounds Maintenance/Estate Management of housing open space
- Community Safety

3.2 The current annual amenity charge is £1.53 per week, and it is proposed that this will increase by 7.7% in line with the proposed housing rent increase to £1.65 per week, an increase of £0.12. The amenity charge is eligible for state benefits.

### **4. General Needs and Sheltered Scheme Service Charges**

4.1 The service charges are to recover partial costs for a range of services to tenants at sheltered accommodation and blocks of flats including: -

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

4.2 It is proposed to increase the service charge in line with the rent increase of 7.7% to continue covering the costs of providing these services. The current charge is £3.21 per week, and it is proposed that this will increase by 7.7% in line with the proposed housing rent increase to £3.46 per week, an increase of £0.25. These services charges are eligible for state benefits.

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

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

recommended that the charge for 2024/25 be increased by 7.2% in line with the increase levied by Severn Trent for 2023/24.

5.2 Table 2 below shows the current 2023/24 and the proposed 2024/25 weekly water charges for Brook Street Court.

**Table 2 – Brook street Water Charges 2023/24 and 2024/25**

	<b>Charge 2023/24</b>	<b>Charge 2024/25</b>	<b>Proposed Increase</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Water			
1 Bed Unit	2.15	2.3	0.15
2 Bed Unit	3.21	3.44	0.23

## **6. Service Fee at Merlin Park, Hucknall (21 properties purchased between 2018 and 2022)**

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

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

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

## **7. Introduction of Service Charges for Sheltered Schemes, General Needs Flats and Flats above shops (Council Owned Stock) - Phase 2.**

7.1 A service charge is a payment made by a resident towards the cost of providing and maintaining communal areas and facilities.

7.2 Tenants in sheltered schemes and tenants/leaseholders in general needs flats benefit from the provision of a range of services including: -

- Communal Lighting
- Cleaning of communal rooms, areas, hallways, corridors, and staircases
- Window cleaning in communal areas
- Fire alarm systems

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

- 7.3 In April 2022, service charges were introduced for several sheltered schemes and general needs flats following approval by Cabinet in January 2022. At that time, the majority of tenants who were consulted understood why the Council was introducing the charge and did not mind paying but wanted to make sure that they would receive a good service that represented value for money. Following this, Leadership asked for the remaining sheltered schemes and flats to be considered for the introduction of service charges (Phase 2 project) so there is a consistent service provision and associated charges for tenants and approach across the District.
- 7.4 Prior to the April 2022, the costs for the communal facilities, which do not form part of the rent charged to tenants (as the rent only covers the curtilage of the individual property) had not been recovered from tenants/leaseholders. Nationally service charges are used extensively in the private sector whilst a significant number of councils and housing associations have already introduced greater flexibility to their rent setting structures through the introduction of service charging.
- 7.5 It should be noted that the income and expenditure of service charges comes under the Housing Revenue Account and that the Council has a duty to maintain (and achieve) a viable 30-year HRA business plan to ensure that it can maintain its existing housing stock in a decent and safe manner across the duration of the plan. The increasing financial pressures on the Council, particularly relating to inflation, material costs and additional regulatory and climate change compliance, means that it is now necessary to consider applying service charges to the remainder of the blocks of flats, flats over shops and sheltered courts.
- 7.6 It is important that the Council recovers expenditure attributed to service charges to enable delivery of services as well as support and meet the HRA's 30-year Business Plan assumptions. Despite significant efficiencies and service modifications achieved over recent years the service still cannot produce a fully funded 30-year plan incorporating all known and potential future regulatory requirements (such as carbon net zero) without looking towards maximising its income. The service charge items represent a significant cost to the business plan, and it is anomalous not to recover some or all these costs.
- 7.7 The expanding (sector wide) role of the Regulator for Social Housing means that Councils are now subject to rent regulations. The regulations clearly state that social housing providers need to charge for services in a fair and consistent way which can be accounted for.
- 7.8 It is also the case that under the Regulator for Social Housing's "Neighbourhood Standard" a review of standards in communal areas is required; specifically, the cleaning of communal areas needs to be considered for enhancement based on current service provided, along with the production of a service standard for tenants supported by regular inspections of communal areas to check that the standards are being achieved. Note all social housing landlords must comply with the Regulator for Social Housing's "Neighbourhood Standard".
- 7.9 A variation of the tenancy agreement is required to permit the introduction of new service charges.
- 7.10 All Council tenants pay a weekly rent under the terms of their tenancy agreement. The cost of services delivered are recovered through the HRA across all rents.
- 7.11 Leaseholders in leasehold properties (properties that are sold by the Council) come with various legal obligations for the leaseholder, one of which is the service charge. The



requirement to collect service charges and what the charge covers is within the Lease when the property is sold. Service charges are collected annually.

- 7.12 Currently the costs of providing some services to tenants and leaseholders are not being charged specifically to the tenants / leaseholders who are in receipt of them.
- 7.13 By introducing service charges and introducing communal cleaning, we could generate additional income of around £61,000 per year.
- 7.14 It is proposed that rather than charge the full amount to tenants (to avoid significant rebalancing swings each financial year and large disparity of charges between the blocks), we limit this service charge to a minimum of £1.50 and a maximum of £3.46 per week (current charge is £3.21 but will increase in April 2024 in line with the proposed service charge price increase).
- 7.15 Positively most service charges qualify for Housing Benefit/Universal Credit and in most cases, welfare benefits will meet the charges that our tenants have to pay as a condition of occupying their home. Current estimates are that 72.3% of residents are in receipt of some form of state benefits. For those tenants who would have to pay to cover the cost of the new charge, advice would be provided in relation to income maximisation through our money advice team.
- 7.16 Any significant change to the Tenancy Agreement is accompanied by a requirement to consult. The process, requirements and timeframe for consultation are set out as a prescribed process in Section 103 of the Housing Act 1985.
- 7.17 The two primary areas to be noted are the issuing of a 'Preliminary Variation Notice' and a 'Variation Notice'. The Preliminary Variation Notice must be served on all Council tenants holding secure and introductory Tenancies.
- 7.18 The Preliminary Notice informs the tenant of the Council's intention to serve a Notice of Variation and is the primary method of consulting each tenant to obtain their views on the changes proposed to the Tenancy Agreement.
- 7.19 The Preliminary Notice along with a frequently asked questions summary sheet was posted out prior to the formal consultation commencement date (11 December 2023). The Notice outlined the proposed change, the effect of the change and the reason for the change. Feedback on the proposal was invited and a 4-week period was allowed for responses to be made. In addition to the Preliminary Variation Notice additional consultation also included holding 2 drop-in sessions at sheltered housing schemes, giving tenants an opportunity to ask any questions.
- 7.20 All tenant feedback received has been collected and formally considered in a minuted meeting providing a record showing that the comments were considered. Please see appendix 2 for a summary of the feedback received.
- 7.21 The next stage, if the service charge is approved, is to serve a formal Notice of Variation on all affected tenants. The Notice will again detail the changes and will also include a date no less than 4 weeks following service of the Notice, when the change will become effective. The Notice will also formally notify tenants where to find the service standard and cleaning rotas for their block or scheme i.e., sheltered housing schemes (notice boards) and general blocks (on the Council's website) along with details of how to report any concerns.

- 7.22 Service charge expenditure will be closely monitored, and charges reviewed at the same time as the rent is reviewed (annually). Where possible charges will be set at a level that will cover the costs of services provided. The change to the existing tenancy agreement and all new tenancy agreements will automatically take effect after the statutory 4 weeks' notice has been given in writing.
- 7.23 By law, landlords must consult leaseholders before carrying out qualifying work or entering into a long-term agreement for providing services. The process, requirements and timeframe for consultation are set out as a prescribed process in s20 Landlord and Tenants Act 1985.
- 7.24 As the introduction of communal cleaning would be a long-term agreement for cleaning and will last for more than 12 months and on some blocks will cost the Leaseholder more than £100 per year, s20 must be followed. The procedure is very strict and must be followed by the letter (this includes using standard Notices) otherwise there is a chance that the Council may not be able to obtain the increased service charge or be limited to £100 per year.
- 7.25 Landlords must serve consultation notices on leaseholders at the following three stages in the process of awarding a contract: -
- Before the tender is offered (the pre-tender stage), landlords must serve a notice of intention.
  - During the tender (the tender stage), landlords must serve notice of their proposals (estimates).
  - In some cases, when they award the contract (award of contract stage), landlords must serve notice of the award of contract.
- 7.26 The whole process above can take many months; therefore, the service charge would not be able to be introduced in April 2024 but part way through the year.
- 7.27 Leaseholders have already been sent an initial consultation letter asking for their feedback along with a frequently asked questions summary sheet which was posted out prior to the formal consultation commencement date (11 December 2023). The letter outlined the proposed change, the effect of the change and the reason for the change. Feedback on the proposal was invited and a 4-week period was allowed for responses to be made.
- 7.28 All leaseholder feedback received has been collected and included with tenant feedback and formally considered in a minuted meeting providing a record showing that the comments were considered.
- 7.29 The next stage, if the service charge is approved, is to commence with the statutory consultation with leaseholders as per legislation.

## **Implications**

### **Corporate Plan:**

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

## Legal:

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

The Council is required to comply with the Direction on the Rent Standard 2023. The Secretary of State set Direction in exercise of the powers conferred by section 197 of the Housing and Regeneration Act 2008.

The Council is required to comply with the Department for Levelling Up, Housing and Communities statement on rents for social housing updated 14 December 2022.

The Council is required to comply with the Housing Act 1985 section 103 in relation to notice of variation of the tenancy. [RLD 20/12/2023]

Leaseholders – The Council is required to comply and consult in accordance with the Commonhold and Leasehold Reform Act 2002, section 151 (s.20). Although the main purpose of the consultation process is to gather leaseholders' views on the landlord's proposals, it also limits the landlord's ability to recover their costs if they do not follow the correct procedure. If the landlord fails to carry out the full consultation procedure in the correct way, they cannot collect or recover service charges above the level of the minimum amounts allowed by law (that is, £100 per leaseholder per year for a long-term contract). If this applies, the landlord will have to cover the loss, which may have implications for the Housing Revenue Account and, possibly, the District Auditor. [RLD 08/01/2024]

## Finance: [PH 20/12/2023].

Budget Area	Implication
General Fund – Revenue Budget	<p>The introduction of service charges will mean that there will be a recharge to the General Fund for the following: -</p> <p><u>Temporary accommodation used by Housing Options for homeless cases.</u></p> <p>1 x Central Avenue, Kirkby – 41a – £3.46 4 x Western Avenue, Kirkby – 9a,11,11a,11b - £3.46 1 x St Marys Court, Sutton - 21 - £3.46 1 x Willow Crescent, Sutton - 94 - £1.50</p> <p><u>Serenity Unit</u></p> <p>53 Northwood Avenue, Sutton - £3.46</p> <p><u>Flats associated with commercial units (shops) – 15-year lease</u></p> <p>5 and 8 Leamington Hall Buildings, Sutton - £1.50</p> <p>Estimated annual cost £875.00.</p>

General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	Recommendations 1-6 as outlined in the report. Recommendation 7 -the introduction of service charges will raise additional income for the Housing Revenue Account (HRA). The proposed £1.50/£3.46 Service Charge will generate circa £61k additional income per annum.
Housing Revenue Account – Capital Programme	None

**Risk:**

<b>Risk</b>	<b>Mitigation</b>
Rents, fees, and charges increases do not cover the cost increases in delivering the services.	Rents, fees, and charges are reviewed annually.
The Council does not follow the correct procedure for introducing a service charge.	Legal process is followed in line with consultation, formal written notice process and the correct decision-making body.
The Council does not comply with the Neighbourhood Standard as set out by the Regulator of Social Housing.	Cleaning based on a defined service standard introduced in communal areas (general needs flats) as outlined in this report.

**Human Resources:**

There are no HR implications contained in the report.

**Environmental/Sustainability:**

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

**Equalities:**

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

## **Other Implications:**

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

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

Not Applicable

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

Not Applicable

## **Background Papers**

Please see Appendices to the report.

## **Report Author and Contact Officer**

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## **Sponsoring Executive Director**

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**Appendix 1 – Breakdown of annual costs of services applied to each individual scheme/block of flats**

Sheltered Scheme	Total cost of services	Yearly cost per flat	Weekly charge per flat	Proposed weekly charge	Income
Nuncar Court, Kirkby	£5,721.03	£190.70	£3.97	£3.46	£4,982.40
St Modwens Court, Sutton	£4,387.51	£168.75	£3.52	£3.46	£4,318.08
				<b>Total Income</b>	<b>£9,300.48</b>

Non-Sheltered Scheme	Total cost of services	Yearly cost per flat	Weekly charge per flat	Proposed weekly charge	Income
Annesley Road, Hucknall	£730.21	£182.55	£3.80	£3.46	£664.32
Beechwood Court, Skegby	£7,223.62	£240.79	£5.02	£3.46	£4,982.40
Brookhill Court, Sutton	£7,332.68	£203.69	£4.24	£3.46	£5,978.88
Carsic Road, Sutton	£943.95	£157.33	£3.28	£3.46	£996.48
Clare Road, Sutton	£1,040.73	£86.73	£1.81	£1.50	£864.00
Cowpes Close, Sutton	£1,791.49	£149.29	£3.11	£1.50	£864.00
George Street, Hucknall	£2,800.61	£233.38	£4.86	£3.46	£1,992.96
Langton Court, Sutton	£7,599.00	£199.97	£4.17	£3.46	£6,311.04
Leamington Hall Flats, Sutton	£1,339.06	£121.73	£2.54	£1.50	£792.00
Lindley Street, Selston	£2,241.66	£186.81	£3.89	£3.46	£1,992.96
Mill Close, Huthwaite	£1,683.60	£76.53	£1.59	£1.50	£1,584.00
Northfield Close, Sutton	£966.75	£161.12	£3.36	£3.46	£996.48
Northwood Avenue, Sutton	£1,868.37	£155.70	£3.24	£3.46	£1,992.96
Peveril Street, Hucknall	£663.16	£165.79	£3.46	£3.46	£664.32
Priestic Road, Sutton	£990.00	£165.00	£3.46	£3.46	£996.48
St Andrews Close, Hucknall	£1,217.81	£152.23	£3.17	£1.50	£576.00
St Marys Court, Sutton	£7,014.38	£219.20	£4.57	£3.46	£5,314.56
St Marys Way, Hucknall	£1,806.08	£180.61	£3.76	£3.46	£1,660.80
Swanson Avenue, Huthwaite Block one	£5,540.80	£346.30	£7.21	£3.46	£2,657.28
Swanson Avenue, Huthwaite Block two	£2,849.75	£356.22	£7.42	£3.46	£1,328.64
Swanson Avenue, Huthwaite Block three	£3,482.84	£348.28	£7.26	£3.46	£1,660.80
West End Court, Sutton	£3,175.89	£127.04	£2.65	£1.50	£1,800.00
Willow Crescent, Sutton	£3,282.56	£96.55	£2.01	£1.50	£2,448.00
				<b>Total Income</b>	<b>£49,119.36</b>

Flats over Shops	Total cost of services	Yearly cost per flat	Weekly charge per flat	Proposed weekly charge	Income
Broomhill Road, Hucknall	£1,146.72	£286.68	£5.97	£3.46	£664.32
Western Avenue, Kirkby	£1,149.94	£229.99	£4.79	£3.46	£830.40
Central Avenue, Kirkby	£795.75	£198.94	£4.14	£3.46	£664.32
Leamington Hall Buildings, Sutton	£527.70	£131.93	£2.75	£1.50	£288.00
				<b>Total Income</b>	<b>£2,447.04</b>

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## **Appendix 2**

### **Service Charge consultation feedback – January 2024**

In early December 2023, we wrote to a total of 439 tenants and leaseholders about the proposal to introduce service charges to cover the costs of: -

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

We also advised of the start of a formal consultation period from the 11 December 2023 to 7 January 2024. Tenants and leaseholders were invited to provide comments on the proposed charge by telephone, email and in writing. Consultation also included holding 2 drop-in sessions at sheltered housing schemes, giving tenants an opportunity to meet with Officers to ask any questions.

