Gedling
Borough Council

Agenda

Cabinet

Date:	**Thursday 3 May 2018**
Time:	**12.30 pm**
Place:	**Chappell Room**

For any further information please contact:

Alec Dubberley

Service Manager Democratic Services

0115 901 3906

Cabinet

Membership

Chair	Councillor John Clarke
Vice-Chair	Councillor Michael Payne

Councillor Peter Barnes
Councillor David Ellis
Councillor Gary Gregory
Councillor Jenny Hollingsworth
Councillor Henry Wheeler

Observers: Councillor Chris Barnfather

AGENDA

12   Member's Questions to Portfolio Holders.

13   Any other items the Chair considers urgent.

MINUTES
CABINET

Thursday 5 April 2018

Councillor Michael Payne (Chair)

Councillor Peter Barnes   Councillor Jenny Hollingsworth
Councillor David Ellis   Councillor Henry Wheeler
Councillor Gary Gregory

Absent: Councillor John Clarke and Councillor Chris
                           Barnfather

Officers in Attendance: J Robinson, D Alvey, A Callingham, M Hill, L Mellors
                           and F Whyley

103   APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Clarke and
Councillor Barnfather (observor).

**104   TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE
          MEETING HELD ON 8 MARCH 2018.**

RESOLVED:

That the minutes of the above meeting, having been circulated, be
approved as a correct record.

105   DECLARATION OF INTERESTS.

None.

**106   NOTTINGHAMSHIRE   POLICE   COMMUNITY   SAFETY
          ACCREDITATION SCHEME**

The Service Manager, Public Protection introduced a report, which had
been circulated prior to the meeting to seek approval for Gedling
Borough Council to sign up to the Nottinghamshire Police Community
Safety Accreditation Scheme and to delegate the Director of Health and
Community Wellbeing the authority to sign the agreement and authorise
appropriate working arrangements and delegations.

RESOLVED to:

1) Approve Gedling Borough Council signing up to the Nottinghamshire Police Community Safety Accreditation Scheme.

2) Approve delegate authority to the Director of Health and Community Wellbeing in consultation with the Director of Organisational Development and Democratic Services to finalise and sign the Joint Operating Protocol between Nottinghamshire Police and Gedling Borough Council shown in draft at Appendix 2 to this report; and

3) Approve authority to the Director of Health and Community Wellbeing to authorise appropriate working arrangements and delegations, to ensure that the scheme is implemented and that the appropriate staff are authorised to enforce the additional powers confirmed by the scheme.

107   ARNOLD MARKET

The Service Manager, Economic Growth and Regeneration introduced a report, which had been circulated in advance of the meeting, seeking approval to move forward with aspects of acquisition and future operation of Arnold Market. An additional recommendation (referred to as resolution 8) was circulated at the meeting.

RESOLVED That:

Subject to completion of the Council's acquisition of the Site to:

1) Agree to the Council utilising its powers under the Food Act 1984 to establish a market on the Site;

2) Approve the market stall fees as set out at Appendix 1 to this report;

3) Authorise the Service Manager for Property, in consultation with the Director of Organisational Development and Democratic Services and the Service Manager for Community Relations to approve all necessary licences, agreements and terms and conditions for stall holders associated with the operation of a market;

4) Authorise the Service Manager for Property to seek necessary approvals/licences from Nottingham City Council to operate a market at the Site;

5) Authorise the Service Manager for Property to obtain any necessary consents or permissions and undertake any necessary

works to enable the Council to satisfactorily operate an interim market at the Site

6) Authorise the Service Manager for Economic Growth and Regeneration to progress outline designs and costings for longer term improvements to the Site, subject to funding approval;

7) Authorise the Service Manager for Economic Growth and Regeneration in consultation with the Leader of the Council to establish a cross party working group to consult on future proposals for the Site; and

8) Authorise the Portfolio Holder for Growth and Regeneration to select and approve a final scheme for the Site in consultation with the cross party working group.

108 FORWARD PLAN

Consideration was given to a report of the Service Manager, Democratic Services which had been circulated prior to the meeting, detailing the Executive's draft Forward Plan for the next four month period.

RESOLVED:

To note the report.

109 PROGRESS REPORTS FROM PORTFOLIO HOLDERS.

Councillor Peter Barnes (Environment)

- Work to introduce a Council run Pet Cremation Service was progressing

- This year's Keep Britain Tidy Campaign will commence on 9 April.

- Following the motion to the January meeting of Council, Saving Plastics Campaign was now being promoted on Council vehicles.

- Residents were being encouraged to order an extra brown bin for spring collections.

Councillor Jenny Hollingsworth (Growth and Regeneration)

- Rose Cottage at Carlton Square has been purchased by the Council and demolition was now imminent. Further improvements were planned for the site.

- £350K of funding had been secured to develop the Borough's Town Centres including Carlton Square.

- A update on Planning Enforcement action was presented to Planning Committee. Thank you to Mike Avery, Service Manager on the Planning Department's performance.

Councillor Gary Gregory (Community Development)

- The Gedling Arts Festival programme to be finalised shortly.

- Progress has been made towards the Asset Transfer of Pond Hills Community Centre with a local group hoping to take on responsibility in the near future.

- A Community Safety project with local young people delivered through Nottinghamshire Fire and Rescue Authority would begin shortly in Netherfield.

Councillor Henry Wheeler (Housing, Health and Well-being)

- A Social Prescribing Service aimed at to tackling social isolation was currently recruiting resident volunteers to be Community Navigators.

- Calverton Leisure Centre's extension completed and open to the public. Attendances at the centre have increased.

- The workload of Housing Needs Officers continues to show an increase.

- The Local Clinical Commissioning Group is currently going through a transformation programme and seeking to make savings.

Councillor Michael Payne (Resources and Reputation)

- The Spring edition of Contacts Magazine is due out shortly.

- Thanks to the Communications Team for promoting Council projects successfully through social media.

- The re-design of the Council's website following clear government advice to make sure it is functional and serves purpose was now complete

- A Meeting held with Nottingham City Council on shared enforcement for taxi drivers.

- Derby City Council has written to the Secretary of State on the cancellation of the electrification of the Midland Mainline.

Councillor David Ellis (Public Protection)

- Work was being undertaken to address the recent rise in reported anti-social Behaviour. There had especially been concern over social media reports on crime and the resulting effect on residents' perceptions on the level of crime

- The Selective Licensing Scheme has been agreed for introduction in Netherfield Ward. Thanks to all the officers involved.

110   MEMBER'S QUESTIONS TO PORTFOLIO HOLDERS.

None received.

111   ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 1.35 pm

Signed by Chair:

Date:

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Gedling
BOROUGH COUNCIL

Report to Cabinet

Subject: Gedling Borough Heritage Strategy

Date: 3 May 2018

Author: Service Manager Community Relations

Wards Affected

1.1   All.

Purpose

2.1   To adopt a new Gedling Borough Heritage Strategy.

Key Decision

3.1   This is not a key decision.

Background

4.1   The Borough has heritage of local, regional, national and international significance. Key heritage landmarks include Newstead Abbey, Papplewick Pumping Station and Bestwood Winding Engine, while local individuals of unique historic significance include William Lee, Richard Parkes Bonington and Thomas Hawkesley. Locally there are nine Scheduled Ancient Monuments and the borough's varied natural environment includes the valley of the River Trent, the rare and distinctive landscapes of the Dumbles and former coalfields and settlements at the edge of Sherwood Forest. Ancient history, agriculture, industry and natural history have all contributed to a vibrant strong social history, reflective of the Borough's diversity.

4.2   Until recently, the Borough Council had been relatively passive in taking forward heritage. It has always valued the work of the Borough's community Local History Groups, offering them platforms to promote their work at community events like Arnold Carnival, and uses its planning powers to identify and protect historic buildings and landscapes. But the Council had not taken a leading role in bringing together community and voluntary groups to explore and

promote the heritage of the Borough as a whole.

4.3   With the advent of the Gedling Country Park came a realisation of the value of heritage in promoting community engagement, along with a recognition of the mutual value in community groups raising awareness of and protecting heritage, of which the Park forms a key element. The Council has also recognised the value of heritage in helping to promote regeneration; the local and national tourism economy and community identity and belonging.

4.4   The creation of the Gedling Borough Heritage Forum in 2017 was the first step in a fundamental reassessment of the Council's role in heritage and its importance to the Borough in future. The Forum brings together a range of community and voluntary groups with an interest in the Borough's heritage. It also aims to reflect and promote the diversity of the Borough and the diversity of heritage that flows from this.

4.5   The development of a Strategy was the next key step in taking forward the Borough Council's renewed commitment to heritage. In February 2018, the Council publicly consulted on the Draft Heritage Strategy. This included an on-line feedback form and also a presentation and discussion at the Gedling Heritage Forum meeting. Partners such as Nottinghamshire County Council, our Parish Councils, Historic England and Heritage Lottery Fund were also asked for their views.

4.6   The final Strategy document can be found at Appendix A. It has drawn upon this feedback from our partners and the community. Consultation can be found at Appendix C. The new document sets our future strategic direction for heritage:

- We want to bring together and share the Borough's rich and diverse heritage, to present a more cohesive view of the Borough's heritage as a whole.

- We want to explore areas of common interest and identity, reflecting cultural and social elements, as well as exploring diversity and difference.

- We want to promote a greater sense of common ownership and interest in the history of the Borough, as well as of the communities that make up the Borough.

- We want to use heritage as a driver for community regeneration across the Borough as a whole and in particular in its more deprived communities.

4.7   Strategy delivery will be built around five main themes – Authentic; Engaging; Inspirational; Ownership and Understanding – and a set of initial high-level actions to take the Borough have been identified:

- Deliver Gedling Heritage Interpretation Project

- Support Delivery of Local Plan

- Develop plans and funding options for Gedling Country Park Visitor Centre

- Work with owners and operators of key historic assets to explore improvements to fabric of and accessibility to the Borough's main historic assets

- Update the Buildings at Risk register

- Explore and further develop plans for a Gedling Borough Heritage Way

- Improve and consolidate governance of the Borough's Heritage

4.8   Regard must be had to the Council's duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups, including consideration of the Equality Impact assessment attached at Appendix B to this report.

Proposal

5.1   It is proposed that:

- Cabinet adopts the Gedling Borough Heritage Strategy, while recognising its delivery will be determined within the parameters of the Council's Medium Term Financial Plan.

- Council officers continue to work alongside and develop the Gedling Heritage Forum as a means of engaging with the wide range of key stakeholders with an interest and involvement in the Borough's heritage.

Alternative Options

6.1   For Cabinet not to adopt the proposed Gedling Borough Heritage Strategy. However, this approach would weaken the Council's and wider borough's position to develop a coordinated and strategically driven plan to access external funding required to achieve our Heritage vision. Funding partners such as Heritage Lottery Fund have specifically encouraged the Council to develop a Strategy for Heritage that informs future funding bids.

Financial Implications

7.1   There are no significant funding implications in adopting the Strategy, which sets out future aspirations for understanding, managing and interpreting the borough's heritage.

7.2   The development and delivery of its high level actions will require additional resource. This Action Plan will need to be considered in the context of

current budgetary pressures facing the Council, its partners and local community organisations.

7.3   Some external funding has already been successfully obtained, for example the Heritage Lottery funded Gedling Borough Heritage Interpretation Project. Plans to seek other funding will need to be developed working with our agency and community partners.   Some future projects may require a commitment for match funding from the Council; each business case will need to be determined on an individual project basis.

7.4   Any future investment will be subject to Business Cases and financial assessment including availability of any potential match funding, and any identified budget requirement will be the subject of a resource development bid in accordance with the usual budget processes.

Appendices

Appendix A – Gedling Borough Heritage Strategy
Appendix B – Gedling Borough Heritage Strategy Equality Impact Assessment
Appendix C – Draft Gedling Heritage Strategy Consultation Feedback Summary

Background Papers

None.

Recommendation(s)

It is recommended that Cabinet:

- Adopts the Gedling Borough Heritage Strategy, while recognising its delivery will be determined within the parameters of the Council's Medium Term Financial Plan.

- Approve Council officers to work alongside and develop the Gedling Heritage Forum as a means of engaging with the wide range of key stakeholders with an interest and involvement in the Borough's heritage.

Reasons for Recommendations

- An adopted Heritage Strategy will inform external funding submissions to improve the profile, understanding, management and interpretation of the Borough's heritage and the physical condition of its heritage assets.
- A thriving Heritage Forum gives a voice to local history and heritage groups and the potential collective weight to pursue future funding opportunities that support local community heritage assets.

Gedling Borough Heritage Strategy

MAY 2018

Contents

This consultation document has been prepared by consultant Stephen Bray.

1. Introduction

The Borough of Gedling is an amalgamation of a number of villages and towns, created by the 1974 reorganisation of local government. Stretching from the River Trent in the south east to Sherwood Forest in the north west, its settlements include once separate communities that have become part of the Greater Nottingham conurbation as well as ten rural parishes incorporating country villages which have retained their rural charm.

The Borough boasts heritage of local, regional, national and international significance.

Newstead Abbey, home of Lord Byron, is perhaps the Borough's most famous landmark. Other less well known but equally important assets include Papplewick Pumping Station and Bestwood Winding Engine. The Borough is the birthplace of William Lee, inventor of the mechanised stocking frame in Calverton in 1589; of Richard Parkes Bonington, the renowned 19th century landscape artist; and of Thomas Hawkesley, who designed and built Britain's first high pressure constant supply water system, preventing the deaths of countless millions of people around the world.

Evidence suggests human occupation of what is now Arnold began in the late Bronze Age, while notable remnants of an Iron Age fort have been discovered near Woodborough at Foxwood, now one of the Borough's nine Scheduled Ancient Monuments. Many of the Borough's villages can trace their origins back to the Anglo-Saxon period.

The Borough's immensely varied natural environment includes the lowland valley of the River Trent, the rare and distinctive landscapes of the Dumbles and former coalfields at the heart of the Borough, and settlements at the edge of Sherwood Forest in the north.

Agriculture, prevalent before the industrial revolution, continues to have a presence, while the Borough has a varied industrial heritage, with framework knitting and mining being particularly important in the story of the Borough and its component settlements. Both contribute to a vibrant strong social history, reflective of the Borough's diversity.

The Borough's towns and villages each have a rich and distinctive heritage, reflected in buildings clustered around fine mediaeval churches, often researched and disseminated by enthusiastic local and natural history groups who have been key in bringing forward the wealth of heritage to celebrate throughout the Borough. Some of that history is interconnected and, in developing this strategy, one of Gedling Borough Council's aims is to bring together those diverse yet overlapping histories to create a Borough-wide view of the area's heritage.

Until recently, the Borough Council had been relatively passive in taking forward heritage. It has always valued the work of the Borough's community Local History Groups, offering them platforms to promote their work at community events like Arnold Carnival, and uses its planning powers to identify and protect historic buildings and landscapes. But the Council had not taken a leading role in bringing together community and voluntary groups to explore and promote the heritage of the Borough as a whole.

With the advent of the Gedling Country Park came a realisation of the value of heritage in promoting community engagement, along with a recognition of the mutual value in community groups raising awareness of and protecting heritage, of which the Park forms a key element. The Council has also recognised the value of heritage in helping to promote regeneration; the local and national tourism economy and community identity and belonging.

The creation of the Gedling Borough Heritage Forum in 2017 was the first step in a fundamental reassessment of the Council's role in heritage and its importance to the Borough in future. The Forum brings together a range of community and voluntary groups with an interest in the Borough's heritage. It also aims to reflect and promote the diversity of the Borough and the diversity of heritage that flows from this.

This Strategy is the next key step in taking forward the Borough Council's renewed commitment to heritage. Drawing on a high-level stocktake of current activity and knowledge, it sets out future strategic direction and identifies a series of high-level actions to take the Borough to the next level. In doing this, it will build a platform from which the Borough's heritage can be better understood, managed, interpreted and explained; in turn promoting individual and community involvement, ownership and engagement.

This Strategy marks the beginning of a journey into our past in ways that will help to shape our future.

2. Executive Summary

Gedling Borough's rich and varied heritage is reflected in its archaeology; its built environment, its natural and man-made landscape and its social and industrial legacy.

The built environment features almost 200 listed buildings, at least 400 non-designated buildings and over 800 archaeological sites[1], nine Scheduled Ancient Monuments and six Conservation Areas, while natural landscape features include four Local Nature Reserves, one site of Special Scientific Interest and four registered parks and gardens, all with particularly significant heritage value.

The Borough's social and industrial legacy is dominated by framework knitting and coal mining but other significant former local industries include the textile mills of the River Lean, brickmaking and railways, many of which are local to specific communities of the Borough. This legacy is also at the root of much of the Borough's 'non-tangible heritage' such as oral traditions, knowledge and skills associated with the industries.

The Borough's history offers a range of benefits and opportunities to raise awareness and interest in heritage and to extend engagement. It also has potential to drive regeneration and renewal and to promote community involvement.

But much of this potential is relatively untapped. Challenges around the extent of Borough-wide knowledge; the sharing and dissemination of that knowledge; the condition of some key local assets; the resilience of arrangements to maintain and promote those assets and the capacity to support future work all currently mitigate against further substantial progress.

Progress has been made recently with the development of the Gedling Borough Heritage Forum. A wide range of active, enthusiastic and vibrant community groups continue to bring the history and heritage of local communities alive successfully. Voluntary groups have secured Heritage Lottery Funding for important works at Papplewick Pumping Station and Bestwood Winding Engine. The activities of such groups represents an excellent foundation on which to make further progress.

This Strategy builds on these strengths and addresses the challenges facing the further progression of heritage in the Borough.

It aims to bring together and share the Borough's rich and diverse heritage, to present a more cohesive view of the Borough's heritage as a whole. It seeks to encourage the exploration of areas of common interest and identity, reflecting cultural and social elements, as well as exploring diversity and difference. In doing this, it will promote a greater sense of common ownership and interest in the history of the Borough, as well as of the communities that make up the Borough. It will use

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[1] Notts Historic Environment Record

heritage as a driver for community regeneration, across the Borough as a whole and in particular in its more deprived communities, and will reflect the value of heritage as set out in Historic England's "Heritage Counts" publication at a local level.

It sets out areas for future action, based around five priority themes, for heritage to be **Authentic**; **Engaging** and **Inspirational**, promoting **Ownership** and **Understanding**. These themes are complementary to English Heritage's "Virtuous Circle" for heritage.

