



Civic Centre,
Arnot Hill Park,
Arnold,
Nottinghamshire,
NG5 6LU

Agenda

Cabinet

Date: **Thursday 6 August 2020**

Time: **2.00 pm**

Place: **Virtual Meeting**

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 Viv McCrossen
Councillor Henry Wheeler

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AGENDA

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MINUTES CABINET

Thursday 2 July 2020

Councillor John Clarke (Chair)

Councillor Peter Barnes
Councillor David Ellis
Councillor Gary Gregory

Councillor Jenny Hollingsworth
Councillor Viv McCrossen
Councillor Henry Wheeler

Absent: Councillor Michael Payne

Officers in Attendance: M Hill, M Avery, A Ball, H Barrington, J Davies,
J Gray, C McCleary and D Wakelin

8 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Payne.

9 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 18 JUNE 2020

RESOLVED:

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

10 DECLARATION OF INTERESTS

None.

11 ANNUAL TREASURY ACTIVITY REPORT 2019/20

The Assistant Director of Finance introduced a report, which had been circulated prior to the meeting, seeking approval for the Annual Treasury Activity Report for referral to Council as required by regulations.

RESOLVED:

To approve the Annual Treasury Activity Report and refer it to Council for approval as required by the regulations.

12 BUDGET OUTTURN AND BUDGET CARRY FORWARDS 2019-20

The Assistant Director of Finance introduced a report, which had been circulated in advance of the meeting, presenting the Budget Outturn and Budget Carry Forwards for 2019-20.

RESOLVED to:

- 1) Note the Budget Outturn figures for 2019-20;
- 2) Approve the movements in Earmarked Reserves and Provisions as detailed in paragraphs 2.4 and 2.5 of the report;
- 3) Note the capital carry forwards approved by the Chief Financial Officer included in Appendix 6 to the report, being amounts not in excess of £50,000 and committed schemes above £50,000; and
- 4) Refer to Council for approval:
 - a) The capital carry forwards of £1,120,000 included in Appendix 6 to the report for non-committed schemes in excess of £50,000;
 - b) The overall method of financing of the 2019-20 capital expenditure as set out in paragraph 3.4 of the report;
 - c) The capital determinations regarding financing and debt provisions as set out in paragraph 3.5 of the report.

13 GEDLING PLAN QUARTER 4 AND YEAR END PERFORMANCE REPORT

The Acting Chief Executive delivered a presentation on year-end performance including key achievements delivered.

The Director of Organisational Development and Democratic Services went on to highlight results from staff and resident surveys carried out during 2019.

RESOLVED to:

- 1) Note the progress against the Improvement Actions and Performance Indicators in the 2019/20 Gedling Plan; and
- 2) Request a further report to Cabinet setting out progress made in relation to unachieved performance targets highlighted in paragraph 2.6 of the report.

14 BUSINESS CONTINUITY POLICY

The Director of Organisational Development and Democratic Services introduced a report of the Health, Safety and Emergency Planning Officer, which had been circulated in advance of the meeting, seeking approval to formally adopt new business continuity arrangements.

RESOLVED to:

- 1) Approve the Business Continuity Policy at Appendix 1 to the report, to be applied to all service areas;
- 2) Approve the Business Impact Assessment Guidance at Appendix 2 to the report;
- 3) Approve the Business Impact Assessment Template at Appendix 3 to the report;
- 4) Authorise the Director responsible for emergency planning and business continuity to approve future minor updates to the Policy as outlined in paragraph 2.5 of the report;
- 5) Authorise the Health, Safety and Emergency Planning Officer to make amendments to the Business Impact Assessment templates and guidance to ensure they remain fit for purpose as outlined in paragraph 2.6 of the report; and
- 6) Agree the Business continuity promotion proposal as outlined in paragraph 2.7 of the report.

15 CARLTON SQUARE REGENERATION SCHEME

The Service Manager Economic Growth and Regeneration introduced a report, which had been circulated in advance of the meeting, updating on the progress of the Carlton Square Improvement scheme and seeking approval for further progression of the project.

RESOLVED to:

- 1) Thank officers for the recommendations and the work done so far in engaging with businesses;
- 2) Approve the final scheme of improvement works for Carlton Square car park as shown at Appendix 4 to the report;
- 3) Authorise the Chief Executive to submit an application for planning permission for the approved scheme at Carlton Square car park;

- 4) Delegate authority to the Service Manager of Economic Growth and Regeneration to make any minor amendments to the approved scheme as required during the planning application process;
- 5) Approve the decrease in the total project budget from £600,000 to £450,000 to reflect that the Council is only delivering part of the overall comprehensive scheme in its ownership;
- 6) Delegate authority to the Director of Organisational Development and Democratic Services to negotiate and enter into a legal agreement with BNP Paribas for the comprehensive development of Carlton Square, subject to the grant of planning permission and external funding being secured by the Council;
- 7) Approve an additional and separate capital budget of £25,000 for the improvement works to the proposed service yard to be funded by a contribution from the Economic Development Reserve; and
- 8) Note the progress to date, as set out in the report, and the intention to apply for funding for the works from the D2N2 LEP N2TC fund.

16 GREATER NOTTINGHAM STRATEGIC PLAN GROWTH OPTIONS CONSULTATION

The Service Manager Planning Policy introduced a report, which had been circulated in advance of the meeting, seeking approval to commence consultation on the Greater Nottingham Strategic Plan Growth Options document.

RESOLVED to:

- 1) Approve the Greater Nottingham Strategic Plan Growth Options document to allow a period of public representations; and
- 2) Delegate authority to the Service Manager Planning Policy to make minor editing changes necessary to the Growth Options document prior to consultation.

17 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.

18 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 3.30 pm

Signed by Chair:

Date:

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Report to Cabinet

Subject: Establish a budget for Re-opening The High Street Safely Project and agree an action plan

Date: 6 August 2020

Author: Service Manager Economic Growth and Regeneration

Wards Affected: Ernehale – with the potential to impact all wards

Purpose:

To obtain Cabinet approval to establish a budget for the re-opening high street safely project across the Borough's town and local centres, funded through the recently announced ERDF's re-opening high street safely fund.

To seek approval of the implementation of the re-opening high street safely project and obtain the delegations as outlined in the recommendations to enable the project to be delivered.

Key Decision

This is not a key decision.

Recommendation(s)

THAT:

- 1) Cabinet approve the budget of £105,213 for the re-opening high street safely project, to be fully funded from ERDF funding.
- 2) Cabinet delegate authority to the Service Manager for Economic Growth and Regeneration to implement the associated action plan (in Appendix A) subject to any necessary approvals or consents being obtained to enable implementation.

1 Background

Context

- 1.1 Councils across England have been awarded a share £50m of additional funding to support the safe reopening of high streets and other commercial areas. The funding allows local authorities to put in place measures to establish a safe trading environment for businesses and customers, particularly in high streets, through measures that extend to the end of March 2021. This funding comes on top of the Governments packages of support for business and workers during the economic emergency created by the Covid19 global pandemic.
- 1.2 Expenditure for reimbursement under the grant will be eligible from 1st June and will be claimed back in arrears. The grants awarded will be available to access up until the end of March 2021, although it is encouraged the use of the grant before the end of the year to address the immediate economic situations and needs in 2020.
- 1.3 The guidance states that the funding supports four main strands of activity. These are:
1. Develop an action plan to safely reopen the Borough's local economies.
 2. Provide consumer and business communications plan to ensure the reopening can be managed successfully and safely.
 3. Provide business support, especially to SMEs, providing the government advice on re-opening safely.
 4. Produce public realm temporary materials (signage, amendments to traffic regulations orders, speed limits etc)
- 1.4 Since Covid19, the Council has its own re-set strategy (which fits in with the wider Nottinghamshire Local Resilience Forum recovery strategy). As part of the reset strategy, there are five work streams which will be grouped into three overarching aspects as follows;
- Businesses
 - Residents and Communities
 - The Council – split into
 - i) Frontline services
 - ii) Support Services
 - iii) Finance

As part of the business section, an economic Bounce-Back Plan has been prepared, in which delivering the re-opening the high street safely action plan was one of the key interventions identified to support the Borough's economy and to restore public confidence in the high street.

ERDF Funding

- 1.5 Of the total £50m additional funds, Gedling Borough Council has been allocated £105,213 of ERDF funding from government to support the safe

reopening the Borough's town and local centres. For Gedling, this means the following areas:

1. Arnold Town Centre
2. Carlton Hill Local Centre
3. Carlton Square Local Centre
4. Mapperley Local Centre
5. Netherfield Local Centre
6. Gedling Local Centre
7. Burton Joyce Village Centre
8. Calverton Village Centre
9. Ravenshead Village Centre

1.6 The fund focuses on implementing measures to support our business communities that enable a safer trading environment in public places. Other commercial areas not within the above centres may be eligible for improvement measures but the primary focus of the grant is on public shared spaces that are at the heart of our town and local centres. The fund is intended to help address the short to medium term issues of reopening the local economies (focus on between now and Christmas period). It can be used to support temporary changes to the public realm but those changes should not be anticipated to last beyond 12 months or until no longer required for social distancing.

1.7 Although the funding has been allocated to Gedling, a grant allocation form has been provided to agree what the funds will be spent on. Once this has been agreed, the Council will need to enter into a grant agreement. The funds are then claimed, in arrears, on a quarterly basis.

Work done to date

1.8 The Council has assembled a corporate working group ("re-opening high street safely working group") made up of officers from Economic Growth & Regeneration, PASC, Communications and Marketing team, Environmental Health to work together to ensure that the high streets were re-opened safely and that this is closely monitored.

1.9 As part of this work, there was a launch programme of events in the first week of the non-essential shops re-opening. This launch programme included:

- EGR officers visited 500 businesses that had re-opened, identifying if the business had a government Covid19 secure poster (or their own version); if they had received the recent letter issued by the EGR team offering help and support; and if there were any issues/further interventions required.
- EGR officers and neighbourhood wardens reviewed the pedestrian areas and potential pinch points or areas of vulnerability (to consider

- areas of interventions) which are mapped and clearly identified;
- PASC team undertook a “deep clean” in each area (disinfecting and steam cleaning public realm over and above the normal cleaning work programme);
- Environment health officers were available to provide support and guidance on premises/businesses being Covid19 secure; and
- Neighbourhood Policing officers were in some of the busier areas, including Arnold Town Centre and Victoria Retail Park.

- 1.10 Since then, the group have been meeting regularly to monitor the situation. There has been amendments to work programmes, including:
- Monitoring of the re-opening of other businesses and retailers and any emerging issues linked to queues or crowds of people (especially with the public houses re-opened);
 - Wardens visit the town/local centres to monitor pinch points and areas of queues/crowds;
 - Working alongside the police – extra patrols of Arnold and Victoria Retail Park; and
 - Deep cleaning specific areas are now part of the weekly cleaning routine.

2 Proposal

- 2.1 The re-opening high street safely working group have identified a number of key priorities for the funding and project to deliver:
- Use the funding to support businesses re-opening
 - To ensure that the funding provides support for Arnold Town Centre and local/village centres, arterial routes, commercial and neighbourhood retail areas.
 - Supports independent businesses and retailers
 - Phased intervention to reflect / monitor the easing of CV-19 restrictions over a period of time (this will be subject to change given the array of constraints / opportunities in different localities)
 - To maximise the value by working with local businesses, business organisations, parish councils and trusted partners.
- 2.2 This group has prepared an action plan to support the funding request to ERDF and this is shown in Appendix A. Within this action plan, there are three main work programmes:
- Communications and marketing of the high streets
 - Develop & implement local branding & identity for our Town & Local Centres
 - Design & launch phased ‘Keep it Local’ campaign.
 - Develop & deliver a programme of low level key events and activities
 - Business support
 - independents, existing retailers

- business advisors posts
- Information officer (support post)
- EGR ongoing business support & review of economic indicators
- Social distancing measures and public realm temporary improvements
 - Review & implement meaningful social distancing measures and floor markings, where appropriate.
 - Plan and re-order external spaces & activities e.g. pop up market stalls
 - Review access & control of use of key external spaces e.g. amendments to the TRO on Front Street in Arnold
 - Security measures in identified vulnerable areas

2.3 Approval is being sought to establish a budget of £105,213 for the delivery of the re-opening high street safely project to be fully funded through ERDF funding (subject to a successful application).

2.4 If approved, the final delivery plan will be implemented. Members are therefore asked to give the Service Manager for Economic Growth and Regeneration authority to implement the action plan at Appendix A) subject to any necessary approvals and consents being obtained where necessary, for example, considerations of facilitating outdoor pop ups for outside trading may be subject to separate approvals to permit use of the land in this way. Should more extensive changes be required Officers will come back to Cabinet with a revised scheme for approval.

3 Alternative Options

3.1 Not to set up the budget, but then the allocation of ERDF funding cannot be spent and the required interventions to re-open our high street safely will be not be delivered.

4 Financial Implications

4.1 The total cost of the project will be capped at the maximum allocation for ERDF (£105,213). Until the grant agreement is in place, there is a small amount of money (no more than a third of the funding) which is being spent, at risk.

4.2 The breakdown and budget for the action plan will be reviewed by the re-opening high streets safely working group to ensure spend is distributed to the areas of most need.

5 Legal Implications

- 5.1 If the Council is successful in its funding proposal to ERDF, the Council will need to enter into a grant agreement to claim the money spent back in arrears. The legal service team will review the proposed work programme to ensure that this meet with the funder's requirements (to limit the potential of not being able to claim the money back).
- 5.2 Whilst Cabinet is asked to delegate implementation of the plan to the Service Manager for Economic Development, some of the measures forming part of the action plan will require further legal advice and separate approvals where appropriate. Procurement advice will need to be considered potentially for the 2 new posts proposed as part of the action plan. Any physical works to the area, dependant on price may need to be subject to a procurement process. In addition advice will need to be provided in respect of the use of land and any impacts this has on the Council's Street Trading Policy and/or any necessary licences which the Council may be required to provide should any of the trading occur on Council land, for example Eagle Square. Advice should also be sought in respect of any Traffic Regulation Order proposed to reduce traffic on Front Street.

6 Equalities Implications

- 6.1 An Equality Impact Assessment will be prepared to support this delivery plan at the appropriate time, as there are some proposed actions which may have implications that need to be carefully considered. This will be done as part of the finalisation of the action plan.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 This will be considered as part of the identification of the actions and how these will be delivered. Wherever possible, we would like to support low carbon and more environmental friendly measures, including reducing the reliance on car travel and creating additional soft landscaping in the town/local centres.

8 Appendices

Appendix A: Re-opening high street safely – Gedling's action plan

9 Background Papers

None

10 Reasons for Recommendations

- 10.1 This will ensure that the town/local centres in the Borough are safe places for people to visit and spend their time/money in.

10.2 This allows for the swift delivery of the action plan and to allow minor amendments to the scheme where required.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Approved by:

Date:

On behalf of the Monitoring Officer

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ERDF Reopening High Streets Safely Fund

Outline Grant Action Plan

No.	Area of Scope (Strands of Eligibility)	Outline Activities / Approach	Specific High Street Interventions	Total Indicative Budget £ per item Gross
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 19</p> <p>1</p>	<p>Support to develop an action plan for how the local authority may begin to safely reopen their local economies.</p>	<ul style="list-style-type: none"> To develop an Action Plan specifically focused to respond to the reopening of the high street and support local business communities with measures that enable safe trading within public places across nine of the Borough's Town and Local Centres. To explore opportunities of establishing delivery partner arrangements with other tiers of LA. The plan will also explore opportunities for cross boundary working with other tiers of Local Authority and neighbouring councils where this is deemed of benefit to the safe opening of the Borough's high streets & businesses. (SLA's are yet to be determined.) The action plan will be developed, and reviewed with changes in current guidance and legislation. In addition to the ERDF guidance and eligibility criteria the action plan will be developed using the following suite of guidance and best practice templates: 	<ul style="list-style-type: none"> A multi-discipline 'in house' team has already been assembled to develop this application and action plan for supporting our town & local centres to reopen safely. The task team will be led by the Town Centre Project Manager with support from the Economic Growth & Regeneration Team and senior officers across other service areas. Prepare an Action Plan to guide and monitor the phased delivery of interventions and safe measures required for each area. It is envisaged the plan will act as a framework document and include a delivery plan that will guide the implementation of the RHHS fund. This will be reviewed and used to monitor key performance indicators and record, evidence data sets. 	<p>£5,213</p> <p>NB The RHSS Action Plan will be developed 'in house' by the council officers. A nominal amount has been proposed to assist in its development, administration and production / review.</p> <p>4% admin fee and management costs will be claimed through staff time.</p> <p>(£4,208.52)</p>

ERDF Reopening High Streets Safely Fund

Outline Grant Action Plan

		<ul style="list-style-type: none"> (i) Covid 19: Secure safer Public Places – Urban Centres & Green Spaces (ii) High Street Task Force : Recovery Framework 	<ul style="list-style-type: none"> • In order to meet the demands and needs of the business communities across the Borough, specific activities and in scope interventions will be delivered in collaboration with local businesses, high street ambassadors, organisations and key stakeholders, with a specific focus on support SME / independent retailers within the Borough. 	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 20</p> <p style="font-size: 2em; font-weight: bold;">2</p>	<p>Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely.</p>	<ul style="list-style-type: none"> • To effectivity communicate to residents, businesses and visitors their role in ensuring the local economy can reopen safely. • To develop & implement a range of PR, comms and public information campaign/ initiatives to support the safe reopening of the high street. A marketing strategy will be developed as part of the Action Plan. • To consider the most appropriate channels for communications both Borough wide and at high street / retailer level. • To instil a sense of confidence and ownership amongst business communities and their customers in safely using their local retail centres. 	<ul style="list-style-type: none"> • Design and launch a Council led ‘Keep it Local’ campaign. Specific activities include developing a ‘Welcome Back’ brand and media toolkit for businesses to use and re-open safely. • Promotion of local place branding for our Town & Local Centres by developing hyper-local designs, focusing on different retail centres to enable sub-campaign activity. Specific activities will be focused at high street level and will be developed alongside local businesses to strengthen & sustain their high street communities. 	<p>£25,500</p> <p>NB: Whilst the council’s comms team will led on the initial branding and corporate communication, allowance has been made to commission external designers and specialised services such as videographers / artists /printers to develop a range of brand logos to be used across the primary Town and local centres.</p>