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

- Supportive of the charge if it was accompanied by improvements to services, done frequently and there is a service standard in place.
- Wanted to know why pay for electricity when the building had solar panels.
- Were worried about the extra cost if they were on low income.
- Accepted that charges were to be made but were not supportive of the proposal to implement these.
- Were happy with the proposed charges and will pay.
- Understood why we were making the changes, but wanted good, value for money services.
- The communal cleaning needs to be monitored and inspected.
- Does not affect me either way if introduced.

Of the 22 out of 439 people who responded: -

- 10 people understood why we were making this change and did not mind paying but wanted to make sure that they would receive a good service that represented value for money.
- 8 people said that they were unhappy with the proposal. Some were concerned about how they would pay for it.
- 4 people provided comments (were neutral about the change).

NB: 22 tenant responses out of a possible 439 responses = 5%. In total 1.82% of those consulted raised a negative concern.

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

**Question 1** – *In the Sheltered Scheme I live in, we have solar panels which supply electric, so why do we have to pay for communal electricity?*

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

**Question 2** – *There is no communal cleaning where I live in currently. I live in a general needs flat.*

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

**Question 3** - *I am unhappy about the charges and feel I pay enough rent and council tax already.*

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

**Question 4** - *What happens to people who currently don't receive any help from benefits to pay for the service charge?*

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

**Question 5** – *The communal areas need to be monitored and inspected.*

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

**Question 6** – *What do I do if I am unhappy about the service provided covered by the service charge?*

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

### **Consultation Outcome**

We have considered the feedback received. As on balance there are insufficient comments to be detrimental to the introduction of the service charge, the recommendation is to proceed to introduce a service charge.

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

Leaseholders will also need to be served with the appropriate legal notices as set out in the s20 Landlord and Tenants Act 1985.

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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29 JANUARY 2024</b>
<b>Heading:</b>	<b>REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - UPDATE</b>
<b>Portfolio Holder:</b>	<b>COUNCILLOR VICKY HESLOP – EXECUTIVE LEAD MEMBER FOR GOVERNANCE</b>
<b>Ward/s:</b>	<b>N/A</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>YES</b>

## **Purpose of Report**

This report is to update Cabinet on the use of the Council’s Regulation of Investigatory Powers Act (RIPA) Policy in the past 3 years.

## **Recommendation(s)**

**Cabinet is asked to:**

- 1. Note that the Council has not authorised any Directed Surveillance in the past 3 years pursuant to the RIPA powers;**
- 2. Note and adopt the minor amendments to the Policy;**
- 3. Note that the necessary RIPA training was undertaken in Autumn 2022 following the Investigatory Powers Commissioner’s Office (IPCO) inspection in March 2022; and**
- 4. Note the progress made in respect of the action plan put in place following the IPCO inspection in March 2022.**

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

An update report was presented to Cabinet in December 2022. The current Code of Practice and Council Policy requires that Members are updated on RIPA authorisations on an annual basis. This report complies with that requirement.

The Policy should also be reviewed regularly to ensure it remains up to date and fit for purpose. The Policy was reviewed and amended in December 2022 following the Investigatory Powers

Commissioner's Office (IPCO) inspection in March 2022 to reflect legislative changes and recommendations following the inspection since the Policy was last adopted. Further minor amendments to the Policy are proposed to reflect changes in job titles for authorising officers (Executive Directors) and also for the Assistant Director - Legal.

## **Alternative Options Considered**

To not report to Members an update which could put the authority at risk of challenge for breach of policy.

## **Detailed Information**

### **Regulation of Investigatory Powers Act 2000 (RIPA) – Update**

The Regulation of Investigatory Powers Act 2000 (RIPA) sets out the legal framework for the conducting of surveillance by public authorities in the course of criminal investigations. RIPA ensures compliance with the Human Rights Act 1998, in particular the right to respect for private and family life. This right is qualified where interference in these rights is necessary and proportionate and carried out in accordance with the law.

The Council can only authorise directed surveillance under RIPA where the matter involves a criminal offence punishable by a custodial sentence of six months or more (e.g. serious criminal damage, dangerous waste dumping, health and safety offences, serious or serial benefit fraud) or is related to underage sale of alcohol and tobacco. The Council cannot authorise directed surveillance for less serious offences such as littering and dog control and cannot authorise intrusive surveillance which takes place either in a residential premises or in any private vehicle. Authorisation is not required however in a case of immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation to be sought or for general observation activities in a crime hotspot area.

### **Update on the Use of RIPA:**

1. If the Council is required to carry out covert surveillance in the course of its enforcement work, it must comply with the Regulation of Investigatory Powers Act 2000 and related Codes of Practice.
2. The Council has a Policy in place which sets out a process for ensuring covert surveillance activity is carried out in accordance with the law. In accordance with the Policy and the Code of Practice, the Cabinet must receive an annual report.
3. In the past 3 years no covert surveillance was authorised.
4. Members are asked to note the update.

### **The Policy:**

1. The RIPA Policy was last reviewed and amended in December 2022 following recommendations made by IPCO after they carried out a desktop RIPA inspection in March 2022. In particular, the Policy was updated in relation to procedures for the retention and destruction of all data and documents obtained as a result of covert activity.

2. Minor changes to the Policy are now proposed to update details of authorising officers (Executive Directors) and to update details for the Assistant Director - Legal.
3. Members are asked to note and adopt the proposed changes within the Policy.

### **Training:**

1. In March 2022, IPCO also noted that formal training for relevant staff has been impacted by the pandemic and assurances were given that training would commence later in the year.
2. The Assistant Director - Legal and Principal Lawyer provided training on RIPA to all staff in Legal Services on 3 November 2022, to CLT members (Authorising Officers) on 14 November 2022 and to other relevant officers on 21 and 23 November 2022. A mop up training session for those who could not attend on these dates took place on 1 December 2022.
3. Members are asked to note that the necessary training has taken place.

### **Action Plan Update**

1. The action plan put in place following the IPCO inspection was presented to Cabinet in June 2022 and December 2022, an updated action plan showing progress is appended to the report.
2. Members are asked to note the updated action plan.

### **Implications**

### **Corporate Plan:**

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

### **Legal:**

All legal issues are outlined within the report and detailed in the policy. [RLD 05/01/2024]

**Finance:** There are no direct financial implications arising from this report. [PH 09/01/2024].

<b>Budget Area</b>	<b>Implication</b>
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
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**Risk:**

Risk	Mitigation
No risks associated with the recommendations in this report.	The Policy is in place to ensure the Council complies with the law.

**Human Resources:**

There are no direct HR implications contained within the report. [KH 08/01/2024]

**Environmental/Sustainability**

There are no environmental or sustainability implications relating to the report.

**Equalities:**

Implications are considered in the policy, in particular, in relation to article 8 of the Human Rights Act.

**Other Implications:**

None

**Reason(s) for Urgency**

N/A

**Reason(s) for Exemption**

N/A

**Background Papers**

RIPA Policy attached

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**ASHFIELD DISTRICT COUNCIL**

**REGULATION OF INVESTIGATORY  
POWERS ACT 2000 (RIPA)**

**POLICY AND GUIDANCE**

## **CONTENTS**

1. Policy
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3. Appendix A – List of Authorising Officers
4. Appendix B – Flowchart
5. Appendix C – Links to Home Office - Forms
6. Appendix D – Links to Home Office - Codes of Practice
7. Appendix E – Links to Home Office – Guidance for Application at the Magistrates' Court.

Approved: Cabinet, 29 January 2023

Cabinet Minute Reference:

**ASHFIELD DISTRICT COUNCIL**  
**POLICY ON REGULATION OF INVESTIGATORY**  
**POWERS ACT 2000 (RIPA)**

Ashfield District Council only carries out covert surveillance where such action is justified and endeavours to keep such surveillance to a minimum. It recognises its obligation to comply with RIPA when such an investigation is for one of the purposes set out in that Act and has produced this Guidance document to assist officers undertaking this type of work (“Authorising” and “Investigating Officers”).

**Applications for authority**

A Chief Officer authorised by the Council (an “Authorising officer”) will consider all applications for authorisation in accordance with RIPA – See **Appendix A** for a list of Authorising Officers.

Any incomplete or inadequate application forms will be returned to the applicant for amendment.

The Authorising Officer shall in particular ensure that:-

- There is a satisfactory reason for carrying out the surveillance
- The serious crime threshold is met
- The covert nature of the investigation is necessary
- Proper consideration has been given to collateral intrusion
- The proposed length and extent of the surveillance is proportionate to the information being sought
- Authorisation from the Head of Paid Service (Chief Executive) is sought where confidential legal/journalistic/medical/spiritual welfare issues are involved
- The authorisations are reviewed and cancelled
- Records of all authorisations are sent to the Assistant Director – Legal for entry on the Central Register

Once authorisation has been obtained from the Authorising Officer, the Authorising Officer or his/her nominee (e.g. investigating officer) will attend the Magistrates’ Court in order to obtain judicial approval for the authorisation. See flowchart at **Appendix B**.

## **Training**

Each Authorising Officer shall be responsible for ensuring that relevant members of staff within their Directorate are aware of the Act's requirements.

Legal Services will provide advice and regular updates as well as specific training upon request.

## **Central register and records**

The Assistant Director - Legal shall retain the Central Register of all authorisations issued by Ashfield District Council.

The Executive Director - Governance (Monitoring Officer), in conjunction with the Assistant Director - Legal, will monitor the content of the application forms and authorisations to ensure that they comply with the Act.

## **Senior Responsible Officer ("SRO")**

The SRO is a role required by the Investigatory Powers Commissioner's Office ("IPCO") with oversight of the Council's use of RIPA powers. The SRO is the Executive Director - Governance (Monitoring Officer) and will only act as an Authorising Officer for the Council in exceptional circumstances to avoid any conflicts with the SRO role.

## **RIPA Coordinating Officer**

The RIPA Co-ordinating Officer has the responsibility for the day-to-day RIPA management and administrative processes observed in obtaining an authorisation and advice thereon and this role is performed by the Assistant Director - Legal .

## **REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - GUIDANCE**

### **DIRECTED SURVEILLANCE & COVERT HUMAN INTELLIGENCE SOURCE**

#### **1. Purpose**

The purpose of this guidance is to explain

- the scope of RIPA – Part II;
- the circumstances where it applies; and
- the authorisation procedures to be followed

#### **2. Introduction**

2.1 This Act, which came into force in 2000, is intended to regulate the use of investigatory powers exercised by various bodies including local authorities, and ensure that they are used in accordance with human rights. This is achieved by requiring certain investigations to be authorised by an appropriate officer and approved by the judiciary before they are carried out.

2.2 The investigatory powers, which are relevant to a local authority, are directed covert surveillance in respect of specific operations involving criminal offences that are either punishable, whether on summary conviction or indictment, by a maximum term of at least 6 months imprisonment or are related to the underage sale of alcohol and tobacco and the use of covert human intelligence sources (CHIS). The Act makes it clear for which purposes they may be used, to what extent, and who may authorise their use. There are also Codes of Practice in relation to the use of these powers and the Home Office web site link for these is at **Appendix C and D**.

2.3 Consideration must be given, prior to authorisation as to whether or not the acquisition of private information is necessary and proportionate, i.e. whether a potential breach of a human right is justified in the interests of the community as a whole, or whether the information could be obtained in other ways.

#### **3. Scrutiny and Tribunal**

##### **3.1 External**

3.1.1 The Council must obtain an order from a Justice of the Peace approving the grant or renewal of any authorisation for the use of directed surveillance or CHIS before the authorisation can take effect and the activity is carried out. The Council can only appeal a decision of the Justice of the Peace on a point of law by judicial review.

3.1.2 The Investigatory Powers Commissioners Office was set up to monitor compliance with RIPA. The IPCO has “a duty to keep under review the exercise and performance by the relevant persons of the powers and duties under Part II of RIPA”, and the Investigatory Powers Commissioner will from time to time inspect the Council’s records and procedures for this purpose.

3.1.3 In order to ensure that investigating authorities are using the powers properly, the Act also establishes a Tribunal to hear complaints from persons aggrieved by conduct, e.g. directed surveillance. Applications will be heard on a judicial review basis. Such claims must be brought no later than one year after the taking place of the conduct to which it relates, unless it is just and equitable to extend this period.

3.1.4 The Tribunal can order:

1. Quashing or cancellation of any warrant or authorisation;
2. Destruction of any records or information obtained by using a warrant or authorisation;
3. Destruction of records or information held by a public authority in relation to any person.

3.1.5 The Council has a duty to disclose to the tribunal all documents they require if any Council officer has:

- Engaged in any conduct as a result of such authorisation;
- Any authorisation under RIPA.

## 3.2 **Internal Scrutiny**

3.2.1 The Council will ensure that the Senior Responsible Officer is responsible for:

- The integrity of the process in place within the public authority to authorise directed surveillance;
- Compliance with part II of the 2000 Act, Part III of the 1997 Act and with the accompanying Codes of Practice;
- Engagement with the Commissioners and Inspectors when they conduct their inspections; and
- Where necessary, overseeing the implementation of any post-inspection action plans recommended or approved by a Commissioner.

3.2.2 The Cabinet will receive updates on the use of the Act at least once a year and set/review the Council’s policy and guidance documents where necessary. They will also consider internal reports on use of the Act where necessary to ensure that it is being used consistently with the Council’s policy and that the policy



remains fit for purpose. They should not, however, be involved in making decisions on specific authorisations.

### **3.3 Unauthorised Activities**

- 3.3.1 If an Officer is concerned that surveillance/CHIS activity is taking place and there is no authorisation under RIPA, he/she should notify the Executive Director - Governance (Monitoring Officer) immediately.
- 3.3.2 If any activity is deemed to be unauthorised, it will be reported to the IPCO.

## **4. Benefits of RIPA authorisations**

- 4.1 The Act states that if authorisation confers entitlement to engage in a certain conduct and the conduct is in accordance with the authorisation, then it will be lawful for all purposes. Consequently, RIPA provides a statutory framework under which covert surveillance activity can be authorised and conducted compatibly with Article 8 of the Human Rights Act 1998 – a person’s right to respect for their private and family life, home and correspondence.
- 4.2 Material obtained through properly authorised covert surveillance is admissible evidence in criminal proceedings.

