



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

Agenda

Council

Date: **Wednesday 12 July 2023**

Time: **6.00 pm**

Place: **Council Chamber**

For any further information please contact:

Democratic Services

committees@gedling.gov.uk

0115 901 3844

Council

Membership

Mayor Councillor Julie Najuk

Deputy Mayor Councillor Ron McCrossen

Councillor Michael Adams
Councillor Roy Allan
Councillor Sandra Barnes
Councillor Stuart Bestwick
Councillor David Brocklebank
Councillor Lorraine Brown
Councillor John Clarke
Councillor Jim Creamer
Councillor Andrew Dunkin
Councillor Boyd Elliott
Councillor David Ellis
Councillor Rachael Ellis
Councillor Roxanne Ellis
Councillor Andrew Ellwood
Councillor Paul Feeney
Councillor Kathryn Fox
Councillor Des Gibbons
Councillor Helen Greensmith
Councillor Jenny Hollingsworth

Councillor Paul Hughes
Councillor Alison Hunt
Councillor Viv McCrossen
Councillor Marje Paling
Councillor Michael Payne
Councillor Lynda Pearson
Councillor Sue Pickering
Councillor Catherine Pope
Councillor Grahame Pope
Councillor Kyle Robinson-Payne
Councillor Alex Scroggie
Councillor Martin Smith
Councillor Sam Smith
Councillor Ruth Strong
Councillor Clive Towsey-Hinton
Councillor Jane Walker
Councillor Michelle Welsh
Councillor Henry Wheeler
Councillor Russell Whiting

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SUMMONS

A meeting of the Borough Council will be held on Wednesday 12 July 2023 at 6.00 pm to transact the business as set out below.



Mike Hill
Chief Executive

AGENDA

Page

- 1 Thought for the day
- 2 Apologies for absence
- 3 Mayor's announcements
- 4 To approve, as a correct record, the minutes of the meetings held on 25 January, 2 March and 24 May 2023 5 - 32
- 5 Declaration of interests
- 6 To deal with any petitions received under procedural rule 7.8
- 7 To answer questions asked by the public under procedural rule 7.7
- 8 To answer questions asked by Members of the Council under procedural rule 7.9

1) Question from Cllr Lorraine Brown to the Portfolio Holder for Sustainable Growth and Economy:

Funding was allocated and a location identified for new business units in Calverton but nothing further has happened. Could the Portfolio Holder provide an update on when these new business units will be built and opened in Calverton?

2) Question from Cllr Mike Adams to the Portfolio Holder for Environmental Services (Operations):

What is the annual cost to the Borough and per resident for clearing up fly-tipping?

3) Question from Cllr Lorraine Brown to the Portfolio Holder for Climate Change and Natural Habitat:

The Football Foundation has identified Calverton Top Club as an ideal location for a 3G pitch which will cater for several football teams in and around the village. Calverton Parish Council has allocated £50,000 towards the cost. Will GBC allocate Officer time to work alongside the Parish Council, Cllr Walker, Cllr Elliott, and me to secure additional funding to help deliver this much needed pitch?

4) Question from Cllr Helen Greensmith to the Portfolio Holder for Sustainable Growth and Economy:

Each year, this Council spends over £200,000 of taxpayers' money on B&B temporary accommodation with the average stay over four months. 85 affordable rent properties are expected at the Rolleston Drive development in Arnold. What impact, if any, will that site being 'on hold', while the manufacturer of the factory-built homes is sold, have on this Council's housing waiting list and what financial implications will that pose?

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	Report of the Senior Leadership Team	
10	Annual treasury activity report 2022/23	77 - 95
	Report of the Senior Leadership Team	
11	Amendment to committee schedule for 2023-24	97 - 100
	Report of the Democratic Services Manager	
12	Amendment to committee memberships for 2023/24	101-103
	Report of the Democratic Services Manager	
13	Member allowance scheme and recruitment to Independent Remuneration Panel	105-115
	Report of the Head of Governance and Customer Services	
14	Review of procedural standing orders	117-119
	Report of the Head of Governance and Customer Services	

15	Taxi Licensing fees review	121-160
	Report of the Head of Governance and Customer Services	
16	To receive questions and comments from Members concerning any matter dealt with by the Executive or a Committee (procedural rule 7.10)	
a	Minutes of meeting Tuesday 15 November 2022 of Joint Consultative and Safety Committee	161-163
b	Minutes of meeting Thursday 15 December 2022 of Standards Committee	165-166
c	Minutes of meeting Wednesday 11 January 2023 of Planning Committee	167-189
d	Minutes of meeting Monday 16 January 2023 of Overview and Scrutiny Committee	191-194
e	Minutes of meeting Tuesday 17 January 2023 of Audit Committee	195-196
f	Minutes of meeting Tuesday 24 January 2023 of Environment and Licensing Committee	197-199
g	Minutes of meeting Tuesday 24 January 2023 of Cabinet	201-203
h	Minutes of meeting Tuesday 7 February 2023 of Environment and Licensing Committee	205-206
i	Minutes of meeting Thursday 16 February 2023 of Cabinet	207-210
j	Minutes of meeting Tuesday 21 February 2023 of Joint Consultative and Safety Committee	211-213
k	Minutes of meeting Wednesday 22 February 2023 of Planning Committee	215-225
l	Minutes of meeting Thursday 23 February 2023 of Licensing Act Panel	227-229
m	Minutes of meeting Monday 6 March 2023 of Overview and Scrutiny Committee	231-234

n	Minutes of meeting Tuesday 7 March 2023 of Environment and Licensing Committee	235-237
o	Minutes of meeting Tuesday 14 March 2023 of Audit Committee	239-241
p	Minutes of meeting Wednesday 15 March 2023 of Appointments and Conditions of Service Committee	243-244
q	Minutes of meeting Tuesday 21 March 2023 of Environment and Licensing Committee	245-247
r	Minutes of meeting Wednesday 22 March 2023 of Cabinet	249-251
s	Minutes of meeting Thursday 23 March 2023 of Overview and Scrutiny Committee	253-256
t	Minutes of meeting Tuesday 18 April 2023 of Environment and Licensing Committee	257-259
u	Minutes of meeting Wednesday 26 April 2023 of Planning Committee	261-264
v	Minutes of meeting Tuesday 6 June 2023 of Joint Consultative and Safety Committee	265-266
w	Minutes of meeting Tuesday 6 June 2023 of Appeals and Retirements Committee	267-268
x	Minutes of meeting Thursday 8 June 2023 of Cabinet	269-270
y	Minutes of meeting Tuesday 13 June 2023 of Environment and Licensing Committee	271-273
z	Minutes of meeting Wednesday 21 June 2023 of Planning Committee	275-287

17 To consider comments, of which due notice has been given, under procedural rule 7.11

18 To consider motions under procedural rule 7.12

This Council notes:

1) The Overview & Scrutiny Committee has a vital role in scrutinising the

work of the Cabinet

2) That to strengthen this role, it is appropriate for the Chair and Vice-Chair of the Overview & Scrutiny Committee not to be members of the Council's Ruling Group.

This Council therefore resolves:

1) to add the following words to the existing section of the Constitution at "Section 4- The Full Council: 7.22 Election of a Chair of a Committee " :
"The Chair of the Overview and Scrutiny Committee shall be a member of the largest political group that is different to that of the Leader of the Council. The Vice-Chair of the Overview and Scrutiny Committee shall not be a member of the same political group as that of the Leader of the Council"

2) That the change to the Constitution to come into force at the 2024 Annual Meeting of the Council for the 2024/25 Council Year.

This Council further notes:

That in line with paragraph 7.31 of the Procedure Rules for Full Council that as this motion proposes an addition to the said procedure rules, that once proposed and seconded the motion shall stand adjourned without discussion to the next ordinary meeting of the council.

Proposer: Cllr Ellwood
Secunder: Cllr Hughes

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MINUTES COUNCIL

Wednesday 25 January 2023

Councillor Peter Barnes (Mayor)

Present: Councillor Julie Najuk
Councillor Michael Adams
Councillor Sandra Barnes
Councillor Chris Barnfather
Councillor Pat Bosworth
Councillor Nicki Brooks
Councillor John Clarke
Councillor Liz Clunie
Councillor Bob Collis
Councillor Jim Creamer
Councillor Boyd Elliott
Councillor David Ellis
Councillor Rachael Ellis
Councillor Roxanne Ellis
Councillor Andrew Ellwood
Councillor Paul Feeney
Councillor Kathryn Fox
Councillor Des Gibbons
Councillor Helen Greensmith
Councillor Mike Hope
Councillor Rosa Keneally
Councillor Meredith Lawrence
Councillor Ron McCrossen
Councillor Viv McCrossen
Councillor Barbara Miller
Councillor Marje Paling
Councillor John Parr
Councillor Michael Payne
Councillor Alex Scroggie
Councillor Martin Smith
Councillor Sam Smith
Councillor John Truscott
Councillor Henry Wheeler
Councillor Paul Wilkinson

Absent: Councillor Michael Boyle, Councillor Andrew Dunkin,
Councillor Jenny Hollingsworth, Councillor Lynda
Pearson and Councillor Clive Towsey-Hinton

42 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Boyle, Dunkin, Hollingsworth, Pearson and Towsey-Hinton.

43 DECLARATION OF INTERESTS

Councillor Wheeler declared a non-pecuniary interest in item 3 as it related to a family member.

Councillor Sandra Barnes declared a non-pecuniary interest in item 6 as it related to a family member.

Councillor Wheeler left the meeting.

44 TO CONSIDER THE CONFERMENT OF THE TITLE OF HONORARY ALDERMAN OF THE BOROUGH OF GEDLING

Members were asked to consider the posthumous conferment of the title of Honorary Alderman of the Borough of Gedling on Denis Beeston in recognition of the eminent services rendered to the Council as a past member of the Council and to resolve accordingly.

RESOLVED:

To support the recommendation.

45 TO CONSIDER THE CONFERMENT OF THE TITLE OF HONORARY FREEMAN OF THE BOROUGH OF GEDLING

Councillor Wheeler returned to the meeting.

Members were asked to consider the conferment of the title of Honorary Freeman of the Borough of Gedling on Robert Sansom in recognition of the eminent services rendered to the borough of Gedling and to resolve accordingly.

RESOLVED:

To support the recommendation.

46 TO CONSIDER THE CONFERMENT OF THE TITLE OF HONORARY FREEMAN OF THE BOROUGH OF GEDLING

Members were asked to consider the conferment of the title of Honorary Freeman of the Borough of Gedling on James Mellors in recognition of the eminent services rendered to the borough of Gedling and to resolve accordingly.

RESOLVED:

To support the recommendation.

Councillor Sandra Barnes left the meeting.

47 TO CONSIDER THE CONFERMENT OF THE TITLE OF HONORARY FREEMAN OF THE BOROUGH OF GEDLING

Members were asked to consider the conferment of the title of Honorary Freeman of the Borough of Gedling on Peter Barnes in recognition of the eminent services rendered to the borough of Gedling and to resolve accordingly.

RESOLVED:

To support the recommendation.

The meeting finished at 7.02 pm

Signed by Chair:
Date:

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**MINUTES
COUNCIL**

Wednesday 25 January 2023

Councillor Peter Barnes (Mayor)

Present: Councillor Julie Najuk
Councillor Michael Adams
Councillor Sandra Barnes
Councillor Chris Barnfather
Councillor Pat Bosworth
Councillor Nicki Brooks
Councillor John Clarke
Councillor Liz Clunie
Councillor Bob Collis
Councillor Jim Creamer
Councillor Boyd Elliott
Councillor David Ellis
Councillor Rachael Ellis
Councillor Roxanne Ellis
Councillor Andrew Ellwood
Councillor Paul Feeney
Councillor Kathryn Fox
Councillor Des Gibbons
Councillor Helen Greensmith
Councillor Mike Hope
Councillor Rosa Keneally
Councillor Meredith Lawrence
Councillor Ron McCrossen
Councillor Viv McCrossen
Councillor Barbara Miller
Councillor Marje Paling
Councillor John Parr
Councillor Michael Payne
Councillor Alex Scroggie
Councillor Martin Smith
Councillor Sam Smith
Councillor John Truscott
Councillor Henry Wheeler
Councillor Paul Wilkinson

Absent: Councillor Michael Boyle, Councillor Andrew Dunkin,
Councillor Jenny Hollingsworth, Councillor Lynda
Pearson and Councillor Clive Towsey-Hinton

48 THOUGHT FOR THE DAY

The Mayor's chaplain, Reverend Jac Bull, delivered a thought for the day which focused on Holocaust memorial day.

49 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Boyle, Dunkin, Hollingsworth, Pearson and Towsey-Hinton.

50 MAYOR'S ANNOUNCEMENTS

The Mayor expressed his best wishes to everyone for the New Year. He also confirmed that he had recently had the pleasure of taking part in some Chinese New Year celebrations, which were a great success.

51 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2022

RESOLVED:

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

52 DECLARATION OF INTERESTS

None.

53 TO DEAL WITH ANY PETITIONS RECEIVED UNDER PROCEDURAL RULE 7.8

None received.

54 TO ANSWER QUESTIONS ASKED BY THE PUBLIC UNDER PROCEDURAL RULE 7.7

None received.

55 TO ANSWER QUESTIONS ASKED BY MEMBERS OF THE COUNCIL UNDER PROCEDURAL RULE 7.9

A question was asked of the Portfolio Holder for Environment from Councillor Andrew Ellwood:

“In view of the ongoing Green Lung Project at the Digby Park Arboretum, can the portfolio holder confirm when work will start on the re-surfacing of the footpath to the rear of Linsdale Gardens/ Kneeton Close and what measures will be put in place to alleviate flooding into the rear gardens of nearby residential properties?”

Response by Councillor Ron McCrossen:

“A capital budget was allocated to support the Green Lung labour manifesto pledge, and we are delivering the project over a three/four year period.

Stage 1: 22/23

Woodland planting at Digby Park and the launch of the Digby park arboretum with QR code identification information and a route map that locates the trees. This will include the positioning of new bins and benches and interpretation panels – due for installation in 2023.

Stage 2: 23/24

Path surfacing and drainage improvements. To prevent flooding and washout of the path/cycleway at the foot of the Golf Course near Neaton Close.

Stage 3: 2024

The installation of a link path that will lead from Arnold Lane on the new Keepmoat Development [funded by Keepmoat] to pick up from the Digby Park cycleway and walking path at the intersection where it meets Arnold Lane, across the estate to Collier Way.

Stage 4: 2024 onwards

The installation of a link path from Collier Way [GAR] that will link into the path infrastructure in Gedling Country Park near to the methane extraction Plant. This being the last stage of the Green Lung route project. Sometime during 2024 on current timelines estimates.

There will be further tree planting and establishment of Bee Pollinator grassland meadows in these areas as they are developed - this will eventually allow cyclists and walkers from Carlton to travel to the Country Park along a green way, with put the requirement to use a vehicle.

The Council's engineering officer John Evens is currently drawing up some drainage designs for the path near Neaton Close to divert water away from the properties on the close. Due diligence surveys are also being carried out in advance of tender preparation. Tenders should be invited in spring 2023 and installation work commence summer 2023. Following which the path will be resurfaced and fully reinstated. It is hoped that, weather, labour and materials permitting, the work will be complete for winter 2023/24"

56 PAY POLICY STATEMENT

Consideration was given to a report of the Head of HR, Performance and Service Planning, which sought to approve the Pay Policy Statement for subsequent publication on the Council's website.

RESOLVED that:

- 1) The Pay Policy Statement be approved and published to the website; and
- 2) The new Special Severance Payment Policy contained at Appendix ix of the Pay Policy Statement be approved and adopted to include the proposed delegations contained therein.

57 COUNCIL TAX REDUCTION SCHEME

Consideration was given to a report of the Housing and Welfare Manager, which sought to approve the current council tax reduction scheme to continue without revision in 2023/24.

RESOLVED that:

- 1) The Council Tax Reduction Scheme (CTRS) 2023/24, to apply from 1 April 2023, be approved and adopted by full Council, and;
- 2) There are no changes to the CTRS for working age people as described in Section 2 of the report, except for the annual uprating and amendments of allowances and premiums in line with Housing Benefit levels; and
- 3) There are no changes to CTRS for pension age people except for those contained within the annual Council Tax Reduction Schemes (Amendment) (England) Regulations.

58 PARENTAL LEAVE POLICY FOR COUNCILLORS

Consideration was given to a report of the Chief Executive, which sought to approval to consult on a draft Gedling Borough Council Parental Leave Policy for Councillors.

RESOLVED:

That Members agree to launch a consultation on the Draft Gedling Borough Council Parental Leave Policy at Appendix 1, in line with details set out in the report.

59 TO RECEIVE QUESTIONS AND COMMENTS FROM MEMBERS CONCERNING ANY MATTER DEALT WITH BY THE EXECUTIVE OR A COMMITTEE (PROCEDURAL RULE 7.10)

None received.

60 TO CONSIDER COMMENTS, OF WHICH DUE NOTICE HAS BEEN GIVEN, UNDER PROCEDURAL RULE 7.11

None received.

61 TO CONSIDER MOTIONS UNDER PROCEDURAL RULE 7.12

None received.

The meeting finished at 7.10 pm

Signed by Chair:
Date:

**MINUTES
COUNCIL**

Thursday 2 March 2023

Councillor Peter Barnes (Mayor)

Present: Councillor Julie Najuk
Councillor Michael Adams
Councillor Sandra Barnes
Councillor Chris Barnfather
Councillor Pat Bosworth
Councillor Michael Boyle
Councillor Nicki Brooks
Councillor John Clarke
Councillor Liz Clunie
Councillor Bob Collis
Councillor Jim Creamer
Councillor Andrew Dunkin
Councillor Boyd Elliott
Councillor David Ellis
Councillor Rachael Ellis
Councillor Andrew Ellwood
Councillor Paul Feeny
Councillor Kathryn Fox
Councillor Des Gibbons
Councillor Helen Greensmith
Councillor Jenny Hollingsworth
Councillor Mike Hope
Councillor Meredith Lawrence
Councillor Ron McCrossen
Councillor Viv McCrossen
Councillor Barbara Miller
Councillor Marje Paling
Councillor John Parr
Councillor Michael Payne
Councillor Lynda Pearson
Councillor Alex Scroggie
Councillor Martin Smith
Councillor Sam Smith
Councillor Clive Towsey-Hinton
Councillor John Truscott
Councillor Henry Wheeler
Councillor Paul Wilkinson

Absent: Councillor Roxanne Ellis and Councillor Rosa Keneally

62 THOUGHT FOR THE DAY

The Mayor's chaplain was unable to attend, so the Mayor invited Councillor Sandra Barnes to deliver the thought for the day, which referenced the need for love and family.

63 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Roxanne Ellis and Keneally.

64 DECLARATION OF INTERESTS

None.

65 TO CONSIDER, AND IF APPROVED, ADOPT THE RECOMMENDATIONS OF CABINET DATED 16 FEBRUARY 2023 AND SET THE COUNCIL TAX FOR THE YEAR ENDING 31 MARCH 2024

A proposition was moved by Councillor Clarke and seconded by Councillor Payne in the following terms:

That:

1. In accordance with the recommendations of Cabinet on 16 February 2023, that the Prudential and Treasury Indicators and Treasury Management Strategy Statement (TMSS) 2023/24, which includes the Minimum Revenue Provision Policy Statement, the Borrowing Strategy, and the Annual Investment Strategy, set out at pages 5 to 49 of the Council agenda, be approved.
2. In accordance with the recommendations of Cabinet on 16 February 2023, that the Capital Programme and Capital Investment Strategy 2023/24 to 2027/28 set out at pages 51 to 79 of the Council agenda, be approved.
3. In accordance with the recommendation of Cabinet on 16 February 2023, that the financial threshold above which decisions will be regarded as Key Decisions be set at £0.5 million for 2023/24, and that the detailed budget for 2023/24 included at pages 131 to 171 of the Council agenda be approved.
4. In accordance with the recommendations of Cabinet on 16 February 2023, that the reviewed Gedling Plan 2023-2027 included at pages 194 to 207 of the Council agenda, and which sets out the priorities, objectives and actions, be approved.
5. The sum of £978,700 be taken from General Fund Balances in 2023/24 to support General Fund revenue expenditure in 2023/24.
6. It be noted that the Portfolio holder for Corporate Resources and Performance and Deputy Leader of the Council determined on 12 December 2022 (D1373), the following amounts for the year 2023/24 in accordance with regulations made under section 31(B) of the Local Government Finance Act 1992.
 - a. 38,503.71 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its council tax base for the year. **(The Council Tax base for the whole district)**
 - b.

Part of the Council's Area	Tax Base
Bestwood Village	686.09
Burton Joyce	1,517.02
Calverton	2,359.56
Colwick	888.29
Lambley	508.09
Linby	362.81
Newstead	372.74
Papplewick	271.15
Ravenshead	2,776.18
St Albans	943.91
Stoke Bardolph	373.83
Woodborough	942.46

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in/ those parts of its area to which one or more special items relate. **(The Council Tax base for each parish)**

7. That the following amounts be now calculated by the Council for the year 2023/24 in accordance with sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992 (the Act):

- a) £44,111,086 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act. **(Effectively gross expenditure including parish precepts, and transfers to reserves)**
- b) £36,197,600 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act. **(Effectively gross income and transfers from reserves)**
- c) £7,913,486 being the amount by which the aggregate at 7(a) above exceeds the aggregate at 7(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax Requirement for the year. **(Expenditure less income)**
- d) £205.53 being the amount at 7(c) above, divided by the amount at 6(a) above, calculated by the Council, in accordance with section 31B of the Act, as the basic amount of its council tax for the year. **(The overall average amount of Council Tax per Band D property, including parish precepts)**
- e) £852,786 being the aggregate amount of all special items referred to in section 34(1) of the Act. **(Total of parish precepts)**. For information, the amount in respect of each parish is as follows:

Part of the Council's Area	Parish Precept
Bestwood Village	20,000
Burton Joyce	218,519
Calverton	244,339
Colwick	25,500
Lambley	17,860
Linby	18,840
Newstead	21,820
Papplewick	20,359
Ravenshead	155,680
St Albans	28,834
Stoke Bardolph	2,500
Woodborough	78,535

- f) £183.38 being the amount at 7(d) above less the result given by dividing the amount at 7(e) above by the amount at 6(a) above, calculated by the Council, in accordance with section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates. **(Gedling's own element of the Council Tax for a Band D dwelling)**.

g)

Part of the Council's Area	£
Bestwood Village	212.53
Burton Joyce	327.42
Calverton	286.93

Colwick	212.09
Lambley	218.53
Linby	235.31
Newstead	241.92
Papplewick	258.46
Ravenshead	239.46
St Albans	213.93
Stoke Bardolph	190.07
Woodborough	266.71

being the amounts given by adding the amount at 7(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above, divided in each case by the amount at 6(b) above, calculated by the Council, in accordance with section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate. **(The combined district and parish amount of Council Tax for a Band D dwelling)**

h)

Part of the Council's area	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Bestwood Village	141.68	165.30	188.91	212.53	259.76	306.99	354.21	425.06
Burton Joyce	218.28	254.66	291.04	327.42	400.18	472.94	545.70	654.84
Calverton	191.28	223.17	255.04	286.93	350.69	414.45	478.21	573.86
Colwick	141.39	164.96	188.52	212.09	259.22	306.35	353.48	424.18
Lambley	145.68	169.97	194.24	218.53	267.09	315.65	364.21	437.06
Linby	156.87	183.02	209.16	235.31	287.60	339.89	392.18	470.62
Newstead	161.28	188.16	215.04	241.92	295.68	349.44	403.20	483.84
Papplewick	172.30	201.03	229.74	258.46	315.89	373.33	430.76	516.92
Ravenshead	159.64	186.25	212.85	239.46	292.67	345.88	399.10	478.92
St Albans	142.62	166.39	190.16	213.93	261.47	309.01	356.55	427.86
Stoke Bardolph	126.71	147.83	168.95	190.07	232.31	274.54	316.78	380.14
Woodborough	177.80	207.44	237.07	266.71	325.98	385.25	444.51	533.42
All other parts of the Council's area	122.25	142.63	163.00	183.38	224.13	264.88	305.63	366.76

being the amounts given by multiplying the amounts at 7(f) and 7(g) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands. **(The combined district and parish amount of Council Tax for each band of dwelling).**

8. That it be noted that for the year 2023/24, Nottinghamshire County Council, the Office of the Nottinghamshire Police & Crime

Commissioner and the Combined Fire & Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

	A	B	C	D	E	F	G	H
Precepting Authority:	£	£	£	£	£	£	£	£
Notts County Council	1,149.11	1,340.62	1,532.14	1,723.66	2,106.70	2,489.73	2,872.77	3,447.32
Notts Police & Crime Commissioner	179.46	209.37	239.28	269.19	329.01	388.83	448.65	538.38
Combined Fire & Rescue Authority	59.71	69.67	79.62	89.57	109.47	129.38	149.28	179.14

9. That, having calculated the aggregate in each case of the amounts at 7(h) and 8 above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts of council tax for the year 2023/24 for each of the categories of dwellings shown below: **(The total amount of Council Tax for each band of dwelling)**

Part of the Council's Area	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Bestwood Village	1,529.96	1,784.96	2,039.95	2,294.95	2,804.94	3,314.93	3,824.91	4,589.90
Burton Joyce	1,606.56	1,874.32	2,142.08	2,409.84	2,945.36	3,480.88	4,016.40	4,819.68
Calverton	1,579.56	1,842.83	2,106.08	2,369.35	2,895.87	3,422.39	3,948.91	4,738.70
Colwick	1,529.67	1,784.62	2,039.56	2,294.51	2,804.40	3,314.29	3,824.18	4,589.02
Lambley	1,533.96	1,789.63	2,045.28	2,300.95	2,812.27	3,323.59	3,834.91	4,601.90
Linby	1,545.15	1,802.68	2,060.20	2,317.73	2,832.78	3,347.83	3,862.88	4,635.46
Newstead	1,549.56	1,807.82	2,066.08	2,324.34	2,840.86	3,357.38	3,873.90	4,648.68
Papplewick	1,560.58	1,820.69	2,080.78	2,340.88	2,861.07	3,381.27	3,901.46	4,681.76
Ravenshead	1,547.92	1,805.91	2,063.89	2,321.88	2,837.85	3,353.82	3,869.80	4,643.76
St Albans	1,530.90	1,786.05	2,041.20	2,296.35	2,806.65	3,316.95	3,827.25	4,592.70
Stoke Bardolph	1,514.99	1,767.49	2,019.99	2,272.49	2,777.49	3,282.48	3,787.48	4,544.98
Woodborough	1,566.08	1,827.10	2,088.11	2,349.13	2,871.16	3,393.19	3,915.21	4,698.26
All other parts of the Council's area	1,510.53	1,762.29	2,014.04	2,265.80	2,769.31	3,272.82	3,776.33	4,531.60

An amendment was moved by Councillor Adams and seconded by Councillor Elliott on the following terms:

That the Council has the following objections and proposals to the estimates submitted by Cabinet, and it requires the Cabinet to reconsider those estimates in the light of these objections and proposals, and report back to Council within five working days after the day of this meeting.