ERDF Reopening High Streets Safely Fund

Outline Grant Action Plan

Page 21			<p>Communication channels will include:</p> <ul style="list-style-type: none"> (i) Online & digital: ‘Welcome back video’ (ii) Media & Press Activities: Contacts Mags / other local and national press (iii) Print & press activities; such as posters, leaflets, window stickers, lamp column banners etc.. <ul style="list-style-type: none"> • Develop & facilitate, alongside local businesses, a programme of low level key events and activities. In scope activities to include ‘Pop Up’ markets or spaces, utilising vacant shops, themed events or promotion of retail calendar dates. 	
3	<p>Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.</p>	<ul style="list-style-type: none"> • To develop public facing relationships with businesses, advise, signpost and facilitate low level business events and activities. • To effectivity communicate to residents, businesses and visitors their role in ensuring the local economy can reopen safely. 	<ul style="list-style-type: none"> • Advertise and appoint external Retail ‘High Street’ Business Advisor Post specific to the RHHS fund and tailored role to support the safe reopening up of the boroughs highstreets. (Appointed 9JUL20) 	<p>£45,000</p> <p>NB: The new business support posts will be public facing and work collaboratory to share information and disseminate information to</p>

ERDF Reopening High Streets Safely Fund

Outline Grant Action Plan

Page 22		<ul style="list-style-type: none"> • To promote and check compliance of businesses for the use of safety & security measures and disseminate good practice and government guidance. • To routinely collect, monitor and report on highstreet performance indicators. • To support independent SME businesses and retailers. 	<ul style="list-style-type: none"> • Advertise and appoint external High Street Information Officer Support Post specific to the RHHS fund and tailored role to support the safe reopening up of the boroughs highstreets. (JD to be established through development of the Action Plan). • Provide focussed activities that help ensure SME, including social enterprises can build their resilience and adaptability. • Increase the frequency and focused collection of data, recording, monitoring and review of business & high street indicators to evidence performance of RHHS planned interventions and initiatives. 	<p>businesses. Both roles will complement and ensure meaningful support is targeted where it is most needed. Continued monitoring and recording of changes and businesses needs will assist in the advisor posts being agile in their approach and responding to any future changes in guidance and support.</p>
4	<p>Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.</p>	<ul style="list-style-type: none"> • To design and implement physical interventions to support and create safe use of public spaces / market place, that exist outside of businesses or support the wider highstreets economy. 	<ul style="list-style-type: none"> • Review & implement meaningful social distancing measures where appropriate. To include pavement distance markings, hand sanitiser stations, signage and other non-pharmaceutical interventions. 	<p>£25,500</p>

ERDF Reopening High Streets Safely Fund

Outline Grant Action Plan

Page 23		<ul style="list-style-type: none"> • To provide appropriate temporary improvements that promote the safe use of the public spaces and instil confidence to shoppers. • To provide enhanced safety & security measures in response to CV-19 guidance and evolving health recommendations. 	<ul style="list-style-type: none"> • Plan and re-order external spaces & activities e.g. pop up spaces and external activities. • Review vehicle access, parking & control of use of key external spaces where potential conflicts or pinch points occur e.g. amendments to the TRO Front Street in Arnold • To review and implement security measures in identified vulnerable areas. • To design and implement environmental improvements where appropriate to support the safe use of public spaces. Interventions to include raised planters, green barriers and other adaptations of street furniture and elements. 	
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Report to Cabinet

Subject: Prudential Code Indicator Monitoring 2020/21 and Quarterly Treasury Activity Report for Quarter ended 30 June 2020

Date: 6 August 2020

Author: Assistant Director - Finance

Wards Affected

All

Purpose

To inform Members of the performance monitoring of the 2020/21 Prudential Code Indicators, and to advise Members of the quarterly Treasury activity as required by the Treasury Management Strategy.

Key Decision

This is not a key decision.

Recommendation

That:

1. Members note the report, together with the Treasury Activity Report 2020/21 for Quarter 1 at Appendix 1, and the Prudential and Treasury Indicator Monitoring 2020/21 for Quarter 1, at Appendix 2.

1 Background

- 1.1 The Council is required by regulations issued under the Local Government Act 2003 to report on its Prudential Code indicators and treasury activity. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

1.2 For 2020/21 the minimum reporting requirements are that the Full Council should receive the following reports:

- An annual Treasury Strategy in advance of the year (the TMSS, considered by Cabinet on 13 February 2020 and subsequently approved by Full Council on 5 March 2020);
- A mid-year treasury update report;
- An annual review following the end of the year describing the activity compared to the Strategy.

In accordance with best practice, quarterly monitoring reports for treasury activity are provided to Members, and this exceeds the minimum requirements.

1.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report provides details of the position at 30 June 2020 and highlights compliance with the Council's policies.

2 Proposal

2.1 Economic update

UK - business surveys were initially optimistic for 2020 economic growth after a decisive election result in December 2019 settled the Brexit issue. However, the GDP statistics in January were disappointing at 0.0% growth, and since then, the whole world has changed as a result of the coronavirus pandemic. The growth rate in Q1 was -2.2%, however the main fall did not occur until April which recorded -24.5% year-on-year after the closedown of whole sections of the economy. There is much uncertainty around the extent of the damage that will have been done to businesses by the end of the lockdown period; how consumer confidence and behaviour may be impacted afterwards; whether there could be a second wave of the pandemic; how soon a vaccine will be created and then how quickly it can be administered to the population. This accordingly leaves huge uncertainty as to how quickly the economy will recover to what was formerly regarded as normality. However, some changes during lockdown are likely to be long lasting eg. a shift to online purchasing, working from home, etc. The lockdown has also had a sharp effect in depressing expenditure by consumers, which means their level of savings has increased and debt has fallen. This could provide fuel for a potential surge in consumer expenditure once some degree of normality returns.

Although the UK left the EU on 31 January 2020, there is still much uncertainty as to whether a reasonable trade deal will be achieved by the end of the year. At the end of June, the government rejected the extension of the transition period beyond 31 December 2020 and this has increased the chances of a no-deal Brexit. However, the most likely outcome is

expected to be a slimmed down deal on trade in order to minimise as much disruption as possible. Uncertainty is however likely to prevail until the deadline date which will act as a drag on the economy's recovery.

After the Monetary Policy Committee (MPC) left Bank Rate unchanged at 0.75% in January 2020, the onset of the coronavirus pandemic in March forced it into making two emergency cuts, first to 0.25% and then to 0.10%. These cuts were accompanied by an increase in quantitative easing (QE), essentially the purchase of gilts by the Bank of England of £200bn. In June, the MPC decided to add a further £100bn of QE gilt purchases, to be implemented over an extended period to the end of the year. The total stock of QE purchases will then amount to £745bn. It is not currently thought likely that the MPC would go as far as to cut Bank Rate to negative levels, however the Governor of the Bank of England has said all policy measures will be considered. The Governor also recently commented about an eventual tightening in monetary policy, namely that he favours unwinding QE before raising interest rates. Some forecasters think this rise in rates could be as far away as five years.

The Government also acted to prevent people losing their jobs during the lockdown period, and introduced various schemes to subsidise both employed and self-employed jobs for three months to the end of June. It also put in place a raft of other measures to help businesses access loans from their banks, (with the Government providing guarantees to the banks against losses), to tide them over the lockdown period during which some firms had little or no income. At the time of writing, there remains an open question as to whether some firms will be solvent, even with such loans, and some may choose to close as there is potentially insufficient demand for their services. The furlough scheme was extended for a further three months to October, but with employers having to take on graduated increases in paying for employees during that period. The Bank of England expects the unemployment rate to double to 8%.

Government measures to support jobs and businesses will result in a huge increase in the UK's annual budget deficit for the current year, from about 2% to nearly 17%. The ratio of debt to GDP is also likely to increase from 80% to around 105%. In the Budget in March, the Government also announced a large increase in spending on infrastructure; this will also help the economy to recover once the lockdown is ended. Economic statistics during June gave a preliminary indication that the economy was recovering faster than previously expected, however it may be a considerable time before economic activity recovers fully to its previous level.

The annual inflation rate dropped to 0.5% in May, from 0.8% in April, and could reach zero by the end of the year. Inflation rising over 2% is unlikely to be an issue for the MPC over the next two years as the world economy is expected to head into a recession. This has caused a glut in the supply

of oil which initially fell sharply in price, although the price has partially recovered recently. Other UK domestic prices will also be under downward pressure; wage inflation was already on a downward path over the last half year and is likely to continue that trend in the current environment where unemployment will be rising significantly. In May's Monetary Policy Report, the Bank of England predicted that inflation would hit their 2% target by 2022. This was in the context of its forecast that GDP would rise by 3% in 2022 after a recovery during 2021. While inflation could even turn negative in the Eurozone, this is currently not likely in the UK.

USA - growth in Q1 of 2020 fell by an annualised 5.0% and will fall sharply in Q2. Once the coronavirus pandemic started to majorly impact the US, the Federal Reserve (Fed) took decisive action by cutting rates twice by 0.50%, and then by 1.00%, in March, to a range of 0.00% to 0.25%. At the end of March, Congress agreed a \$2trn stimulus package (worth about 10% of GDP) and new lending facilities were announced by the Fed which could channel up to \$6trn in temporary financing to consumers and firms over the coming months. Nearly half of the first figure is made up of permanent transfers to households and firms, including cash payments of \$1,200 to individuals. Loans for small businesses will cost \$367bn, and 100% of the cost of lost wages for four months will also be covered. In addition there was \$500bn of funding from the Treasury's Exchange Stabilization Fund which will provide loans for hard-hit industries, including \$50bn for airlines.

EUROZONE - the economy shrank by 3.6% the first three months of 2020. So far, the European Central Bank (ECB) has been the most important institution in helping to contain the impact of the coronavirus pandemic on European financial markets. Since 12 March, it has implemented a range of new policies including providing additional cheap loans for commercial banks and easing capital requirements for the banking sector. Most importantly, the ECB has stepped up and reformed its asset purchase programmes (QE). So far, it has increased its planned asset purchases for this year by €1,470bn on top of the €20bn per month to which it was already committed.

What is currently missing is a major coordinated EU response of fiscal action by all national governments to protect jobs, support businesses directly and promote economic growth by expanding government expenditure on eg. infrastructure. The EU's rescue fund, (officially designated "Next Generation EU"), is a major first step towards financial integration in the EU. However, it is striking just how small this package is, as the proposed €500bn of grants amount to around 0.6% of average annual Eurozone GDP (over the seven-year budget period). It will therefore supply relatively little support to the weaker and more vulnerable countries within the EU and has left individual national governments to implement a patchwork of support measures within each country. More recently a

rescue package totalling the €750bn has been agreed by European leaders to help economies recover from the coronavirus pandemic.

WORLD GROWTH - the trade war between the US and China on tariffs was a major concern to financial markets and was depressing worldwide growth during 2019. This year, the coronavirus pandemic is inevitably the biggest issue and it sweeps around most countries in the world, and will have a major impact in causing a world recession in growth in 2020.

2.2 Interest rate forecast

The Council's treasury advisers, Link Asset Services (LAS) undertook its last review of interest rate forecasts 7 July 2020, adding a third year to its projections now that the financial markets have settled after the initial crisis in March.

Uncertainty over Brexit led the MPC to leave Bank Rate unchanged during 2019, and at its January 2020 meeting. However, since then the coronavirus pandemic has transformed the economic landscape, and in March the MPC twice took emergency action to cut Bank Rate - first to 0.25% and then to 0.10%. It is now considered unlikely to rise for the next two years, pending a protracted recovery of the economy.

Link's central assumption is that there will be some form of agreement on a reasonable Brexit trade deal, but the coronavirus pandemic could yet affect the timing of reaching such a deal.

Link Asset Services (LAS) have provided the following forecast:

Link Group Interest Rate View		6.7.20										
	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Bank Rate View	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 Month LIBID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-	-	-
6 Month LIBID	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	-	-	-	-
12 Month LIBID	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	-	-	-	-
5yr PWLB Rate	1.90	1.90	1.90	2.00	2.00	2.00	2.00	2.00	2.10	2.10	2.10	2.10
10yr PWLB Rate	2.10	2.10	2.10	2.20	2.20	2.20	2.20	2.20	2.30	2.30	2.30	2.30
25yr PWLB Rate	2.50	2.50	2.50	2.60	2.60	2.60	2.60	2.60	2.70	2.70	2.70	2.70
50yr PWLB Rate	2.30	2.30	2.30	2.40	2.40	2.40	2.40	2.40	2.50	2.50	2.50	2.50

2.3 Investment strategy

The Treasury Management Strategy Statement (TMSS) for 2020/21, which includes the Annual Investment Strategy, was approved by Council on 5 March 2020, and sets out the Council's investment priorities as:

- security of capital;
- liquidity;
- yield.

Whilst the Council will always seek to obtain the optimum return (yield) on its investments, this will at all times be commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate either to keep investments short term to cover cash flow needs, or to extend the period up to 12 months with highly rated financial institutions, selected by the use of the LAS creditworthiness methodology (see below) which includes consideration of sovereign ratings.

Investment counterparty limits for 2020/21 are generally **£3m** per individual counterparty, however a higher limit of **£4m** per Money Market Fund is considered prudent since such funds are already by definition highly diversified investment vehicles. There is no limit on Investment with the Debt Management Office (DMO) since this represents borrowing from central government. The Chief Financial Officer has delegated authority to vary these limits as appropriate, and to report any change to Cabinet as part of the next quarterly report. The limits with investment counterparties have not been exceeded during the period 1 April to 30 June 2020.

Credit ratings advice is taken from LAS and the Chief Financial Officer has adopted the LAS credit rating methodology for the selection of investment counterparties. This employs a sophisticated modelling approach utilising credit ratings from all three of the main rating agencies to give a suggested maximum duration for investments. Accordingly it does not place undue reliance on any one agency's ratings.

The methodology subsequently applies an "overlay" to take account of positive and negative credit watches and/or credit outlook information, which may increase or decrease the suggested duration of investments. It then applies a second overlay based on the credit default swap spreads for institutions, the monitoring of which has been shown to give an early warning of likely changes in credit ratings. It also incorporates sovereign ratings to ensure selection of counterparties from only the most creditworthy countries. The current Treasury Strategy permits the use of any UK counterparties subject to their individual credit ratings under the LAS methodology. It also permits the use of counterparties from other countries with a minimum sovereign rating of AA. For information, the UK currently has a rating of AA.

The LAS modelling approach combines all the various factors in a weighted scoring system and results in a series of colour coded bands which indicate the creditworthiness of counterparties. The colour bandings are as follows:

- Yellow 5 years (UK Government debt or its equivalent)
- Dark pink 5 years for Ultra Short Dated Bond Funds (credit score 1.25)
- Light pink 5 years for Ultra Short Dated Bond Funds (credit score 1.50)
- Purple 2 years
- Blue 1 year (nationalised or semi nationalised UK banks only)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

Credit ratings are monitored weekly and the Council is also alerted to interim changes by its use of the LAS creditworthiness service, however ratings under the methodology, including sovereign ratings, will not necessarily be the sole determinant of the quality of an institution. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The ultimate decision on what is prudent and manageable for the Council will be taken by the Chief Financial Officer under the approved scheme of delegation.

2.4 Treasury Activity during Quarter 1 of 2020/21

The Treasury Activity Report for the quarter ended 30 June 2020 is attached at Appendix 1, in accordance with the Treasury Management Strategy.

Members will note that investment interest of £26,984 was generated from MMF activity, term deposits with banks and building societies, and the property fund, during the period from 1 April to 30 June 2020. This represents an overall equated rate for the Council of 0.46% and outperforms the benchmark 7 day LIBID rate, which averaged negative 0.04% for the same period. In cash terms this represents additional income to the General Fund of around £29,300 and was achieved by positive investment management, and in particular a favourable return on the property fund (see below). Performance in respect of the longer 3 month LIBID rate, which averaged 0.27%, still represents additional income of £11,100.

During the period from 1 April to 30 June 2020, significant use was made of the Council's two existing Money Market Funds (MMFs), and a third was added in late June when an account was opened with the CCLA Public Sector Deposit Fund (PSDF). These MMFs are AAA rated investment vehicles which allow the pooling of many billions of pounds into highly diversified funds, thus reducing risk. The current rate of return on these

funds is around 0.10% to 0.16%, and whilst very low is significantly higher than overnight treasury deposit rates, and the rate obtainable from the Debt Management Office (DMO) which for most durations is currently 0.01%.

The Council made an investment of £1m in the CCLA Local Authority Property Fund (LAPF) on 1 December 2017. The LAPF is a local government investment scheme approved by the Treasury under the Trustee Investments Act 1961 (section 11). Dividends are treated as revenue income and have in previous years averaged around 4%. However, in the current economic conditions it is anticipated that returns will be only around 70-75% of that, ie approximately 2.8-3.0%, for at least the first two quarters of 2020/21. This investment allows the Council to introduce a property element into its investment portfolio without the risks associated with the direct purchase of assets. It should be noted however that the capital value is not guaranteed and can fall as well as rise, as was the case in 2019/20 when the certificated value of the investment fell from £971k to £936k. CCLA fully expect this position to recover, however it serves to demonstrate that the investment must be seen as a long term commitment (see 2.8 below).

Interest rates in the market remain exceptionally low, and this is likely to continue in view of the coronavirus pandemic, as well as the ongoing uncertainty surrounding Brexit and the transition period. As loans mature every effort is made to replace them at favourable rates, however security and liquidity will always be the overriding factors in the Council's treasury management. LAS currently forecast that Bank Rate is unlikely to rise again until at least mid-2022, however there is much uncertainty and interest rates are then expected to rise only gradually, and not significantly.

It is currently anticipated that the outturn for investment interest will be broadly in line with the current approved estimate of £95,000 for 2020/21. Whilst rates in the market are below those used in the estimates, the level of cash for short term investment has been significantly higher than that estimated and every effort has been made to maximise use of the most favourable rates available.

2.5 New borrowing

At 30 June 2020 no new borrowing had been undertaken. PWLB interest payable is expected to be in line with the current approved estimate of £393,800.

The Council has approved a commercialisation programme aimed at the generation of funding to replace central government support which has been withdrawn. Significant additional borrowing may be required to support this commercial programme, and this will be supported by individual business case assessments and appropriate budget approvals,

to demonstrate that each project generates a return sufficient to cover any borrowing costs. HM Treasury is currently undertaking a consultation with regard to the use of PWLB for commercial investment (see 2.8 below) and a full review of the Council's Commercial Property Investment Strategy (CPIS) will be required following the conclusion of this consultation.

Advice will be taken from LAS with regard to the amount and timing of any additional borrowing, and should conditions become advantageous, some borrowing in advance of need will also be considered by the Chief Financial Officer. The Council's Capital Financing Requirement (CFR) represents its underlying need to borrow to finance capital investment. Due to favourable interest rates, borrowing in advance of need is sometimes desirable, with the result that the CFR can differ to the actual borrowing planned in the year. Investment guidance issued in February 2018 reaffirmed that Councils may not borrow in advance of need purely to profit from the investment of the extra sums borrowed, rather than prudent early borrowing for a demonstrable service objective, which is permitted.

Whilst borrowing rates remain low even after the 1% increase in PWLB rates on 9 October, investment rates are also exceptionally low, and serious consideration must be given to the cost of carrying any additional borrowing during the period prior to it being required for the financing of capital expenditure since this places a further burden on the General Fund.