Actions proposed will take forward these priority themes over the next two-three years, while suggestions and areas for future exploration offer potential for further progress in the longer term. Community engagement and involvement are pivotal to securing this progress and a central role is proposed for the Gedling Heritage Forum going forward.

The Strategy has been developed alongside the Gedling Heritage Interpretation project and the two pieces of work are complementary. The aim is for an Action Plan to be developed, drawing on both this strategy document and the work of the Heritage Interpretation Project, owned and driven by the Gedling Borough Heritage Forum with support from the Borough Council.

3. Gedling Borough's Heritage – an overview

Gedling Borough is one of seven districts in Nottinghamshire. Formed by the 1974 local government reorganisation, it covers an area of 120 square km from the Trent Valley in the south east to the edge of Sherwood Forest in the northwest. Its urban area adjoins the City of Nottingham and forms part of the Greater Nottingham conurbation, while its rural area covers a number of diverse parishes, ranging in size, function and geography. The Borough is home to 115,900 people[2] - it takes its name from the village of Gedling, once a separate settlement at its heart, but now part of the conurbation area.

Reference to the Borough as a whole entity dates only from its creation in 1974. But its component settlements have a history dating back to Anglo-Saxon times, while there are also many sites of archaeological significance throughout the Borough dating from prehistoric times, such as the Scheduled Ancient Monument site at Fox Wood near Calverton and Woodborough.

Arnold is the Borough's administrative and retail centre, situated on the south-western border adjacent to the City of Nottingham. Evidence of settlement in the area dates back to the late Bronze Age, with defensive earthworks having been discovered in what is now the Killisick area of the town. The Angles settled here around 600 AD giving it the name Ernehale - a place frequented by eagles - while the area was invaded by Danes in 868AD[3]. The earliest written record of Ernehale can be found in the Domesday Survey. The town now functions primarily as a suburb of Nottingham but it has a rich and varied history kept alive by an active local history group.

Other main settlements in the urban area of the Borough include Carlton, Mapperley, Netherfield and Gedling. All are now part of suburban Nottingham but have their own rich histories, often connected to industrialisation and urbanisation. All Hallows Church, a grade 1 listed building at the centre of Gedling village, is one of the most distinctive landmarks in the Borough, with its elegant 180 foot spire. Nearby Colwick is the Borough's only urban administrative parish.

The Borough's area consists of 11 administrative parishes[4], all of which have their own varied heritage often well-documented by enthusiastic local history groups. Linby is reputedly where the pancake was invented by local women celebrating the defeat of Danish invaders who had enslaved them, while Woodborough is allegedly where the legend of St Swithun originated.

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[2] ONS Mid Year Estimates 2015 as extracted from Gedling Profile February 2017 -

[3] See The Early History of Arnold on the Arnold Local History Group website http://www.arnold-history-group.org/29743474

[4] Bestwood Village, St Albans, Burton Joyce, Calverton, Lambley, Linby, Newstead, Papplewick, Ravenshead, Stoke Bardolph, Woodborough

The Built Environment

The Borough is home to 189 listed buildings. These include six that are grade I (of national importance), 15 grade II* (of exceptional local importance), with the remainder (168) grade II. A wide variety of buildings and structures are included on the official list from industrial to garden landscape structures, though the majority of grade II listed buildings are in domestic use, cared for by the owners. Gedling Borough Council owns several listed buildings, including Arnot Hill House and the Bestwood Lodge Hotel.

Other well-known listed buildings in the Borough include Papplewick Pumping Station, Newstead Abbey and Bestwood Winding House, while lesser known examples include Bonington House, Arnold (birthplace of artist Richard Parkes Bonington); Daybrook Almshouses; Mary Hardstaff Homes Almshouses (Gedling); the former Howetts racing stables at Manor Farm Buildings (Woodborough); Gedling House; and more modern buildings including the Vale Public House and Good Shepherd Catholic Church, both in Woodthorpe.

The Borough Council also keeps a list of buildings of historic importance that do not meet the criteria to become 'listed' buildings, but which are nevertheless of local significance. The current list of Local Interest Buildings provided as an appendix to the Replacement Local Plan will be used as the starting point for identifying potential Locally Important Heritage Assets, with the aim of working closely with local communities to refine and expand this list. The retention of Locally Important Heritage Assets is encouraged through Policy LPD31 in the emerging Local Planning Document.

Architecturally, much of the area is characterised by brick buildings. Pantile roofs are associated with the 18th century and original village cores, giving way to Welsh slate and plain tiles in the eras of Victorian and Edwardian expansion. In contrast, the villages of Linby and Papplewick are characterised by their distinctive honey-coloured stone that was quarried locally and became a favourite for boundary walls throughout the Nottingham area. As might be expected of a largely residential area developed in the 20th century, most recent development is of more contemporary construction and design, with much inter-war and post war development of both public and private sector design and development.

There are six Conservation Areas, all of which are in the Borough's rural areas. All are the subject of conservation area appraisals. Those appraisals undertaken more recently include a management plan to guide future development in these locations.

Bestwood Conservation Area includes a prime example of a 19th century purpose built industrial settlement, including a colliery (1872-1967) and ironworks (1881-1928). Bestwood Winding Engine House, the only remaining example of a colliery building in the Borough, is unique, containing the only 'vertical winding steam engine' still in its original location anywhere in the UK. The nearby Bestwood Country Park

was once part of a much larger royal deer park and has strong association with Charles II, who granted the park to his mistress Nell Gwynn in 1681.

Calverton Conservation Area covers the heart of the village where William Lee invented the mechanised stocking frame in 1589, a development that went on to transform the industry. Framework knitting grew as a cottage industry in the village and the conservation area includes examples of framework knitters' cottages. After the Second World War, Calverton became the last of the Borough's mining communities and expanded rapidly.

Lambley Conservation Area covers part of the village which can trace its origins back to the 9th century. Flemish weavers are mentioned in the village as early as 1434, and in common with other nearby areas, the knitting trade reached its height here in the 19th century. Along with examples of framework knitters' cottages, the village also includes a range of public buildings including Wesleyan and Methodist chapels.

Linby Conservation Area covers most of this pre-Norman village, which grew considerably in the 18th century as a result of the development of cotton mills on the nearby River Leen. Key features include its two village crosses, known as Top Cross and Bottom Cross, which lie at either end of Main Street; and the unusual Linby 'Docks', where the village streams run either side of Main Street before disappearing into culverts (to re-emerge as one from under Bottom Cross).

Papplewick Conservation Area covers the historic core around the main street of this agricultural village, which once formed part of the main road between Nottingham and Mansfield. The village lies on a bed of magnesian limestone, a material used in the construction of 18th century cottages, farmhouses and outbuildings, many of which survive and give the village its distinctive appearance. Papplewick Hall and parts of its estate are included in the Register of Historic Parks and Gardens.   The Conservation Area has recently been the subject of a Conservation Area Appraisal.

Woodborough Conservation Area covers an area largely to the north of the Main Street of this linear development village that can trace its origins back to the Iron Age. Surrounded by a rolling agricultural landscape, its origins are largely agricultural, though it too became an important framework knitting centre from the 16th century onwards, evident in cottages converted to provide knitters workshops and combined dwellings and workplaces. Following the decline of the cottage industry, there was a move within the village to the development of countryside allotments which led to the growth of a local market gardening industry, providing fresh vegetables for Nottingham through the nearby Sneinton Market.

The Natural Environment

The South East of the Borough lies in the Trent Valley, but land rises sharply to the North West to Dorket Head at the centre of the Borough which, at 146m above sea level, is the highest point in Greater Nottingham. The Borough's northern parishes now border on Sherwood Forest, though historically much of the Borough was part of the forest, with local areas of woodland forming part of many of the Borough's settlements.

"Each parish had their own areas of woodland, usually at their edges. In the more populated southern 'Thorneywood' area they occupied the high ground between parishes, such as on the ridges between the villages of Lambley, Woodborough and Calverton. These woods often joined together to form giant woods that could cover miles, but they each had names reflecting to whom they belonged. Carleton Wode, Gedling Wode, Basforde Wode (named after villages)..."[5]

There is one Site of Special Scientific Interest (SSSI) in Gedling Borough at Linby Quarries, a biological site featuring one of the most important calcareous grasslands in Nottinghamshire. It also features broad leaved, mixed and yew woodland and has a varied breeding bird community.

The Borough's four designated Local Nature Reserves are Gedling House Wood and Meadow; Netherfield Lagoons and The Hobbucks (to the north of Arnold). There is strong community ownership of and engagement with these sites, with all four being managed by local conservation groups.

Other notable landscape features include Lambley Dumbles and Moor Pond Woods, each of which are of historic importance with considerable heritage value. Parts of Sherwood Forest to the north of the Borough may be classified as a Special Protection Area for its breeding bird (nightjar and woodlark) interest. As at 2017, there were 1,268.12 ha of Local Wildlife Sites in the Borough, 28% of which were under positive conservation management.

The Borough's four areas of park land over 10 hectares include Bestwood Country Park; Gedling Country Park and Newstead Abbey, all of which have significant heritage connections. Opening in 2015, Gedling Country Park is the most recent of these – with its strong links to the Borough's mining heritage, this Country Park is being promoted as a future focal point for the Borough's heritage activity.

Social and Industrial Landscape and Legacy

Prior to the industrial revolution, the Borough was largely agricultural in nature and farming is still very much evident in the Borough's rural areas. The 18th century saw framework knitting develop as a dominant cottage industry in the East Midlands and the history of many of the Borough's towns and villages reflects that development.

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[5] Sherwood Forest Archaeology Project

From the 19th century onwards, coal mining came to greater prominence across much of the Borough, though there are also other more localised industrial activities – the railway is key to the development of Netherfield, while brickmaking was important in Carlton and Mapperley and quarrying played a role in Linby. Many of these industries are closely tied to particular communities and knowledge and awareness of them and their legacies is not always widely known or shared.

This legacy is also at the root of much of the Borough's 'non-tangible heritage' that contributes to the local sense of place and to cultural heritage through traditions, food & drink and language, as well as rituals and superstitions. Local examples include colliery dialect; Colwick Cheese and Linby pancakes.

Perhaps unwittingly, Gedling Borough played a key part in the mechanisation of what was to become one of its two main industries. William Lee's invention of the stocking frame in Calverton in the late 16th century was "the first manifestation of mechanisation in the production of clothing"[6] and its development went on to have huge implications for the Borough's communities, the region and more widely.

Framework knitting shaped the social and economic development of the Borough's villages and towns. The population of many of the Borough's villages grew significantly as the industry developed – at the height of the industry at the turn of the 19th century, Calverton was home to around 400 stocking frames, with its population rising to 1,427 by 1851, while Lambley hosted 381 knitting machines in 1844 in a village with a population of less than 1,000. Woodborough's population leapt from 250 in 1750 to 800 in the 1830s - its speciality was the production of stockings, including silk hose - and the industry survived here until the early 20th century. Framework knitting was also a major employer in the Borough's larger settlements – in the early 19th century over three-quarters of the population of Arnold were employed one way or another in the production of stockings.[7] The textile mills on the River Leen at Moor Pond Wood were also significant, being some of the earliest in the world.

The decline of the cottage industry and the move to factory production also left its mark on the Borough – there is evidence of depopulation in some villages (Linby's population almost halved from 515 in 1828 to 271 in 1841 following closure of the local mill), while the Borough also played its part in rebellion against the changes being brought about by this move to greater industrialisation - one of the earliest examples of resistance in the Luddite rebellion occurred in Arnold in 1811.

The architectural legacy of the industry is evident in the survival of a number of framework knitters' cottages, typified by long horizontal windows to let in light, in many of the Borough's villages and also in Arnold. Sometimes these were converted for this use but in the 18th century cottages were often purpose built with long windows as a feature as people lived in the same buildings alongside the frames

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[6] Woodborough Conservation Area Appraisal – Gedling Borough Council - 2017
[7] Arnold Local History Society website

they used to work on - a proper 'cottage industry'. Windles Square in Calverton is an excellent example of a purpose built set of framework knitting cottages.

The 19th century saw the development of larger premises (frame shops), an example of which survives in Woodborough (Desboroughs on Shelt Hill). These were more like a small factory and were the forerunners of full scale industrialisation of the process.

Clothing production remained a feature of the Borough as industrialisation progressed, with clothing factories and associated industries built primarily in the Borough's urban areas, often employing a high proportion of female workers. These too largely disappeared in the late 20th century as clothing manufacture moved to the Far East.

Coal mining grew in importance from the latter part of the 19th century with five deep mines being developed in what later became the Borough. The 1870s saw the first collieries open in Bestwood, Newstead and Linby. Those at Bestwood and Newstead saw the allied development of new colliery villages to house the miners and their families, both of which remain well preserved. 1899 saw the opening of Gedling Colliery, while the Borough's newest colliery, at Calverton[8], opened in 1952. This was the last colliery privately developed before the nationalisation of 1948, first producing coal four years later.

Increasingly, mines brought diversity and change to the communities where they were opened. The opening of Calverton Colliery transformed the village, seeing massive physical expansion with the building of new houses for the miners, many of whom were transferred from other coalfields. Calverton's population rose from around 1,000 to over 4,000 between 1951 and 1961, with new shops, schools and facilities built to serve the growing population. Gedling Colliery was described as a "pit of all nations" in the *Daily Mirror* in 1967, employing men from 15 countries. There was particularly strong representation of miners from the Caribbean – 10% of the 1,400 workforce in the 1960s – and black miners were thought to have made up a quarter of the workforce between the 1950s and 1980s. Recent research on what life was like for those miners has been included in a wider project on the experiences of black miners in the county.[9]

Colliery closures began in the 1960s with the closure of Bestwood in 1967 and accelerated rapidly in the 1980s and 90s with Newstead closing in 1987, Linby in 1988 and Gedling in 1991. Calverton was closed by the National Coal Board in 1993, then reopened by RJ Budge (later UK Coal) before its final closure in 1999, bringing

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[8] The colliery itself was laid out to plans by Geoffrey Jellicoe in 1936, a notable architect and landscape designer who set up and was the first president of the Landscape Institute.
[9] See http://www.blackcoalminers.com/

to an end over a century of mining in the Borough. Bestwood Winding Engine House [10] is now the Borough's only remaining example of a colliery building.

Colliery closures did have social and economic impact, with some communities particularly badly affected. But the Borough was never a mono-economy built around a single industry and has generally recovered well. Calverton now functions largely as a commuter village for Nottingham, while the former Gedling Colliery site is now being developed as part of the Borough's largest new housing development, as well as forming the Gedling Country Park.

Allied industries developed alongside collieries, the most notable being Colwick Railway sidings at Netherfield, constructed for the transfer of coal traffic from the Nottinghamshire and Derbyshire Coalfield to other marshalling yards. The 20 miles of track and accompanying engine sheds for the operation covered 15 acres[11]. The sidings were also an important locomotive servicing depot and the whole site was a key local employer and driver of the development of Netherfield. The sidings declined from the 1950s onwards in line with the decline of coal and closed in the early 1970s. The land now forms the Victoria Retail Park.

Other local industries included brick making, with quarries in Carlton and Mapperley. The tradition continues to this day at Dorket Head, Arnold. Stone quarrying was also evident in Linby. This was the last working building stone quarry in Nottinghamshire and its closure meant there was no longer a local source of the area's distinctive local Magnesian limestone.

The legacy of this varied industrial history links strongly to wider intangible heritage, drawing on the social history arising from industrial development, the growth of dialect and the wider stories of workers in the industry and the effect that both their development and closure had on the communities around them.

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[10] Bestwood Winding Engine House is grade II* listed and a Scheduled Ancient Monument. The nearby Dynamo House is a community resource and both are opened by a team of volunteers throughout the summer.
[11] http://www.nottshistory.org.uk/books/colwick/colwick9.htm

4. Benefits and Challenges

Benefits and Opportunities

The Borough has a number of Unique Selling Points, many of which have the potential to be more fully exploited.

It is the birthplace of the famous and of pioneers in their field, perhaps most notably of Thomas Hawkesley (1807), the greatest water engineer of the 19th century whose work to develop pressure water systems had worldwide influence and saved millions of lives. Other leaders born in Gedling Borough include William Lee, Richard Parkes-Bonington, born in Arnold in 1802, and Lord Ralph Cromwell, Treasurer of England in the 15th century. Those of more recent fame from the Borough include Olympic and World Champion Ice Skater Christopher Dean (who grew up in Calverton in the 1960s) and comedy actor Richard Beckinsale, born in Carlton in 1947.

The Borough is home to iconic buildings, most notably Newstead Abbey. Other less well known but no less interesting examples include Papplewick and Bestwood Pumping Stations (both the work of Hawkesley) and Bestwood Winding Engine and Dynamo Houses, the last remaining parts of the colliery and "a relic of Victorian industrial engineering"[12]. Its parks all have strong heritage links – Bestwood's role as a Royal Hunting ground dates back to medieval times and was later closely associated with Charles II. More recently, the Lodge played an important role as headquarters for Northern Command in World War II.

Heritage in the Borough has the potential to drive and promote regeneration and renewal of its most deprived communities. Netherfield, the former railway town, is linked by a disused mineral railway line to the former Gedling Colliery site now being transformed by the Gedling Country Park and the creation of over 1,000 new homes. The scope to promote heritage, particularly the interrelationship between the colliery and railway centre whose work was intricately associated with coal production, is significant, as is the potential improved access to employment and the countryside and the development of more sustainable transportation. Heritage also offers more employment and volunteering opportunities to complement those already in place if the potential of the Borough's undoubted assets can be realised.

Heritage has already proved to be an immensely valuable means of promoting and stimulating community engagement and ownership and has the potential to expand further. The emerging work of the Gedling Heritage Interpretation Project will significantly increase the number of volunteers working to support and promote heritage across the Borough and in doing so improve access to heritage to all age groups.

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[12] Nottinghamshire County Council website http://www.nottinghamshire.gov.uk/planning-and-environment/country-parks/bestwood/bestwood-winding-engine-house

Volunteers working on this and other projects will also learn new skills for community engagement and involvement, offering further opportunities to the Borough's growing ageing population and helping to address loneliness and isolation. But interest in heritage goes beyond that age group and the Heritage Interpretation Project aims to build on this, reaching out to engage with young people in particular.

The potential for heritage to act as a driver for learning and education and promote inter-generational work is also recognised. The Gedling Heritage Interpretation Project is looking to engage with local schools and there is potential for Gedling Country Park to become a Centre for Learning and Education for both heritage and nature.