## **5. Definitions**

- 5.1 ‘Covert’ is defined as surveillance carried out in such a manner that is calculated to ensure that the person subject to it is unaware that it is or may be taking place. (s.26 (9)(a)).
- 5.2 ‘Covert human intelligence source’ (CHIS) is defined as a person who establishes or maintains a personal or other relationship with a person for the covert purpose of obtaining/providing access to/disclosing, information obtained through that relationship or as a consequence of the relationship. (s.26 (8)).
- 5.3 ‘Directed surveillance’ is defined as covert but not intrusive and undertaken:
- for a specific investigation or operation;
  - in such a way that is likely to result in the obtaining of private information about any person;
  - other than by way of an immediate response (s.26 (2)).
- 5.4 ‘Private information’ includes information relating to a person’s private or family life but has a wide meaning, not excluding business or professional activities.

5.5 'Intrusive' surveillance is covert surveillance that is carried out in relation to anything taking place on any residential premises or in any private vehicle and involves the presence of an individual on the premises or in the vehicle or using a surveillance device. **Ashfield District Council may not authorise such surveillance.**

5.6 'Authorising Officer' in the case of local authorities these are specified as Assistant Chief Officers (and more senior officers), Assistant Heads of Service, Service Managers or equivalent, responsible for the management of an investigation (see Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 (SI 2010/521)). Ashfield District Council has appointed the Chief Executive and Executive Directors as "Authorising Officers". Please refer to **Appendix A** for a list of Authorising Officers for Ashfield District Council.

## **6. When does RIPA apply?**

6.1 Where the directed covert surveillance of an individual or group of individuals, or the use of a CHIS, **is necessary for the purpose of preventing or detecting crime or of preventing disorder.**

6.2 The Council can only authorise **Directed Surveillance** to prevent and detect conduct which constitutes one or more criminal offences. The criminal offences must be punishable, whether on summary conviction or indictment, by a maximum term of at least 6 months imprisonment or be an offence under:

- a) S.146 of the Licensing Act 2003 (sale of alcohol to children);
- b) S.147 of the Licensing Act 2003 (allowing the sale of alcohol to children);
- c) S.147A of the Licensing Act 2003 (persistently selling alcohol to children);
- d) S.7 of the Children and Young Persons Act 1933 (sale of tobacco, etc., to persons under eighteen).

## **6.3 CCTV**

The normal use of CCTV is not usually covert because members of the public are informed by signs that such equipment is in operation. However, authorisation should be sought where it is intended to use CCTV covertly and in a pre-planned manner as part of a specific investigation or operation to target a specific individual or group of individuals. Equally a request, say by the police, to track particular individuals via CCTV recordings may require authorisation (from the police).

The Council's CCTV is managed by Newark and Sherwood District Council pursuant to a Service Level Agreement.

#### 6.4 Online Covert Activity

Reviewing open source sites does not require authorisation unless the review is carried out with some regularity, usually when creating a profile, in which case directed surveillance authorisation will be required. If it becomes necessary to breach the privacy controls and become, for example, a "friend" on a Facebook site, with the investigating officer utilising a false account concealing his/her identity as a Council Officer for the purposes of gleaning intelligence, this is a covert operation intended to obtain private information and should be authorised, at a minimum, as directed surveillance. If the investigator engages in any form of relationship with the account operator then the investigator becomes a CHIS requiring authorisation as such and management by a Controller and Handler with a record being kept and a risk assessment created.

Where the serious crime threshold is not met in relation to an investigation, surveillance of social media sites could amount to a breach of an individual's Article 8 rights for which there is no protection offered by RIPA. Officers using social media sites as part of an investigation should seek advice from Legal Services as to when an authorisation for directed surveillance or CHIS would be required.

The Revised Code of Practice for Covert Surveillance and Property Interference (August 2018) provides the following guidance in relation to online covert activity:

*3.10 The growth of the internet, and the extent of the information that is now available online, presents new opportunities for public authorities to view or gather information which may assist them in preventing or detecting crime or carrying out other statutory functions, as well as in understanding and engaging with the public they serve. It is important that public authorities are able to make full and lawful use of this information for their statutory purposes. Much of it can be accessed without the need for RIPA authorisation; use of the internet prior to an investigation should not normally engage privacy considerations. But if the study of an individual's online presence becomes persistent, or where material obtained from any check is to be extracted and recorded and may engage privacy considerations, RIPA authorisations may need to be considered. The following guidance is intended to assist public authorities in identifying when such authorisations may be appropriate.*

*3.11 The internet may be used for intelligence gathering and/or as a surveillance tool. Where online monitoring or investigation is conducted covertly for the purpose of a specific investigation or operation and is likely to result in the obtaining of private information about a person or group, an authorisation for*

*directed surveillance should be considered, as set out elsewhere in this code. Where a person acting on behalf of a public authority is intending to engage with others online without disclosing his or her identity, a CHIS authorisation may be needed (paragraphs 4.10 to 4.16 of the Covert Human Intelligence Sources code of practice provide detail on where a CHIS authorisation may be available for online activity).*

*3.12 In deciding whether online surveillance should be regarded as covert, consideration should be given to the likelihood of the subject(s) knowing that the surveillance is or may be taking place. Use of the internet itself may be considered as adopting a surveillance technique calculated to ensure that the subject is unaware of it, even if no further steps are taken to conceal the activity. Conversely, where a public authority has taken reasonable steps to inform the public or particular individuals that the surveillance is or may be taking place, the activity may be regarded as overt and a directed surveillance authorisation will not normally be available.*

*3.13 As set out in paragraph 3.14 below, depending on the nature of the online platform, there may be a reduced expectation of privacy where information relating to a person or group of people is made openly available within the public domain, however in some circumstances privacy implications still apply. This is because the intention when making such information available was not for it to be used for a covert purpose such as investigative activity. This is regardless of whether a user of a website or social media platform has sought to protect such information by restricting its access by activating privacy settings.*

*3.14 Where information about an individual is placed on a publicly accessible database, for example the telephone directory or Companies House, which is commonly used and known to be accessible to all, they are unlikely to have any reasonable expectation of privacy over the monitoring by public authorities of that information. Individuals who post information on social media networks and other websites whose purpose is to communicate messages to a wide audience are also less likely to hold a reasonable expectation of privacy in relation to that information.*

*3.15 Whether a public authority interferes with a person's private life includes a consideration of the nature of the public authority's activity in relation to that information. Simple reconnaissance of such sites (i.e. preliminary examination with a view to establishing whether the site or its contents are of interest) is unlikely to interfere with a person's reasonably held expectation of privacy and therefore is not likely to require a directed surveillance authorisation. But where a public authority is systematically collecting and recording information about a particular person or group, a directed surveillance authorisation should be considered. These considerations apply regardless of when the information was shared online. See also paragraph 3.6.*

**Example 1:** A police officer undertakes a simple internet search on a name, address or telephone number to find out whether a subject of interest has an online presence. This is unlikely to need an authorisation. However, if having found an individual's social media profile or identity, it is decided to monitor it or extract information from it for retention in a record because it is relevant to an investigation or operation, authorisation should then be considered.

**Example 2:** A customs officer makes an initial examination of an individual's online profile to establish whether they are of relevance to an investigation. This is unlikely to need an authorisation. However, if during that visit it is intended to extract and record information to establish a profile including information such as identity, pattern of life, habits, intentions or associations, it may be advisable to have in place an authorisation even for that single visit. (As set out in the following paragraph, the purpose of the visit may be relevant as to whether an authorisation should be sought.)

**Example 3:** A public authority undertakes general monitoring of the internet in circumstances where it is not part of a specific, ongoing investigation or operation to identify themes, trends, possible indicators of criminality or other factors that may influence operational strategies or deployments. This activity does not require RIPA authorisation. However, when this activity leads to the discovery of previously unknown subjects of interest, once it is decided to monitor those individuals as part of an ongoing operation or investigation, authorisation should be considered.

3.16 In order to determine whether a directed surveillance authorisation should be sought for accessing information on a website as part of a covert investigation or operation, it is necessary to look at the intended purpose and scope of the online activity it is proposed to undertake. Factors that should be considered in establishing whether a directed surveillance authorisation is required include:

- Whether the investigation or research is directed towards an individual or organisation;
- Whether it is likely to result in obtaining private information about a person or group of people (taking account of the guidance at paragraph 3.6 above);
- Whether it is likely to involve visiting internet sites to build up an intelligence picture or profile;
- Whether the information obtained will be recorded and retained;
- Whether the information is likely to provide an observer with a pattern of lifestyle;
- Whether the information is being combined with other sources of information or intelligence, which amounts to information relating to a person's private life;
- Whether the investigation or research is part of an ongoing piece of work involving repeated viewing of the subject(s);
- Whether it is likely to involve identifying and recording information about third parties, such as friends and family members of the subject of interest, or information posted by third parties, that may include private information and

*therefore constitute collateral intrusion into the privacy of these third parties.*

*3.17 Internet searches carried out by a third party on behalf of a public authority, or with the use of a search tool, may still require a directed surveillance authorisation (see paragraph 4.32).*

**Example:** *Researchers within a public authority using automated monitoring tools to search for common terminology used online for illegal purposes will not normally require a directed surveillance authorisation. Similarly, general analysis of data by public authorities either directly or through a third party for predictive purposes (e.g. identifying crime hotspots or analysing trends) is not usually directed surveillance. In such cases, the focus on individuals or groups is likely to be sufficiently cursory that it would not meet the definition of surveillance. But officers should be aware of the possibility that the broad thematic research may evolve, and that authorisation may be appropriate at the point where it begins to focus on specific individuals or groups. If specific names or other identifiers of an individual or group are applied to the search or analysis, an authorisation should be considered.*

## **7. Covert Human Intelligence Source**

7.1 Put simply, this means the use of members of the public, undercover officers or professional witnesses to obtain information and evidence.

7.2 The RIPA definition (section 26) is anyone who:

- a) establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within paragraphs b) or c);
- b) covertly uses such a relationship to obtain information or provide access to any information to another person; or
- c) covertly discloses information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.

Any reference to the conduct of a CHIS includes the conduct of a source which falls within a) to c) or is incidental to it.

References to the use of a CHIS are references to inducing, asking or assisting a person to engage in such conduct.

7.3 Section 26(9) of RIPA goes on to define:

- a) a purpose is covert, in relation to the establishment or maintenance of a personal or other relationship, if, and only if, the relationship is conducted in a manner that is calculated to ensure that one of the parties to the relationship is unaware of that purpose; and
  - b) a relationship is used covertly, and information obtained as mentioned in s 26(8) (c) above and is disclosed covertly, if, and only if it is used or as the case may be, disclosed in a manner that is calculated to ensure that one of the parties to the relationship is unaware of the use or disclosure in question.
- 7.4 With any authorised use of a CHIS, the Council must ensure that arrangements are in place for the proper oversight and management of the CHIS, this includes appointing individual officers as Handlers and Controllers in relation to the CHIS (s.29(5)(a) and (b)).
- 7.5 There is a risk that an informant who is providing information to the Council voluntarily may in reality be a CHIS even if not tasked to obtain information covertly. It is the activity of the CHIS in exploiting a relationship for a covert purpose which is ultimately authorised in the 2000 Act, not whether or not the CHIS is asked to do so by the Council. When an informant gives repeat information about a suspect or about a family and it becomes apparent that the informant may be obtaining the information in the course of a neighbourhood or family relationship, it may mean that the informant is in fact a CHIS. Legal advice should always be sought in such instances before acting on any information from such an informant.
- 7.6 Detailed advice regarding applications for use of a CHIS are set out at paragraph 8.1.5 below. In the event that the use of CHIS is considered, the Assistant Director - Legal must be consulted before any steps are taken to engage the CHIS.

The Revised Code of Practice for Covert Human Intelligence Sources (August 2018) provides the following guidance in relation to online covert activity:

*4.11 Any member of a public authority, or person acting on their behalf, who conducts activity on the internet in such a way that they may interact with others, whether by publicly open websites such as an online news and social networking service, or more private exchanges such as e-messaging sites, in circumstances where the other parties could not reasonably be expected to know their true identity should consider whether the activity requires a CHIS authorisation. A directed surveillance authorisation should also be considered, unless the acquisition of that information is or will be covered by the terms of an applicable CHIS authorisation.*

*4.12 Where someone, such as an employee or member of the public, is tasked by a public authority to use an internet profile to establish or maintain a relationship with a subject of interest for a covert purpose, or otherwise undertakes such activity on behalf of the public authority, in order to obtain or provide access to information, a CHIS authorisation is likely to be required. For example:*

- An investigator using the internet to engage with a subject of interest at the start of an operation, in order to ascertain information or facilitate a meeting in person.*
- Directing a member of the public (such as a CHIS) to use their own or another internet profile to establish or maintain a relationship with a subject of interest for a covert purpose.*
- Joining chat rooms with a view to interacting with a criminal group in order to obtain information about their criminal activities.*

*4.13 A CHIS authorisation will not always be appropriate or necessary for online investigation or research. Some websites require a user to register providing personal identifiers (such as name and phone number) before access to the site will be permitted. Where a member of a public authority sets up a false identity for this purpose, this does not in itself amount to establishing a relationship, and a CHIS authorisation would not immediately be required, though consideration should be given to the need for a directed surveillance authorisation if the conduct is likely to result in the acquisition of private information, and the other relevant criteria are met.*

**Example 1:** *An HMRC officer intends to make a one-off online test purchase of an item on an auction site, to investigate intelligence that the true value of the goods is not being declared for tax purposes. The officer concludes the purchase and does not correspond privately with the seller or leave feedback on the site. No covert relationship is formed and a CHIS authorisation need not be sought.*

**Example 2:** *HMRC task a member of the public to purchase goods from a number of websites to obtain information about the identity of the seller, country of origin of the goods and banking arrangements. The individual is required to engage with the seller as necessary to complete the purchases. The deployment should be covered by a CHIS authorisation because of the intention to establish a relationship for covert purposes.*

*4.14 Where a website or social media account requires a minimal level of interaction, such as sending or receiving a friend request before access is permitted, this may not in itself amount to establishing a relationship. Equally, the use of electronic gestures such as “like” or “follow” to react to information posted by others online would not in itself constitute forming a relationship. However, it should be borne in mind that entering a website or responding on these terms may lead to further interaction with other users and a CHIS authorisation should*



*be obtained if it is intended for an officer of a public authority or a CHIS to engage in such interaction to obtain, provide access to or disclose information.*

**Example 1:** *An officer maintains a false persona, unconnected to law enforcement, on social media sites in order to facilitate future operational research or investigation. As part of the legend building activity he “follows” a variety of people and entities and “likes” occasional posts without engaging further. No relationship is formed and no CHIS authorisation is needed.*

**Example 2:** *The officer sends a request to join a closed group known to be administered by a subject of interest, connected to a specific investigation. A directed surveillance authorisation would be needed to cover the proposed covert monitoring of the site. Once accepted into the group it becomes apparent that further interaction is necessary. This should be authorised by means of a CHIS authorisation.*

*4.15 When engaging in conduct as a CHIS, a member of a public authority should not adopt the identity of a person known, or likely to be known, to the subject of interest or users of the site without considering the need for authorisation. Full consideration should be given to the potential risks posed by that activity.*

*4.16 Where use of the internet is part of the tasking of a CHIS, the risk assessment carried out in accordance with section 6.13 of this code should include consideration of the risks arising from that online activity including factors such as the length of time spent online and the material to which the CHIS may be exposed. This should also take account of any disparity between the technical skills of the CHIS and those of the handler or authorising officer, and the extent to which this may impact on the effectiveness of oversight.*

*4.17 Where it is intended that more than one officer will share the same online persona, each officer should be clearly identifiable within the overarching authorisation for that operation, providing clear information about the conduct required of each officer and including risk assessments in relation to each officer involved. (See also paragraph 3.23)*

## **7.7 Juvenile Sources**

Special safeguards apply to the use or conduct of juvenile sources; that is sources under the age of 18 years. On no occasion should the use or conduct of a source under the age of 16 years be authorised to give information against his parents or any person who has parental responsibility for him. The duration of a juvenile CHIS is **four** months. The Regulation of Investigatory Powers (Juveniles) Order 2000 SI No. 2793 contains special provisions which must be adhered to in

respect of juvenile sources. Any authorisation of a juvenile CHIS must be made by the Head of Paid Service (Chief Executive) or an Officer authorised on his behalf.

