



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

Agenda

Overview and Scrutiny Committee

Date: **Monday 7 September 2020**

Time: **5.30 pm**

Place: **Chappell Room**

For any further information please contact:

Helen Lee

Democratic Services Officer

0115 901 3894

Overview and Scrutiny Committee

Membership

Chair Councillor Liz Clunie

Vice-Chair Councillor Paul Feeney

Councillor Sandra Barnes
Councillor Michael Boyle
Councillor Jim Creamer
Councillor Rachael Ellis
Councillor Andrew Ellwood
Councillor Mike Hope
Councillor Simon Murray
Councillor Marje Paling
Councillor Martin Smith
Councillor Sam Smith
Councillor Jennifer Thomas

AGENDA

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Report of the Democratic Services Officer.
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MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 20 July 2020

Councillor Liz Clunie (Chair)

Councillor Michael Boyle	Councillor Simon Murray
Councillor Jim Creamer	Councillor Marje Paling
Councillor Rachael Ellis	Councillor Martin Smith
Councillor Andrew Ellwood	Councillor Sam Smith
Councillor Mike Hope	

Apologies for absence: Councillor Sandra Barnes and Councillor Jennifer Thomas

Officers in Attendance: H Barrington, A Dubberley and H Lee

Guests in Attendance

90 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Thomas and S Barnes.

91 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 9 MARCH 2020.

RESOLVED:

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

92 DECLARATION OF INTERESTS.

None.

93 GEDLING PLAN QUARTER 4 AND YEAR END PERFORMANCE REPORT

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated in advance of the meeting summarising performance as at the end of Quarter 4 and Year End of the financial year.

The report informed members about the status of the indicators and actions at year end. It was explained that a number of actions had not

progressed as expected due to the pandemic but these would be expected to be completed in 2020/21.

Notable achievements were highlighted including the above target increases in the percentage of calls to the contact centre, customers seen within 15 minutes and the percentage of major planning applications processed within 13 weeks.

During discussion members raised a number of areas about which they requested additional information including:

- The cost and time spent in temporary accommodation
- The number of additional new homes built and development on brownfields sites
- Section 106 money and commuted sums.

RESOLVED to:

Note the progress against Actions and Performance indicators in the 2019/20 Gedling Plan and request additional information relating to those area raised during discussion.

94 CORPORATE RISK MANAGEMENT SCORECARD QUARTER 4 2019/20

Consideration was given to a report, which had been circulated in advance, relating to the Corporate Risk Management Scorecard Quarter 4 2019/20, advising members of the current level of assurance that can be provided against corporate risk.

Members raised concerns about Risk number 2 Failure to Maintain Financial Integrity and requested additional information about the Council's ability to continue to deliver all its services.

RESOLVED TO:

- Request additional information regarding risk number 2
- Note the progress of actions identifies in the Corporate Risk Register.

95 RESPONSE TO THE COVID19 PANDEMIC

Consideration was given to a report that had been circulated in advance of the meeting which described the council's response to addressing the

challenges and issues presented by the Covid 19 Pandemic and the Reset Strategy which sets out the approach to recovery.

Members wanted to record their thanks to all members of staff for the way that they had responded to the pandemic and maintained a high level of service. Members also commented on the role that the voluntary sector had assumed within the community and hoped the role they had undertaken could be maintained and further developed.

RESOLVED to:

Note the report.

96

SCRUTINY WORK PROGRAMME

2019/20 Scrutiny Work Programme

Members noted the information

2020/21 Scrutiny Work Programme

Members discussed a range of issues for inclusion in the work programme.

It was agreed that working groups would be established to examine flooding in the borough and housing development, particularly in respect of affordable and social housing, and that the key questions and focus for the reviews would be developed at the first meeting. A number of members agreed to take part in the working groups and that participation would be open to the wider membership of the Council.

Members requested that they have a role in policy development and that they would like to establish a closer working relationship with the Cabinet. It was agreed that this was an issue that could be discussed when the leader and deputy leader attended the committee in September.

Member's had a number of concerns relating to the current Procurement Policy and requested that the committee receives an update on current procedures.

Future changes in planning policy were highlighted and the committee asked that they be made aware of the effect of any variations to current policy. It was agreed that this issue should be included in the work programme and that members should receive information when these changes were implemented.

The programme of portfolio holder attendance was discussed and it was agreed that this should continue. Members requested that in future they receive a written update, prior to the committee meeting, relating to key issues, priorities and challenges that would assist them when identify

areas for examination. It would be necessary for Portfolio Holders to attend at least bi-annually.

RESOLVED to:

- I. Establish working groups to consider flooding problems and housing issues.
- II. Develop closer a closer working relationship with the Cabinet and an involvement with policy development.
- III. Include planning policy changes in the future work programme.
- IV. Request information on current procurement policy.
- V. Continue with the programme of Portfolio Holder attendance and receive background information to inform questioning.

**97 REPORTS AND NOTICES RECEIVED BY THE CHAIR OF
OVERVIEW AND SCRUTINY COMMITTEE AS REQUIRED UNDER
THE CONSTITUTION OR LAW.**

Members considered a report which had been circulated in advance of the meeting which included information on items referred to the chair as required under the constitution.

98 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 3.55 pm

Signed by Chair:
Date:



Report to Overview and Scrutiny

Subject: Programme of Portfolio Holder Attendance

Date: 7th September 2020

Author: Democratic Services Officer

Purpose

- I. To consider the areas of responsibility of Councillor John Clarke, Leader, and Councillor Michael Payne, Deputy Leader and Portfolio Holder for Resources and Reputation, as part of the programme of holding the Executive to account.

- II. To discuss areas for examination in Councillor David Ellis's Public Protection Portfolio for the November committee.

Recommendation(s)

That the Overview and Scrutiny Committee:

- consider, ask questions and comment on the information provided
- thank Councillors Clarke, Payne and guests for their attendance
- identify areas in the Public Protection Portfolio for examination at the November meeting

1 Background

At the 6th July 2020 Overview and Scrutiny Committee, Members agreed to continue with a programme of attendance by Portfolio Holders, and relevant officers, at committee. Areas of performance, within each portfolio for examination, would be identified, and questions for Portfolio Holder submitted in advance of each meeting. 'Ad hoc' questions could also be put forward at the meeting itself.

Non-executive members would also be invited to submit questions for the

Portfolio Holder.

2. 2020/2021 PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

2.1 Councillor John Clarke, Leader, and Councillor Michael Payne, Deputy Leader and Portfolio Holder for Resources and Reputation are attending the committee to give Members the opportunity to examine their areas of responsibility.

I. Councillor John Clarke, Leader of the Council

- Overall strategy and delivery of agreed Council priorities and objectives
- Oversight of all Cabinet responsibilities
- Building and developing relationships with partners at a local, regional, national and international level to pursue matters of interest to the Council and the community
- Representing the interests of the Council and the wider community on the Local Enterprise Partnership, Metro Board, East Midlands Council, and other key strategic local, regional and national bodies
- Oversight of the Council's Partnership and Collaboration Agreement with key partners.
- Building and maintaining positive relationships with and between elected Members and employees
- Promoting and encouraging effective corporate governance and the highest standards of probity.
- Emergency Planning
- Strategic lead for Economic Development and inward investment.

II. Councillor Michael Payne, Deputy Leader and Portfolio Holder for Resources & Reputation

- Budget strategy, financial management and local taxation
- Asset Management, including the Council's investment property, sales and purchase of land
- Commercialisation
- Communications, marketing and promotion
- Media relations
- Customer Services, information and communications technology

- Transformation of Council services, processes and governance
- Social mobility

Customised reports detailing performance outcomes for Q1 are attached at **Appendix 1 and 2** to assist Members' identify areas for consideration.

- 2.2 The following questions and areas for discussion have been submitted in advance from Members:

How has the financial position of the Council has been affected by the pandemic and what will be what will be the effect going forward?

How are services recovering and what have been the effects on service provision, for example leisure centre use?

In view of the fact that 90% of office based council staff at the Civic Centre were working from home during the pandemic do you envisage a change/reduction of office space required by council staff at the Civic Centre?

As more office staff work from home in the future is there a risk that the organisations that currently rent office space at the Civic Centre will withdraw or at least reduce the floor space they rent from the Borough?

How will the changes in shopping and working habits in general shown during the pandemic (i.e. less demand for traditional retail units and office space) impact upon the Council's future Commercial Investment Strategy?

3 FUTURE PORTFOLIO HOLDER ATTENDANCE

- 3.1 Councillor David Ellis, Portfolio Holder for Public Protection, will be attending the next meeting of the committee to give Members the opportunity to examine areas within his Portfolio.

This includes:

- Crime Reduction and Community Safety
- Public Protection
- CCTV and RIPA
- Safeguarding

- Environmental Health
- Empty properties.

Councillor Ellis will also be attending to assist members to identify areas for examination as part of the mandatory requirement for the committee to undertake an annual review of the work of the Local Crime and Disorder Reduction Partnerships (CDRP).

A customised report detailing performance outcomes for Q1 for the above Portfolio is attached at **Appendix 3** to assist Members' identify areas for consideration.

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 from this report.

6 Equalities Implications

6.1 There are no equalities implications arising from this report

7 Carbon Reduction/Sustainability Implications

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

8 Appendices

Appendix 1: Q1 Performance Leader

Appendix 2: Q1 Deputy Leader Resources and Reputation

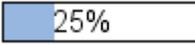
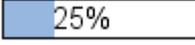
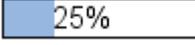
Appendix 3: Q1 Environment

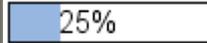
Quarter 1 Performance Report

PI Status		Action Status		Trends	
	Missed target		Cancelled		Improving
	Slightly below target		Overdue		No Change
	On or about target		Check Progress		Getting Worse
	Unknown		Not Started; In Progress		
	Data Only		Completed		

Portfolio Owners Leader Portfolio

Title	Service Area	Status	Completion Date	Progress Bar	Notes
Engage in local government restructuring debate to ensure local services are maintained and the voice of our residents is heard	Chief Executive		31-Mar-2021	<div style="width: 10%;"><div style="width: 10%;"></div></div> 10%	Discussions being held with the Leaders of all Notts district councils.
Develop and implement strong, fair employment policies	Organisational Development		31-Mar-2021	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	
Identify opportunities to redevelop vacant or underused land for employment uses	Economic Growth and Regeneration		31-Mar-2021	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	On track - All business parks have been surveyed and mapped to help support the response to Covid19 and supporting businesses re-opening. Delayed - the work with Colwick has been put on hold, due to other priorities (linked to Covid19).
Facilitate growth and inward investment across the Borough	Economic Growth and Regeneration		31-Mar-2021	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	Emphasis has been altered slightly to focus on supporting businesses through Covid19.

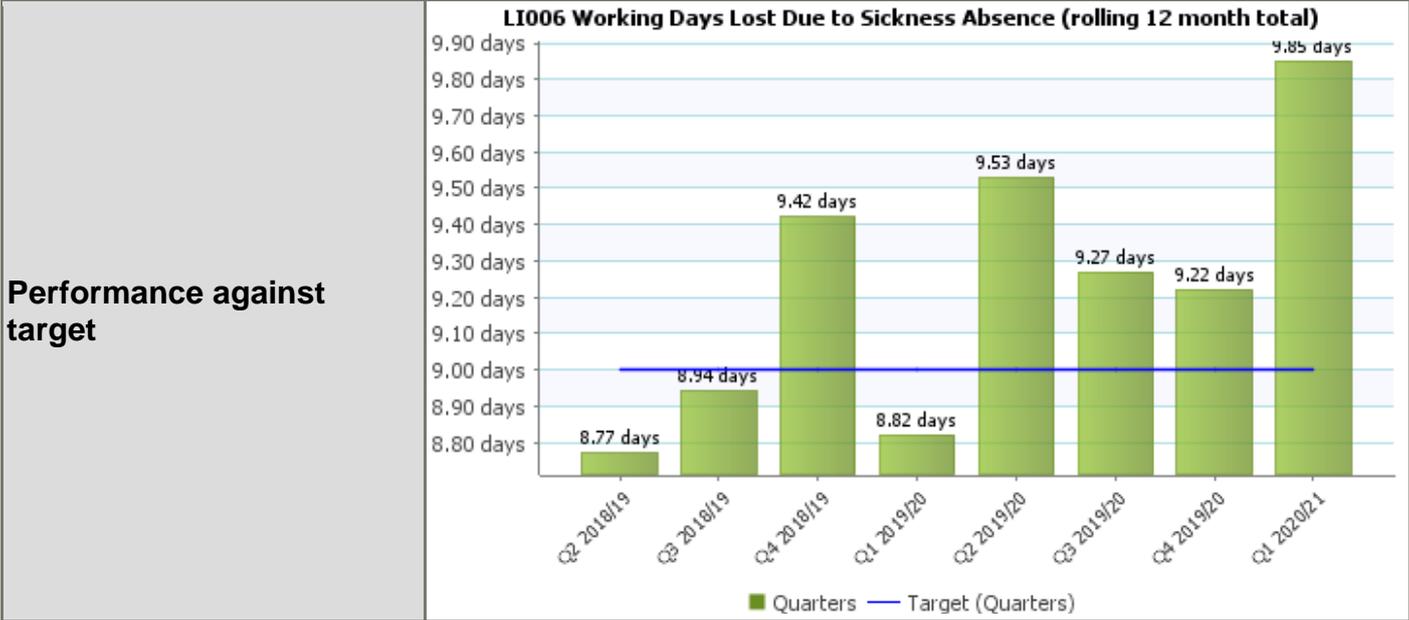
<p>Provide targeted business support to small and medium businesses across the borough</p>	<p>Economic Growth and Regeneration</p>	<p></p>	<p>31-Mar-2021</p>	<p></p>	<p>This has been a lot of the Economic Growth team's work over the last quarter, providing targeted support to businesses within the Borough through Covid19.</p> <p>Work has been done to procure two business advisors - one targeting small/medium sized businesses and one towards retail/high street businesses. These are to be appointed ready for the beginning of July.</p>
<p>Identify and facilitate delivery of the key strategic interventions in Arnold town centre, including Arnold Market</p>	<p>Economic Growth and Regeneration</p>	<p></p>	<p>31-Mar-2021</p>	<p></p>	<p>Significant progress has been made with the Arnold Market Place redevelopment scheme and the scheme is ready for submission to planning, once Cabinet approval has been received.</p> <p>Due to Covid19, we have been working on a programme of re-opening the high street safely. This work has meant that there has been some initial research done on any interventions within Arnold town Centre, but is currently focus on the businesses re-opening safely, as opposed to regeneration schemes.</p>
<p>Identify and facilitate delivery of the strategic interventions in our local centres, including the Carlton Square development</p>	<p>Economic Growth and Regeneration</p>	<p></p>	<p>31-Mar-2021</p>	<p></p>	<p>Significant progress has been made with the Carlton Square improvement scheme. Cabinet approval has been received and the planning application</p>