General fund revenue budget

1	To reduce Members Allowances budget by	
	a) The removal of special responsibility allowances for chairs of committees (Planning, E&L, Audit, O&S, JCSC and Standards), and the allowances for the policy advisors	-£26,000
	b) reducing all of the remaining allowances by two thirds of the 2023/24 estimated rates	-£189,000
2	To reduce the members pot for the provision of community support funding from £61,500 to £55,300, resulting in a remaining budget of approximately £1,350 per member	-£6,200
	Total ongoing general fund revenue budget reductions from 2023/24	-£221,200

General fund financing budget

3	To freeze Council Tax for 2023/24 reducing the Council Tax requirement income in each year of the MTFP (average)	£221,200
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Note:

The Local Government Act 2003 requires that the Council's Chief Financial Officer, in the case of Gedling that is the Director of Corporate Resources and s151 Officer, provide advice to the Council on the adequacy of financial reserves, and the robustness of the estimates. These comments can be found below:

THE ROBUSTNESS OF THE ESTIMATES AND THE ADEQUACY OF THE GENERAL FUND BALANCES

The annual budget and the medium term plan are based on a range of assumptions, detailed to Cabinet on 16 February, and these have enabled estimates of current and future spending to be modelled. The Medium Term Financial Plan (MTFP) is presented against the backdrop of major and unprecedented uncertainty, primarily due to the continuing deferral of local government finance reforms and the substantial inflationary pressures now being faced due the aftermath of the Covid-19 pandemic, post brexit supply and labour shortages, and the war in the Ukraine and subsequent western sanctions, together with the impact of the growth plan set out by government in September 2022. The Council has an established process for assessing the financial risk factors inherent in any business activity, and the financial risk register recognises the increasing risk to financial sustainability in the medium term arising from the increased costs and uncertain funding levels.

The Council has a strong track record of meeting demands within the approved budget, together with a good reputation for the robustness of its financial planning, which will continue, however, it is important to note the structural deficit that remains within the MTFP which will require the development of further plans for budget reductions/savings and it should be expected that there will need to be some contraction of service

delivery/performance if efficiency plans do not proceed in line with expectations.

The annual budget for 2023/24 and the subsequent years of the MTFP leave the Council with a level of balances broadly in line with the minimum required. Whilst existing management approaches should enable the Council to deliver the efficiency required in the medium to long term, further changes to the way that services are delivered may be required if the Council is to fully achieve its ambitions and achieve a sustainable financial position.

The Council will continue to implement the efficiency plans and to develop new budget reduction proposals in order to balance the MTFP, which, if implemented, will mean that the financial outlook remains positive, and that the 2023/24 estimates, and beyond, are robust. Members are advised that risk levels in the MTFP are increasing as a result of ongoing uncertainties surrounding the local government finance settlement and in the absence of funding increases from 2024/24 additional budget reductions will be required but these are not currently backed by an agreed action plan. Despite this risks are currently still at acceptable levels as there is a sufficient lead in time for developing detailed plans in the coming year.

An assessment of reserves and balances has been carried out and I am satisfied that the financial position as presented is robust, and that reserves and balances are adequate in the short and medium term. However, pressures on both capital and revenue budgets are substantial and the MTFP shows continued reliance on the use of General Fund balances to support expenditure levels, as reported to Cabinet on 16 February 2023.

The Council has in the past successfully managed such pressures, and therefore I consider that, given the information available at the time, the level of general reserves are adequate for the purpose of setting the 2023/24 Council Tax.

Councillor Wilkinson, seconded by Councillor Feeney, proposed a motion to briefly adjourn the meeting to allow members to consider the amendment put before them.

The motion was supported and the Mayor declared it carried.

The meeting adjourned at 6:39pm.

The meeting resumed at 6:51pm.

Following debate, in accordance with standing orders the amendment was put to a named vote.

The Mayor declared the amendment lost.

An amendment was moved by Councillor Ellwood and seconded by Councillor Towsey-Hinton on the following terms:

That the Council has the following objections and proposals to the estimates submitted by Cabinet, and it requires the Cabinet to reconsider those estimates in the light of these objections and proposals, and report back to Council within five working days after the day of this meeting.

General fund revenue budget

1	To expand the eligibility for one free bulky waste collection per annum from the existing scheme, which is available to all residents over the age of 65, to include one free collection per household with an adult ages 18 to 64 with a physical or mental disability as defined under the equality act 2010, subject to the availability of collection slots	£25,000
2	To reduce the members pot for the provision of community support funding from £61,500 to £36,50, resulting in a remaining budget of approximately £890 per member	-£25,000

Note:

The Local Government Act 2003 requires that the Council's Chief Financial Officer, in the case of Gedling that is the Director of Corporate Resources and s151 Officer, provide advice to the Council on the adequacy of financial reserves, and the robustness of the estimates. These comments can be found below:

THE ROBUSTNESS OF THE ESTIMATES AND THE ADEQUACY OF THE GENERAL FUND BALANCES

The annual budget and the medium term plan are based on a range of assumptions, detailed to Cabinet on 16 February, and these have enabled estimates of current and future spending to be modelled. The Medium Term Financial Plan (MTFP) is presented against the backdrop of major and unprecedented uncertainty, primarily due to the continuing deferral of local government finance reforms and the substantial inflationary pressures now being faced due the aftermath of the Covid-19 pandemic, post brexit supply and labour shortages, and the war in the Ukraine and subsequent western sanctions, together with the impact of the growth plan set out by government in September 2022. The Council has an established process for assessing the financial risk factors inherent in any business activity, and the financial risk register recognises the increasing risk to financial sustainability in the medium term arising from the increased costs and uncertain funding levels.

The Council has a strong track record of meeting demands within the approved budget, together with a good reputation for the robustness of its financial planning, which will continue, however, it is important to note

the structural deficit that remains within the MTFP which will require the development of further plans for budget reductions/savings and it should be expected that there will need to be some contraction of service delivery/performance if efficiency plans do not proceed in line with expectations.

The annual budget for 2023/24 and the subsequent years of the MTFP leave the Council with a level of balances broadly in line with the minimum required. Whilst existing management approaches should enable the Council to deliver the efficiency required in the medium to long term, further changes to the way that services are delivered may be required if the Council is to fully achieve its ambitions and achieve a sustainable financial position.

The Council will continue to implement the efficiency plans and to develop new budget reduction proposals in order to balance the MTFP, which, if implemented, will mean that the financial outlook remains positive, and that the 2023/24 estimates, and beyond, are robust. Members are advised that risk levels in the MTFP are increasing as a result of ongoing uncertainties surrounding the local government finance settlement and in the absence of funding increases from 2024/24 additional budget reductions will be required but these are not currently backed by an agreed action plan. Despite this risks are currently still at acceptable levels as there is a sufficient lead in time for developing detailed plans in the coming year.

An assessment of reserves and balances has been carried out and I am satisfied that the financial position as presented is robust, and that reserves and balances are adequate in the short and medium term. However, pressures on both capital and revenue budgets are substantial and the MTFP shows continued reliance on the use of General Fund balances to support expenditure levels, as reported to Cabinet on 16 February 2023.

The Council has in the past successfully managed such pressures, and therefore I consider that, given the information available at the time, the level of general reserves are adequate for the purpose of setting the 2023/24 Council Tax.

Councillor Wilkinson, seconded by Councillor S Smith, proposed a motion to briefly adjourn the meeting to allow members to consider the amendment put before them.

The motion was supported and the Mayor declared it carried.

The meeting adjourned 7:22pm.

The meeting resumed at 7:31pm.

Following debate, in accordance with standing orders the amendment was put to a named vote.

The Mayor declared the amendment lost.

Upon the Mayor putting the original proposition of the meeting, and in accordance with standing orders, the original proposition was put to a named vote.

The Mayor declared the motion carried.

RESOLVED:

That:

1. In accordance with the recommendations of Cabinet on 16 February 2023, that the Prudential and Treasury Indicators and Treasury Management Strategy Statement (TMSS) 2023/24, which includes the Minimum Revenue Provision Policy Statement, the Borrowing Strategy, and the Annual Investment Strategy, set out at pages 5 to 49 of the Council agenda, be approved.
2. In accordance with the recommendations of Cabinet on 16 February 2023, that the Capital Programme and Capital Investment Strategy 2023/24 to 2027/28 set out at pages 51 to 79 of the Council agenda, be approved.
3. In accordance with the recommendation of Cabinet on 16 February 2023, that the financial threshold above which decisions will be regarded as Key Decisions be set at £0.5 million for 2023/24, and that the detailed budget for 2023/24 included at pages 131 to 171 of the Council agenda be approved.
4. In accordance with the recommendations of Cabinet on 16 February 2023, that the reviewed Gedling Plan 2023-2027 included at pages 194 to 207 of the Council agenda, and which sets out the priorities, objectives and actions, be approved.
5. The sum of £978,700 be taken from General Fund Balances in 2023/24 to support General Fund revenue expenditure in 2023/24.
6. It be noted that the Portfolio holder for Corporate Resources and Performance and Deputy Leader of the Council determined on 12 December 2022 (D1373), the following amounts for the year 2023/24 in accordance with regulations made under section 31(B) of the Local Government Finance Act 1992.
 - a. 38,503.71 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its council tax base for the year. **(The Council Tax base for the whole district)**
 - b.

Part of the Council's Area	Tax Base
Bestwood Village	686.09
Burton Joyce	1,517.02
Calverton	2,359.56
Colwick	888.29
Lambley	508.09
Linby	362.81
Newstead	372.74
Papplewick	271.15
Ravenshead	2,776.18
St Albans	943.91
Stoke Bardolph	373.83
Woodborough	942.46

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in/ those parts of its area to which one or more special items relate. **(The Council Tax base for each parish)**

7. That the following amounts be now calculated by the Council for the year 2023/24 in accordance with sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992 (the Act):
 - a) £44,111,086 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act. **(Effectively gross expenditure including parish precepts, and transfers to reserves)**
 - b) £36,197,600 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act. **(Effectively gross income and transfers from reserves)**
 - c) £7,913,486 being the amount by which the aggregate at 7(a) above exceeds the aggregate at 7(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax Requirement for the year. **(Expenditure less income)**
 - d) £205.53 being the amount at 7(c) above, divided by the amount at 6(a) above, calculated by the Council, in accordance with section 31B of the Act, as the basic amount of its council tax for the year. **(The overall average amount of Council Tax per Band D property, including parish precepts)**
 - e) £852,786 being the aggregate amount of all special items referred to in section 34(1) of the Act. **(Total of parish precepts)**. For information, the amount in respect of each parish is as follows:

Part of the Council's Area	Parish Precept
Bestwood Village	20,000
Burton Joyce	218,519
Calverton	244,339
Colwick	25,500
Lambley	17,860
Linby	18,840
Newstead	21,820
Papplewick	20,359
Ravenshead	155,680
St Albans	28,834
Stoke Bardolph	2,500
Woodborough	78,535

- f) £183.38 being the amount at 7(d) above less the result given by dividing the amount at 7(e) above by the amount at 6(a) above, calculated by the Council, in accordance with section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates. **(Gedling's own element of the Council Tax for a Band D dwelling).**

g)

Part of the Council's Area	£
Bestwood Village	212.53
Burton Joyce	327.42
Calverton	286.93
Colwick	212.09
Lambley	218.53
Linby	235.31
Newstead	241.92
Papplewick	258.46
Ravenshead	239.46
St Albans	213.93
Stoke Bardolph	190.07
Woodborough	266.71

being the amounts given by adding the amount at 7(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above, divided in each case by the amount at 6(b) above, calculated by the Council, in accordance with section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate. **(The combined district and parish amount of Council Tax for a Band D dwelling)**

h)

Part of the Council's area	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Bestwood Village	141.68	165.30	188.91	212.53	259.76	306.99	354.21	425.06
Burton Joyce	218.28	254.66	291.04	327.42	400.18	472.94	545.70	654.84
Calverton	191.28	223.17	255.04	286.93	350.69	414.45	478.21	573.86
Colwick	141.39	164.96	188.52	212.09	259.22	306.35	353.48	424.18
Lambley	145.68	169.97	194.24	218.53	267.09	315.65	364.21	437.06
Linby	156.87	183.02	209.16	235.31	287.60	339.89	392.18	470.62
Newstead	161.28	188.16	215.04	241.92	295.68	349.44	403.20	483.84
Papplewick	172.30	201.03	229.74	258.46	315.89	373.33	430.76	516.92
Ravenshead	159.64	186.25	212.85	239.46	292.67	345.88	399.10	478.92
St Albans	142.62	166.39	190.16	213.93	261.47	309.01	356.55	427.86
Stoke Bardolph	126.71	147.83	168.95	190.07	232.31	274.54	316.78	380.14
Woodborough	177.80	207.44	237.07	266.71	325.98	385.25	444.51	533.42
All other parts of the Council's area	122.25	142.63	163.00	183.38	224.13	264.88	305.63	366.76

being the amounts given by multiplying the amounts at 7(f) and 7(g) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands. **(The combined district and parish amount of Council Tax for each band of dwelling).**

8. That it be noted that for the year 2023/24, Nottinghamshire County Council, the Office of the Nottinghamshire Police & Crime Commissioner and the Combined Fire & Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Precepting Authority:	A £	B £	C £	D £	E £	F £	G £	H £
Notts County Council	1,149.11	1,340.62	1,532.14	1,723.66	2,106.70	2,489.73	2,872.77	3,447.32
Notts Police & Crime Commissioner	179.46	209.37	239.28	269.19	329.01	388.83	448.65	538.38
Combined Fire & Rescue Authority	59.71	69.67	79.62	89.57	109.47	129.38	149.28	179.14

9. That, having calculated the aggregate in each case of the amounts at 7(h) and 8 above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts of council tax for the year 2023/24 for each of the categories of

dwelling shown below: **(The total amount of Council Tax for each band of dwelling)**

Part of the Council's Area	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Bestwood Village	1,529.96	1,784.96	2,039.95	2,294.95	2,804.94	3,314.93	3,824.91	4,589.90
Burton Joyce	1,606.56	1,874.32	2,142.08	2,409.84	2,945.36	3,480.88	4,016.40	4,819.68
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Ravenshead	1,547.92	1,805.91	2,063.89	2,321.88	2,837.85	3,353.82	3,869.80	4,643.76
St Albans	1,530.90	1,786.05	2,041.20	2,296.35	2,806.65	3,316.95	3,827.25	4,592.70
Stoke Bardolph	1,514.99	1,767.49	2,019.99	2,272.49	2,777.49	3,282.48	3,787.48	4,544.98
Woodborough	1,566.08	1,827.10	2,088.11	2,349.13	2,871.16	3,393.19	3,915.21	4,698.26
All other parts of the Council's area	1,510.53	1,762.29	2,014.04	2,265.80	2,769.31	3,272.82	3,776.33	4,531.60

66 APPOINTMENT OF DEPUTY ELECTORAL REGISTRATION OFFICERS

Consideration was given to a report of the Democratic Services Manager, which sought to approve the appointment of the Head of Governance and Customer Services and the Democratic Services Manager as Deputy Electoral Registration Officers (ERO) with the full powers of the ERO in their absence.

RESOLVED:

That the Head of Governance and Customer Services and the Democratic Services Manager be appointed as Deputy EROs with the full powers of the ERO in their absence.

67 PARENTAL LEAVE POLICY FOR COUNCILLORS

Consideration was given to a report of the Chief Executive, which sought approval of the Parental Leave Policy for Councillors.

RESOLVED:

That the Parental Leave Policy for Councillors be approved.

68 INDEPENDENT REMUNERATION PANEL - REPORT AND RECOMMENDATIONS FOR 2023/24

Consideration was given to a report of the Democratic Services Manager, which sought to inform members of the latest report from the Council's Independent Remuneration Panel (IRP), relating to member remuneration for 2023/24, and invited them to consider the recommendations made by the Panel.

Councillor Payne suggested an amendment to the recommendation, seconded by Councillor Clarke, which read as follows:

- 1) To thank the Independent Remuneration Panel for their work; and
- 2) Defer consideration of the recommendations in the Independent Remuneration Panel report until the first ordinary meeting of full council after the 4 May 2023 local elections; and
- 3) Consequently agree the existing schedule of member allowances to be approved

RESOLVED to:

- 1) Thank the Independent Remuneration Panel for their work; and
- 2) Defer consideration of the recommendations in the Independent Remuneration Panel report until the first ordinary meeting of full council after the 4 May 2023 local elections; and
- 3) Consequently agree the existing schedule of member allowances to be approved

The meeting finished at 8.45 pm

Signed by Chair:

Date:

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**MINUTES
COUNCIL**

Wednesday 24 May 2023

Councillor Julie Najuk (Mayor)

Present:

Councillor Michael Adams	Councillor Alison Hunt
Councillor Roy Allan	Councillor Ron McCrossen
Councillor Sandra Barnes	Councillor Viv McCrossen
Councillor Stuart Bestwick	Councillor Marje Paling
Councillor David Brocklebank	Councillor Michael Payne
Councillor Lorraine Brown	Councillor Lynda Pearson
Councillor John Clarke	Councillor Sue Pickering
Councillor Jim Creamer	Councillor Catherine Pope
Councillor Andrew Dunkin	Councillor Grahame Pope
Councillor Boyd Elliott	Councillor Kyle Robinson-Payne
Councillor David Ellis	Councillor Alex Scroggie
Councillor Rachael Ellis	Councillor Martin Smith
Councillor Roxanne Ellis	Councillor Sam Smith
Councillor Andrew Ellwood	Councillor Ruth Strong
Councillor Paul Feeney	Councillor Clive Towsey-Hinton
Councillor Kathryn Fox	Councillor Jane Walker
Councillor Des Gibbons	Councillor Michelle Welsh
Councillor Helen Greensmith	Councillor Henry Wheeler
Councillor Jenny Hollingsworth	Councillor Russell Whiting
Councillor Paul Hughes	Councillor Paul Wilkinson

Absent:

1 THOUGHT FOR THE DAY

The Mayor's chaplain was unable to attend, so the Mayor invited Councillor Sandra Barnes to deliver the thought for the day, which referenced the importance and power of a smile and being kind.

2 APOLOGIES FOR ABSENCE

None received.

3 MAYOR'S ANNOUNCEMENTS

The Mayor confirmed that this meeting would be his last as he had retired from the office of Councillor. He passed on his best wishes to everyone for the future and gave thanks to his colleagues and the officers he had worked with across his years at the council. Peter Barnes received a round of applause of thanks from all in the room for his long service and services rendered to the council.

4 DECLARATION OF INTERESTS

None.

5 TO ELECT A MAYOR FOR THE ENSUING YEAR

Councillor Clarke proposed that Councillor Julie Najuk be elected as the Mayor of Gedling for the forthcoming year, this was seconded by Councillor Payne.

RESOLVED:

That Councillor Julie Najuk be elected Mayor for the Borough of Gedling for the ensuing year.

Councillor Julie Najuk signed the declaration of acceptance and thanked the Council. She confirmed that Father Philip Ziomek of Good Shepherd church in Woodthorpe, would be her Chaplin for the next municipal year.

The Mayor nominated the Anthony Nolan charity as her charity for the municipal year.

Councillor Julie Najuk, as Mayor, adjourned the meeting to allow the transfer of the chain of office and robes.

The meeting was resumed with Councillor Julie Najuk in the Chair.

6 VOTE OF THANKS TO THE OUTGOING MAYOR

Proposed by Councillor Clarke and seconded by Councillor Payne

RESOLVED:

That Councillor Peter Barnes and his consort, Councillor Sandra Barnes, be thanked for their work undertaken during the 2022/23 term of office.

7 TO APPOINT A DEPUTY MAYOR FOR THE ENSUING YEAR

The Mayor invited nominations. Councillor Clarke proposed that Councillor Ron McCrossen be Deputy Mayor for the 2023/24 mayoral year, which was seconded by Councillor Payne.

RESOLVED:

That Councillor Ron McCrossen be elected Deputy Mayor of the Borough of Gedling for the ensuing year.

Councillor Ron McCrossen signed the declaration of acceptance and thanked the Council.

8 TO APPOINT A YOUTH MAYOR FOR THE ENSUING YEAR

The Mayor welcomed Freddie Vokes as the newly elected Gedling Youth Mayor to the lectern to give a speech. Fatimah Malik, the outgoing Youth Mayor gave a medallion to Freddie.

9 VOTE OF THANKS TO THE OUTGOING YOUTH MAYOR

The Mayor thanked Fatimah Malik for her work during the last year as Gedling Youth Mayor and invited her to the lectern to give a speech. Freddie Vokes have a medallion to Fatimah to say thank you for her hard work.

10 TO CONFIRM LEADER OF THE COUNCIL FOR THE ENSUING YEAR

Councillor Payne, seconded by Councillor Hollingsworth, moved that Councillor Clarke be appointed as Leader of the Council for the ensuing year.

RESOLVED:

That Councillor Clarke is appointed as Leader of the Council for the ensuing year.

11 TO RECEIVE NOTIFICATION OF PORTFOLIO HOLDERS AND MEMBERSHIP OF THE CABINET

Councillor Clarke informed the Council of the appointments of Deputy Leader and his Cabinet as detailed at appendix 1 to the report.