2.6 Debt rescheduling

When the current day PWLB rate for the same term is higher than that being paid on an existing loan there is the potential for a discount to be receivable if the loan is repaid prematurely.

However, debt rescheduling opportunities are limited in the current economic climate, and due to the structure of PWLB interest rates. Advice in this regard will continue to be taken from LAS. No debt rescheduling has been undertaken during the period from 1 April to 30 June 2020.

2.7 Compliance with Prudential and treasury indicators

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limit. The Council's approved Prudential and Treasury Indicators (affordability limits) are included in the Treasury Management Strategy Statement (TMSS) approved by Full Council on 5 March 2020.

During the financial year to date the Council has at all times operated within the treasury limits and Prudential Indicators set out in the Council's TMSS, and in compliance with the Council's Treasury Management Practices. The Prudential and Treasury Indicators as at 30 June 2020 are shown at Appendix 2.

A) Prudential Indicators:

These indicators are based on estimates of expected outcomes, and are key indicators of “affordability”. They are monitored on a quarterly basis, and Appendix 2 compares the approved indicators with the projected outturn for 2020/21, and shows variances on the indicators, as described below:

a. Capital Expenditure

The capital programme includes both service related expenditure and commercial property investment.

The latest projected outturn shows that total capital expenditure is expected to be £12,646,700. This differs to the approved indicator of £11,225,600 due to the inclusion of approved carry-forward requests from 2019/20 and variations on the current year’s capital programme.

b. Capital Financing Requirement (CFR)

The CFR represents the historic outstanding capital expenditure which has not yet been paid for from capital or revenue resources, and is essentially a measure of the Council’s underlying borrowing need. The CFR does not increase indefinitely since the minimum revenue provision (MRP) is a statutory annual revenue charge for the economic consumption of capital assets.

The projected closing CFR for 2020/21 is £17,419,900. This differs slightly to the approved indicator of £17,353,900, due to savings and deferrals on the 2019/20 capital programme, as well as to variations to the current year’s capital programme.

c. Gearing ratio

The concept of “gearing” compares the total underlying borrowing need (the CFR) to the Council’s total fixed assets and the gearing ratio can provide an early indication where debt levels are rising relative to long term assets held.

The projected gearing ratio at 31 March 2021 is 39%, which is higher than the approved indicator of 37% but remains broadly comparable with the average gearing ratio for councils of a similar size.

d. Ratio of financing costs to net revenue stream – service related and commercial property

These indicators identify the trend in the cost of borrowing net of investment income against the net revenue stream. Financing costs represent the element of the Council's budget to which it is committed even before providing any services.

The projected outturn of 19.07% for service related expenditure differs slightly to the approved indicator of 18.61% due to increased revenue contributions to capital expenditure and a reduction in MRP arising from savings and deferrals on the capital programme in 2019/20.

The projected outturn in respect of commercial property is expected to be 0.45% This differs to the approved indicator of 0.72% because no commercial investment activity was undertaken in 2019/20, and hence no MRP falls due in 2020/21, and similarly PWLB interest attributable to commercial activities is reduced.

e. Ratio of commercial property income to net revenue stream

This indicator seeks to demonstrate the extent to which the loss of commercial property income would impact on the Council, ie. to measure the "proportionality" of commercial activity.

The Council is in the early stages of its commercial property investment agenda and no acquisitions had been made at 30 June 2020. The projected outturn for this indicator is 1.41%, in line with that approved, however commercial investment opportunities may be limited following the conclusion of the current HMT consultation (see 2.8 below) and this indicator may be subject to revision at a later date.

f. Maximum gross debt

The Council must ensure that its gross debt does not, except in the short term, exceed the opening capital financing requirement, plus estimates of any additional CFR for 2020/21 and the following two financial years. This allows flexibility for early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes. The Council's gross debt at 30 June 2020 was £9.812m which was within the approved indicator.

g. Ratio of internal borrowing to CFR

The Council is currently maintaining an "internal borrowing" position, ie. the underlying borrowing need (CFR) has not yet been fully funded with loan debt as cash supporting the Council's reserves and balances is being used

as a temporary measure.

The projected outturn for internal borrowing is 26%, which is in line with the approved indicator.

B) Treasury Management Indicators:

These indicators are based on limits, beyond which activities should not pass without management action. They include two key indicators of affordability and four key indicators of prudence.

Affordability:

a. Operational boundary for external debt

This is the limit which external debt is not “normally” expected to exceed. In most cases, this would be a similar figure to the CFR, but it may be lower or higher depending on the levels of actual debt, and must allow for unusual cashflow movements.

Authorised limit for external debt

This limit represents a control on the “maximum” level of borrowing. It is the statutory limit determined under s3 (1) of the Local Government Act 2003 and represents the limit beyond which external debt is prohibited. The Authorised Limit must be set, and revised if necessary, by Full Council. It reflects a level of external debt which, while not desirable, could be afforded in the short term, but is not sustainable in the longer term. The Government retains an option to control either the total of all councils’ plans, or those of a specific council, although this power has not yet been exercised.

Prudence:

b. Upper limits for the maturity structure of borrowing

These are set to reduce the Council’s exposure to large fixed rate sums falling due for refinancing.

c. Maximum new principal sums to be invested during 2019/20 for periods in excess of one year (365 days)

All such investments are classified as “non-specified”. This indicator is subject to the overall limit for non-specified investments set out in the TMSS, and to the overall limit per counterparty.

d. Interest rate exposure

The latest Treasury Management Code requires a statement in the TMSS explaining how interest rate exposure is managed and monitored by the Council, and this is repeated below:

The Council has a general preference for fixed rate borrowing in order to minimise uncertainty and ensure stability in the charge to revenue, however it is acknowledged that in certain circumstances, some variable rate borrowing may be prudent, for example if interest rates are expected to fall. The Council's investments are generally for cashflow purposes and accordingly a mix of fixed and variable rates will be used to maximise flexibility and liquidity. Interest rate exposure will be managed and monitored on a daily basis by the Chief Financial Officer.

Local indicators for the proportions of fixed and variable rate loans, have been retained by the Council for information purposes.

Appendix 2 shows the actual position as at 30 June 2020, and demonstrates that all activities are contained within the currently approved limits.

2.8 Other Issues

a. PWLB Consultation

PWLB interest rates are linked to gilt yields, and on 9 October 2019 HM Treasury (HMT) imposed an additional margin of 1% over gilts to all PWLB rates across the board with no prior warning. A consultation with local authorities is currently being undertaken with regard to further amending these margins. This was to end on 4 June but the date has since been put back to 31 July.

What is clear from the consultation is that whilst the PWLB certainty rate may be revised downwards following the conclusion of the consultation, HMT will no longer allow local authorities to borrow money from the PWLB to purchase commercial property if the aim is primarily to generate an income stream (assets for yield). Indeed, the proposals include preventing an authority from undertaking any PWLB borrowing in a year in which it has even one such scheme in its capital programme.

The Council's current Commercial Property Investment Strategy (see 2.5 above) makes clear that investments would be made "primarily for return" and it is anticipated that the Council would also face significant difficulty meeting the definition of regeneration proposed in the consultation for schemes that would remain acceptable. Accordingly, a full review of the CPIS will be required once the results of the consultation are known.

b. Suspension of the LAPF Property Fund

As discussed at 2.4 above, the Council has an investment of £1m in the CCLA Local Authority Property Fund (CCLA LAPF) Notice has been received from CCLA that the LAPF property fund is currently suspended, and that no subscriptions or redemptions can be made. Such suspension is a normal course of action in exceptional market conditions such as those currently being experienced due to the coronavirus pandemic. Valuers cannot be confident that their valuations truly reflect prevailing conditions, and where there is a material risk of disadvantage to either party, all transactions must be suspended until the required level of certainty is re-established. CCLA fully expect the suspension to be temporary, although probably lasting until at least September or October 2020, and as the property fund is viewed as a long term investment the suspension should not cause undue concern.

No other significant treasury management issues have arisen since approval of the TMSS on 5 March 2020 that should be brought to the attention of Members.

3 Alternative Options

An alternative option is to fail to present a quarterly Prudential Code Indicator Monitoring and Treasury Activity Report, however this would contravene the requirement of the Council's Treasury Management Strategy Statement (TMSS).

4 Financial Implications

No specific financial implications are attributable to this report.

5 Legal Implications

There are no legal implications arising from this report.

6 Equalities Implications

There are no equalities implications arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

There are no carbon reduction/environmental sustainability implications arising from this report.

8 Appendices

1. Treasury Activity Report 2020/21 for Quarter 1 (30 June 2020).
2. Prudential and Treasury Indicator Monitoring 2020/21 for Quarter 1.

9 Background Papers

None identified.

10 Reasons for Recommendation

To comply with the requirements of the Council's Treasury Management Strategy Statement.

Statutory Officer approval:

Approved by: Chief Financial Officer

Date: 28.07.20

Approved by: Monitoring Officer

Date: 28.07.20

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Prudential and Treasury Management Indicators for 2020/21
1 April 2020 to 30 June 2020

Appendix 2

	2020/21 Original Estimate (Council 5/3/20)	2020/21 Position at 30-Jun-20
A) <u>Prudential Indicators</u>		
<u>Affordability:</u>		
a) Capital Expenditure	£ 11,225,600	£ 12,646,700
b) Capital Financing Requirement	£ 17,353,900	£ 17,419,900
c) Gearing (CFR to Long Term Assets)	37%	39%
Ratio of Financing Costs to Net Revenue Stream-Services	18.61%	19.07%
Ratio of Financing Costs to Net Revenue Stream-Commercial	0.72%	0.45%
d) Total Ratio of Financing Costs to Net Revenue Stream	19.33%	19.52%
e) Ratio of Commercial Income to Net Revenue Stream	1.41%	1.41%
f) Maximum Gross Debt	£ 17,812,700	£ 9,811,577
g) Ratio of Internal Borrowing to CFR	26%	26%
B) <u>Treasury Management Indicators</u>		
<u>Affordability:</u>		
a) Operational Boundary for External Debt:		
Borrowing	£ 18,800,000	£ 9,811,577
Other Long Term Liabilities	£ 1,500,000	-
Total Operational Boundary	£ 20,300,000	£ 9,811,577
b) Authorised Limit for External Debt:		
Borrowing	£ 19,800,000	£ 9,811,577
Other Long Term Liabilities	£ 1,500,000	-
Total Authorised Limit	£ 21,300,000	£ 9,811,577
<u>Prudence:</u>		
c) Investment Treasury Indicator and limit: Max. NEW principal sums invested in 2019/20 for periods OVER 365 days (ie. non-specified investments), subject to	£ 3,000,000	£ -
d) Upper & Lower limits for the maturity structure of outstanding Borrowing during 2019/20:		
Under 1 Year	40%	0%
1 Year to 2 Years	40%	0%
2 Years to 5 Years	50%	0%
5 Years to 10 Years	50%	0%
Over 10 Years	100%	100%
e) Upper limit for fixed interest rate exposure:		
LOCAL INDICATOR - Investment Only	100.00%	47.05%
LOCAL INDICATOR - Borrowing Only	100.00%	100.00%
f) Upper limit for variable interest rate exposure:		
LOCAL INDICATOR - Investment Only	100.00%	52.95%
LOCAL INDICATOR - Borrowing Only	50.00%	0.00%

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Report to Cabinet

Subject: Quarterly Budget Monitoring and Virement Report – Quarter 1 June 2020

Date: 6 August 2020

Author: Senior Leadership Team

Wards Affected

Borough-wide

Purpose

- To update Cabinet on the forecast outturn for Revenue and Capital Budgets for 2020/21. The budgets include all approved carried forward amounts from the 2019/20 financial year.
- To request approval from Cabinet for the changes to the budget as set out in this report.

Key Decision

This is a key decision.

Recommendation(s)

Members are recommended to:

- 1) approve the General Fund Budget virements set out in Appendix 1;**
- 2) note the use of reserves and funds during quarter one as detailed in Appendix 2.**

1. Background

- 1.1 The Council has made a commitment to closely align budget and performance management. This is in line with accepted good practice.
- 1.2 To deliver this commitment, systems to monitor performance against revenue and capital budgets, improvement activity and performance indicators have all been brought together and are now embedded in the way the Council works. Whilst the budget and performance information is presented in 2 separate reports, they are reported to Cabinet together and will appear on the same agenda.

2. Proposal

2.1 General Fund Revenue Budget Summary

The following table summarises the overall financial position of the General Fund Revenue Budget and the expected total spend for the year. This information has been compiled using the best information made available to Financial Services by the relevant spending officers as at 30 June 2020. The Council's General Fund outturn is projected to be overspent by £420,600 and this is primarily due the budgetary implications arising from the Covid-19 pandemic as detailed in paragraph 2.2.

Due to the significant uncertainties surrounding the ongoing and full impact of the Covid-19 pandemic, and to ensure Cabinet's budget is maintained within its maximum, it is proposed that Cabinet approve a transfer of £420,600 from earmarked reserves, including: the Leisure Strategy Reserve £237,000; the Efficiency and Innovation Reserve £100,000; and the Transformation Reserve £83,600. These reserves have been reviewed and are confirmed as available for application as proposed. The impact of Covid-19 will continue to be closely monitored throughout the year and further adjustments may be recommended in order to maintain a balanced budget and appropriate allocation of resources. A review of the Council's Medium Term Financial plan considering the impact of the Covid-19 pandemic on the resources available for the continued delivery of the Gedling Plan will be presented to Cabinet in the near future.

General Fund Revenue Budget 2020/21 – Change Analysis

	£
Net Council Budget for 2020-21 approved by Council on 5 March 2020 and Cabinet's Maximum Budget is:	11,602,700
Up to the end of June 2020 expenditure less income totalled	1,892,200
In the remaining 9 months of year we expect net expenditure to be	10,131,000
Total net revenue spend for the year is currently expected to be	12,023,300
Total Projected Revenue (Under) / Overspend 2020/21	420,600
Proposed Transfer From Earmarked Reserves For Approval	(420,600)
Total net revenue spend for the year is expected to be	11,602,700

Appendix 1 outlines how the General Fund Revenue budget is divided between the Portfolios of the Council and includes a detailed variance analysis identifying the current proposed changes for quarter one against the approved budget for each Portfolio area. Cabinet is recommended to approve these changes.

The major variances detailed in Appendix 1 include:

Expenditure:

- Net additional expenditure due to the Covid-19 Pandemic of £429,300 as detailed in paragraph 2.2. This includes the deferral of efficiencies totalling £169,300, the full list of which is included in the update on the delivery of the efficiency programme in paragraph 2.3;
- Deferrals of the 2020/21 efficiency programme of £87,200 which is not related to the Covid-19 pandemic, as listed in the efficiency table in section 2.3;
- Application of the Budget Reduction Risk Provision of (£100,000) to partially offset the impact of the deferred efficiency programme;
- Pay award - £102,000 which represents 0.75% of the improved pay award offered by the National Employers of 2.75% (of which 2% is already included in approved budgets);
- Savings on Minimum Revenue Provision due to the deferral of Capital schemes (£41,500).

Income:

- Lower demand for the Tree Team Services taking the service into a deficit position of £15,000 for 2020/21;
- Lower demand for the Pet Cremation Services taking the service into a deficit position of £12,000 for 2020/21.

Details of the budget virements authorising the usage of Earmarked Reserves and Revenue Budget Funds as approved by the Chief Financial Officer and relevant Corporate Director in accordance with Financial Regulations are set out in **Appendix 2**. No virements were approved by Portfolio Holders for amounts of £50,000 or less during quarter one.

2.2 Budget Implications arising from the Covid-19 Pandemic

2.2.1 The financial impact of the Covid-19 pandemic is significant, as highlighted in the report to Cabinet on 18 June detailing the Council's response work. The tables below detail the estimated additional expenditure pressures of £444,500 and the estimated income losses for the full year of £2,825,600. Giving a total estimated budget impact of £3,270,100 in 2020/21. These pressures are presented net of any related savings or additional income that

have been identified.

2020/21 Covid-19 related expenditure	
	£
Temporary Accommodation, Repossession Prevention and other homelessness (net of income)	98,600
Leisure protective equipment, screens and cleaning	23,000
Waste Management additional drivers	18,000
Street Care additional staff	5,000
Parks additional staff	18,000
Parks additional supplies	4,800
Cemeteries agency staff (net of income)	6,300
IT additional equipment for homeworking	72,000
Corporate overtime for staff	7,000
Corporate equipment for response work	30,000
Customer Services screens for reception	8,000
Supplier Relief foregone savings*	60,000
Expenditure Pressures relating to deferred efficiencies: Details set out in efficiency table (see note 2.3)	93,800
Total Covid-19 Impact on Expenditure	444,500

*Savings forgone not a direct impact on budget variances

2020/21 Covid-19 related Income losses			
	Q1	Forecast	Total
	£	Q2 to Q4	£
		£	
Community Centres closure	20,000	10,000	30,000
Leisure Centres closure and reduced opening (net of staff savings)	686,400	1,066,500	1,752,900
Community Relations 3 month rent holiday	18,200	0	18,200
Licensing income	29,000	15,000	44,000
Trade Waste due to closure of businesses	71,200	36,000	107,200
Bulky waste collection suspended	8,500	3,000	11,500
Lower Garden Waste income	46,100	0	46,100
Car Parks free parking, fewer permits and lower enforcement	84,000	119,000	203,000
Parks pitch cancellations, facility closures	7,000	2,000	9,000
Planning Fees reduction due to suspension of work on development sites	140,000	10,000	150,000
Arnold market restricted trading	9,000	6,000	15,000
Property 3 month rental holiday	101,200	0.00	101,200
Reduced Street Care income	5,000	2,000	7,000

Suspension of HB overpayment recoveries	100,000		100,000
External Training delivery	3,000		3,000
Reduction in Legal income	4,000		4,000
Reduced summons income due to suspension of recovery action	0.00	115,000	115,000
PASC External Works reduced	19,000	14,000	33,000
Income losses on Deferred Efficiencies: details set out in efficiency table (see note 2.3)	57,500	18,000	75,500
Total Covid-19 Impact on Income	1,409,100	1,420,500	2,825,600

In addition to the 2020/21 income losses, an increased deficit on the Council's Collection Fund is expected due to irrecoverable council tax and business rates. Gedling's share of the increased deficit is currently forecast at £280,000 but due to the technical accounting treatment of the Collection Fund deficit, this does not need to be funded until next year, 2021/22. The government has now announced that it will extend the period over which these 2020/21 shortfalls in local taxation are accounted for, from 1 to 3 years. This is intended to ease immediate pressures when budget setting for 2021/22. The details of this will be set out in regulations later this year.