					<p>material is being finalised for submission in July.</p> <p>Due to Covid19, we have been working on a programme of re-opening the high street safely. This work has meant that there has been some initial research done on any interventions within the local centres, but is currently focus on the businesses re-opening safely, as opposed to regeneration schemes/interventions.</p>
<p>Work with the Metro Partners and D2N2 to secure funds for key infrastructure priorities</p>	<p>Economic Growth and Regeneration</p>		<p>31-Mar-2021</p>		<p>Good progress has been made with securing the funding required for the Park and Ride facility at A60 (secured by the Metro group and then being delivered by the County).</p> <p>Ongoing work with the Metro group to understand the potential for tram extensions into the Borough.</p> <p>GAR - is on site and being delivered.</p>

LI006 Working Days Lost Due to Sickness Absence (rolling 12 month total)

Service Area	Organisational Development	Status	
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
9.85 days	9.00 days		

Latest Note Sickness absence continues to be higher than target. Although not the whole picture, absence due to C-19 has been a material factor in the increase in absence when compared against levels last year.

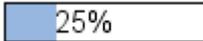
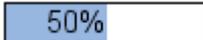
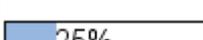


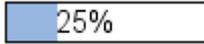
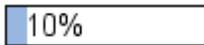
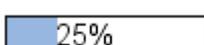
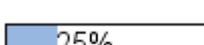
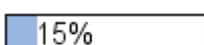
Quarter 1 Performance Report

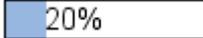
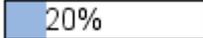
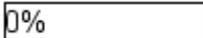
PI Status		Action Status		Trends	
	Missed target		Cancelled		Improving
	Slightly below target		Overdue		No Change
	On or about target		Check Progress		Getting Worse
	Unknown		Not Started; In Progress		
	Data Only		Completed		

Portfolio Owners Deputy Leader Resources and Reputation

Title	Service Area	Status	Completion Date	Progress Bar	Notes
Establish a Gedling Social Mobility Commission to improve the life chances and opportunities of young people	Community Development		31-Mar-2021	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #ccc;">0%</div>	Work delayed due to Covid-19 Response. Proposed that this is incorporated as part of Residents and Communities Reset programme, informed by further data and insight gathering.
Deliver and implement the Social Mobility Action Plan	Community Development		31-Mar-2021	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #ccc;">0%</div>	Work delayed due to Covid-19 Response. Proposed that this is incorporated as part of Residents and Communities Reset programme, informed by further data and insight gathering.
Create a welcoming and vibrant reception at the Civic Centre	Customer Services and Communications		31-Mar-2021	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #ccc;">30%</div>	A large amount of work has taken place in partnership with NTU. Initial designs have been supplied and preferred options chosen. The next stage will be to engage with NTU over a final design. Unfortunately this has been postponed due to Covid-19.

Strengthen the working arrangements with the Department for Work and Pensions, beyond co-location to provide advice and support for our residents	Customer Services and Communications		31-Mar-2021		A very good working relationship has been developed and is being fostered. Recent work has focused on working together to make arrangements for reopening for appointments.
Create and implement a Communication Strategy and plan	Customer Services and Communications		31-Mar-2021		Draft Communication Plan presented to SLT in quarter 1. Consultation has taken place with Service Managers and it is expected that the plan will be approved by SLT in quarter 2. This will inform the Communications Strategy.
Develop and deliver a new efficiency programme in order to secure a balanced budget in the medium term	Chief Executive		31-Mar-2021		SLT have reviewed the efficiency programme to enable the identification of targets against which delivery plans can be developed during the budget process.
Continue to maximise the Council's commercial investment opportunities	Chief Executive		31-Mar-2021		A review of the Council's existing commercial schemes has commenced to ensure returns are being optimised.
Develop and implement a strategy to maximise current income streams and identify new income opportunities	Financial Services		31-Mar-2021		The draft Charging Strategy is now to be reviewed as part of the planned internal audit of the Council's commercial activities.
Continue to implement the Demand Management Strategy	Director of Organisational Development and Democratic Services		31-Mar-2021		Due to the Covid 19 restrictions the activity planned for quarter 1 has been delayed until quarter 2. A demand management review of Garden Waste is planned to commence

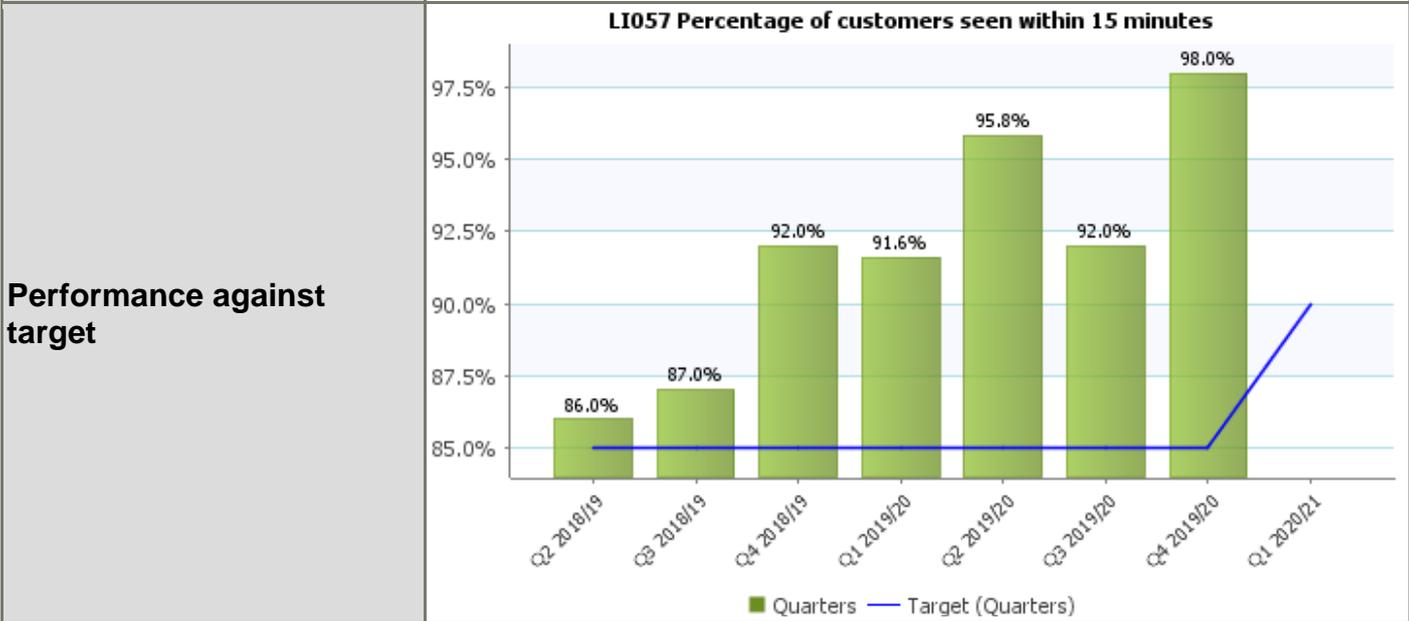
					in August.
Implement the requirements of the financial management code to deliver effective longer term financial planning	Financial Services		31-Mar-2021		
Identify further management savings to ensure continuing investment in front line services	Chief Executive		31-Mar-2021		
Carry out a Local Government Association Peer Review and agree and implement an improvement plan	Chief Executive		31-Mar-2021		Agreed an onsite peer review challenge once lockdown ends, probably in Q4 of this financial year.
Explore delivery models in partnership with other local authorities and public bodies	Chief Executive		31-Mar-2021		
Continue to implement the Agile Working Strategy	Director of Organisational Development and Democratic Services		31-Mar-2021		90% of office based staff have been enabled to work from home during the pandemic. The Council's broadband has been upgraded. The roll out of the agreed phase one of Teams is complete. Wider roll out of softphones has now been agreed by SLT and has commenced.
Support provision of training in order to maintain a skilled, competent and confident workforce	Organisational Development		31-Mar-2021		
Complete the Constitution review to continue to support good governance	Director of Organisational Development and Democratic Services		31-Mar-2021		A number of sections of the Constitution have been reviewed and redrafted and will be passed through to SLT for approval

					commencing in quarter 2.
Review and implement a new Digital Strategy	Customer Services and Communications		31-Mar-2021		
Continue to invest in digital Infrastructure	Customer Services and Communications		31-Mar-2021		Roll out of Teams has commenced on a self-serve basis. MS forms will be tested by internal volunteers to facilitate remote training and a wider roll out of softphones has been agreed.
Develop and implement a new ICT Strategy	Customer Services and Communications		31-Mar-2021		To follow (and help deliver) the Digital Strategy

LI057 Percentage of customers seen within 15 minutes

Service Area	Customer Services and Communications	Status	N/A
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
N/A	90.0%	N/A	N/A

Latest Note Civic Centre closed due to Covid 19 restrictions

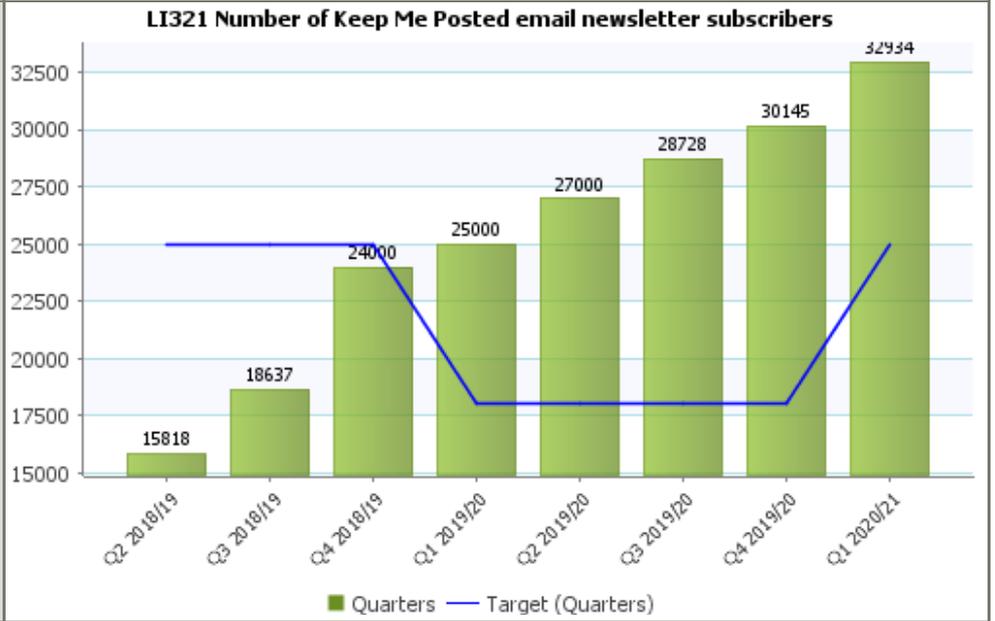


LI321 Number of Keep Me Posted email newsletter subscribers

Service Area	Customer Services and Communications	Status	✓
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
32934	25000	↑	↑

Latest Note

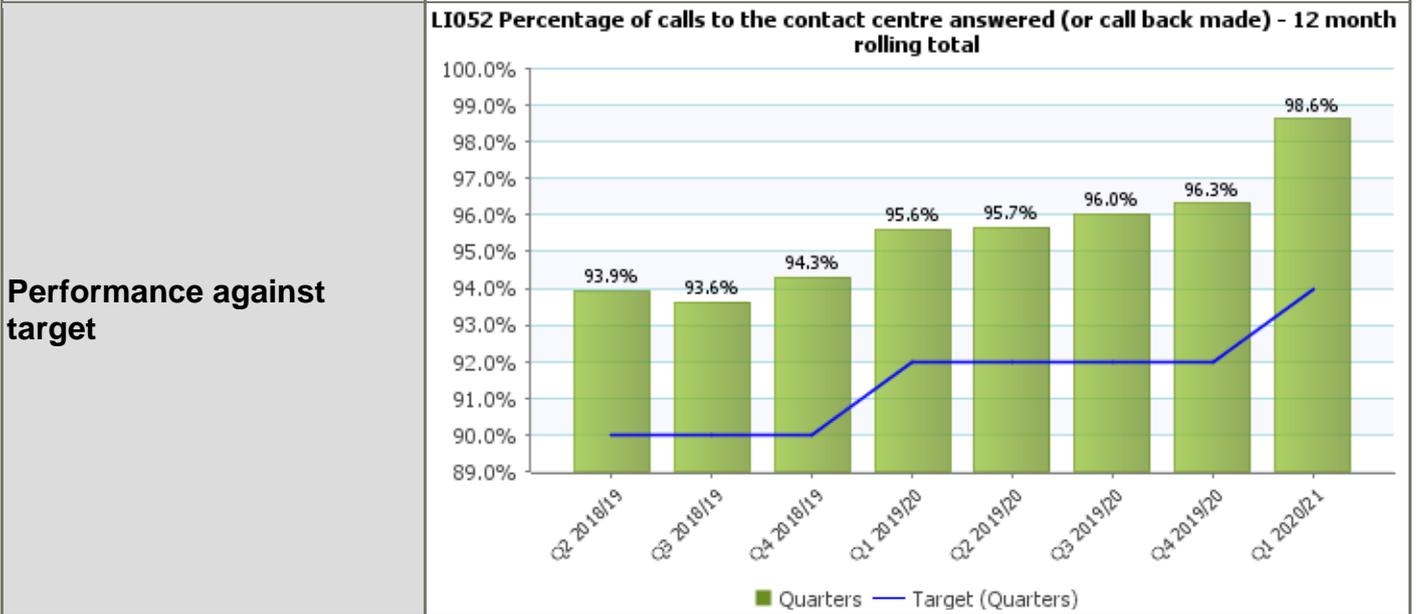
Performance against target



LI052 Percentage of calls to the contact centre answered (or call back made) - 12 month rolling total