RESOLVED:

To note the information.

12 TO RECOGNISE LEADERS OF POLITICAL GROUPS

Conservative Group

Proposed by Councillor Sam Smith, seconded by Councillor Elliott.

Liberal Democrat Group

Proposed by Councillor Towsey-Hinton, seconded by Councillor Dunkin.

RESOLVED that:

1) Councillor Adams be recognised as Leader of the Conservative Group; and

2) Councillor Ellwood be recognised as Leader of the Liberal Democrat Group

13 TO APPROVE THE SCHEDULE OF MEETINGS FOR THE ENSUING YEAR

It was proposed by Councillor Clarke and seconded by Councillor Payne that the schedule of meetings for the ensuring year be approved.

RESOLVED:

To approve the schedule of meetings for the 2023/24 municipal year.

14 TO APPOINT THE CHAIRS, VICE-CHAIRS AND MEMBERSHIPS OF SCRUTINY COMMITTEE, STANDARD ORDINARY COMMITTEES AND SUB-COMMITTEES OF THE COUNCIL

It was proposed by Councillor Rachael Ellis and seconded by Councillor Grahame Pope that the membership of the scrutiny committee, standing ordinary committees and sub-committees of the Council, as circulated at the meeting, be approved.

RESOLVED:

To appoint to the Council's scrutiny committee, standing ordinary committees and sub-committees in accordance with appendix 3.

15 TO APPOINTMENT REPRESENTATIVES TO OUTSIDE BODIES

It was proposed by Councillor Rachael Ellis and seconded by Councillor Grahame Pope that the appointment for representatives to outside bodies, as detailed in the agenda pack, be amended to read that Councillor Marje Paling is the Arnold Parochial Charity representative instead of Jennifer Cole.

RESOLVED:

To appoint representatives of the Council to outside bodies, in accordance with the amendment.

The meeting finished at 7.14 pm

Signed by Chair:
Date:



Report to Cabinet

Subject: Budget Outturn and Budget Carry Forwards 2022/23

Date: 6 July 2023

Author: Senior Leadership Team

Wards Affected

Borough-wide

Purpose

This report presents the Budget Outturn and Budget Carry Forwards for 2022/23.

Cabinet is asked to note the final outturn position for 2022/23 and:

- a) Approve the movements on earmarked reserves and provisions;
- b) Approve the Chief Finance Officers recommendation to reclassify Earmarked Reserves into the General Fund Balance;
- c) Note the capital carry-forward budgets approved by the Chief Financial Officer in accordance with Financial Regulations;
- d) Approve the carry forward of non-committed capital budgets from 2022/23 as additions to the 2023/24 budget in accordance with Financial Regulations.
- e) Recommend that Council approve the method of financing the 2022/23 capital expenditure which includes making the determinations required for the minimum revenue provision.

Key Decision

This is a key decision because the proposal includes financial implications that are above the threshold of £0.5m determined by Council for decisions to be regarded as a Key Decision

Recommendation(s)

Members are recommended to:

- 1) Note the Budget Outturn figures for 2022/23;**
- 2) Approve the Chief Finance Officers decision to reclassify £253,500 of Earmarked Reserves to the General Fund Balance as detailed in paragraph 2.2;**
- 3) Approve the movements in Earmarked Reserves and Provisions as detailed in paragraphs 2.6;**
- 4) Note the capital carry forwards approved by the Chief Financial Officer included in Appendix 6, being amounts not in excess of £50,000 and committed schemes above £50,000.**
- 5) Approve the capital carry forwards of £2,186,100 included in Appendix 6 for non-committed schemes in excess of £50,000.**
- 6) Refer to Council for approval:**
 - i) The overall method of financing of the 2022/23 capital expenditure as set out in paragraph 3.4;**
 - ii) The determination of the minimum revenue provision for the repayment of debt as set out in paragraph 3.5.**

1 Background

- 1.1 The refreshed Gedling Plan for 2022-23 was approved by Council in March 2022. The Plan sets out the priorities, objectives and top actions for the Council along with the associated budgets.
- 1.2 The Council has made a commitment to closely align budget and performance management. This is in line with accepted good practice.

- 1.3 To deliver this commitment, systems to monitor performance against revenue and capital budgets, improvement activity and performance indicators have all been brought together and are embedded in the way the Council works. Whilst the budget and performance information is presented in 2 separate reports, they are reported to Cabinet together and will appear on the same agenda.
- 1.4 This report highlights continued good management of the Revenue and Capital budgets.
- 1.5 During 2022/23 Cabinet received the usual Gedling Plan quarterly monitoring reports and approved a number of budget amendments to align resources to meet identified budget pressures, managing within the overall maximum revenue budget of £12,374,100 approved by Council. Capital budgets have also been monitored by Cabinet to ensure schemes are appropriately profiled, with the current estimate for 2022/23 being approved at £11,932,800.
- 1.6 The Council's Financial Regulations allow for the carry forward of capital and revenue budgets to the new financial year where there is an underspend against the approved budget. Approval of Cabinet is required for schemes, which are not contractually committed, with a value over £50,000 for Capital and £10,000 for Revenue. There are twelve capital schemes that require Cabinet approval. The Chief Financial Officer has delegated authority to approve all other carry forwards subject to reporting the source of the underspend and the subsequent use of the carry forward to the Portfolio Holder.

2 General Fund Revenue Budget Outturn 2022/23

- 2.1 The actual net revenue expenditure for each Portfolio during 2022/23 is detailed in Appendix 1, together with explanations of major variances in expenditure and income.

The table below summarises the actual net expenditure for each Portfolio in 2022/23 compared to the current estimate. The current estimate is that approved by Cabinet in January 2023, adjusted by budget virements in the fourth quarter. During the financial year Cabinet approved a number of budget amendments as part of the quarterly monitoring process all of which were contained within the original budget of £12,374,100.

The table shows an net underspend of **£213.633** against the current approved Net Council Budget, equating to **1.73%**. This underspend is primarily due to additional income in Leisure Centres, interest on investments and staffing savings across numerous services due to vacant posts. Whilst budgets have been changed as part of quarterly monitoring to reflect the current position at that time. During the year there still remained a level of uncertainty due to the current economic climate and increasing rates of interest and inflation.

Given the extent of financial challenges facing the Council this underspend presents a positive outturn position for the Council and allows a contribution to reserve balance prior to adjustments which is above the estimated position as detailed in Appendix 2. However adjustments made to the business rates accounts have made the final overall financial position for the Council a net withdrawal from reserves.

General Fund Revenue Outturn 2022/23

General Fund Outturn Position 2022/23			
	Current Estimate 2022/23	Actual 2022/23	Variance to Current Estimate
	£	£	£
Local Pride & Community Engagement	881,200	754,542	(126,658)
Lifestyles, Health & Wellbeing	1,913,000	1,585,609	(327,391)
Environment	6,609,400	6,346,328	(263,072)
Sustainable Growth and Economy	1,580,400	2,297,408	717,008
Corporate Resources and Performance	3,123,900	611,519	(2,512,381)
Net Portfolio Budget	14,107,900	11,595,406	(2,512,494)
Transfers to/(from) Earmarked Reserves	(1,733,800)	565,061	2,298,861
Net Council Budget	12,374,100	12,160,467	(213,633)
Less Financing:			
Business Rates (net of coll. fund deficit)	(730,883)	(183,800)	547,083
Council Tax	(6,726,800)	(6,726,800)	0.00
Lower Tier Grant	(140,739)	(140,739)	0.00
Services Grant	(212,082)	(212,082)	0.00
Business Rates Levy	(25,801)	(25,801)	0.00
Revenue Support Grant	(488)	(488)	0.00
New Homes Bonus	(520,775)	(520,775)	0.00
Transfer (to)/from General Fund Balance	4,016,532	4,349,982	333,450

The variance on the financing budgets is represented by lower S31 grant, and a higher levy payment to the pool, this is due to higher than anticipated growth in rating income. Gedling's share of the Covid Annual Relief Grant (CARF) received in 2021/22 has now been recognised in 2022/23, and amounted to £482,803.

The table above indicates that an additional £333,450 is required as a contribution from the General Fund Balance at 31 March 2023 compared to that estimated.

2.2 General Fund Balance at 31 March 2023

The General Fund Balance as 31 March 2023 is **£1,017,800**.

Due to additional transfers from the General Fund Reserve to fund the outturn position it is necessary to request approval to reclassify and additional **£253,500** from Earmarked Reserved into the General Fund and to transfer the outturn underspend of £213,633 as set out in the table below, to the general fund in order to maintain the required minimum balance.

The Table below sets out the opening and closing position of the General Fund Balances, and required contributions to maintain the minimum balance.

General Fund Balance	
	£
Opening Balance	4,601,000
Required Transfer to Outturn	(4,349,900)
Balance	251,100
Approved Reclassification of Earmarked Reserves during 2022/23	300,000
Requested reclassification of Earmarked Reserves	
IT Replacement Fund	80,000
NDR Pool Surplus	110,000
New Burdens Reserve	50,000
Pub Watch Shop Radio	3,500
Risk Management Reserve	10,000
Total Requested	253,500
General Fund Balance	804,600
Revenue Outturn Underspends	213,600
Closing General Fund Balance	1,018,200
Minimum Requirement	1,000,000
Surplus on Balance	18,200

The Earmarked Reserves which have been reclassified to the General Fund Balance have been identified through a review of available reserves, and balances after the reclassification which are deemed to be sufficient for service needs for the next few years, however we will seek to replenish these reserves if deemed necessary in future years from either additional in year contributions or from any future underspends.

Details of the total reserves held at 31 March 2023 are shown at **Appendix 3**.

2.3 Major General Fund Revenue Variances from Current Estimate

2.3.1 Financing Variances 2022/23

Reasons for the variances in General Fund financing budgets are explained in the paragraphs below:

Business Rates Retention

Under the business rates retention scheme the portion of a local authority's income that comes from retained business rates will change according to movements in its local business rates income (which could move up or down) to provide an incentive for supporting local business growth.

The 2022/23 local government finance settlement provided each local authority with its baseline funding level against which movements in income will be measured. For Gedling this was £3,076,444.

Business Rates income for 2022/23 is based on the estimates provided to central government in January 2022 in the required statutory returns. Growth recognised in the accounts for 2022/23 is determined by a complex model in which it is initially recognised as income based on the estimated position, and is then adjusted in the following years, as required by regulation, via the next Collection Fund (surplus)/deficit calculation - which is based on actual outturn figures.

2022/23 Business Rates Outturn

Business Rates Outturn			
	Estimate 2022/23 £	Actual 2022/23 £	Variance £
Baseline Funding Level	(3,076,444)	(3,076,444)	0
Retained Growth above Baseline (incl. S31 Grants)	(462,447)	87,558	550,005
Renewables (100% Gedling)	(46,131)	(46,131)	0
Adjustments re previous year	0	(2,922)	(2,922)
Sub Total	(3,585,022)	(3,037,939)	547,083
Collection Fund Deficit/(Surplus)	2,854,139	2,854,139	0
Net Business Rates Income	(730,883)	(1,83,800)	547,083

The variance on Business Rates income is mainly due to timing differences that arise due to estimates that are made in January each year but not updated until the following year (as per statutory guidance). The estimates for 2022/23

were overestimated due to changes in the Retail Hospitality and Leisure discounts on the cash cap, these changes were not identified until a later date and therefore, have caused a timing difference in the General Fund, which will be amended in the following year.

Business Rates Pooling

Gedling is a partner in a pooling arrangement with the other Nottinghamshire authorities (excluding the City). Under this arrangement each Member makes the levy payments, if applicable, into the Pool that would ordinarily have been required to be paid to central government had the Pool not been in operation. The Pool surplus funds are then distributed by Pool Members (as lead authority) to Pool Members on the basis of a Memorandum of Understanding. This ensures no Member is worse off by being in the Pool, by offering an equivalent “safety net mechanism” to that offered by central government for authorities not in a Pool, and then sharing any remaining surplus.

The Pool surplus for 2022/23 has been allocated to Pool Members in accordance with the Memorandum of Understanding, to spend on Economic Regeneration projects in their areas.

The Pool outturn figures for 2022/23 have been estimated with a sum of £607,900 identified for redistribution to Gedling. This income is recognised in the Portfolio outturn figures and has been transferred to earmarked reserves for spend on economic development projects. Remaining Pool surpluses will be held by the Pool for use on economic regeneration projects for the benefit all members.

2.3.2 Net Council Budget Variances 2022/23

An underspend against the Current Net Portfolio 2022/23 of (£2,512,494) is offset by a net variance on Earmarked Reserve contributions of £2,298,861 to give a net Council Budget underspend of £213,633. The underspend variances can be split between general variances and those relating specifically to proposed movements in Earmarked Reserves (paragraph 2.4) Details of the major variances are detailed below:-

General Major Variances

Reductions in **expenditure** of (£295,000) include

- Employee Expenses show an overall saving of (£295,000) against the current estimate; this is mainly due to vacancies & associated savings in Leisure services, Public Protection and Public Sector Housing.

Increases in **Income** of (£520,000) include:

- Leisure Services (£177,000) mainly swimming lesson income due to the

success of the Big Wave project and early achievement of efficiencies.

- Investment Interest (£343,000) this is due to increased interest received on investments made through the Treasury management service, relating to the current economic climate and increases in bank & interest rates during 2022/23.

Increases in **Expenditure of £328,000** include:

- Increases in cost for utilities across Leisure Services of £70,000.
- Additional expenditure incurred across Waste Services, Street Care, Fleet and External works of £176,000 on agency and casual workers, bin issues maintenance costs, vehicle parts and additional administration costs.

Reductions in **Income of £267,000** include:

- Reduced Income on Planning Applications, pre-application advice of £192,000. This is potentially due to cautiousness by developers and a temporary pause on building works due to the cost of living crisis.
- Reduction in Rental income at the Richard Herrod Centre due to rent concessions being granted to support lease holders during the cost of living crisis of £33,000.
- A reduction in car park enforcement fines of £42,000.

More detailed analysis of variances to the revised budget can be found at Appendix 1.

2.4 Budget Implications arising from the Cost of Living Crisis

- 2.4.1 As part of the cost of living crisis the Council introduced a number of incentives to support staff and the public. Staff on lower grades were given a one-off cost of living payment of £250 which totalled.

In addition to distributing £6.9m in mandatory energy bill rebates in accordance with the Governments scheme to pay £150 to Households in council tax bands A to D, the Council received discretionary housing payments of £171,800, which has been distributed in accordance with eligibility criteria. The Council also made provision to alleviate the impact of some of the pressures for the most financially vulnerable residents and delivered £86,200 of Hardship relief to council taxpayers who are in receipt of Council Tax Reduction scheme support and an additional £49,100 to care leavers.

2.5 Efficiency Programme – Outturn Position

Since 2014/15 Council have approved six separate budget reduction programmes totalling £7m net of risk provision, including the current year's programme of £545,000 approved during the 2022/23 budget process. Previous progress has been positive and budget reductions achieved have

been in line with the profiled estimate. Of the total programme, £2.6m was planned for delivery over 2019/20 to 2022/23.

In terms of 2022/23, the original programme for the delivery of efficiencies totalled **£763,700**. The outturn position indicates the following:

Movements on Efficiencies 2022/23	
	£
Approved Efficiency Programme 2022/23	(£763,700)
Quarter 1 Amendments	£0
Quarter 2 Amendments	£21,700
Quarter 3 Amendments	£55,000
Revised Total at Quarter 3	(£687,000)
Proposed Amendments Quarter 4:	
Deferred efficiencies	
Website software solution change	6,500
Building Control Income	3,000
Legal Services new fees and charges	42,500
Legal Services for external clients	4,200
Hybrid Mail – Revenues	8,300
Sponsorship of flower beds	5,000
Service Review PASC/Waste Admin	10,000
Total deferred at Outturn (Q4)	71,500
Early deliveries of efficiencies	
Increase swim school sessions	(£225,000)
Total delivery total	(£225,000)
Total Quarter 4 Amendments	(£153,500)
Revised Total Delivered 2022/23	(£840,500)
Variance 2022/23 Programme	(£76,800)

The **£153,500** quarter 4 amendments are included in the variances detailed in Appendix 1. In summary, the outturn of the efficiency programme delivery was a surplus of £76,800. This was mainly due to the early delivery of the Increase Swim School Session efficiency which has delivered an additional £225,000 of which was scheduled for 2024-25. This early delivery was partially offset by some deferred initiatives.

2.6 Movement In Earmarked Reserves

Reserves requirements have been reviewed and transactions completed within the portfolio analysis. Earmarked Reserves are sums of money set aside to provide financing for future service expenditure plans and include specific external grants and contributions received.

The balance on Earmarked Reserves at 31 March 2023 is £6,687,214, £2,298,861 higher than the current estimate of £4,388,351. A full list of movements on Earmarked Revenue Reserves is included in Appendix 3 and these are proposed to Cabinet for approval. Reasons for the variance between the estimated and actual earmarked reserves are included in the portfolio analysis at Appendix 1 and include:

- New contributions to reserves due to new grants and additional income, or underspends in one-off budgets for specific projects and contingency funds;
- Variances on planned contributions from reserves mainly due to projects that have been deferred to 2023-24;
- Additional contributions from reserves to fund budget pressures arising during the year.

The tables below shows a summary of total movements in earmarked reserves from the current approved estimate.

2.6.1 New Contributions to Earmarked Reserves

Included in the Earmarked Reserves proposed for approval are new contributions to reserves of £1,467,813 made up of:

Increases Due to Receipt of New Grants and Additional Income		
Reserve	Reason for Movement	Amount
NNDR Pool Reserve	Pool Surplus 22/23	(607,984)
Earmarked Reserves - Grants	Taxi Licence refund scheme - started in 2023/24	(150,000)
Earmarked Reserves - Grants	Grants received for Community projects, Housing projects	(228,542)
Earmarked Reserves - Grants	Donations received	(25,000)
Earmarked Reserves - Grants	Additional New Burdens funding	(156,299)
Earmarked Reserves - Grants	Gedling Lotto contributions	(12,967)
		(1,180,793)

Increases for Future Projects Arising from Service Underspends		
Reserve	Reason for Movement	Amount
Earmarked Reserves - Grants	Leisure additional income from non-business claim	(62,290)
Earmarked Reserves - Grants	Development Control - Agency Cover	(30,000)
Economic Development Fund Reserve	ED Project support for 23-24 capital programme	(39,200)
ARG Reserve	Business Grant Overpayment Recovery	(14,045)
Selective Licensing Reserve	Selective Licensing Project	(137,926)
Other Minor Movements		(3,559)
		(287,020)

2.6.2 Variances in Planned Usage of Earmarked Reserve

Contributions from reserves compared to current estimate of £831,048 analysed as follows

Additional Contributions from Reserves		
Reserve	Reason for Movement	Amount
Insurance Reserve	Additional contributions required for claims under the excess limit	22,860
Insurance Reserve	Increase insurance premiums	10,750
CCTV Reserve	Additional contributions required for CCTV	59,214
Earmarked Reserves - Grants	Cinderpath project	22,658
Earmarked Reserves - Grants	DEFRA Property Flood Resilience Grant 20/21 - repaid	10,769
Earmarked Reserves - Grants	Community groups growth fund 2022-23	3,900
		130,151

Reduced Contributions from Reserves		
Reserve	Reason for Movement	Amount
Joint Use Reserve	Expenditure savings on maintenance at the joint use leisure centres	(9,698)
IT Replacement Reserve	Replacement programme funded through capital and agile schemes	(87,700)
Community & Crime Reserve	H&S Officer, permanent position lower contribution required	(9,700)
S106 Revenue Reserve	Lower maintenance costs on S106 sites due to delay in transfer	(23,771)
Housing Benefits Reserve	Domestic Violence Flexi-Fund, lower spend	(8,773)
Efficiency & Innovation Reserve	Cost of Living support payment reduced due to vacant posts, lower NI costs	(32,896)
Efficiency & Innovation Reserve	Plastic Clever initiative	(15,000)
Asset Management Reserve	Schemes deferred to 2023/24 including, Ouse Dyke , Depot works, Arnot Hill house and Car park resurfacing	(295,349)
Local Development Framework Reserve	Pathfinder Funding	(124,364)
Apprentice Reserve	No apprentices in current year	(16,800)
NNDR Pool Reserve	The AMP 22-23 Deficit lower, RV finder and Business Rates Property Inspector not utilised	(62,599)
Efficiency & Innovation Reserve	IT underspend to fund SOCITM	(50,000)
Transformation Fund Reserve	Civica e-billing, costs lower	(4,697)
Transformation Fund Reserve	Community Safety reserve not required	(5,100)
Transformation Fund Reserve	Pay award costings lower due to vacancies	(105,200)
Transformation Fund Reserve	Professional fees for Land Sales lower than initially planned	(10,000)
Economic Development Fund Reserve	DRF Carlton Square Development	(40,431)
Economic Development Fund Reserve	Market Supplement no longer required following restructure	(7,400)
Efficiency & Innovation Reserve	Minor underspends	(2,250)
Leisure Strategy Reserve	Strategic Review – Community Facilities & Play & Pitch Strategy not yet complete	(36,458)
Other Minor Movements		(13,014)
		(961,200)

2.7 Movement in Provisions

Provision requirements have been reviewed and transactions completed within the outturn analysis. Provisions are made when an event has taken place that gives the Council an obligation that probably requires settlement but where the timing and precise amounts are uncertain. The table below details the movements in Provisions for 2022/23 which are now proposed to Cabinet for approval.

Description	Balance B/fwd 01/04/22	Movement in Year	Actual Balance 31/3/23
	£	£	£
Business Rates Appeals	1,648,600	(267,400)	1,381,200
Transferred Housing Stock – Environment Warranties	50,000	0	50,000
Transferred Stock Repairs	50,000	0	50,000
Total	1,748,600	(267,400)	1,481,200

Business Rate Appeals - the Business Rate Retention regime places a liability on the Council to refund ratepayers who successfully appeal against the rateable value of their properties on the rating list. A provision of £1,381,200 has been made, representing the Council's estimated share of such liabilities at 31 March 2023.

Transferred Stock Environmental Warranties - to provide for the payment of excesses under the Environmental Warranty provided to Gedling Homes under the Large Scale Voluntary Transfer (LSVT) arrangement. An excess of £25,000 makes it likely that the Council will be required to meet certain expenses over the life of the policy.

Transferred Stock Repairs - to provide for work required under warranties on the transferred properties referred to above.

Provisions for Bad Debts

Bad debts provisions are an estimate of the amount that will remain uncollectable after a certain time period and will require write off in the future accounts of the Council. They are calculated on the age and amounts of debt owed to the Council based on a hierarchical percentage i.e. the older the debt the greater the likelihood of non-collection. The table below details the movements in Bad Debts Provisions for 2022/23 which are now proposed to Cabinet for approval.

Description	Balance B/fwd 01/04/22	Movement in Year	Actual Balance 31/3/23
	£	£	£
Sundry Debts	354,500	(46,100)	308,400

Housing Benefit Debts	2,059,700	(98,400)	1,961,300
Business Rates Debts (GBC Share)	208,000	(6,700)	201,300
Council Tax Debts (GBC Share)	249,300	(20,800)	228,500
Total	2,871,500	(172,000)	2,699,500

2.8 Building Regulations Fee Earning Trading Account

There is a statutory requirement to break even on the Building Regulation Fee Earning account to ensure the service is not subsidised by the council tax payer.

Building Regulations fee earning account achieved a deficit of £30,180 in 2022/23. The Fees & Charges have been reviewed and have been increased in 2023/24 to allow the service to break even over a 3 year rolling period.

2.9 Community Infrastructure Levy (CIL)

In 2022/23 the Council raised 28 liability notices totalling £3,539,950 and issued 16 demand notices totalling £2,324,654 for payment. During this time 25 receipts were collected totalling the sum of £1,657,474. Of the £1,657,474 receipts collected, £1,240,299 is to be spent on Strategic Infrastructure Projects that are identified within the Council's annual Infrastructure Funding Statement, £334,301 is to be spent on the locality it has been collected for via Neighbourhood funding and £82,874 is to fund administration costs as permitted under the Regulations.