## 7.8 **Vulnerable Individuals**

A vulnerable individual is a person who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself, or unable to protect himself against significant harm or exploitation. Any individual of this description should only be authorised to act as a source in the most exceptional circumstances. Any authorisation of a juvenile CHIS must be made by the Head of Paid Service (Chief Executive) or an Officer authorised on his behalf.

## 8. **Authorisations (see flowchart at Appendix B)**

### 8.1 **Applications for directed surveillance**

- 8.1.1 All application forms must be completed fully with all the required details to enable the Authorising Officer to make an informed decision.

An authorisation provides for one period of Directed Surveillance lasting three months. If a proposed operation is expected to be completed in a shorter timeframe, the authorisation will still last for three months but an appropriately early review should be carried out and, if the operation is no longer necessary or proportionate the authorisation should be cancelled.

Officers should ensure they are using the most up-to-date forms for RIPA Authorisations. Application forms are available on the Home Office website:

<https://www.gov.uk/government/collections/ripa-forms--2>

No authorisation shall be granted unless the Authorising Officer is satisfied that the investigation is:

- **Necessary** for the purpose of preventing or detecting crime. It must be a criminal offence punishable whether summarily or on indictment by a maximum sentence of at least 6 months imprisonment or related to the underage sale of alcohol or tobacco (see para 6);
- **Proportionate to the ultimate objective**. This has three elements, namely:
  - a) that the method of surveillance proposed is not excessive to the seriousness of the matter under investigation;
  - b) the method used must be the least invasive of the target's privacy; and

- c) the privacy of innocent members of the public must be respected and collateral intrusion minimised (see 8.1.2).
- **Collateral Intrusion** is intrusion on, or interference with, the privacy of persons other than the subject of the investigation;
- **No other form of investigation would be appropriate.**

**Necessity:** Covert surveillance cannot be said to be necessary if the desired information can reasonably be obtained by overt means. It must also be necessary for the purpose of preventing or detecting conduct which constitutes one or more criminal offences as set out in paragraph 6 above.

**Proportionality:** The method of surveillance proposed must not be excessive in relation to the seriousness of the matter under investigation. It must be the method which is the least invasive of the target's privacy.

**Collateral intrusion,** which affects the privacy rights of innocent members of the public, must be minimised and use of the product of the surveillance carefully controlled so as to respect those rights.

The grant of authorisation should indicate that consideration has been given to the above points. Advice should be obtained from Legal Services where necessary.

- 8.1.2 The Authorising Officer must also take into account the risk of '**collateral intrusion**'. The application must include an **assessment** of any risk of collateral intrusion for this purpose.

Steps must be taken to avoid unnecessary collateral intrusion and minimise any necessary intrusion.

Those carrying out the investigation must inform the Authorising Officer of any unexpected interference with the privacy of individuals who are not covered by the authorisation, as soon as these become apparent.

Where such collateral intrusion is unavoidable, the activities may still be authorised, provided this intrusion is considered proportionate to what is sought to be achieved.

The Authorising Officer should also fully understand the capabilities and sensitivity levels of any equipment being used to carry out directed surveillance so as to properly assess the risk of collateral intrusion in surveillance techniques.

### 8.1.3 Special consideration in respect of confidential information

Particular attention is drawn to areas where the subject of surveillance may reasonably expect a high degree of privacy, e.g. where confidential information is involved.

Confidential information consists of matters subject to legal privilege, communication between Members of Parliament and another person on constituency matters, confidential personal information or confidential journalistic material. (ss 98-100 Police Act 1997).

#### Legal privilege

Generally, this applies to communications between an individual and his/her legal adviser giving of legal advice in connection with, or in contemplation of, legal proceedings. Such information is unlikely ever to be admissible as evidence in criminal proceedings.

If in doubt, the advice of the Executive Director - Governance (Monitoring Officer) or the Assistant Director - Legal should be sought in respect of any issues in this area.

#### Confidential personal information

This is oral or written information held in (express or implied) confidence, relating to the physical or mental health or spiritual counselling concerning an individual (alive or dead) who can be identified from it. Specific examples provided in the codes of practice are consultations between a health professional and a patient, discussions between a minister of religion and an individual relating to the latter's **spiritual welfare** or matters of **medical or journalistic confidentiality**.

#### Confidential journalistic material

This is material acquired or created for the purposes of journalism and held subject to an undertaking to hold it in confidence.

It should be noted that matters considered to be confidential under RIPA may not necessarily be properly regarded as confidential under section 41 Freedom of Information Act 2000.

In such cases, where it is likely that knowledge of confidential information will be acquired, the use of covert surveillance is subject to a higher level of authorisation and therefore may only be authorised by the Head of Paid Services (Chief Executive) or an officer authorised by him for this purpose. Authorisation can only be granted where there are exceptional and compelling circumstances that make the authorisation necessary.

#### 8.1.4 **Notifications to Inspector/Commissioner**

The following situations must be brought to the Inspector/Commissioner's attention at the next inspection:

- Where an officer has had to authorise surveillance in respect of an investigation in which he/she is directly involved;
- Where legally privileged information has been acquired
- Where a lawyer is the subject of an investigation or operation;
- Where confidential personal information or confidential journalistic information has been acquired and retained.

#### 8.1.5 **Applications for CHIS**

Applications for CHIS are made in the same way as for directed surveillance except that the serious crime threshold of investigating criminal offences with a sentence of at least 6 months in imprisonment does not apply. The authorisation must specify the activities of the CHIS and that the authorised conduct is carried out for the purposes of, or in connection with, the investigation or operation so specified.

The Authorising Officer must be satisfied that the use of a CHIS has been risk assessed and is proportionate to what is sought to be achieved by that use and it must be necessary for the prevention and/or detection of crime.

A record must be kept of the matters mentioned in s29(5) and the Source Records Regulations (SI 2000/2725). The Justice of the Peace must be satisfied that the provisions of section 29(5) have been complied with.

Section 29(5) requires:

- “ (a) *that there will at all times be a person holding an office, rank or position with the relevant investigating authority who will have day-to-day responsibility for dealing with the source on behalf of that authority, and for the source's security and welfare;*
- (b) *that there will at all times be another person holding an office, rank or position with the relevant investigating authority who will have general oversight of the use made of the source;*
- (c) *that there will at all times be a person holding an office, rank or position with the relevant investigating authority who will have responsibility for maintaining a record of the use made of the source;*

- (d) *that the records relating to the source that are maintained by the relevant investigating authority will always contain particulars of all such matters (if any) as may be specified for the purposes of this paragraph in regulations made by the Secretary of State; and*
- (e) *that records maintained by the relevant investigating authority that disclose the identity of the source will not be available to persons except to the extent that there is a need for access to them to be made available to those persons.”*

All application forms must be fully completed with the required details with a risk assessment to enable the authorising officer to make an informed decision.

#### 8.1.6 **Judicial Approval of Authorisations**

Once the Authorising Officer has authorised the Directed Surveillance or CHIS, the Authorising Officer (or his/her nominee) who completed the application form should contact the Magistrates' Court to arrange a hearing for the authorisation to be approved by a Justice of the Peace.

The Authorising Officer (or his/her nominee) will provide the Justice of the Peace with a copy of the original authorisation and the supporting documents setting out the case. This forms the basis of the application to the Justice of the Peace and should contain all information that is relied upon.

In addition the Authorising Officer (or his/her nominee) will provide the Justice of the Peace with a partially completed judicial application/order form.

The hearing will be in private and the Authorising Officer (or his/her nominee) will be sworn in and present evidence as required by the Justice of the Peace. Any such evidence should be limited to the information in the authorisation.

The Justice of the Peace will consider whether he/she is satisfied that at the time the authorisation was given there were reasonable grounds for believing that the authorisation or notice was necessary and proportionate and whether that continues to be the case. They will also consider whether the authorisation was given by the appropriate designated person at the correct level within the Council and whether (in the case of directed surveillance) the crime threshold has been met.

The Justice of the Peace can:

- a) **Approve the grant of the authorisation**, which means the authorisation will then take effect;

- b) **Refuse to approve the grant of the authorisation**, which means the authorisation will not take effect but the Council could look at the reasons for refusal, make any amendments and reapply for judicial approval.
- c) **Refuse to approve the grant of the authorisation and quash the original authorisation**. The court cannot exercise its power to quash the authorisation unless the applicant has at least two business days from the date of the refusal in which to make representations.

Guidance for applications to the Magistrates' Court can be found via the link at **Appendix E**.

#### 8.1.7 **Working in partnership with the Police**

Authorisation can be granted in situations where the police rather than the Council require the surveillance to take action, as long as the behaviour complained of, meets all criteria to grant and in addition is also of concern to the Council. Authorisation cannot be granted for surveillance requested by the police for a purely police issue.

The Police may authorise RIPA without Magistrates' Court approval; if an urgent situation arises and RIPA authorisation would be required urgently the Council should contact the Police.

### 9. **Duration and Cancellation**

- An authorisation for **directed surveillance** shall cease to have effect (if not renewed) **3 months** from the date the Justice of the Peace approves the grant
- If renewed the authorisation shall cease to have effect 3 months from the expiry date of the original authorisation.
- An authorisation for **CHIS** shall cease to have effect (unless renewed) **12 months** from the date the Justice of the Peace approves the grant or renewal.

**This does not mean that the authorisation should necessarily be permitted to last for the whole period so that it lapses at the end of this time. The Authorising Officer, in accordance with s.45 of the Act, must cancel each authorisation as soon as that officer decides that the surveillance should be discontinued.**

Authorisations continue to exist even if they have ceased to have effect. Authorisations, therefore, must be cancelled if the directed surveillance as a whole no longer meets the criteria upon which it was authorised.

The date the authorisation was cancelled should be centrally recorded and documentation of any instruction to cease surveillance should be retained and kept with the cancellation form.

The cancellation form should detail what surveillance took place, if there was any collateral intrusion, what evidence was obtained and how it is to be managed, any risks to a CHIS. Details relating to the retention of records is set out in paragraph 13 below.

## **10. Reviews**

The Authorising Officer should review all authorisations at intervals determined by him/herself. This should be as often as necessary and practicable. The reviews should be recorded.

If the directed surveillance authorisation provides for the surveillance of unidentified individuals whose identity is later established, the terms of the authorisation should be refined at review to include the identity of these individuals. A review would be appropriate specifically for this purpose.

Particular attention should be paid to the possibility of obtaining confidential information.

## **11. Renewals**

Any Authorised Officer may renew an existing authorisation on the same terms as the original at any time before the original ceases to have effect.

The renewal must then be approved by the Justice of the Peace, before the expiry of the original authorisation, in the same way the original authorisation was approved.

The process outlined in paragraph 8.1.6 should be followed for renewals.

A CHIS authorisation must be thoroughly reviewed at regular intervals before it is renewed.

## **12. Central Register of Authorisations**

12.1 All authorities must maintain the following documents:



- Copy of the application and a copy of the authorisation and Order made by the Magistrates' Court together with any supplementary documentation and notification of the approval given by the Authorising Officer;
- A record of the period over which the surveillance has taken place;
- The frequency of reviews prescribed by the Authorising Officer;
- A record of the result of each review of the authorisation;
- A copy of any renewal of an authorisation and Order made by the Magistrates' Court and supporting documentation submitted when the renewal was requested;
- The date and time when any instruction to cease surveillance was given;
- The date and time when any other instruction was given by the Authorising Officer.

12.2 To comply with 12.1, the Assistant Director - Legal holds the central register of all authorisations issued by officers of Ashfield District Council. The original copy of every authorisation, renewal and cancellation issued should be lodged immediately with the Assistant Director - Legal in an envelope marked 'Private and Confidential'. Any original authorisations and renewals taken to the Magistrates' Court should be retained by the Council, the Court must only keep copies of the authorisations or renewals.

12.3 The Council must also maintain a centrally retrievable record of the following information:

- type of authorisation
- date the authorisation was given
- date the approval Order was given by the Magistrates' Court
- name and rank/grade of the Authorising Officer
- unique reference number of the investigation/operation
- title (including brief description and names of the subjects) of the investigation/operation

- details of renewal
- dates of any approval Order for renewal given by the Justice of the Peace
- whether the investigation/operation is likely to result in obtaining confidential information
- date of cancellation
- whether the authorisation was granted by an individual directly involved in the investigation
- Magistrates' Court Information
- Where any application is refused, the grounds for refusal as given by the issuing authority or Judicial Commissioner:
- a record of whether, following a refusal of any application by a Judicial Commissioner, there is an appeal to the Investigatory Powers Commissioner;
- where there is such an appeal and the Investigatory Powers Commissioner also refuses the issuing of an application, the grounds for refusal given.

These records will be retained for at least 3 years and will be available for inspection by the Investigatory Powers Commissioner's Office.

13. **Retention of records**

The Council must ensure that arrangements are in place for the secure handling, storage and destruction of material obtained through the use of directed surveillance or CHIS.

All documents must be treated as strictly confidential and the authorising officer must make appropriate arrangements for their retention, security and destruction, in accordance with Data Protection legislation and the RIPA codes of practice. The recommended retention period for authorisation records is three years from the ending of the period authorised.

Records must be available for inspection by the Investigatory Powers Commissioner and retained to allow the Investigatory Powers Tribunal ('IPT'), established under Part IV of the 2000 Act, to carry out its functions.

Where the product of surveillance could be relevant to pending or future criminal or civil proceedings, it should be retained in accordance with established disclosure requirements for a suitable period, commensurate to any subsequent review. The Codes of Practice draw particular attention to the requirements of the code of practice issued under the Criminal Procedure and Investigations Act 1996. This requires that material which is obtained in the course of a criminal investigation and which may be relevant to the investigation must be recorded and retained.