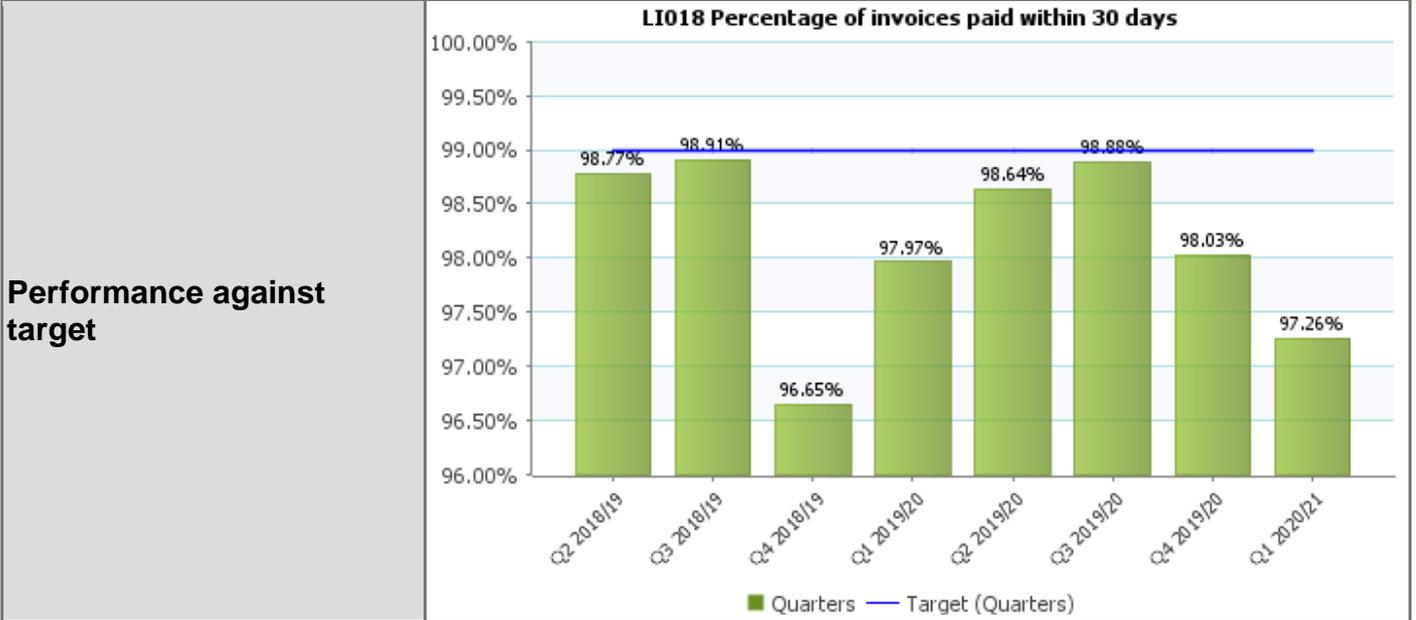
Service Area	Customer Services and Communications	Status	✔
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
98.6%	94.0%	↑	↑

Latest Note



LI018 Percentage of invoices paid within 30 days

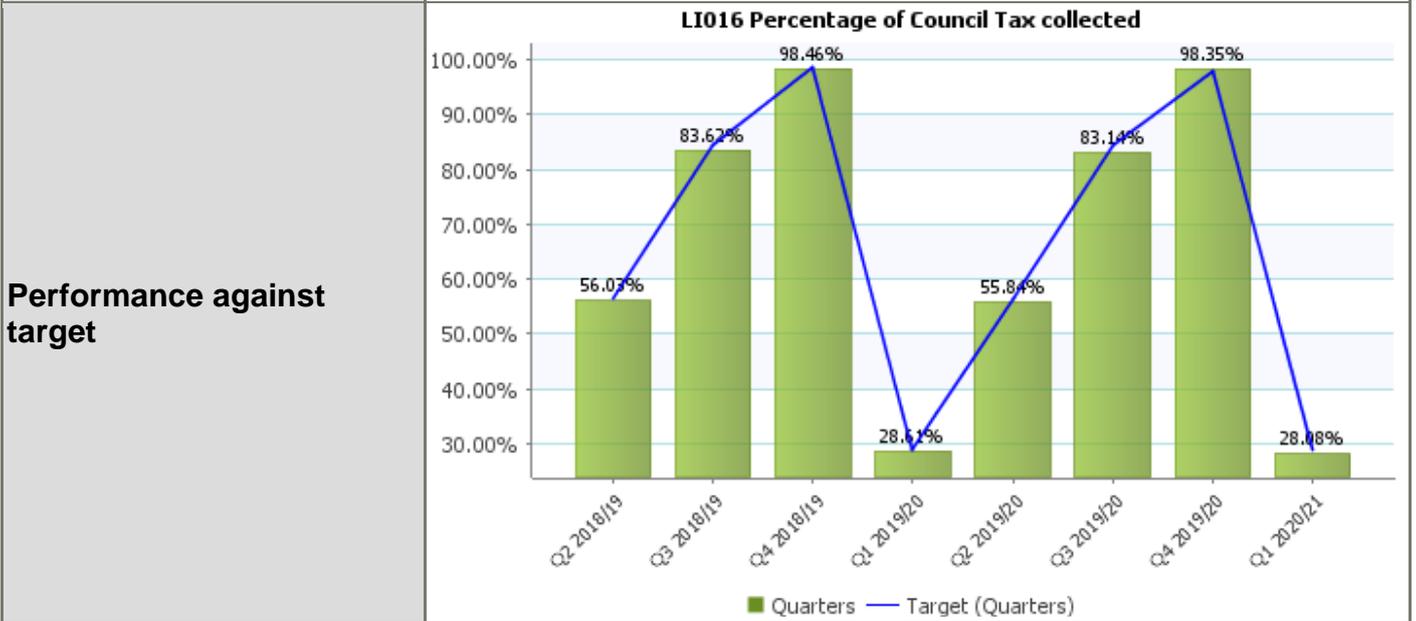
Service Area	Financial Services	Status	▲
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
97.26%	99.00%	▼	▼
Latest Note	Minor shortfall against the target in quarter 1- mainly due to late goods receipting by spending departments. This has been followed up with departments and actions to seek improvements for next quarter have been put in place.		



LI016 Percentage of Council Tax collected

Service Area	Revenues and Welfare Support	Status	
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
28.08%	29.00%		

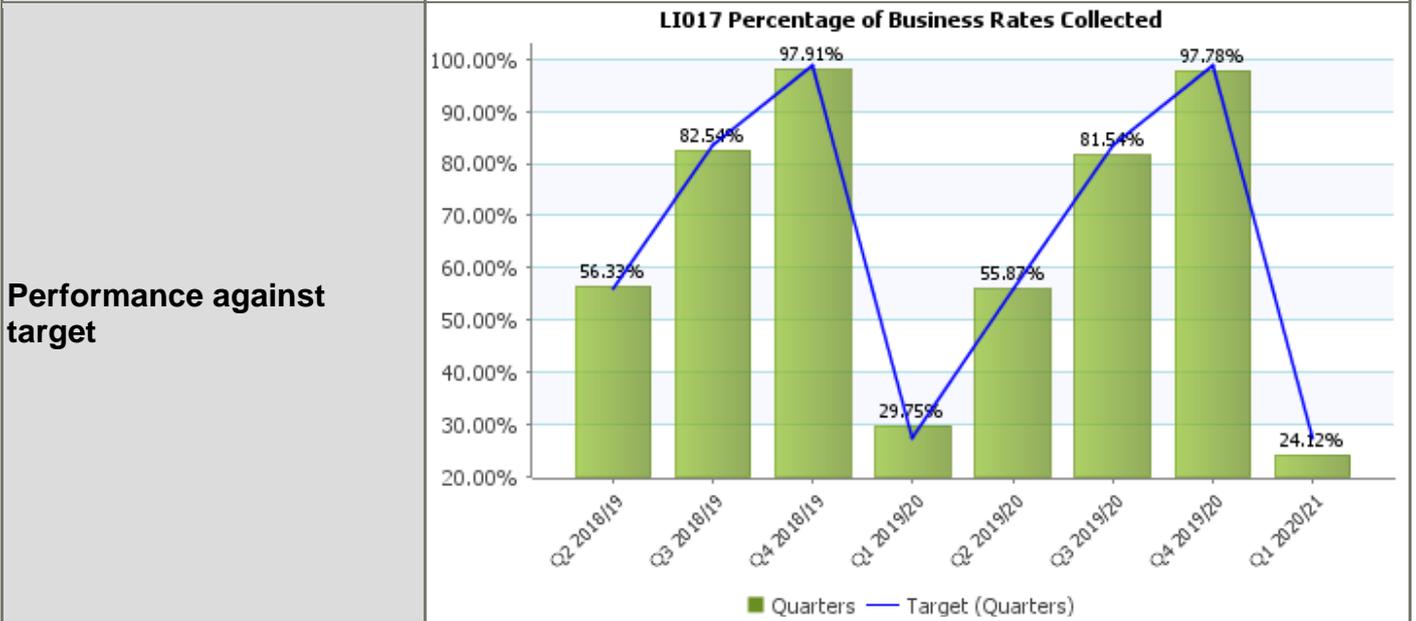
Latest Note Slightly behind target. As a result of suspension of recovery action due to Covid-19.



LI017 Percentage of Business Rates Collected

Service Area	Revenues and Welfare Support	Status	
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
24.12%	27.37%		

Latest Note Target missed as a result of suspension of recovery action due to Covid-19.

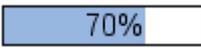
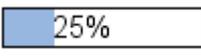


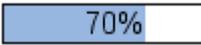
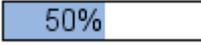
Quarter 1 Performance Report

PI Status		Action Status		Trends	
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	Slightly below target		Overdue		No Change
	On or about target		Check Progress		Getting Worse
	Unknown		Not Started; In Progress		
	Data Only		Completed		

Portfolio Owners Public Protection Portfolio

Title	Service Area	Status	Completion Date	Progress Bar	Notes
Work with partners to use innovative approaches to bring about a reduction in crime and anti-social behaviour	Public Protection		31-Mar-2021	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	Whilst there has been an increase in ASB during the Covid 19 Pandemic, NW and the Councils ASB team have been working in partnership to develop plans and look for public opportunity to raise the profile of the problem, especially on parks and open spaces such as Burntstump and Standhill Road.
Seek successful prosecutions and enforcement action for dog fouling, anti-social behaviour and against those that fly-tip waste	Public Protection		31-Mar-2021	<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%	Now that the Covid 19 Pandemic has lifted the Neighbourhood Wardens are carrying out more investigations into fly tipping and it is hoped this will lead to more prosecutions. Specific actions plans have been developed for the Stoke Lane area of Burton Joyce and members have been involved. When the new Senior Neighbourhood Warden is back in post

					it is hoped that the use of covert CCTV cameras can be utilised more effectively.
Invest in new and existing CCTV in priority hot spots	Public Protection		31-Mar-2021		A new camera has been installed on the Gedling Country Park and it is planned to install one on the Conway Road Recreation Ground to protect the new playground assets. The four cameras located on the Mapperley shopping area are to be upgraded at a cost of £17,240 this Autumn.
Work with the Police and Crime Commissioner to establish an additional Neighbourhood Policing Team	Public Protection		31-Mar-2021		The Operation Reacher Team was established ahead of target and is operational in the community to proactively address crime and disorder. The team has already delivered a number of successful operations and inventions. The team is based in the Partnership Hub at Jubilee House and works jointly with existing police and council staff.
Develop the Council's approach to licensing regulation and enforcement	Public Protection		31-Mar-2021		Whilst Licensing enforcement has been at a reduced level during the Covid 19 Pandemic with some officers being in isolation and others working from home, some good licensing enforcement has continued. Cases continue to be presented to Legal