2.2.2 Central Government Emergency Funding

During the course of the pandemic the Government has announced the following rounds of emergency grant funding to support local authorities in responding to the pandemic and cover expenditure pressures and income shortfalls:

	£
Round 1 - announced March 2020	54,200
Round 2 – announced April 2020	1,178,400
Round 3 – announced July 2020	170,400
Total	1,403,000

In addition to the grant awards detailed above, the government has also announced the introduction of an income guarantee scheme, recognising the impact the pandemic has had on income from sales, fees and charges. This scheme will provide compensation for unforeseen losses that are irrecoverable during 2020/21 only. The income guarantee scheme will operate on a principles-based approach and will include a 5% deductible rate based on the 2020/21 approved budget, with the government providing compensation for

75p in every pound of relevant loss thereafter. The scheme is restricted to compensating irrecoverable net losses, specifically from those customer and client receipts which are charged in return for a service, where demand has been reduced due to Covid, but excludes commercial revenues, including property rents.

The final details of the income scheme and the application process have not yet been received, but based on technical note for the proposed methodology, as applied to the projected income losses detailed in the table above, the estimated grant from the income guarantee scheme is **£1,400k**.

The MCHLG have confirmed that any grant awards from the income guarantee scheme will be in addition to the **£1,403k** grant detailed in the table above, for which there is no scope for clawback in the grant conditions, and so can be used for all other pressures.

The Council have also made a claim for funding under the Government's Job Retention Scheme, to cover for the cost of furloughing casual staff at the Leisure Centres and Community Centres, estimated at **£32k**.

Therefore, the current estimate of the total net budget impact of the Covid-19 pandemic is:

Budget Implications Covid-19	£
Expenditure Pressures 2020/21	444,500
Income Losses 2020/21	2,825,600
Total 2020/21	3,270,100
Collection Fund Losses 2021/22 impact	280,000
Total Covid Related Budget Pressures	3,550,100
Total Grant Funding 2020/21	(2,835,000)
Net Total Budget Impact	715,100

The net impact, which is now included in the 2020/21 quarter one budget monitoring at Appendix 1, is a net deficit of £429,300 (this excludes: the 2021/22 estimated collection fund losses; the supplier relief forgone savings detailed in the table of expenditure pressures above; and the £54,200 round 1 grant which is already included in the approved budget).

There remains a significant amount of uncertainty around the full impact of the Covid-19 pandemic on both expenditure and income due to:

- the ongoing potential for a resurgence of the virus in the community until a vaccine is available, which may require further response activity;
- as yet unknown budget pressures that may arise upon implementation of the Council's approved Reset Strategy (approved by Cabinet on 18 June);
- uncertainties surrounding the capacity of, and the future demand for, our chargeable services which will impact on the actual income received from sales, fees and charges. The key risk issue is leisure centre income which has been fully reviewed in light of the required re-occupation restrictions and potential demand but this will be further informed by actual attendance rates;
- the impact of the economic downturn on the demand for our services for those most directly affected e.g. by predicted job losses.

The impact of Covid will continue to be closely monitored throughout the year in order to mitigate the projected deficit, either by identifying in-year savings, the use of earmarked reserves, or if necessary, a request to Council to increase the 2020/21 budget funded by an increase in the use of General Fund Balances.

The impact of Covid-19 is expected to have an ongoing impact beyond 2020/21 and a review of the Medium Term Financial Plan will be presented to a future meeting of Cabinet.

2.3 **Efficiency programme – Progress Update**

Since 2014/15 the Council has approved four separate budget reduction programmes totalling £6.5m net of risk provision. Previous progress has been positive and budget reductions achieved have been in line with the profiled estimate. Of the total programme, £1.906m remains to be delivered over 2020/21 to 2022/23.

In terms of 2020/21, the programme due for delivery in 2020/21 is £908,000, which includes project deferrals identified in quarter 4 of 2019/20. Quarterly monitoring indicates the following:

	£
Approved Efficiency Programme 2020/21	908,000
Quarter 1 Amendments	
<u>General Deferred Efficiencies to 2021/22</u>	
Democratic Services – sale of governance services	1,600
Garden Waste income	12,100
Parks Tree Team income	19,000
Pet Cremation Service income	34,100
Building Control income	10,000
Gedling Country Park Café income	10,000
Total	86,800
<u>Deferred efficiencies due to Covid-19</u>	
Licencing – suspension of fees	8,000
Waste - sale of bins to new developments	6,000
Parks - Management restructure, 9 months	25,700
Parks - Removal of non-contractual overtime	5,100
Parks - Tree Teams income	15,500
Pet Cremation Service income	15,000
Commercial property rental	17,000
Corporate - Service Reviews (unallocated)	25,000
Digital projects - (Unallocated)	20,000
Customer Services staffing restructure	18,000
Communications advertising income	5,000
Selling Legal Services	4,000
Gedling Country Park Café	5,000
Total	169,300
Total Deferrals	256,100
Application of Budget Reduction Risk Provision	(100,000)
Total Quarter 1 Amendments	156,500
Revised 2020/21 Efficiency Programme	751,500
Net Variance at Quarter 1	156,500

The £256,100 quarter 1 budget impact of these projects is included in Appendix 1 and are partially offset by the allocation of the Budget Risk Provision of £100,000. £169,300 is due to Covid and have been included in the Covid impact table above for completeness. The budget impact is only accounted for once Appendix 1.

Delivery of the 2020/21 programme will continue to be monitored and an update provided in future reports.

2.4 Capital Programme

Appendix 3 details the current projected position on the Capital Programme and its financing for 2020/21, analysed by Portfolio, and this is summarised in the table below. Cabinet is recommended to approve these changes

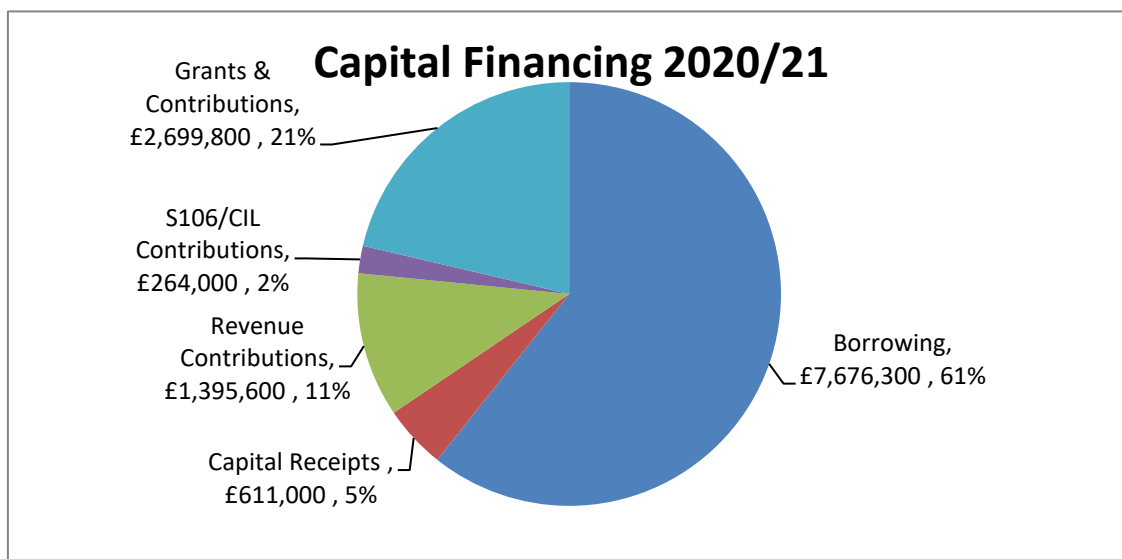
There are no proposed amendments to the capital programme for Cabinet to consider in Quarter 1.

Capital Budget 2020/21 - Change Analysis	
	£
Original 2020/21 budget approved by Council on 4 March 2020	11,225,600
Approved Carry Forwards from 2019/20	1,507,100
Current approved budget for 2020/21	12,732,700
Project Amended by Cabinet on 2 July 2020	
Carlton Square Development	(125,000)
Approved Amendments to the Programme @ Quarter 1.	
Additional Schemes:	
Flooding alleviation and drainage works in Arnold car parks funded by Earmarked Reserves	39,000
Total Approved Amendments	(86,000)
Revised Capital Programme 2020/21	12,646,700
Actual Expenditure to Quarter 1 2020/21	221,682
Estimated Expenditure Quarter 2 - 4 2020/21	12,425,018
Projected Outturn	12,646,700
Projected Capital Programme Variance 2020/21	0

Capital schemes are monitored on a quarterly basis, meetings are currently held between finance officers and service/project officers. In 2020/21 we are planning to reintroduce bi-monthly capital management meetings which will be chaired by the S151 officer and attended by Service Managers, Project Officers and a Finance Business Partner.

2.5 Capital Programme Financing

The projected method of financing the current capital programme requirement of £12,646,700 is detailed in Appendix 3 and summarised in the chart below.



2.6 Capital Receipts Monitoring

When the Council sells General Fund assets it is permitted to use this income to fund capital expenditure. The initial capital receipts estimate for 2020/21 projects that £611,000 will be generated and used to finance the capital programme in 2020/21. There is no change to the capital receipts estimate projected at quarter 1 monitoring.

3. Alternative Options

Option – Not to amend the original Council approved budgets during the year to reflect the latest projected outturn position.

Advantages:

- The final outturn position of the Council can be easily compared to its original intentions when the budget was set and areas of budget risk identified.

Disadvantages:

- Budgets not aligned to current budget pressures resulting in increased likelihood of budget overspend and emerging Council priorities not being addressed;
- Restrict the effectiveness of medium term planning process and preparation of the forward budget if pressures and areas of efficiency are not readily identifiable during budget preparation;
- Budget not reflective of latest performance information.

Reason for rejection – the option is not likely to result in the best outcomes in financial management or support delivery of priorities.

4 Financial Implications

- 4.1 The nature of the report is such that it has significant resource implications across the Council. The report itself demonstrates how resources are being managed.

5 Legal Implications

- 5.1 None arising directly from this report.

6 Equalities Implications

- 6.1 None arising directly from this report.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 None arising directly from this report.

8 Appendices

Appendix 1 - General Fund Revenue Budget 2020/21 – Budgetary Control Report

Appendix 2 - Use of Reserves and Revenue Fund Budgets

Appendix 3 - Capital Programme 2020/21 – Budgetary Control Report

9 Background Papers

Detailed Quarterly Budgetary Control Exception Reports

10 Reasons for Recommendations

- 10.1 To align the budgets to the current pressures and priorities and ensure the delivery of Council objectives is supported.

Statutory Officer Approval

Approved by: Chief Financial Officer

Date: 29 July 2020

Approved by: Monitoring Officer

Date: 29 July 2020

Appendix 1

Grand Summary**Revenue Quarterly Budgetary Control Report**

Period 202003

	Current Approved Budget	Profiled Budget	Actual to date	Variance	%	Projected Outturn	Projected Annual Variance
	£	£	£	£		£	£
Community Development	1,551,400	334,700	196,419	-138,281	-41	1,516,200	-35,200
Housing, Health & Well-being	2,427,000	136,318	772,653	636,335	467	4,344,700	1,917,700
Public Protection	1,609,400	202,275	163,513	-38,762	-19	1,587,500	-21,900
Environment	4,882,400	226,882	257,695	30,813	14	5,513,100	630,700
Growth & Regeneration	949,800	-792,800	248,480	1,041,280	-131	1,109,800	160,000
Resources & Reputation	2,158,900	1,165,590	253,402	-912,188	-78	-55,700	-2,214,600
Total Portfolio Budget	13,578,900	1,272,965	1,892,162	619,197	49	14,015,600	436,700
Transfer to/ -from Earmarked Reserves	-1,976,200	-15,925	0	15,925	-100	-1,992,300	-16,100
Total General Fund Quarter 1	11,602,700	1,257,040	1,892,162	635,122		12,023,300	420,600
Net Council Budget (Cabinet's General Fund Maximum Budget)	11,602,700					12,023,300	420,600
Proposed Transfers from Earmarked Reserves							
Leisure Strategy Reserve						-237,000	-237,000
Efficiency & Innovation Reserve						-100,000	-100,000
Transformation Reserve						-83,600	-83,600
Net Council Budget (Cabinet's General Fund Maximum Budget)	11,602,700					11,602,700	0

COMMUNITY DEVELOPMENT PORTFOLIO**BUDGETARY CONTROL REPORT - JUNE 2020****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
Localities					
Employee Expenses	101.0	107.3		6.3	Additional entrant to Local Government Pension Scheme.
Community Grants					
Supplies & Services	208.6	188.6	20.0		Savings from cancelled VE & VJ events due to Covid-19, offset with a reduced contribution from reserves.
Community Centres					
Employee Expenses	153.5	146.0	7.5		Vacancies and long term sickness not being covered due to closure of sites
Premises Related Expenses	54.1	51.9	2.2		Savings on utilities due to Covid-19 related closure of facilities.
Revenue Income	(110.7)	(84.6)		30.0	Reduced income due Covid-19 related closures and rent free period for leaseholders.
			3.9		Government Grant Furlough Scheme
Events					
Supplies & Services	74.5	19.8	54.7		Savings on expenditure for events cancelled due to Covid-19 offset with reductions in income.
Revenue Income	(15.2)	0.0		15.2	
Registrar of Electors					
Revenue Income	(10.0)	(8.4)		1.6	Efficiency for sale of governance services deferred due to Covid-19
All other budget heads					
Including items previously reported	1,095.6	1,095.6			
PORTFOLIO TOTAL	1,551.4	1,516.2	88.3	53.1	Net Portfolio Total £35.2 Favourable

HOUSING, HEALTH & WELLBEING PORTFOLIO**BUDGETARY CONTROL REPORT - JUNE 2020****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
<u>Housing Needs</u>					
Employee Expenses	316.3	300.1	16.2		Salary saving from management restructure efficiency offset in Central Provisions.
Supplies & Services	194.4	293.0		98.6	Additional demand for Temporary Accommodation expenditure as a result of Covid-19 (Net).
<u>Leisure Services</u>					
Employee Expenses	2,485.0	2,413.5	71.5		Savings on vacant posts unfilled due to Covid-19 related closures.
Premises Related Expenses	856.6	840.3	16.3		Savings on utilities to date due to Covid-19 related site closures
Supplies & Services	567.7	602.9	12.8		Savings on operating costs due to Covid-19 related closures.
				23.0	Additional Covid-19 expenditure on Screens, PPE & additional cleaning
				25.0	Legal costs relating to Carlton Forum
Revenue Income	(3,262.4)	(1,436.8)		1,853.6	Reduced Income due to Covid-19 related closures and forecast reductions in service provision for the remainder of the year.
			28.0		Government Grant Furlough Scheme
<u>Health & Wellbeing</u>					
Revenue Income	(73.0)	(54.8)		18.2	Reduced income from 3 month rent holidays granted due to due to Covid-19
<u>Housing Benefit Administration</u>					
Employee Expenses	488.6	464.6	24.0		Salary saving offset with management restructure efficiency in Central Provisions
Supplies & Services	30.1	40.4		10.3	Software upgrades, offset by grant and a contribution from the New Burdens Reserve.
Revenue Income	(387.1)	(429.3)	46.2		Additional New Burdens Grant offset with a transfer to reserves, and expenditure above.
				4.0	Reduced Council Tax Support Administration offset by grant above
<u>Rent Allowances</u>					
Revenue Income	(562.5)	(462.5)		100.0	Reduction in recoveries of Housing Benefit Due to Covid-19
All other budget heads Including items previously reported	1,773.3	1,773.3			
PORTFOLIO TOTAL	2,427.0	4,344.7	215.0	2,132.7	Net Portfolio Total £1,917.7K Adverse

PUBLIC PROTECTION PORTFOLIO
BUDGETARY CONTROL REPORT - JUNE 2020

REVENUE ITEMS TO BE REPORTED

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
<u>Licencing & Hackney Carriages</u>					
Employee Expenses	204.5	130.6	73.9		Savings due to management restructure offset with efficiency in Central Provisions
Revenue Income	(681.9)	(629.9)		44.0	Loss of licencing income due to Covid-19.
				8.0	Efficiency for licence fee increases deferred due to Covid-19.
<u>Comm Protection & Dog Control</u>					
Supplies & Services	5.1	11.2		6.1	Crime Reduction Projects offset with income below.
Revenue Income	(11.2)	(17.3)	6.1		Grant for Crime Reduction Projects
<u>All other budget heads</u>					
Including items previously reported	2,092.9	2,092.9			
PORTFOLIO TOTAL	1,609.4	1,587.5	80.0	58.1	Net Portfolio Total £21.9K Favourable

BUDGETARY CONTROL REPORT - JUNE 2020

REVENUE ITEMS TO BE REPORTED

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
Trade Waste					
Revenue Income	(588.1)	(480.8)		107.3	Lower income due to services ceasing during Covid-19 as businesses closed.
Garden Waste					
Revenue Income	651.5	709.7		46.1	Reduced income due to Covid-19
				12.1	Deferred efficiency for price increase of garden waste
Waste Management					
Employee Expenses	1,846.5	1,864.5		18.0	Additional Drivers required due to Covid-19
Revenue Income	(46.0)	(28.5)		6.0	Deferred efficiency from sale of bins to new developments due to Covid-19.
				11.5	Loss of income on Bulky waste collection suspended due to Covid 19
Street Care					
Employee Expenses	599.9	592.6	12.3		Vacancy savings, net of vacancy provision.
				5.0	Additional Agency staff require due to Covid-19
Revenue Income	16.5	23.5		7.0	Loss of income due to Covid-19
Car Parks					
Revenue Income	(347.9)	(144.9)		203.0	Loss of income due to Covid 19 'parking free' period and lower enforcement income.
Parks					
Employee Expenses	594.2	643.0		18.0	Additional agency staff & drivers required due to the impact of Covid-19.
				25.7	Deferred Efficiency for 9 months management restructure due to Covid-19
				5.1	Deferred efficiency for removal of non contractual overtime for 4 months due to Covid-9.
Supplies & Services	129.2	134.0		4.8	Additional expenditure on equipment and materials Due to Covid-19
Revenue Income	(140.2)	(131.2)		9.0	Under achievement of income due both to Covid-19.
Gedling Country Park Visitors Centre					
Revenue Income	(30.2)	(15.2)		15.0	Reduction of Income due to Covid-19 Closure and lower income than projected.
Parks - External Works Commercial Tree Team					
Employee Expenses	152.7	122.4	30.3		Reduction in staff costs due to the deferral of Tree Team 2 to 21/22
Revenue Income	(202.9)	(90.6)		34.5	Efficiency deferral due to Covid-19
				44.8	Expected loss of service provision in year (the service now expects a deficit of £15,000)
Other External Works				33.0	Income loss of other external works due to Covid-19
Pet Cremation Service					
Employee Expenses	39.7	27.7	12.0		Vacancy saving due to reallocation of Staff
Revenue Income	(118.1)	(45.0)		24.0	Underachievement of Income Target (the service now expects deficit of £12,000 for the year)
				49.1	Deferred efficiency Due to Covid-19
Cemeteries					
Employee Expenses	193.6	218.0		24.4	Additional expenditure is due to the use of agency staff for grave digging for extra Covid-19 related demand.
Supplies & Services	4.3	18.9		14.6	Additional expenditure on burial chambers and timbers for burials Due to Covid-19
Revenue Income	(457.3)	(490.0)	32.7		Increased income reflects the increased number of burials in April and May.
All other budget heads (including items previously reported)	2,585.0	2,585.0			
PORTFOLIO TOTAL	4,882.4	5,513.1	87.3	718.0	Net Portfolio Total £630.7K Adverse