14. **Complaints procedure**

- 14.1 The Council will maintain the standards set out in this guidance and the Codes of Practice (**See Appendix C and D**). The Chief Investigatory Powers Commissioner has responsibility for monitoring and reviewing the way the Council exercises the powers and duties conferred by RIPA.
- 14.2 Contravention of the Data Protection Act 2018 may be reported to the Information Commissioner. Before making such a reference, a complaint concerning a breach of this guidance should be made using the Council's own internal complaints procedure. To request a complaints form, please contact the Council at Council Offices, Urban Road, Kirkby-in-Ashfield, Nottinghamshire, NG17 8DA, or telephone 01623 450000, or e-mail to [customerservices@ashfield.gov.uk](mailto:customerservices@ashfield.gov.uk)
- 14.3 The 2000 Act establishes an independent Tribunal. The Tribunal has full powers to investigate and decide any case within its jurisdiction. Details of the relevant complaints procedure can be obtained from the following address:

Investigatory Powers Tribunal

PO Box 33220

London

SW1H 9ZQ

0207 035 3711

Email: [info@ipt-uk.com](mailto:info@ipt-uk.com)

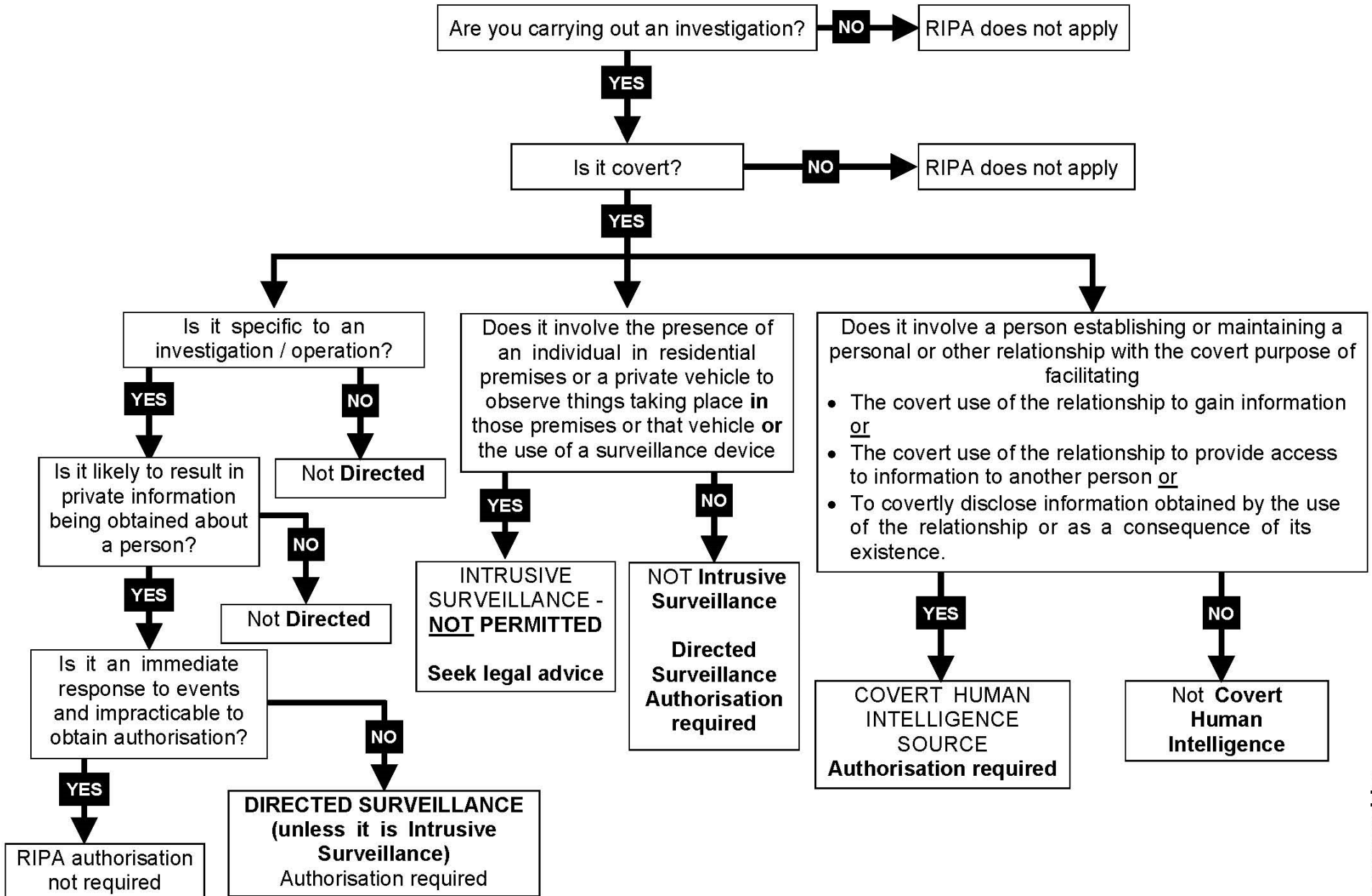
## Appendix A – Authorising Officers

Job Title	Contact No.
Chief Executive, or interim Chief Executive (Head of Paid Service)	01623 450000 Ext: 4250
Executive Director Transformation or Interim Director	01623 450000 Ext: 4203
Executive Director Operations or Interim Director	01623 450000 Ext: 2891
Executive Director Place, or Interim Director	01623 450000 Ext: 4374

For authorisations relating to Juveniles (para 7.7), Vulnerable CHIS (para 7.8) or Journalistic/Confidential Material (Para 8.1.3):	
Chief Executive (Head of Paid Service), or interim Chief Executive	01623 450000 Ext: 4250
In exceptional circumstances:	
Executive Director - Governance (Monitoring Officer) & RIPA Senior Responsible Officer	01623 450000 Ext: 4009

# DIRECTED SURVEILLANCE

## Regulation of Investigatory Powers Act 2000 - Do you need Authorisation?



# APPENDIX C

## Forms

See Home Office website:

<https://www.gov.uk/government/collections/ripa-forms--2>

# **APPENDIX D**

## **Codes of Practice**

**See Home Office website:**

**<https://www.gov.uk/government/collections/ripa-codes>**



# APPENDIX E

## **Guidance for Applications at the Magistrates' Court**

See Home Office website:

<https://www.gov.uk/government/publications/changes-to-local-authority-use-of-ripa>

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## Investigatory Powers Commissioner's Office

## Inspection Report – March 2022

## Action Plan

Recommendation	Action	Who is Responsible?	Date for Completion	Date Completed
1. Annual Report to Cabinet regarding RIPA Policy and activity/non-activity	Report to Cabinet	Director of Legal and Governance	June 2022	COMPLETE Cabinet - 21 June 2022
2. Robust policy statement (Social Media Policy) warning staff of the dangers of utilising personal profiles on social media for Council business	Review Employee Social Media Policy and ICT Social Networking Policy – include robust statement	HR Manager & Service Manager ICT / ICT Technical & Security Manager	June 2022 June 2022	New Social Media Policy revised Oct 2022 – COMPLETE ICT Social Networking Policy updated May 2022
	Cascade revised policies to staff and post reminder on MOTD	HR Manager & Service Manager ICT / ICT Technical & Security Manager	July 2022	
	Include use of social media as an investigative tool in the revised training programme.	Director of Legal and Governance Service Manager, Legal Services	End of Dec 2022	

3. Training to recommence	<p>Develop new training programme:</p> <ul style="list-style-type: none"> <li>• Generic</li> <li>• Specialist</li> </ul> <p>Implement of the training programme</p> <p>Training regarding Body Warn Cameras</p>	<p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p> <p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p> <p>Community Safety Manager</p>	<p>End of Dec 2022</p> <p>End of Dec 2022</p> <p>Annual refresh – April 2022</p>	<p>Training programme developed - COMPLETE</p> <p>Training for Legal Services and CLT COMPLETED Nov 2022</p> <p>Training for relevant officers COMPLETE DEC 2022</p> <p>Aug 2023 – AT confirmed training takes place annually</p>
4. Central Record – single electronic version only	<p>Hardcopy version discontinued and staff informed that record to be retained in IKEN only. As no authorisations granted within the past 3 year, the record was “empty” anyway but we had retained a record sheet in a folder; this has been discontinued.</p>	<p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p>	<p>COMPLETE</p>	<p>COMPLETE</p> <p>7 April 2022</p>

<p>5. Review retention and destruction policy requirements in particular for the destruction of product obtained as a result of covert activity</p>	<p>Include statements regarding retention and destruction in RIPA policy and CCTV Policy.</p> <p>Develop and roll out a procedure document regarding retention and destruction to include paper based and electronic system eg, FLARE, ECINS, IKEN</p>	<p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p> <p>Community Safety Manager</p> <p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p> <p>Community Safety Manager</p>	<p>End of Sept 2022</p> <p>End of Sept 2022</p>	<p>Statement regarding retention and destruction in new RIPA policy – COMPLETE</p> <p>CCTV policy to be reviewed and updated in the New Year 2024</p> <p>ADC Retention Policy currently under review – to be finalised in the New Year 2024</p>
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<b>Report To:</b>	<b>CABINET</b>
<b>Date:</b>	<b>29<sup>TH</sup> JANUARY 2024</b>
<b>Heading:</b>	<b>PROPOSED FEES AND CHARGES 2024/25</b>
<b>Executive Lead Member:</b>	<b>EXECUTIVE LEAD MEMBER 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**

Each year the Council reviews its Fees and Charges as part of setting its Annual Budget. In doing so it considers levels of service demand, inflation and how Fees and Charges in Ashfield compare with neighbouring Councils. Increases contribute to closing the funding gap (the planned expenditure for the year less the resources available to fund that expenditure).

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

### **Recommendation(s)**

Cabinet is asked to agree the Fees & Charges for 2024/25 (Appendix 1) with all applicable increases taking effect as soon as practically possible after 1 April 2024.

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

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

## **Alternative Options Considered**

Where applicable, alternative options and prices have been considered prior to formulating the recommendations in this report.

## **INTRODUCTION**

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

## **APPROACH**

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

- i) Market conditions;
- ii) Market benchmarking;
- iii) Increases in costs incurred by the Council in delivering the service – including the current significant inflationary costs of pay, energy and fuel;
- iv) Any enhancement to service provision including funding investment;
- v) Charges levied by the private sector where applicable;
- vi) Restrictions due to any contractual arrangement or legislation.

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

## **Detailed Information**

Whilst inflationary pressures have eased in recent months, they are still impacting on the cost of service delivery. Where possible, in setting the proposed fees and charges for 2024/25, we have tried to minimise the pass on of inflationary costs to the services we charge for.

Set out below are those services where it is proposed that fees and charges are frozen and where fees and charges are proposed to increase.

**Car Parking** - There are no increases proposed to Car Parking fees (apart from a 5% increase for Parking Permits), and where 2 hour free parking is in place across the District this will remain for 2024/25. The Council will again commit to providing free car parking in December to support our local businesses and the local economy.

**Selective Licensing and Houses of Multiple Occupation** - Selective Licensing fees were approved by Cabinet for the duration of the scheme and so should not be changed. It is proposed to increase pre Houses of Multiple Occupation (HMO) visits and HMO Licences by 5%, to ensure that we recover costs within parameters of the guidance.

**Licensing** - It is proposed that Hackney Carriage, Private Hire and Operators Licensing fees & charges will also be frozen at 2023/24 rates. This is in accordance with ensuring that there is appropriate compliance with legislation governing the ring fenced use of Taxi licensing income reserves. All other licences are to increase by 5%.

**Garden Waste** – It is proposed that the fees for 2024/25 are £35 for the first bin, and £20 for each additional bin to reflect increased costs of service delivery.



**Legal Fees** - It is proposed that Legal Fees will remain at the same levels as 2023/24, as this is believed to be the maximum that can be achieved. Information requests are subject to legislation, and increases are not permitted.

**Pest Control** - It is proposed to freeze Domestic charges at 2023/24 levels, but increase Commercial charges by 5%, so as to cover the costs of service delivery, whilst remaining competitive with private sector providers, and addressing cost of living concerns.

**Cemeteries** - Fees and charges (apart from those that are usually waived), are planned to increase by between 7% and 10% to cover increased costs of service delivery.

**Markets** - It is proposed to increase Market fees and charges by 5%, however, charges for stalls in the Indoor Markets range in price, based on floor space, and are negotiated individually so as to maximise take up.

## Implications

### **Corporate Plan:**

Income from Fees and Charges helps to contribute to the costs of service delivery to ensure sustainable service delivery to the Council’s residents, businesses and wider customers.

### **Legal:**

Fees and charges are set taking into account any legislatively prescribed fees. [RLD 19/01/2024]

### **Finance:** [PH 10/01/2024]

Budget Area	Implication
General Fund – Revenue Budget	The impact of the revised fees and charges will be reflected in the update to the Medium Term Financial Strategy and the Budgets set for 2024/25.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	The impact of the revised fees and charges will be reflected in the update to the HRA Business Plan and the HRA Budgets set for 2024/25.
Housing Revenue Account – Capital Programme	N/A

### **Risk:**

Risk	Mitigation
Potential reduction in demand	Where Fees and Charges have increased there is a possibility of an adverse impact on demand. Any proposed increases are deemed reasonable and the

	potential impact on demand has been considered when determining the proposed revised fees. Performance against 2024/25 budgeted Fees and Charges income targets will be monitored throughout the year with variations to budget being reported to SLT and Cabinet.
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**Human Resources:**

No direct HR implications.

**Environmental/Sustainability**

No direct Environmental / Sustainability issues arising from this report.

**Equalities:**

There are no direct equalities implications arising from the report.

**Other Implications:**

None

**Reason(s) for Urgency**

Not applicable

**Reason(s) for Exemption**

Not applicable

**Background Papers**

None

**Report Author and Contact Officer**

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01623 457203

**ASHFIELD DISTRICT COUNCIL**

**FEES AND CHARGES 2024/25**

**Electoral Registration**

	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Sale of Full Register - Data (£20 plus £1.50/1000 electors)	237.50	0.00	237.50	NB
Sale of Full Register - Printed (£10 plus £5.00/1000 electors)	643.75	0.00	643.75	NB
Sale of Edited Register - Data	128.75	0.00	128.75	NB
Sale of Edited Register - Printed	282.50	0.00	282.50	NB
Monthly update of Full Register for a year - Data	253.75	0.00	253.75	NB
Monthly update of Full Register for a year - Printed	177.50	0.00	177.50	NB
Sale of Overseas Register - Data (£20 plus £1.50/100 electors)	56.25	0.00	56.25	NB
Sale of Overseas Register - Printed (£10 plus £5.00/100 electors)	38.75	0.00	38.75	NB
Marked copies of the Polling station/Absent voter Register - Initial Charge	12.50	0.00	12.50	NB
Marked copies - Additional charge / 1000 electors - Data	1.25	0.00	1.25	NB
Marked copies - Additional charge / 1000 electors - Printed	2.50	0.00	2.50	NB

**Legal Services**

**Planning matters**

	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Section 106 Agreements	1,323.00	0.00	1,323.00	NB
Deeds of Variation/Modification	1,103.00	0.00	1,103.00	NB
Stopping up/diversion orders (non-contentious only)	662.00	0.00	662.00	NB

**Contracts**

	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Deeds of Variation and/or Novation	440.83	88.17	529.00	SR
Sealing and Administration Fee	113.33	22.67	136.00	SR
All other contracts for third party matters	440.83	88.17	529.00	SR
Sealing and Administration Fee	113.33	22.67	136.00	SR

**Conveyancing Transactions**

	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
<b>Commercial and Shop Lettings - Large Commercial premises</b>				
Assignments	771.67	154.33	926.00	SR
New Lettings	881.67	176.33	1,058.00	SR
Variations	881.67	176.33	1,058.00	SR
Lease Notice	110.00	22.00	132.00	SR
<b>Commercial and Shop Lettings - Small Units</b>				
Assignments	340.83	68.17	409.00	SR
New Lettings	397.50	79.50	477.00	SR
Variations	397.50	79.50	477.00	SR
Lease Notice	79.17	15.83	95.00	SR