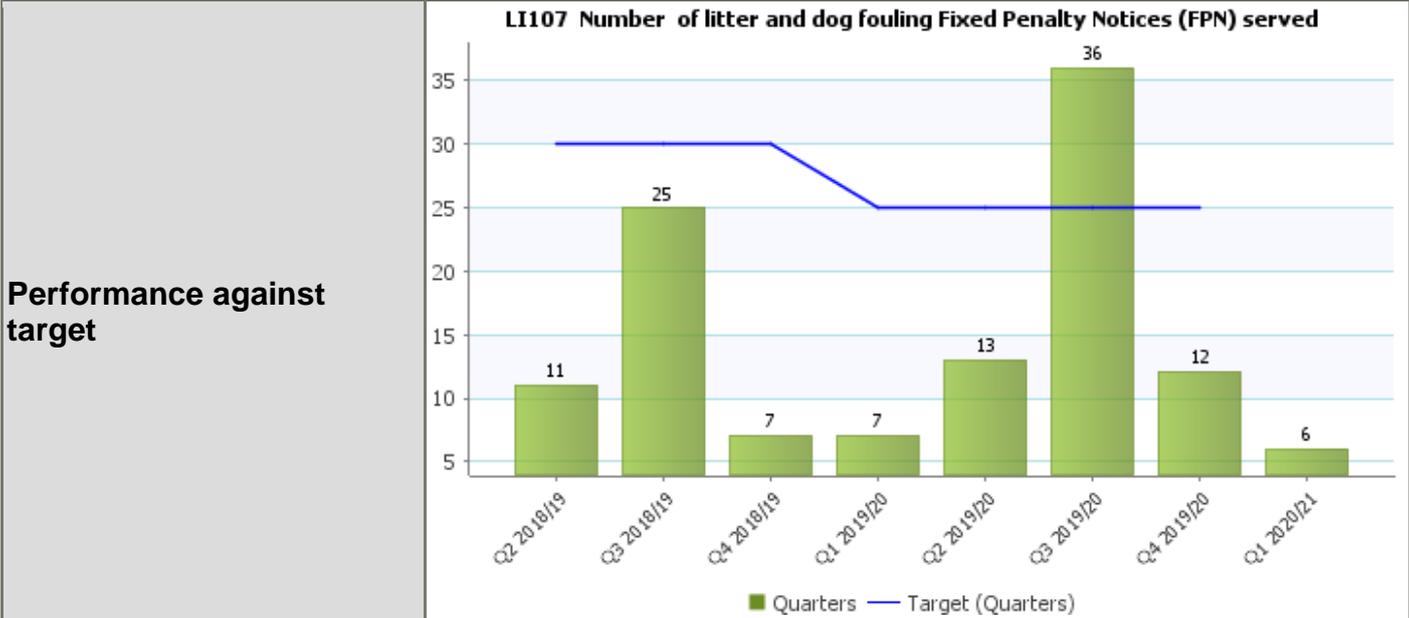
					heard through the councils Complaints and Review Panel (CARP) and adjustments have been made to the way cases are investigated and dialog has been increased with the trade in particular with traffic conduct on the Front Street rank.
Work with partners to promote and develop support for Neighbourhood Watch	Public Protection		31-Mar-2021		The councils ASB co-ordinator is attending Neighbourhood Watch meetings to offer support and raise awareness of council and police action to address crime and ASB. The Police and Council will be reaching out to all Neighbourhood Watch co-ordinators in the borough to arrange a meeting to seek views on how to improve the service in conjunction with the council and Police.
Review the pilot Selective Licensing Scheme and investigate new schemes in the borough	Public Protection		31-Mar-2021		Netherfield scheme has been successful in addressing housing conditions and administering licence applications. The majority of licences (620) will be issued by end of quarter 2. Review into a phase 2 scheme is being developed ready for consideration by relevant council departments and leadership to consider whether to hold a public consultation.

Develop and roll out a 'Quality Scheme' for safe places, health and food outlets	Community Development		31-Mar-2021	0%	No progress made. Opportunity to re-visit from September led by the Community Wellbeing Officer.
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LI107 Number of litter and dog fouling Fixed Penalty Notices (FPN) served

Service Area	Public Protection	Status	
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
6	Tracking Indicator	↓	↓

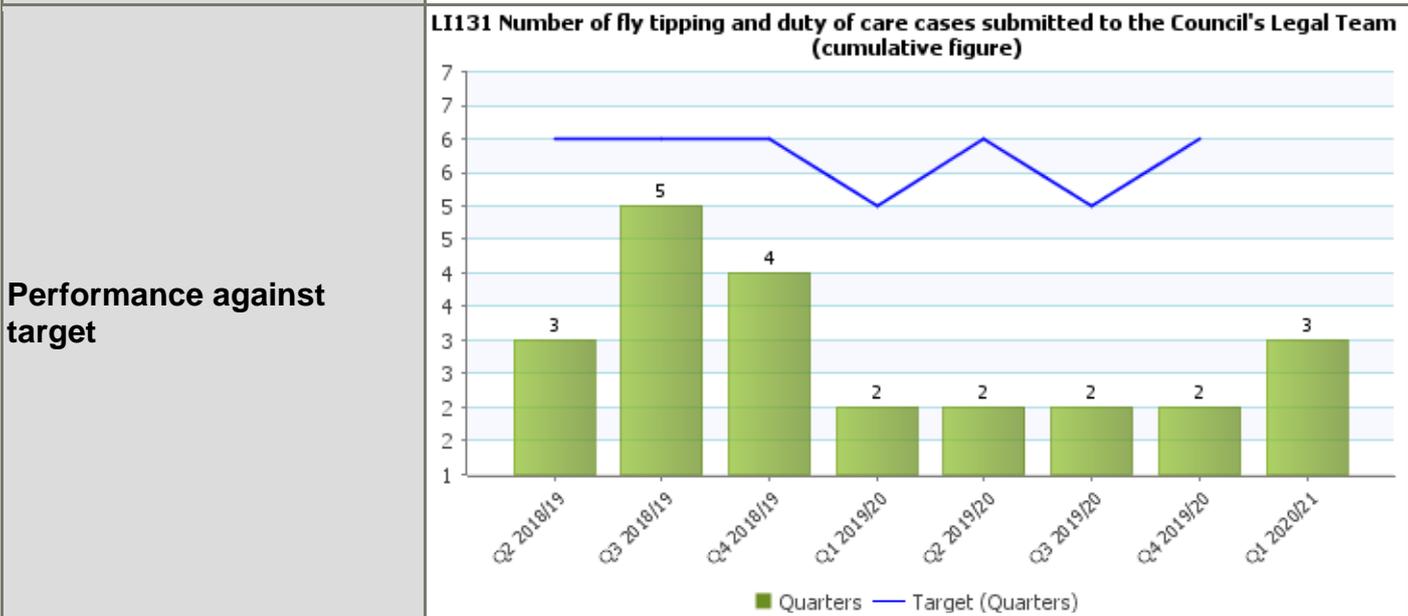
Latest Note

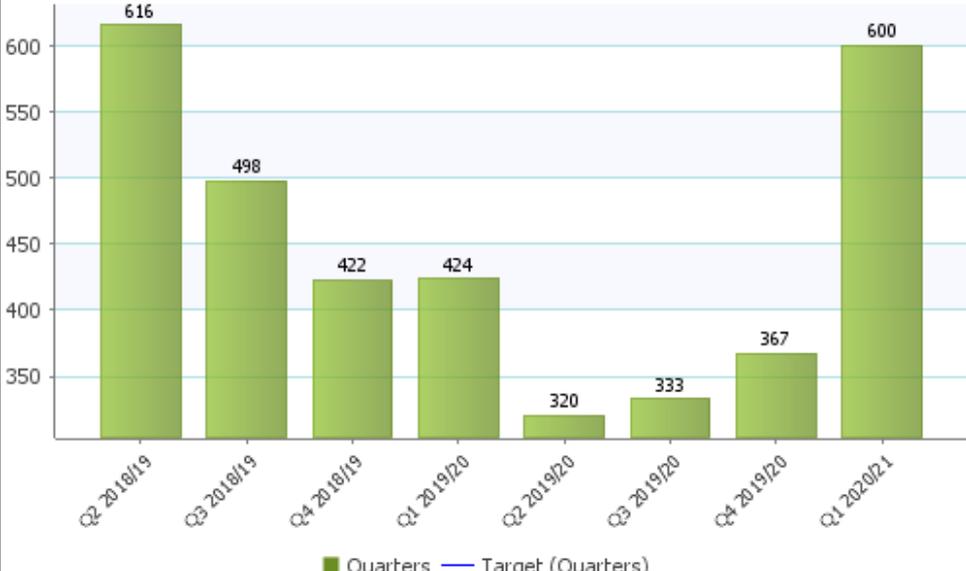


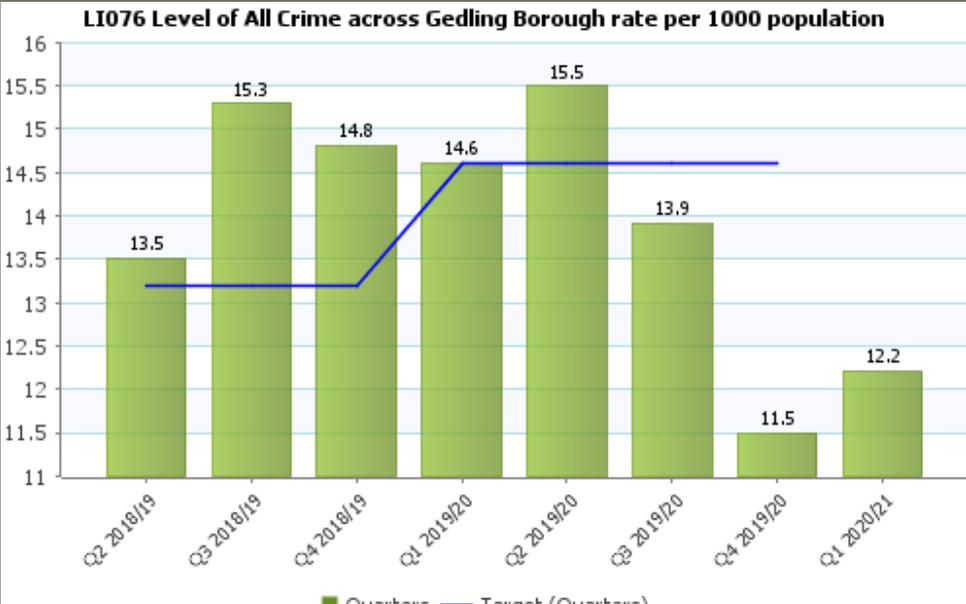
LI131 Number of fly tipping and duty of care cases submitted to the Council's Legal Team (cumulative figure)

Service Area	Public Protection	Status	
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
3	Tracking Indicator		

Latest Note



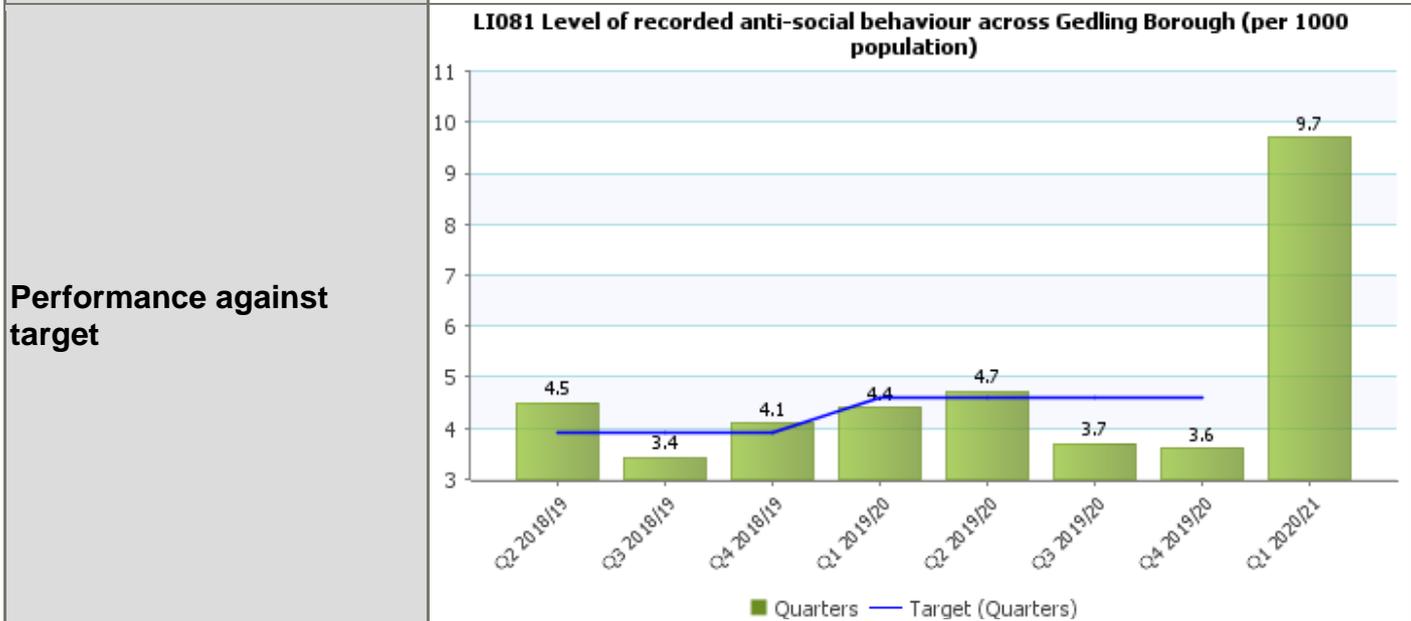
LI133 Number of fly tipping incidents reported to Gedling Borough Council																					
Service Area	Public Protection	Status																			
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters																		
600	Tracking Indicator																				
Latest Note																					
Performance against target	<p>LI133 Number of fly tipping incidents reported to Gedling Borough Council</p>  <table border="1"> <caption>LI133 Number of fly tipping incidents reported to Gedling Borough Council</caption> <thead> <tr> <th>Quarter</th> <th>Number of Incidents</th> </tr> </thead> <tbody> <tr> <td>Q2 2018/19</td> <td>616</td> </tr> <tr> <td>Q3 2018/19</td> <td>498</td> </tr> <tr> <td>Q4 2018/19</td> <td>422</td> </tr> <tr> <td>Q1 2019/20</td> <td>424</td> </tr> <tr> <td>Q2 2019/20</td> <td>320</td> </tr> <tr> <td>Q3 2019/20</td> <td>333</td> </tr> <tr> <td>Q4 2019/20</td> <td>367</td> </tr> <tr> <td>Q1 2020/21</td> <td>600</td> </tr> </tbody> </table>			Quarter	Number of Incidents	Q2 2018/19	616	Q3 2018/19	498	Q4 2018/19	422	Q1 2019/20	424	Q2 2019/20	320	Q3 2019/20	333	Q4 2019/20	367	Q1 2020/21	600
	Quarter	Number of Incidents																			
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Q1 2019/20	424																				
Q2 2019/20	320																				
Q3 2019/20	333																				
Q4 2019/20	367																				
Q1 2020/21	600																				