GROWTH & REGENERATION PORTFOLIO
BUDGETARY CONTROL REPORT - JUNE 2020
REVENUE ITEMS TO BE REPORTED

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
	£'000	£'000			
<u>Planning and Economic Development</u>					
Revenue Income	1,105.1	1,265.1		150.0	Reduction in Income due to the Impact of Covid-19 in Construction & Housing. Deferred efficiency for Building Control
				10.0	
<u>All other budget heads</u> (including items previously reported)	(155.3)	(155.3)			
PORTFOLIO TOTAL	949.8	1,109.8	-	160.0	Net Portfolio Total £160.0K Adverse

RESOURCES & REPUTATION PORTFOLIO

BUDGETARY CONTROL REPORT - JUNE 2020

REVENUE ITEMS TO BE REPORTED

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
Corporate Management					
Employee Expenses	592.1	506.9	85.2		Management vacancy savings partially offset with central provisions efficiency for phase 2 of the management restructure..
Estates & Valuation					
Employee Expenses	138.9	147.0		8.1	Property Surveyor maternity leave cover.
Public Land & Buildings					
Employee Expenses	4.2	2.3	1.9		Reduced staffing due to Flea Market closure.
Revenue Income	(340.7)	(267.1)		41.6	3 months loss of rental income, due to Covid 19.
				15.0	Reduced income from Arnold Market due to Covid-19.
				17.0	Deferral of efficiency for commercial property due to Covid-19.
Organisational Development					
Revenue Income	(12.1)	(9.1)		3.0	Less external training delivered due to Covid-19
Information Technology					
Employee Expenses	332.3	326.9	7.4		Vacancies unable to recruit to due to Covid-19.
				2.0	Overtime due to Covid-19
Supplies & Services	825.9	897.9		72.0	Additional IT equipment to enable remote working due to Covid-19
Business Units					
Revenue Income	(215.0)	(164.0)		51.0	3 months loss of rental income due to Covid 19.
Public Offices					
Premises Related Expenses	397.2	394.2	3.0		Estimated electricity savings offset by increased cleaning costs to the end of September.
Revenue Income	(334.7)	(326.1)		8.6	3 months loss of some rental income and tenancy delays.
Elections					
Premises Related Expenses	200.0	0.0	200.0		Postponement of Police Commissioners Elections
Revenue Income	(200.0)	0.0		200.0	
Legal					
Employee Expenses	368.7	344.2	24.5		Non appointment of temp solicitor resulting in removal of related costs from income target
Revenue Income	(99.7)	(67.2)		24.5	Less external work delivered due to Covid-19 and deferred efficiency.
Central Provisions					
Employee Expenses	(275.9)	76.4		220.7	Allocation of phase 1 Management Restructure Efficiency to Public Protection and Revenues & Benefits and offset of corporate management savings for phase 2.
				101.6	0.75% Provision for pay award a 2% already included in budgets.
				5.0	Covid-19 related overtime payments
				25.0	Efficiency for service review deferred due to Covid-19
Supplies and Services	444.2	394.2		30.0	Miscellaneous Covid-19 Expenditure
				20.0	Digital efficiency deferred due to Covid-19.
Revenue Income	(54.2)	(2,803.0)	100.0		Application of Budget Reduction Risk Provision
			2,748.8		Government Grant for Covid-19
Revenues - Local Taxation					
Employee Expenses	421.8	353.8	40.4		Salary saving offset with management restructure efficiency in Central Provisions
			27.6		Savings from vacancies, less vacancy provision, and reduced hours.
Supplies and Services	18,877.7	18,945.7		68.0	Additional expenditure on Computing, Joint Property Inspector and identifying rateable properties not currently on the Council's register offset with contributions from Reserves.
Revenue Income	(19,122.1)	(19,008.5)	1.4		Additional grant received.
				115.0	Reduced summons income due to suspension of recovery action
Customers Services					
Employee Expenses	796.3	814.3		18.0	Efficiency for staff restructure deferred due to Covid-19.
Supplies and Services	13.0	21.0		8.0	Additional Covid-19 expenditure for screens on reception.
Communications					
Revenue Income	(21.3)	(16.3)		5.0	Efficiency for advertising deferred due to Covid-19
MIR'S					
Minimum Revenue Provision	610.5	569.0	41.5		Lower MRP due to deferral of Capital schemes.
All other budget heads (including items previously reported)	(1,188.2)	(1,188.2)			
PORTFOLIO TOTAL	2,158.9	(55.7)	3,281.7	1,067.1	Net Portfolio Total £2,214.6K Favourable

EARMARKED RESERVES

BUDGETARY CONTROL REPORT - JUNE 2020

REVENUE ITEMS TO BE REPORTED

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<u>Transfer to/from Reserves</u>	£'000	£'000			
<u>Community Grants</u>					
Reduced Contribution from Reserves	(45.0)	(25.0)		20.0	VE & VJ celebrations cancelled due to Covid-19 restrictions
<u>Housing Benefit Administration</u>					
New Burdens Reserve	0.0	31.9	10.3	42.2	Contribution towards software upgrades New Burdens Grant contribution to Reserves
<u>Revenues - Local Taxation</u>					
Contribution from Reserves	(0.9)	(68.9)	10.0		Contribution towards software upgrades
			40.0		Contribution towards identifying rateable properties not currently on the Council's register
			18.0		Contribution towards joint property inspector
<u>All other budget heads</u>					
Including items previously reported	(1,930.3)	(1,930.3)			
RESERVES TOTAL	(1,976.2)	(1,992.3)	78.3	62.2	Net Reserves Total £16.1K Net Contribution from Reserves

Appendix 2

Usage of Earmarked Reserves		
		£
1	Community Development	
	Match Funding for Carlton Town FC	10,000
	Contribution from Community & Crime Reserve	-10,000
2	Housing Health & Wellbeing	
	Physical Activity Insight Project	5,000
	Contribution from Earmarked Reserves - Community Development	-5,000
	Social Prescribing Project Officer - continuation of post	14,100
	Contribution from Earmarked Reserves - Community Development	-14,100
	Community Development Officer - continuation of post	31,400
	Contribution from Earmarked Reserves - Community Development	-31,400
	Leisure Marketing Officer - continuation of post	14,300
	Contribution from Earmarked Reserves - Leisure Services	-14,300
	Leisure Apprentice	14,700
	Contribution from Apprentice Reserve	-14,700
3	Environment	
	Replacement of Solar Lamps Muirfield Road Recreation Ground	4,200
	Contribution from Asset Management Reserve	-4,200
4	Growth & Regeneration	
	Retail Business Advisor	5,000
	Contribution from Economic Development Fund Reserve	-5,000
	Intervention Pot - Economic Growth	32,400
	Contribution from NNDR Pool Reserve	-32,400
	Intervention Fund for Town and Local Centres	29,200
	Contribution from NNDR Pool Reserve	-29,200
	CIL Review	30,000
	Contribution from Planning Development Reserve	-30,000
5	Resources & Reputation	
	Direct Revenue Financing for drainage works in Arnold Car Parks	33,700
	Contribution from Earmarked Reserves - Severe Weather Reserve	-33,700

	Total Expenditure	£224,000
	Total Reserves	-£224,000

Usage of Revenue Budget Funds		
		£
	Nothing to report	
	General Fund Total	



GEDLING

PLAN

2020-2023

**Examples of Achievements and
Activities**

During

Quarter 1 - 2020/21

Cohesive, Diverse and Safe COMMUNITIES

Promote and encourage pride, good citizenship and participation

VE Day Commemoration - While plans to commemorate VE Day in the community had to be put on hold due to the Covid-19 restrictions, the Council promoted to residents how they might wish to mark the day at home on Friday 8 May 2020. This included:

- Circulating an online pack to help plan a party at home
- Sharing photos or videos of VE Day celebrations to the Countywide Inspire Picture Archive
- Signposting to Home learning packs for 7-14 year olds
- Itinerary of key milestones for remembering on the day
- Promoting activities and information on GBC Facebook, Twitter and Gedling Events webpage.

Giving For Gedling Volunteer Registration - In March, Council established a volunteer registration portal on its website. The response saw 520 volunteers registered, which has more than adequate for local needs. A thank you letter from the Leader and Deputy Leader has been sent to all those volunteers who have offered their support. The deployment of our volunteers has been kept under constant review.

After the first two weekends of the Food Hub being established, when Neighbourhood Wardens were used to do deliveries, all parcels have been delivered by a bank of volunteers. 25 volunteers have been actively engaged in the Richard Herrod Food Hub during quarter 1 working on deliveries to date. In addition 10 volunteers from the currently closed Phoenix Farm Gedling Foodbank have supported the Hub, working alongside Leisure staff to pack food parcels for distribution.

Individual volunteers have been contacted regularly being made aware of volunteering opportunities with local groups and wider charities.

Deploying volunteers required significant preparation work. A Volunteer Policy was completed and a new Volunteer Handbook and induction form implemented. New activity risk assessments, tool box talks and processes were rapidly developed and tested through dynamic risk assessments.

RESET - On-going Funding and Support for Local Groups - Contact with the local Gedling based groups offering assistance in the community during the Covid-19 outbreak started in May 2020 with a view to assess their on-going needs. This included continuing to signpost groups to the Nottinghamshire County Council Community Support Grant scheme. Officers have been circulating the Community and Voluntary e-Newsletter to all local groups on the Council's database. The May edition was a funding special signposting to a range of opportunities.

Local groups that have received funding from the Nottinghamshire County Council Coronavirus Community Support Grant scheme include:

Trussell Trust Arnold Food Bank	£5,000	Providing emergency food, essential toiletries and other household items to individuals and
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		families in need, to help prevent or relieve poverty
Sharewear Clothing Scheme	£1,250	Supplying clothing to families and vulnerable individuals, including 13 wards at Nottingham University Hospital and families supported by Adult Social Care and Children's services across the county.
WeRHere	£2,000	One to one counselling support by telephone, Skype or video calling. They also provide support for people who are suffering from anxiety and mental health issues stemming directly from the COVID-19 emergency.
Netherfield Forum	£5,000	Freshly cooked hot lunches, delivered by community volunteers to the surrounding area. They also provide emergency packs of food, toiletries and essentials to those in need.
Cornwater Evergreens Foundation Trust	£3,500	Supporting local older people, including those with early stage dementia by providing cooked meals, food shopping, collecting medication and through regular telephone contact.

Reduce poverty and inequality and provide support to the most vulnerable

Pest control service –The pest control service provided by Gedling Borough Council treats Rats, Mice, Bedbugs, Cockroaches and Fleas in domestic dwellings only for Gedling residents. Prior to April of this year, where a Gedling Borough Council owned leisure or community centre had a pest problem the manager of the centre would use a private company. It was a patchwork of different private contracts and not cost effective. The Gedling Borough Council Public Protection Service pest control service now treats all council owned facility's making a proposed saving of £5,000 per year. The team continued to provide a seamless pest control service throughout Covid to people who were distressed by Rats, Mice, Bedbugs, Cockroaches and Fleas.

Giving for Gedling Portal - In March 2020, the Council swiftly launched its Giving for Gedling response and this has been updated and remains operational throughout quarter 1. The portal for this was a local dedicated [webpage](#) hosted on the Council's website, which offered information on:

- Good Neighbour Guide
- NHS Volunteer Responders
- Food shopping and deliveries
- Food bank fundraiser appeal
- Volunteer recruitment
- "I need support" links
- Community support groups
- Information on the Nottinghamshire County Council (NCC) Support Hub

Giving for Gedling Humanitarian Team - By the end of March 2020, a rapidly established new Giving for Gedling service was in place in response to the Covid-19 pandemic. The team included redeployed staff from Community Relations, Economic Growth, Public Protection and Leisure. This team was defined as a new critical function for the Council during the emergency response and this service led the way to:

- liaise and work with local foodbanks and Church Leaders
- recruit, train and induct volunteers, in line with a new Volunteer Policy
- support local community groups responding to the crisis
- receive and process requests for need
- establish and operate a food and household supply distribution centre
- represent the Council on numerous emergency response LRF planning groups.

Giving For Gedling Good Neighbour Guide - With Church partners the Council has developed a Good Neighbour Guide and circulated this to volunteers, while local churches and Foodbanks have distributed copies further within the community. The Guide offered advice on befriending, food deliveries, volunteering, NCC support phone number, Giving for Gedling website, as well as support for self-employed workers and local businesses.

Requests for Assistance - The Giving for Gedling portal offered an opportunity for local residents to request support from the Council. As of 23 June, there had been 842 requests for support to the Giving for Gedling service. Some of these individuals have been further contacted and offered follow up advice on a regular as a means of on-going support. 97% of all customers had been contacted within 2 days of the initial report for need. Most of these have identified themselves as vulnerable according to the Government definitions and the majority were customers were aged over 70. Analysis shows that the highest number of requests refer to shopping and medications delivery to residents' homes.

Richard Herrod Hub - The Richard Herrod Centre, normally an indoor bowls and conference centre, was turned into the main headquarters for the Council's humanitarian response to the coronavirus outbreak. The centre became a super food bank as part of the Giving for Gedling campaign.

A total of 940 parcels had been distributed to people in need in the borough by volunteers to date by the end of Quarter 1. The breakdown includes:

- 599 – Single parcels
- 216 – Couple parcels
- 90 – Small family parcels
- 37 – Large family parcels

Since the Hub opened in March 2020, it has provided food parcels for 620 residents by mid-June. GBC has been cited as good practice in terms of the preparation and establishment of the Hub and this is referred to later in the report.

The Hub managed by Leisure centre staff was quickly stocked up with food and other supplies using a £20,000 allocation from the Council. An initial supply chain was established by Economic Growth, Community Relations and Leisure staff working collaboratively and this has been managed on an on-going basis by staff at Richard Herrod Centre. By the start of June the total £20,000 allocation had been spent on food and other household supplies for people in need of support and a further £10,000 allocation made from the Giving for Gedling donation fund, agreed in consultation with local Foodbanks and Church Leaders.

As part of the food and household supply chain work, Armitage Pet Care donated £7,000 worth of pet food supplies to the Giving for Gedling Distribution Hub.

Following its mini launch, which coincided with the 'Clap For Carers' on Thursday 9 April, the hub has regularly despatched 40–60 parcels per week, additionally covering weekends and bank holidays.

On 14 April 2020, some great partnership support was received from Nottinghamshire Fire Rescue Service crews and Police colleagues who joined the Hub to pack food parcels. Stockhill Fire Station also delivered goods to the centre. Volunteers have since been deployed for both packing and deliveries.

Fresh food has been produced on-site by local caterer "Inn At The Bank" who offered their support during the crisis. They have been operating from the kitchen at Richard Herrod Centre, which was re-commissioned in March in preparation for action. The fresh food is being sent out with all food parcels. This required a risk assessment and tool box talk for the catering functions.

RESET - Analysis of Food Parcel deliveries - The Giving for Gedling team has analysed the volunteering effort and delivery of food parcels. This now includes mapping of food requests against our more deprived areas as defined by the Indices of Multiple Deprivation (IMD). The conclusion is that larger concentrations of requests were generally in the more deprived IMD areas. There was some demand in rural areas where a lack of local shops exist. This type of ongoing analysis will help inform our Resident and Communities Reset work moving forward.

Giving for Gedling Food Bank Appeal - While working with the local foodbanks it was agreed that the Council would receive financial donations rather than the food donations to support local people. Subsequently, in order to support the local humanitarian effort, the Council launched the Giving for Gedling Food Bank Funding Appeal on 3 April 2020. A Spacehive fundraising webpage was established to receive donations - <https://www.spacehive.com/givingforgedling>. The cross-party agreement to donate the funds of £10,250 from councillors' pots kick-started the food bank appeal with the Mayor calling on residents to help match the councillors' donation and raise an additional £10,000. The original target of £20,000 was reached and surpassed in record time, raising £25,175 in total. This enabled us to close the appeal by 17 April.

A decision process to agree fund allocation was agreed that will incorporate consultation with the Churches and Foodbanks group. All donations will either be given directly to registered food banks who support residents across the borough or be used by the Council's Hub to purchase additional food and essential items for onward distribution to residents who are most in need.

In early April, the Council had been contacted by both Newark and Sherwood District Council and Kirklees Council who were keen to find out more about our local fundraising approach that was being promoted across the country by Spacehive. Of particular interest was the speed of its fundraising success and the local partnership with foodbanks.

The Council also received national recognition for this work. GovDelivery (Granicus) wrote a case study about the Council following our successful campaign to raise money for local food banks and the effective use of email - <https://uk.granicus.com/blog/this-councils-covid-19-email-campaign-raised-21k-for-local-food-banks/>. This positive feedback highlights the effective impact using the Council's communications channels.

The Local Government Association (LGA) made reference to the Council in their national COVID-19 good council practice case studies for the work done on the Giving for Gedling campaign. This is great national recognition for this local campaign. Two case studies can be viewed on the LGA website - <https://www.local.gov.uk/our-support/coronavirus-information-councils/covid-19-good-council-practice>.

The New Local Government Network also included us in their national weekly roundup of Council responses to the COVID-19 outbreak. This was again national recognition for the work being done - <http://www.nlgn.org.uk/public/2020/councils-and-covid-19-the-response-5/#>.

In addition, East Midlands Councils' recognised the Council in one of its weekly Policy Briefs, as a COVID-19 good practice council, referencing our Giving for Gedling funding campaign. The brief can be viewed [here](#).

Supporting Vulnerable People Letter - A letter of support was sent to 11,000 elderly Gedling residents in April 2020 offering support and important information during the coronavirus outbreak. The letter asked if the recipient was in need of any support and included contact details for the NCC Community Support Hub and our own Giving for Gedling webpage. Once the NHS Volunteers scheme became live in early April the Giving for Gedling team started to refer requests for prescription collections to these volunteers. Council staff had been managing calls for service, doing collections and deliveries, as an interim measure.

RESET - Council Tax Hardship Fund - The Council has used government grant funding to establish a Council Tax Hardship Fund to assist residents who need support with their finances as a result of the Coronavirus outbreak. The Fund helps working age families who are in receipt of Council Tax support, meaning they could receive a reduction of up to £300 in their Council Tax. Qualifying households automatically receive the reduction and do not need to contact the council in order to get the discount. By the beginning of June, awards totalling £346,042.11 had been made to 1462 individual households.