<b>Other Conveyancing Transactions</b>				
Sale of land and/or property	1.5% of sale price subject to a minimum charge of £368. Transactions of over £1 million to be agreed separately.			
Purchase of land and/or property	1.5% of purchase price subject to a minimum charge of £368. Transactions of over £1 million to be agreed separately.			
Development agreements	Minimum of £1,000 or Hourly Rate of Fee Earner depending upon complexity			
Freehold reversions	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Release of covenants	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Lease extensions	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Deed of variation	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Licences	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Easements	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Surrenders	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Grant of sub - lease	397.50 - 851.67	79.50 - 170.33	477.00 - 1,022.00	SR
Epitome of title/certificate of title	136.67	27.33	164.00	SR

#### Information Requests

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

#### Pension Signings / Certifying or Signing documents

	Net (£)	VAT (£)	Total (£)	VAT Rate
Pension signings	33.33	6.67	40.00	SR

#### Disbursements

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

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

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

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

### Car Parking - Off Street

#### Parking Permits (season tickets)

	Net (£)	VAT (£)	Total (£)	VAT Rate
Parking permits- per quarter	122.50	24.50	147.00	SR
Parking permits- per annum	437.50	87.50	525.00	SR

#### Sutton-in-Ashfield - Sutton Market, Sherwood Place (Maximum stay 4 hours)

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR

#### Sutton in Ashfield - New Street (Maximum stay 12 hours)

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 12 hours	3.33	0.67	4.00	SR

#### Sutton in Ashfield - New Cross Street, Robin Hood Line, Lammas Leisure Centre (Maximum stay 12 hours)

	0.00	0.00	0.00	SR
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#### Kings Mill Reservoir Car Park

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

#### Hucknall - Market Place

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR

#### Hucknall - Piggins Croft, Yorke Street (Maximum stay 12 hours)

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 12 hours	3.33	0.67	4.00	SR

#### Hucknall - Leisure Centre (Centre users only)

	0.00	0.00	0.00	SR
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#### Kirkby in Ashfield - Ellis Street

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR

**Kirkby in Ashfield - Hodgkinson Road (Maximum stay 12 hours)**

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR
Up to 4 hours	1.67	0.33	2.00	SR
Up to 12 hours	3.33	0.67	4.00	SR

**Kirkby in Ashfield - Council Offices (for Council visitors only)**

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 2 hours	0.00	0.00	0.00	SR

**Kirkby in Ashfield - Robin Hood Line (Train station users only)**

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 12 hours	0.00	0.00	0.00	SR

**Jacksdale Village**

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 12 hours	0.00	0.00	0.00	SR

**Huthwaite Market Place**

	Net (£)	VAT (£)	Total (£)	VAT Rate
Up to 12 hours	0.00	0.00	0.00	SR

**Penalty Charge Notices**

	Net (£)	VAT (£)	Total (£)	VAT Rate
Car Park Contravention - HIGHER	70.00	0.00	70.00	NB
If paid within 14 Days	35.00	0.00	35.00	NB
Car Park Contravention - LOWER	50.00	0.00	50.00	NB
If paid within 14 Days	25.00	0.00	25.00	NB

**Community Centres**

	Net (£)	VAT (£)	Total (£)	VAT Rate
Music Supplement for any group that play live or recorded music. Price per session.	6.58	1.32	7.90	SR

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

<b>Monday - Friday up to 6pm</b>	Net (£)	VAT (£)	Total (£)	VAT Rate
Community Rate per Hour	10.00	0.00	10.00	E
Social Rate per Hour	18.50	0.00	18.50	E
Commercial Rate per Hour	24.50	0.00	24.50	E
New Tariff - Rent of rooms to any voluntary organisations who provide help to residents through cost-of-living activities	0.00	0.00	0.00	E

<b>Monday - Friday after 6pm</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Community Rate per Hour	10.00	0.00	10.00	E
Social Rate per Hour	20.50	0.00	20.50	E
Commercial Rate per Hour	26.00	0.00	26.00	E
New Tariff - Rent of rooms to any voluntary organisations who provide help to residents through cost-of-living activities	0.00	0.00	0.00	E

<b>Saturday, Sunday, Bank Holidays &amp; A.D.C Concessionary Holidays up to 6pm</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Community Rate per Hour	9.00	0.00	9.00	E
Social Rate per Hour	22.00	0.00	22.00	E
Commercial Rate per Hour	37.00	0.00	37.00	E
New Tariff - Rent of rooms to any voluntary organisations who provide help to residents through cost-of-living activities	0.00	0.00	0.00	E

<b>Saturday, Sunday, Bank Holidays &amp; A.D.C Concessionary Holidays after 6pm</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Community Rate per Hour	9.00	0.00	9.00	E
Social Rate per Hour	27.50	0.00	27.50	E
Commercial Rate per Hour	43.00	0.00	43.00	E
New Tariff - Rent of rooms to any voluntary organisations who provide help to residents through cost-of-living activities	0.00	0.00	0.00	E

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

<b>Monday - Friday up to 6pm</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Community Rate per Hour	7.00	0.00	7.00	E
Social Rate per Hour	12.50	0.00	12.50	E
Commercial Rate per Hour	16.50	0.00	16.50	E
New Tariff - Rent of rooms to any voluntary organisations who provide help to residents through cost-of-living activities	0.00	0.00	0.00	E

<b>Monday - Friday after 6pm</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Community Rate per Hour	7.00	0.00	7.00	E
Social Rate per Hour	14.00	0.00	14.00	E
Commercial Rate per Hour	18.00	0.00	18.00	E
New Tariff - Rent of rooms to any voluntary organisations who provide help to residents through cost-of-living activities	0.00	0.00	0.00	E

<b>Saturday, Sunday, Bank Holidays &amp; A.D.C Concessionary Holidays up to 6pm</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Community Rate per Hour	7.00	0.00	7.00	E
Social Rate per Hour	19.00	0.00	19.00	E
Commercial Rate per Hour	27.00	0.00	27.00	E
New Tariff - Rent of rooms to any voluntary organisations who provide help to residents through cost-of-living activities	0.00	0.00	0.00	E

<b>Saturday, Sunday, Bank Holidays &amp; A.D.C Concessionary Holidays after 6pm</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Community Rate per Hour	7.00	0.00	7.00	E
Social Rate per Hour	22.00	0.00	22.00	E
Commercial Rate per Hour	37.00	0.00	37.00	E
New Tariff - Rent of rooms to any voluntary organisations who provide help to residents through cost-of-living activities	0.00	0.00	0.00	E

**Guest Rooms in Sheltered Housing**

	Net (£)	VAT (£)	Total (£)	VAT Rate
Per night	30.00	0.00	30.00	E

**Common Rooms in Sheltered Housing - Aspley Court, Beauvale Court, Brook St Court, Brand Court, Summerhill Court, Beechwood, Desmond Court, Nuncar Court, Sherwood Court, St Mary's, St Modwens, Titchfield Court**

	Net (£)	VAT (£)	Total (£)	VAT Rate
Per Hour	7.00	0.00	7.00	E

**Private Sector Licensing**

	Net (£)	VAT (£)	Total (£)	VAT Rate
<b>Selective Licensing</b>	350.00	0.00	350.00	NB
<b>Selective Licensing if licence holder is a member of an approved body</b>	250.00	0.00	250.00	NB
<b>Houses of Multiple Occupation (HMO)</b>				
HMO Pre Licence advice visit	347.00	0.00	347.00	NB
Initial Basic licence fee (covering premises of up to 6 persons maximum permitted occupancy)	982.00	0.00	982.00	NB
For each additional person (maximum permitted occupancy)	87.00	0.00	87.00	NB
Basic Licence Renewal (up to 6 persons)	Higher of £577 or £115 per person	0.00	Higher of £577 or £115 per person	NB
Renewal charge for each additional person	87.00	0.00	87.00	NB
Issue of first Temporary Exemption Notice	315.00	0.00	315.00	NB
Issue of second Temporary Exemption Notice	157.00	0.00	157.00	NB
Charging Orders for Housing Act visits	525.00	0.00	525.00	NB

**Mobile Homes Site Licence Fees**

Application for a new licence <b>up to 25 units</b>	£427 plus £9 per pitch	
Application for a new licence <b>over 25 units</b>	£800 plus £9 per pitch	
Existing licence holders	£13 per pitch annual fee	
Transfer/Variation of Site Licence	£159 to £287 dependent upon complexity	
Deposit of site rules – one off fee for new and existing licence holders	132.00	

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

**Street Naming and Numbering**

<b>New Addresses</b>	Net (£)	VAT (£)	Total (£)	VAT Rate
Assign Number/naming of new properties		Free		
Notification number/name of new address (first 11 plots) per plot	78.75	0.00	78.75	NB
Notification number/name of new address (additional plots) per plot	47.25	0.00	47.25	NB
Additional charge for the naming of a street	236.25	0.00	236.25	NB
Additional charge for the naming of a building (block of flats)	236.25	0.00	236.25	NB



<b>Existing Addresses</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Individual House Name including notification - per plot	118.65	0.00	118.65	NB
Re-name or Re-number including notification - per plot	118.65	0.00	118.65	NB
Rename of Street requested by residents including notification	364.35	0.00	364.35	NB
Additional charge per property for rename of street	118.65	0.00	118.65	NB

### **Pest Control Service**

<b>Domestic Pest Control Charges</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Rats - up to 3 visits - <b>In District</b>	65.00	13.00	78.00	SR
Rats - up to 3 visits - <b>Out of District</b>	75.00	15.00	90.00	SR
Rats - additional visits (each) - <b>In District</b>	35.00	7.00	42.00	SR
Rats - additional visits (each) - <b>Out of District</b>	40.00	8.00	48.00	SR
Mice - up to 3 visits - <b>In District</b>	65.00	13.00	78.00	SR
Mice - up to 3 visits - <b>Out of District</b>	75.00	15.00	90.00	SR
Mice - additional visits (each) - <b>In District</b>	35.00	7.00	42.00	SR
Mice - additional visits (each) - <b>Out of District</b>	40.00	8.00	48.00	SR
Bedbugs - up to 2 visits - <b>In District</b> (unlimited number of rooms)	141.67	28.33	170.00	SR
Bedbugs - up to 2 visits - <b>Out of District</b> (unlimited number of rooms)	150.00	30.00	180.00	SR
Bedbugs - additional visits (each) - <b>In District</b>	80.83	16.17	97.00	SR
Bedbugs - additional visits (each) - <b>Out of District</b>	85.00	17.00	102.00	SR
Fleas - up to 2 visits - <b>In District</b>	77.50	15.50	93.00	SR
Fleas - up to 2 visits - <b>Out of District</b>	83.33	16.67	100.00	SR
Fleas - additional visits (each) - <b>In District</b>	39.58	7.92	47.50	SR
Fleas - additional visits (each) - <b>Out of District</b>	45.00	9.00	54.00	SR
Wasps - <b>In District</b>	56.67	11.33	68.00	SR
Wasps - <b>Out of District</b>	61.67	12.33	74.00	SR
Bees (if treated) - <b>In District</b>	56.67	11.33	68.00	SR
Bees (if treated) - <b>Out of District</b>	61.67	12.33	74.00	SR
Ants - up to 2 visits - <b>In District</b>	83.33	16.67	100.00	SR
Ants - up to 2 visits - <b>Out of District</b>	87.50	17.50	105.00	SR
Ants - additional visits (each) - <b>In District</b>	45.83	9.17	55.00	SR
Ants - additional visits (each) - <b>Out of District</b>	50.00	10.00	60.00	SR
Cockroaches - up to 2 visits - <b>In District</b>	77.50	15.50	93.00	SR
Cockroaches - up to 2 visits - <b>Out of District</b>	83.33	16.67	100.00	SR
Cockroaches - additional visits (each) - <b>In District</b>	34.58	6.92	41.50	SR
Cockroaches - additional visits (each) - <b>Out of District</b>	40.00	8.00	48.00	SR
Other insect pests - up to 2 visits - <b>In District</b>	77.50	15.50	93.00	SR
Other insect pests - up to 2 visits - <b>Out of District</b>	83.33	16.67	100.00	SR
Other insect pests - additional visits (each) - <b>In District</b>	39.58	7.92	47.50	SR
Other insect pests - additional visits (each) - <b>Out of District</b>	45.00	9.00	54.00	SR
Moles treatment - 3 visits - <b>In District</b>	83.33	16.67	100.00	SR
Moles treatment - 3 visits - <b>Out of District</b>	87.50	17.50	105.00	SR

Pigeons assessment - <b>In District</b>	Quotation only			SR
Pigeons assessment - <b>Out of District</b>	Quotation only			SR
Pigeons per treatment - <b>In District</b>	Quotation only			SR
Pigeons per treatment - <b>Out of District</b>	Quotation only			SR
Squirrels assessment - <b>In District</b>	37.50	7.50	45.00	SR
Squirrels assessment - <b>Out of District</b>	41.67	8.33	50.00	SR
Squirrels per treatment - <b>In District</b>	73.33	14.67	88.00	SR
Squirrels per treatment - <b>Out of District</b>	75.00	15.00	90.00	SR

<b>Commercial Pest Control Charges</b>	Quote based on size and nature of business, routine treatment or infestation.			SR
Drain Surveys - <b>In District</b>	131.25	26.25	157.50	SR
Drain Surveys - <b>Out of District</b>	175.00	35.00	210.00	SR

### Licensing, Permits, Registration & Consents

<b>Hackney Carriage and Private Hire (Dual) Driver Licence</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
New 1-year Hackney Carriage & Private Hire (Dual) Driver Licence	180.00	0.00	180.00	NB
New 2-year Hackney Carriage & Private Hire (Dual) Driver Licence	220.00	0.00	220.00	NB
New Hackney Carriage & Private Hire (Dual) Driver Licence - three years	260.00	0.00	260.00	NB
Renewal of 1-year Hackney Carriage & Private Hire (Dual) Driver Licence	160.00	0.00	160.00	NB
Renewal of 2-year Hackney Carriage & Private Hire (Dual) Driver Licence	200.00	0.00	200.00	NB
Renewal of 3-year Hackney Carriage & Private Hire (Dual) Driver Licence	240.00	0.00	240.00	NB
DVLA Check	5.00	0.00	5.00	NB
Disclosure and Barring Service (DBS) Check (waived if new driver applicant resides within ADC Council Tax area)	40.00	0.00	40.00	NB
Replacement Identity Badge	15.00	0.00	15.00	NB
Driver Knowledge Test Resit Fee	25.00	0.00	25.00	NB
Safeguarding Test Resit Fee	15.00	0.00	15.00	NB
Amendment to licence	15.00	0.00	15.00	NB
Copy of licence	5.00	0.00	5.00	NB

<b>Hackney Carriage Vehicle Licence</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Licence New/Renewal/Change of Vehicle	320.00	0.00	320.00	NB
Transfer (Change of Proprietor)	0.00	0.00	0.00	NB
Discount for Low Emission or Wheelchair Accessible Vehicle	30.00	0.00	30.00	NB
Replacement Licence Plate	29.00	0.00	29.00	NB
Plate Holding Bracket	10.00	0.00	10.00	NB
Amendment to licence	15.00	0.00	15.00	NB
Copy of licence	5.00	0.00	5.00	NB