LI076 Level of All Crime across Gedling Borough rate per 1000 population																					
Service Area	Public Protection	Status																			
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters																		
12.2	Tracking Indicator																				
Latest Note	All recorded crime for Qtr 1 has shown a significant decrease of 19.8% with 359 less offences compared to the same period the previous year. This figure covers the Covid 19 Lockdown period and this is reflected in decreases in burglary and vehicle crime. The 12 month rolling figure shows a 5% reduction in all crime with 6217 offences being recorded in the past 12 months.																				
Performance against target	<p style="text-align: center;">LI076 Level of All Crime across Gedling Borough rate per 1000 population</p>  <table border="1"> <caption>Crime Rate Data from Chart</caption> <thead> <tr> <th>Quarter</th> <th>Rate per 1000 population</th> </tr> </thead> <tbody> <tr><td>Q2 2018/19</td><td>13.5</td></tr> <tr><td>Q3 2018/19</td><td>15.3</td></tr> <tr><td>Q4 2018/19</td><td>14.8</td></tr> <tr><td>Q1 2019/20</td><td>14.6</td></tr> <tr><td>Q2 2019/20</td><td>15.5</td></tr> <tr><td>Q3 2019/20</td><td>13.9</td></tr> <tr><td>Q4 2019/20</td><td>11.5</td></tr> <tr><td>Q1 2020/21</td><td>12.2</td></tr> </tbody> </table>			Quarter	Rate per 1000 population	Q2 2018/19	13.5	Q3 2018/19	15.3	Q4 2018/19	14.8	Q1 2019/20	14.6	Q2 2019/20	15.5	Q3 2019/20	13.9	Q4 2019/20	11.5	Q1 2020/21	12.2
Quarter	Rate per 1000 population																				
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Q2 2019/20	15.5																				
Q3 2019/20	13.9																				
Q4 2019/20	11.5																				
Q1 2020/21	12.2																				

LI081 Level of recorded anti-social behaviour across Gedling Borough (per 1000 population)

Service Area	Public Protection	Status	
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
9.7	Tracking Indicator	↓	↓

Latest Note
 Recorded anti-social behaviour has seen a significant increase in Qtr 1. A total of 1155 incidents were recorded compared to 566 for the same period the previous year. This equates to a 104% increase in ASB. Much of this reporting is linked to Covid 19 Lockdown and reports of breaching of social distancing, noise and bonfires.

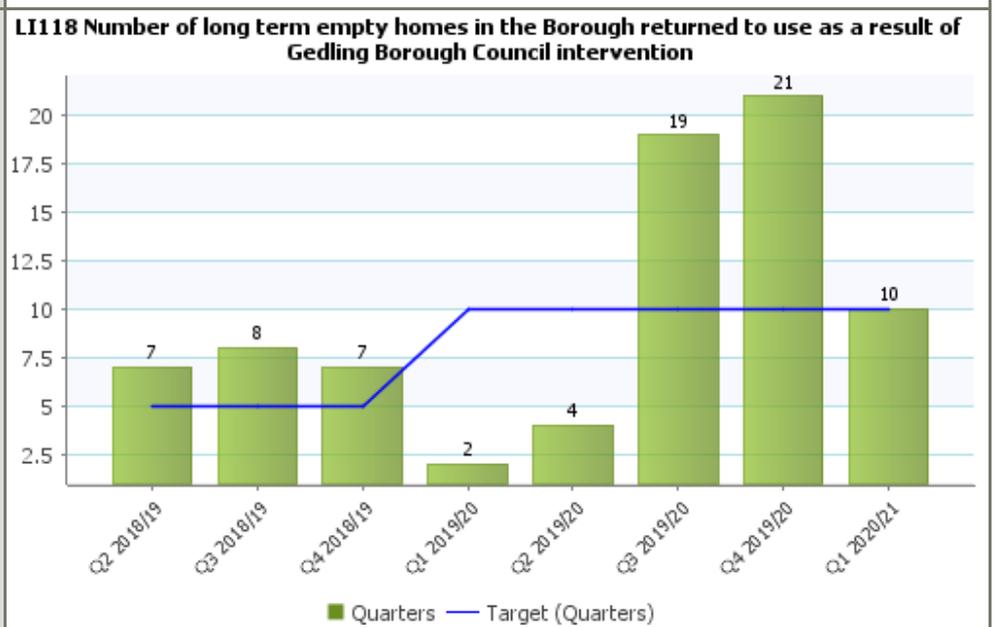


LI118 Number of long term empty homes in the Borough returned to use as a result of Gedling Borough Council intervention

Service Area	Public Protection	Status	
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
10	10		

Latest Note

Performance against target

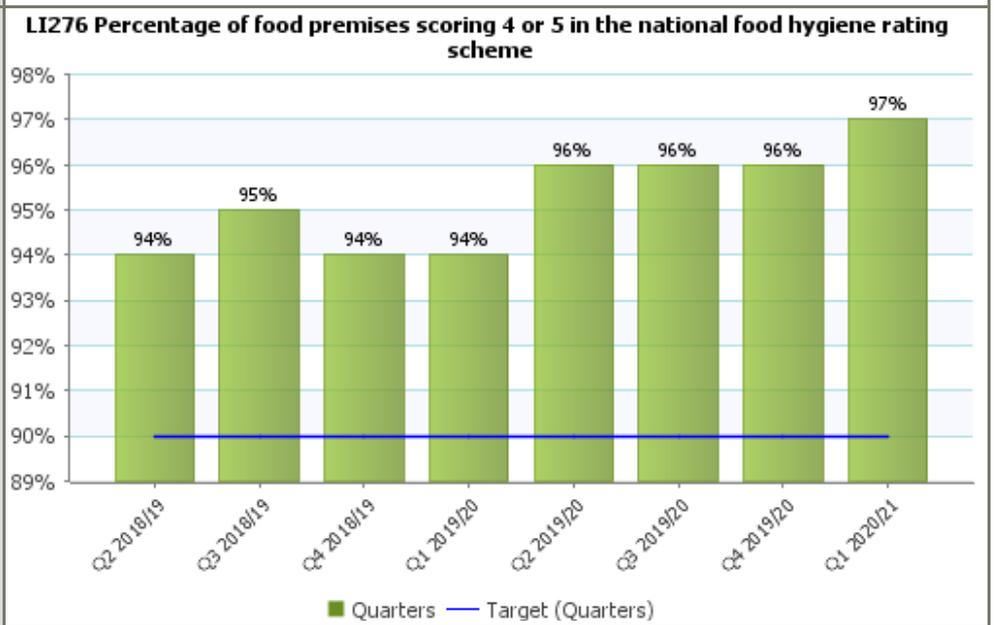


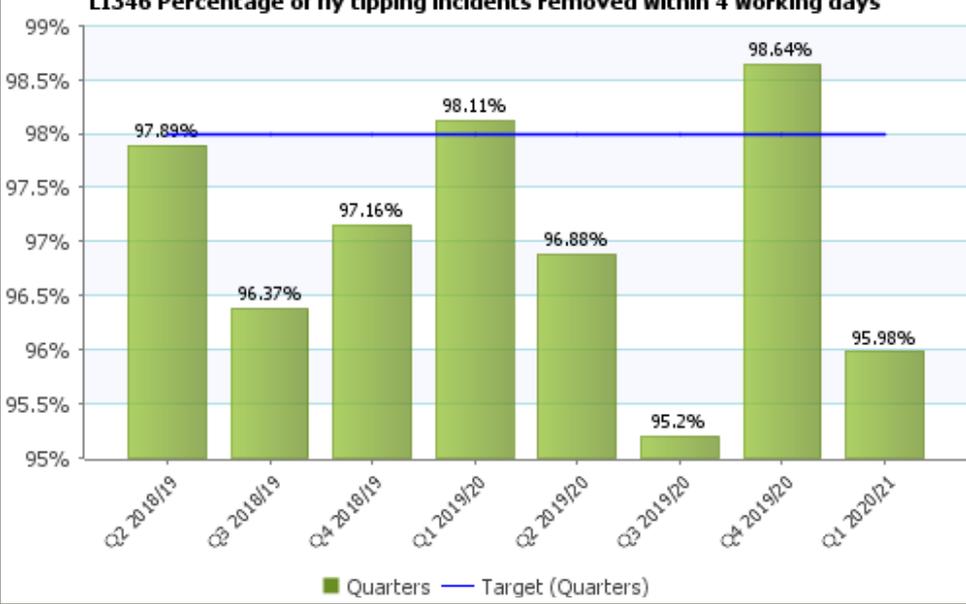
LI276 Percentage of food premises scoring 4 or 5 in the national food hygiene rating scheme

Service Area	Public Protection	Status	
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters
97%	90%		

Latest Note

Performance against target



LI346 Percentage of fly tipping incidents removed within 4 working days																					
Service Area	Public Protection	Status																			
Current Value	Current Target	Trend Compared to Last Period	Trend Compared to Average of Previous 4 Quarters																		
95.98%	98%																				
Latest Note	While target has just been missed, overall the performance has remained high especially given an increase in the number of reported incidents during lockdown as result of the closure of Household recycling Centres.																				
Performance against target	<p style="text-align: center;">LI346 Percentage of fly tipping incidents removed within 4 working days</p>  <table border="1"> <caption>Performance against target data</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q2 2018/19</td> <td>97.89%</td> </tr> <tr> <td>Q3 2018/19</td> <td>96.37%</td> </tr> <tr> <td>Q4 2018/19</td> <td>97.16%</td> </tr> <tr> <td>Q1 2019/20</td> <td>98.11%</td> </tr> <tr> <td>Q2 2019/20</td> <td>96.88%</td> </tr> <tr> <td>Q3 2019/20</td> <td>95.2%</td> </tr> <tr> <td>Q4 2019/20</td> <td>98.64%</td> </tr> <tr> <td>Q1 2020/21</td> <td>95.98%</td> </tr> </tbody> </table> <p style="text-align: center;">■ Quarters — Target (Quarters)</p>			Quarter	Percentage	Q2 2018/19	97.89%	Q3 2018/19	96.37%	Q4 2018/19	97.16%	Q1 2019/20	98.11%	Q2 2019/20	96.88%	Q3 2019/20	95.2%	Q4 2019/20	98.64%	Q1 2020/21	95.98%
Quarter	Percentage																				
Q2 2018/19	97.89%																				
Q3 2018/19	96.37%																				
Q4 2018/19	97.16%																				
Q1 2019/20	98.11%																				
Q2 2019/20	96.88%																				
Q3 2019/20	95.2%																				
Q4 2019/20	98.64%																				
Q1 2020/21	95.98%																				



Report to Overview and Scrutiny Committee

Subject: Gedling Plan Quarter 1

Date: 7th September 2020

Author: Director of Organisational Development and Democratic Services

Purpose

To inform the Overview and Scrutiny of the position against Improvement Actions and Performance Indicators in the 2020/2021 Gedling Plan at the end of quarter 1 and year end.

Recommendation

That the Overview and Scrutiny Committee:

- **Consider, ask questions and identify any actions or indicators that require additional information; and**
- **Note the progress against Actions and Performance Indicators in the 2020/2021 Gedling Plan.**

1 Background

1.1 As usual, comprehensive details about the Gedling Plan can be assessed through the following link on the Council's website:-

<https://www.gedling.gov.uk/council/aboutus/prioritiesplansandperformance/gedlingplan/>

Members are recommended to view this document which reviews actions, indicators and outcomes for quarter 1. 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.

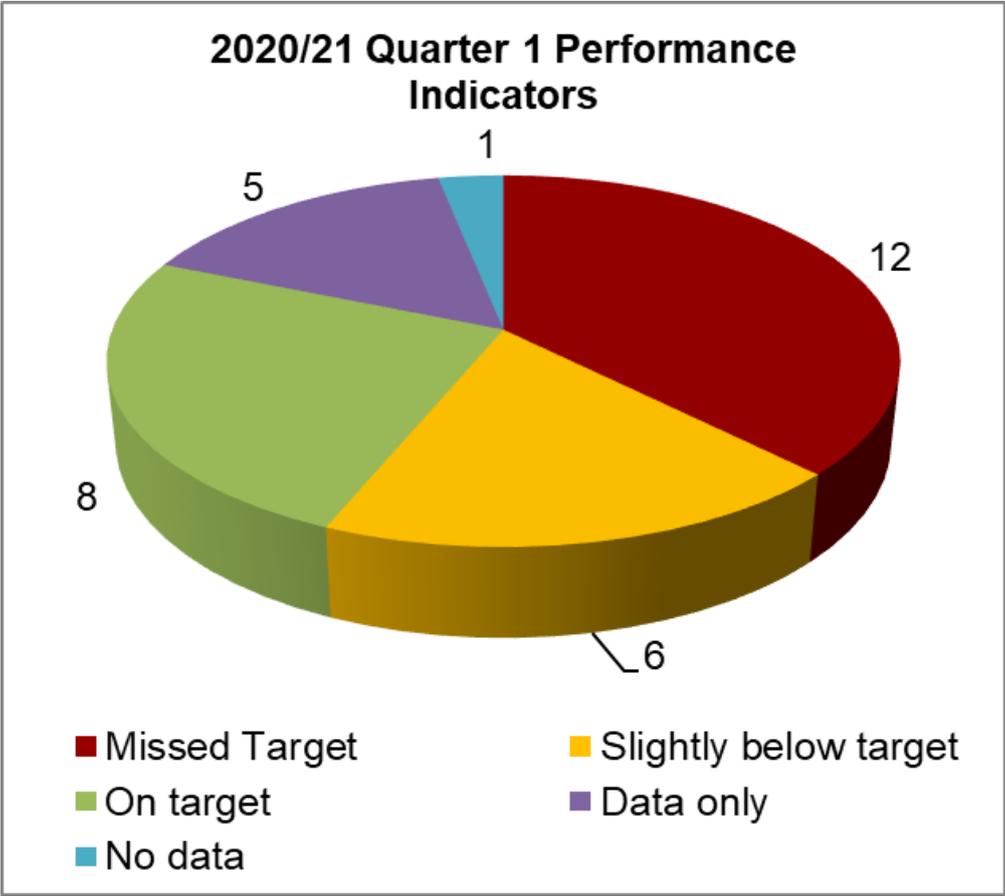
1.2 The assessment criteria used for actions and indicators is based on red, amber and green traffic light symbols. To be assessed as green performance indicators must be in line with their expected performance at this stage of the year, whilst actions must be on target against the “completed” or “in progress” milestones determined within the performance management system, Pentenna.