An additional discretionary hardship scheme was also made available to anyone in receipt of council tax support who are experiencing financial difficulties. This is not an automatic award and an application form needs to be submitted. There is no automatic entitlement guarantee and awards are allocated depending on the individual circumstances of each claim received.

RESET - Overpayment recovery suspension - The Government announced that recovery of all overpayments should be suspended for a period of 3 months. As such, deductions for the recovery of Universal Credit and other legacy benefit overpayments, Social Fund loans and Tax Credit debts were paused. Although there was no Government guidance issued, Local Authorities could follow this example and stop recovery of outstanding overpayments from ongoing Housing Benefit. A decision was made to implement these measures and 310 existing Housing Benefit customers had a 3 month "holiday period" applied to their claims. For the period 20 April 2020 to the 20 July 2020 those 310 customers will receive their full entitlement to Housing Benefit with no deductions being made. From the 21 July, the original weekly recovery instalments plans will again be applied.

Reduce anti-social behaviour, crime and the fear of crime

Sanctuary Installations project - The Community Safety Officer re-worked the Sanctuary installations project in response to anticipated and recorded increases in high-risk domestic abuse cases as a result of the lockdown. The response reduced the usual wait for security measures from 12 weeks average to 2 weeks acting on referrals from Police, MARAC and JUNO Women's Aid service. This has been very positively received by Nottinghamshire Police as such a response has not been seen anywhere else in Nottinghamshire.

Environmental Health support - Environmental Health Officers continued to provide a service to residents of the borough with regard to noise nuisance complaints and very early in lockdown they were able to respond to the significant number of bonfire related calls from residents as the good weather and closing of recycling centres brought about a huge rise in requests for service.

Neighbourhood warden support - Neighbourhood Wardens have maintained, throughout the lockdown period, a full presence in the local community responding to the usual wide range of requests for service. In addition they worked with colleagues collecting food for food parcels to

be made up and delivered. They have also been working with partners and the community safety team to address arising issues as lockdown was eased regarding ASB on parks and open spaces including use of alcohol and nitrous oxide and associated littering.

Gedling CCTV coverage and monitoring was maintained throughout the lockdown period. Systems were put in place for the safety of the operative whilst still providing evidence for policing of any incidents. In addition a new camera has been installed in Gedling Country Park.

The Anti-social Behaviour Officer has maintained a high level of response / service provision working with multi-agency partners including Gedling Homes and Police in response to issues around neighbour disputes in lockdown, aggressive street begging and the officer has supported her manager and the Community Safety Officer with regard to safeguarding issues and concerns.

Safeguarding Training - Working with Customer Services and Organisational Development, the Community Safety Officer adapted the current safeguarding training session for taxi drivers requiring refresher training into a workbook to ensure awareness was maintained in line with licensing requirements thereby ensuring license holders may maintain employment.

High Performing COUNCIL

Improve the customer experience of engaging with the Council

Calls and Social Media - in the first eight weeks of lockdown the Customer Services team handled 30,881 calls in the 8 weeks, which represents 8500 extra telephone calls above the normal average. Despite this the teams call answering performance improved from around 96% at the end of Q3 to 99%. On the 1 April 2020 the team hit 100% call answering. During the same period online form submissions increased by 10% and the team dealt with a 308% increase in social media messages direct to Customer Services and a 21% increase in emails.

RESET - Reinstatement of previously suspended services. Glass collection was reinstated with effect from 11 May and bulky waste service reinstated with effect from 20 May, initially one day a week prioritising the previously suspended bookings but returning to full service in June. Car parks associated with the Council's parks and open spaces were re-opened to members of the public with effect from 13 May. Restrictions on the operation of stalls at Arnold Market was lifted to enable normal market trading to resume from week commencing 1 June 2020. In addition, commercial tree services to domestic households recommenced from 1 June 2020. Approval was given by the Leader and plans have been put in place and screens fitted to the booths to enable re-opening of the main reception for pre-booked appointments with effect from 6 July 2020.

Provide efficient and effective services

Training - Although the Covid-19 pandemic has caused some difficulties in delivery of our training programmes our Training Officers have worked hard to produce on-line material both for our Level 5 Leadership Programme candidates (internal and external) and to employees on our internal apprenticeship programmes some of whom have now been put forward for end-point assessment.

Appointment to the post of Chief Executive - The Organisation Development Team recently supported the selection process for our new Chief Executive. The process was run against a very tight timescale and included meetings to conduct rigorous shortlisting and interview.

Giving for Gedling success - The campaign to obtain funding for the Giving for Gedling fund has been named in the Local Government Associations Communications good practice case studies, from councils nationwide, in the response to Covid-19. This was also mentioned in this week's East Midlands Councils Policy Briefing. Details can be found here;
<https://www.local.gov.uk/our-support/coronavirus-information-councils/covid-19-good-council-practice>

Transport and Waste - Transport and Waste teams have managed to continue operationally with adjustments to working methods to maintain vehicle servicing, repairs and pre Mot checks, continue with taxi inspections, maintain refuse, recycling, garden waste collections and reintroduce glass and bulky waste collections with the additional help from leisure staff/management, agency workers/ drivers, PASC operatives/ drivers to back fill for staff self-isolating.

The office and management staff in Transport, Waste especially the temporary waste supervisor (now permanent), PASC and the Health Safety and Emergency Planning Officer have worked

tirelessly and additional hours above and beyond normal expectations of their role with reduced experienced staff to maintain services.

Additional help from customer services, organisational development and the corporate director has also helped with high volumes of workload placed on the teams.

In addition the refuse, recycling, garden waste and glass collections crews have been collecting increased tonnages in quarter 1.

RESET – Reset Strategy. Cabinet approved the Reset Strategy on 18 June 2020. The Strategy will be delivered through five work streams which have been grouped into three overarching aspects: Business, Residents & Communities and Council (Frontline services, Support Services and Finance). Each work stream is being led by a member of Senior Leadership Team overseen by the Chief Executive:

RESET – Remote meetings introduced. Council, Cabinet and Committee meetings were reinstated with effect from 1 June 2020 and have been successfully held remotely using the Teams platform since then.

RESET – Marketing. The Marketing Officer returned to her substantive role on 1 June 2020 after assisting with the Council’s Response communications activity. A Communications and Marketing Plan of activity has been drafted to ensure there is a structured plan in place with clear priorities will enable resources to be directed to maximising income generation. This will help to inform the Communications Strategy.

Maintain a positive and supportive working environment and strong employee morale

RESET – Covid secure office environment. 50% of Covid secure risk assessments were carried out during quarter 1 and a draft action plan prepared to ensure appropriate safe systems of work are in place when staff being to return to the office. Signage and additional instructions have also been issued to ensure the safety of staff who have continued to work in the office during lockdown.

RESET - Continued support for remote working. Supporting continued remote working has not stopped during quarter 1 with the roll out of Microsoft Teams for video conferencing for staff and Members completed. Additional headsets have been distributed and webcams ordered. Senior Leadership Team has also agreed a wider roll out of soft phones to replace fixed handsets and this commenced in quarter 1. Our broadband bandwidth has also been increased to support the increased remote working.

RESET – Survey of Service Managers. Consultation with senior managers to understand the impact of Covid-19 has taken place to capture key data including the dependencies to resuming ‘normal’ services, lessons learned and opportunities for service transformation. The data collected has also been used to inform the review of the Gedling Plan 202-23 which will be reported to Cabinet in August 2020.

RESET – Staff Survey about working during Covid-19 lockdown. A staff survey on working during the Covid-19 outbreak was launched on 22 June. The survey aimed to find out what effect the changed ways of working have had on staff from a welfare perspective and asked if there is more that we can do to support staff. It also asks about thoughts on agile working; whether is it something we should be doing more of and if so, what lessons we can learn. The feedback will help inform our future plans for agile and flexible working.

RESET – Review of the Constitution. Further sections of the Constitution have been reviewed and redrafted and have been programmed into the Forward Plan to be considered by Senior Leadership Team from 6 July.

Improve use of digital technologies

RESET - Ensure staff have the right technology. A lot of work has continued to provide more staff with facilities to work from home, this has included new telephony solutions. The IT team has worked with the lead, Alec Dubberley, on facilitating remote Council meetings. The facility to hold virtual conversations and meetings is being rolled out to staff. Thanks to Alec are due as Alec has led on this and very much been the pivotal force behind the roll out.

Vibrant ECONOMY

Drive business growth, workforce development and job opportunities

Business engagement - 23 businesses were engaged with over this quarter on general business enquiries. Officers also spoke to at least 120 businesses on Covid19 matters (and 500 high street businesses).

Business Grants – The revenues team (with help from other service areas) have successfully managed the full administration and payment of over 1300 Small Business Grants / Retail and Hospitality and Leisure Grants as well as providing continued support for businesses facing financial difficulty during the Covid-19 pandemic.

Create thriving and vibrant town and local centres

RESET - Re-opening the high streets safely – as part of the re-opening the high street safely launch programme, officers attended all eight town/local centres and engaged with 500 high street businesses.

Sustainable ENVIRONMENT

Provide an attractive and sustainable local environment that local people can enjoy

RESET - Gedling Country Park – Viewing Platforms Following the successful £138,000 funding bid, work on the viewing platforms at Gedling Country Park began in February and has continued throughout quarter 1. The Beacon View platform is now complete and in lockdown is being enjoyed by visitors to the park taking daily exercise. Work to complete the Lincoln View platform commenced in May and this along with the new geographic point of interest interpretation panels is now complete.

Conway Rec Play Area – Following extensive consultation, work to construct a new children’s play area at Conway Road Recreation Ground has started. Work on the new junior play park began in February and was due to be completed by the end of March but was delayed due to the virus outbreak. Work is now approaching completion and an official opening for this new play facility is planned for later in the year after lockdown sanctions have been lifted.

RESET - Activities/Sports in our Parks & Open Spaces - Following the Covid-19 epidemic, public toilets have now re-opened to the public.

HEALTHY lifestyles

Improve health and wellbeing and reduce health inequalities

RESET - Promoting Well-being -The Council has been regularly circulating the Health and Wellbeing e-newsletter offering advice during the Coronavirus crisis. This has included information on:

- Giving for Gedling
- NHS online services
- Nottinghamshire Healthcare Trust (NHT) Mental Health Helpline
- Free leisure online workouts
- Harmless support for those at risk of harm
- Change4Life advice
- Advice on staying fit and healthy during lockdown, including for children and the over 65s
- Health for Kids and Health for Teens websites
- The Warm Homes Hub
- Mental Health Awareness Week 18-24 May, including Every Mind Matters, Harmless, MIND and NHS advice
- Guide for overcoming anxiety for children 9+
- Bereavement support
- Supporting people with dementia
- Advice on managing long-term conditions.

Reduce levels of loneliness and isolation

South Nottinghamshire Befriending Project - The Council has led in supporting a bid by Rushcliffe CVS to the Nottinghamshire County Council Coronavirus Community Fund for a collaborative Humanitarian response across Gedling, Broxtowe and Rushcliffe. This approach includes the initiation of a bespoke Volunteer Telephone Befriending Service in Gedling led by Rushcliffe CVS, to run for up to a year, focusing on the most vulnerable in our community. Initial 3 months funding has been secured with a view to enabling additional resource to cover a 12 month period to align better with the existing community development work we have already been leading on, linking with NHS Link Workers. The befriending service will also provide further opportunities for the volunteers the Council has recruited.

Maintaining Social Prescribing Support - The Council has been funded by the South Nottinghamshire Integrated Care Partnership to develop Community Development work and managed to continue to engage with community groups interested in working with NHS Link Workers to support social prescribing. Existing and emerging Facebook groups and a list of community groups that offer support to vulnerable people have been compiled and shared with the Link Workers.

Food Banks and Church Leaders - As part of the Covid-19 Humanitarian Response, the Council continued to work closely with local Foodbanks, establishing a local coordination role with them and local Church Leaders. They have guided the Council throughout and provided advice on the systems used at the Richard Herrod Hub helping us consider the most appropriate approach to food parcelling, volunteers and distribution. Likewise the two

foodbanks in Netherfield and Carlton have been supported with additional food and items provided from the Hub.

Arnold Food Bank has offered great support by providing parcels to the Hub in the first couple of weekends. Since then there have been swaps of items between the Hub & Arnold Food Bank whenever stocks have run low.

The Council received a grant allocation of £54,182 from Government. It used a proportion of this to allocate a grant to local foodbanks in the Borough. Arnold, Carlton, Netherfield and Gedling foodbanks all received £2,000 each. A further £2,000 grant was also issued to Sharewear and St. George's Centre in Netherfield to support their local Humanitarian effort, offering supplies and hot food to those most in need.

Report to Cabinet

Subject: Gedling Plan Quarter 1 2020/21 Report

Date: 6 August 2020

Author: Senior Leadership Team

Wards Affected

Borough-wide

Purpose

To inform Cabinet in summary of the position against Improvement Actions and Performance Indicators in the 2020-23 Gedling Plan at the end of 2020/21 quarter 1.

Key Decision

This is not a key decision.

Recommendation

THAT:

The progress against the Improvement Actions and Performance Indicators in the 2020-23 Gedling Plan for the end of 2020/21 quarter 1 be noted.

1 Background

- 1.1 The Council has made a commitment to closely align budget and performance management. This is in line with accepted good practice.
- 1.2 To deliver this commitment, systems to monitor performance against revenue and capital budgets, improvement activity and performance indicators have all been brought together and are now embedded in the way the Council works. Whilst the budget and performance information are presented in two separate reports, they are and will be reported to Cabinet together and will appear on the same agenda.
- 1.3 In addition, performance reports now focus more directly on the Council's priorities and offer an "early warning" system of instances where targets may not be secured.

- 1.4 As usual, comprehensive details about current performance against the Gedling Plan can be accessed through the following link on the Council's website:-

<http://www.gedling.gov.uk/council/aboutus/prioritiesplansandperformance/howwere/doing/>

Members are recommended to view this document which provides valuable background detail to this summary paper. It provides a more in-depth review of indicators, actions and outcomes for 2020/21 quarter 1.

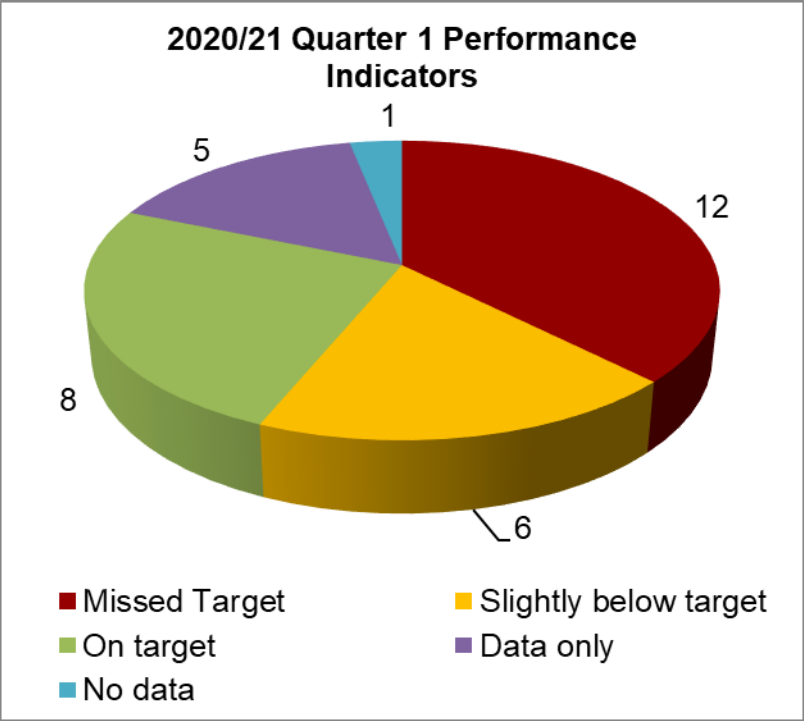
- 1.5 A full set of papers that appear on the website have been printed and these reports are available in the Members' Room. They contain explanations of variances from expected performance together with trend arrows for all the performance indicators within the Gedling Plan (note that an upward arrow indicates improved performance, irrespective of whether improvement is represented by a higher or lower value) and progress bars for all Gedling Plan actions showing progress made against project milestones.
- 1.6 The assessment criteria used for actions and indicators is based on red, amber and green traffic light symbols. To be assessed as green performance indicators must be in line with their expected performance at this stage of the year, whilst actions must be on target against the "completed" or "in progress" milestones determined within the performance management system, Pentana.

2 Proposal

- 2.1 It is proposed that Cabinet note the performance information for the Gedling Plan 2020-23 at the end of 2020/21 quarter 1 as set out below.

2.2 Overall Performance

Overall performance at quarter 1 of 2020/21 against the Gedling Plan actions and indicators shows the following:



Actions

2.3 At this stage the 96 actions included in the Gedling Plan 2020-23, one is complete, the rest are either in progress or assigned to an Officer. Members will be aware that a number of actions are due to be delivered across the 3 years of the Plan, some are expected to be started and completed in year 1, whereas other actions are not

due to commence until years 2 and 3. It must be noted that the data in this report refers to quarter 1 of 2020/21 and it is expected that the majority of the actions identified for the year will be met. However, following review of the Gedling Plan in light of Covid-19 it is clear that 2 actions which were due to be started and completed in year 1 will not be achieved and there will be slippage into year 2. Cabinet is asked to re-profile these 2 actions across years 1 and 2 in a separate report on the agenda.

Indicators

- 2.4 Overall indicator performance at the end of quarter 1 shows that out of a total of 32 indicators, 8 were on or above target, 6 were slightly below target and 12 indicators missed their target. Five indicators are for tracking purposes only. In view of the fact that the civic centre has been closed during quarter 1 other than for emergency appointments and no such appointments have been requested, there is no data available for the indicator: LI057 Percentage of customers seen within 15 minutes.
- 2.5 Examples of particularly positive performance for quarter 1 include:
- 98.6% of calls to the contact centre answered (or call back made) against the target of 94.0%
 - The number of Keep Me Posted email newsletter subscribers has increased to 32934 from 30145.
 - 100% of Major planning applications processed within 13 weeks against a target of 90%.
 - 96.3% of Minor planning applications processed within 8 weeks against a target of 91%.
 - 92% of other planning applications processed within 8 weeks against a target of 85%
 - We now have over 17,500 garden waste customers, up from 16,500.
 - 97% of food premises scoring 4 or 5 in the national food hygiene rating scheme against a target of 90%
- 2.6 Whilst the following performance indicators have missed target, their overall performance is very positive given the additional caseload received during the Covid-19 pandemic:

Average time to process new Housing Benefit claims (in calendar days) – In spite of receiving significantly more benefit claims the performance of 13.3 days is only slightly behind the target of 13 days. During lockdown, the department has received an 82% increase in claims (420) from the same period last year making it difficult to

process these within target. By June the department were able to catch up and reduced the monthly processing time to 10 days compared to 18 days for May when the claims were peaking.