The total balance now available to spend on strategic infrastructure projects in the Borough is £6,213,172 as detailed in the table in paragraph 3.4.

2.10 Members Pot Outturn 2022/23 and Community Grants

In 2022/23 the Members Pot budget was £61,500 of which £61,500 has been spent on grants to third parties as detailed in Appendix 4.

Despite ongoing financial pressures the Council was still able to provide financial support to voluntary and charitable organisations.

2.11 Support Service Recharges and Capital Financing Variations (Non Controllable)

Detailed explanations of major variations at individual portfolio holder level are included at Appendix 1. Global changes in respect of the treatment of support services and capital financing can mask the detail of performance in individual areas and these 'non controllable costs' are also highlighted separately (see paragraphs below).

Support Service Recharges

The budgets of all central support, service administration and fleet providers have been monitored and updated as part of the quarterly budget monitoring process. Reallocation of support costs has been undertaken as part of the accounts closedown process based on actual outturn figures and therefore variances between the central support budgets and actual recharges have occurred as a result of this reappraisal. Variances resulting from the reappraisal of central support and service administration have occurred across the board, but the entries themselves do not impact on the budget requirement or the amount to be raised by Council Tax. **Overall, support services have underspent compared to the current estimate by £700 in 2022/23.**

Capital Financing Charges

Capital financing charges reflected in the Council's service department budgets include amortisation and depreciation.

Amortisation charges relate to the cost of Capital schemes where no asset is created and the capital expenditure is therefore charged to revenue in the year it occurs e.g. disabled facilities grants. Budget variances may occur because of capital scheme under and overspends and carry forwards/slippage. Depreciation reflects the usage of capital assets within the services and budget variances can occur due to the revaluation of assets.

3 Capital Outturn 2022/23

- 3.1 A summary of the Capital outturn is presented in the table below. Capital outturn totals £4,698,575 compared to an approved budget of £11,932,800 a net underspend of £7,234,226. After accounting for carry forward requests of £7,204,600 there is a reduced 2021/22 financing requirement on the capital programme of £29,626

The reduction in the financing requirement relates to an underspend against The AMP (£104,200) due to final invoice being lower than forecast, (£20,000) for underspend on Leisure Management System, (£22,800) on IT Licenses along with further underspends on various other projects collectively (£55,500). However these are offset by an overspend on DFG £173,500. Although budget was underestimated there was sufficient DFG from prior years to fund the expenditure.

- 3.2 The details of the outturn for individual schemes by Portfolio area are included at Appendix 5.

Capital Outturn and Proposed Carry Forwards 2022/23

Portfolio	Current Estimate	Actual Expenditure	Variance	Proposed Carry Forward
	2022/23	2022/23		
	£	£	£	£
Local Pride & Community Engagement	145,000	93,327	(51,673)	52,400
Lifestyles, Health & Wellbeing	90,000	64,169	(25,831)	0
Environment	1,874,200	1,033,574	(840,626)	814,300
Sustainable Growth and Economy	8,568,400	2,963,048	(5,605,352)	5,659,300
Corporate Resources and Performance	1,255,200	544,457	(710,743)	678,600
TOTAL	11,932,800	4,698,575	(7,234,225)	7,204,600

3.3 Proposed Capital Carry Forwards

The capital carry forward requests a total £7,204,600 against the current approved capital programme of £11,932,800 which represents 60% re-profiling for 2022/23. The level of funding available to finance the carry forwards is projected to be sufficient. The majority of the capital re-profiling is in relation to the following:

- Gedling Access Road Contributions, awaiting agreement for transfer to be completed between GBC and Nottinghamshire County Council, payment now scheduled for July 2023 (£4,480,100);
- Green Homes Grants, re-profiling of scheduled claims and works, delivery expected 2023/24 (£1,037,900)
- Lambley Lane Changing Room & Pitch Renovation (£256,300), tenders received for scoring contract awarded likely to on site in September 2023.
- King George V – Provision of Public Toilets (£189,300), contract awarded installation expected in September 2023.
- Deferral of vehicle replacements due to delays in the supply chain (£156,500)
- Temporary Accommodation (£120,000), purchased 7 of the 8 budgeted properties, remaining budget to be added to the approved TA budget for 2023/24.
- Depot Works (£100,000), conditions survey complete, the Tender specification is currently being prepared with works commencing in Winter 2023.
- Town Centre Improvements, due to delays in receiving UKSPF funds, the project is re-scheduled to be completed in 2023/24 (£98,000).

Appendix 6 details:

- (a) the carry forward requests authorised by the Chief Financial Officer in line with the delegation arrangements totalling £5,018,500, this is mainly the Gedling Access Road (GAR) contribution of £4,480,100.

- (b) The carry forward requests totalling £2,186,100 for non-committed schemes in excess of £50,000, which require Cabinet approval. This is mainly for Green-Homes project, Vehicle Replacement programme, own Centre Improvements, Depot works and Lambley Lane changing room and pitch renovation.

3.4 Capital Financing 2022/23

The proposed method of financing the £4,698,574 capital expenditure incurred in 2022/23 is detailed in Appendix 7 and summarised below

	£
Capital Receipts	571,847
Capital Grants and Contributions	2,203,593
S106 & CIL	225,950
General Fund Revenue Contributions	99,109
Borrowing	1,598,076
Total Capital Financing	4,698,574

Usable Capital Reserves

A reserve is created for a specific purpose or to cover contingencies. In accordance with the accounting code, these usable reserves must be separately identified between those that are retained for Capital purposes, and those that are retained for Revenue purposes.

Capital reserves are used to fund the capital programme within the year and the position as at 31 March 2023 is as follows:

Description	Balance (bfwd)	Received	Use In	Balance
	01/04/2022	In Year	Year	31/03/2023
	£	£	£	£
Usable Capital Receipts	0	560,947	(560,947)	0
Capital Grants Unapplied	867,099	2,059,085	(2,203,593)	722,591
S106 Contributions (conditions satisfied)	0	146,719	(146,719)	0
Community Infrastructure Levy	5,902,597	389,805	(79,230)	6,213,172
Total	6,769,696	3,156,556	(2,990,489)	6,935,763

3.5 Determination of Minimum Revenue Provision 2022/23

The Local Government Act 2003 and the Local Authorities (Capital Finance and Accounting)(England) Regulations 2003/3146 requires each Local Authority to determine the amounts set aside from revenue as a provision for repayment of debt known as the minimum revenue provision:

For 2022/23 the proposed minimum revenue provision is calculated in accordance with the MRP policy for 2022/23 as approved by Council on 3 March 2022 and equates to £638,515.

4. Statement of Accounts

4.1 Technical Adjustments to Revenue

The Council is required to comply with International Financial Reporting Standards (IFRS) in the production of its Statement of Accounts. This requires a number of technical adjustments to be made to portfolio totals. The adjusted totals are then presented in the Comprehensive Income and Expenditure Statement within the Statement of Accounts.

Adjustments will be made in respect of Employee Benefits i.e. holiday pay and pensions as well as impairments arising from asset revaluations and further details are provided below. The adjustments themselves do not impact on the budget requirement or the amount to be raised by Council Tax and therefore do not affect the General Fund balance. No budgets are set for these and managers do not have direct control of the costs. They are therefore not included within the Outturn Portfolio balances at paragraph 2.1

Pension Benefits

IFRS require recognition in the Accounts of the benefit entitlements earned by employees during the period rather than the actual amount of employer's pension contributions payable upon which charges to council tax are based. Adjustments will be made to the service revenue accounts in the Net Costs of Services to remove the actual pension contributions payable and replace them with the benefit entitlements earned as provided by the Actuary. For 2021/22 there will be additional adjustments that will need to be amended in the Statement of Accounts which is not yet signed off, once these have been amended the 2022/23 amendments will be made, these will be presented at a later date.

Asset Impairment

A capital asset impairment review is undertaken each year end by the Council's valuer. An assessment is made of whether the asset values currently held in the Council's Balance Sheet reflect both the current physical and market conditions and determine if an adjustment is required. If an asset is impaired i.e. the value is assessed to be lower than that currently held, then the asset value is written down with the accounting loss being charged to the Comprehensive Income and Expenditure Statement.

4.2 Pensions

The details regarding the Council's share of the Nottinghamshire County Council Pension Fund are provided for Members consideration at Appendix 8.

Barnett Waddingham are the Pension Fund's appointed Actuary, and their report sets out the assumptions used to prepare the IAS19 pension figures which are reported in Gedling's accounts. It is required that these assumptions are reviewed prior to agreeing their use and inclusion in the Statement of Accounts, and this review is currently underway.

5 Alternative Options

This report provides a statement of financial performance against the approved budget for 2022/23 and as such there are no alternative options. The proposals for budget carry forwards are in accordance with requirements of Financial Regulations and are submitted for Member consideration.

The approval of the minimum revenue provision determination is statutorily required and as resources available for capital financing are severely restricted there are no alternative options available.

6 Financial Implications

6.1 As detailed in the report.

7 Legal Implications

7.1 The legal implications are detailed in the body of the report.

8 Equalities Implications

8.1 None arising directly from this report.

9 Carbon Reduction/Environmental Sustainability Implications

9.1 None arising directly from this report.

10 Appendices

Appendix 1	General Fund Revenue Outturn 2022/23 Variance Analysis
Appendix 2	Summary General Fund Balance and Earmarked Reserves
Appendix 3	Movement in Earmarked Reserves
Appendix 4	Members Pot 2022/23
Appendix 5	Capital Outturn 2022/23
Appendix 6	Budget Carry Forward Summary
Appendix 7	Capital Financing Summary 2022/23

11 Background Papers

Gedling Plan and Budget 2022/23 and Quarterly Budget Monitoring Reports

12 Reasons for Recommendations

12.1 To ensure members are informed of the financial performance against the Gedling Plan and to comply with statutory requirements for capital financing.

Statutory Officer Approval

Approved by: Chief Financial Officer
Date: 30 June 2023
Approved by: Monitoring Officer
Date: 30 June 2023

	Original Budget 2021/22	Current (Revised) Budget 2021/22	Actual Expenditure	Variation to Revised	Analysis of variance	
					Controllable Budget Variance	Non Controllable Recharge Variance
	£	£	£	£	£	£
General Fund						
Local Pride & Community Engagement	862,500	881,200	754,542	(126,658)	(118,547)	(8,111)
Lifestyles, Health & Wellbeing	1,686,500	1,913,000	1,585,609	(327,391)	(320,710)	(6,682)
Environment	5,899,000	6,609,400	6,346,328	(263,072)	(122,086)	(140,986)
Sustainable Growth and Economy	1,387,200	1,580,400	2,297,408	717,008	(79,969)	796,977
Corporate Resources and Performance	2,965,600	3,123,900	611,519	(2,512,381)	(1,871,182)	(641,199)
General Fund	12,800,800	14,107,900	11,595,406	(2,512,494)	(2,512,494)	0
Transfer to/from Earmarked Reserves	(426,700)	(1,733,800)	565,061	2,298,861	2,298,861	0
Total	(426,700)	12,374,100	12,160,467	(213,633)	(213,633)	0

Local Pride & Community Engagement Portfolio. Outturn Summary 2022/2023

	Current Approved Estimate 2021/22	Actual Expenditure	Variation to Estimate	Analysis of Variance	
				Controllable Budget Variance	Non Controllable Recharge Variance
	£	£	£	£	£
Local Pride & Community Engagement					
Comm Protection & Dog Control	604,700	546,017	(58,683)	(54,979)	(3,705)
Community Grants	276,500	208,525	(67,975)	(63,568)	(4,407)
Local Pride & Community Engagement	881,200	754,542	(126,658)	(118,547)	(8,111)
Transfer to/from Earmarked Reserves	(16,200)	(6,464)	9,736	9,736	0
Total	865,000	748,077	(116,923)	(108,811)	(8,111)

Total Controllable Variance for Portfolio of (£109K) underspend

Comm Protection & Dog Control - (£51.4k)

Neighbourhood Warden Vacancies (£87.8k), CCTV Control Room Operative (£10.3k) and Superannuation Fixed Recharge (£8.6k) plus Additional CCTV replacement expenditure incurred than planned, offset with a contribution from the CCTV reserve less overachievement due to receipt of the Sanctuary grant that was not budgeted for.

Community Grants - (£63.6k)

Variances mainly due to grants being received in year but not fully spent, these have been transferred to reserves (£60K). Also the OAP Support grant paid to Property Services was not required this year.

Transfer to / (from) Earmarked Reserves Analysis - £6.2K	
Excess CCTV expenditure funded through CCTV Replacement reserve	(59,214)
Under-utilised Cost of Living funded from Efficiency & Innovation reserve	348
Under-utilised Transformation Fund reserve	5,100
HAF (Holidays & Food) Project - grant received ongoing project	8,992
Community Food Fund - grant received ongoing project	13,726
Social Recovery Fund - grant received ongoing project	37,225
Sanctuary underspend to Community & Crime reserve	3,559
	<u><u>9,736</u></u>

Lifestyles, Health & Wellbeing Portfolio. Outturn Summary 2022/2023

	Current Approved Estimate		Variation to Estimate	Analysis of Variance	
	2022/23	Actual Expenditure		Controllable Budget Variance	Non Controllable Recharge Variance
	£	£	£	£	£
Lifestyles, Health & Wellbeing					
Leisure Services Division	111,300	74,995	(36,305)	(36,395)	90
Calverton Leisure Centre	273,300	179,282	(94,018)	(93,089)	(929)
Carlton Forum Leisure Centre	234,200	152,650	(81,550)	(82,076)	526
Redhill Leisure Centre	308,800	230,081	(78,719)	(73,697)	(5,022)
Arnold Theatre	142,000	135,840	(6,160)	3,510	(9,670)
Arnold Leisure Centre	306,300	258,523	(47,777)	(50,822)	3,046
Richard Herrod Centre	408,300	462,966	54,666	47,706	6,959
The Arts & Tourism	55,900	55,304	(596)	(404)	(191)
Health & Wellbeing	7,600	(21,483)	(29,083)	(28,236)	(847)
Events	65,300	57,452	(7,848)	(7,205)	(643)
Lifestyles, Health & Wellbeing	1,913,000	1,585,609	(327,391)	(320,710)	(6,682)
Transfer to/from Earmarked Reserves	(112,100)	35,122	147,222	147,222	0
Total	1,800,900	1,620,730	(180,170)	(173,488)	(6,682)

Total Controllable Variance for Portfolio of (£173K) underspend

Leisure Services Division - (£36.4K)

Variance is mainly due to Play & Pitch strategy & Strategic review of Community facilities, these are ongoing, expenditure to date offset by contribution from reserve

Calverton Leisure Centre - (£93.1K)

Variances mainly due to vacancies and casuals not joining superannuation scheme and additional income from partial early delivery of 2023/24 efficiency of 2023-24 due to increase in swim lesson members, this is partially offsets Increased fuel oil costs. Underspends on Joint Use Maintenance are offset with a transfer to reserves future use.

Carlton Forum Leisure Centre - (£82.1K)

Variances mainly due to a saving on Instructor costs due to roles being filled by casuals, additional income from partial early delivery of 2023/24 efficiency due to increase in swim lesson members, and an increase in fitness members back to pre covid levels. Over spend on Joint Use maintenance and Big Wave Scheme met by contributions from reserves and additional income.

Redhill Leisure Centre - (£73.7K)

Variances mainly due to vacancies and casuals not joining superannuation scheme. Increase in income has been achieved due to additional teams using the All Weather Pitch and an increase in fitness members

Arnold Theatre - £3.5K

No Major Variances

Arnold Leisure Centre - (£50.8K)

Variances mainly due to vacancies and casuals not joining superannuation scheme, additional income from partial early delivery of 2023/24 efficiency due to increase in swim lesson members offsets an Increases in utility costs. Big Wave Scheme project costs are covered by an increase in income.

Richard Herrod Centre - £47.7K

Variances mainly due to vacancies and casuals not joining superannuation scheme offset by Increased utility costs, also additional security costs incurred. Reduction on income due to a lower rental income that originally budgeted.

The Arts & Tourism - (£0.4K)

No Major Variances

Health & Wellbeing - (£28.2K)

Variance mainly due to grant funding Community Development Co-ordinator project, offset by contribution to reserve.

Events - (£7.2K)

Variances mainly due to lower spend on Children's events and Remembrance events. Variances in other areas offset by income received and movements to reserves.

Transfer to / (from) Earmarked Reserves Analysis - £147.2K

Community Events - programme changes reserve not required	3,000
Cinderpath works - Safer Streets contribution	1,900
Community Development Co-ordinator project	34,800
Community groups growth fund	(3,900)
Play & Pitch strategy - ongoing, not fully complete in year	8,868
Strategic Review – Community Facilities - ongoing, not fully complete in year	27,590
Joint use Maintenance - CLC	23,972
VAT changes - additional income - CLC	8,681

Joint use Maintenance - CFLC	(15,794)
VAT changes - additional income - CFLC	31,937
CFLC - Insurance Claim excess	(360)
Joint use Maintenance - RLC	1,520
VAT changes - additional income - RLC	14,273
VAT changes - additional income - ALC	7,133
VAT changes - additional income - RHC	267
Cost Of Living payments lower due to vacant posts	3,335
	<u>147,222</u>

Environment Portfolio. Outturn Summary 2022/2023

	Current Approved Estimate		Variation to Estimate	Analysis of Variance	
	2022/23	Actual Expenditure		Controllable Budget Variance	Non Controllable Recharge Variance
	£	£	£	£	£
Environment					
Taxi Licencing	191,700	12,216	(179,484)	(154,274)	(25,210)
Other Licencing	59,000	50,411	(8,589)	(14,188)	5,599
Environmental Protection	358,000	379,240	21,240	10,966	10,274
Food, Health & Safety	278,400	304,245	25,845	26,666	(821)
External Grant Schemes	0	0	0	0	0
Waste Other	(102,400)	(89,801)	12,599	(1,829)	14,428
Waste Recycling	1,266,900	1,205,418	(61,482)	(59,765)	(1,717)
Waste Residual	1,315,100	1,329,140	14,040	24,367	(10,327)
Waste Services	(30,800)	35,250	66,050	40,342	25,708
Street Care	1,153,800	1,213,016	59,216	55,381	3,835
Environment Service Support	8,100	4,507	(3,593)	23,046	(26,639)
Fleet Management	79,500	1,500	(78,000)	23,848	(101,848)
Selective Licencing	(42,800)	(129,274)	(86,474)	(87,485)	1,011
Parks	1,942,400	1,910,828	(31,572)	(1,803)	(29,768)
Parks - External Works	107,600	125,070	17,470	17,308	161
Cemeteries	24,900	(5,438)	(30,338)	(22,865)	(7,473)
Environment	6,609,400	6,346,328	(263,072)	(122,086)	(142,786)
Transfer to/from Earmarked Reserves	(166,900)	113,109	280,009	280,009	0
Total	6,442,500	6,459,437	16,937	37,637	(142,786)

Total Controllable Variance for Portfolio of £38K overspend

Taxi Licencing - (£154.3k)

Variance mainly due to Taxi licence refunds offset with a contribution to reserves for payment in 2023/24.

Other Licencing - (£14.2k)

Variance due to addition licencing income.

Environmental Protection - £10.9k

Variance due to staffing costs offset with a contribution from contain funding reserve on private sector housing

Food, Health & Safety - £26.7k

This overspend is offset by a contribution from the contained funding reserve on private sector housing

External Grant Schemes - £Nil

No Major Variances

Waste Other - (£1.8k)

No Major Variances

Waste Recycling - (£59.8k)

Underspends on non contractual overtime, bank holiday payments, and agency costs, plus additional recycling credits

Waste Residual - £24.4k

Overspends on agency and superannuation due to additional staff joining the scheme. Overspends on trade bin issues, additional insurance excess payments, domestic waste protective clothing, domestic waste bin issues, domestic waste equipment repairs, partially offset by additional income and an underspend on trade waste disposal costs.

Waste Services - £40.3k

Overspend due to honoraria payments for driver retention offset by a contribution from the community & crime reserve, additional agency costs and training. expenditure on the Waste Management System offset by a contribution from reserves.

Street Care - £55.4k

Overspend due to additional Agency staff budget and additional maintenance and repairs to Parks Pavilions

Environment Service Support - £23.0k

Variance due to overspend on unbudgeted posts and casual staff. Waste Management Project Officer costs offset with a contribution from reserves.

Fleet Management - £12.9k

Variance mainly due to overspends on Vehicle Licences, Tyres, Large Worksop and vehicle parts partially offset by additional income from sale of scrap and underspends on agency costs.

Selective Licencing - (£87.5k)

Variance due to the delayed commencement of Phase 2, this scheme is wholly funded by income held in earmarked reserves. This variance is offset with a contribution from reserves to ensure a zero net expenditure

Parks - (£1.8k)

No Major Variances

Parks - External Works - £19.6k

Overspend a result of additional Administration costs, additional costs to the Pet Cremation Service for Fuel and stock partially offset by additional Pet Cremation income and additional income from the Calverton Parish contract.

Cemeteries - (£22.9k)

Underspend on staffing partially offset by reduced cemetery income

Transfer to / (from) Earmarked Reserves Analysis - £280.0k	
Selective Licencing reserves adjustment	(54,400)
Selective Licencing reserves adjustment	137,926
Hackney Carriage Taxi Refunds	150,000
Lower than estimated Cost of Living Payment impact from Efficiency and Innovation reserve	(20,292)
Insurance reserve but budgeted for	(8,545)
Unutilised Apprentice reserve	7,500
Miscellaneous	51
Transfer of Parks Donations to reserve to be spent in 2023-24	25,000
Unspent contributions for Oose Dyke repair works	6,495
Stocking farm S106 maintenance contribution not received as transfer agreement incomplete	23,771
Unbudgeted contribution from Insurance Reserve	(10,472)
Unspent plastic clever budget	15,200
Parks & Street Care - Cost of Living payments	1,905
Transfer of Gedling Country Park visitor donations to reserve	5,871
	280,009

Sustainable Growth and Economy Portfolio. Outturn Summary 2022/2023

	Current Approved Estimate		Actual Expenditure	Variation to Estimate	Analysis of Variance	
	2022/23				Controllable Budget Variance	Non Controllable Recharge Variance
	£	£	£	£	£	£
Sustainable Growth and Economy						
Development Service Support	4,100	249	(3,851)	(2,639)	(1,212)	
Development Management	158,800	366,351	207,551	202,929	4,622	
Planning Policy	499,300	366,300	(133,000)	(128,617)	(4,383)	
Building Control Account	65,900	59,767	(6,133)	(1,781)	(4,352)	
Building Control Fee Earning Account	(1,200)	(1,165)	35	(500)	535	
Land Charges	(10,100)	(14,998)	(4,898)	(1,415)	(3,482)	
Economic Development	488,600	441,646	(46,954)	(46,599)	(354)	
Private Sector Housing	301,300	1,016,319	715,019	(90,853)	805,872	
Housing Strategy	73,700	62,938	(10,762)	(10,494)	(268)	
Sustainable Growth and Economy	1,580,400	2,297,408	717,008	(79,969)	796,977	
Transfer to/from Earmarked Reserves	(177,700)	36,561	214,261	214,261	0	
Total	1,402,700	2,333,970	931,270	134,292	796,977	

Total Controllable Variance for Portfolio of £134K overspend

Development Service Support - (£2.6k)

No Major Variances

Development Management - £202.9k

Variance relates to a shortfall in Planning Application income, Pre-Application Advice and Reduced CIL administration receipts. In addition an overspend in Planning Advertisement.

Planning Policy - (£128.6k)

Variance due to ongoing grant funded Design Code Pathfinder work offset by a contribution to Reserves

Building Control Account (£1.8k)

No Major Variances

Building Control Fee Earning Account - (£0.5k)

No Major Variances

Land Charges - (£1.4k)

No Major Variances

Economic Development - (£46.6k)

Variance relates to works on the Cinderpath offset by contribution from Reserves, re-scheduled UKSPF Project Work offset by grant funding. Underspend on Burton/Station Road Capacity Funded works offset by Grant and deferred to 2023/24. In addition underspend on LUF Bid submission £14.5k.