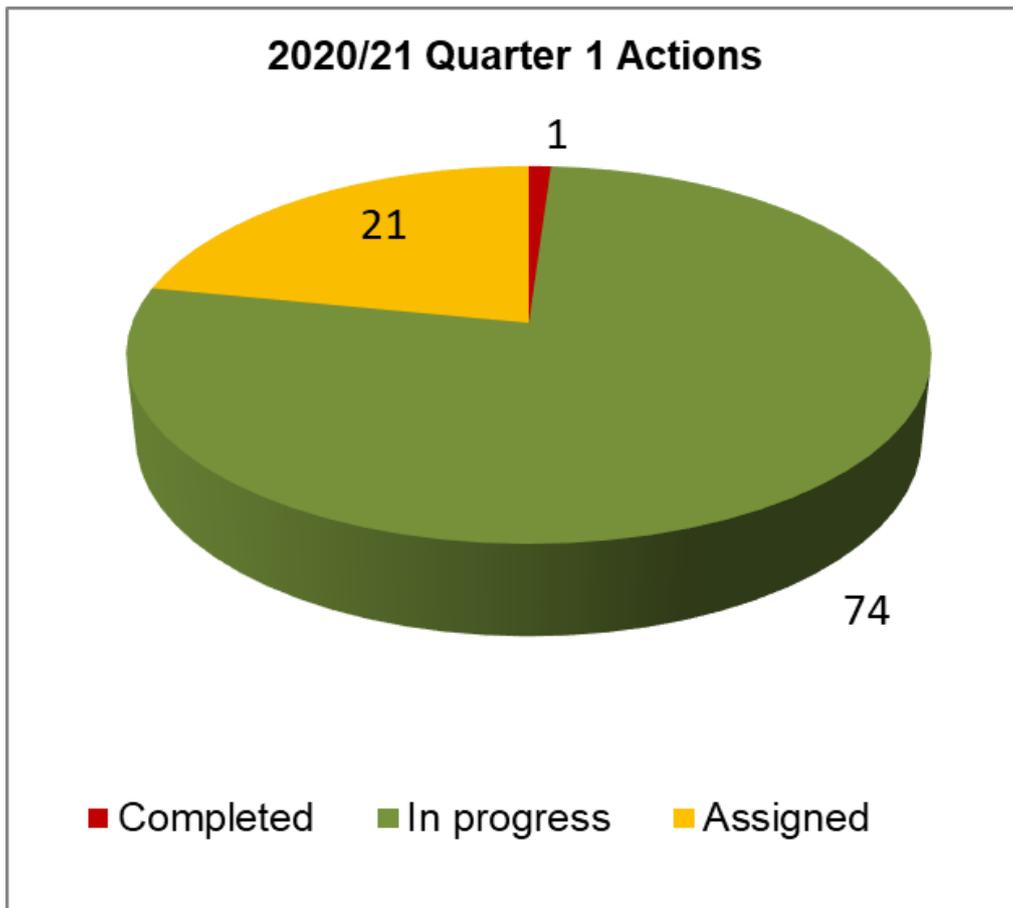
2 Proposal

2.1 It is proposed that the Overview and Scrutiny Committee note the performance information for the Gedling Plan 2020-23 at the end of 2020/21 quarter 1 as set out below, and identify any actions or indicators where they require additional information.

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.

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 Overview and Scrutiny Committee 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.

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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: The Overview and Scrutiny Committee

Subject: Overview and Scrutiny Annual Report

Date: 7th September 2020

Author: Democratic Services Officer.

1. Purpose

As part of its work programme the Overview and Scrutiny Committee is required to prepare an Annual Report, which highlights work undertaken by the committee over the preceding year, for submission to Council.

Recommendation

That the Overview and Scrutiny Committee:

- **Discuss and consider the report.**
- **Agree that it should be presented to Council**

2. Background

The Overview and Scrutiny Annual Report, attached at **Appendix 1**, is a summary of work undertaken by the committee during 2019/20. Members of the committee are asked to consider the report and make amendments to the report as appropriate.

3 Financial Implications

3.1 There are no financial implications arising from this report.

4 Legal Implications

4.1 There are no legal implication arising from this report.

5 Equalities Implications

5.1 There are no equality implications arising from this report.

6 Carbon Reduction/Environmental Sustainability Implications

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

7 Appendices

Appendix 1. Overview and Scrutiny Annual Report

OVERVIEW AND SCRUTINY ANNUAL REPORT 2019/20



The Overview and Scrutiny Annual report highlights activity and the work of the committee and its working groups during the preceding year. Due to the curtailing of the work programme, because to the Coronavirus pandemic, the committee has not been able to complete its 2019/20 work programme. Any outstanding items will be included in the work programme for the upcoming year.

What does the Overview and Scrutiny Committee do?

All local authorities operating a cabinet system will have at least one Overview and Scrutiny Committee. The overview and scrutiny role is carried out by non-cabinet members, Gedling has is one politically balanced committee of thirteen. The committee meets roughly every six weeks and like most council meetings it is open to the public.

The committee is not a decision making body but one which monitors and influences those that do it, is a mechanism for achieving open and democratic accountability.

The role of the Overview and Scrutiny Committee is to ask questions, to assure themselves that issues are being addressed and emerging risks are recognised and acted upon. Effective scrutiny utilises information and ideas from a wide range of sources and involves holding the Council and other organisations to account, providing 'critical friend' challenge to the councils' executive and other service providers. In doing this Members' seek to reflect the aspirations and concerns of local residents and communities.

Scrutiny is a flexible process and can be carried out in a variety of ways. Areas of enquiry can be drawn from:

- Performance reports
- The Corporate Risk Scorecard
- Compliments and Complaints data
- The results of the Gedling Conversation
- Matters of local interest raised by members of the committee
- Issues raised by the wider Council membership
- Public and community engagement.

At Gedling the Overview and Scrutiny Committee's role in performance monitoring enables members to scrutinise detailed performance information on a quarterly basis to help identify areas of performance that require improvement. The committee also considers the Council's Forward Plan. The Forward Plan is a document that contains details of key executive decisions the Cabinet, cabinet members and

officers are likely to take over a four month period, this enables the committee to monitor the executive decision making programme and undertake pre decision scrutiny if they consider there is an issue of concern.

What Overview and Scrutiny does not do.

Overview and Scrutiny is not a mechanism for the investigation of individual complaints, the Council has a separate process for this. It is also not able to look at individual planning or licensing decisions.

Work carried out during 2019/20



In addition there was a training event which included an introductory session on the principles, powers and value of scrutiny, it emphasised the value of developing an effective work programme and highlighted the skills required to conduct effective scrutiny.

Scrutiny Working Groups

Working groups do much of the work of the committee by providing members' with the opportunity to investigate issues in depth and recommend improvements through the gathering, and consideration, of evidence from a broad range of sources. This enables robust and effective challenge, as well as an increased likelihood of delivering outcomes. The Overview and Scrutiny Committee reports its recommendations to the Cabinet which then decides whether the recommendations will be accepted and acted upon, and if not, why not.

The Executive /Scrutiny protocol working group

This review was established to enable the committee to comply with the Ministry of Housing, Communities and Local Government's Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities, issued in May 2019. It included a number of policies and practices that authorities should adopt when carrying out their overview and scrutiny function. The guidance advocated the development of an Executive-Scrutiny protocol which would help define the relationship between the Cabinet and the committee and alleviate any differences of opinion before they manifest themselves. Members' identified a range of behaviours and processes to develop the committee's relationship with cabinet members to improve effectiveness and proposed a set of guidelines to advance this ambition.

Economic Development – the opportunity to intervene for social and economic reasons working group.

This working group considered what additional economic and social benefits needed to be taken into account when property is purchased under Strand 3 of the Commercial Property Investment Strategy (CPIS). The primary motive of the recently adopted investment strategy was to generate additional income. Working group members concluded that whenever possible Strand 3 of the strategy should be used to increase social and economic benefits for the residents of Gedling, developing a range of criteria that needed to be taken into account to support the authority to deliver these benefits when purchasing land or property.

Members' had also undertaken some preliminary information-gathering to enable them to participate in the authority's Housing Allocations Consultation, and were commencing a review relating to the recent floods in the borough. This will include examining local and national plans, strategies that underpin flooding responses and plans to mitigate future flooding risk. It is envisaged that this review will commence later this year.

Scrutiny Improvement

In order to comply with the recommendations in the 2019 Ministry of Housing, Communities and Local Government's Statutory Guidance an action plan summarising current practice was developed and improvements to processes to comply with the guidance have been undertaken. Developments included not only establishing an Executive /Scrutiny protocol but also improvements to training, work programming, promotion of the role of scrutiny to the wider authority and providing the committee with information regarding the authority's risk.

Future Work Programme 2020/21

The committee will shortly agree a new work programme for the forthcoming municipal year. Key to developing the overview and scrutiny work programme is ensuring that the issues that really matter to local residents are reflected in the work for the year ahead. Scrutiny of cabinet members will remain central to the work of the committee and working with external organisations will play an important part of the committees work as it looks to find improvements to important local issues. The work programme will be considered at each committee to enable it to remain flexible and to respond to current issues. The committee will strive to continue to deliver an interesting, varied and challenging work programme.



Report to: Overview and Scrutiny Committee

Subject: Scrutiny Work Programme

Date: 7 September 2020

Author: Democratic Services Officer

Purpose

To provide an update regarding completed scrutiny reviews in the 2020/21 programme, information requested at earlier committees and an update on the current scrutiny work programme.

Recommendation(s)

That the Overview and Scrutiny Committee:

- 1) Consider and discuss the responses to the 2019/20 scrutiny reviews**
 - a. Economic Development Working Group, The Opportunity to Intervene – for economic and social reasons.**

and

 - b. Formally approve the Executive –Scrutiny Protocol**
- 2) Consider and discuss the information from previous committees**
- 3) Consider and discuss information regarding to the Planning White Paper consultation**
- 4) Note the update on scrutiny working groups**
- 5) Consider and discuss the scrutiny work programme and Forward Plan.**

1 2019/20 Scrutiny Work Programme

1.1 Completed Scrutiny Reviews

- **Economic Development Working Group, The Opportunity to Intervene – for economic and social reasons.**

The report and recommendations from this review was presented to Cabinet on the 19th March. A written response is attached at Appendix 1, members have the opportunity to discuss this response.

- **Executive – Scrutiny Protocol**

The reports and recommendations from these two reviews was presented to Cabinet on the 19th March. The protocol and a written response is attached at **Appendix 2**. Members will have the opportunity to discuss the response are asked to formally agree this protocol.

1.2 Housing Allocations Consultation

The working group that had been examining the Housing Allocations policy was curtailed due to the pandemic. Below is an update which will be final results will be presented to Cabinet when the additional piece of consultation has been completed.

Officers undertook a public consultation for a 12 week period. We received 69 responses. The feedback was generally positive, with the changes being well received. This included:

- How the Council prioritises homeless applicants - 91% of respondents agreed to the changes.
- Use of the housing register auto bid System - 82% of respondents agreed to the changes.
- Local Connection Criteria - 89% of respondents agreed to the changes
- Additional grounds for exclusion from the housing register - 94% of respondents agreed to the changes.

However, another issue has arisen which requires some further consideration and Officers are therefore seeking to undertake a further 4 weeks public consultation. In order to do so, Officers will need a portfolio

approval, which is currently being sought.

Once this consultation has taken place, officers will report back to Overview and Scrutiny.”

Joelle Davies

Service Manager Economic Growth and Regeneration

2 Information Updates from Previous Items at committee

- 2.1
- What are our costs for temp accommodation 2019/20?
 - The new accommodation to reduce time spent in temporary accommodation. What is the expected impact on reduction in timescales of time spent in temp accommodation?

A total of £306.00 was spent on temporary accommodation, £278,000 on bed & breakfast accommodation and a further £28,000 on temporary accommodation property. Currently work is being undertaken to address issues around temporary accommodation and a report will be going to Cabinet in October. An update for the committee, which will fully inform members about two issues will be available at the November meeting.