Average time to process Housing Benefit change in circumstances (in calendar days) - In spite of additional demand the performance of 4.3 days is only slightly behind the target of 4 days. During lockdown the department has received an additional 2800 (36% increase) change in circumstances compared to the same period in 2019 and we have also implemented several Government incentives to aid those directly affected by Covid-19. This put a strain on the team but by June they were back on target.

- 2.7 The following performance indicators missed their target at the end quarter 1 and are worthy of note. However from a Senior Leadership Team perspective there are no specific performance concerns to raise.

A number of indicators are showing zero at the end of quarter 1 as a direct result of the Council's compliance with the Covid-19 restrictions imposed by government:

- LI027f Number of attendances - Bonington Theatre
- ECOI2 Delivery of school based employability events
- LI363 Number of school-age work experience placements hosted in Gedling Borough Council in partnership with YouNG (and Economic Development)
- LI027 Number of visits to leisure centres

Waste

Unfortunately the domestic waste collection weights have increased by 1506 tonnes in quarter 1 2020 compared to quarter 1 in 2019. The residual household waste per household at the end of quarter 1 was 178 kg against a target of 140 kg. An increase in the amount of waste collected is not unexpected given the fact that more residents have been at home during the Covid-19 lock down.

On a positive note, the target for percentage of household waste sent for reuse, recycling and composting has improved during quarter 1 and was narrowly missed (35.6% against a target of 36.0%). Recycling collection weights increased by 264 tonnes, glass collection weights by 384 (despite no glass collections in April 2020) and garden waste collection weights by 568.5 tonnes in Q1 2020 compared to Q1 2019.

Work has commenced to analyse data relating to contamination which has historically been high. The results of this data analysis will inform an action plan to increase recycling and reduce residual waste.

Housing

Whilst target has not been met for quarter 1 (97 Net additional homes provided against a target of 120) it is noted that completions for June have been high, in part due to the construction of apartments and conversion of Carlton Police Station (totalling 66 dwellings). Construction during this period has been affected by lockdown restrictions which resulted in development pausing on many large and small sites within the Borough.

No affordable homes were delivered against a target of 5, which is due to the ramifications of the Covid-19 pandemic on the construction industry. Building sites have re-opened and construction has recommenced, but at a slower rate due to both the impact of social distancing in the work place and wider supply chain issues.

Homelessness and Welfare Support

The average length of time spent in temporary accommodation (in weeks) was 17.9 weeks against a target of 15 weeks at the end of quarter 1. Due to Covid-19 and the lock down, all registered social landlords ceased all non-essential activities including offering permanent tenancies. As no properties were being offered and the public were advised to self-isolate and remain where they were currently residing there has been little if any movement out of temporary accommodation provided by the Council. We also have some large families that have been placed for long period of time which are enhancing the figures for this indicator.

Sickness absence

The Covid-19 pandemic has had an impact on this indicator, which was 9.85 days against a target of 9 days at the end of quarter 1. Sickness absence continues to be higher than target. Although not the whole picture, absence due to Covid-19 has been a material factor in the increase in absence when compared against levels last year. Having said that, the rate of absence due to Covid-19 has continued to drop month by month and it is reasonable to expect (subject to there being no second spike) that absence by late summer should not be materially affected by Covid-19 and at that time it may be more relevant to consider rates of absence and how they compare with last year. Looking at working days lost due to Covid-19 the following data shows the diminishing impact of Covid-19 but also shows that certainly for three out of the last four months the impact has been material at over 10% of all sickness in each month. The month by month working days lost % day lost to Covid-19 is as follows (Total year to date to June for Covid-19 absence is 6.4%):

March - 21.3%

April - 19.3%

May - 12.5%

June - 7.1%

The highest proportion of Covid-19 absence appears to have been with front-line services.

Achievements

- 2.8 A separate report has been produced highlighting additional key achievements delivered during quarter 1, focusing on areas where the Council has made a real difference to people's lives. This is attached as Appendix 1 and is available on the Council's website and in hard copy in the Members' Room. The following outcomes are identified for particular attention:

Support and advice to vulnerable people - The leisure team working in the Contact Centre at Carlton Forum LC have been telephoning vulnerable people across the borough during Covid to offer support and advice, often resulting in the arrangement of food parcel delivery from the humanitarian centre at Richard Herrod. In addition, referrals have been made to befriending services and some people have continued to receive calls on a weekly basis. These telephone calls have been really well received by members of the public.

Council Tax Hardship Fund - The Council has used government grant funding to establish a Council Tax Hardship Fund to assist residents who need support with their finances as a result of the Coronavirus outbreak. The Fund helps working age families who are in receipt of Council Tax support, meaning they could receive a reduction of up to £300 in their Council Tax. Qualifying households automatically receive the reduction and do not need to contact the council in order to get the discount. By the beginning of June, awards totalling £346,042.11 had been made to 1462 individual households.

An additional discretionary hardship scheme was also made available to anyone in receipt of council tax support who are experiencing financial difficulties. This is not an automatic award and an application form needs to be submitted. There is no automatic entitlement guarantee and awards are allocated depending on the individual circumstances of each claim received.

Humanitarian response - Officers from the public protection service responded to 643 requests for help as part of the council's humanitarian response to the covid 19 pandemic. Requests were received for a wide variety of support needs including requests help with collecting prescriptions and shopping from those who were self-isolating or shielding.

Sanctuary Installations project - The Community Safety Officer re-worked the Sanctuary installations project in response to anticipated and recorded increases in high-risk domestic abuse cases as a result of the lockdown. The response reduced the usual wait for security measures from 12 weeks average to 2 weeks acting on referrals from Police, MARAC and JUNO Women's Aid service. This has been very positively received by Nottinghamshire Police as such a response has not been

seen anywhere else in Nottinghamshire.

Business Grants – The revenues team (with help from other service areas) have successfully managed the full administration and payment of over 1300 Small Business Grants / Retail and Hospitality and Leisure Grants as well as providing continued support for business facing financial difficulty during the Covid-19 pandemic.

Transport and Waste - Transport and Waste teams have managed to continue operationally with adjustments to working methods to maintain vehicle servicing, repairs and pre MOT checks, continue with taxi inspections, maintain refuse, recycling, garden waste collections and reintroduce glass and bulky waste collections with the additional help from leisure staff/management, agency workers/drivers, PASC operatives/ drivers to back fill for staff self-isolating. The office and management staff in Transport, Waste especially the temporary waste supervisor (now permanent), PASC and the Health Safety and Emergency Planning Officer have worked tirelessly and additional hours above and beyond normal expectations of their role with reduced experienced staff to maintain services. Additional help from customer services, organisational development and the director has also helped with high volumes of workload placed on the teams. In addition the refuse, recycling, garden waste and glass collections crews have been collecting increased tonnages in quarter 1.

Gedling Country Park – Viewing Platforms Following the successful £138,000 funding bid, work on the viewing platforms at Gedling Country Park began in February and has continued throughout quarter 1. The Beacon View platform is now complete and in lockdown is being enjoyed by visitors to the park taking daily exercise. Work to complete the Lincoln View platform commenced in May and this along with the new geographic point of interest interpretation panels is now complete.

Reset Strategy - Cabinet approved the Reset Strategy on 18 June 2020. The Strategy will be delivered through five work streams which have been grouped into three overarching aspects: Business, Residents & Communities and Council (Frontline services, Support Services and Finance). In quarter 1 a number of previously suspended services were reinstated as soon as government guidance and/or staffing capacity allowed. Glass collection was reinstated with effect from 11 May and bulky waste service reinstated with effect from 20 May, initially one day a week prioritising the previously suspended bookings but returning to full service in June. Car parks associated with the Council's parks and open spaces were re-opened to members of the public with effect from 13 May. Restrictions on the operation of stalls at Arnold Market was lifted to enable normal market trading to resume from week commencing 1 June 2020. Council, Cabinet and Committee meetings were reinstated with effect from 1 June 2020 and have been successfully held remotely using the Teams platform since then. In addition, commercial tree services to domestic households recommenced from 1 June 2020. Approval was given by the Leader and plans have been put in place and screens fitted to the

booths to enable re-opening of the main reception for pre-booked appointments with effect from 6 July 2020.

3 Alternative Options

- 3.1 Not to present an update on quarterly performance, in which case Executive members will not be aware of performance against the Gedling Plan 2020-23.

4 Financial Implications

- 4.1 There are no financial implications arising out of this report.

5 Legal Implications

- 5.1 There are no legal implications arising out of this report.

6 Equalities Implications

- 6.1 There are no equalities implications arising out of this report.

7 Carbon Reduction/Sustainability Implications

- 7.1 There are no carbon reduction/sustainability implications arising out of this report.

8 Appendices

- 8.1 Appendix 1 – Examples of Outcomes achieved during Quarter 1 2020/21.

9 Background Papers

- 9.1 None identified.

10 Reasons for Recommendations

- 10.1 To ensure Members are informed of the performance against the Gedling Plan 2020-23.

Statutory Officer approval

Approved by the Chief Financial Officer

Date: 21 July 2020

Approved by the Monitoring Officer

Date: 21 July 2020

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Report to Cabinet

Subject: Review of the Gedling Plan 2020-23

Date: 6 August 2020

Author: Senior Leadership Team

Wards Affected

Borough wide

Purpose

To update Cabinet on the review of the Gedling Plan 2020-23 and seek approval for a number of minor amendments.

Key Decision

This is a key decision because it is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards of the Borough.

Recommendations

THAT:

- 1. The review of the Gedling Plan 2020-23 be noted;**
- 2. The amendments to actions as set out in the report be approved; and**
- 3. The amendments to performance indicators as set out in Appendix 1 be approved.**

1 Background

1.1 In June 2020, Cabinet approved the Reset Strategy and agreed that the Gedling Plan priorities and actions be reviewed in light of the consequences of Covid-19.

1.2 It was recognised that although the Plan was only a few months old, it is clear that the global, national and most importantly local context is very

different. It was therefore proposed that a review of the Gedling Plan should be carried out as a priority to ensure that it remains fit for purpose and recognises the new work streams to deliver the Reset Strategy set out in the report to Cabinet in June. It was noted that actions in the Gedling Plan which will influence successful recovery will need to be prioritised whilst other projects may need to be delivered in different ways or re-profiled to future years.

- 1.3 As Cabinet is aware, the Gedling Plan 2020-23 was approved by Cabinet in February 2020 and Council in March 2020 immediately prior to Covid-19 having significant impact. It was developed over a number of months based on updated datasets and analysis of the strengths, weaknesses, opportunities and threats ('SWOT') of both the Borough and the Council. The Plan set an ambitious vision for the borough and a 3-year action plan based around the following 5 priorities:

- Cohesive, Diverse and Safe Communities
- High Performing Council
- Vibrant Economy
- Sustainable Environment
- Healthy Lifestyles

2 Proposal

Gedling Plan priorities

- 2.1 Following review of the Gedling Plan 2020-23, it is considered that the above 5 priorities and objectives which underpin them remain fit for purpose and it is proposed that no changes are made.

Actions

- 2.2 As Cabinet is aware the Gedling Plan 2020-23 sets out a 3 year action plan with many of the actions to be delivered over the 3 year period. At this stage, whilst activity which should have been commenced in year 1 may not have started as originally planned due to the Covid-19 pandemic, for a number of actions it is reasonable to conclude that they will be completed by the end of year 3. The situation will be closely monitored as part of the quarterly performance monitoring and if the position should change further reports will be brought to Cabinet.
- 2.3 There are a small number of actions which were due to be commenced and completed in year 1, however it is clear that this is not going to be achievable and there will be slippage into year 2. It is therefore proposed that Cabinet support the re-profiling of the following actions across years 1 and 2:

- Create a welcoming and vibrant reception at the Civic Centre.

This project is being delivered with Nottingham Trent University students assisting with design concepts. Unfortunately due to the impact of Covid-19 this was not progressed as expected in quarter 4 and at the present time there is uncertainty over the nature of students return at the beginning of the academic year. It is expected that progress will still be made during this year, but that the project will slip into year 2.

- Explore options and introduce a 'Swimming Passport' providing access & opportunity for free swimming sessions for under-16s and over 65s

The leisure centres have been closed during the whole of quarter 1 and reopened on 25 July (quarter 2) subject to Covid-19 restrictions. There has been a significant loss of income and therefore it is proposed that this action is delayed to allow business recovery.

2.4 Following review of the Gedling Plan and consideration of the Reset Strategy work streams, it is clear that we need to re-think our delivery models and activity planned for a number of actions. The profound impact on the economy, our residents and our communities will require different support and interventions than previously envisaged. However, it is considered that the actions are still relevant and deliverable, albeit in a different way. These will continue to be progressed under the umbrella of the Reset Strategy as previously reported.

2.5 As Cabinet is aware, unfortunately the Arnold Carnival, Play Days and children's events and youth school holiday activities have had to be cancelled due to the Covid-19 restrictions and as a result the action to "Deliver a programme of community events and youth activities reflecting Gedling Plan priorities" will not be achieved as planned this year. Future provision of events is being explored but at the current time strict social distancing and restriction on gatherings remain in place.

2.6 Cabinet will recall that the Reset Strategy is being delivered through five work streams which are grouped into three overarching aspects as follows. Each work stream is being led by a member of Senior Leadership Team overseen by the Chief Executive:

- Business
- Residents and communities
- The Council
 - Frontline services
 - Support services
 - Finance

The Gedling Plan already captures a number of actions which will influence successful recovery and delivery of these will need to be prioritised. It is not proposed that any additional actions are included in the Gedling Plan 2020-23 which specifically refer to the Reset Strategy, however Cabinet will receive progress updates on an exception basis alongside the usual Gedling Plan quarterly monitoring reports.

Performance Indicators

- 2.7 Cabinet will recall that the performance indicator targets for 2020/21 were approved on 12 March 2020. These have also been reviewed in the light of the impact of the Covid-19 pandemic and it is clear that a small number will not be achievable by year end. As a result a number of changes are proposed; the new target for approval by Cabinet and the reason for the change are set out in Appendix 1.

3 Alternative Options

- 3.1 An alternative option would be not to agree any changes to the Gedling Plan actions and performance indicators. Whilst it is appropriate that ambitious activity and stretching targets are set, they also need to be achievable. If the original actions and indicators remain, it is clear that a number will be reported as not achieved at the end of year 1.

4 Financial Implications

- 4.1 There are no financial implications arising from this report.

5 Legal Implications

- 5.1 There are no legal implications arising out of this report.

6 Equalities Implications

- 6.1 There are no equalities implications arising out of this report.
- 6.2 Individual equality impact assessments will be carried out for each project where required.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 There are no carbon reduction/environmental sustainability implications arising out of this report

8 Appendices

- 8.1 Appendix 1 – Updated Performance Indicators.

9 Background Papers

9.1 None.

10 Reasons for Recommendations

10.1 To ensure that the Gedling Plan remains fit for purpose.

Statutory Officer approval

Approved by the Chief Financial Officer

Date: 21 July 2020

Approved by the Monitoring Officer

Date: 21 July 2020

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Performance Indicators - 2020/21

Vibrant ECONOMY			
Description	Service Area	Frequency	Target 20/21
Number of school-age work experience placements hosted in Gedling Borough	Organisational Development	Quarterly	Original – 6 NEW - Tracker
Number of work age work experience placements provided over the year across the council	Organisational Development	Quarterly	Original - 16 NEW - 8

Reason for change –

School age placements normally fit into an academic year schedule and the timing of these placements has been missed for 2020/21. It is not expected that schools will wish to send school children out into other organisations to mix widely with people until much later in the financial year if at all, but the position is uncertain at this stage. It is therefore proposed that a tracker target is appropriate for this indicator just for this year. In this way we can measure the number if we are able to host young students but an unachievable target is not retained.

The DWP and Nottingham Trent University (major source of these unpaid short-term placements) will be restricting services and delivering programmes differently for an undetermined length of time. This needs to be properly understood, but it is proposed that the target for the year is reduced and later reviewed for 2021/22.

HEALTHY lifestyles			
Description	Service Area	Frequency	Target 20/21
No. of attendances at the Bonington Theatre	Leisure Services	Quarterly	Original - 2% increase over previous year outcome NEW - Tracker
Number of visits to leisure centres	Leisure Services	Quarterly	Original - 1% increase over previous years outcome NEW - Tracker
Number of people on the swim scheme	Leisure Services	Quarterly	Original - 2,750 NEW - Tracker
Number of DNA members (rolling 12 months average)	Leisure Services	Quarterly	Original - 4,200 NEW - Tracker
Number of activities undertaken in our Parks including those that take place on Council owned sports pitches.	Parks and Street Care	Annual	Original - 1,100 NEW - 430

Reason for change –

Leisure facilities have been closed from 20th March to 25th July and in order to comply with government guidance visits and customers are likely to be reduced for some time. Tracker indicators are proposed at this stage due to the uncertainty. Applying a tracker indicator will enable us to measure the numbers of customers without retaining an unachievable target.

The Covid-19 pandemic lock down resulted in the cessation of events during the Spring and the bulk of the Summer months, which is when the majority of events are delivered. Events are likely to be restricted for some time as a result of government guidance and potentially fewer volunteers.



Report to Cabinet

Subject: Annual report of the Senior Information Risk Owner 2019/20

Date: 6 August 2020

Author: Director of Organisational Development and Democratic Services

Wards Affected

Borough wide

Purpose

To present the Senior Information Risk Owner Annual report 2019/20 to Cabinet.

Key Decision

This is not a key decision.

Recommendation

THAT:

- 1) The annual report of the Senior Information Risk Owner 2019/20 be noted.

1 Background

- 1.1 As Members are aware, Senior Leadership Team approved an Information Security Governance Framework setting out the Council's approach to information and cyber security risk on 11 September 2018 and designated the Director of Organisational Development and Democratic Services as the Senior Information Risk Owner (SIRO) for the Council. The Information Security Governance Framework was endorsed by Cabinet on 1 August 2019.
- 1.2 The SIRO has overall responsibility for the Council's information management framework and acts as the champion for information risk within the Council. The SIRO is supported by the Data Protection Officer, Deputy Data Protection Officer, ICT Research and Development Manager and IT Service Delivery Manager. The SIRO is responsible for producing

an annual report on information governance. The annual report attached at Appendix 1 provides an overview of activity in relation to information governance, key achievements during 2019/20 as well as outlining work planned for 2020/21. It should provide assurance that the Council has arrangements in place to ensure information risks are being managed effectively.

- 1.3 It is important that the Council recognises the need to protect its information assets from both accidental and malicious loss and damage. The loss or damage of information can have serious consequences for the Council; not only financial and reputational but also may result in the council being unable to deliver vital services to customers. As a result, Information Governance must be taken very seriously by the council and this is evidenced by the on-going work activity to ensure the management and security of our information.

2 Proposal

- 2.1 It is proposed that the Annual report of the SIRO 2019/20 at Appendix 1 be noted.