Private Sector Housing - (£90.9k)

Variance due to underspends on posts funded by reserves, this is offset by a lower than expected contribution from reserves. In addition

Housing Strategy - (£10.5k)

Variance relates to previously vacant post in service

Transfer to / (from) Earmarked Reserves Analysis - £214.3k

Contribution from Earmarked Reserve for works on Cinderpath project	(22,658)	B0956
Lower than anticipated spend on Pathfinder project, project to continue in 2023-24	124,364	B0954
Following Economic Development restructure market supplement no longer required	7,400	B0966
Under-utilised contain funding in private sector housing, balance to be carried forward	31,300	B0956
Lower than estimated Cost of Living Payment impact from Efficiency and Innovation reserve	356	B0952
Provision for Agency Cover in 2023-24	30,000	B0956
Carryover unspent UKSPF year 1 allocation	27,300	B0956
Transfer of vacancy savings to fund project management works in 2023-24	16,200	B0966

214,262

Corporate Resources and Performance Portfolio. Outturn Summary 2022/2023

	Current Approved Estimate		Variation to Estimate	Analysis of Variance	
	2022/23	Actual Expenditure		Budget Variance	Non Controllable Recharge Variance
	£	£		£	£
Corporate Resources and Performance					
HR, Performance and Service Planning	600	505	(95)	(10,825)	10,731
Democratic Mgt & Representation	676,500	605,769	(70,731)	(10,937)	(59,794)
Corporate Management	774,500	807,737	33,237	(2,070)	35,306
Health & Safety and Emergency Planning	33,300	33,308	8	6,928	(6,920)
Committee Services	0	264	264	264	0
Legal Services	22,400	162	(22,238)	31,095	(53,332)
Central Print Room	(2,400)	(2,935)	(535)	(3,172)	2,637
Postages	0	0	0	12,868	(12,868)
Registration Of Electors	204,900	196,949	(7,951)	(6,296)	(1,654)
Elections	8,700	12,157	3,457	2,949	508
Estates & Valuation	16,000	3,650	(12,350)	17,119	(29,469)
Public Land & Buildings	119,100	121,120	2,020	(31,053)	33,073
Information Technology	25,700	(133,762)	(159,462)	(201,803)	42,340
Communications & Publicity	23,200	625	(22,575)	(3,620)	(18,955)
Corporate Officers	21,900	11,563	(10,337)	7,209	(17,546)
Business Units	(8,500)	(8,969)	(469)	(1,089)	619
Public Conveniences	22,400	27,004	4,604	(3,998)	8,602
Building Services	(2,300)	(22,500)	(20,200)	(26,209)	6,009
Car Parks	129,200	143,933	14,733	42,744	(28,011)
Public Offices	(35,000)	16,728	51,728	35,748	15,980
Housing Needs	477,900	412,349	(65,551)	(78,711)	13,160
Community Centres	170,600	177,013	6,413	3,297	3,116
Corporate Administration	0	0	0	0	0
Financial Services	87,500	66,669	(20,831)	14,663	(35,494)
Customer Services	51,500	3,890	(47,610)	(57,047)	9,437
Insurance Premiums	(6,800)	17,479	24,279	11,416	12,863
Revenues-Local Taxation	738,000	6,818	(731,182)	(720,096)	(11,086)
Central Provisions Account	(26,200)	(58,858)	(32,658)	(32,582)	(76)
Non Distributed Costs	120,200	111,132	(9,068)	(9,240)	172
Council Tax Benefits	(4,000)	(1,784)	2,216	2,066	150
Rent Allowances	100,900	(3,377)	(104,277)	(108,038)	3,761
Housing Benefit Administration	301,500	223,989	(77,511)	(61,633)	(15,878)
Rent Rebates	2,800	9,721	6,921	2,608	4,313
Corporate Income & Expenditure	114,000	(171,158)	(285,158)	(164,801)	(120,357)
Movement in Reserves (MiRs)	(1,034,200)	(1,995,672)	(961,472)	(528,936)	(432,536)
Corporate Resources and Performance	3,123,900	611,519	(2,512,381)	(1,871,182)	(641,199)
Transfer to/from Earmarked Reserves	(1,260,900)	386,733	1,647,633	1,647,633	0
Total	1,863,000	998,252	(864,748)	(223,549)	(641,199)

Total Controllable Variance for Portfolio of (£224K) underspend

HR, Performance and Service Planning - (£10.8k)

Variance mainly due to vacant posts and savings on employee conference.

Democratic Mgt & Representation - (£11.0k)

Variance mainly due to salary saving on Executive Support, offset by additional spend in Legal Services as per restructure review

Corporate Management - (£2.1k)

Variance mainly due to salary saving on Executive Support, offset by additional spend in Legal Services as per restructure review. Also income from the Gedling Lotto offset with a transfer to reserve.

Health & Safety and Emergency Planning - £6.9k

Variance mainly due to balance of Flood repairs grant funded by the reserve.

Committee Services - £0.2k

No major variances

Legal Services - £31.1k

Variances mainly due to additional staffing costs following restructure, offset by savings in Democratic Services and Corporate Management (as per report). Also delays in court proceedings resulting in lower court fee income.

Central Print Room - (£3.2k)

No Major Variances

Postages - £12.9k

Overspend on stationery costs mainly due to increase in postage costs and stationary and more hard copy mailings opposed to electronic communications.

Registration of Electors - (£6.3k)

No Major Variances

Elections - £2.9k

No Major Variances

Estates & Valuation - £17.1k

Variance relates to overspend on Staffing budget along with overspend on Consultancy budget due to Maternity Leave cover and external valuations.

Public Land & Buildings - (£31.1k)

Additional income from the AMP due to securing tenants quicker than expected partially offset with increased NDR and Electricity costs on council owned Temporary Accommodation. A saving due to an over accrual of the Market Charter and consultancy budget for sale of Killisick fields deferred to 2023/24 offset with a contribution to reserves.

Information Technology - (£201.8k)

Variance due to an underspend on IT Replacement due to significant spend in 2021/23 on agile resulting in lower spend in 2022/23, an underspend on Digital Agenda deferred to 2023/24 offset with a contribution to reserves, and lower than expected expenditure on

Communications & Publicity - (£3.6k)

No major variances

Corporate Offices - £7.2k

No major variances

Business Units - (£1.1k)

No major variances

Public Conveniences - (£4.0k)

No major variances

Building Services - (£26.2k)

Variance relates to vacancy savings against Building Services post offset by a contribution to Earmarked Reserves

Car Parks - £42.7k

Variance relates to lower income in Parking Enforcement Fines partially offset by lower parking enforcement costs. In addition lower income than anticipated has been received for Pay & Display and Long Stay Permits.

Public Offices - £35.7k

Variance due to increased Electricity and Maintenance costs, along with void rentals and reduced Hire of Civic Centre. These are partially offset by overtime savings and underspends on supplies and services.

Housing Needs (£78.8k)

Temporary Accommodation has resulted in a considerable overspend relating to Bed & Breakfast, this is partially offset with increased Housing Benefits income along with vacancy savings within service.

Community Centres - £3.3k

No Major Variances

Corporate Administration - £Nil

No Major Variances

Financial Services - £14.7k

Variance mainly due to vacant posts being covered by agency staff

Customer Services - (£57.0k)

Variance mainly due to vacancies across the service

Insurance Premiums - £11.4k

No Major Variances

Revenues - Local Taxation - (£720.1k)

Additional New Burdens income offset by contribution to Earmarked Reserves. In addition overspend on Council Tax Hardship payments and Postage costs relating to Energy Rebate grants. Also surplus NNDR transferred to Pool reserve

Central Provisions Account - (£32.6k)

Variance mainly due to lower drawdown from reserves for 2022/23 pay award which has been partially funded by vacancies across service areas, and a reduction in bad debt provision.

Non Distributed Costs - (£9.2k)

No Major variances

Council Tax Benefits - £2.6k

No major variance

Rent Allowances - (£108.0k)

Most Rent Allowance expenditure is subsidised at 100%, however some categories of benefit attract a lower rate and this results in a cost to the General Fund. Overall, the cost of these items in 2223 was £55k lower than the current approved estimate. In addition, the reduction in the Bad Debt Provisions required for Housing Benefits was higher than anticipated. Outstanding debt was lower than predicted, and after allowing for a slightly higher proportion of provision to reflect the ageing debt, the benefit to the General Fund was £53k

Housing Benefit Administration (£61.6k)

Variance due to vacancy savings and additional New Burdens funding offset with a contribution to reserves

Rent Rebates - £2.6k

No major variances

Corporate Income & Expenditure - (£164.8k)

Variance mainly due to additional interest on investments arising from increased interest rates over 2022/23, and an end of year reduction in valuation in the property fund investment which is offset in Movement in Reserves below.

Movement in Reserves (MiRs) - (£529.0k)

Variance due to reduced Direct Revenue Financing of the Capital Programme 2022/23 due to schemes deferred to 2023/24 offset with associated contributions from reserves, and an offsetting entry with Corporate income and Expenditure above for an end of year reduction in the property fund valuation.

Transfer to / (from) Earmarked Reserves Analysis - £1,647.6k	
Digital Agenda SOCITM	50,000
Transfer to ARG reserve	14,045
Vacancy savings transferred to fund Economic Regeneration projects in 23-24	23,000
Housing Needs grants received for future projects	131,900
New Burdens transfer to reserves	156,299
Gedling Lotto income	12,967
Car park surplus lower - less transfer to AMF	(5,718)
NNDR Pool Reserve - surplus transferred to reserve	607,983
Professional fees for Land Sales	(35,000)
Under-utilised Cost of Living funded from Efficiency & Innovation reserve	21,783
Under-utilised Transformation Fund reserve	4,697
Under-utilised IT Replacement reserve due to last years agile programme	87,700
The AMP deficit lower than expected due to improved income levels	37,200
Pay Award provision not needed due to vacancy savings	105,200
Consultancy for Sale of Killisick Fields deferred to 2023-24	45,000
Deferral of Capital Projects including Carlton Service Yard	40,431
Twinning visit	1,000
H&S staffing made permanent	9,673
Housing Needs B&B funding	8,773
Insurance excess payments	(14,134)
Abavus DRF	20,000
IT Hybrid meeting rooms	2,000
Personnel Licensing one off	4,700
Car parks works	3,000
Amendments to DRF budget	288,360
Council Tax grants	900
Apprentice reserve not required	9,300
Business Rates Property Inspector & R V Finder not implemented	25,399
Legal restructure	2,000
Flood Resilience grant repaid	(10,769)
	(56)
	1,647,633

GENERAL FUND BALANCE AND EARMARKED RESERVES 2022/23

	Current Estimate 2022/23 £000	Actual Outturn 2022/23 £000	Variance 2022/23 £000
General Fund Balance at 1 April 2022	4,601	4,601	0
<u>Plus:</u>			
GBC Council Tax Requirement from Collection Fund	6,727	6,727	0
GBC share of declared previous year Council Tax			
Collection Fund surplus/(deficit)	0	0	0
Business Rates	731	184	(547)
New Homes Bonus	521	521	0
RSG & Other grants	378	378.0	0
Parish Levy	785	785	0
<u>Less:</u>			
Committee Expenditure	(12,374)	(12,160)	214
Parish Precept	(785)	(785)	0
General Fund Balance at 31 March 2023	584	251	(333)
Movement in General Fund Balance	(4,017)	(4,350)	(333)
In Year Contributions to General Fund Qtr3	300	300	0
Revised Movement In General Fund Balance	(3,717)	(4,050)	(333)
End of year Reclassification of Earmarked Reserves	0	253	253
End of year Transfer of Portfolio underspends	0	214	214
Year End General Fund Balance 31 March 2023	884	1,018	134
Total Year End Movement in General Fund Balance	(3,717)	(3,583)	134
<u>Earmarked Reserves (see Appendix 3 for detail)</u>			
Opening Balance 1 April 2022	6,122	6,122	0
Closing Balance 31 March 2023	4,388	6,687	2,299
<i>Movement in Earmarked Reserves</i>	(1,734)	565	2,299
Grand Total Reserves at 31 March 2023	4,972	6,938	1,966

Memorandum - Actual Movement on Balances 2022/23	
<i>Decrease in General Fund Balance</i>	£000's (4,350)
<i>Increase in Earmarked Reserves</i>	565
Actual Net INCREASE/(DECREASE) in Total Reserves 2022/23	(3,785)

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Reserve
Joint Use & Base Maintenance Reserve
Pub Watch/Shop Radio Replacement Reserve
IT Replacement Reserve
Community & Crime Reserves
Risk Mgmt Reserve
S106 Revenue Reserve
Housing & Housing Benefits Reserve
Insurance Reserve
Efficiency & Innovation Reserve
Asset Management Reserve
Local Development Framework Reserve
Earmarked Grants Reserve
CCTV Reserve
LA Mortgage Scheme Reserve (LAMS)
Apprentice Reserve
NNDR Pool Reserve
Transformation Fund Reserve
Economic Development Fund Reserve
Leisure Strategy Reserve
Property Management Fund
Selective Licensing
ARG Reserve
Inflationary Pressures Contingency Reserve
Total Reserves

Original Estimate			
Opening Balance 01/04/22	Transfer to Reserve	Transfer from Reserve	Balance 31/03/23
£			£
(150,167)	0	0	(150,167)
(37,461)	(3,500)	0	(40,961)
(637,110)	(110,000)	87,700	(659,410)
(161,916)	0	19,000	(142,916)
(69,158)	0	7,500	(61,658)
(134,103)	0	53,500	(80,603)
(248,889)	0	51,000	(197,889)
(340,478)	(35,000)	0	(375,478)
(327,059)	0	21,700	(305,359)
(520,514)	(71,100)	146,000	(445,614)
(269,683)	0	40,000	(229,683)
(1,020,341)	(117,700)	124,200	(1,013,841)
(152,300)	(32,300)	30,000	(154,600)
(110,593)	0	0	(110,593)
(43,019)	0	16,800	(26,219)
(573,579)	0	113,000	(460,579)
(444,658)	0	7,100	(437,558)
(118,787)	0	7,400	(111,387)
(255,300)	0	0	(255,300)
(64,000)	0	0	(64,000)
(193,036)	0	0	(193,036)
(0)	0	71,400	71,400
(250,000)	0	0	(250,000)
(6,122,151)	(369,600)	796,300	(5,455,651)

426,700

Revised Estimate			
Opening Balance 01/04/22	Transfer to Reserve	Transfer from Reserve	Balance 31/03/24
£			£
(150,167)	0	0	(150,167)
(37,461)	(3,500)	0	(40,961)
(637,110)	(110,000)	87,700	(659,410)
(161,916)	0	37,000	(124,916)
(69,158)	0	22,100	(47,058)
(134,103)	0	53,500	(80,603)
(248,889)	0	61,000	(187,889)
(340,478)	(35,000)	68,300	(307,178)
(327,059)	(56,800)	136,700	(247,159)
(520,514)	(71,100)	336,700	(254,914)
(269,683)	0	151,300	(118,383)
(1,020,341)	(117,700)	256,900	(881,141)
(152,300)	(32,300)	30,000	(154,600)
(110,593)	0	0	(110,593)
(43,019)	0	16,800	(26,219)
(573,579)	(86,100)	113,000	(546,679)
(444,658)	(35,000)	428,200	(51,458)
(118,787)	(16,600)	138,700	3,313
(255,300)	0	110,000	(145,300)
(64,000)	0	0	(64,000)
(193,036)	0	0	(193,036)
(0)	0	0	(0)
(250,000)	(46,500)	296,500	0
(6,122,151)	(610,600)	2,344,400	(4,388,351)

1,733,800

YEAR END VARIANCE			
Opening Balance 01/04/22	Transfer to Reserve	Transfer from Reserve	Closing balance 31/03/23
£	£	£	£
(150,167)	(25,492)	15,794	(159,866)
(37,461)	(3,500)		(40,961)
(637,110)	(110,000)		(747,110)
(161,916)	(3,559)	23,327	(142,148)
(69,158)	0	22,100	(47,058)
(134,103)		29,729	(104,374)
(248,889)	0	52,227	(196,662)
(340,478)	(35,099)	101,910	(273,667)
(327,059)	(106,800)	87,364	(346,495)
(520,514)	(71,252)	38,846	(552,921)
(269,683)	0	26,936	(242,747)
(1,020,341)	(692,401)	198,726	(1,514,015)
(152,300)	(32,300)	89,214	(95,386)
(110,593)	0	0	(110,593)
(43,019)	0	0	(43,019)
(573,579)	(694,083)	50,401	(1,217,261)
(444,658)	0	266,209	(178,449)
(118,787)	(55,800)	90,869	(83,718)
(255,300)	0	73,542	(181,758)
(64,000)	0	0	(64,000)
(193,036)	(137,926)	0	(330,962)
(0)	(14,045)	0	(14,045)
(250,000)	(46,500)	296,500	0
(6,122,151)	(2,028,757)	1,463,694	(6,687,214)

(565,063)

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MEMBERS POT**OUTTURN SUMMARY
Members Pot Expenditure 2022/23**

Budget 22/23	£ 61,500	No. of Councillors:	41
		Spending their full allocation	41
		Part spending their allocation	0
Less Total Expenditure	61,500	Not spending their allocation	0
Balance Unspent	<u>0</u>		

Breakdown of Grants/Contributions

Name	£ Amount	Name	£ Amount
1st Daybrook & Woodthorpe Scouts	100	Gedling Conservation Trust	1400
1st Gedling Rainbows	355	Gedling Football Club	475
1st Netherfield Rainbows, Brownies & Guides	300	Gedling Indoor Bowls Club	300
1st Porchester Brownies	75	Gedling Memorial Hall	250
1st Porchester Guides	100	Gedling Play Forum	1420
1st Porchester Rainbows	75	Gedling Running Company	100
1st Porchester Scouts, Cubs & Beavers	250	Gedling Youth & Community Hub	75
1st Redhill Scouts & Guides Group	450	Good Shepherd SVP	135
1st Woodborough Guides & Scouts	300	Harmless (Music for Mental Health)	300
2nd Woodthorpe Brownies	240	Haywood Road Community Association	200
37th Nottingham Co. Boys Brigade	200	Haywood Road Pre-School Playgroup	200
3rd Woodthorpe (St. Marks) Scout Group	100	Home Start Nottingham	1800
4th Nottingham Co. Girls Brigade	200	Hope Nottingham	2070
5th Carlton Rainbows & Brownies	200	JUNO Women's Aid	475
Age Concern Carlton & Gedling	200	Killarney Park Residents Association	900
All Hallows Church	240	Killsick Junior School	850
Arnbrook Primary School	300	Lambley Cricket Club	800
Arnold Food Bank	1275	Lambley Parish Council	600
Arnold in Bloom	550	Lambley Reed Pond Group	125
Arnold Local History Group	350	Linby Parish Council	450
Arnold Methodist Church Holiday from Home	350	Mellish Rugby Football Club	700
Arnold Methodist Church Mental Health Befriending & Support Group	400	Netherfest Pride	400
Arnold Swimming Club	250	Netherfield & Colwick Senior Citizen Club	300
Arnold Town FC U8's Blue	100	Netherfield & District WI	200
Arnold Town Football Club	300	Netherfield Food Bank	100
Bestwood Miners Welfare Institute	100	Newstead Parish Council	950
Brickyard Youth Club	100	Papplewick Village Fayre Group	300
Burton Joyce & Bulcote Local History Society	450	Parkinsons UK	400
Burton Joyce & Bulcote Womens Institute	150	Paviors Rugby Club	300
Burton Joyce Labour Party	200	Phoenix Boxing Club	200
Burton Joyce Parish Council	770	Phoenix Farm Methodist Church	400
Burton Joyce Primary School PTA	50	Positively Empowered Kids	400
Calverton & Gedling Art Society	300	Rainbows Hospice for Children & Young People	100
Calverton Parish Council	1950	Ravenshead Parish Council	2350
Calverton Scouts & Guides Supporters Association	500	Sacred Heart Community Café	1050
Calverton Theatre Group	200	St. Albans Community Kitchen	750
Calverton Working Mens Club	350	St. Helen's Church, Burton Joyce	410
Carlton Baptist Church	500	St. John the Baptist Church	225
Carlton Forum Swimming Club	100	St. John the Baptist Primary School	50
Carlton Operatic Society	300	St. John's Pre-school Playgroup	200
Carlton Town Football Club	1100	St. Mary's Community Kitchen	250
Cavendish Court c/o Foxhill Court Residents	100	St. Paul's Church, Carlton	80
Central Notts Squirrel Drey Scouts	100	St. Timothy's Church & Community Centre	500
Colonel Frank Seely Academy	250	St. Wilfrid's Church, Calverton	120.83
Dance Alliance Ltd	100	St. Wilfrid's Leavers	500
Daybrook Girl Guiding	100	Stanhope Primary and Nursery School	1500
Derrymount Special School	500	Stoke Bardolph Parish Council	184
Drone to Home	100	The Ark	1000
Emmanuel Church Committee	1000	The Arrow Public House	962
Ernehale School	200	The Core Centre	229.17
Expressive Arts Academy	150	The Friends of Breck Hill Park	200
Friends for Life Aye Up Mi Duck	150	The Gedling Artists	215
Friends of Annot Hill Park	200	The Guide Association Midlands	250
Friends of Breckhill Park	100	The Organ Grinder Public House	100
Friends of Gedling Country Park	250	The Tuesday Drop In Parkinson's UK	200
Friends of Lowdham & Burton Joyce Station	55	The Village Lunch	576
Friends of Onchan Park	350	Warren Action Group	400
Friends of the Hobbucks	450	WERHERE	4875
Friends of Valley Road Playing Grounds Group	1400	Westcarr Coaching	500
GBC - Bonington Theatre	438	Westdale Lane Baptist Church	500
GBC - Communities (Gedling Winter Support booklet & Armed Forces Covenant for BU)	1000	Willow Farm Primary School	200
GBC - Netherfield Locality	1300	Woodborough Celtic Youth FC	150
GBC - Youth Council	150	Woodborough in Bloom	£150.00
GBC -PASC	350	Woodborough Parish Council	£75.00
		Woodthorpe Community Football Club	£1,400.00
		Woodthorpe Infant School	£500.00