Many of these opportunities link closely to the themes set out in Historic England's "Heritage Counts" publication (September 2017) which quantifies many of the economic and social benefits that accrue from the heritage sector. There is potential in Gedling to contribute to many of the themes set out in the document, in particular to those relating to tourism (especially domestic visitors); regeneration; construction work on historic buildings; increased volunteer involvement and wider social benefit.

Challenges

The extent of knowledge – The Borough's local history groups (listed at Appendix A) do an immensely valuable job in researching and promoting the heritage of their communities. Their enthusiasm and breadth of knowledge has already done much to raise interest and awareness of key heritage issues in the local area.

But it is also the case that the history of these communities is not well known outside of the immediate communities and as a result the overall picture of Borough heritage is fragmented. This may be due to the diverse nature of the communities that formed the Borough in 1974 - but there is considerable amount of common heritage and interest that relate to the whole Borough (or at least to significant parts of it) that has not been fully explored. Issues such as the cottage industries of 19th century and their decline do not seem to have been considered on a Borough-wide basis, though there is undoubtedly potential for this to be examined more fully. Equally, a number of currently local projects have great potential for wider promotion and understanding within and beyond the Borough, the work of Thomas Hawkesley and his creation at Papplewick Pumping Station being a prime example. Existing community run ventures like Calverton Folk Museum, are likely to benefit from greater support that has the potential to widen their appeal locally and nationally. A better understanding of what we know, more widely shared, would help put together a wider history of what is now the Borough of Gedling.

The sharing and dissemination of knowledge – Current knowledge is shared well amongst those with an interest in heritage, through local groups and via the internet. There have been attempts to reach out more widely – for example, through local history groups having a presence at events such as Arnold Carnival – but much

more could be done to broaden the reach of the Borough's heritage and engage interest beyond the enthusiastic. New techniques for communication and engagement could be used to capture new interest amongst different age groups and from more diverse backgrounds, with a view to developing more active involvement. Improved engagement with the Nottinghamshire County Historic Environment Record could ensure that current knowledge feeds into future research and that such research is informed by up-to-date thinking.

Bringing together diverse interests – As outlined above, much of the Borough's heritage to date has been explored on a geographical basis, around local communities. Comparatively little has been done to explore themes on a Borough-wide basis, though there is a good deal of work that has been done to explore potential themes (such as mining and framework knitting) within local communities. Developing and promoting enthusiasm for the Borough's heritage as a Gedling Borough "whole" (as opposed to Arnold's or mining's, for example) is a key challenge.

Condition of assets – Gedling Borough Council and Nottinghamshire County Council work together to review the condition of the Borough's heritage assets and keep a register of Buildings at Risk. The register classifies the condition of the Borough's listed buildings and structures into six categories and also notes where a potential "heritage crime" may have been committed, for example through unauthorised alterations. The latest register shows that there are no buildings of immediate concern, but that the Borough has a comparatively high percentage (11%) of listed building assets in a poor condition - these include a number of buildings and structures in and around some of the Borough's most notable heritage assets, including Newstead Abbey and Papplewick Pumping Station. A high number of the Borough's designated assets are also assessed to be vulnerable. The Borough Council is looking to use planning processes, including the Local Plan and Neighbourhood Plans where they exist, to identify ways to address these issues and help protect these assets further. Conservation Area Appraisals also have a key role to play in describing the special architectural and historic interest of an area, while the accompanying Management Plans, which are a feature of more recent appraisals, set out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process. However, in many cases, funding is also likely to be required to allow for restoration works to be carried out.

Vitality and resilience of current assets – The Borough's flagship assets are largely dependent on volunteer support to open up for access to the wider community and to deliver education and positive visitor experiences. While the work of volunteers is highly valued and appreciated, an over-reliance on volunteers can impact on the sustainability and resilience of the assets. There is huge potential to do more with a number of the Borough's heritage assets, improving access to the facilities and promoting understanding and enjoyment. But to do this is likely to

require a greater time commitment from more volunteers, as well as access to specialist expertise and management support in some areas.

Capacity to support – While there is willingness from the Borough Council to support heritage, budgets continue to be squeezed. This makes it increasingly difficult to secure additional resource to support provision of this important service when overall funding is under pressure. Securing external funding is likely to be key to the delivery of improvements, both to directly support provision and to build capacity and expertise within the voluntary sector to take forward developments.

Quality of new development and of restoration - The need to maximise new housing development against the backdrop of greater pressures for growing housing demands should not be at the expense of fully informed decision taking. This includes an understanding of site or place history, its origins, patterns of settlement over time and how this knowledge may be drawn upon to enhance and improve the quality of place and the wider historic environment, creating sustainable developments that make significant contributions to towns and villages across the Borough. This approach is perhaps nowhere more apparent than at the development of the former Gedling Colliery site, the largest single development site in the Borough which will see the development of over 1,000 new homes, as well as providing the site for the adjacent Gedling Country Park.

Current work to address these challenges

The Borough Council has recently facilitated the introduction of the **Gedling Borough Heritage Forum**, bringing together a wide range of community and voluntary sector stakeholders with an interest and involvement in heritage from across the Borough. It has also secured £75,000 Heritage Lottery funding to take forward a **Heritage Interpretation Project** which aims to bring together and expand a diverse range of materials and groups, widening participation and increasing engagement with and enjoyment of the Borough's heritage.

The opening of **Gedling Country Park** in March 2015 at once managed to preserve a key part of the Borough's local historic landscape and environment, reflecting its industrial legacy and the wider social history of the area, and to improve access to and awareness of that legacy . The aim is for the Country Park to form the hub of the Borough's heritage activity for the future and this is reflected in the work being carried out for the Heritage Interpretation Project.

The Borough Council is coming towards the end of the process of updating its **Local Plan**, a key tool in managing its work to preserve and enhance the historic environment. The Plan sets out policy to drive future conservation and preservation and to ensure sensitive regeneration and redevelopment. Chapters 7 and 9 of the [Emerging Local Planning document](#) include detailed proposed policies relating to the Natural Environment and Historic Environment respectively. The Council has also

recently strengthened its staff resource to support heritage by reintroducing dedicated planning support for conservation. The postholder also works in partnership with other organisations to ensure access to specialist advice and skills.

All of this work shows a welcome rejuvenation of interest in heritage and a renewed prioritisation of the issue. This strategy aims to build on this and take the issue to the next level, with strategically focused priority themes and a set of high level actions which in due course will lead to the identification and delivery of detailed actions and outcomes.

5. Strategic Direction and Themes of Work

Strategic Direction

We want to bring together and share the Borough's rich and diverse heritage, to present a more cohesive view of the Borough's heritage as a whole.

We want to explore areas of common interest and identity, reflecting cultural and social elements, as well as exploring diversity and difference.

We want to promote a greater sense of common ownership and interest in the history of the Borough, as well as of the communities that make up the Borough.

We want to use heritage as a driver for community regeneration across the Borough as a whole and in particular in its more deprived communities.

Themes of Work

Our future Heritage work will be built around five main themes. These themes reflect the Borough's strategic direction for heritage and are also complementary to the heritage "Virtuous Circle", as set out in the 2011-15 English Heritage Corporate Plan.

Authentic – We will ensure that visitors to the Borough's heritage assets enjoy a real experience of the Borough's heritage. We will actively manage the preservation and enhancement of the Borough's heritage assets, ensuring that original features and landscapes that reflect the Borough's heritage are retained and that restoration and improvement work is carried out sympathetically and in keeping with original design, ensuring the assets are and remain in excellent condition. We will actively work to preserve key historic features of the Borough's natural environment. This theme links closely to the Virtuous Circle priorities of Caring and Excellence.

Engaging – We will broaden the range of participants in heritage throughout the Borough, using a range of community engagement techniques to bring in currently under-represented groups including young people. We will broaden the audience for the Borough's heritage, using various media to improve access to the Borough's heritage in all its forms. We will reflect, promote and celebrate the diversity of the Borough's heritage experience. We will continue to support the numerous heritage groups in the valuable voluntary work that they do to promote the Borough's heritage. This theme links closely to the Virtuous Circle priorities of Enjoying and Caring.

Inspirational – We will promote the stories of the Borough's heritage to the widest possible audience so that people want to find out more about how their lives and communities have been shaped by events and people of the past. We will encourage people to find out more about their communities and, in doing so, help residents feel a sense of pride in their community and enhance personal well-being. This theme links closely to the Virtuous Circle priorities of Enjoying and Valuing.

Ownership - We will encourage and support the widest possible community ownership of heritage. We will promote and drive forward community ownership and management of assets and support community groups to become stronger and more resilient to ensure that the Borough's heritage assets are more accessible and well managed. We will actively seek out collaboration with other areas, funders and partners from the public, private and voluntary sectors where it makes sense to do so in order to take forward our priorities. This theme links closely to the Virtuous Circle priorities of Caring and Understanding.

Understanding – We will increase understanding and awareness of the role the Borough played in key historic events. We will improve understanding and awareness of the work of the Borough's pioneers as well as what day-to-day life was like through the ages for people living and working in the Borough. We will promote awareness of the Borough's industrial legacy - from framework knitting through to railways and mining - and seek to better understand and protect that legacy. We will increase awareness of the Borough's key heritage assets. We will use this approach to ensure the Borough's heritage overall is better interpreted and explained. This theme links closely to the Virtuous Circle priorities of Understanding and Valuing.

High-level Actions

A range of high level actions are already planned or in progress, each of which addresses one or more of the five priority themes.

Deliver Gedling Borough Heritage Interpretation Project – Funding has been secured for the delivery of this project which aims to begin the process of bringing together the Borough's varied and diverse heritage in a single (physical and virtual) location. The physical location at which the work will be based is the Gedling Country Park, with use being made of the existing cafeteria building. Various virtual tools are to be used, including improved and more co-ordinated web presence alongside use of film and video. Other outputs will include oral histories, leaflets and guides, guided walks and a treasure trial. Encouragement of walking and cycling and of use of public transport aims to minimise environmental impacts. The project works on the "attract and disperse" principle and is due to be completed by March 2019. Further works are likely to be identified as the project progresses. The project is key in taking forward the key strategic direction to bring together and share the Borough's rich and diverse heritage.

Strategic themes addressed – Engaging; Inspirational; Ownership; Understanding

Support Delivery of Local Plan – The Local Plan is the key tool to enable the protection and enhancement of the historic and natural environment. It will include policies on heritage assets; listed buildings; conservation areas; historic landscapes,

parks and gardens; archaeology; locally important heritage assets and landscape character. The Borough Council continues to work actively in these areas but adoption and delivery of the plan will ensure the most up-to-date policies are in place to guide its work and inform those associated with heritage and development of the Council's approach, leading to more robust action and enforcement.

Strategic themes addressed – Authentic; Engagement; Understanding

Develop plans and funding options for Gedling Country Park Visitor Centre – Valuable though the work of the Gedling Heritage Interpretation Project will be in bringing the Borough's heritage together in one place, its work could be compromised by sharing accommodation with the current Gedling Country Park cafeteria. A more lasting benefit will be achieved if a dedicated physical facility can be developed as a long-term Heritage Hub for the Borough, and the development of a purpose-built Visitor Centre for the Country Park would secure this key benefit. Such a facility would provide a permanent physical base for the Borough's heritage activity going forward, with dedicated education and learning facilities to promote the Borough's industrial and cultural heritage to a wider audience including schools and colleges. The Visitor Centre would be at the centre of the "Attract and Disperse" principle for the future. The cost of such a facility would be prohibitive for the Borough Council to pursue independently so partnership and funding opportunities are being pursued to take the project forward.

Strategic themes addressed – Engaging; Inspirational; Ownership; Understanding

Work with owners and operators of key historic assets to explore improvements to fabric of and accessibility to the Borough's main historic assets – The Borough's key historic assets, including (but not exclusively) Newstead Abbey, Bestwood Colliery and Papplewick Pumping Station have great potential which at present is arguably untapped. Bestwood's Winding Engine is an excellent example of industrial heritage while the village itself is a fine example of a 19th century purpose built industrial settlement. Newstead Abbey is a potential word-class destination, while Papplewick Pumping Station is a regionally significant destination which could celebrate and share the pioneering work of Thomas Hawkesley with a far wider audience.

Yet at present, all are relatively under-utilised and aspects of both Newstead and Papplewick sites appear on the Borough's list of "at risk" heritage assets. The aim over the next few years is to address these issues, making these and other assets more accessible and available for public access, with a fuller programme of activities, and promoting renovation and improvement works where these are needed.

In addition, there are other assets considered as historically important by local communities, such as the former Gedling station and former Severn Trent Social Club in Stoke Bardolph. We will offer support to local groups as they form their own future plans to develop such assets.

All are significantly dependent on volunteer work to improve access and take forward improvements. Work to improve resilience and support volunteers is likely to be key in taking this work forward, alongside seeking out external funding opportunities to deliver physical and other related improvements.

To focus work in this key area, it is suggested that key partners involved with the Heritage Forum identify the main priority issues to be addressed, outcomes to be secured and actions to secure them in an Action Plan, which will inform future work in this area.

Strategic themes addressed – Authentic; Inspirational; Ownership; Understanding

Update the Buildings at Risk register – The Buildings at Risk Register is a key tool in reviewing the state of the Borough's heritage assets and targeting required improvement and remediation works. The Borough Council will continue to work with Nottinghamshire County Council to ensure the list remains up to date and will use its Annual Monitoring Report to review progress. It will also work closely with the owners of at risk buildings and structures with a view to eliminating those risks where possible, using a balance of advisory and enforcement powers.

Following adoption of the Local Plan, the Borough Council will use the current list of local interest buildings as the starting point for the identification of 'locally important heritage assets'. The supporting text to Policy LPD31 sets out the expected process that the Council will adopt to identify these assets following the adoption of the Local Planning Document. The Borough also has several neighbourhood plans emerging, of which at least one is intending to prepare a local list of heritage assets at the parish level, and this approach will be encouraged further.

Strategic themes addressed – Authentic; Engagement; Ownership

Explore and further develop plans for a Gedling Borough Heritage Way – A footpath and cycle way starting from the Trent and visiting key heritage and natural sites across the Borough is an aspiration the Borough Council would like to pursue. Some of the Heritage Way would follow existing paths but a key stretch, linking Netherfield to Gedling Country Park, would follow the currently disused former mineral railway line between Netherfield and Gedling. The scope to promote key elements of the Borough's industrial heritage through the development of this feature would be significant, given its potential association with both the railways of Netherfield and Colwick and the former Gedling colliery. The scheme would also help bring the Borough's heritage alive in one of the Borough's more deprived

communities and improve sustainable transportation and access to heritage. Funding options are currently being explored.

Strategic themes addressed – Inspirational; Ownership; Understanding

Improve and consolidate governance of the Borough's Heritage – The development of the Gedling Borough Heritage Forum has brought together a wide range of key stakeholders with an interest and involvement in the Borough's heritage. While there remains a key role for the Borough Council in the leadership and co-ordination of the Forum, there is potential for the Forum to grow beyond being a consultative forum to take a more active role, for example through taking a high-level overview of the delivery of this strategy and in the development and delivery of key heritage related projects in the Borough. The Forum may also be well placed to lead and support the prioritisation and submission of funding bids to secure delivery of the Strategy. Appropriate constitutional arrangements can be explored and introduced to allow for these developments.

Strategic themes addressed – Engagement; Ownership; Understanding

6. Next Steps and Future Agenda

The adoption of this strategy and the delivery of the Gedling Heritage Interpretation Project are key milestones in developing the Borough's longer-term approach to heritage.

The Strategy sets out some initial ambitions which will need to be fleshed out further following consultation and engagement. The Heritage Interpretation Project is likely to identify further issues for the future.

Taken together, the two initiatives are therefore likely to generate a more detailed Action Plan that will inform and guide future work, including the identification of funding sources and the development of funding bids.

That Action Plan will include a range of projects and initiatives to address the themes in the short, medium and long term, as well as setting out current and ongoing activity.

The Plan is likely to cover a 3 - 5 year period and include projects and ideas from a wide range of groups, shared by and with the Gedling Borough Heritage Forum. Improved measurement of outcomes and engagement are also likely to feature in the Plan, reflecting the themes and issues set out in Historic England's "Heritage Counts" publication. Steps will be taken to secure external funding to support delivery of projects in the Plan where required.

There are also many potential issues still relatively undeveloped for further exploration in the future.

The social history of the Borough offers many more opportunities to raise awareness of the lives of people living in the Borough over time and how those lifestyles have changed with the growing urbanisation of the 20th century. The impact of suburbanisation on formerly free-standing communities is an area particularly worthy of further work.

Local facilities with strong historic connections may benefit from refurbishment and improvement to help re-invigorate their original historic purpose. Conway Road Pavilion and Park, one of the Borough's oldest recreation facilities, is one example of where such an approach is being actively explored.

Historic buildings such as Bonington's birthplace could be made more accessible and their historic significance could be more widely celebrated and shared. Support could be offered to existing facilities highlighting the Borough's heritage, such as the Calverton Folk Museum.

The history of relatively unknown parts of the Borough could be more widely researched and promoted. The village of Stoke Bardolph, for example, has a long history of treating and disposing of waste and a more recent related history in

environmentally friendly energy generation which could be more widely explored and disseminated.

Consideration could be given to the introduction of a periodic Local Heritage Festival, working with the Gedling Borough Heritage Forum to promote the best of the Borough's rich and varied heritage to a wider audience.

These and many other areas are for further exploration in future. The Gedling Borough Heritage Forum will play a key role in identifying and prioritising future activity.

Appendix A

Local and Natural History Groups in Gedling Borough and their websites

1. All Hallows Church, Gedling
    www.allhallowsgedling.co.uk
2. Arnold Local History Group
    www.arnold-history-group.org
3. Bestwood Country Park, Friends of
    www.fbcp.org.uk
4. Burton Joyce & Bulcote Local History Society
    www.bjblhs.org.uk
5. Calverton Preservation and History Society
    http://nlha.org.uk/society-details/?pdb=12
6. Carlton & Gedling U3A
    https://u3asites.org.uk/carlton-gedling/home
7. Gedling Conservation Trust
    www.gedlingconservationtrust.org
8. Gedling Country Park, Friends of
    www.gedlingcountrypark.org.uk
9. Gedling House Woods and Meadows
    www.fghw.org.uk
10. Lambley Heritage
    www.lambleyheritage.co.uk
11. Mapperley and Sherwood History Group, The
    www.mapperleyandsherwoodhistorygroup.co.uk
12. Moor Pond Wood, Friends of
    http://moorpond.papplewick.org/
13. Netherfield lagoons, Friends of
    See "Gedling Conservation Trust"
14. Papplewick Pumping Station
    http://papplewickpumpingstation.co.uk
15. Woodborough's Heritage
    www.woodborough-heritage.org.uk

Equality Impact Assessment

Name of project, policy, function, service or proposal being assessed:	**Gedling Borough Heritage Strategy**
The main objective of the proposal	- To bring together and share the Borough's rich and diverse heritage, to present a more cohesive view of the Borough's heritage as a whole. - To explore areas of common interest and identity, reflecting cultural and social elements, as well as exploring diversity and difference. - To promote a greater sense of common ownership and interest in the history of the Borough, as well as of the communities that make up the Borough. - To use heritage as a driver for community regeneration across the Borough as a whole and in particular in its more deprived communities.