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

<b>Private Hire Operator Licence</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Operator 1-year licence fee New / Renewal	210.00	0.00	210.00	NB
Operator 2-year licence fee New / Renewal	320.00	0.00	320.00	NB
Operator 3-year licence fee New / Renewal	430.00	0.00	430.00	NB
Operator 4-year licence fee New / Renewal	540.00	0.00	540.00	NB
Operator 5-year licence fee New / Renewal	650.00	0.00	650.00	NB
Fee Per Non-Low Emission Vehicle Operated	0.00	0.00	0.00	NB
Safeguarding Test Resit Fee	15.00	0.00	15.00	NB
Amendment to licence	15.00	0.00	15.00	NB
Copy of licence	5.00	0.00	5.00	NB

<b>Hackney Carriage/Private Hire Additional Charges</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Vehicle Compliance Test/ Retest fee	65.00	0.00	65.00	NB
Additional Compliance Test following Suspension of Vehicle Licence	65.00	0.00	65.00	NB
Duplicate vehicle, driver or operator licence when lost or stolen	5.00	0.00	5.00	NB
Amended vehicle, driver or operator licence change of address	15.00	0.00	15.00	NB

<b>Licensing Act 2003</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Premises Licences and Club Premises Certificates - Initial Application	105.00 - 2,000.00		105.00 - 2,000.00	NB
Premises Licences and Club Premises Certificates - Annual Charge	73.50 - 1,102.50		73.50 - 1,102.50	NB
Application for a provisional statement where premises being built etc.	330.75	0.00	330.75	NB
Application for transfer of premises licence	24.15	0.00	24.15	NB
Replacement of stolen, lost, etc. premises licence or summary	11.00	0.00	11.00	NB
Theft, loss etc. of certificate or summary	11.00	0.00	11.00	NB
Change of relevant registered address of club	11.00	0.00	11.00	NB
Notification of change of name or alteration of rules of club	11.00	0.00	11.00	NB
Application to vary licence to specify individual as premises supervisor	24.15	0.00	24.15	NB
Application for the grant or renewal of a personal licence	38.85	0.00	38.85	NB
Temporary event notice	22.05	0.00	22.05	NB
Theft, loss etc. of temporary event notice	11.00	0.00	11.00	NB
Notification of change of name or address	11.00	0.00	11.00	NB
Replacement of stolen, lost or damaged licences/certificates/notices/summaries	11.00	0.00	11.00	NB
Interim authority notice following death etc. of licence holder	24.15	0.00	24.15	NB
Right of freeholder etc. to be notified of licensing matters	22.05	0.00	22.05	NB

<b>Gambling Act 2005</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Bingo New (S159) (NON TRANSITION)	1,380.75	0.00	1,380.75	NB
Bingo Provisional Statement (S159) (s204)	1,380.75	0.00	1,380.75	NB
Conversion of Provisional Statement (s159)	693.00	0.00	693.00	NB
Bingo Annual Fee (sS184)	651.00	0.00	651.00	NB
Bingo Variation of Licence (s159) (s187)	1,380.75	0.00	1,380.75	NB
Bingo Transfer of Licence (s159) (s188)	693.00	0.00	693.00	NB
Reinstatement of Licence (s159) (s195)	693.00	0.00	693.00	NB
Bingo Copy of licence (s190)	19.95	0.00	19.95	NB
Bingo Change of Circumstances (s186)	33.60	0.00	33.60	NB
Bingo Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Bingo Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB
Betting (Track) New (s159) Non transition	1,380.75	0.00	1,380.75	NB
Betting Track Provisional Statement (S159) (s204)	1,380.75	0.00	1,380.75	NB
Conversion of Provisional Statement (s159)	693.00	0.00	693.00	NB
Betting (Track) Annual Fee (s184)	651.00	0.00	651.00	NB
Betting Track Variation of Licence (s159) (s187)	1,312.50	0.00	1,312.50	NB
Betting Track Transfer of Licence (s159) (s188)	693.00	0.00	693.00	NB
Betting Reinstatement of Licence (s159) (s195)	693.00	0.00	693.00	NB
Betting Copy of licence (s190)	19.95	0.00	19.95	NB
Betting Change of Circumstances (s186)	33.60	0.00	33.60	NB
Betting Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Betting Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB
Betting Off-Course New (s159) Non transition	1,380.75	0.00	1,380.75	NB
Betting Off-Course Provisional Statement (S159) (s204)	1,380.75	0.00	1,380.75	NB
Betting Off-Course Conversion of Provisional Statement (s159)	693.00	0.00	693.00	NB
Betting Off-Course Annual Fee (s184)	630.00	0.00	630.00	NB
Betting Off-Course Variation of Licence (s159) (s187)	1,312.50	0.00	1,312.50	NB
Betting Off-Course Transfer of Licence (s159) (s188)	693.00	0.00	693.00	NB
Betting Off Course Reinstatement of Licence (s159) (s195)	693.00	0.00	693.00	NB
Betting Off-Course Copy of licence (s190)	19.95	0.00	19.95	NB
Betting Off-Course Change of Circumstances (s186)	33.60	0.00	33.60	NB
Betting Off-Course Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Betting Off-Course Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB
Adult Gaming Centre / Family Entertainment Centre (FEC) New (s159) Non transition	1,380.75	0.00	1,380.75	NB
Adult Gaming Centre / FEC Provisional Statement (S159) (s204)	1,380.75	0.00	1,380.75	NB
Adult Gaming Centre / FEC Conversion of Provisional Statement (s159)	693.00	0.00	693.00	NB
Adult Gaming Centre / FEC Annual Fee (s184)	651.00	0.00	651.00	NB
Adult Gaming Centre / FEC Variation of Licence (s159) (s187)	1,050.00	0.00	1,050.00	NB
Adult Gaming Centre / FEC Transfer of Licence (s159) (s188)	693.00	0.00	693.00	NB
Adult Gaming Centre / FEC Reinstatement of Licence (s159) (s195)	693.00	0.00	693.00	NB
Adult Gaming Centre / FEC Copy of licence (s190)	19.95	0.00	19.95	NB
Adult Gaming Centre / FEC Change of Circumstances (s186)	33.60	0.00	33.60	NB
Adult Gaming Centre / FEC Transition (s159) (Fast Track)	0.00	0.00	0.00	NB
Adult Gaming Centre / FEC Transition (s159) (Non Fast Track)	0.00	0.00	0.00	NB

<b>Consents &amp; Registration</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Consent Street Trading - New & Existing 12 month	1,358.70	0.00	1,358.70	NB
Consent Street Trading Standard Site - New & Existing 6mth	731.85	0.00	731.85	NB
Consent Street Trading Market Site - New & Existing 12mth	1,019.00	0.00	1,019.00	NB
Consent Street Trading Market Site - New & Existing 6mth	509.50	0.00	509.50	NB
Mobile Trading Consent - New & Existing 12mth	787.50	0.00	787.50	NB
Mobile Trading Consent - New & Existing 6mth	393.75	0.00	393.75	NB
Special Event Trading Consent (per event - per stall - max 4 stalls)	31.50	0.00	31.50	NB
Community & Charity Event Trading Consent - per event - per stall - max 4 stalls)	0.00	0.00	0.00	NB
Societies Lotteries Registration Initial	42.00	0.00	42.00	NB
Societies Lotteries Registration Renewal	21.00	0.00	21.00	NB
Copy / Replacement of lost / stolen licence	5.25	0.00	5.25	NB

<b>Other Licences</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Control of sex establishments	3,786.30	0.00	3,786.30	NB
Massage and Special Treatment	210.00	0.00	210.00	NB
Additional Charge on first application where LASERs used	189.00	0.00	189.00	NB
Additional Charge on renewal where LASERs used	94.50	0.00	94.50	NB
Dangerous wild animals	992.25	0.00	992.25	NB
Pet shop licences	420.00	0.00	420.00	NB
Dog breeding establishments	420.00	0.00	420.00	NB
Animal boarding establishments	420.00	0.00	420.00	NB
Animal home boarding establishments	346.50	0.00	346.50	NB
Boarding (Franchisee – per Host premises)	294.00	0.00	294.00	NB
Riding establishments	472.50	0.00	472.50	NB
Animal Activity Licence - Exhibition of Animals New / Renew (3 Year Licence)	420.00	0.00	420.00	NB
Copy / Replacement of lost / stolen licence	5.25	0.00	5.25	NB
Reassessment of Star Rating	110.25	0.00	110.25	NB
Minor Amendment of Licence	26.25	0.00	26.25	NB
Variation to Licence	183.75	0.00	183.75	NB
Combined Animal Activities (i.e. more than 1 type of licence applied for)	152.25 plus Licence fee for highest priced activity	0.00	152.25 plus Licence fee for highest priced activity	NB
Duplicate copy of Licence	15.75	0.00	15.75	NB

<b>Registrations</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
<b>Acupuncture, tattooing, ear piercing and electrolysis:</b>				
- Registration of persons	101.85	0.00	101.85	NB
- Registration of premises	154.35	0.00	154.35	NB
Scrap metal site licence	204.75	0.00	204.75	NB
Scrap metal collectors licence	138.60	0.00	138.60	NB
Scrap metal site licence - renewal	204.75	0.00	204.75	NB
Scrap metal collectors licence - renewal	138.60	0.00	138.60	NB
Scrap metal site licence - variation	65.10	0.00	65.10	NB
Scrap metal collectors licence - variation	71.40	0.00	71.40	NB
Copy / Replacement of lost / stolen licence	5.25	0.00	5.25	NB

### Dog Control

<b>Release of seized dog - initial release fee:</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Day one	68.25	0.00	68.25	NB
Day two	78.75	0.00	78.75	NB
Day three	94.50	0.00	94.50	NB
Day four	105.00	0.00	105.00	NB
Day five	120.75	0.00	120.75	NB
Day six	131.25	0.00	131.25	NB
Day seven	141.75	0.00	141.75	NB

### Environmental Protection

<b>Environmental Permitting Regulation Part B: Processes</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Permit Application Fees:				
Standard process	1,732.50	0.00	1,732.50	NB
Additional fee for operating without a permit	1,247.40	0.00	1,247.40	NB
Reduced fee activities - except Vehicle Refinishers	162.75	0.00	162.75	NB
Vehicle Refinishers	380.10	0.00	380.10	NB
Reduced fee activities: Additional fee for operating without a permit	103.95	0.00	103.95	NB
Petrol Vapour Recovery I and II combined	269.85	0.00	269.85	NB
Mobile screening and crushing plant	1,732.50	0.00	1,732.50	NB
For the 3rd to 7th applications:	1,034.25	0.00	1,034.25	NB
For the 8th and subsequent applications:	522.90	0.00	522.90	NB
Provide Environmental Information	0.00	0.00	0.00	NB

<b>Air Pollution Prevention</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Annual Subsistence Charge Low	810.60 (+ 108.15)*	0.00	810.60 (+ 108.15)*	NB
Annual Subsistence Charge Medium	1,219.05 (+ 163.80)*	0.00	1,219.05 (+ 163.80)*	NB
Annual Subsistence Charge High	1,834.35 (+ 217.35)*	0.00	1,834.35 (+ 217.35)*	NB
Reduced Fee Activities	211.05	0.00	211.05	NB
PVR 1 & 2 Combined	118.65 / 237.30 / 358.05	0.00	118.65 / 237.30 / 358.05	NB
Mobile Screening and Crushing Plant Low	678.30	0.00	678.30	NB
Mobile Screening and Crushing Plant Medium	1,085.70	0.00	1,085.70	NB
Mobile Screening and Crushing Plant High	1,581.30	0.00	1,581.30	NB
Late Payment Fee	54.60	0.00	54.60	NB

\* Not using simplified permits

### Clean Neighbourhoods and Environment Act 2005

**Subject to government upper limit approvals**

<b>Fixed Penalty Notices</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Nuisance Parking	100.00	0.00	100.00	NB
Abandoning a vehicle	200.00	0.00	200.00	NB
Litter	150.00	0.00	150.00	NB
Unauthorised distribution of litter on designated land	100.00	0.00	100.00	NB

Graffiti and fly posting	100.00	0.00	100.00	NB
Fly tipping	600.00	0.00	600.00	NB
Household Duty of Care	400.00	0.00	400.00	NB
Waste receptacles and putting out waste offences	400.00	0.00	400.00	NB
Failure to produce authority (eg waste carriers licence)	400.00	0.00	400.00	NB
Failure to furnish documentation (eg waste transfer notes)	400.00	0.00	400.00	NB
Public Space Protection Orders	100.00	0.00	100.00	NB
Community Protection Notice	100.00	0.00	100.00	NB

<b>Fixed Penalty Notices - Early Payment (within 10 days)</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Abandoning a vehicle	150.00	0.00	150.00	NB
Litter	100.00	0.00	100.00	NB
Fly tipping	400.00	0.00	400.00	NB
Household Duty of Care	300.00	0.00	300.00	NB
Waste receptacles and putting out waste offences	300.00	0.00	300.00	NB
Failure to produce authority (eg waste carriers licence)	300.00	0.00	300.00	NB
Failure to Furnish Documentation (Waste Transfer Note)	300.00	0.00	300.00	NB
Public Space Protection Orders	75.00	0.00	75.00	NB
Community Protection Notice	75.00	0.00	75.00	NB

#### Transport & Depot Services

	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
MOT Test Class IV - ADC Employee, General Public & Trade	42.00	0.00	42.00	NB
MOT Test Class VII - ADC Employee, General Public & Trade	47.25	0.00	47.25	NB
MOT Retest (within 10 working days)	10.50	0.00	10.50	NB
MOT Retest after 10 working days - <b>As full test</b>				
Vehicle engineers report	68.25	13.65	81.90	SR

#### Cemeteries

<b>Interment of Bodies in a Grave</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Still born child up to 1 month	Free		Free	
Child grave 1 month to 16 years (Children's section only)	Free		Free	
Cremated Remains	250.00	0.00	250.00	NB
Scattering of Ashes	100.00	0.00	100.00	E
Adult Depth for one	876.00	0.00	876.00	NB
Adult Depth for two	913.00	0.00	913.00	NB
Adult Depth for three	1,000.00	0.00	1,000.00	NB

<b>Purchase of Exclusive Right of Burial Fees (75 years)</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Adult grave	1,125.00	0.00	1,125.00	E
Child's grave (Childs Section Only)	0.00	0.00	0.00	E
Cremated Remains Area	625.00	0.00	625.00	E

<b>Miscellaneous Fees</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Chapel Use	250.00	0.00	250.00	E
Late arrival on site (after first 30min)	125.00	0.00	125.00	E
Transfer of exclusive rights of burial without interment	33.00	0.00	33.00	E

Family tree and genealogy searches per name/per grave	33.00	0.00	33.00	E
Late arrival of paperwork (after first 30min)	33.00	0.00	33.00	E

<b>Memorial Charges - Permit fee</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Headstone (Not exceeding 3ft x 2ft 6in)	289.00	0.00	289.00	NB
8in x 8in Vase/Tablet	176.00	0.00	176.00	NB
Vase over 8in	226.00	0.00	226.00	NB
Additional Inscription	113.00	0.00	113.00	NB
Memorial Tree	191.00	0.00	191.00	NB

#### Allotments

	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
With water supply - Per 100 square metres, Per Annum	20.62	0.00	20.62	NB
Without water supply - Per 100 square metres, Per Annum	14.89	0.00	14.89	NB