3 2020/2021 Scrutiny Work Programme

3.1 Planning Policy

At the last committee members discussed possible changes to planning policy and requested that they be kept informed of any proposed changes and how this could impact on the borough. Committee members may be aware that a Planning White Paper 'Planning for the Future' was published on 6th August and comments are invited until 29th October. The consultation seeks views on a package of proposals for reform of the planning system, intended to streamline and modernise the planning process, improve outcomes in design and sustainability, reform developer contributions and ensure more land is available for development where it is needed. As such, the proposals cover plan making, development management, development contributions and other related planning policy proposals. If members want to comment on the consultation questions (embedded within the White Paper) this needs to be done by the end of

September to enable them to be forwarded to the Planning Policy Officer to enable them to be signed off by the Portfolio Holder prior to the consultation deadline.

A briefing note is attached at **Appendix 3**.

4 Scrutiny working groups

4.1 Housing

Working group members: Councillors Boyle, Clunie, Gibbons, Greensmith, Hope, Paling and Ellis.

A meeting of this working group will shortly be arranged. Areas to be examined and contributors to this review will be established.

The work programme developed by these working groups will be reported back to this committee.

4.2 Flooding

Working group members: Councillors Boyle, Clunie, Greensmith, Paling, M Smith and M Smith

The working group will commence its examination in September. It will be considering measures to mitigate the risk of flooding that has affected some areas of the borough and assess what assistance is available for residents affected by this problem. Key questions and concerns will be established and a work programme for the review will be developed.

The County Council report, Flood Risk Management dated 2nd July and a further Flood Risk Management Update which will be presented to the Community and Place Committee on 3rd September will be discussed at the first meeting of the working group.

5 Scrutiny in Committee

5.1 At the Overview and Scrutiny Committee on 20th July 2020, members agreed to continue with a programme of attendance by Portfolio Holders and relevant officers at committee. Areas of performance within each Portfolio for examination will be identified, and questions for Portfolio Holders submitted in advance of each meeting, however 'ad hoc' questions may be put forward at the meeting itself. Non-executive

members will also be invited to submit questions for the Portfolio Holder.

5.2 The programme for 2020/21 is below

9 th November	Councillor David Ellis. Public Protection The annual review of Crime and Disorder Partnerships
18 th January	Councillor Viv McCrossen Young People and Equalities Councillor Henry Wheeler Health, Housing and Wellbeing
8 th March	To be confirmed
22 nd April	To be confirmed.

The scrutiny work programme is attached at **Appendix 4**. The work programme is to assist the management of the committee agenda, the scheduling of the committee business and forward planning. The work programme will be updated and reviewed as required. Committee members can suggest issues for possible inclusion.

5.3

A copy of the Forward Plan which sets out details of key and non-key decisions which the Cabinet, individual portfolio holders or officers expect to take during the next four months period is attached at **Appendix 5**. A key decision is one that has financial implication over £500,000 or one that affects two or more wards. This is included to make members aware of planned decisions and to assist them to consider if there are any decisions about which they may want further information.

6 Financial Implications

6.1 There are no financial implications arising from this report.

7 Legal Implications

7.1 There are no legal implication arising from this report.

8 Equalities Implications

8.1 There are no equality implications arising from this report.

9 Carbon Reduction/Environmental Sustainability Implications

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

10 Appendices

Appendix 1. Response-Economic Development Working Group, The Opportunity to Intervene – for economic and social reasons.

Appendix 2. Response Executive/Scrutiny protocol

Appendix 3 Briefing Note Planning Consultation

Appendix 4 Scrutiny Work Programme 2020/21

Appendix 5 Forward Plan

Responses to Scrutiny Review Recommendations

Report to Overview Committee

Title of the review: • Economic Development Working Group, The Opportunity to Intervene – for economic and social reasons.

Date review completed: February 2020

Date Presented to Cabinet: 19th March 2020

Portfolio Holder: Councillor Hollingsworth

Chair of the review group: Councillor Rachael Ellis

Officer supporting the review: Helen Lee

Response due to the Overview Committee (28 days):

Guidance

The final report and recommendations from the above review have been considered by Cabinet and a written response to the recommendations from the responsible Cabinet Member to the Overview Committee is required within twenty eight days of the date the review was presented to Cabinet.

If you need any further assistance in completing this response please contact the Officer that supported the review

Recommendation

To be completed after the report has been presented to Cabinet

(Please tick) Recommendation Accepted

“As portfolio holder for Economic Growth, I am pleased to see the work undertaken by the Scrutiny Committee sub group on the “Opportunity to Intervene”. Whilst the emphasis on Commercial Property Investment Strategy (CPIS) may be changing, this report clearly identifies the wider benefits of the Council’s CPIS linked to economic and social benefits and not just about a financial return. As a Council, we

can have a key role in intervening where the market is not delivering or failing our residents. I note the suggested criteria links in well with the wider work the Economic Growth and Regeneration service are already undertaking and this is pleasing to see. I endorse this approach and am supportive of Officers using the proposed matrix to considering the wider benefits of potential sites/schemes through the CPIS process.”

Responses to Scrutiny Review Recommendations

Report to Overview Committee

Title of the review: Executive-Scrutiny Protocol Working Group

Date review completed:

Date Presented to Cabinet: 19 March 2020

Portfolio Holder: Councillor John Clarke, Leader of the Council

Chair of the review group: Councillor Liz Clunie

Officer supporting the review: Helen Lee

Response due to the Overview Committee (28 days): 30 April 2020

Guidance

The final report and recommendations from the above review have been considered by Cabinet and a written response to the recommendations from the responsible Cabinet Member to the Overview Committee is required within twenty eight days of the date the review was presented to Cabinet.

If you need any further assistance in completing this response please contact the Officer that supported the review

Recommendation 1

Consider and agree the principles set out in the protocol.

To be completed after the report has been presented to Cabinet

(Please tick) Recommendation Accepted Partly accepted Do not accept

The principles set out in the Executive-Scrutiny Protocol which will help define the relationship between the Overview and Scrutiny Committee and the Cabinet are supported.

It is recommended that a separate Protocol document is created from the report of the Working Group which is formally adopted by both Overview and Scrutiny

Committee and the Executive.

Executive/Scrutiny Protocol

1. Background

The relationship between the Executive (Cabinet and Portfolio Holders) and the scrutiny function is governed in part by legislation and the Council's Constitution, in particular the Overview and Scrutiny Committee procedures. The purpose of this protocol is to set out the principles which will be followed by both the Executive and the Overview and Scrutiny Committee.

- I. To enable Overview and Scrutiny members and the Executive members to fully understand their powers, roles and responsibilities in relation to the Overview and Scrutiny function
- II. To establish a framework and the necessary procedures to enable scrutiny to work effectively.
- III. To define and clarify the role of the Executive in the scrutiny process.

The Executive and the Overview and Scrutiny Committee have very different functions and responsibilities. However the aim of both is to secure the best outcomes for the people who live and work in Gedling.

It is the responsibility of the Executive to take decisions to implement the budget and the key policies set out in the policy framework agreed by Full Council.

The Overview and Scrutiny Committee has a number of responsibilities. These include:

- I. Holding the Executive to account on behalf of the residents of the borough of Gedling through the regular review of performance in relation to service delivery
- II. Holding the Executive to account through scrutinising its decisions
- III. Undertaking reviews of Council activities and those of other public bodies that affect the people who live and work in Gedling, leading to recommendations on improvements which can be made
- IV. Calling-in Executive decisions which have not yet been implemented if there is a need for aspects of the decision to be reviewed
- V. Assisting the Executive in policy formulation and developing recommendations on the budget and policy framework when examining the Executive's proposals.

2. Relationship between the Executive and Scrutiny

The following principles set out how the working relationship between the Executive and the Overview and Scrutiny Committee should operate.

- I. The Executive and members of the Overview and Scrutiny Committee recognise that they each have different functions and responsibilities that contribute to securing the best outcomes for the people who live and work in the Gedling borough.
- II. All participants in the working relationship between Executive and the Overview and Scrutiny Committee will do so in a spirit of mutual respect and constructive challenge.
- III. Meetings of the Overview and Scrutiny Committee should bear in mind the statutory guidance that scrutiny work should be conducted in a non-party political manner
- IV. The Executive recognises that the Overview and Scrutiny Committee has a number of rights, for example requiring Portfolio Holders to attend its meetings or calling-in Executive decisions which have not yet been implemented should they consider a decision to be reviewed. The Overview and Scrutiny Committee will exercise those rights responsibly.
- V. One of the principal responsibilities of the Overview and Scrutiny Committee is the ability of non-executive members to hold the Executive to account. An important method to ensure accountability is through examining performance and decisions taken by the authority. To facilitate this challenge the Overview and Scrutiny Committee may:
 - a. Challenge the Executive about decisions which have been taken by Cabinet;
 - b. Consider performance information;
 - c. Query or ask for information about items which are set out in the Forward Plan.
- VI. In addition to their rights as councillors members of the Overview and Scrutiny Committee and its working groups have additional rights of access to documents as included in the Access to Information rules in the Constitution. This allows the committee access to copies of any documents which are in the possession, or control, of the Executive or its committees. There are a few limits on this access and these are identified in the rules.
- VII. The Chair of the Overview and Scrutiny Committee, to maintain the independence of the committee, should declare an interest when presiding over the scrutiny of relatives who may be part of the Executive.
- VIII. Members of the Executive cannot be members of the Overview and Scrutiny Committee and members holding a Policy Advisor role will not act as a member of the Committee to maintain separation of roles between the Executive and Scrutiny function.

- IX. The Overview and Scrutiny Committee will report annually to Full Council to evaluate their work during the previous year and to summarise the programme for the forthcoming year.
- X. The Leader and Chief Executive will attend a meeting of the Overview and Scrutiny Committee each year to discuss issues and priorities for the Council in the year ahead prior to the scrutiny work programme for the year being agreed.

3. Conduct of Meetings

The following principles set out how meetings should be conducted in support of the general principles above.

- I. Meetings of the Overview and Scrutiny Committee which are attended by Portfolio Holders are subject to the relevant provisions in the Council's Constitution. They will usually be held in public unless exempt or confidential information will be discussed and consideration needs to be given whether the public and press should be excluded.
- II. Portfolio Holders required to attend the Overview and Scrutiny Committee will be given at least 5 working days' notice in writing by the Democratic Services Officer, together with an indication of the issues being raised and the expected focus of questioning.
- III. Members of the Overview and Scrutiny Committee are asked to notify the Democratic Services Officer of any factual information required in advance of the meeting.
- IV. When a Portfolio Holder is required to attend a Committee they may be accompanied by the relevant officer(s) to assist with explaining complex information. They may also be accompanied by the relevant Policy Advisor.
- V. Attendance by Portfolio Holders at task and finish working groups is to inform debate, clarify matters and contribute to a specific topic rather than to be held to account in respect of matters relating to the Portfolio Holder's responsibilities.

4. Developing a work programme for the Overview and Scrutiny Committee

The work programme is a flexible plan which outlines the programme for the coming municipal year and is usually developed at the first meeting after the Annual Council. The programme is drawn together by the Chair and members of the Committee and can include issues put forward by members, topics that arise during discussion with Portfolio Holders and senior officers, concerns generated from the Corporate Complaints Policy, the Gedling Plan, results of the Gedling Conversation, performance data and potential issues arising from corporate priorities or the Forward Plan.

When selecting issues to be examined by a scrutiny working group the Committee will refer to the scrutiny review topic selection template to ensure it meets the criteria for selection.

The relevant Portfolio Holder and senior officer will be informed of any reviews undertaken that fall within their remit, and asked for observations on the final scoping document.

Executive members can suggest items for inclusion in the scrutiny work programme; however it is recognised that the Executive should not try to exercise control over the work of the Overview and Scrutiny Committee. It is ultimately for the Committee to determine whether to include such suggestions in the programme.

Once the work programme has been agreed the Overview and Scrutiny Committee will endeavour to deliver it, however it is recognised that the programme needs to be flexible enough to be able to accommodate urgent, short term issues or emerging priorities that may arise during the year. On occasion there may be good reason why an ongoing review is not concluded or planned review not commenced. This could be for a number of reasons including lack of capacity, insufficient evidence upon which to draft firm conclusions or decision by the Committee that it is no longer a priority. In such circumstances the relevant Portfolio Holder will be informed prior to the Committee deciding to remove the review from the work programme.

It is important that the work of the Overview and Scrutiny Committees receives broad publicity in order to ensure that residents and community groups are able to engage with the process. The Democratic Services Officer will work with the Council's Communications Team to publicise the work of the Committee.

5. Scrutiny Review Recommendations

- I. Following the conclusion of a scrutiny review the final report and recommendations will be presented to the Overview and Scrutiny Committee and when agreed submitted to the Executive for consideration. The chair, or appropriate member if the chair is not available, of the working group, will present the report and recommendations to the next scheduled meeting of the Executive.
- II. The Executive will provide a written response to the recommendations from the responsible Portfolio Holder and this will be presented to the Overview and Scrutiny Committee within twenty eight days of the date the review was presented to the Executive.

- III. The response will identify those recommendations that have been accepted and will be implemented, along with reasons for those that will not be taken forward.
- IV. The Overview and Scrutiny Committee has a duty to monitor progress of implemented recommendations. Accepted recommendations will be tracked using the Pentenna performance management software. After six months the Portfolio Holder responsible will be invited to attend the Committee to explain to members the progress of the implementation of accepted recommendations.

6. Compliance with this Protocol

The Monitoring Officer is responsible for overseeing compliance with the protocol, and ensuring that it is used to support the wider aim of supporting and promoting a culture of scrutiny. Matters relating to the protocol's success will be reported to full Council through the scrutiny annual report. The role also includes promoting the role of the authority's scrutiny committee, providing support and guidance to members and officers relating to the functions of the scrutiny committee and providing a link between the Executive, the Overview and Scrutiny Committee and the Senior Leadership Team.

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Key points (more details on pages 2 – 5)

Consultation Documents (published 6th August 2020)

- 12 weeks consultation and the Council has until 29th October to respond
- Radical changes to the planning system are proposed requiring primary and secondary legislation.