61,500

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Appendix 5. Capital Outturn

Portfolio	Capital Projects	22/23 Approved Budget	22/23 Final Outturn	22/23 Variance	Proposed Carry Forwards	
Local Pride & Community Engagement	CCTV Developments	90,000	37,567	(52,434)	52,400	
	Netherfield Forum	55,000	55,760	760	0	
Local Pride & Community Engagement Total		145,000	93,327	(51,674)	52,400	
Lifestyles, Health & Wellbeing	ALC Replacement Theatre System	15,000	9,178	(5,822)	0	
	Leisure Management System 2021	75,000	54,992	(20,008)	0	
Lifestyles, Health & Wellbeing Total		90,000	64,169	(25,831)	0	
Environment	Waste Management System	20,000	0	(20,000)	20,000	
	Replace Deutz Fahr Tractor FJ60FAO	0	0	0	0	
	Replace Ford Transit LWB Ashwood YN13EOA	39,000	0	(39,000)	39,000	
	Replace Renault Kangoo Electric Van FL13 ZLV	0	0	0	0	
	Vehicle Lifting Ramp	33,000	0	(33,000)	33,000	
	Service Ramps	0	0	0	0	
	Replace Ford Transit/Tipper Cage Tail lift WL14 DXC	39,000	32,824	(6,177)	0	
	Replace Ford Transit Custom 330 L2 H1 YP64 ZST	27,000	0	(27,000)	27,000	
	Replace John Deere 1580 Terraincut front mower FF16 HRD	0	0	0	0	
	Replace Ford Transit/Tipper/Cage LWB WL14 DWG	33,000	31,898	(1,103)	0	
	Replace Ford Transit/Tipper/Cage LWB WL14 DVU	33,000	32,730	(271)	0	
	Replace Ford Transit /Tipper MWB YT15 OJM	33,000	0	(33,000)	33,000	
	Replace Ford Transit Custom YP63 FXB	0	0	0	0	
	Replace Shibaura CM 374 Out Front FJ12 FSU	0	0	0	0	
	Replace Volvo Excavator/Gravedigger EC27C	0	0	0	0	
	Replace Shibura Banks mower FJ11 MXC	0	0	0	0	
	Replace John Deere Compact Tractor 4520 FJ13 HVD	21,500	21,500	0	0	
	Replace Dennis Elite 6 x 4 26,000kgs E VE64 AWG	183,300	183,312	12	0	
	Replace Dennis Elite 6 x 4 26,000kgs E VE64 AWH	182,900	182,827	(73)	0	
	Replace Dennis Elite2 Narrow 6x2 26000kgs ML - E VU65 FCC	182,800	182,827	27	0	
	Replace Dennis Elite2 Narrow 6x2 26000kgs ML - E VU65 FCD	183,100	183,027	(73)	0	
	Replace Ford Connect LWB 1.6TDCI YM65 RXX	0	0	0	0	
	Replace Schmidt Sweeper AF65 XJV	0	0	0	0	
	Replace Ford Transit 350 LWB Tipper/Tail lift YR65 LCX	0	0	0	0	
	Replace DAF Freighter 18t Hyab Tipper Truck FJ55 ETK	0	0	0	0	
	Replace Wrights zero turn 47P10 2010	6,500	0	(6,500)	6,500	
	Replace Rayco Stump Grinder 6P93	18,000	0	(18,000)	18,000	
	Replace Snow Ex Gritter 2017	0	0	0	0	
	Flood Alleviation Works	60,000	0	(60,000)	60,000	
	Ouse Dyke repair works	40,000	0	(40,000)	40,000	
	King George V - Provision of Public Toilets	190,300	955	(189,345)	189,300	
	Killsick Recreation Area	0	0	0	0	
	Arnold Flood Alleviation	10,000	0	(10,000)	0	
	Sand Martin Bank Bird Hide	0	0	0	0	
	King George V Pavilion Refurbishment	50,000	8,630	(41,370)	41,400	
	Green Lung Project	49,200	1,638	(47,562)	47,600	
	Colwick Rectory Play Area Refurbishment	100,000	99,466	(534)	0	
	Holocaust Memorial Cherry Tree Reflection Circle	45,000	44,069	(931)	0	
	St Mary's Play Area Refurbishment	0	0	0	0	
	Willow Park - Footpath extension	25,000	21,833	(3,167)	3,200	
	AMF - GCP Car Park Extension	0	6,040	6,040	0	
	AMF - Lambley Lane Changing Room & Pitch Renovation	256,300	0	(256,300)	256,300	
	Carlton Cem - Expansion/Car Park	13,300	0	(13,300)	0	
	Environment Total		1,874,200	1,033,574	(840,626)	814,300
	Sustainable Growth and Economy	Hazelford Way Industrial Units	0	0	0	0
		Burton Joyce PC - Mill Field Close (S106)	69,900	69,946	46	0
		Calverton PC - Land NW Park Road (S106)	36,300	36,336	36	0
		Calverton PC - Land adj Dark Lane (S106)	39,900	39,862	(38)	0
		Gedling Access Road (GAR) Contributions	4,480,100	0	(4,480,100)	4,480,100
		UK Shared Prosperity Fund	6,300	0	(6,300)	6,300
		Arnold Market	843,000	726,760	(116,240)	12,000
Carlton Square Development		31,800	16,369	(15,431)	0	
Carlton Square Service Yard		25,000	0	(25,000)	25,000	
Eagle Square Market Improvement		0	0	0	0	
Town Centre Improvement		98,000	0	(98,000)	98,000	
Disabled Facilities Grants		1,320,500	1,361,941	41,441	0	
DFG staff salaries		0	132,102	132,102	0	
Green Homes Grant Scheme (LAD2)		1,617,600	579,732	(1,037,868)	1,037,900	
Sustainable Growth and Economy Total		8,568,400	2,963,048	(5,605,352)	5,659,300	
Corporate Resources and Performance	Burton Road - Affordable Housing	0	0	0	0	
	Station Road - Affordable Housing	0	0	0	0	
	Temporary Accommodation	432,900	312,874	(120,026)	120,000	
	Carbon Reduction Initiatives	88,100	0	(88,100)	88,100	
	Arnot Hill House Fire Safety Works	0	0	0	0	
	Civic Centre Fire Alarm	100,000	4,139	(95,861)	95,900	
	Civic Centre Lift Refurbishment	75,000	30,050	(44,950)	44,900	
	CR - GCP Charge Points	62,900	45,325	(17,575)	17,600	
	CR - Civic Centre Charge Points	14,100	0	(14,100)	14,100	
	CR - Arnold Market Solar	16,000	24,550	8,550	0	
	Depot Works	100,000	0	(100,000)	100,000	
	Customer Service Improvements	65,400	27,044	(38,357)	38,400	
	IT Licences - Microsoft Office	110,000	87,185	(22,815)	0	
	Council Chamber parking spaces	0	1,075	1,075	0	
	Car Park Resurfacing and Fencing	65,000	1,640	(63,360)	63,400	
	Bestwood Country Park car park extension	36,800	575	(36,225)	36,200	
	Property Flood Resilience Scheme	10,000	10,000	0	0	
	Asset Management Fund	4,000	0	(4,000)	0	
	AMF - Hazelford Way	60,000	0	(60,000)	60,000	
	AMF - Car Park Resurfacing	15,000	0	(15,000)	0	
	AMF - Civic Centre Window Replacement	0	0	0	0	
Corporate Resources and Performance Total		1,255,200	544,457	(710,743)	678,600	
Grand Total		11,932,800	4,698,574	(7,234,226)	7,204,600	

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NON-COMMITTED CAPITAL CARRY FORWARD REQUESTS OVER £50,000
2022/23 to 2023/24


APPENDIX 6

This schedule will need to be approved by Council following endorsement by the Chief Financial Officer

Department: All service areas

Scheme	Account Code	Cost Centre	Proj	Approved Budget £	2022/23 Actual				Reason for Carry Forward Details
					Actual Exp 2022/23 £	Reserved Creditors 2022/23 £	Total 2022/23 Actual £	Carry Forward Requested £	
					CCTV Developments (UKSPF)	C410	C2102	TBC	
Vehicle Replacement Programme	C410	C5103	C15XXX	1,015,100	850,900		850,900	156,500	Due to lead times, orders have been placed vehicles to be received in 2023-24
Flood Alleviation Works	C410	C5104	C14501	60,000	-		0	60,000	Works to be re-scheduled for 2023-24
AMF - Lambley Lane Changing Room & Pitch Renovation	C410	C7100	C22223	256,300	-		0	256,300	Out to tender, scoring due May 2023, contracts to be issued May/June 2023
Town Centre Improvements	C410	C1101	C22014	98,000			0	98,000	Delays in UKSPF funding confirmation, programmes rescheduled for 2023-24
Green Homes Grant Scheme	C410	C6100	C16023	1,617,600	579,732		579,732	1,037,900	Green Home project ongoing and works to be completed in 2023-24
Temporary Accommodation	C410	C1200	C10203	432,900	312,874		312,874	120,000	Temporary Accommodation extension approved for 2023-24
Carbon Reduction Initiative	C410	C1303	C10610	88,100			0	88,100	Project ongoing in 2023-24
Civic Centre Fire Alarm	C410	C1303	C10612	100,000	4,139		4,139	95,900	Project commenced to be completed in 2023-24
Depot Works	C410	C1303	C10617	100,000	-		0	100,000	Conditions survey complete project ongoing
Car Park Resurfacing and Fencing	C410	C1502	C14006	65,000	1,075		1,075	63,400	Project underway scheduled to complete in 2023-24
AMF - Hazelford Way	C410	C8200	C11102	60,000	-		0	60,000	Project to be reviewed 2023 - 24
TOTAL				3,943,000	1,748,720	0	1,748,720	2,186,100	

Prepared By: 

Endorsed by: 
Deputy Chief Finance Officer

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ALL COMMITTED CAPITAL CARRY FORWARD REQUESTS, PLUS UNCOMMITTED CAPITAL REQUESTS UNDER £50,000
2022/23 to 2023/24

APPENDIX 6

This schedule will need to be approved by the Chief Financial Officer

Department: All service areas

Ref's

A Work Committed (Ordered/Contract Agreed)

B Not Committed but affected by Policy Decision/ significant impact on Service Prov'n

Scheme	Account Code	Cost Centre	Proj	Approved Budget £	2022/23 Actual				Reason for Carry Forward	
					Actual Exp 2022/23 £	Reserved Creditors 2022/23 £	Total 2022/23 Actual £	Carry Forward Requested £		
					Gedling Access Road (GAR) Contributions	C410	C1101	C10137	4,480,100	
King George V - Provision of Public Toilets	C410	C7100	C17060	190,300	955		955	189,300	A	Contract awarded works to commence in June 2023
Waste Management System	C410	C5101	C13506	20,000	0	0	0	20,000	A	Project to be completed in 2023-24
Ouse Dyke Repair	C410	C5104	C14502	40,000	0	0	0	40,000	B	Design works initiated, Biodiversity study and approval from Environment agency required before going out to tender, work to be completed 2023-24
King George V Pavilion Refurbishment	C410	C7100	C17067	50,000	8,630		8,630	41,400	A	Project underway, works to be completed in 2023-24
Green Lung Project	C410	C7100	C17069	49,200	1,638		1,638	47,600	B	Project being revised and seeking advise from Alliance before progressing, re-scheduled for 2023-24
Willow Park - Footpath extension	C410	C7100	C17073	25,000	21,833		21,833	3,200	A	Project completed, retention of 5% due in 2023-24
UK Shared Prosperity Fund	C410	C1101	C10138	6,300	0		0	6,300	B	Project delays meaning works to be complete in 2023-24
The AMP	C410	C1101	C22008	843,000	726,760		726,760	12,000	A	Outstanding work to Canopies required to be completed in May 2023
Carlton Square Service Yard	C410	C1101	C22011	25,000	0		-	25,000	B	Project to be rescheduled to commence in 2023-24
Civic Centre Lift Refurbishment	C410	C1303	C10613	75,000	30,050		30,050	44,900	A	Project underway scheduled to be completed in 2023-24
GCP Charge Points	C410	C1303	C10614	62,900	45,325		45,325	17,600	A	Cabinets and connections in place awaiting installation of new pillars
Civic Centre Charge Points	C410	C1303	C10615	14,100	0		-	14,100	A	Cabinets and connections in place awaiting installation of new pillars
Bestwood Country Park car park extension	C410	C5102	C14007	36,800	600		600	36,200	B	Awaiting plans from the Parish council, works to be ascheduled for 2023-24
CCTV Developments	C410	C2102	C10122	40,000	37,567		37,567	2,400	B	Underspend against programme roll over into 2023-24 CCTV developments programme
Customer Service Improvements	C410	C1500	C11104	65,400	27,043		27,043	38,400	A	Project underway scheduled to complete in 2023-24
TOTAL				6,023,100	900,400	0	900,400	5,018,500		

5,018,500

ALL COMMITTED CAPITAL CARRY FORWARD REQUESTS, PLUS UNCOMMITTED CAPITAL REQUESTS UNDER £50,000
2022/23 to 2023/24

APPENDIX 6

This schedule will need to be approved by the Chief Financial Officer

Department: All service areas

Ref's

A Work Committed (Ordered/Contract Agreed)

B Not Committed but affected by Policy Decision/ significant impact on Service Prov'n

Prepared By: 

Authorised By:
Deputy Chief Financial Officer



Appendix 7

CAPITAL FINANCING SUMMARY 2022/23

	£	£	£
<u>CAPITAL EXPENDITURE 2022/23 REQUIRING FINANCING</u>			<u>4,698,574</u>
<u>RESOURCES APPLIED</u>			
<u>Money Provided by Other Persons</u>			
Capital Grants Receivable:			
Disabled Facilities Grant (Better Care Fund)	1,494,043		
Green Homes Grant Scheme LAD2 (Nottingham City Council)	476,442		
Green Homes Grant Scheme LAD3 (Nottingham City Council)	95,361		
Green Homes Grant Scheme HUG1 (Nottingham City Council)	7,929		
Property Flood Resilience Scheme (DEFRA)	10,000		
CCTV Developments	20,351		
Colwick Recreation Grounds (FCC)	99,466		
		<u>2,203,592</u>	
Contributions:			
Burton Joyce Parish Council - Mill Field Close S106 contributions	69,946		
Calverton Parish Council - Land NW Park Road S106	36,336		
Calverton PC - Land adj Dark Lane S106	39,862		
Bestwood Country Park car park extension S106	575		
Netherfield Forum - CIL	55,760		
Willow Park - Footpath - CIL	21,833		
Green Lung Project - CIL	1,638		
		<u>225,950</u>	
Total Money Provided by Other Persons			2,429,542
Revenue Contributions			99,109
Total Usable Capital Receipts Applied			571,847
Total Prudential Borrowing Applied			1,598,076
<u>TOTAL RESOURCES APPLIED 2022/23</u>			<u>4,698,574</u>

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Report to Cabinet

Subject: Annual Treasury Activity Report 2022/23
Date: 6 July 2023
Author: Financial Services Manager and Deputy S151 Officer

Wards Affected

All

Purpose

To inform Members of the outturn in respect of the 2022/23 Prudential Code Indicators, and to advise Members of the outturn on treasury activity, both as required by the Council's Treasury Management Strategy.

Key Decision

This is not a key decision.

Recommendation:

That:

1. Members approve the Annual Treasury Activity Report for 2022/23 and refer it to Full Council for approval, as required by the regulations.

1 Background

- 1.1 The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury review of its activities, and the actual Prudential and Treasury Indicators for 2022/23. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

- 1.2 For 2022/23 the minimum reporting requirements were that the Full Council should receive the following reports:
- An Annual Treasury Management Strategy Statement (TMSS) in advance of the year. This was considered by Cabinet on 16 February 2022 and subsequently approved by Full Council on 2 March 2022.
 - A Mid-Year Treasury Update report. In accordance with best practice, Members will note that, as in previous years, quarterly monitoring reports for treasury activity have been provided and that this exceeds the minimum requirements.
 - An Annual Review following the end of the year describing the activity compared to the strategy. This report is in fulfilment of this requirement.
- 1.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. The Annual Treasury Activity Report provides details of the outturn position for treasury activities during the year, and highlights compliance with the Council's policies, previously approved by Members.
- 1.4 The Council has complied with the requirement under the Code to give prior scrutiny to all the above treasury management reports by submitting them to Cabinet before they are reported to Full Council.
- 1.5 Member training on treasury management issues is undertaken by the Chief Financial Officer as it is needed in order to support Members' scrutiny role. In addition, the Council's treasury advisers, Link Asset Services (LAS), periodically deliver more detailed training sessions for Members at the request of the Chief Financial Officer.

2 Proposal

2.1 Summary of the economy and interest rates during 2022/23

- 2.1.1 Against a backdrop of inflationary pressures, the easing of Covid restrictions, the Russian invasion of Ukraine, and a range of different UK Government policies, UK interest rates have been volatile for all of 2022/23.
- 2.1.2 Market commentators' misplaced optimism around inflation has been the main cause of the turmoil in the bond markets. Central Banks are facing a challenging time as inflation is elevated but labour markets are extraordinarily tight, making it an issue of fine judgment as to how far monetary policy needs to tighten.

- 2.1.3 Quarter 2 of 2022 saw UK GDP deliver growth of +0.1%, but this was quickly reversed in the third quarter, some of the fall in GDP can be attributed to the extra Bank Holiday in the wake of the Queen's passing. Q4 GDP was positive at 0.1%. Most recently, January saw a 0.3% (month over month) increase in GDP as the number of strikes reduced compared to December. In addition, the resilience in activity at the end of 2022 was, in part, due to a 1.3% rise in real household disposable incomes. A big part of that reflected the £5.7bn payments received by households from the government under the Energy Bills Support Scheme.
- 2.1.4 Nevertheless, CPI inflation picked up to what should be a peak reading of 11.1% in October 2022, although hopes for significant falls from this level will very much rest on the movements in the gas and electricity markets, as well as the supply-side factors impacting food prices. On balance, most commentators expect the CPI measure of inflation to drop back towards 4% by the end of 2023. As of February 2023, CPI was 10.4%.
- 2.1.5 The UK unemployment rate fell through 2022 to a 48-year low of 3.6%, however; in addition the UK labour force overall fell by C500k which be attributed to many economic participants registering as long-term sick (people on long term sick are classified as economically inactive and are not included in the unemployment figures despite being out of work). Without an increase in the labour force participation rate, it is hard to see how the UK economy will be able to grow its way to prosperity. In addition with average wage increases running at over 6% the MPC will be concerned that wage inflation will prove just as sticky as major supply-side shocks to food (up 18.3% (year on year) in February 2023) and energy that have endured since Russia's invasion of Ukraine on 22 February 2022.
- 2.1.6 The Bank of England Base Rate increased significantly throughout 2022/23, starting at 0.75% and finishing at 4.25%.
- 2.1.7 In the interim, following a Conservative Party leadership contest, Liz Truss became Prime Minister for seven weeks that ran through September and October 2022. The markets did not respond well to the unfunded tax-cutting and heavy spending policies put forward by the Chancellor. Prime Minister Rishi Sunak and Chancellor Jeremy Hunt's Autumn Statement on the 17 November 2022 gave rise to a net £55bn fiscal tightening, although much of the "heavy lifting" has been left for the next Parliament to deliver. However, the markets liked what they heard, and UK gilt yields

have reversed the increases seen under the previous administration, although they remain elevated in line with developed economies generally.

- 2.1.8 As noted above, GDP has been moderate throughout 2022/23, although the most recent composite Purchasing Manager Indices for the UK, US, Euro Zone and China have all surprised to the upside, registering survey scores just above 50 (below suggests economies are contracting, and above suggests expansion). It still remains unclear if a shallow recession or worse will be avoided. Ultimately, the Monetary Policy Committee will want to see material evidence of a reduction in inflationary pressures and a loosening in labour markets. Realistically, that is an unlikely outcome without unemployment rising and wage settlements falling from their current levels. At present, the bigger rise in employment kept the International Labour Organisation unemployment rate unchanged at 3.7% in January 2023. Also, while the number of job vacancies fell for the ninth consecutive month in February, they remained around 40% above pre-pandemic levels.
- 2.1.9 The economic analysts, “Capital Economics”, expect real GDP to contract by around 0.2% (quarter to quarter) from Q1 2023/24 and forecast a recession in 2023/24 involving a 1.0% peak-to-trough fall in real GDP.
- 2.1.10 The Sterling/Pound (£) has remained resilient of late, recovering from a record low of \$1.035 (US Dollar), on the Monday following the Truss government’s “fiscal event”, to \$1.23. Notwithstanding the Sterling/Pound’s (£) better run of late, 2023 is likely to see a housing correction of some magnitude as fixed-rate mortgages have moved above 4.5% and affordability has been squeezed despite proposed Stamp Duty cuts remaining in place.
- 2.1.1 As for equity markets, the FTSE 100 started 2023 strongly, rising to a record high of 8,014 on 20 February 2023, as resilient data and falling inflation boosted earnings. But global equities fell sharply after concerns over the health of the global banking system emerged early in March. The fall in the FTSE 100 was bigger than the drop in the US S&P 500. Indeed, at around 7,600 now, the FTSE is 5.2% below its record high on 20th February, while the S&P 500 is only 1.9% lower over the same period. This is despite UK banks having been less exposed and equity prices in the UK’s financial sector not falling as far. It may be due to the smaller decline in UK interest rate expectations and bond yields, which raise the discounted value of future earnings, compared to the US.

2.2 The Council's overall Treasury position at 31 March 2023

The Council's debt and investment position is organised to ensure adequate liquidity for revenue and capital activities, security of investment, and to manage risks within all treasury management activities. At the beginning and end of 2022/23, the treasury position was as follows:

Treasury position:	1 April 2022 £000s	31 March 2023 £000s
Total external debt	10,812	10,812
Capital Financing Requirement (CFR)	11,662	12,621
Over/(under) borrowing to CFR	(850)	(1,809)
Total external debt	10,812	10,812
Total investments	(27,590)	(24,025)
Net debt/(investment)	(16,778)	(13,213)

Full details of the Council's borrowing and investments can be found at Appendix 1.

2.3 The Treasury Strategy for 2022/23

2.3.1 The expectation within the treasury strategy for 2022/23 (the TMSS) was that Interest rate forecasts were initially suggesting only gradual rises in short, medium and longer-term fixed borrowing rates during 2022/23. However, by August 2022 it had become clear that inflation was moving up towards 40-year highs, and the Bank of England engaged in monetary policy tightening at every Monetary Policy Committee meeting during 2022, and into 2023, either by increasing Bank of England Base Rate by 0.25% or 0.5% each time. Currently the CPI measure of inflation is still above 10% in the UK but is expected to fall back towards 4% by year end. Nonetheless, there remain significant risks to that central forecast.

2.3.2 Whilst the Council budgeted to take an additional £3.5m of new borrowing in 2022/23 to finance the capital programme, the treasury strategy was to maintain an under-borrowed position (i.e. postpone borrowing to avoid the cost of holding higher levels of investments at rates lower than the cost of the borrowing) where possible whilst ensuring that borrowing was not postponed to a point where undertaking it at higher rates would be unavoidable.

2.3.3 In the event, the actual level of capital expenditure in 2022/23 was lower than anticipated and this, in association with higher than expected cash balances, meant that no additional borrowing was required as opposed to the £3.5m originally planned. As set out in 2.1.6 above, there were eight increases in Bank of England Base Rate during 2022/23 rising from 0.75% to 4.25% which is in sharp contrast to the relative stable environment assumed when the TMSS was approved.

2.4 The Council's Borrowing Requirement

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR) and is a gauge of the Council's indebtedness.

The CFR results from the Council's capital activity, and the resources it uses to pay for that capital spending, and represents unfinanced expenditure that has not yet been paid for from revenue or other resources.

CFR:	1 April 2022 (Actual) £000s	31 March 2023 (Orig. Est-TMSS) £000s	31 March 2023 (Actual) £000s
Capital Financing Requirement	11,662	16,256	12,621

The significant 2022/23 variance on the CFR is due to deferrals and savings on the 2021/22 capital programme, both of which reduced the borrowing requirement in that year, and to amendments on the capital programme during 2022/23, including the deferral of schemes to 2023/24.

2.5 Borrowing rates in 2022/23

As stated above Interest rate forecasts were initially suggesting only gradual rises in short, medium and longer-term fixed borrowing rates during 2022/23 but by August 2022 it had become clear that inflation was moving up towards 40-year highs.

Medium term fixed borrowing rates were expected to rise during 2022/23 and the two subsequent financial years whilst long term fixed borrowing rates were expected to increase gradually.

The following projections were provided by the Council's treasury advisers as at 31 January 2022 and were reported in the TMSS for 2022/23.

Link Group Interest Rate View	7.2.22											
	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25
BANK RATE	1.00	1.00	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
3 month ave earnings	1.00	1.00	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
6 month ave earnings	1.10	1.20	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
12 month ave earnings	1.50	1.60	1.70	1.70	1.60	1.60	1.50	1.40	1.40	1.40	1.40	1.40
5 yr PWLB	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30
10 yr PWLB	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40
25 yr PWLB	2.50	2.50	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60
50 yr PWLB	2.30	2.30	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40

The Public Works Loans Board (PWLB) rates are based on, and determined by, UK Government Bond (gilts) yields plus a specified margin determined by HM Treasury. Gilt yields have been on a continual rise since the start of 2021, peaking in the autumn of 2022. Currently, yields broadly range between 3% and 4.25%. At the close of play on 31 March 2023, and gilt yields from 1 to 50 years were between 3.64% and 4.18%, with the 1 year being the highest and 6-7 years being the lowest yields.

There is likely to be fall in gilt yields and PWLB rates across the whole curve over the next one to two years as the Bank of England Base Rate rises to dampen inflationary pressures and a tight labour market. The rate is then likely to be cut as the economy slows, unemployment rises, and inflation (On the CPI measure) moves closer to the Bank of England's 2% inflation target rate.

As a general rule, short dated gilt yields will reflect expected movements in Bank Rate, whilst medium term to long-dated yields are driven by the inflation outlook. The table below shows the LAS forecasts for interest rates as at 27 June 2023 demonstrating the gradual fall of interest rates.