Please use only 'Yes' where applicable		Negative	Positive	Neutral	Comments
Gender	External		Y		Exploring our heritage will uncover the roles all genders have played in the development of the areas within the borough. For example, the 100 year commemoration of women getting the vote.
	Internal			y	
Gender Reassignment	External			y	No specific issues have been identified by this Strategy for this group.
	Internal			y	
Age	External		y		A significant number of participants in local history and heritage groups include older people and the Strategy cites the opportunities to use heritage as a means to reduce social isolation and loneliness in the community. The Strategy is also keen to engage all ages in the development of heritage projects, particularly young people through education and learning.
	Internal			y	

Marriage and civil partnership	External				Y	No specific issues have been identified by this Strategy for this group.
	Internal				y	
Disability	External			Y		The Strategy has an aspiration to support the enhancement of local heritage assets through accessing external funding opportunities. The Council will promote the consideration of access for those with disabilities as part of this where possible and practicable. Reminiscing opportunities have been recognised as key to supporting the wellbeing of people with dementia – opportunities to attend dementia friends training to future volunteers and project participants to be explored.
	Internal				y	
Race & Ethnicity	External			Y		The Strategy has been developed through positive engagement with local history and heritage groups. It is not clear how well different ethnic groups are represented on these groups however

					the actions of the Strategy provide an opportunity to promote the role the diverse population of Gedling has had on its most recent history – it refers to the contribution black miners made to the operation of Gedling Colliery. Key to this will be positive engagement with representative local groups such as the Gedling African Caribbean Elders and Asian Elders.
	Internal			y	
Sexual Orientation	External			Y	No specific issues have been identified by this Strategy for this group.
	Internal			y	
Religion or Belief (or no Belief)	External			Y	No specific issues have been identified by this Strategy for this group.
	Internal			y	
Pregnancy & Maternity	External		y		No specific issues have been identified by this Strategy for this group. However, through future closer working with local heritage partners the Council will look to promote its Breastfeeding Friendly Accreditation

					Scheme.
	Internal			y	
Other Groups (e.g. any other vulnerable groups, rural isolation, deprived areas, low income staff etc.) Please state the group/s: **Existing user groups** _____ _____ _	External		y		The Strategy specifically looks to drive community regeneration across the borough, particularly in its more deprived areas. Much of the Borough's rich heritage exists in its rural communities and opportunities to enhance the connection between these communities through heritage exists using projects such as the Gedling Borough Heritage Way and Trail.
	Internal			y	

Is there is any evidence of a high disproportionate adverse or positive impact on any groups?	Yes		The Heritage Strategy has the potential for a positive impact on groups. It offers opportunities for community engagement, learning and potential access improvements to heritage across the wide range of protected characteristics.
Is there an opportunity to mitigate or alleviate any such impacts?	Yes		Ensuring all representative groups have the opportunity to get involved in delivery of the Strategy.
Are there any gaps in information available (e.g. evidence) so that a		No	

complete assessment of different impacts is not possible?			

In response to the information provided above please provide a set of proposed action including any consultation that is going to be carried out:

Planned Actions	Timeframe	Success Measure	Responsible Officer
Ensure all representative community groups and individuals have the opportunity to engage in the development and delivery of the Heritage Strategy	On-going	Record of meaningful participation	Lance Juby, Service Manager – Community Relations
Promote the opportunities of Dementia Friends training and Breastfeeding Friendly accreditation to our local heritage partners	On-going	Heritage volunteers attending training Number of Breastfeeding Friendly venues	Lance Juby, Service Manager – Community Relations

Authorisation and Review

Completing Officer	**Lance Juby**
Authorising Director	**David Wakelin**
Date	**9 April 2018**
Review date (if applicable)	**9 April 2019**

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Draft Gedling Heritage Strategy Consultation Feedback Summary Report

Summary

This report gives an overview of the feedback from the public consultation that took place during February 2018 on the Draft Heritage Strategy. The consultation was promoted widely and a copy of the Draft Strategy was made available on the Council's website, alongside an on-line feedb36ack form for comments. Questions posed by the on-line feedback form were:

- What are your views on the Strategic Direction?
- What are your views on the Themes?
- What are your views on the High Level Actions?
- What other High Level Actions would you like to see included in the Strategy's Action Plan?
- If you or your local group wish to lead on a heritage project what support do you need to make this happen?

Additional comments were also received via email and in letter form.

On 13 February 2018 a presentation on the Draft Strategy was made at the Gedling Heritage Forum, a network facilitated by the Council that includes representation from a broad range of local history and heritage societies. The feedback from this meeting has also been considered as the final Heritage Strategy has been compiled.

Responders to the Consultation

A number of individuals and also representatives of local organisations and projects responded to the consultation. Table A provides a list of the local organisations and projects which offered comments.

Table A: Organisations Responding to Draft Heritage Strategy Consultation
Calverton Folk Museum
Calverton Preservation and History Society
Gedling Borough's Heritage Brought Alive Project
Nottinghamshire County Council Heritage Team
Gedling Borough Council Planning Policy and Development Services
Attendees at Gedling Heritage Forum
Nottinghamshire CAMRA
Architectural Heritage Fund
Historic England
Friends of Gedling Station
Friends of Gedling House Woods

Table B highlights organisations on the circulation list for the Gedling Heritage Forum as of 31 March 2018.

Table B: Gedling Heritage Forum, March 2018
Nottinghamshire Thoroton Society
Arnold Local History Group
Burton Joyce and Bulcote Local History Group
Calverton Preservation and History Society
Friends of Gedling Station
Friends of Arnot Hill Park
Friends of Bestwood Winding Engine
Friends of Burton Road Park
Friends of Gedling Country Park
Friends of Gedling House Woods
Friends of Moor Pond Woods
Friends of the Hobbucks
Gedling Village Preservation Society
Bestwood Country Park Friends Group
Lambley Historical Society
Mapperley and Sherwood History Group
Netherfield Wildlife Action Group
Gedling Conservation Trust
Nottinghamshire CAMRA
Nottingham's Railways Remembered Facebook Group
Notts Wildlife Trust
Stoke Bardolph Heritage Association
Woodborough Local History Group

Consultation Feedback Summary

The consultation feedback has been summarised under the following headings.

- Introduction, Executive Summary and Gedling's Heritage – an overview
- Benefits and Challenges
- Strategic Direction, Aims and Objectives and High-level Actions
- The Strategy as a whole
- Support needed by local groups

Introduction, Executive Summary and Gedling's Heritage – an overview

- Dates referring to William Lee need amending.
- Reference to man-made landscape should be made.
- Correction on the highest point in Nottinghamshire
- Clarification regarding nationalisation and coal production at Calverton Colliery
- More recognition of the borough's archaeology as a key part of the heritage of the area.

- Refer to the four Registered Parks and Gardens in the Borough (Bestwood Pumping Station, Newstead Abbey, Papplewick Hall and Papplewick Pumping Station).
- There is only one SSSi at Linby Quarries; there are 4 formally designated Local Nature Reserves.
- Mention the Scheduled Monuments in the Borough, which are of national importance, usually archaeological remains, and are protected under the Ancient Monuments and Archaeological Areas Act 1979. Includes Bestwood Winding House and there are also several around Calverton.
- The retention of Locally Important Heritage Assets is encouraged through Policy LPD31 in the emerging Local Planning Document'.
- Refer to Papplewick conservation area appraisal and management plan consultation.
- Gedling House Wood and Gedling House Meadow are separate designations.
- Refer to the Greater Nottingham Landscape Character Assessment.
- Update references to Sherwood Forest's consideration as a Special Protection Area for its breeding bird (nightjar and woodlark) interest and the information on Local Wildlife Sites.
- Mention Local Green Space – which is being identified through the Local Planning Document and emerging neighbourhood plans.
- Lack of reference to earlier historical references - archaeology. River Leen Valley.
- Friends of Greenwood Community Forest have a network of parks and volunteers across Nottinghamshire.
- The background information really highlights the rich and varied cultural heritage the Borough has to offer and we welcome the Council's commitment to the historic environment and heritage led regeneration.
- We recommend that the reference to the Heritage Interpretation Project (HIP), and how the Heritage Strategy and the HIP are two initiatives working in conjunction with each other with the potential to generate an Action Plan. We feel this would clarify at an early stage that the Strategy is intended as a high level document for other elements to link in to and, therefore, guide the expectations of the reader.

Benefits and Challenges

- Clarification on birthplace and early childhood of Lord Byron.
- Include reference to Bestwood Dynamo House.
- Mention conservation area appraisals which describe the special architectural and historic interest of the area.
- Local Planning Document consultation has identified a real interest and concern for heritage in the Borough.
- The need to maximise new housing development against the backdrop of greater pressures for growing housing demands should not be at the expense of fully informed decision taking. This includes an understanding of site or

place history, its origins, patterns of settlement over time and how this knowledge may be drawn upon to enhance and improve the quality of place and the wider historic environment, creating sustainable developments that make significant contributions to towns and villages across the Borough. This approach is perhaps nowhere more apparent than at the development of the former Gedling Colliery site, the largest single development site in the Borough which will see the development of over 1,000 new homes, as well as providing the site for the adjacent Gedling Country Park.

Strategic Direction, Aims and Objectives and High-Level Actions

- The Themes are commendable. However, it might make it easier at funding application stages if there was a closer alignment to the heritage industry standard's as set out by Historic England (such as the Virtuous circle concept), and the evidence base provided by (amongst other published data) the established Heritage Counts statistics.
- The real strength in terms of delivery of the borough wide benefits will stem from a successfully functioning and dynamic Heritage Forum and action plan.
- The development of a detailed 5 year action plan for the council, in partnership with the forum, is clearly imperative and worthy of top spot in any list!
- A proper assessment of all the options such as the Gedling Country Park Visitor Centre will ensure that the council's investment (and that of the volunteers you call on) is maximised to the benefit of the whole heritage sector around the borough.
- Refer to 'themes' rather than 'aims and objectives'.
- Refer to prioritisation being guided by the level of protection afforded to individual heritage assets.
- Gedling Heritage Way – include reference to the disused mineral railway line between Calverton and Bestwood.
- Lack of identity currently for Gedling heritage – could the Gedling Heritage Way offer this?
- Mineral Line trail between Netherfield and Gedling Country Park a great opportunity. What about the Calverton to Bestwood line too?
- It may be worth considering breaking the 'High Level Actions' section into current/short term activities, medium term activities and ongoing elements.
- How will you measure the impact of the aims?
- Needs backing up with action that allows a diverse range of local people to be involved. The plan needs to be environmentally sustainable as well.
- The Strategic Direction seems to set out a series of fair aims. It could include more about how you will conserve what assets you already have.
- A good step forward with plenty of potential on the condition that the community supports the strategy by doing their part. Some relevant parts of the community currently do not view he council as a partner but rather as the

opposition. This needs addressing, by both sides, before the strategy can meet its potential.

- Good starting point for a VERY ambitious project. However, the phrase "to be confirmed" appears with relation to timescales after many of the Strategies. Funding is clearly a huge issue for developing these assets & ambitions. "Funding options being explored".
- Who are the key partners?
- Charging entry to historic sites excludes potential visitors with lower income.
- The proposed Greenway from Victoria Rd Netherfield to Gedling Country Park is an inspiring project fully supported. It links all the protected open spaces and would be a green lung for local residents in Gedling Village, Netherfield, Carlton and Colwick. It is especially important when the additional housing is taken into account over the next 15 years - 1100 new houses at Gedling Colliery & Chase Farm & 900 at Teal Close Netherfield.
- The Friends of Gedling Station are proposing to form a Charitable Trust with a view to apply for Heritage Lottery.
- "Authentic" - How will the Council actively manage the preservation and enhancement of the boroughs heritage assets without qualified, informed Staff and people with a heritage background who understand the key roles, legislation and tools within the heritage and planning systems to achieve the aims set out?
- "Engaging" – very commendable goals and worth supporting but it needs to be made clear why this is being done. What is the aim, the purpose of this? How do we convince non-believers it is worth doing? What benefits will the area get from this? What are the economic, social, environmental benefits to sustain the Area going forward to make a difference?
- "Inspirational" - Agreed. Ties in to engaging above but how will this be achieved?
- Delighted that our Borough Council are now putting heritage in a more high profile position in its daily decision making.
- Consider DH Lawrence, Tolkien, Lord Byron links.
- Much greater partnership with the City Council to promote Newstead Abbey not only to overseas visitors but also within the UK and Nottinghamshire.
- The content of the 'themes' is commendable and covers key aspects of how GBC will approach its heritage work.
- These themes are the right way forward. The council cannot deal with the heritage by itself and essentially needs to engage with communities, property owners and other interested parties to ensure a good future for our heritage. The local population do need to have that sense or ownership, to ensure that our heritage is well preserved.
- Themes are excellent in theory. Realising them is not going to happen without substantial investment.
- The five themes provide a good structure to the approach going forward.
- I can appreciate why the proposed location for the project is Gedling Country Park for financial reasons and availability of accommodation, but there is a danger that this feels disconnected to the villages/other parts of the borough that the information relates to - Papplewick, Newstead Village and Abbey and Linby for example are not exactly a stone's throw away for anyone to be

inspired by a leaflet at the country park to connect immediately with the places featured in displays.

- Perhaps a greater focus on digitalisation of information to make it more widely available on the internet would help address this. Additionally, interactive displays to bring 'remoter' areas to life and to encourage visiting along with public transport information.
- Whilst the focus on linking Netherfield with the Country park via the Heritage as a focus on one of the more deprived communities is understandable, there is a risk that the opportunity to extend this to other deprived areas is missed - such as Bestwood Village and the housing estate within the Borough around Bestwood Country Park (and its links with Charles II).
- There is a danger in concentrating on high profile parts of heritage and ignoring the vernacular and other important parts of rural heritage and railway history for example.
- The high level actions are a good starting point for future action - seeing more commitment to completion would be useful.
- They will create a good foundation for the future.
- OK as a beginning, need to be reviewed over time, completion dates decided.
- A good starting point. `Attract to disperse` seems a valid approach with regard to informing people at the Hub in Gedling Country Park. Hopefully, by advertising the main event at the other sites around the Borough: visitors will come to the Hub?
- Supportive of the High Level Actions particularly the Gedling Heritage Way. It is inspirational & achievable.
- Deliver Gedling Heritage Interpretation project - Support this very important project which will be a flagship project. How will this be delivered and who by?
- Support delivery of the Local plan – once adopted how will the policies be implemented and will there be qualified informed staff in heritage to ensure the Boroughs assets are protected and enhanced through informed conservation? What role does the national planning policy Framework take in decision taking? How will key partners such as Historic England and Nottinghamshire Council Environment play a part?
- The Role of the Historic Environment Record is crucial to inform decision taking through understanding.
- The Buildings At risk survey has just been completed in partnership with NCC and actions are being taken already to address some of the key problems.
- The high level actions are suitable and do not present any issues. The last, however, needs to be expanded to include securing funding for the maintenance and development of the Borough's heritage.
- The use of Gedling Country Park as the physical location for heritage interpretation is fine but the existing cafeteria building seems very limited in terms of space. The proposal to achieve a dedicated physical facility is therefore fully supported. It is a real concern that, despite efforts that have been made so far, little has been achieved to develop the Newstead Abbey site in to a 'must visit' location.
- A focus on Gedling Borough in literature to reach a much wider interest group into the area.
- Greater emphasis on local railway history. Enforce legal responsibilities for owners of listed buildings!

- Partnership working to highlight community resources available.
- A focus on how heritage can benefit the visitor economy and feeding this heritage strategy into a wider approach towards the tourism sector. Place shaping and place marketing would help to establish an identity and cohesion to the area which it currently lacks.
- Include support for the smaller heritage assets that interface with the public, such as the small museums at Calverton, Burton Joyce and Linby (Weighbridge). Tourists want places to visit and currently these locations are little known and rarely open.
- More involvement of Parish councils.
- Transport is clearly an issue. The disparate sites around a large area are not easily accessible by Public transport. Most would currently visit these sites by car.
- Gedling Country Park itself is quite a difficult journey by Public Transport from other areas of the Borough. I live 4 miles away in Warren Hill. What about Arnot Hill Park as a heritage hub?
- Link the old mineral line with the former Mapperley, Woodthorpe line to Arnot Hill Park.
- The conservation of the historic environment and enhancement of the heritage is a statutory requirement under the Planning (Listed buildings and Conservation areas) Act 1990. In particular, conservation areas are required to be preserved and enhanced and plans made.
- A tourism strategy could link in with a heritage strategy and promote economic development for the area. Newstead Abbey should have its own project to make the most of this World class site, promote and draw visitors to the area. This would have to be done in partnership with Nottingham City Council.
- Now that a full Conservation Area character appraisal and management plan has been adopted for Woodborough it is vital that this is robustly supported in day to day decision making. It is important that appropriate training and support is given to staff to maintain high levels of knowledge and understanding.

The Strategy as a whole

- NCC Built Heritage section very much welcomes and supports the preparation and adoption of a Heritage Strategy.
- Recognise the Council's role in the delivery of statutory functions related to the borough's heritage - the National Planning Policy Framework paragraph 126.
- Taking the plan through committee and submitting it as part of the council's 'Plan Making Process' is a strong indication of your commitment to the borough's heritage, and is commendable.
- If GBC are happy to finance heritage in the borough going forward, then activities focussed on the existing sites and facilities are more likely to achieve the targets set out in the themes of the strategy. A full time role is an effective way of producing the outcomes you desire and successfully attracting new funding to deliver them.