#### Waste Management & Recycling

<b>Bulky items (including fridges/freezers)</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
<b>Price reduced by half if a resident is in receipt of a qualifying income-based benefit</b>				
1 item on its own	15.00	0.00	15.00	NB
Up to 3 items in one collection	21.00	0.00	21.00	NB
Over 3 items, each additional piece	8.50	0.00	8.50	NB

<b>New and replacement wheeled bins</b>				
New home wheeled bin set for developer 3 bins	118.00	0.00	118.00	NB
New home wheeled bin set for developer 4 bins	152.00	0.00	152.00	NB
Replacement red lidded bin (delivery and administration)	38.00	0.00	38.00	NB

<b>Garden Waste</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Subscription	35.00	0.00	35.00	NB
Additional garden waste bin	20.00	0.00	20.00	NB

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

<b>Parks/Open spaces land booking day rates</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Boot camp/ fitness up to 20 people per session	20.00	0.00	20.00	NB
Boot camp/fitness 20 to 40 people per session	35.00	0.00	35.00	NB
Boot camp/fitness 40+ people per session	50.00	0.00	50.00	NB
Charity/Not for profit events fee applied if staff & changing rooms required	0.00	0.00	0.00	N/A
Private/Commercial Events including training courses (small approx. football pitch size)	125.00 - 625.00	25.00 - 125.00	150.00 - 750.00	SR
Funfair ride per day (excludes food - see prices below) - small children's rides	75.00	0.00	75.00	E
Funfair ride per day (excludes food - see prices below) - larger rides/ adults	130.00	0.00	130.00	E
<b>Food serving vehicles or stalls</b>				
Hot food/catering van	160.00	32.00	192.00	SR
Ice cream van or fun fair sweet stalls	105.00	21.00	126.00	SR

<b>Bowls</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Club (10+ sessions)	1,500.00	0.00	1,500.00	NB
Club individual	45.00	0.00	45.00	NB

<b>Croquet</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Club (10+ sessions)	1,500.00	0.00	1,500.00	NB

<b>Tennis (per court)</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Hourly rate (adult)	6.00	0.00	6.00	NB
Annual Membership (per household, 10+ sessions)	45.00	0.00	45.00	NB
Floodlights (per 1 hour session)	2.00	0.00	2.00	NB

<b>Football</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Annual Fee - Standard (10+ games)	455.00	0.00	455.00	NB
Annual Fee - Juniors (10+ games)	295.00	0.00	295.00	NB
Annual Fee - Mini (10+ games)	160.00	0.00	160.00	NB
Football training ½ day (not pitch use)	25.00	0.00	25.00	NB

<b>Netball (Titchfield Park, Kirkby only)</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Annual Fee - (10+ games, one x 2 hour session per week)	290.00	0.00	290.00	NB
Per Court - Standard (per 2 hour session)	35.00	0.00	35.00	NB
Per Court - Juniors (per 2 hour session)	25.00	0.00	25.00	NB
Floodlights (per 2 hour session)	27.00	0.00	27.00	NB

<b>Astroturf (Kingsway Park, Kirkby)</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Full Pitch (per 2 hour session) Standard	57.00	0.00	57.00	NB
Full Pitch (per 2 hour session) Juniors	48.00	0.00	48.00	NB
Half Pitch Standard (per 2 hour session)	33.00	0.00	33.00	NB
Half Pitch Juniors (per 2 hour session)	27.00	0.00	27.00	NB
Floodlights (per 2 hour session)	27.00	0.00	27.00	NB

<b>Astroturf (Titchfield Park, Hucknall)</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Full Pitch (per 2 hour session) Standard	28.00	0.00	28.00	NB
Full Pitch (per 2 hour session) Juniors	20.00	0.00	20.00	NB
Floodlights (per 2 hour session)	25.00	0.00	25.00	NB

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

**LAMMAS LEISURE CENTRE**

	Total (£)
<b>ACTIVE ANTZ</b>	3.30

<b>AEROBICS / FITNESS CLASS</b>	
Virtual	4.10
BTS / LBT's / Circuits / Boot Camps etc	6.80
Group Cycling / Zumba etc	6.80

<b>AQUA AEROBICS</b>	
Full price	6.20
Concession price	5.30

<b>BOWLS</b>	
Adult 1 hour	3.00
Concession	3.00
Adult 2 hours	5.20
Concession Price (to apply pre 5pm)	4.60
Hire of woods	2.00
Hire of shoes	2.00
Hire of locker (year)	22.00

<b>EQUIPMENT HIRE</b>	
Racquets / bats each	1.50

<b>GYM / FITNESS ROOM</b>	
Full price	7.70
Junior Gym	3.90
Concession Price	3.90

<b>HOLIDAY ACTIVITIES</b>	
Holiday activities - Day Camp	21.20

<b>ICE RINK</b>	
Full price	7.70
Skate UK lessons	7.25
Artistic Ice	6.49
Polar Cubs 1 adult & 1 child	4.60
Skate hire	2.20
Helmet Hire FREE on request	0.00
Penguin Aid Hire per 1/2 hour	2.80
Junior Ice Membership - monthly	67.10
Ice Disco	5.30
Ice Rink Hire	198.00

<b>PARTIES</b>	
Ice Rink	200.00
Pool Party - main pool	200.00
Pool party - learner pool	200.00
Theme party from	96.10
Sports party from	96.10

<b>POOL HIRE</b>	
Club	82.20
Additional Lifeguard - per session	25.80
Private	94.00

<b>SPORT / ACTIVITY COURSES</b>	
Skate Uk	6.90

<b>SQUASH &amp; RACKETBALL 40mins</b>	
Full price	8.50
Concession Price	5.20
Off Peak Price	5.20

<b>SWIMMING</b>	
Full price	5.30
Concession Price	2.80
FAMILY SWIM (up to 2 Adults and 3 Children)	9.80
PARENT & TODDLER SWIM 1 adult/ 2 children	4.50
Senior Swim	2.80
Wet & Wild	5.50
Adult Swimming lessons DD	30.21
Junior Swimming lessons DD	30.21
Adult & Child lessons DD	30.21
SWIMMING LESSONS ADULT (Per lesson)	7.25
SWIMMING LESSONS JUNIOR	7.25

**HUCKNALL LEISURE CENTRE**

<b>ACTIVE ANTZ</b>	3.30

<b>AEROBICS / FITNESS CLASS</b>	
Virtual	4.10
BTS / LBTs / Circuits / Boot Camps	6.80
Group Cycling / Zumba	6.80

<b>AQUA AEROBICS</b>	
Full price	6.20
Concession price	5.30

<b>BADMINTON</b>	
Full price	9.70
Off peak	5.90
Concession Price	5.30

<b>EQUIPMENT HIRE</b>	
Racquets / bats each	1.50

<b>GYM / FITNESS ROOM</b>	
Full price	7.70
Junior Gym	3.90
Concession Price	3.90

<b>HOLIDAY ACTIVITIES</b>	
Holiday activities - Day Camp	21.20

<b>INDOOR COURT HIRE (Main Hall)</b>	
Full price	48.40
Concession price	28.40

<b>PARTIES</b>	
Bouncy Castle 1 hour	84.70
Bouncy Castle 2 hour	165.00
Pool Party - main pool	132.00
Pool Party - Inflatable	165.00
Roller Skating - 1 hour	95.70
Sports party	132.00

<b>POOL HIRE</b>	
Club	99.00
Additional Lifeguard - per session (£ / hour)	26.40
Private	99.00

<b>SPORT / ACTIVITY COURSES</b>	
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Boccia	2.90
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<b>SQUASH &amp; Racketball 40mins</b>	
Full price	8.80
Concession Price	5.40
Off Peak Price	5.40

<b>SWIMMING</b>	
Full price	5.30
Concession Price	2.80
Splash happy FAMILY SWIM (up to 2 Adults and 3 Children)	9.80
PARENT & TODDLER SWIM	5.30
MOONLIGHT SWIM	5.30
Swimming lessons DD Adult	30.21
Adult & Child lessons DD	30.21
Swimming lessons DD junior	30.21
SWIMMING LESSONS ADULT (Per lesson)	7.25
SWIMMING LESSONS JUNIOR	7.25

<b>TABLE TENNIS</b>	
Full price	4.20
Concession price	3.10

<b>50+ ACTIVITIES</b>	
50+ Swim Session	2.20
Walking football/cricket	4.10

**KIRKBY IN ASHFIELD LEISURE CENTRE**

<b>ACTIVE ANTZ</b>	3.30
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<b>AEROBICS / FITNESS CLASS</b>	
All instructor lead classes	6.80
Virtual classes	4.10

<b>BADMINTON</b>	
Full price	8.00
Off peak	6.00
Concession Price	6.00

<b>GYM / FITNESS ROOM</b>	
Junior Active	3.50
11-15 parental supervision	3.50
Full price	7.50
Concession Price	4.00
Off Peak Price	4.00

<b>HOLIDAY ACTIVITIES</b>	
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Holiday activities - Day Camp	20.60
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<b>PARTIES</b>	
Bouncy Castle 2 hours	150.00
Roller Skating - 2 hours	150.00
Roller Skate and Bounce	200.00

<b>TABLE TENNIS</b>	
Full price	6.00
Concession price	4.00

<b>SWIMMING</b>	
Full price	5.00
Concession Price	3.00

## Planning

<b>Pre Application Charges</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Householder Development	50.00	10.00	60.00	SR
Minor Development (Excluding Householder) - 1 or 2 dwellings	187.50	37.50	225.00	SR
Other Minor Development - 3- 9 dwellings	437.50	87.50	525.00	SR
Small scale development - 10 to 199 dwellings	810.00	162.00	972.00	SR
Large Scale development - 200+ dwellings	1,350.00	270.00	1,620.00	SR

<b>Land Charges</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Full Search (LLC1 & CON29)				
LLC1	36.55			NB
CON29	89.58	17.92	144.05	SR
Each additional parcel of land (full search)				
LLC1	1.05			NB
CON29R	18.96	3.79	23.80	SR
Con29O Enquiries - Question 22	40.87	8.18	49.05	SR
Con29O Enquiries - Questions 4, 5, 9, 16 & 20	18.96	3.79	22.75	SR
Con29O Enquiries - Questions 8, 10, 11, 12, 13, 14, 15, 17, 18 & 19	18.96	3.79	22.75	SR
Con29O Enquiries - Questions 6 & 7	18.96	3.79	22.75	SR
Con29O Enquiries - Question 21	The District Council is unable to respond to this enquiry, therefore please contact the Environment Agency ( <a href="https://www.gov.uk/topic/environmental-management/flooding-coastal-change">https://www.gov.uk/topic/environmental-management/flooding-coastal-change</a> ) and/or Nottinghamshire County Council ( <a href="mailto:flood.team@nottscc.gov.uk">flood.team@nottscc.gov.uk</a> )			
Applicants own questions (each)	16.25	3.25	19.50	SR
An additional charge of £3.00 will be added where a request is received for reports to be posted out				

<b>Additional Searches</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Coal Authority Search - Residential	37.08	7.42	44.50	SR
Coal Authority Search - Commercial	85.12	17.03	102.15	SR
Drainage and Water Enquiry (CON29DW) - Residential	47.95	9.60	57.55	SR
Drainage and Water Enquiry (CON29DW) - Commercial	133.62	26.73	160.35	SR
Chancel Check	20.42	4.08	24.50	SR

<b>CON29 Information</b>				
In some instances, interested parties will be able to access the required Individual Enquiry Reports to enhance the number of access channels available and not limit access.				
<b>CON29 Individual Enquiries</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>VAT Rate</b>
Questions 1.1. (a) to (i)	15.00	3.00	18.00	SR
Questions 1.1. (j) to (l)	15.00	3.00	18.00	SR
Question 1.2.	15.00	3.00	18.00	SR
Questions 2.1. (a) to (d) and 2.2. to 2.5. - Please contact Highway Searches Via East Midlands Ltd. Tel 0115 9773143 or Email <a href="mailto:highwaysearches@viaem.co.uk">highwaysearches@viaem.co.uk</a>				



Question 3.1.	15.00	3.00	18.00	SR
Questions 3.2., 3.3. (a) to (c), 3.4. (a) to (f), 3.5. (a) & (b), 3.6. (a) to (l) and 3.7. (e) - Please contact Highway Searches Via East Midlands Ltd. Tel 0115 9773143 or Email highwaysearches@viaem.co.uk				
Questions 3.7. (a) to (d) & (f)	15.00	3.00	18.00	SR
Question 3.7. (g) - The District Council is unable to respond to this enquiry, therefore please contact the Environment Agency ( <a href="https://www.gov.uk/topic/environmental-management/flooding-coastal-change">https://www.gov.uk/topic/environmental-management/flooding-coastal-change</a> ) and/or Nottinghamshire County Council (flood.team@nottscc.gov.uk)				
Question 3.8.	3.83	0.77	4.60	SR
Questions 3.9. (a) to (n)	8.25	1.65	9.90	SR
Questions 3.10. (a) to (h)	3.83	0.77	4.60	SR
Questions 3.11. (a) & (b)	3.83	0.77	4.60	SR
Question 3.12	3.83	0.77	4.60	SR
Questions 3.13. (a) to (c)	3.83	0.77	4.60	SR
Question 3.14.	3.83	0.77	4.60	SR
Questions 3.15. (a) and (b)	8.25	1.65	9.90	SR

### Markets

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

Kirkby in Ashfield	Net (£)	VAT (£)	Total (£)	VAT Rate
First stall	14.30	0.00	14.30	E
Extra stall each up to 3 extra	10.30	0.00	10.30	E
Extra stall above 4 stall each	6.60	0.00	6.60	E

Hucknall	Net (£)	VAT (£)	Total (£)	VAT Rate
First stall	14.30	0.00	14.30	E
Extra stall each up to 3 extra	10.30	0.00	10.30	E
Extra stall above 4 stall each	6.60	0.00	6.60	E

Sutton in Ashfield	Net (£)	VAT (£)	Total (£)	VAT Rate
First stall	14.30	0.00	14.30	E
Extra stall each up to 3 extra	10.30	0.00	10.30	E
Extra stall above 4 stall each	6.60	0.00	6.60	E

All Markets	Net (£)	VAT (£)	Total (£)	VAT Rate
Designated special event markets through the year	POA*	0.00	POA*	E
Catering stalls	POA*	0.00	POA*	E
Catering stalls with Electricity	POA*	0.00	POA*	E
Self erect market stall	POA*	0.00	POA*	E
Trailer Unit	POA*	0.00	POA*	E

Catering and Similar Vans	Net (£)	VAT (£)	Total (£)	VAT Rate
All Markets	25.20	0.00	25.20	E
Extra with electrical supply	9.15	0.00	9.15	E
Promotional Vehicle	19.75	0.00	19.75	E

Promotional Space	Net (£)	VAT (£)	Total (£)	VAT Rate
All areas	POA*	0.00	POA*	E

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

#### **Private Market fees and charges**

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

Number of traders / stalls / catering vehicles	Fee per event day during licence period *	VAT Rate
1 – 25	29.04	NB
26 – 50	58.80	NB
51 - 75	87.84	NB
76 - 100	117.60	NB
101 - 200	335.20	NB
Over 200	412.70	NB

The council reserves the right to negotiate the commercial event fee for large scale events and for markets operated on behalf of the Council

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

#### **VAT Key:**

SR = Standard Rated

E = Exempt

NB = Non Business / Outside Scope

Z = Zero Rated