Link Group Interest Rate View	27.03.23												
	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	
BANK RATE	4.50	4.50	4.25	4.00	3.50	3.25	3.00	2.75	2.75	2.50	2.50	2.50	
3 month ave earnings	4.50	4.50	4.30	4.00	3.50	3.30	3.00	2.80	2.80	2.50	2.50	2.50	
6 month ave earnings	4.50	4.40	4.20	3.90	3.40	3.20	2.90	2.80	2.80	2.60	2.60	2.60	
12 month ave earnings	4.50	4.40	4.20	3.80	3.30	3.10	2.70	2.70	2.70	2.70	2.70	2.70	
5 yr PWLB	4.10	4.10	3.90	3.80	3.70	3.60	3.50	3.40	3.30	3.20	3.20	3.10	
10 yr PWLB	4.20	4.20	4.00	3.90	3.80	3.70	3.50	3.50	3.40	3.30	3.30	3.20	
25 yr PWLB	4.60	4.50	4.40	4.20	4.10	4.00	3.80	3.70	3.60	3.50	3.50	3.40	
50 yr PWLB	4.30	4.20	4.10	3.90	3.80	3.70	3.50	3.50	3.30	3.20	3.20	3.10	

2.6 The Council's borrowing outturn for 2022/23

2.6.1 There were no new loans taken out during 2022/23. No loans were redeemed during the year.

- 2.6.2 The Council did not borrow more than, or in advance of its needs, purely to profit from the investment of the extra sums borrowed, and will not do so.
- 2.6.3 Total outstanding debt at 31 March 2023 was £10.812m. All loans held are repayable on maturity and are at fixed rates.
- 2.6.4 There was no rescheduling of PWLB debt undertaken during the year due to the significant differential between PWLB new borrowing rates and premature repayment rates making such action unviable.
- 2.6.5 No temporary borrowing was arranged for cash-flow purposes during 2022/23.

2.7 Investment rates in 2022/23

Continued uncertainty in response to the economic impact of the war in Ukraine and the cost of living crisis led to a cautious approach to investment during 2022/23, despite increases in interest rates. Investment returns in general were significantly more favourable in 2022/23, when compared to 2021/22 when often the cost of placing funds exceeded the returns available for investing sums available on certain days.

2.8 The Council's Investment outturn for 2022/23

- 2.8.1 The Council's investment policy is governed by MHCLG guidance and implemented by the Annual Investment Strategy, which formed part of the TMSS approved by Council on 3 March 2022. This policy sets out the approach for selecting investment counterparties. For 2022/23 the Chief Financial Officer adopted the Link Asset Services (LAS) credit rating methodology, a sophisticated modelling approach utilising credit ratings from all three of the main rating agencies to give a suggested maximum duration for investments. Accordingly it does not place undue reliance on any one agency's ratings. The methodology subsequently applies an "overlay" to take account of positive and negative credit watches and/or credit outlook information, which may increase or decrease the suggested duration of investments. It then applies a second overlay based on the credit default swap spreads for institutions, the monitoring of which has been shown to give an early warning of likely changes in credit ratings. The methodology also incorporates sovereign ratings to ensure selection of counterparties from only the most creditworthy countries. The 2022/23 TMSS Strategy permitted the use of any UK counterparties, subject to their individual credit ratings under the LAS methodology. It also permitted the use of counterparties from other countries with a minimum sovereign rating of AA-.

- 2.8.2 Whilst credit ratings advice is taken from the treasury advisers, the ultimate decision on what is prudent and manageable for the Council is taken by the Chief Financial Officer under the approved scheme of delegation.
- 2.8.3 No changes to the TMSS for 2022/23 approved by Council on 3 March 2022 were made during the year.
- 2.8.4 The Council's investment priorities in 2022/23 remained the security of capital and good liquidity. Whilst the Council always seeks to obtain the optimum return (yield) on its investments, this is at all times commensurate with proper levels of security and liquidity. During the year it remained appropriate either to keep investments short-term to cover cash-flow needs, or to take advantage of fixed periods up to twelve months with a small number of selected counterparties.

During 2022/23, significant use was made of the Council's three Money Market Funds (MMFs). These are AAA rated investment vehicles which allow the pooling of many billions of pounds worth of assets into highly diversified funds, thus reducing risk. The equated rates of return achieved on these funds were between 0.5% and 4.1% and increased significantly from May 2022 following the increase in the Base Rate to 1% on 5 May 2022 to 4.25% on 23 March 2023.

- 2.8.5 An investment of £1m was made in the CCLA Local Authority Property Fund (LAPF) on 30 November 2017. This is a local government investment scheme approved by the Treasury under the Trustee Investments Act 1961 (section 11). The equated dividend for 2022/23 was 3.9% and this is treated as revenue income. The investment has allowed the Council to introduce a property element into its investment portfolio without the risks associated with the direct purchase of assets. The main risk around Property Funds is the preservation of the capital sum. However evidence suggests that over time the property market has been a positive long-term investment and it is accordingly anticipated that this investment will be held on a long-term basis to minimise any risk.
- 2.8.6 The property fund investment purchased a number of units, determined by the unit price on the entry date. This valued the initial investment of £1m at £936,770, setting the implied entry fee at £63,230, or 6.32%. The certified value of the property fund investment at 31 March 2023 was £912,738 (down from £1,092,898 at the end of March 2022) reflecting a loss in value of £180,160 during the 2022/23 year from. Following changes to accounting arrangements, all movements in the valuation of pooled investment funds must be charged to the Comprehensive Income and Expenditure account (CIES). However, a statutory override is in place for a period of five years to ensure that the impact of these on the General

Fund is neutralised. Accordingly the difference of £87,262 between the £1m investment and the certified 31 March 2022 value of £912,738 is held in the Pooled Investment Funds Adjustment Account.

- 2.8.7 Investment interest of £629,969 (including dividends of £38,903 on the property fund) was generated in the year, representing an equated rate of 2.18%.
- 2.8.8 Investment activity during the year conformed to the approved strategy and the Council had no liquidity difficulties. Investment counterparty limits for 2022/23 were set in the TMSS at £3m, or £4m for Money Market Funds (due to them being by definition highly diversified investment vehicles). A limit of £3m was set for investments with the CCLA PSDF money market fund in recognition of the pre-existing property fund investment of £1m (ie. a total of £4m with the counterparty). A limit of £4m was set for investments with Santander as they offer the Council preferential rates on their 95 and 180 day notice accounts and provide 60 days notice of any change. No limit was set with the Debt Management Office as this represents investment with central government. The Chief Financial Officer has delegated authority to vary the limits as appropriate and to report any change to Cabinet at the next quarterly report. No changes to limits were reported during 2022/23.
- 2.8.9 The Annual Treasury Activity Report for the year ended 31 March 2023 is attached at Appendix 1 in accordance with the TMSS.

2.9 Compliance with Prudential and Treasury Indicators

- 2.9.1 It is a statutory duty for the Council to determine and keep under review the affordable borrowing limit. The Council's approved Prudential and Treasury Indicators (affordability limits) are included in the Treasury Management Strategy Statement (TMSS) approved by Council on 3 March 2022.
- 2.9.2 During the financial year 2022/23 the Council has at all times operated within the Prudential and Treasury Management Indicators set out in the Council's TMSS, and in compliance with the Council's Treasury Management Practices. A summary of the outturn position at 31 March in respect of each of the 2022/23 Prudential and Treasury Management Indicators is shown at Appendix 2.

a) Prudential Indicators:

i) Capital Expenditure

Capital expenditure for 2022/23 totalled £4,698,574. This differs to the

approved indicator of £6,461,300 due to the inclusion of approved carry forward requests from 2021/22 and variations to the capital programme during 2022/23 which include the deferral of schemes to 2023/24.

ii) Capital Financing Requirement (CFR)

The CFR represents the Council's historic outstanding capital expenditure which has not yet been paid for from capital or revenue resources, and is essentially a measure of the underlying borrowing need. It does not increase indefinitely since the minimum revenue provision (MRP) is a statutory annual revenue charge for the economic consumption of capital assets. The CFR totalled £12,621,240 at 31 March 2023. This differs to the approved indicator of £16,250,800 due to savings and deferrals on the 2021/22 capital programme, as well as to variations to the capital programme for 2022/23 including the deferral of schemes to 2023/24.

iii) Gearing ratio

The concept of gearing compares the total underlying borrowing need (the CFR) to the Council's total fixed assets, and can provide an early indication when debt levels are rising relative to long term assets held. The Council's gearing ratio at 31 March 2023 was 27% which is lower than the approved indicator of 35% due primarily to the deferral of capital expenditure to 2023/24 and remains broadly comparable with the average gearing ratio for councils of a similar size.

iv) Ratio of Financing Costs to Net Revenue Stream

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

The outturn of 3.88% for service related expenditure differs to the approved indicator of 9.76% due to a reduction in MRP arising from savings and deferrals on the capital programme in 2021/22; significant additional investment interest; and reduced direct revenue financing in 2022/23 due to the deferral of schemes to 2023/24.

v) Maximum gross debt

The Council must ensure that its gross debt does not, except in the short term, exceed the opening capital financing requirement, plus estimates of any additional CFR for 2021/22 and the following two financial years. This allows flexibility for early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes. Gross debt at 31 March 2023 was £10.812m which was well within the approved indicator.

vi) Ratio of internal borrowing to CFR

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

The outturn for internal borrowing is 14%, which differs to the approved indicator of 15% due to variations in the capital programme including the deferral of capital schemes to 2023/24. These variations reduce the outturn CFR, and hence the difference between CFR and actual external borrowing.

(b) Treasury Management Indicators:

The Treasury Management indicators are based on limits, beyond which activities should not pass without management action, and the Council has operated within these limits at all times during 2022/23. They include two key indicators of affordability and four key indicators of prudence and Appendix 2 demonstrates the outturn position compared to each limit.

Affordability

i) Operational boundary for external debt

This is the limit above which external debt is not “normally” expected to pass. In most cases this would be a similar figure to the CFR but may be lower or higher depending on the level of actual debt. The Operational Boundary has not been exceeded during 2022/23.

ii) Authorised limit for external debt

This limit represents a control on the “maximum” level of borrowing and is the statutory limit determined under s3(1) of the Local Government Act 2003. It represents the limit beyond which external debt is prohibited.

The Authorised limit must be set, and revised if necessary, by Full Council. It reflects a level of external debt which, whilst neither desirable nor sustainable in the longer term, could be afforded in the short term. The Government retains an option to control either the total of all Councils’ plans, or a specific Council, although this power has not yet been exercised. The Authorised Limit has not been exceeded during 2022/23.

Prudence

- iii) Maximum new principal sums to be invested during 2022/23 for periods in excess of 365 days - such investments are classified as a “non-specified”. This indicator is subject to the overall limit for non-specified investments set annually in the TMSS. The Council made no new non-specified investments during 2022/23 and at 31 March 2023 held only one such investment in the form of the £1m investment in the CCLA property fund.
- iv) Upper limits for the maturity structure of borrowing are set to reduce the Council’s exposure to large fixed rate sums falling due for refinancing. These limits have not been exceeded in 2022/23.
- v) Prior to the 2017 revisions to the Treasury Management Code there was a requirement to set indicators for the Council’s maximum exposure to fixed and variable interest rates for net borrowing (ie. external borrowing less investments). This requirement has now been removed in favour of a statement in the TMSS stating how interest rate exposure is managed and monitored by the Council, and this statement for 2022/23 is reproduced below:

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

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

2.10 Other Issues affecting Treasury Management in 2022/23

2.10.1 IFRS9

Following the consultation undertaken by the Ministry of Housing, Communities and Local Government (MHCLG) on IFRS9 the Government introduced a mandatory statutory override requiring local authorities to reverse out all unrealised fair value movements resulting from pooled investment funds. This will be effective for 5 years from 1 April 2018 to 31 March 2023. The Council is required to disclose the net impact of the unrealised fair value movements in a separate unusable reserve throughout the duration of the override, in order for the Government to keep the override under review and to maintain a form of

transparency. This reserve has been named the Pooled Investment Funds Adjustment Account (see 2.8.6 above).

2.10.2 Changes in risk appetite and counterparty limits

The 2018 CIPFA Code and guidance notes have placed enhanced importance on risk management. Where an authority changes its risk appetite, eg. the use of certain investment instruments, this should be brought to Members' attention.

The Council remains averse to risk with the investment of its surplus cash, and has continued to maintain strict limits on the maximum investment with any one counterparty. The only exception to this is investment with the Debt Management Office, whereby the Council is effectively lending to central government.

No specific changes have been made with regard to risk appetite during the year.

2.10.3 Sovereign limits

The UK's sovereign rating was downgraded from AA to AA- in March 2020, reflecting a significant weakening of the UK's public finances caused by the coronavirus pandemic. As discussed at 2.8.1 above the current Treasury Strategy permits the use of any UK counterparties, subject to their individual credit ratings under the LAS methodology. It also permits the use of counterparties from other countries with a minimum sovereign rating of AA-.

2.10.4 IFRS16

IFRS 16 is an accounting standard relating to leases which will bring almost all leases on to the balance sheet, while requiring authorities to recognise a "right of use asset" and a lease liability. In response to severe delays in the publication of audited local authority financial statements in England, the implementation of IFRS16 for local authorities has been deferred until 1 April 2024 (i.e. for the closure of the 2024/25 accounts) although the Code of Practice on Local Authority Accounting for the United Kingdom for 2022/23 and 2023/24 will allow for adoption as of 1 April 2022 or 1 April 2023.

2.10.5 Prudential Code

Following a consultation ending on 16 November 2021, CIPFA issued a new edition of the Prudential Code. Although it applied with immediate effect, authorities may defer introducing revised reporting requirements until the 2023/24 financial year. These include changes in capital

strategy, prudential indicators and investment reporting. The Council has worked with its treasury advisors to ensure full compliance with the new Code by the 31 March 2023 deadline, i.e. in time for the preparation of the TMSS for 2023/24. The principle that an authority must not borrow to invest primarily for financial return continues to apply.

3 Alternative Options

- 3.1 An alternative option is to fail to present an Annual Treasury Activity Report. However, this would contravene the requirement of the Council's Treasury Management Strategy Statement (TMSS).

4 Financial Implications

- 4.1 Financial implications are detailed in the body of this report.

5 Legal Implications

- 5.1 The legal implications are detailed in the body of the report.

6 Equalities Implications

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

7 Carbon Reduction/Environmental Sustainability Implications

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

8 Appendices

- 8.1 Treasury Activity Report 2022/23 for year ended 31 March 2023
- 8.2 Prudential and Treasury Management Indicators for 2022/23.

9 Background Papers

- 9.1 None identified.

10 Reasons for Recommendations

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

Statutory Officer approval:

Approved by: Deputy Chief Financial Officer

Date: 27 June 2022

Approved by: Monitoring Officer

Date: 28 June 2022

For Year Ended 31 March 2023

	Position @ 1 Apr 2022	Loans Made During 2223	Loans Repaid During 2223	Position @ 31 Mar 2023
	£	£	£	£
<u>Long Term Borrowing</u>				
PWLB	10,811,577	0	0	10,811,577
Total Long Term Borrowing	10,811,577	0	0	10,811,577
<u>Temporary Borrowing</u>				
Local Authorities	0	0	0	0
Central Government	0	0	0	0
Banks & Other Institutions	0	0	0	0
Total Temporary Borrowing	0	0	0	0
TOTAL BORROWING	10,811,577	0	0	10,811,577
<u>Long Term Investment</u>				
CCLA LAPF Property Fund	(1,000,000)	0	0	(1,000,000)
Total Long Term Investment	(1,000,000)	0	0	(1,000,000)
<u>Short Term Investment</u>				
Aberdeen Standard MMF	(3,290,000)	(14,745,000)	15,045,000	(2,990,000)
Bank of Scotland	0	0	0	0
Barclays	(1,390,000)	(9,000,000)	7,390,000	(3,000,000)
Blackrock MMF	(3,870,000)	(19,322,300)	19,457,300	(3,735,000)
CCLA PSDF (MMF)	(3,000,000)	(3,000,000)	3,000,000	(3,000,000)
Close Brothers	(2,000,000)	(4,000,000)	4,000,000	(2,000,000)
Debt Management Office	(7,040,000)	(90,195,000)	94,935,000	(2,300,000)
Goldman Sachs	(3,000,000)	(9,000,000)	9,000,000	(3,000,000)
HSBC Treasury	0	(10,100,000)	10,100,000	0
Local Authorities & Other	0	0	0	0
Nationwide	(1,000,000)	(10,000,000)	8,000,000	(3,000,000)
Santander	(2,000,000)	0	2,000,000	0
Total Short Term Investment	(26,590,000)	(169,362,300)	172,927,300	(23,025,000)
TOTAL INVESTMENT (See below)	(27,590,000)	(169,362,300)	172,927,300	(24,025,000)
NET BORROWING / (INVESTMENT)	(16,778,423)	(169,362,300)	172,927,300	(13,213,423)

Temporary Borrowing & Investment Statistics at 31 March 2023

Investment:

Fixed Rate Investment	(14,430,000)	(132,295,000)	133,425,000	(13,300,000)
Variable Rate Investment	(13,160,000)	(37,067,300)	39,502,300	(10,725,000)
TOTAL INVESTMENT	(27,590,000)	(169,362,300)	172,927,300	(24,025,000)

Proportion of Fixed Rate Investment	55.36%
Proportion of Variable Rate Investment	44.64%
Temporary Investment Interest Receivable	£ 629,969
Equated Temporary Investment	£ 28,928,310
Weighted Average Interest Rate Received (Interest Receivable / Equated Investment)	2.18%
Compounded SONIA (6 month)	3.27%
Compounded SONIA (12 month)	2.24%

Prudential and Treasury Management Indicators for 2022/23
1 April 2022 to 31 March 2023

Appendix 2

	2022/23 Original Estimate (Council 03/03/22)	2022/23 Position at 31-Mar-23
A) Prudential Indicators		
<u>Affordability:</u>		
i) Capital Expenditure	£ 6,460,300	£ 4,698,574
ii) Capital Financing Requirement	£ 16,250,800	£ 12,621,240
iii) Gearing (CFR to Long Term Assets)	35%	27%
iv) Ratio of Financing Costs to Net Revenue S	9.76%	3.88%
v) Maximum Gross Debt	£ 16,517,100	£ 10,811,577
vi) Ratio of Internal Borrowing to CFR	15%	14%
B) Treasury Management Indicators		
<u>Affordability:</u>		
i) Operational Boundary for External Debt:		
Borrowing	£ 17,500,000	£ 10,811,577
Other Long Term Liabilities	£ 1,500,000	£ -
Total Operational Boundary	£ 19,000,000	£ 10,811,577
ii) Authorised Limit for External Debt:		
Borrowing	£ 18,500,000	£ 10,811,577
Other Long Term Liabilities	£ 1,500,000	£ -
Total Authorised Limit	£ 20,000,000	£ 10,811,577
<u>Prudence:</u>		
iii) Investment Treasury Indicator and limit: Max. NEW principal sums invested in 2022/23 for periods OVER 365 days (ie.	£ 3,000,000	£ -
iv) Upper & Lower limits for the maturity structure of outstanding Borrowing during 2022/23:		
Under 1 Year	40%	0%
1 Year to 2 Years	40%	0%
2 Years to 5 Years	50%	0%
5 Years to 10 Years	50%	6%
Over 10 Years	100%	94%

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Report to Council

Subject: Amendment to the schedule of meetings for the current year

Date: 12 July 2023

Author: Democratic Services Manager

Wards Affected

All

Purpose

To seek approval of changes to the schedule of committee meetings for the 2023 – 24 municipal year.

Key decision

This is not a key decision.

Recommendation:

That Council approves the changes to the schedule of meetings as at appendix 1

1 Background

As required by the Constitution of the Council, approval is sought for a programme of ordinary meetings of the Council and its committees for the ensuing year. There has been a request by the committee Chair for a change to start times of the Audit Committee from 5.30pm to 6pm, and as such, it has been brought to Council for approval. The dates of the Committees have not been changed and remain as agreed by Council on 24 May 2023.

2 Proposal

It is proposed that Council approves the amendments to the schedule of meetings for the current year.

3 Alternative Options

To not approve the changes to the schedule of meetings and keep the times as agreed at the annual general meeting in May.

4 Financial Implications

There are no direct financial implications associated with this report.

5 Legal Implications

The Local Government Act 1972, the Localism Act 2011, and local Government Acts and Regulations prescribe the governance arrangements for local authorities in considerable detail, including arrangements for Committees. Council are required to agree the schedule of Committees each year, as this is a change to that schedule effective for the whole year, it is presented to Council for consideration.

6 Equalities Implications

No direct implications as a result of this report.

7 Carbon Reduction/Environmental Sustainability Implications

No direct implications as a result of this report.

8 Appendices

Appendix 1 – Committee schedule 2023/24

9 Background Papers

None identified

10 Reasons for Recommendations

To approve amendments to the schedule of meetings for the current year.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Approved by: F Whyley

Date: June 2023

On behalf of the Monitoring Officer

<u>Committee Schedule 2023/24</u>			
Date	Time	Committee	Venue
July 2023			
6	2.00pm	Cabinet	Council Chamber
10	5.30pm	Overview & Scrutiny	Council Chamber
11	4.15pm	Environment & Licensing	Council Chamber
12	6.00pm	Council	Council Chamber
24	5.30pm	Youth Council	Council Chamber
26	6.00pm	Planning	Council Chamber
August 2023			
8	4.15pm	Environment & Licensing	Council Chamber
10	2.00pm	Cabinet	Council Chamber
29	5.30pm	Joint Consultative & Safety	Council Chamber
September 2023			
4	5.30pm	Overview & Scrutiny	Council Chamber
5	4.15pm	Environment & Licensing	Council Chamber
6	6.00pm	Planning	Council Chamber
7	2.00pm	Cabinet	Council Chamber
18	5.30pm	Youth Council	Council Chamber
19	6.00pm	Audit	Council Chamber
20	6.00pm	Council	Council Chamber
21	6.00pm	Standards	Council Chamber
October 2023			
3	4.15pm	Environment & Licensing	Council Chamber
4	10.00am	Appointments & Conditions of Service	Council Chamber
5	2.00pm	Cabinet	Council Chamber
18	6.00pm	Planning	Council Chamber
31	4.15pm	Environment & Licensing	Council Chamber
November 2023			
9	2.00pm	Cabinet	Council Chamber
13	5.30pm	Overview & Scrutiny	Council Chamber
14	5.30pm	Joint Consultative & Safety	Council Chamber
15	6.00pm	Council	Council Chamber
20	5.30pm	Youth Council	Council Chamber
28	4.15pm	Environment & Licensing	Council Chamber
29	6.00pm	Planning	Council Chamber
December 2023			
6	10.00am	Appointments & Conditions of Service	Council Chamber
7	6.00pm	Standards	Council Chamber
12	6.00pm	Audit	Council Chamber
14	2.00pm	Cabinet	Council Chamber

January 2024			
9	4.15pm	Environment & Licensing	Council Chamber
10	6.00pm	Planning	Council Chamber
15	5.30pm	Overview & Scrutiny	Council Chamber
24	6.00pm	Council	Council Chamber
31	2.00pm	Cabinet	Council Chamber
February 2024			
6	4.15pm	Environment & Licensing	Council Chamber
15	2.00pm	Cabinet	Council Chamber
19	5.30pm	Youth Council	Council Chamber
20	5.30pm	Joint Consultative & Safety	Council Chamber
21	6.00pm	Planning	Council Chamber
March 2024			
6	6.00pm	Council (Budget)	Council Chamber
11	5.30pm	Overview & Scrutiny	Council Chamber
12	4.15pm	Environment & Licensing	Council Chamber
14	6.00pm	Standards	Council Chamber
19	6.00pm	Audit	Council Chamber
20	10.00am	Appointments & Conditions of Service	Council Chamber
27	6.00pm	Planning	Council Chamber
28	2.00pm	Cabinet	Council Chamber
April 2024			
16	4.15pm	Environment & Licensing	Council Chamber
17	6.00pm	Council	Council Chamber
18	2.00pm	Cabinet	Council Chamber
22	5.30pm	Overview & Scrutiny	Council Chamber
22	5.30pm	Youth Council	Chappell Room
24	6:00pm	Planning	Council Chamber
May 2024			
22	6.00pm	Council (AGM)	Council Chamber
23	2.00pm	Cabinet	Council Chamber



Report to Council

Subject: Changes to committee membership

Date: 12 July 2023

Author: Democratic Services Manager

Purpose

Following formal notification from the Labour party, the allocation of seats to committees must be updated and this report proposes to make the necessary changes.