- 'Signposting' for the borough's heritage attractions, is ultimately a marketing exercise (that does not require a new building). The development of trails and promotion of rights of way network is a great and cost effective project/s and brings many other benefits, such as supporting community health and well-being etc.
- Gedling Station project has generated considerable support and interest and should feature as a sensible goal in line with the Themes of the strategy. Conserving railway heritage of this type is worthwhile, generates high levels of interest from a wide scope of the community and has well established heritage outcomes
- Calverton Folk Museum is not on the list of heritage groups (in appendix A) and I am worried that it needs support urgently. There is clearly an important resource there, in the middle of Calverton, with very strong links to the borough's frame-work knitting heritage. I suspect that if GBC were to approach the Ruddington Framework knitting museum that they would be willing to provide advice and maybe work collaboratively.
- Include Calverton Preservation and History Society http://nlha.org.uk/society-details/?pdb=12
- Should reference the monetary value of heritage to the Borough; economic development and volunteer hours - asking groups for their visitor numbers. English heritage considers the value of heritage. Working with neighbours and the city council.
- Gedling is well-placed to build relationships with the British Geological Survey, YAT (Trent& Peak Archaeology) and the English Place Name Society.
- Identify key heritage themes, identify key outputs, identify key external public / private / voluntary bodies which hold relevant data and identify key opportunities for citizen involvement.
- The use of a Council website page, layering this type of information for sites across the Borough ought to be feasible and would allow the citizen to overlay different layers of information according to their interest.
- It is really positive that Gedling BC is demonstrating its commitment to the historic environment and its heritage. I hope you might have an opportunity to look at our website (The Architectural Heritage Fund) and if there is any way we can support not-for-private-profit organisations which are rescuing a historic building or taking on an asset, please do get in touch.

Support needed by local groups

- Time and ability to network effectively with appropriate individuals/groups. Some initial co-ordination of key aims/work necessary to achieve desired outcomes. Accommodation for meetings/access to appropriate technology.
- Support for heritage lottery bids and plans for community development of facilities.
- Support to volunteer effectively, being given advice on governance, finance, funding, project management, safeguarding, building conservation, heritage tourism and promotion. They should be supported on being clear on what leading on a heritage project involves. No volunteer should be out of pocket and made aware of any risk from any volunteering done or action taken. From

an NCC perspective, support is already given to heritage groups in this way. Effective partnership working between GBC and NCC would bolster this support.

- When applying for large amounts of funding it is difficult for local groups to take on the liability or even manage such projects. Hence a partnership approach would be better.
- Not so much lead but be involved with, particularly historic periods from early times/domestic industries e.g. hosiery.
- Publicity and printing costs.
- Expertise, funding and partnership support.

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Report to Cabinet

Subject: Introduction of the General Data Protection Regulation and the forthcoming Data Protection Act 2018

Date: 3rd May 2018

Author: Craig Allcock – Legal Advisor

Wards Affected

Not applicable.

Purpose of the Report

To advise Members in relation to the implications of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 which will replace the Data Protection Act 1998 (DPA 1998); .

To update Members as to the steps being taken to ensure the Council is able to comply with the legislative changes and seek approval for amendments to policy and delegated powers.

Key Decision

This is not a Key Decision.

Background

1.1   The legislation governing data protection in the UK is changing. The Data Protection Act 1998 is being repealed and replaced by the GDPR and the Data Protection Act 2018, which is currently being considered by parliament. Whilst the Act is not yet in force, the GDPR will come into force in the UK with effect from 25 May 2018 at which point the Council is expected to be compliant. This report sets out the work already carried out to ensure compliance with the GDPR, however Members are to note that further legislation is awaited and ICO guidance has not been issued on all aspects of the new legislative framework. Whilst excellent progress has been made there is still work to do.   Despite the UK's vote to leave the EU, the UK will still be a member of the EU when the GDPR comes into force in May. Following the UK's withdrawal from the EU, the Government has already confirmed that the GDPR will continue to govern data protection in the UK to ensure that the country's data protection framework is "*suitable for our new digital age, allowing citizens to better control their data".* Further to this, the Information Commissioner's Office (ICO) have also confirmed that the UK will mirror the GDPR as deviation from it could deem the UK as an inadequate country for data protection purposes and affect any post Brexit trade with the EU.

1.3   The GDPR has a much greater focus on individuals and what rights they have over their personal data. It places a greater emphasis on transparency and requires the Council to have and maintain clear documentation and records to demonstrate accountability. From a practical perspective, this means that it is not sufficient for the Council to have processes in place to comply; the Council has to have documentation in place to be able to evidence that it complies with the GDPR. Much of the work carried out so far has been behind the scenes to document the personal data the Council holds and amending and creating a number of documents.

Summary of additional requirements under the new legislation

1.4   There are a number of additional requirements that the Council must be able to meet to be able to demonstrate compliance with the new legislation. The Council is expected to have implemented technical and organisational measures to demonstrate that data protection compliance has been considered and integrated into all its day-to-day tasks. The Council must also appoint a Data Protection Officer, a statutory role, who will be responsible for ensuring on going data protection compliance.

1.5   The Council must be transparent in the way it handles personal data and must supply detailed information to individuals about how their information is being used. We must keep and publish records to show how we process information, where we receive it from, who we share it with, the basis for processing, how long we retain the information, categories of information and any international transfers of information.

1.6   Where personal information is lost or compromised the GDPR introduces a new duty on all organisations to report all significant breaches to the ICO within 72 hours. Significant breaches occur when personal data is lost or compromised and where the loss of that data is likely to result in a risk to the rights and freedoms of individuals or any harm to the individual. Minor breaches which do not put an individual at risk will not need to be reported to the ICO but will still need to be documented by the Council.

1.7   Data Protection Impact Assessments (DPIA) are now mandatory for certain types of processing such as when new technologies and processes are being used. They are also compulsory if the processing of personal data is likely to result in a high risk to the rights of individuals. A DPIA as in assessment of a process or procedure where personal data is being processed. The DPIA will help to identify and minimise any data protections risks associated with the processing.

Where the Council currently processes personal data on the basis that the individual has given their consent for the Council to have and use their data, the threshold for what constitutes valid consent will be a lot higher. The Council must be able to demonstrate that an individual has given informed consent for their data to be used. Currently under the DPA 1998 it is sufficient to ask individuals to tick a box if they do not want the Council to contact them for certain purposes such as newsletters, if not ticked it is implied that the individual gives their consent. Under the GDPR this will no longer be acceptable, the Council must be able to demonstrate that the individual has actively and freely given their consent. This does away with the implied consent and individuals must now actively tick a box if they do want to be contacted by the Council for some purposes. The individual

must also be able to withdraw their consent at any time. In some circumstances individuals have the right to request that their information is erased, they also have the right to restrict the processing of their information. Based on the current guidance, the Council's reliance on consent as a basis for processing will be limited in the future. This is because the imbalance of power between the Council and an individual means that we will need to take extra care to show that consent is freely given and that refusal to give consent will not restrict the individual's right to access services.

1.9   The 'legitimate interest' condition is currently relied on by the Council as a basis for processing and is often used by private companies once a sale has taken place to contact customers to attempt to sell further goods. As a Public Authority the Council can no longer rely on legitimate interest as a legal basis for processing personal information for the normal day-to-day tasks of the Council. Although the Data Protection Bill in its current form does allow for legitimate interest to be used as a basis for processing for commercial activities.

1.10   Individuals can make a request for copies of the information the Council holds about them, this is known as a Subject Access Request. Under the current legislation the individual must pay a £10.00 fee to receive their information, under the DPA 1998, the Council has 40 calendar days to respond to the request. The GDPR removes the £10.00 fee and reduces the 40 days to one month. There is also an emphasis on providing the information to the individual in an electronic format, where possible. The number of Subject Access Requests received fluctuates each year, but is not significant: 12 were received in 2017 and 6 in 2016 and it is worth noting that a number of requests are closed because the individual did not pay the £10 fee. The removal of the fee could result in a significant increase in Subject Access Requests and place an additional burden on staffing resources, which will need to be monitored.

1.11   The GDPR acknowledges the vulnerabilities of children and their personal information. When dealing with information from children the minimum age for giving consent to the processing of that information will be 13 years, parental consent will be required for anyone under the age of 13. Any privacy information or policies used by the Council to communicate how we process personal data should be written in a way that can be understood by children.

1.12   Any contractors processing personal data on behalf of the Council are expected to have implemented similar technical and organisational measures to protect the personal information given to them by the Council. Contractors will be expected to inform the Council of any data breaches without undue delay to allow the Council enough time to notify the ICO if necessary.

1.13   The maximum fine for breaches and non-compliance under the current legislation is £500,000.00. Under the GDPR the maximum fine will be significantly higher, €20 million or 4% annual turnover, whichever is highest sum.

1.14   The Council as a data controller and processor is required to register with the ICO annually. The current registration fee for the Council is £500.00 but the Digital Economy Act 2017 allows the ICO to change their fee structure. As of 25 May 2018 the ICO will implement a new fee structure which increases the ICO registration fee for the Council from £500 to up to £2900. This higher fee is payable by all organisations with more than 250 employees. The new Data Protection fee to be paid by councillors at the next annual renewal will be £40.

Steps taken to prepare for the introduction of the GDPR

1.15   In 2016 the Information Commissioner's Office (ICO) published guidance for organisations titled 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now'. The guidance outlines 12 steps all organisations should be taking to ensure compliance on 25th May 2018. The Council is a member of the Nottinghamshire Information Officers Group (NIOG) alongside colleagues from all district councils across the county, the County Council, City Council, Fire authority and Police. NIOG has been working together sharing knowledge and documentation based around the ICO's guidance to ensure a similar approach is being taken across the county and that all districts and partner agencies are able to comply with the GDPR. NIOG has been meeting bimonthly to discuss and action any work required.   Over the past 12 months the Council's Legal team has spent significant amounts of time and effort ensuring that the Council are able to comply with the GDPR and demonstrate that action has been taken for each of the 12 steps recommended by the ICO.

  1.16 **Step 1 - Raise awareness** An introduction to the GDPR has been included in the mandatory data protection training for all officers, in total nine sessions were held between October 2017 and February 2018. Members were given an introduction to the GDPR as part of the ICO registration session in November. The Legal team circulated a briefing note, outlining the changes and what the Council needs to do to ensure compliance, to SLT and all Service Managers in December 2017. Further detailed training will be delivered and all officers will be briefed on the changes and new requirements. Training for Members will also be provided.   1.17   **Step 2 - Review the information you hold** A data audit of all the personal information held by the Council took place between November 2017 and March 2018. All service areas have produced a spreadsheet identifying all activities which involve the processing of personal data. The combination of these spreadsheets forms the Council's Information Asset Register (IAR) a document which identifies and records what personal data we have, where it is stored, where we receive the data, who we share it with and how long we will keep it for. Moving forward the IAR will be reviewed on an annual basis and kept up to date.   1.18 **Step 3 - Communicating privacy information** The GDPR requires certain information to be provided to individuals at the point of collecting personal data through a privacy notice. A privacy notice specifies information such as the Council's reason for processing the data, how long the data is held for, who the data is shared with and the individuals rights over their personal data. The GDPR doesn't state exactly how this information should be communicated to individuals, but the Council has worked with other councils in Nottinghamshire to agree templates to ensure that there is some consistency locally. All privacy notices currently being used are under review, a short form privacy notice template has been designed to be provided at the point of collecting personal data with longer more detailed privacy notices being added to the Council's website for each service area.

  1.19 **Step 4 - Review procedures and be able to comply with individual rights** Where individuals wish to exercise the 'right to be forgotten' and ask for their personal data to be deleted the individual will send their request to legal services, who will then check the IAR to identify where we hold the personal data and whether the basis for processing is consent and then inform each service area accordingly to delete that individuals records.   1.20 **Step 5 - Update Subject Access Request procedures** Legal services have updated all template letters, applications, policies and procedures to ensure that requests can be handled

within the shorter one month timescale. All Freedom of Information representatives across the Council have been informed of the new shorter timescale and are aware that responses need to be sent out within this time. The GDPR also requires additional information about how individual's data is held and used by the Council be available to individuals. To comply with this, a shortened public version of the IAR, which includes this information, will be published on the Council's website. The request response will refer individuals to this.

1.21 **Step 6 - Legal Basis for Processing Personal Data**
In order for the Council to process personal data there must be a lawful basis for doing so. There are six legal basis's for processing personal data under the GDPR. These are that the individual has given their consent, that the data is needed for the performance a contract, that the data is needed to comply with a legal obligation, that the data is needed to protect the vital interest of the individual or another person, that the data is needed for the performance of a public task vested in the Council, or that the data is needed for the purpose of legitimate interest. As mentioned above, the Council's reliance on consent and legitimate interests will be limited in future and in the main, we will rely on public task and contract. The legal basis for processing personal information has been identified for all activities and recorded on the Information Asset Register.

1.22 **Step 7 - Review how consent is captured and recorded**
If the Council is currently processing information through implied consent, then processing will continue after 25 May 2018 if the Council can rely on public task or contract. However if this is not available, the processing will cease unless freely given consent has been recaptured and a positive indication of consent has been given. The process for capturing consent across the council has been reviewed and any tick boxes have been amended and replaced.

1.23 **Step 8 - Children**
As best practice the Council will treat the age of consent as 16. Any information obtained from an individual under the age of 16 will require parental consent where possible. The IAR identifies the activities where we are obtaining information from children and appropriate steps will be put in place to ensure that GDPR compliant consent will be obtained in future.

1.24 **Step 9 - Procedure for reporting Data Breaches**
The current breach reporting process has been reviewed. The Information Security Incident Management section of the Information Security Policy will need amending and updating to reflect the 72 hour reporting timeline to the ICO in the event of a serious breach where the loss or compromise of data may affecting the freedoms of individuals or lead to a risk of harm. The breach reporting procedure will be communicated to staff during the data protection training sessions/briefings.

1.25 **Step 10 - Data Protection by Design and Privacy Impact Assessments**
The idea of data protection by design is that data protection is at the forefront of every activity of the Council. This is done by raising awareness of data protection legislation and issues throughout the Council. Officer interaction with Legal Services on data protection issues has increased since the data protection training showing that officers are thinking about data protection in their day to day tasks. The Council will maintain this through ongoing officer training.
With regards to Privacy Impact Assessments, the Council are still awaiting some clarification from the ICO as to what is meant by 'high risk' technologies and processes. However NIOG has produced a template Data Protection Impact Assessment to be used whenever new technology or processing of personal data

is being considered. These assessments will help to identify and minimise any risks arising from the processing of personal data. Where ever high risk processing is identified and the risks to individuals are more than minimal, the Council will consult the ICO for advice and guidance on the processing.

1.26 **Step 11 - Data Protection Officer**
The GDPR requires the Council to designate an officer as its Data Protection Officer ("DPO") and sets out the tasks the DPO must perform. In summary, the role of the DPO is to assist the Council to monitor internal compliance, inform and advise on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the ICO. The DPO is not personally responsible for data protection compliance but plays a crucial role in ensuring the Council complies. The GDPR also specifies a number of requirements in relation to the role – the DPO must be independent, be appointed on the basis of their professional qualities, and in particular, experience and expert knowledge of data protection law, be adequately resourced, not hold certain positions which would conflict with the role and report to the highest management level.

1.27 **Step 12 - International**
Personal data cannot be transferred out side of the European Economic Area unless the third Country has been approved by the European Commission. The Information Assets Register identifies if any personal data held by the Council is stored or transferred outside the EEA. Where this is the case appropriate checks have been carried out and measures have been put in place to protect it.
In addition to the 12 step guidance the Council is also reviewing all contracts, external processing and data sharing agreements that will still be live after 25 May 2018. All contractors and partners are being contacted and asked to agree to additional contract and agreement clauses to reflect the new GDPR requirements. All new contracts being entered into will include GDPR clauses.

1.29 A requirement of Schedule 1 of the Data Protection Bill is to have an 'appropriate policy document' in place where certain processing is carried out. The Council's Data Protection Policy will need to be amended to include additional information and to reflect the changes in order to be deemed an 'appropriate policy document'. Once the Act is in force and we have clarity about what the Policy needs to include, it will be redrafted and referred to Members for approval.

1.30 Any Council policies which refer to the Data Protection Act 1998 will also need amending to refer to the new legislation.

Proposal

2.1 It is proposed that Members note the implications of the GDPR and forthcoming Data Protection Act 2018 and the steps that have been taken to ensure the Council is compliant.

2.2 Whilst the Council is required to designate a Data Protection Officer, it is not clear at this stage what the workload for the DPO will be. As a temporary measure, for up to 12 months, it is proposed that the Council's Data Protection Officer will be the Service Manager for Legal Services with two deputy DPO's: the Information and Practice Manager and a Legal Advisor (litigation and Licensing). These individuals are suitable for appointment, having knowledge and experience of

dealing with data protection matters, but it is recognised that additional training will be required to ensure that they have expert knowledge in the new legislation. Given the fact that certain data breaches will need to be reported to the ICO within 72 hours, it is crucial that deputising arrangements are in place to ensure cover at all times (potentially including weekends and bank holidays). The temporary arrangements will enable a proper assessment of the workload to be made so that an informed decision can be made about permanent arrangements to be put in place.   An honorarium payment will be made to the two post holders designated as Deputy DPO recognising the additional responsibility and at a level to reflect frequency. This will be at a rate of £100 per month per employee (pro rata).

2.2   The Information Security Incident Management section of the Information Security Policy has been amended, in particular to reflect the 72 hour reporting requirement under GDPR. It is proposed that the revised version which appears at Appendix 1 be approved.

2.3   Members will appreciate that there will be a number of existing policies which make reference to the Data Protection Act 1998, which will need to be amended to refer to the new legislation. In order to avoid the need to refer such amendments to Cabinet for approval, it is proposed that the Director of Organisational Development & Democratic Services be authorised to amend all of the Council's policies falling within the remit of the Executive which currently reference the Data Protection Act 1998 to reflect the new legislation.

2.4   The DPO functions specifically listed in the GDPR will be exercised by the DPO or deputy, however in order to enable operational decisions to be made, it is proposed that Members delegate authority to carry out all other functions under the GDPR and DPA 2018 (with specific reference to use of exemptions) to the Director of Organisational Development and Democratic Services.

Alternative Options

3.1   An alternative option is that Members do not grant approval to amend the Information Security policy and the Data Protection Policy. This would mean that the Council's policies and procedures would not be compliant with the legislation changes and could leave the council open to fines of up to €20 million.

3.2   Members could choose not to grant approval to amend the Data Protection Policy and all Executive policies which refer to the DPA 1998. However, this would mean that all policies including DPA 1998 would be out of date and refer to old legislation.