3 Alternative Options

- 3.1 Not to present an annual SIRO report, in which case Executive members will not be updated on information governance activity across the Council and understand whether information risks are being managed effectively.

4 Financial Implications

- 4.1 There are no financial implications directly arising from this report.

5 Legal Implications

- 5.1 The Council must comply with a number of statutory obligations in the General Data Protection Regulations, Data Protection Act, Freedom of Information Act and Environmental Information Regulations.

6 Equalities Implications

- 6.1 There are no equalities implications directly arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 There are no carbon reduction/environmental sustainability implications directly arising from this report.

8 Appendices

8.1 Appendix 1 – Annual report of the Senior Information Risk Officer 2019/20

9 Background Papers

9.1 None identified.

10 Reasons for Recommendations

10.1 To ensure the Executive is updated in respect of the Information Governance activity across the Council in order to provide assurance that information risks are being managed effectively.

Statutory Officer approval

Approved by the Chief Financial Officer

Date: 21 July 2020

Drafted by the Monitoring Officer

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ANNUAL REPORT OF THE SENIOR INFORMATION RISK OWNER 2019/20

1. Purpose of this report

1.1 This report provides a summary of Information Governance activity across Gedling Borough Council during 2019/20 in order to provide assurance that information risks are being managed effectively. The report also provides an update on the following:

- achievements for the period 1 April 2019 to 31 March 2020;
- the Council's compliance with legislative and regulatory requirements relating to the handling of information, including compliance with the General Data Protection Regulations 2016 (GDPR), Data Protection Act 2018 (DPA), Freedom of Information Act 2000 (FOI) and Environmental Information Regulations 2005 (EIR);
- data incidents relating to any loss or inappropriate access to personal data or breaches of confidentiality, and
- planned Information Governance activity during 2020/21.

2. Background

2.1 Information is a vital asset for the provision of services to the public and for the efficient management of the Council's resources. Without adequate levels of protection, confidentiality, integrity and availability of information, the Council will not be able to fulfil its obligations, including the provision of public services, or meet legal, statutory and contractual requirements.

2.2 There continues to be an increased threat of a cyber-attack which, if successful, will result in a significant impact on the Council's customers, staff and reputation. The more the Council relies on information technology the greater the impact.

2.3 Information governance concerns the effective management of information in all its forms and locations, including electronic and paper records. It encompasses efficient ways of handling that information (how it is held, used and stored), robust management of the risks involved in the handling of information and compliance with regulatory and statutory guidance including the GDPR, DPA and FOI. Information governance is also concerned with keeping information safe and secure and ensuring it is appropriately shared when necessary to do so.

2.4 The Director of Organisational Development and Democratic Services has been designated as the Senior Information Risk Officer (SIRO) and Senior

Leadership approved an Information Security Governance Framework on 11 September 2018. The Framework was endorsed by Cabinet on 1 August 2019. The SIRO is responsible for:

- Managing information risk in the Council.
- Chairing the Data Security Group.
- Fostering a culture for protecting and using information within the Council.
- Ensuring information governance compliance with legislation and Council policies.
- For risk at SLT level, ensuring that risk is properly identified, managed and that appropriate assurance mechanisms exist.
- Preparing an annual information risk assessment for the Council.
- Giving strategic direction to the work of the Data Protection Officer (DPO).

2.5 The Council is required to appoint a DPO, and on 3 May 2018, Cabinet designated the Service Manager: Legal Services as DPO with effect from 25 May 2018 with two deputies. On 1 August 2019, Cabinet agreed that these arrangements should continue.

2.6 The Council has a Data Security Group (DSG) in place which comprises the Director of Organisational Development and Democratic Services (Chair), Service Manager responsible for ICT, Service Manager responsible for Audit and Risk, Data Protection Officer or Deputy, and the Research and Development Manager (IT Support). The overarching remit of the group is to assist the Council to fulfil its obligations to appropriately protect paper and electronic 'data' and to ensure that everyone who has authorised access to 'data' is aware of their 'data handling' responsibilities.

2.7 The Council has a set of high level corporate policies in place which direct the Information Governance work. The key policies are:

- Information Security Policy.
- Data Protection Policy.
- Records Management Policy.
- Records Retention and Disposal Policy.
- Risk Management Strategy and Framework.

3. Information Governance/Security Training carried out

3.1 Since the implementation of GDPR and the DPA in May 2018, the DPO and Deputy DPOs have delivered eight corporate training sessions to staff across the Council in relation to the new legislation, including two bespoke training sessions to those departments handling criminal records data. There has also been two rounds of training delivered to Members, most recently, following the election as part of the Member Induction Training package.

- 3.2 Departmental Representatives who are responsible for handling information requests also received specialist GDPR/DPA training in addition to the corporate training and newly appointed Departmental Reps receive one to one training with a Deputy DPO.
- 3.3 Data Protection training is mandatory for all staff and forms part of the training checklist on induction. Corporate sessions are held regularly to ensure all new starters receive the training. In addition, procuring a corporate e-learning package continues to be explored. It is intended that this will include Information Governance modules which will ensure all staff are adequately trained in relation to Information Governance and that they receive annual refresher training in line with the Council's Data Protection Policy. Due to Covid-19 there has been some delay in this project but the DPO and Deputy are currently working on an online training video with quiz for staff to undertake to ensure training is maintained for new starters and existing staff through a virtual session.
- 3.4 Training was delivered in 2019 to Service Managers on the preparation of Data Protection Impact Assessments, which assess the risks associated with the processing of personal data in performing various Council functions. The work to complete DPIAs for all existing processes where necessary is ongoing and where new processing activities commence DPIAs are completed. The DPO and Deputy DPO conducted a review of all Information Asset Registers held departmentally in 2019/20 and this will be undertaken annually to ensure asset registers remain up to date.
- 3.5 The Council have continued to engage this year with the Nottinghamshire Information Officers' Group (NIOG), hosting and attending meetings. The group have assisted the Council in ensuring appropriate sharing agreements in place using the NIOG template which is GDPR compliant.
- 3.6 An ethical phishing campaign was conducted in late 2018/19. Given the positive report and improved position since the previous campaign, the DSG agreed not to carry out a phishing audit in 2019/20 but to continue with the training and awareness.

4. Information Governance/Security Policy review

- 4.1 The current Information Security Policy was originally approved by Cabinet on 4 April 2013 and has been subject to a number of amendments since then. No amendments have been made to the Information Security Policy during 2019/20, but a thorough review is planned in 2020/21.
- 4.2 The current Data Protection Policy was approved by Cabinet on 28 June 2018 and amended in February 2019. No amendments have been made to the Data Protection Policy during 2019/20.

5. Requests for Information

- 5.1 The Council has an information request system for logging, monitoring and reporting on requests for information. The responsibility for managing information requests sits within Legal Services but every department within the Council has their own representative who can deal with requests for information on behalf of that department, provided the requests are straight forward and no exemptions or exceptions apply. Where a request is more complicated, exemptions/exceptions need to be applied or it is a council wide request this is responded to by a member of the Legal Services team. The Legal Services team conducted a review of the information request process and system during 2019/20 and have improved efficiency in the logging and allocation of requests across departments to try and reduce the administrative burden on the Legal Services team.
- 5.2 In 2019/20 the Council received 775 requests for information made up of 39 EIR requests, 25 DPA subject access requests and 711 FOI requests. This is a decrease when compared to the number of requests received in 2018/19 (908).
- 5.3 In 2019/20 there was 1 request to review a decision to withhold information and two complaint to the Information Commissioner's Office (ICO). In one instance the ICO agreed with the Council's position on disclosure. The second complaint was closed with no recommended actions from the ICO.

6. Information/Security Incidents

- 6.1 In 2019/20, the Council has recorded 47 data breaches/incidents by council officers. Of those, only one was reported to the ICO on the basis it posed a risk to the rights and freedoms of an individual. In the reported case, the ICO were satisfied with the Council's investigation and response to the breach, and no further action has been taken. The previous years' data does not cover a full municipal year and therefore cannot be compared.
- 6.2 The Council takes data breaches very seriously and has a robust reporting system in place to ensure compliance with the 72 hour reporting deadline. Reporting data breaches is something that is part of the corporate training programme but is also well publicised on the intranet, and through team meetings.
- 6.3 The breaches reported have been minor in nature and have largely been borne out of clerical error, for example the wrong addresses typed into systems which generates mail to the wrong address. Staff have been reminded to check address details or update changes to addresses before sending out mail. Every incident is thoroughly investigated and wherever necessary, measures are put in place to reduce the risk of further incidents. To maintain corporate oversight, all incidents are reported to and considered by the DSG and DSG minutes shared with Senior Leadership Team. No systemic failures have been identified.

- 6.4 During 2019/20, the Council has dealt with 2 further data security incidents. In January 2020, the Council was a victim of the Citrix Netscaler attack due to a vulnerability in a security appliance in the system. This attack affected multiple Councils and businesses globally. The hardened nature of the system prevented access to any data or internal systems and given the fact that swivel tokens had been withdrawn, the impact was significantly reduced. The system was restored to a known good backup point and blocked until an emergency patch was available and installed. The National Cyber Security Centre (NCSC) was contacted for advice and the incident was managed through the established Incident Management Team procedures, which worked well. This incident was also discussed with the ICO, but no reportable breach resulted as no personal information was accessed or lost.
- 6.5 In February 2020, a spear phish attack was launched against the Council; the email pretended to be someone looking for further information about a specific council service. The payload was an email link to Google forms which attempted to get an officer to type in their email address and password. Fortunately this was blocked by the web proxy due to the page category not being allowed to this member of staff at that time.
- 6.6 The Council continues to be subject to a large number of attempted phishing attacks which are stopped by a combination of technical controls and staff vigilance. Unfortunately during the Covid-19 pandemic, there has been an increase nationally in the number of phishing attacks relating to Teams, Zoom and Covid-19 and as a result additional guidance has been provided to Officers and Members.

7. Summary of key achievements in 2018/19

- 7.1 The key achievements in 2019/20 are as follows:
- Members of ICT attended each of the series of Cyber Pathfinder training events run by the MHCLG and the SIRO attended the sessions focussed on strategic issues.
 - ICT officers continue to be active members of the East Midlands Government Warning, Advice and Reporting Point (EMGWARP).
 - The Service Manager responsible for ICT now attends the Nottinghamshire Local Resilience Forum - Cyber Resilience Forum.
 - The National Cyber Security Centre Protective DNS system was implemented.
 - Migrated inbound Email Protection between old and new cloud based systems, which will enhance protection with sandboxing and other improvements.
 - Almost all of the Windows 7 devices were replaced or rebuilt with Windows 10, the remaining devices are only being used for specific purposes until system suppliers can be arranged to redeploy the software.
 - Migrated Councillors to iPad based access which is more secure than using personal devices.

- Implemented new Configuration Management system for PCs to improve patch uptake and improve software roll out to remote devices.
- Improved monitoring arrangements for patching have been introduced with regular reporting to SLT.
- New web based Cyber Security training, provided by the NCSC was made available on the Intranet for new starters and staff who want to refresh their knowledge.
- Maintained Payment Card Industry Data Security Standard (PCI DSS) compliance.
- Revised Business Continuity Plan for ICT was approved by SLT and presented to SLT/Service Managers on 7 August 2019.
- Improvements were made to the Incident Management Team process for dealing with cyber incidents to align it with established emergency planning processes.
- The use of the gedling.gov.uk email for personal use was stopped due to increased phishing risk.
- Outlook Web Access (including the use of swivel tokens) was withdrawn for staff and members as a cyber-security prevention measure. It makes it more difficult for an attacker to access to our systems without being on site or using one of our council issued devices.
- Participated in the LGA Cyber Stocktake and received an amber/green rating.
- Completed review of existing Information Asset Registers and all Information Sharing Agreements for sharing arrangements requiring an ISA.
- Completed administrative review of Information requests and updated departmental reps accordingly.
- Progressed the review of the Council's Records and Retention Policy
- Progressed the variation of all contracts to ensure they are GDPR compliant: this has largely been completed with only 4 contracts outstanding. All other contracts which appear on the contracts register are now compliant with GDPR.
- Corporate Governance training on contracts was delivered at which the importance of GDPR compliant clauses was highlighted.
- We continue to ensure records are deleted when appropriate.
- Data Protection and Cyber security training for Councillors was delivered following the 2019 election as part of the Member Induction programme.
- Guidance was provided to staff on the importance of maintaining confidentiality and GDPR compliance when working from home following the government advice to work from home where possible due to the Covid 19 pandemic.

8. Plans for 2020/21

8.1 The following activity is planned for 2020/21:

- BDO (internal auditor) to conduct a Cyber Security Risk Assessment advisory audit.
- The removal of Windows 7 and Server 2008 to be completed.
- Windows 10 to be migrated to a newer edition due to end of support for the current version.
- Anti-virus system to be migrated to a cloud based console to improve reliability and visibility.
- The existing corporate firewall to be replaced, ideally with next generation model to enhance protection and detection, as budgets allow.
- Continue to improve patching scope, timeliness and reporting, including looking at automation where possible.
- ICT Research and Development Manager to attend and complete the government MHCLG sponsored certified security training.
- Continue to roll out Office 365 features in a secure way.
- Public Sector Network (PSN) compliance to be secured.
- A thorough review of Information Security Policy to be conducted by the DSG.
- The outstanding actions from the 2019 IT Controls audit to completed.
- LGA Cyber Stocktake results to be considered to identify what improvements can be made to improve the amber/ green rating.
- Annual review of Information Asset Registers (IARs) to be conducted.
- Virtual GDPR training to be delivered to staff.
- New revised Records and Retention Policy to be presented to Cabinet for approval.
- Complete reviews of Data Protection Impact Assessments (DPIAs).
- Ensure continued compliance with GDPR in terms of breach reporting, DPIAs, updating IARs and ensuring privacy notices are up to date.
- Further review of Council's policies to ensure they remain fit for purpose.

9. Risk

9.1 It must be recognised that information governance and cyber-attacks are significant risk areas for all organisations locally, nationally and globally. The risk of accidental data loss, physical system failures and direct malicious cyber-attacks are an ongoing concern for the Council requiring continuous focus.

9.2 The Council has a corporate Risk Management Strategy and Framework in place. A number of risks relating to Information Governance have been recorded on departmental risk registers and the corporate risk register also includes a strategic risk of "Failure to properly utilise existing ICT, react to technology changes, and prevent data loss". The risk registers are reviewed on a quarterly basis and updates reported to both SLT and Audit Committee. In respect of the main corporate risk: *Failure to properly utilise existing ICT, react to technology changes, and prevent data loss* , as reported to Audit Committee at the end of 2019/20, the risk rating is red with a target risk of

amber. This is predominantly as a result of the need to separate the database in the Abrisas Housing Needs system to secure GDPR compliance. An agreement has been reached with partners and the software provider and it is expected this work will be completed by September 2020.

- 9.3 The corporate risk register also includes a risk of '*Failure to react to changes in legislation*', under which the progress to ensure compliance with the General Data Protection Regulations and Data Protection Act 2018 has been tracked. The delivery of the project plan to ensure compliance was nearing completion at the end of 2019/20. No outstanding risk concerns are raised.
- 9.4 During 2019/20 an IT controls audit was conducted and partial assurance given. This was not unexpected given the pressures and demands on ICT and capacity issues previously raised. A number of actions were accepted, the majority of which were completed in 2019/20; however a number of actions have a completion date which fall in 2020/21. Progress has already been reported to Audit Committee and will be subject to a follow up report in November 2020.

10. Conclusion

- 10.1 The Council has a healthy culture of breach and incident reporting which needs to continue to ensure incidents are investigated, reporting requirements to the ICO are complied with and importantly, remedial action taken. Good progress has been made in improving information governance processes and maintaining GDPR compliance. The Council needs to continue with its robust and pro-active approach to the management of personal data.
- 10.2 The Council has robust cyber security arrangements in place and it is crucial that these are not only maintained but also continue to evolve to meet the cyber security challenges of today, and tomorrow. The incidents have demonstrated that robust security measures are in place to protect the council underpinned by robust processes and officer capability to deal with this type of unexpected event. However, the Council cannot stand still: continuous improvement needs to be made and cyber security must remain a priority.
- 10.3 Information governance is a corporate responsibility and should not be seen as simply the responsibility of the Senior Information Risk Officer, ICT team or Data Protection Officer. Reporting to Senior Leadership Team particularly in respect of the workload on ICT, patching situation and breaches and incidents reported, has improved during 2019/20 which has strengthened Senior Leadership Team oversight and ensured there is wider sharing and understanding of the challenges and solutions at a strategic level.
- 10.4 Pressure and demand on ICT continues to grow, which presents a risk to maintaining appropriate security arrangements. However a resource development bid for an additional IT Technical Officer to support the delivery of key digital projects and ensure that the robustness of cyber system

security processes are maintained, was approved by Budget Council in March. This additional capacity will mitigate that risk. Unfortunately the recruitment process was delayed at the end of 2019/20 due to the Covid-19 pandemic, but will be progressed in 2020/21.

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Report to Cabinet

Subject: Forward Plan

Date: 6 August 2020

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.

Gedling Borough Council

FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 AUGUST 2020 TO 30 NOVEMBER 2020

This Forward Plan sets out the details of the key and non-key decisions which the Executive Cabinet, individual Executive Members or Officers expect to take during the next four month period.

The current members of the Executive Cabinet are:

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

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Councillor Gary Gregory – Portfolio Holder for Community Development

Councillor Jenny Hollingsworth – Portfolio Holder for Growth and Regeneration

Councillor Viv McCrossen – Portfolio Holder for Young People and Equalities

Councillor Henry Wheeler – Portfolio Holder for Health and Wellbeing.

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each key decision, within the time period indicated.

Description of the decision	Date decision is expected to be taken and who will take the decision?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Portfolio	Open / Exempt (and reason if the decision is to be taken in private) Is this a Key Decision?
Station Road and Burton Road Regeneration Sites Approval is being sought to progress with the next steps for the Station Road and Burton Road regeneration sites	10 Sep 2020 Cabinet	Joelle Davies, Service Manager Economic Growth and Regeneration	Officer Report	Portfolio Holder for Growth and Regeneration	Open Yes
Housing Allocation Policy Approval to agree the final changes to the Housing Allocation Policy, following public consultation.	10 Sep 2020 Cabinet	Joelle Davies, Service Manager Economic Growth and Regeneration	Officer Report	Portfolio Holder for Housing, Health and Wellbeing	Open Yes
Development of Calverton Business Units Agreement to pursue development of additional Calverton Business Units and required permissions	10 Sep 2020 Cabinet	Jeffery Kenyon, Economic Growth Manager	Officer Report	Portfolio Holder for Growth and Regeneration	Part exempt This report will contain financial information relating to the cost and operation of the new units as well as the sources of funding that will be used. Yes

Part
 of
 the
 report
 is
 exempt