Local Plans

- Local Plans to have three types of designation: growth areas (suitable for substantial growth), renewal areas (suitable for development); and protected areas to be prepared to a statutory timetable with the local plan complete within 30 months of enactment
- Public engagement to be front-loaded into the plan making process. Local plans are to be map based visual, standardised and based on the latest digital technology
- Green Belt to remain protected
- Nationally derived binding housing targets to be set for local planning authorities

Development Management

- Streamlined development management process through the greater digitalisation of the application process, validation as part of the submission process, standard national planning conditions to cover common themes, increased officer delegation, standardisation of supporting documents and possibly standardised decision notices.
- Stronger Enforcement
- Appeals - Improved and quicker planning appeal process following a refusal of planning permission. Application fee repaid if appeal is successful.
- Great emphasis on achieving higher standards of design.
- Affordable housing - temporarily lifting the small sites threshold (10), below which developers do not need to contribute to affordable housing, to up to 40 or 50 units to stimulate economic recovery

Infrastructure and CIL

- Section 106 Agreements to be superseded and implemented alongside a consolidated Infrastructure Levy.
- The Infrastructure Levy would be a flat rate set at national level and would be applicable upon the granting of planning permission.
- The reformed Infrastructure Levy should deliver affordable housing provision. Local authorities would also be allowed to borrow against Infrastructure Levy revenues so that they could forward fund infrastructure.

Background

The government has published a White Paper: Planning for the Future. This document sets out radical proposals to reform the planning system including a more zonal based local plans system. A key objective is to speed up the system with shorter simpler and more digitally based local plans and more certainty about the granting of planning permission. Sites, which conform to the growth/renewal zoning plans, will have either permission in principle or a presumption in favour. This would be a shift away from the current more discretionary system of considering each proposal on merit against the policies of the development plan to more of a rules based system. The consultation lasts until October 29th 2020.

A separate consultation document has been published proposing a new standard method for assessing local housing need (as an interim measure, pending the implementation of proposals in the White Paper to set out nationally derived and binding housing targets for local authorities that factor in constraints such as Green Belt). The consultation period for this document ends on 1st October 2020.

Proposals in more detail

Plan making: Zones

- Local plans to identify three types of zone
 - Growth areas – suitable for substantial comprehensive development including urban extensions, new settlements and areas for redevelopment. Sites in this category would have outline approval for development;
 - Renewal Areas – this would cover existing urban areas where smaller scale development is appropriate for example, the densification of residential areas within settlements and small sites within and on the edge of villages; sites in this category would have a statutory presumption in favour of development;
 - Protected areas – to include areas such as Green Belt, conservation areas, wildlife sites, open countryside and garden land where development is more stringently controlled. Development proposals in these areas would need to be subject to a planning application.
- Local plans to have clear rules about what is allowed and what is not permitted within these zones. Local plans to focus on site specific and area specific requirements. There would be a national suite of development management policies potentially backed up with more use of locally derived design codes.
- Public engagement is to be focussed on the early part of the plan making in what the White Papers terms “moving democracy forward” in the planning process.

- Statutory time limit of 30 months for local plan preparation with legislation setting out the timetable for key stages with sanctions imposed¹ if these are not met (see appendix for diagram of local plan process).
- Minister's expectation is that the new local plans would be in place by the end of this Parliament.
- Planning Inspectorate to examine local plans against a single sustainable development test replacing the current tests of soundness. The Duty to Cooperate would be removed and further consideration is to be given to how strategic cross boundary issues are to be dealt with.
- A nationally determined binding housing requirement that local authorities would have to deliver through local plans that would take into account housing need, urban capacity and constraints including the Green Belt.
- It will be possible for local authorities to agree to a different distribution of their requirements in the context of joint planning arrangements
- As an interim measure, a new standard method for calculating Housing Need based on projected household change and affordability factors designed to increase housing in areas where there are significant affordability issues² and meet the government's objective of building 300,000 homes per annum is set out in a separate consultation paper.
- The government is considering scrapping the five-year housing land supply requirement. Housing Delivery Test is likely to remain in place.

Streamlined development management process

- Decision making should be faster and more certain, with firm deadlines and make greater use of digital technology.
- The well-established 8 and 13 week deadline for the determining planning applications should be a firm deadline, not an aspiration. With the possibility of refunding of the planning fee if the application is not determined within the timeframe or deemed to have been granted.
- How will this be achieved? Greater digitalisation of the application process, validation as part of the submission process, standard national planning conditions to cover common themes, increased officer delegation, standardisation of supporting documents and possibly standardised decision notices.

¹ The new style of local plan would have to be prepared within 30 months of the coming into force of the legislation. If the local authority has adopted or submitted a local plan within the previous three years then the period would be 42 months from the date of legislation or adoption of the local plan whichever is later.¹

² Consultants Lichfields have calculated the housing need using the proposed new standard methodology for the Nottingham Core Housing Market Area where the annual need would be 3319 housing units per annum in comparison the annual figure in the ACS that is 2939 homes per annum.

- Appeals - Improved and quicker planning appeal process following a refusal of planning permission. Planning Inspectorate to be more flexible and utilise more digitalisation in the appeal process.
- Appeals – application fee repaid if appeal is successful.
- Stronger Enforcement – more emphasis on enforcement of planning standards and decisions. Higher fines for intentional unauthorised development.
- Affordable housing - temporarily lifting the small sites threshold (10), below which developers do not need to contribute to affordable housing, to up to 40 or 50 units to help stimulate economic recovery with a particular focus on SME's. This would be for an initial 18 month period to allow monitoring of the impact of the change.
- Extending Permission in Principle to cover major development. (The permission in principle consent route is an alternative way of obtaining planning permission for housing-led development, which separates the consideration of matters of principle for proposed development from the technical detail of the development. The permission in principle consent route has 2 stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle and the second ('technical details consent') stage is when detailed development proposal are assessed.
- Each local planning authority would be required to have a chief officer for design and place-making.

Digitalised planning

- Local Plans should be mapped based visual, standardised and based on the latest digital technology. The use of digital texts to allow machine reading to screen applications against the design codes is encouraged.

Design and sustainability

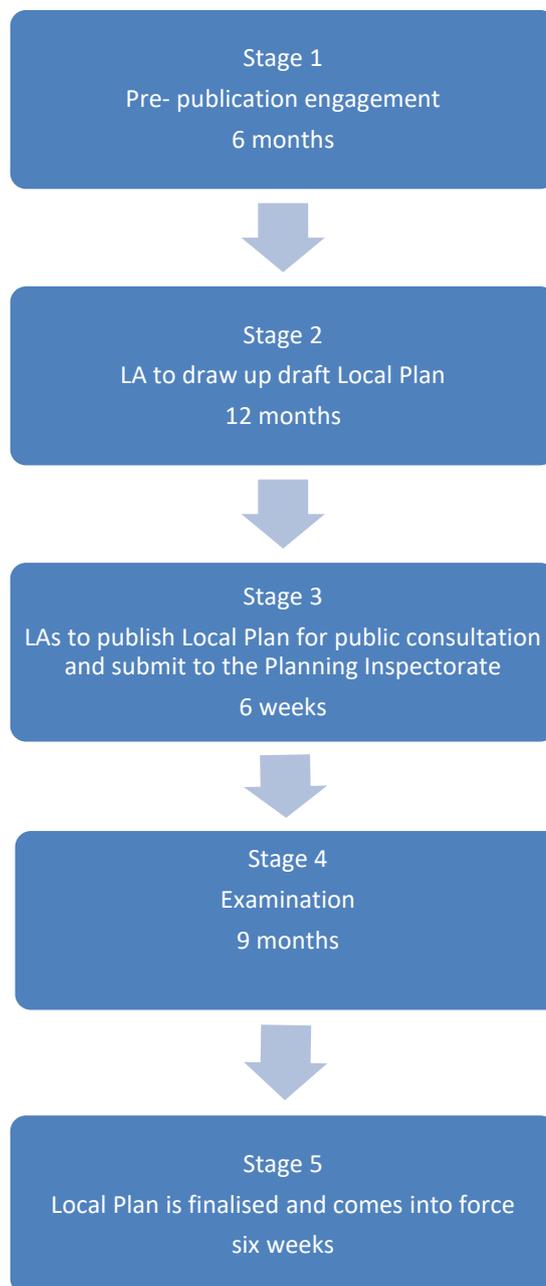
- Great emphasis is placed on achieving higher standards of design. A National Model Design Code to be published setting out more detailed parameters for development by location. Local Authorities are encouraged to prepare their own locally derived design codes with input from the community.
- The NPPF is to be amended so as to target those areas where the reformed planning system can be effective in addressing climate change such as identifying sites for renewable energy or woodland planting.
- Plans and proposals will need to consider the environmental impacts likely to arise. Strategic Environmental Sustainability Appraisal and Environmental Impact assessments are to be replaced with a more simpler, easy to understand and consolidated form.

Planning for infrastructure and CIL

- Seeks to make developer contributions responsive to local needs, transparent, consistent and simplified and buoyant (susceptible to changes in market conditions)
- Section 106 Agreements to be superseded and implemented alongside a consolidated Infrastructure Levy.
- This will work in much the same way as the existing Community Infrastructure Levy but will most notably be amended to facilitate the provision of Affordable Housing.
- The reformed Infrastructure Levy should deliver affordable housing provision. This could be secured through in-kind delivery on-site, which could be made mandatory where an authority has a requirement.
- To ensure developers are not rewarded for low-standard homes under the Levy, local authorities could have an option to revert back to cash contributions if no provider was willing to buy the homes due to their poor quality.
- The Infrastructure Levy would be a flat rate set at national level and would be applicable upon the granting of planning permission.
- Retain minimum value based threshold below which development is not chargeable.
- To better support the timely delivery of infrastructure, local authorities would also be allowed to borrow against Infrastructure Levy revenues so that they could forward fund infrastructure.
- The scope of the Infrastructure Levy could be extended to capture changes of use through permitted development rights to better capture changes of use which require planning permission.
- Self and custom-build development will likely remain exempt from the Infrastructure Levy.
- Neighbourhood share to be retained to be allocated to local community groups such as parish councils.
- More freedom could be given to local authorities over how they spend the Infrastructure Levy allowing them to spend receipts on their policy priorities.
- The costs of operating the planning system should be principally funded by developer contributions rather than the national or local taxpayer.
- The government has promised to develop a comprehensive resources and skills strategy for the planning sector to support the implementation of our reforms. Proposals for improving the resourcing of planning departments" will be published "later this year.

Appendix

Local Plan Preparation: Key Stages



Overview and Scrutiny Committee work programme 2020/21					
	Programme of Portfolio Holding to account	Performance review	Reports/items at committee	Current reviews	Responses to scrutiny reviews
6th July		<i>Quarter4 Performance Risk Register</i>	<i>Covid 19 Response</i>	<i>Identify new reviews</i>	
7th September	Cllr Clarke and Payne	Quarter 1 Performance	<i>Annual Report Update Housing Allocations</i>	Flooding Housing	<i>Executive Scrutiny Protocol Econ Development</i>
9th November	Councillor Ellis Public Protection		C&D Scrutiny Housing Allocations & homelessness.		
18th January	Cllr McCrossen. Young People and Equalities Cllr Wheeler, Housing, Health and Wellbeing Mental health of young people?	Quarter 2 Performance Risk Register	Complaints		
8th March					
22th April		Quarter 3 Performance Risk Register			
Rolling issues			Changes to Planning Policy Procurement Policy		

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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

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

Public Access

Reports and Notices received by the Chair of Overview and Scrutiny Committee as required under the Constitution or Law.

1. Items referred to the Chair of Overview and Scrutiny Committee under Contract Standing orders and Standing orders for dealing with Land

Notifications received where it has not been possible to obtain 3 quotations for a contract estimated to be between £10,000 and £50,000.

- Contract for the provision of Consultancy services in respect of Planning Enforcement and Compliance in the Development Services team. Following a recruitment exercise to appoint a Planning and Compliance Officer it was only possible to shortlist a single candidate. To enable a further recruitment exercise to be carried out it has been decided to appoint a consultant who has specialist knowledge and skills having previously worked at Gedling. The proposed contract is initially a 4 month contract commencing on 24th August 2020 with an option to extend for a further 2 month period.
- The Netherfield Locality Plan includes a proposal to explore the development of the former mineral line between Netherfield and Gedling Country Park as a walking and cycling route connecting local communities and green space. External funding to commission studies that consider the feasibility of transforming the line to enable wider community use was secured with the following outcomes. An initial study in 2014 produced by Via East Midlands' Landscape Architect team (then part of Nottinghamshire County Council) considered its use as a walking and cycling recreational route. A subsequent study in 2016, undertaken by Nottingham City Council (as lead partner on the tram extension work), considered this concept alongside a proposed tram extension along the route. Throughout the process support and advice has been given by the same Via East Midlands Landscape Architect team. These two studies demonstrated that the combination of tram and recreational route is possible. It is now necessary to procure design services in order to progress the development of the mineral line in accordance with these feasibility studies. The Landscape Architect Team at Via East Midlands are highly skilled specialists in developing old mineral lines into greenways that provide walking and cycling routes for residents and have experience of doing this across Nottinghamshire. They have developed a relationship with Network Rail and have extensive knowledge of the project and understanding of the site constraints due to their previous work on the feasibility study. Via East Midlands also have the necessary technical skills and experience with this specific scheme to undertake the next phase of this project without having to undertake significant amount of background work before commencing. The Assistant Director for Planning and Regeneration proposes to enter into a contract with Via East Midlands for the provision of detailed design services for the extension of the Cinder Path together with associated work.

Please note that the above list may not be exhaustive; items may be referred at short notice to the Chair of Overview and Scrutiny Committee.

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