3.3   Members could not appoint a Data Protection Officer but this is a statutory post which must be in place on 25th May 2018, Members could approve another individual within the organisation or externally to take on the role, however at this time, after consideration of the post it is in considered that the Service Manager for Legal Services has the necessary expertise and sits at the appropriate level within the organisation to carry out the role.

3.4   Members could decide not to delegate responsibility for the GDPR implementation, training and compliance to officer level, however, this would place an operational burden on the Executive.

Financial Implications

4.1   There will be minimal financial implications for implementation of the GDPR and DPA 2018 as costs for implementation have been met through current budgets.

4.2   There will be a slight loss of income to the Council with the removal of the £10.00 fee for subject access requests, however this is estimated to be in the region of £100 annually, therefore this is not significant. There could also be an implication on staff time if there is a significant increase in the number of requests to the council. It is unclear at this stage what the loss of income and the impact on resources in both the legal department will be.

4.3   If the council are found to be non-compliant or have a major data breach the ICO can issue fines of up to €20 million.

4.4   If the Service Manager of Legal Services is appointed as the DPO, there will be no financial implications in the first instance as this will be absorbed into the postholder's current responsibilities. There will however be additional remuneration for the Deputy DPOs on a temporary basis as an honorarium. The cost of this for 2018/19 is expected to be approximately £2,300.

4.5   The annual ICO registration will increase from £500 to £2,900. In addition, the fee for individual Councillors to register will increase from £35, to £40 per year, which will require a maximum additional resource of £205 each year.

4.6   The costs of the temporary arrangements for the Deputy DPOs and the increase in the registration fees for 2018/19 will have to be met from savings. Savings have been identified within the Democratic Services Department and subject to portfolio approval a virement will be completed to transfer the budgets. For future years consideration will need to be given as to how this is funded. A develop bid may need to be submitted once we have a better indication of how this will be dealt with and what the more permanent arrangements will be.

Appendices

Appendix 1 – Information Security Incident Management section of the Information Security Policy.

Background Papers

None identified.

Recommendations

THAT Cabinet:

(a) notes the contents of the report and the steps taken to ensure the Council complies with the GDPR and forthcoming Data Protection Act.

(b) designates the Service Manager - Legal Services as the Data Protection Officer from 25 May 2018 and approves the establishment of two Deputy DPO roles as detailed in the report.

(c) approves the amendments to the Information Security Incident Management section of the Information Security Policy at Appendix 1 to the report to take effect from 25 May 2018.

(d) authorises the Director of Organisational Development & Democratic Services to approve amendments to all of the Council's policies falling within the remit of the Executive which reference the Data Protection Act 1998 to refer to the GDPR and/or Data Protection Act 2018.

(e) delegates authority to the DPO or deputy to exercise all the DPO functions listed in the GDPR and delegates all other functions under the GDPR and DPA 2018, with specific reference to use of exemptions, to the Director of Organisation Development and Democratic Services.

Reasons for Recommendation

To ensure the Executive is updated in respect of the Changes in Data Protection legislation and what the Council has done to ensure compliance. To ensure the Council is compliant with the GDPR when it comes into force on 25th May 2018 and the DPA 2018 in due course and to ensure the Executive is not overburdened with operational matters in relation to GDPR implementation and compliance.

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Information Security Incident Management

The Information Security Breach Management Policy seeks to outline the measures to be taken by the Council when dealing with a personal data breach. It applies to information in all forms, whether manual or computerised. The aim of this policy is to ensure that the Council reacts appropriately to any actual or suspected security incidents relating to information systems and data. Appropriate action following a breach is required to ensure containment and recovery, business continuity and to avoid further breaches of the law and statutory, regulatory or contractual obligations.

Personal Data Breaches

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are caused accidentally or deliberately.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. There will be a personal data breach whenever any personal data is:

- lost,
- destroyed,
- corrupted,
- disclosed to someone who shouldn't have access to it, or
- made unavailable, for example, when it has been encrypted by ransomware, or a power outage.

A personal data breach can happen for a number of reasons, including:

- Loss or theft of data or equipment on which data is stored including paper files;
- Inappropriate access controls allowing unauthorised use;
- Equipment failure;
- Coding error in an IT system;
- Human error;
- Inappropriate disposal of information;
- Unforeseen circumstances such as a fire or flood;
- Power cut;
- Hacking, virus or ransomware attack;
- 'Blagging' offences where information is obtained by deceiving the organisation who holds it. (This is also referred to as "social engineering");
- The transfer of data or information to those who are not entitled to receive that information;
- Successful attempt to gain unauthorised access to data or information storage or a computer system; and
- The unauthorised use of an authorised system.

Any breach, however it occurs, can have far reaching consequences. It could cause potential harm and distress to individuals or seriously compromise the integrity and

security of the Council's IT systems. As a result, this Policy seeks to recognise the following four important elements:

- Containment and recovery;
- Assessment of ongoing risk;
- Notification of breach; and
- Evaluation and response.

Some security incidents will not amount to a personal data breach because they do not affect the confidentiality, integrity or availability of personal data. Such security incidents will be regarded as 'near misses' and, recognising that they could result in a future personal data breach, appropriate action will taken by the relevant Service Manager to ensure that they do not occur again and reported to the Data Protection Officer. Example of security incidents include:

- Use of unapproved or unlicensed software on the Council's equipment;
- Use of unapproved or unauthorised hardware on the Council's network/equipment;
- Sharing user id and password with someone else;
- Writing down a password and leaving it on display / somewhere easy to find;
- Responding to or following links in unsolicited mail which require entry of personal data;
- Failed attempts to gain unauthorised access to data or information storage or a computer system;
- Allowing access to secure parts of the council's buildings to unauthorised individuals.

This Policy sets out the Council's approach to dealing with Personal Data breaches.

Responsibilities

Overview

The Council is under an obligation to notify the Information Commissioner of certain personal data breaches without undue delay, but not later than 72 hours after becoming aware of it. As time is of the essence, it is imperative the Data Protection Officer is notified straightaway and any investigation prioritised.

All staff shall ensure that:

- All breaches of information security, the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA), actual or suspected, are reported to a line manager or Service Manager immediately. Where the line manager or Service Manager is not available immediately the breach must be reported to the Data Protection Officer immediately;
- All breaches of information security, the GDPR and the DPA, actual or suspected, which occur or are discovered outside of normal office hours are reported to the Data Protection Officer immediately and not left until the

following working day as soon as the Council offices are open to ensure that the report has been received and it being dealt with;

- They co-operate fully with any investigation following a breach and provide all necessary information; and
- They report any instances where this Policy has been or is being violated to the ICT Helpdesk, ext 3888.

All Line Managers and Service Managers shall ensure that:

- All breaches of information security, the GDPR and the Data Protection Act, actual or suspected, are reported to the Data Protection Officer immediately;
- They co-operate fully with any investigation following a breach and provide all necessary information to the Data Protection Officer; and
- They take the lead on investigating the breach and ensure the investigation is completed as a priority.

The Data Protection Officer or deputy will:

- Determine whether a breach should be reported to the Information Commissioner (ICO);
- Report notifiable breaches to the ICO and liaise with the ICO during the course of any investigation;
- Establish who needs to be made aware of the breach and inform them what they are expected to do to assist in the containment exercise. This could be isolating or closing a compromised section of the network, finding a lost piece of equipment or simply changing the access codes at the front door;
- Establish whether there is anything the Council can do to recover any losses and limit the damage the breach can cause. As well as the physical recovery of equipment, this could involve the use of back up tapes to restore lost or damaged data or ensuring that staff recognise when someone tries to use stolen data to access accounts;
- Assess the risks associated with the breach, which requires consideration of how serious or substantial they are and how likely they are to happen. This includes risks to the Council's IT systems and potential adverse consequences for individuals;
- Consider what steps need to be taken to prevent further breaches;
- Consider what other agencies may need to be informed depending on the type and severity of the breach;
- Consider whether Warning, Advice and Reporting Point (EMG Warp) should be consulted.

The Data Protection Officer may require assistance from the members of the Data Security Group who shall provide such support as is necessary as a matter of priority.

The Service Manager shall:

- Consider the information gathered as part of the investigation and implement the steps which need to be taken to:

- contain the breach and recover any losses; and
- reduce or remove any ongoing risks; and
- prevent any further breaches.

Notification of Breaches

Notifying the Information Commissioner

There is a legal obligation on the Council, as a data controller, to report personal data breaches to the Information Commissioner <u>unless</u> the breach is <u>unlikely</u> to result in a risk of significant adverse effects on individuals, such as loss of control over their personal data or limitation of their rights, discrimination, identity theft or fraud, financial loss, unauthorised reversal of pseudonymisation, damage to reputation, loss of confidentiality of personal data protected by professional secrecy or any other significant economic or social disadvantage to the person concerned.

Whether to notify the ICO will be determined on a case by case basis, but the following will be considered when making the decision:

- the potential adverse consequences for the affected individuals,
- how serious or substantial those adverse consequences are, and
- how likely they are to happen.

Relevant guidance will also be taken into account.

Failing to notify a breach to the ICO when required to do so could result in a significant fine up to 10 million euros.

The Data Protection Officer or deputy will decide whether to notify the ICO.

Notifying Individuals

The Council recognises that not every incident will warrant notification and notifying everyone whose details are held on a database of an issue affecting only a small proportion of those people may well cause disproportionate enquiries and work.

If a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council must inform those concerned directly and without undue delay.

A 'high risk' means the threshold for informing individuals is higher than for notifying the ICO. The Council will assess both the severity of the potential or actual impact on individuals as a result of a breach and the likelihood of this occurring. If the impact of the breach is more severe, the risk is higher; if the likelihood of the consequences is greater, then again the risk is higher. In such cases, the Council will need to promptly inform those affected, particularly if there is a need to mitigate an immediate risk of damage to them. One of the main reasons for informing individuals is to help them take steps to protect themselves from the effects of a breach.

Individuals affected will be notified if necessary to enable them to take steps to protect themselves, for example by cancelling a credit card or changing a password, or to allow the appropriate regulatory bodies to perform their functions, provide advice and deal with complaints. When notifying individuals, the Council will endeavour to give them specific and clear advice on the steps they can take to protect themselves and also what the Council is able to do to help them.

The Data Protection Officer or deputy in consultation with the Monitoring Officer will decide whether to notify affected individuals.

Notifying the Press

When considering whether to inform the media, the Council will balance the need to be open and transparent with the need to protect the interests of those individuals who may suffer distress at having the breach reported in the press, together with the risks of unscrupulous individuals who may seek to take advantage of the situation. Advice will be sought from the Council's Communications Team prior to any decision being made as to what, if anything is reported.

The Chief Executive will determine whether it is appropriate to notify the press.

Notifying CESG GovCertUK

GovCertUK is responsible for providing support to local authorities when responding to computer security incidents. As a member of Public Services Network, the Council is required to report critical and significant security incidents to GovCertUK.

The CESG categorises incidents (depending on their scope, number of users affected, ability of the Council to deal with the situation and impact), into Negligible, Minor, Significant and Critical categories. Some examples are:

Negligible: Spam, Quarantined viruses, network monitoring alerts on single PCs.
Minor: Unsuccessful denial of service on a single PC, single PC unauthorised access.
Significant: Successful denial of service on a server, website defacement.
Critical: Targeted attack on our network infrastructure, unauthorised access to a server.

Generally Significant and Critical incidents have to be reported, minor can be reported for information collation purposes while negligible incidents do not have to be reported. The document also discusses which agencies should be informed about different types of incidents.

The Director responsible for ICT will decide whether to notify CESG GovCertUK. In doing so, they will take into account the CESG GovCertUK Incident Response Guidelines which apply at that time.

Public Services Network (PSN) / CINRAS

For incidents that impact on Public Services Network, the "Incident and Problem Management" process manual should be consulted and if appropriate the incident reported to the PSN Security Manager.

CINRAS shall be notified for incidents involving HMG approved cryptographic equipment.

The Director responsible for ICT will decide whether to notify the PSN Security Manager.

Notifying other agencies/organisations

The Council will consider notifying third parties such as the police, insurers, professional bodies, bank or credit card companies who can assist in reducing the risk of financial loss to individuals, and trade unions.

The Data Protection Officer or deputy in consultation with the Monitoring Officer will decide whether to notify other agencies.

Emergency Situations

The Council recognises that that there may be instances where immediate action is necessary to contain a breach and prevent further incident. An example is where there is a targeted attack resulting in a serious breach of network security. This would require immediate action to shut down the Council's network. It would not be practical or reasonable for a full investigation to be carried out prior to taking action. Instead, the Customer Services & IT Manager and IT Technical Manager have the authority to take whatever action they deem necessary in the circumstances and would follow the procedure outlined above to determine what further action should be taken. The incident will however be reported to the Data Protection Officer as outlined above.

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Gedling Borough Council

Report to Cabinet

Subject: Representation on the Board of Gedling Homes

Date: 3 May 2018

Author: Director of Organisational Development & Democratic Services

Wards Affected

Not applicable.

Purpose

To notify Cabinet of the provisions contained in the Regulation of Social Housing (Influence of Local Authorities) (England) Regulations 2017 and agree consequential changes to the Council's representation on the Board of Gedling Homes.

Key Decision

This is not a Key Decision.

Background

1.1   Members of Cabinet are aware that the Council retained an element of influence over Gedling Homes following stock transfer in a number of ways:

-   the Council is a member of Gedling Homes, and has voting rights;

-   the Council has to approve amendments to the Constitution of Gedling Homes;

-   the Council nominates members to the Board of Gedling Homes;

-   at least one local authority member has to be present at a meeting for the Board to be quorate.

1.2   Currently the Council has three representatives on the Board; Councillor John Clarke, Councillor Sandra Barnes and Councillor Barbara Miller.

1.3   The Regulation of Social Housing (Influence of Local Authorities) (England) Regulations 2017 have been made specifically to reduce the

amount of local authority influence over private registered providers. These Regulations will have an effect on the influence the Council will have over Gedling Homes from 16 May 2018.

- the Council, in its role as a member of Gedling Homes, will have no voting rights;

- the Council will have no involvement in approving changes to Gedling Homes' Constitution;

- the number of Board Members the Council will be able to nominate will be limited to a maximum of 24% of the total. The Council must decide which Board Members to remove before 16 May and if it fails to do so, the Board will have the power to decide who to remove:

- a Council Board Member will no longer need to be present for the Board to be quorate.

1.4   In addition, Gedling Homes will need to make a number of changes to its Constitution to reflect the provisions in the Regulations.

1.5   Advice has been given that the 24% is calculated with reference to the actual number of Board Members in post and not the total number of seats on the Board. There are currently several vacancies on the Board and therefore the Council can only hold one seat. A decision therefore needs to be made about which Councillor will continue as a Board Member from 16 May 2018.

Proposal

2.1   In order to comply with the provisions of the Regulations, it is proposed that Cabinet decide which 2 Board Members to remove and who shall continue as a Board Member from 16 May 2018.

Alternative Options

3.1   Not to decide which Board Members to remove, but if no decision is made before 16 May 2018 the Board will have the power to determine which Board Members shall be removed.

Financial Implications

4.1   None arising from this report.

Appendices

5.1   None.

Background Papers
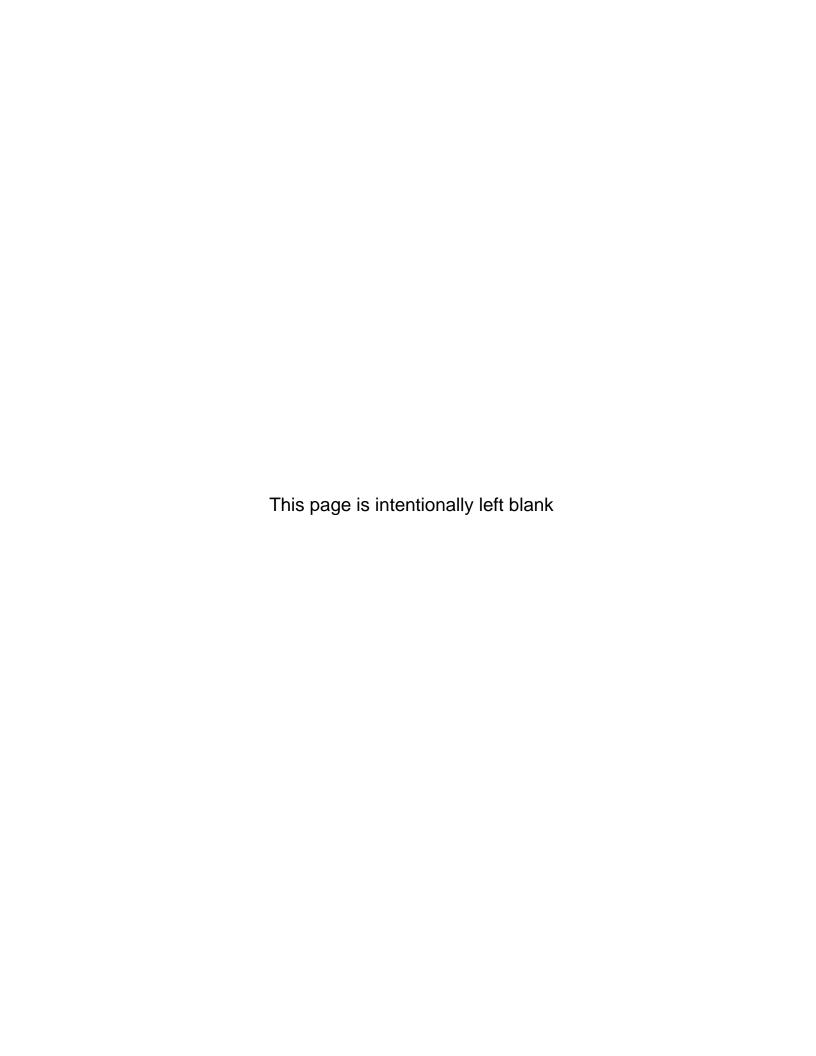
6.1   None identified.

Recommendation

THAT:

Cabinet decide which 2 Board Members to remove from the Board of Gedling Homes and who shall continue as a Board Member from 16 May 2018.

Reasons for Recommendations

To comply with the Regulation of Social Housing (Influence of Local Authorities) (England) Regulations 2017.

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GEDLING
BOROUGH COUNCIL

Report to: Cabinet

Subject: Recording of Meetings

Date: 3 May 2018

Author: Service Manager, Democratic Services

Wards Affected

All

Purpose

To inform members of Cabinet of the decision made by the Overview and Scrutiny Committee in response to the request to consider the audio recording of meetings.

2.   Background

2.1   A trial of audio recording started January 2016 in response to the issue being raised by the Overview and Scrutiny Committee. Following the introduction of the Openness of Local Government Bodies Regulations 2014, members of Overview and Scrutiny Committee had expressed concern about the potential for members of the public to record meetings and then edit the content out of context. In response to the concerns raised, a report was taken back to Overview and Scrutiny Committee in July 2015 detailing options relating to the recording of meeting. In summary the report gave three options: Recording meetings for the Council's own use, Video recording and broadcasting of meetings or Audio recording and broadcasting of meetings. The report confirmed that, to Officers' knowledge, there had been no reported instances of members of the public recording meetings and editing them out of context.

2.2   The Scrutiny Committee discussed the options available and decided to recommend to Cabinet that a system of audio recording and broadcasting of meetings should be trialled. At the Cabinet meeting held in September 2015 it was decided to endorse the recommendations of Overview and Scrutiny Committee and to begin a six month trial of "audio minutes" software as a means to broadcast meetings of the Planning Committee and Full Council for live and subsequent playback. This option was chosen

to make Council and Planning Committee meetings more accessible to a greater number of citizens and provide a definitive record of those meetings. At the time, audiominutes was chosen because of its cost effectiveness and the ease of making one publically available copy of the recording instantly available for playback. The content could be removed and edited via the system relatively simply.

2.3   Cabinet requested that a further report be brought back following the trial to consider whether audio webcasting should continue. The trial commenced in January 2016 and since then 15 meetings have been broadcast on the Council's website with varying degrees of success. Due to technical problems, the trial took longer than six months and the last recorded meeting took place in November 2016. An attempt was made to record the Council meeting of 31 January 2017, however this did not work due to technical issues.

2.4   On the occasions that the microphone system and software worked correctly the sound quality had been good. Officers found that the system was easy to use and that it was fairly simple to navigate online to the appropriate recording.

2.5   In view of the fact that the system had been in trial mode, no proactive publicity or promotion of the audio webcasting had taken place aside from the inclusion of an Audio Webcasting Notice in relevant agenda papers and an announcement at the beginning of each meeting. During the trial period, there were a small number of users of the live and "listen again" facilities. Most of the listens were to one particularly contentious meeting of Planning Committee. These figures do include an unspecified number of internal network users.

2.6   At the request of Senior Leadership Team and in order to understand if there was demand for audio recording, a small scale survey amongst residents was undertaken through the Council's social media channels where residents were asked if they would value or use such a facility. Disappointingly, no feedback either positive or negative was received.

2.7   A report was taken to the May 2017 meeting of the Overview and Scrutiny Committee where it was recommended that the recording of meetings should not continue and that a working group should be established to consider options available to promote the openness of the Council. The Committee recommended that the Council does not record audio meetings because:

- There was very little evidence of any demand for this service from the public;

- There have been no reported instances of members of the public recording meetings and editing them out of context;
- The costs of the service have increased significantly since the trial began, resulting in the service becoming unaffordable within the agreed budget. The service is non-statutory and the Council must prioritise existing resources towards services and we have a duty to deliver and are valued by residents; and
- That other options for promoting the openness of the Council should be explored by a scrutiny working group.

2.8 Cabinet was updated on the trial of audio recordings in July 2017 and requested that the proposed scrutiny working group which would be considering options to promote the openness of the Council considers the recording of meetings and as part of that work consults all Members for their views.

2.9 At the last meeting of the Overview and Scrutiny Committee members were informed that due to a lack of interest in the proposed review to consider options available to promote openness of the Council would not proceed. However, the outstanding issue regarding the recording of meetings would be bought back to the March Committee for further discussion. To assist with this discussion all members of the Council were invited to submit their views to the Committee.

2.10 Separate to the scrutiny process and as further background information to assist the Committee's deliberations, a motion to full council was submitted by the Conservative Group asking Council to asking that "In future, all meetings of the Council to which the public are entitled to attend should be recorded and provision be made for such in the Council 2018/19 budget." The motion as submitted was not agreed and instead an amended motion was approved as follows: (that Council) 1. Notes that Cabinet has specifically asked the Scrutiny Working Group set up to explore options for promoting the openness of the Council to consider recording of meetings and as part of that work to consult all Members; 2. Requests that the Scrutiny Working Group specifically considers whether, in future, all meetings of the Council to which the public are entitled to attend should be recorded and provision be made for such in the Council 2018/19 budget; and 3. Urges all Members of council to engage in this cross-party process in order that their views can be taken into account when Scrutiny Committee makes a recommendation to Cabinet on this issue.

3   **Options considered by the Overview and Scrutiny Committee**

3.1 <u>To record and broadcast meetings</u>

The cost of this service has increased significantly since the trial began, resulting in the service becoming unaffordable within agreed budget. The service is non-statutory and the Council must determine whether resources should be directed towards this new service in the current financial climate. Should a decision be made to use this system a request for additional budget would need to be made.

Currently there is a fee of £100 per meeting plus a hosting fee of £50.00 per month. Should a decision to record Planning Committee and Council be agreed this would cost around £2,400 annually. Should Members decide that additional meetings need recording then a fee of £325 per month equating to £3,900 per year would include unlimited meetings. If this is the preferred option all meetings would have to be held in the Council Chamber where microphones are already in place. Alternatively additional costs would be incurred to install sound systems in other meeting rooms to support the audio recording system. If this is Members' preferred option enquires will be made to establish the costs installing systems in the Chappell Room and Committee Room.

3.2 <u>Recording of meetings for the Council's own use.</u>

It is anticipated that there would only be limited cost and technical work in setting up the equipment needed to record the meetings which could be managed from existing budget. The Council and Members would have a definitive record of meeting events, hopefully allaying fears expressed about potential 'malicious recordings'.

A system of recording meetings to deposit into storage would do nothing to comply with the spirit of openness and transparency agenda. Public access to the meetings would not be enhanced in any way. Officer time taken to administer the recordings, storage and access to the finished recordings would not be insignificant. A process would need to be put in place to give public access to such recordings, which would be releasable under the Freedom to Information Act. If a recording proved popular resources and officer time would be needed to copy and distribute the hard copy recordings.

3.3 <u>Not to record meetings</u>

The final option available would be to maintain the status quo and not record any meetings of the Council as previously recommended by the Overview and Scrutiny Committee.

4   The wider membership of the Council was asked for their opinions on the reinstatement of a system to record meetings and disappointingly there has been very little response. Of the responses received so far there is no clear agreement on if recordings should be made, about which committees should be included, and if they should be available to the public or just kept for the Council's own use. Comments received included:

- I do feel it would benefit if full Council meetings were recorded. This would be for clarity of comments, help with minute taking and for the public/councillors to review if necessary.

- I don't agree with audio recording meetings because of benefits do not warrant the cost it would incur.

- There might be a case for recording the meetings of the Planning Committee as a means of protecting the Council when planning decisions are challenged. It would make sense to keep the recordings for eight months after which they should be destroyed. There would be no need to make these recordings available on the website. I suppose the cost of recording and preserving the planning meetings and the outside chance of a FOI request but I wouldn't have thought the overall cost of this would be too high. With regard to Council meetings and other committee meetings I don't think there would be a need for recording these meetings – as you say there is certainly no public demand for such information

- The desire on my part to have meetings recorded is not just about openness (important though that is) but also would address the following issues:-

  1) There is no consistency at the moment in the way we record minutes between different committees with some being very detailed and some so brief they are difficult to understand.

  2) Verbal advice given by officers to committees/council is not recorded.

  3) Assurances and commitments given to members on which members rely when voting is not recorded.

  4) Actions agreed which are not part of resolutions are often not recorded.

  5) If members of the public can record meetings then we should

have our own copy to refer to in the event of disputes.

6) We have had examples of complaints against members based on recollections of what was said which can result in time and money being wasted.

5   The Overview and Scrutiny Committee was requested to consider the options available for the audio recording of meetings and in doing so decide:

I.   If committee meetings should be recorded, and if so

II.   whether this should be recording for the Council's own use or for broadcasting to the public, and

III.   which committees they consider should be included

Members of the Overview and Scrutiny Committee discussed the merits of recording meetings. The current microphone system used in the Council Chamber was discussed and it was agreed as being ineffective and not fit for purpose. Members felt strongly that until the current system in the Chamber is upgraded, and replaced with one which clearly amplifies discussion, there was little point in implementing a system for the audio recording and broadcasting of committee meetings.

It was agreed that when a clear amplification system is available that, in the interest of openness and transparency, all committee meetings, including full Council and those not covered by the exclusion of the press and public, should be recorded and broadcast. This would include not just meetings held in the Council Chamber but all committees including those held in different meeting rooms.

The Committee recommended to Cabinet that In the interest of openness and transparency, all meetings including full Council and those not covered by the exclusion of the press and public should be recorded and broadcast. However, this should only happen when there is a suitable sound system with microphones that clearly amplify discussion available.

Response to Scrutiny Committee Discussion

Whilst there have been previous problems with the audio system it has recently been serviced and tested and no faults have been found. The system is of good quality and not at the end of its useful life according to the manufacturer. The engineer has advised that problems with audio quality are most likely due to isolated faults or operator error.
An indicative cost to replace the system would be in excess of £30,000.
Another issue identified by the Scrutiny Committee was the concept of recording meetings held in other rooms of the civic centre. If audio

equipment was to be purchased for this purpose a "portable" option would need to be considered so that it can be moved between the Chappell and Committee Rooms. This again is estimated to be in excess of £30,000. The staff time involved in this option would also be significant and at this stage is not quantifiable. A less expensive option would be to re-locate all public committee meetings to the Council Chamber where an audio system is already installed.

Additional financial costs could also be incurred by the necessity to have additional officers attend some meetings to oversee the management of the recording system.

6. Financial Implications

Information on estimated costs for each method of recording is set out above and is repeated for ease of reference below

To use the "Audio Minutes" system to record Council and Planning Meetings in the Council Chamber

Cost - £2,400 per year

To use the "Audio Minutes" system to record All public meeting in the Council Chamber

Cost - £3,900 per year

Cost to replace microphone system in Council Chamber

Indicative cost - £30,000

Cost to purchase additional equipment to enable recording to take place in the Chappell and Committee Rooms

Indicative cost - £30,000

There is no existing budget to provide any of the solutions detailed above. A budget bid would need to be made for additional resources if Cabinet was minded to support the introduction of a system to record meetings.

7.   Appendices

None.

8.   Background Papers

None identified.

9   RECOMMENDATION

To consider the recommendation made by the Overview and Scrutiny Committee prior to considering the recommencement of a system to audio record committee meetings.

10   Reasons for Recommendations

To enable Cabinet to make a decision on whether or not to support the recording of committee meetings following consideration of the issue by the Overview and Scrutiny Committee.

Report to Cabinet

Subject: Scrutiny Report:
Report and Recommendations of the Effectiveness of Scrutiny Working Group

Date: 3rd May 2018

Author: Councillor Paling, Chair of the working group

Wards Affected
Borough wide

Purpose of the Report
To present the final report and recommendations of the Effectiveness of Scrutiny Working Group. Members are asked to consider the report and recommendations of the above review, previously approved by the Overview and Scrutiny Committee and refer the report to the appropriate Cabinet Member in order for a response to be made to the Overview and Scrutiny Committee at the next meeting on 23rd July 2018.

Key Decision

This is not a Key Decision

1. Background

The scrutiny structure at Gedling Borough Council was established as part of the modernising agenda in 2002 and consisted of an overarching Overview and Scrutiny Committee and two sub committees one for performance and one for policy. Since May 2015, there has been a single Overview and Scrutiny Committee which is made up of thirteen members who are appointed annually by Council. The Overview and Scrutiny Committee holds no executive authority over the business of the council; their role relating wholly to scrutiny and review. The committee provides Councillors with the opportunity to examine the various functions of the Council, to ask questions about how decisions are made and to consider if service improvements can be achieved. It provides Members with the opportunity to question the Executive, and senior officers, enabling them to understand specific issues and gather evidence to support recommendations for improvement. The process requires members of the Committee to agree a manageable work programme, receive information relating to service areas,

monitor performance, hold Executive Members to account and take an active part in reviews.

The Overview and Scrutiny structure is made up of two elements:

- The Overview and Scrutiny Committee, which develops the work programme and is able to carry out scrutiny examinations in the committee itself; and
- Ad hoc working groups - time limited task and finish groups that review a specific topic agreed by the Overview and Scrutiny Committee.

Membership of the committee is drawn from Councillors who are not members of the Executive. All members of the Committee have a collective responsibility to take an active part in the meetings by reading agenda papers, asking questions, contributing to discussions and suggesting areas for examination.

The Overview and Scrutiny Committee established this scrutiny review to consider and evaluate the effectiveness of the Overview and Scrutiny Committee work programme, explore ways to improve the impact of the scrutiny function and how to increase member engagement in the Scrutiny process. The need to develop mechanisms to improve engagement with the process by committee members and the wider council membership, and to enable the Committee to make a real difference to local people's lives, was recognised as a focus for the review.

2. **Method of Investigation**

Discussion with Members and Officers

Desktop research

Councillors own experiences

3. **Information**

The Overview and Scrutiny Committee allows Members to champion issues of public concern, facilitate debate about priorities, scrutinise performance to ensure the Council is meeting its agreed targets and review and scrutinise the performance of the activities of outside bodies that impact on the residents of Gedling. It was acknowledged, that although the Committee undertakes and fulfils this role, it was missing opportunities to adopt a more proactive and dynamic approach to raise the profile of the Committee. The Committee is only as good as its members and if members are not fully engaged with the process it will not be fully effective. The need to 'add value' and examine issues that can make a difference to the lives of local residents was seen as paramount, and

choosing issues to examine that result in recommendations that are 'doable' and effect change was seen as crucial. Members of the working group identified a number of key areas where they felt modifications to current practices could be made, that that could result in members of the Overview and Scrutiny Committee becoming more committed to and interested in the Scrutiny function.

3.1 Overview and Scrutiny Committee meetings

The need for Members to fully understand the role and function of the Overview and Scrutiny Committee was discussed and importance for members of the Committee not to just regard it as an information gathering meeting. To be effective, Members need to understand their role as a critical friend and to recognise how scrutiny can make a difference. It was felt that some members of the Committee did not fully appreciate their role and that all members should be involved in questioning, particularly if the Committee is going to provide an effective challenge to the executive. Asking questions and actively listening is one of the basic responsibilities of committee members and member training to develop this skill, plus development opportunities to foster a deeper understanding of their role as a committee member, could encourage greater engagement   Scrutiny has the tools to examine issues in greater detail than it does and it could utilise their right to access information much more effectively. Working group members were concerned that newly elected Councillors were not fully aware of the role of scrutiny or, indeed, the expectations of them once elected, and felt strongly that that information to prospective councillors, including the time commitment and responsibilities, should be made available before nominations took place.

 A reduction in the number of members of the committee was discussed. It was felt that the recruitment of members who actively want to sit on the committee would encourage greater enthusiasm and participation; any reduction would have to be politically proportionally balanced. Councillors selected for the Overview and Scrutiny Committee should be aware of the time commitment involved and enthusiasm needed to make the committee work effectively.

Committee meetings need to be managed effectively and agenda planning should not include too many items. Meetings should be kept to an appropriate time with a two hour maximum. The Chair needs to be clear about the purpose of the meeting, keep the meeting focused and ensure that members of the Committee are aware of what is expected from them in the time available. . Any outstanding agenda items, not considered, should be passed to a working group to discuss and report back to the following meeting.

The Overview and Scrutiny Committee acknowledge that Executive Members, when invited, always attend the Committee to answer questions about their responsibilities as a Cabinet Member.   However, the Committee feel that Portfolio Holders who assign Directors, or other Senior Officers, to directly

provide information and answer questions as not fulfilling the remit of being held to account. Whilst recognising that Portfolio Holders cannot know every detail of the work undertaken within their Portfolio, it was felt the Portfolio Holder should make themselves fully conversant with the areas being examined, bearing in mind that most questions are notified in advance. The working group concluded that those areas where poor performance was evidenced should be looked at in more depth; currently issues of concern are not always picked up or robustly questioned.

Recommendations:

That information about the roles and responsibilities of becoming a Councillor should be available for prospective Councillors.

That comprehensive training is available for all Overview and Scrutiny Committee Members, in particular new members, to ensure that they fully understand their role on the Committee and which will assist them when questioning representatives.

A reduction in the number of members of the committee should be reviewed.

Committee meetings are managed more effectively. Agendas should not include too many items with meetings kept to a maximum time of two hours.

3.2   Work Programme

When developing the work programme the Committee should be clear about what is the focus, have clear reasons for selecting issues and what it is hoping to achieve. When developing a work programme it is necessary to have regard for the capacity of the Committee to deliver the programme, both in terms of Member and officer time. It is better to do a few topics well, rather than too many poorly. Some items included in the work programme are regular scheduled items including the annual Crime and Disorder examination, the rolling programme of Portfolio Holder attendance and the Executive responses to recommendations from working groups.

When prioritising issues for review it is important to ensure that recommendations will make a difference. To enhance this process a review selection template should be developed and any topics chosen need to be carefully planned to make the best use of Member's time. Work programming should involve Member input and involve long listing and short listing topics, prior to prioritisation. This should include selecting topics for both the full committee and for working groups. Members could use examples from their own casework

to assist in this process. There needs to be a greater focus on outcomes that will lead to improvements. Although it is important to scrutinise the work of partner organisations, when making recommendations, members should be satisfied that in doing so it is the best available use of their time and that matters considered will be acted upon.

The inclusion of Portfolio Holders and Senior Managers when prioritising topics for in depth review was considered, Members agreed this could be useful and could be used as a mechanism that could enable the Committee to act as consultants when new policies and procedures are being implemented. The Gedling Plan, the Forward Plan, Performance reports and the results of the Gedling Conversation were also identified as documents that could all be used when agreeing issues for in depth examination. The effectiveness of planning the work programme was considered and it was agreed that more time should be programmed into the Committee agenda, when developing the work programme and items for working group examination were chosen.

The regularly scheduled Quarterly Performance reports were identified as a duplication of areas discussed by the Portfolio Holder and the working group concluded that a more effective way to consider this would be to focus on those areas where targets were not met, or were of concern. Members are able to access comprehensive details about current performance, both positive and negative, on the website and concluded that areas of concern could be identified prior to the .meeting. Any indicators of note could be bought to the committee along with information about how the underperformance would be addressed. It was felt that if this information could be included in the papers circulated prior to the meeting, it would enable Committee members to consider issues in advance and result in more in depth questioning. The working group are aware that time constraints may impact on doing this but concluded that it could be trialled to see if it is possible. As with the questioning of Portfolio Holders, areas of poor performance are sometimes not fully identified and followed up and this may help to alleviate this problem. Areas of poor performance could also be identified, not only through the use of performance data but also from looking at complaints, the results of the Gedling Conversation and discussions with the Senior Leadership Team.

Recommendation

That a streamlined/simplified way to monitor performance is developed.

3.3   Working Groups

One function of the Overview and Scrutiny Committee is to undertake in-depth review of services available to the public provided by this authority and other local organisations. These reviews can look at particular services, or thematic areas as, for example, the Income Generation review. The overall purpose of

a review is to bring about improvements for the community and to advance this working groups collect evidence through a variety of mechanisms, to inform their work. Recommendations are reported to the Overview and Scrutiny Committee who will then refer to the Cabinet. Portfolio Holders are fully engaged with the process and respond to recommendations, implementing recommendations when accepted. Topics for review are made to the Committee; suggestions can be made by Councillors, officers and members of the public. In choosing a topic for review the Committee should focus on things that matter to the public and that will have outcomes that make a real difference. Recommendations have to be realistic and acknowledge the budget constraints the Council has to work within. The Committee, in its role as critical friend should act objectively and recommendations to improve the lives of people in the borough should be done by supporting and influencing, whilst managing expectation.

Each working group nominates a chair. This role is key if the working group is going to be effective and ensure the best use of the time available is made. The responsibilities are not defined but include assisting in the development of the project plan, exploring different was of gathering evidence, identifying options for improvement and developing conclusions that can be used to form the basis of recommendations. Working group chairs have discretion as to how they want to fulfil this role; however, the development of a definition, detailing responsibilities, may assist members when deciding if they would like to undertake this role.

Recommendation

That a template for the selection of topics for review is introduced.

That the role and responsibilities of becoming working group chair are defined.

3.4   Public Involvement

Currently there is little public involvement in the scrutiny process. Members of the Youth Council are invited to be included in the working groups and have participated if the issue is also of a concern to them. There are a number of ways this could be developed including:

- Suggesting a topic for scrutiny. This could be done by the completion of a form on the Council's website
- Contributing to reviews. Again this requires an invitation to contribute to be placed on the public website so that interested parties may participate.
- Inviting the public to committee meetings. Members of the public can attend the Overview and Scrutiny Committee and can be invited to contribute to

reviews.   However currently this does not happen and mechanisms to encourage this need to be considered.

These initiatives would require the development of a dedicated web page for the Overview and Scrutiny Committee.

Recommendation

Mechanisms to increase the level of engagement and participation with the Youth and Elders Council and the wider public are improved.

A guide to scrutiny which explains the role of the Overview and Scrutiny Committee for members of the public should be developed; this should also include a form which could enable topic suggestions for examination to be put forward. This will require creating a web page dedicated to the work of the Overview and Scrutiny Committee.

3.5   **The Communities and Local Government Select Committee – The Effectiveness of local authority overview and scrutiny. First report 2017-2019**

This report heard evidence from across the country of considerable failings in current scrutiny arrangements and proposed revisions to Government guidance on scrutiny committee.   One proposal recommended that Overview and Scrutiny Committees should report to an authority's Full Council meeting rather than to the executive, thus mirroring the relationship between Select Committees and Parliament.   Currently, the Committee reports to the Cabinet and the Portfolio Holder, who responds back to the Committee within 28 days.

Recommendation

Revision of the current reporting mechanisms for the Overview and Scrutiny Committee should be considered.

4.   **Conclusions**

The committee undertakes worthwhile areas of work but could have a bigger influence on service development and should have a greater focus on outcomes that will lead to improvement.   It is necessary to ensure that the Committees work makes a positive contribution to the lives of people living in Gedling and focuses on issues where their role as 'critical friend' can assist service areas to improve. There is some lack of engagement of Members monitoring the day to day performance of the Council in delivering services and looking at issues in-depth to look for ways to bring about improvement. Members considered they were sometimes hampered by a lack of skills to take forward this work and there is a need for opportunities for personal

development to assist them with their work on the committee. The working group concluded that improvements could be made and developed the following recommendations to progress change.

5. Summary of Recommendations

Overview and Scrutiny Committee Meetings

1. **That information about the roles and responsibilities of becoming a Councillor should be available for prospective Councillors.**

2. **That comprehensive training is available for all Overview and Scrutiny Committee Members, in particular, new members, to ensure that they fully understand their role on the Committee and which will assist them when questioning representatives.**

3. **A reduction in the number of members of the Committee should be reviewed.**

4. **Committee meetings are managed more effectively. Agendas should not include too many items with meetings e kept to a maximum time of two hours.**

Work Programme

5. **That a streamlined/simplified way to monitor performance is developed.**

Working Groups

6. **That a template for the selection of topics for review is introduced.**

7. **That the role and responsibilities of becoming working group chair are defined.**

Public Involvement

8. **Mechanisms to increase the level of engagement and participation with the Youth and Elders Council and the wider public are improved.**

9. **A guide to scrutiny which explains the role of the Overview and Scrutiny Committee for members of the public should be developed; this should also include a form which could enable topic suggestions for examination to be put forward. This will require creating a web page dedicated to the work of the Overview and Scrutiny Committee.**

The Communities and Local Government Select Committee – The Effectiveness of local authority overview and scrutiny. First report 2017-2019

10. **Revision of the current reporting mechanisms for the Overview and Scrutiny Committee should be considered.**

![Gedling Borough Council logo]

Overview and Scrutiny Review Scoping Report

Review Title:	Effective Scrutiny Working Group

Chair of the review group: Councillor Paling

Working Group members: Councillors Lawrence, Doyle, Miller, Parr and Poole

Portfolio Holder: Cllr.

Corporate Director: Helen Barrington, Director of Organisational Development and Democratic Services.

Lead Officer: Helen Lee

Reason for the review

To evaluate the effectiveness of the Overview and Scrutiny Committee work programme, explore ways to improve the impact of the scrutiny function and how to increase Member engagement in the scrutiny process.

Specific focus of the review

How the work of the Overview and Scrutiny Committee can be reviewed and improved to make a difference to local people's lives. This will include:
- How well the committee hold the Executive to account?
- How well the Committee identifies important local issues
- How well the committee finds weaknesses in policy or service delivery?
- The value of, and Member engagement with, the programme of holding the Portfolio Holder to account and the quarterly performance report. Is there a better way to do this?
- How the committee selects issues for, and scopes, reviews. Should these be aligned with Cabinet priorities
- How to increase Member input into developing the work programme
- Expectations of Cabinet and Council – what do they expect from scrutiny?

What we hope to achieve?

Improve the effectiveness of the Overview and Scrutiny Committee's work programme and increase Member engagement in the scrutiny process

Information required from whom.

Scrutiny Members
Non scrutiny members
Senior Leadership Team

How we will get the information.

Discussions with relevant Members and officers.

Public Involvement.

None

Equalities issues.

There should be no adverse effect on the groups which fall within the protected categories as defined in the Equalities Act 2010.

Timescales for the review

Action		Date
Approval from O & S	The formal process prior to commencing the review	17th July 2017
Drafting the scoping document		11 October 2017
Meeting and evidence gathering meetings		15th November 2017 19th December
Drafting the recommendations and report		14th February 2018
Report to Overview Committee		19th March 2018
Report to Cabinet		
Response to Overview (within 28 days)		
Six month update		

Report to Cabinet

Subject: **Report and Recommendations of the Gedling Councillor Standard Working Group**

Date: **3 May 2018**

Author: **The Working Group**

Wards Affected
Borough wide

Purpose of the Report
To present the final report and recommendations of the Gedling Councillor Standard Working Group. Members are asked to consider the report and recommendations of the above review, previously approved by the Overview and Scrutiny Committee and refer the report to the appropriate Cabinet Member in order for a response to be made to the Overview and Scrutiny Committee at the next meeting on 23rd July 2018.

Key Decision

This is not a Key Decision

Introduction

1. Background

Employees at Gedling Borough Council are expected to work to a number of behavioural standards, dependant on their position within the Authority. These behaviours are set out within three documents; the Gedling Employee, targeted at employees on a Band 9 or below, the Gedling Manager, targeted at those employees on or above a Band 10 and the Gedling Leader for Senior Managers within the organisation, although Officers are encouraged to exhibit behaviours contained within all of the documents. The Gedling Employee, Manager and Leader standards are currently used by the organisation during the recruitment and performance review process, to ensure that those recruited and working within the organisation act in a way that is representative of the organisation's values.

At the request of Joint Consultative and Safety Committee, Scrutiny were asked to consider the merits of and develop, if appropriate, a similar document in relation to Councillors. It was thought that, much like employees, there would be value in

setting out the behavioural standards that are expected by the organisation in pursuit of the Council's values. The Monitoring Officer was keen for the document to be a stand-alone piece, complementing but not replicating the Nolan principles or Code of Conduct.

2. Method of Investigation

Discussion with Members and Officers

Desktop research

Request for additional contributions/comments from wider Members.

3. Working Group Outcome

Members were invited to attend a number of working group meetings in February 2018, those who were unable to attend were encouraged to contribute to the review by email or through discussion with the Senior Democratic Services Officer, who would feed their comments into the working group meetings.

All Members were provided with copies of "The Gedling Employee", "The Gedling Manager" and "The Gedling Leader". In addition, Members were provided with a similar document recently put together by the Nottinghamshire Fire Authority and an extract from Cornwall Council's constitution detailing their Councillor role profile, which was the only response to a request for similar documents made through the Association of Democratic Services Officers. Members were also provided with a copy of INLOGOV's "The 21st Century Councillor", a piece of research undertaken by academics interested in understanding the range of roles that Councillors are now required to undertake, the skills and training requirements and support provided to these roles, to complement their previous work of the role of the Public Servant in the 21st Century.

Councillors Adams, Barnfather, Paling and Parr attended the first scheduled meeting of the working group.

Appropriateness of the work

Members expressed a view that Councillor conduct was within the remit of the Standards process and therefore outside of the scope of Council management procedures and that it was not appropriate for the Council to become involved due to the political nature of the role. As Elected Members, Members felt that they were accountable primarily to the electorate and accountable to their respective political parties as party members.

Members noted the differences between Officer and Members role and considered that while the setting of behavioural expectations for Officers, enforceable through performance management procedures, had value, it would not be appropriate for performance management of Councillors by the Council and therefore felt that there was little value in setting out expectations that could not be enforced or managed.

Councillors were clear that their respective political parties had expectations of them in their work and that there were clear structures in place to monitor and address performance.

Members considered whether there was a clear need to outline behavioural expectations of the Council in respect of Elected Members. Members considered that there were very few complaints made to the Monitoring Officer about Member behaviour, particularly in comparison with other authorities, and concluded that this suggested that Members behaved well or as expected in their interactions with the public and Officers and that there was no clear need for an additional document outlining expectations.

Members noted, in addition, that sanctions available to the Monitoring Officer for breaches of the Code of Conduct were now extremely limited and it was widely considered that there were not significant consequences to a breach. Any additional document would not be subject to even these low-level sanctions and would therefore be optional and unenforceable.

Finally, Members considered whether there was value in creating a "Gedling Councillor" document to be provided to parties to influence their selection process. Some Members felt that it would be inappropriate for the Council to be involved in or influence the selection process. Members concluded that even if such action were appropriate, it would likely be of little value as the standards and selection criteria of the Party would take precedence.

There was general consensus that the code of conduct, Nolan principles, internal party procedures and accountability to the electorate were sufficient to monitor Councillor behaviour.

Following the meeting, additional views were sought from wider Members and while a number of Members agreed with the comments of the working group, no Members responded with contrary views.

Alternative Options

Members noted that a "Job Description" had been provided, along with a copy of the Code of Conduct, as part of the Member induction pack and that this was helpful in outlining the role for new Members. Councillors felt that this was valuable to new Members and suggested that there may be further value in providing this earlier in the electoral process so that prospective candidates are informed of what the job entails before they are elected. Members suggested that the Job Description provided to Members as part of the 2015 Member Induction Pack should be reviewed as part of a wider review of new Member induction prior to the 2019 local elections.

Members considered that organisational culture was important in setting behavioural standards. It was felt that wider Members had little interaction with Officers and that there was little activity undertaken by Officers to communicate the Council's values to Members. Members felt that there would be more value in activity of this kind than in the creation of a document outlining expectations.

3

Councillor Adams discussed shadowing that he had undertaken with Officers in the Customer Services Department shortly after his election in 2015. It was felt that this had not only increased his understanding of the role and breadth of Council services, but gave him an understanding of the values of the Council through seeing and hearing the way in which Officers treat customers.

Members commented that they felt that there was little interaction between wider Members and Officers and it was felt that Officers by and large did not understand the Member role. Similarly some Members considered that there was not a sufficient level of respect across the organisation for the role of Elected Members, particularly in comparison to experiences at other Authorities. Members felt that there was value in improving the Member/Officer relationship through the review of current protocol, increased and improved communication with wider Members and that this could be used to create a better understanding of the Council vision and behaviours.

Members felt that there was value in working to improve the interactions and understanding between Members and Officers and that there was potential to better communicate the Council vision to Members.

Working Group Conclusions

The working group were clear that they did not feel that the creation of a "Gedling Councillor" document setting out the Council's expected behavioural standards was appropriate or necessary. Members had a constructive conversation in respect of ways in which the Council might better interact with Members in sharing the organisations' vision and behavioural standards and made a number of recommendations in this respect.

As a result, Members did not consider that further meetings of the working group would be necessary and instead concluded that the notes and recommendations of the working group should be communicated to wider Members seeking additional comments.

Notes and recommendations from the working group were, therefore, communicated to all Members. A number of responses were received which agreed with the findings of the working group, no responses were received which expressed disagreement, alternate or additional views or recommendations.

4. Recommendations

The working group made a number of recommendations as follows:

1. That the job description provided as part of the Members Induction Pack be provided to prospective candidates and/or form part of our information online regarding how to become a Councillor.

2. That SLT hold a Member briefing for all Members on at least a yearly basis to communicate the visions, values and position of the Council.

4

3. That Group Leaders be invited to address Officers at a staff briefing to increase understanding of the role of Elected Members.

4. That the Member/Officer relationship be reviewed to consider how to better communicate with and respond to Members.

5. That arrangements be made to give Members the opportunity to shadow within key departments to gain understanding of the work of the Council and foster better relationships with Officers.

6. That there be a process for communicating any concerns regarding Member conduct, that is not in breach of the Code of Conduct, to Group Leaders or Business Managers.

7. That Officers be encouraged to keep wider Members better informed through briefing notes and information emails, rather than taking information reports and presentations through Cabinet.

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GEDLING
Borough Council

Report to Cabinet

Subject: Forward Plan

Date: 3 May 2018.

Author: Service Manager, Democratic Services

Wards Affected

Borough-wide.

Purpose

To present the Executive's draft Forward Plan for the next four month period.

Key Decision

This is not a Key Decision.

Background

1   The Council is required by law to give to give notice of key decisions that are scheduled to be taken by the Executive.

A key decision is one which is financially significant, in terms of spending or savings, for the service or function concerned (more than £500,000), or which will have a significant impact on communities, in two or more wards in the Borough.

In the interests of effective coordination and public transparency, the plan includes any item that is likely to require an Executive decision of the Council, Cabinet or Cabinet Member (whether a key decision or not). The Forward Plan covers the following 4 months and must be updated on a rolling monthly basis. All items have been discussed and approved by the Senior Leadership Team.

Proposal

2   The Forward Plan is ultimately the responsibility of the Leader and Cabinet as it contains Executive business due for decision. The Plan is therefore presented at this meeting to give Cabinet the opportunity to discuss, amend or delete any item that is listed.

Alternative Options

3.1 Cabinet could decide not agree with any of the items are suggested for inclusion in the plan. This would then be referred back to the Senior Leadership Team.

3.2 Cabinet could decide to move the date for consideration of any item.

Financial Implications

4 There are no financial implications directly arising from this report.

Appendices

5 Appendix 1 – Forward Plan

Background Papers

6 None identified.

Recommendation(s)

It is recommended THAT Cabinet note the contents of the draft Forward Plan making comments where appropriate.

Reasons for Recommendations

7 To promote the items that are due for decision by Gedling Borough Council's Executive over the following four month period.

Forward Plan for the period May 2018 - August 2018

Issue	Is this a Key Decision?	Who will decide and date of decision	Documents to be considered (only applicable to executive Key decisions)	Who will be consulted?	If exempt reason restricted*	From whom can further information be obtained and representations made?
Adoption of Local Planning Document	Key	Cabinet May 2018 Council June 2018	Report of the Service Manager, Planning Policy			Jo Gray, Service Manager, Planning Policy joanna.gray@ gedling.gov.uk
Council Plan and Budget Outturn and Budget Carry Forwards 2018/19	Key	Cabinet May 2018	Report of the, Service Manager Finance			Alison Ball, Service Manager Finance alison.ball@ gedling.gov.uk
Pet Cremation Service	Not Key	Cabinet June 2018	Report of the Service Manager, Parks and Street Care		Partially exempt By Virtue of Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)*	Melvyn Cryer, Service Manager, Parks and Street Care melvyn.cryer@ gedling.gov.uk

Issue	Is this a Key Decision?	Who will decide and date of decision	Documents to be considered (only applicable to executive Key decisions)	Who will be consulted?	If exempt reason restricted*	From whom can further information be obtained and representations made?
Modern Slavery	Not Key	Cabinet June 2018	Report of the Chief Executive			John Robinson, Chief Executive john.robinson@gedling.gov.uk

Member of Gedling Borough Council Cabinet

Councillor John Clarke – Leader of the Council

Councillor Michael Payne – Deputy Leader and Portfolio Holder for Resources and Reputation

Councillor Peter Barnes – Portfolio Holder for Environment

Councillor David Ellis – Portfolio Holder for Public Protection

Councillor Gary Gregory – Portfolio Holder for Community Development

Councillor Jenny Hollingsworth – Portfolio Holder for Growth and Regeneration

Councillor Henry Wheeler – Portfolio Holder for Health and Wellbeing.

* Section 100(A) 4 of the Local Government Act 1972 lists reasons that a Council may intend to restrict items or parts of items from publication. As required by Regulation 5(2) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 public notice of this intention has been given