Recommendation(s)

To approve the following changes to representation on committees:

- 1) Remove Councillor Welsh from Planning Committee; and**
- 2) Add Councillor Barnes as a member of the Planning Committee; and**
- 3) Remove Councillor Rachael Ellis from Appeals and Retirement Committee; and**
- 4) Add Councillor David Ellis as a member of the Appeals and Retirement Committee; and**
- 5) Remove Councillor Barnes as a member of the Overview and Scrutiny Committee; and**
- 6) Add Councillor Roxanne Ellis as a member of the Overview and Scrutiny Committee.**

1 Background

In determining the membership of committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989. These regulations require that seats on committees and sub-committees are allocated to the political groups in a way which reflects the overall political balance of the Council. A political group is defined as a group consisting of two or more members.

There is no change to the political make-up of the Council, which is as follows:

Labour Group	28 (-)
Conservative Group	9 (-)
Liberal Democrat Group	4 (-)

2 Proposal

It is proposed to make the following changes to committee memberships:

- Remove Councillor Welsh from Planning Committee; and
- Add Councillor Barnes as a member of the Planning Committee; and
- Remove Councillor Rachael Ellis from Appeals and Retirement Committee; and
- Add Councillor David Ellis as a member of the Appeals and Retirement Committee; and
- Remove Councillor Barnes as a member of the Overview and Scrutiny Committee; and
- Add Councillor Roxanne Ellis as a member of the Overview and Scrutiny Committee.

3 Alternative Options

Council may decide not to approve the recommendations as proposed. However, these proposals have been put forward by the Labour Group to ensure that membership of Committees reflects requirements in the constitution in terms of Committee make up and membership.

4 Financial Implications

There are no financial implications arising from this report.

5 Legal Implications

The legal implications are as detailed in this report.

6 Equalities Implications

There are no equalities implications arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

There are no environmental sustainability implications arising from this

report.

8 Appendices

None.

9 Background Papers

None.

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Report to Council

Subject: Member Allowance Scheme and Recruitment to Independent Remuneration Panel

Date: 12 July 2023

Author: Head of Governance and Customer Services

Purpose

To consider amendments to the member Allowance Scheme for 2023/24 and to seek approval to recruit 2 new members to the Independent Remuneration Panel to enable a review of the Member Allowance Scheme for 2024/25.

Recommendation(s)

THAT Council:

- 1) Consider the recommendations of the Independent Remuneration Panel at Appendix 1;
- 2) Authorise the Monitoring Officer to make appropriate amendments to section 29 of the Constitution to reflect any changes to the Members Allowance Scheme and publicise any amendments;
- 3) Agree to launch a recruitment exercise to fill the current vacancy on the Independent Remuneration Panel, and recruit one additional panel member; and
- 4) Agree to establish a cross party interview panel of 3 Members to interview suitable candidates for the Independent Remuneration Panel as detailed in the report, and make recommendation to Council as to appointment.

1 Background

- 1.1 The Local Authorities (Member's Allowances)(England) Regulations 2003, provide the statutory framework for Member Allowance Schemes. The regulations require authorities to make a scheme before the beginning of each year for the payment to Members of basic allowances for that year. The scheme can also include details of payments of other allowances including Special Responsibility Allowances.

- 1.2 At March's Council meeting, having received the report of the Independent Remuneration Panel (IRP), Council agreed to thank the IRP for their work, agreed deferral of consideration of the IRP recommendations until the next ordinary meeting of Council after the election, and agreed the existing Member's Allowance Scheme Schedule for 2022/23 to continue for 2023/24.
- 1.3 Member Allowance Schemes can be amended at any time. Prior to making any amendments to a scheme, the Council must have regard to the recommendations of the IRP in respect of any proposed amendments. The recommendations of the IRP are attached. The recommendations are that there should be no change of the scheme in 2023/24 save for an increase in line with pay award for local government chief officers (this has now been agreed at 3.5% for 2023/24). It is also recommended that there should be a review of the scheme in 2023/24 and that should the Parental Leave Policy be adopted (which it was in March 2023), this should be reflected in the body of the scheme.
- 1.4 The IRP must consist of at least 3 members. This Council's IRP consists of 3 members (reduced from 5 in 2019), however one of the panel has now retired. As such, a vacancy has arisen within the panel which needs to be filled to ensure representation in line with the regulations. As the minimum number required on the panel is 3, having an additional member, so increasing membership to 4 would ensure that the IRP could always have sufficient members in the event of one being unavailable.

2 Proposal

- 2.1 It is proposed that Members consider the recommendations of the IRP which were first published in March 2023. Should Members be inclined to accept those recommendations, the schedule of Members Allowance will remain as per those agreed, any increase as a result of pay award, will be added and retrospectively applied from the start of 2023/24.
- 2.2 Should the recommendation of the IRP be agreed, it is proposed that the Monitoring Officer make the necessary changes to the Scheme within the Constitution and ensure any publicity requirements in relation to the scheme changes are undertaken in line with regulations.
- 2.3 It is proposed that Members agree to a recruitment exercise to fill the vacant IRP position, as well as recruiting an additional panel member, thereby increasing the panel to 4. The process of recruitment is a matter for the Council. It is proposed that this role be advertised on the Council's website and through social media as well as other publications if possible including Contacts magazine (subject to timing of print). Suitable candidates will be shortlisted in consultation with the Mayor and successful candidates interviewed with final recommendation for appointment made to Council.
- 2.4 It is proposed that a cross party interview panel of 3 be established to interview candidates for the IRP and recommend final appointments to

Council. Business advisers or Group leaders are asked to provide details to the Monitoring Officer of which Member of their group would sit on the panel.

3 Alternative Options

- 3.1 Members could determine not to recruit to the IRP, or recruit in a different way, however, 3 panel members are required in accordance with regulations and an additional member will ensure meetings are quorate.
- 3.2 Members could agree not to amend the Member Allowance Scheme that has been agreed for 2023/24. Amendments to the scheme have already been suggested through the IRP in terms of the scheme reflecting the Parental Leave Policy for Councillors and an annual indexation increase in line with pay award.

4 Financial Implications

- 4.1 Should Council accept the panel's recommendations, any additional costs can be met from within existing budgets.

5 Legal Implications

- 5.1 The Local Government Act 2000 and regulations made thereunder, referenced in the body of the report, set out the legislative framework for Member Allowance Schemes. Any amendments to the scheme, must be published in accordance with the scheme by way of public notice.

6 Equalities Implications

- 6.1 The recruitment process, if approved will be done to ensure accessibility for all potential applicants.

7 Carbon Reduction/Environmental Sustainability Implications

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

8 Appendices

- 8.1 Appendix 1 – Report to Council and Recommendations of Independent Remuneration Panel – March 2023

9 Background Papers

- 9.1 None

10 Reasons for decision

- 10.1 To ensure the Member Allowance Scheme and Independent remuneration Panel comply with legislation and remain fit for purpose.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Drafted by the Monitoring Officer

Report to Council

Subject: Independent Remuneration Panel - Report and recommendations for 2023/24

Date: 3 March 2023

Author: Democratic Services Manager

Purpose

To inform Council of the latest report from the Council's Independent Remuneration Panel (IRP), relating to member remuneration for 2023/24, and invite Council to consider the recommendations made by the Panel.

Recommendations

- 1) To consider the report of the Independent Remuneration Panel and whether to accept the recommendations contained in the report;**
- 2) Consequent on those recommendations, to agree the schedule of members' allowances for 2023/24 as attached at Appendix 2 to this report; and**
- 3) To authorise the Monitoring Officer to make appropriate amendments to section 29 of the Constitution to reflect any changes to the members' allowances scheme agreed and to publish a notice confirming the amendments to the scheme, as detailed in the report.**

Background

The Council's Independent Remuneration Panel met in January to carry out its annual review of members' allowances.

Following that meeting, the Panel prepared a report to members with regard to the level of members' allowances to be payable for 2023/24.

Proposal

The Panel's report, including associated recommendations, is attached at Appendix 1. Should Council be minded to accept the Panel's recommendations on allowances, then the level of allowances to be paid to members for 2023/24, subject to any pay award, will be as set out at Appendix 2.

Alternative Options

The Independent Remuneration Panel is advisory in nature so Council could decide on an alternative scheme of allowances payable to members.

Financial Implications

Should Council accept the Panel's recommendations, then costs can be accommodated from within existing budgets.

Legal Implications

The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) set out that local authorities must establish a panel to review and advise on the level of allowances payable to members. The Council must have regard to the recommendation made by the Panel. If the recommendations are approved, the regulations requires the Council to publish a public notice confirming the amendments to the Members Allowances Scheme.

Equalities Implications

There are no equalities implications arising from this report.

Carbon Reduction/Environmental Sustainability Implications

There are no environmental sustainability implications arising from this report.

Appendices

Appendix 1 – Report of the Independent Remuneration Panel 2023/24
Appendix 2 – Indicative schedule of Members Allowances 2023/24

Background Papers

None identified

Statutory Officer approval

Approved by: Mike Hill
Date: 21.01.2023

Financial Officer

Monitoring Officer

Approved by: Fran Whyley
Date: 20.01.2023

APPENDIX 1

Report of the Gedling Independent Remuneration Panel in respect of the 2023/24 year.

Introduction

- 1.1 The Independent Remuneration Panel was established under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) to provide advice and recommendations to the Council on its Members' Allowances Scheme and amounts to be paid under it.
- 1.2 The panel received administrative support from the Democratic Services Manager.
- 1.3 The Panel's Terms of Reference are as follows:

The Independent Remuneration Panel will review, on an annual basis, the level and extent of allowance payments made to Borough Councillors having particular regard to:

- The role of Councillor and the importance of effective democratically accountable local government and community leadership;
- The scale and complexity of the Council's operations and changes taking place in the various roles Councillors are expected to fulfil and the particular responsibilities attached to the various roles;
- The time commitment required from Councillors to enable both the Council and individual Councillors to be effective in their various roles; and
- The importance of encouraging people from all backgrounds and circumstances to serve in local government without suffering financial loss as a consequence of their membership of the Council.

The Panel will also:

- Consider the level and extent of travel and subsistence allowances including dependent carers' allowance; and
- Review the payment of allowances and expenses payable in relation to attendance at seminars, conferences and other council business.

The Panel's operation:

- The Panel is comprised of three Independent Members
- Panel members are recruited by public advertisement and should be of good standing in the community either as a resident and/or a stakeholder in the Borough. Ideally members should have sound

knowledge of employment and financial matters with an understanding of the operations of a local authority.

- The Panel is advisory in nature and the recommendations it makes are not binding on the authority. However, the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) requires Council to "have regard" to the Panel's recommendations when setting its allowances.

Process

- 2.1 A Strategic Review of Members' Allowances took place in 2015. The Review looked in detail at all allowances paid to Members including the Basic Allowance and all positions attracting a Special Responsibility Allowance. The Review resulted in a completely rewritten scheme of members' allowances. The Panel made a series of recommendations to Council in March 2016 and a new scheme was agreed by Members.
- 2.2 For the 2020 year, following the 2019 borough elections, Council adopted a revised scheme of members' allowances that better reflected the political makeup of the authority. In particular adjustments to the scheme were made to ensure that the amount of a special responsibility allowance was better aligned to the size of a political group. Council also approved a new list of approved duties and a rate at which dependent carers allowance can be claimed.
- 2.3 For the 2022/23 year, a cash settlement was offered to senior local government staff, which aligned to an increase of 2.66% for SCP 82. This percentage increase is due to be applied to member's allowances accordingly and will be backdated to April 2022.
- 2.4 As is usual practice, all members of the Council were contacted directly and asked for their views on the current levels of allowances paid to members
- 2.5 No submissions were received from any members of the Council or Political Groups.
- 2.6 All members of the Panel contributed their views (John Flowers, Ted Mills and Paul Mullins)

Panel's Deliberations

- 3.1 The Panel noted that no submissions were received on Members' Allowances from members. Furthermore the panel heard that there had been no material change to duties performed by councillors since the last review. They heard the impact that the Covid 19 pandemic

had on the council's operations and financial position, and also considered the impact of the cost of living and energy crises.

- 3.2 The Panel next noted that the National Pay Award for senior local government staff had yet to be offered or agreed for the 2023-24 financial year, although an offer of 1.5-2% was likely. In previous years the Panel had recommended that all member allowances increase in line with the pay award for Senior Managers (SCP 82) and saw no reason not to make this recommendation for the coming year.

Basic Allowance

- 3.3 On the issue of the Basic Allowance the Panel noted that no representations had been received from Members and concluded that their findings and recommendations from the previous review were still relevant. A recommendation to increase the basic allowance in line with the pay award for Senior Managers (SCP 82) was therefore agreed.

Special Responsibility Allowances (SRAs)

- 3.4 As no new information had come to light since the last meeting, there was no need to suggest any amendments to the levels of Special Responsibility Allowances that are currently paid. A recommendation to increase the special responsibility allowance in line with the pay award for Senior Managers (SCP 82) was therefore agreed
- 3.5 Finally the Panel considered the allowances paid to co-opted members as well as mileage, subsistence and dependent carers' allowances. The panel concluded that no adjustments to these were necessary.

Parental Leave Policy for Councillors

- 3.6 The Panel noted the draft Parental Leave Policy for Councillors and the impact on basic and special responsibility allowances this would have. They deemed that the policy was acceptable subject to member consultation and later approval.

Recommendations

- 1) That all Members' Allowances payable from 1 April 2023 should be increased by the same percentage in line with the pay award made to local government senior management; and
- 2) That no other changes to the members' allowances scheme should be made for the 2023/24 year; and

- 3) That a full review of the scheme be recommended for the 2024/25 year, after the local elections; and
- 4) That the Member Allowance Scheme reflects the parental leave policy for councillors, in terms of payments of allowances from 1 April 2023, if approved

APPENDIX 2 (please note that the 2023/24 pay award has NOT been applied to these figures)

From 1 April 2023 until 31 March 2024 inclusive:

	Percentage of the Leader's Allowance	Per Annum (£)
Leader of Council	100%	15,446.15
Deputy Leader of the Council	80%	12,356.92
Cabinet Members	50%	7,723.08
Leader of Main Opposition Group	25% plus £160.99 per elected member*	4,988.47
Leader of Minority Opposition groups	Flat fee of £160.99 per elected member*	321.98 (ind group) 482.97 (lib group)
Level One Committee Chair (Planning and Environment and Licensing Committees)	35%	5,406.15
Level Two Committee Chair (Audit and Overview and Scrutiny Committees)	25%	3,861.54
Level Three Committee Chair (Joint Consultative and Safety and Standards Committee)	10%	1,544.62
Business Manager of Majority and Main Opposition Groups	Flat fee of £160.99* per elected member	4507.72 (majority) 1126.93 (main opp)
Mayor	37.5%	5,792.31
Deputy Mayor	12.5%	1,930.77
Policy Adviser	12.5%	1,930.77

1. From 1 April 2023 until 31 March 2024 the Basic Allowance payable to each Councillor

4,497.12

2. Co-opted Members

500.00

3. Dependent Carers Allowance of up to £9.30 per hour payable to cover childcare and dependents. The person providing the care may not be a close relative defined as spouse, partner (opposite or same sex cohabitantes), parents, children, brothers, sisters, grandparents and grandchildren. The paid care attendant must also sign a receipt to show that they have cared for the dependant during the hours claimed for.

4. Travelling and subsistence payable at the currently in force NJC employee rate.

*based on current membership at Feb 23 of number of Conservative, Labour, Liberal Democrat and Independent members

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Report to Council

Subject: Review of Council Procedure Rules

Date: 12 July 2023

Author: Head of Governance and Customer Services

Purpose

To seek approval to establish a working group to support the review of the Council's Procedure Rules.

Recommendation(s)

THAT Council:

- 1) **Agrees to establish a cross-party working group of 6 Members to facilitate a review of the Council's Procedure Rules for Council within the Council's Constitution.**
- 2) **Agrees that Business Managers or Group Leaders will send details of the two working group volunteers from their groups to the Monitoring Officer.**

1 Background

- 1.1 Section 4 of the Council's Constitution sets out the Procedure Rules for Full Council. These rules provide the framework for the running of Council meetings and have been established in line with legislative requirements to ensure good governance at meetings and in decision making.
- 1.2 In March 2022, Council approved an updated Constitution following a complete review, which included some minor changes to the Procedure Rules for Council. The review of the Procedure Rules had been undertaken with a Member working group.
- 1.3 In October 2022, following external advice on Council meetings, a Motions Protocol was circulated to Members for consideration. External advisers recommended the adoption of the Motions Protocol in order to provide clarity on the content and procedural approach taken to motions and amendments at Council meetings. There was a limited response to the protocol. Feedback received on the protocol questioned its status in

relation to the Council's Procedure Rules. Whilst the protocol did not conflict with Procedure Rules it did provide additional advice and information around the legality and administration of motions which went beyond that contained in the Procedure Rules.

- 1.4 Following the response to the Motions Protocol it was considered that a full review of the Council's Procedural Rules with Members may be beneficial to ensure effective administration of Council meetings. This action has been included in service plans for the Monitoring Officer.

2 Proposal

- 2.1 It is proposed that the Council's Procedure Rules be reviewed in order to ensure that they facilitate the efficient and lawful running of Council meetings and to provide clarity to members and the public on procedure.
- 2.2 In order to support this review, it is proposed that a cross party working group of 6 Members be established to consider amendments to the Procedure Rules proposed by the Monitoring Officer. On completion of the review any amendments to the Procedure Rules will be presented to Council for adoption.

3 Alternative Options

- 3.1 Members could determine not to review Procedural Rules, however, the recommendation to review has come following external advice on previous council meetings.

4 Financial Implications

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

5 Legal Implications

- 5.1 The Council's Procedural Rules follow requirements set out in the relevant local government legislation including the 1972 and 2000 Local Government Acts.

6 Equalities Implications

- 6.1 There are no equality implications arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

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

8 Appendices

- 8.1 None

9 Background Papers

9.1 None

10 Reasons for decision

10.1 To ensure efficiency and legality in the running of Council meetings.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Drafted by the Monitoring Officer

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Report to Council

Subject: Taxi Licensing Fees Review

Date: 12 July 2023

Author: Head of Governance and Customer Services

Purpose

To update Council on the position in respect of the review of fee setting for vehicle, driver and operator's licences as part of the Council's licensing function and to update Council on the action taken to remedy historic charging errors.

Recommendation(s)

THAT Council:

- 1) Notes the report and endorses the steps already taken by officers in relation to the review of licensing fees and reimbursement of certain licensing fees.**

1 Background

- 1.1 On 24 January 2023, a report was presented to the Environment and Licensing Committee detailing the outcome of a review of taxi licensing fee setting. The review had been undertaken following changes in the taxi licensing processes and procedures and following objections to proposed licensing fees in 2022/23. Licence fees were frozen in 2022/23 pending a full review of the setting of taxi fees and the presentation of the taxi licensing budget. Following the review and presentation of the findings, the Committee subsequently agreed a new set of licensing fees for 2023/24.
- 1.2 As set out in the report to Environment and Licensing Committee at Appendix 1, the Council have the power under sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976 to charge fees for the grant of licences in respect of hackney carriage and private hire drivers, vehicles and operators. The Council cannot profit from those fees and must ensure reconciliation of any surplus or deficit over a three year period. In addition, to ensure compliance with the legislation, general principles have developed through case law that the Council should hold separate memorandum accounts for driver, vehicle and operator licences in order to demonstrate correct charges levied under the different charging powers.

- 1.3 The Council have not historically held these memorandum accounts in the manner required through case law. The review of fees undertaken by officers involved an exercise to provide memorandum accounts which took the cost centre for Taxi Licensing and allocated or apportioned all transactions to either driver, vehicle or operator to produce a net position on each of the three licence types going back over the last six financial years.
- 1.4 This analysis showed that there had been over-recovery for vehicle and operator licences and that driver licenses had been significantly subsidised retrospectively. In summary, driver's licences had been undercharged in every year from 2016/17 to 2021/22 to the value of £430,728, operators licences had been overcharged in the same period to the value of £12,542 and vehicle licences were undercharged in 2017/18 but overcharged in all other years between 2016/17 and 2021/22 to the value of £124,186.
- 1.5 Additional budget was agreed to refund those applicants who were overcharged equivalent to the overcharge per licence plus interest. To date £41,064 has been refunded to 202 overcharged applicants. Looking forward, the subsidising of driver's licences will be recovered overtime through phased implementation of fee increases over three years to move towards full recovery.
- 1.6 Where it appears to the Monitoring Officer that any proposal, omission or decision by the authority through officer or Committee has given rise to a contravention by the authority, officer or Committee, of any enactment or rule of law, the Monitoring Officer, by virtue of s.5 Local Government and Housing Act 1989 is required to produce a report, with respect to that proposal, decision or omission. In producing the report, the Monitoring Officer is required to consult with the Head of Paid Service and the Chief Financial Officer. The report must be circulated to all Members, and, considered, by Members at a meeting held within 21 days of circulation of the report. This report has been prepared in consultation with the Head of Paid Service and Deputy 151 Officer, and has been circulated to all members in advance of this meeting. This is the first meeting of the Council since January 2023 where ordinary business has been considered.

2 Proposal

- 2.1 It is proposed that Council note the contents of this report. Officers have undertaken extensive work internally and through external assessment with CIPFA to ensure fees and charges are correctly levied in accordance with legislation and case law. The Council have already taken steps to remedy the historic overcharge of fees and continue to reimburse drivers with interest. The Council now have separate memorandum accounts which reflect the costs associated with licensing within the parameters of the legislation and case law. As such, there is no further action required at this time in respect of fee setting. Fees will continue to be reviewed annually in accordance with legislation and case law.

- 2.2 Officers reported publicly to Environment and Licensing Committee in January 2023 in relation to the review, findings and proposed remedy. It is proposed that Council endorse the actions taken to remedy errors in taxi licensing fees including repayment of any overcharged fees.

3 Alternative Options

- 3.1 Members could determine not to endorse the actions already taken to publicise and address the issues with historic license fee setting or propose alternative remedies. However, it is considered that all reasonable action has been taken to remedy this matter.

4 Financial Implications

- 4.1 The financial implications are as detailed in this report and in Appendix A. Any refund to applicants of licence fees is being met out of budgets agreed for this purpose.

5 Legal Implications

- 5.1 This report has been prepared in accordance with s.5 Local Government and Housing Act 1989. This report satisfies the statutory requirement on the Monitoring Officer arising from the duty imposed by s.5. Further legal implications in respect of licensing fees are contained within this report and appendices.

6 Equalities Implications

- 6.1 There are no equality implications arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

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

8 Appendices

- 8.1 Appendix 1 – Report to Environment and Licensing Committee January 2023 and appendices.

9 Background Papers

- 9.1 None

10 Reasons for decision

- 10.1 To comply with s.5 of the Local Government and Housing Act 1989, and to ensure Members are aware of steps taken to remedy issues in relation to fee setting of taxi licensing.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Drafted by the Monitoring Officer



Report to Environment and Licensing Committee

Subject: Review of Taxi Licence Fee Setting

Date: 24 January 2023

Author: Chief Executive

Purpose

To update members on the review of taxi licensing fee setting, including the findings of Independent Assessment of Gedling Borough Council's Taxi Licence Fee Setting prepared by CIPFA.

Recommendation(s)

THAT:

- 1) That members note the findings, including the financial implications.**

1 Background

- 1.1 The fixing of fees for hackney carriage and private hire drivers, vehicles and operators is a function of the Environment and Licensing Committee as laid out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
- 1.2 Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976 ('the Act') allow the council to charge fees for the grant of licences in respect of hackney carriage and private hire drivers, vehicles and operators. The legislation specifies the elements that can be included in the calculation of the licence fees.
- 1.3 The Council cannot make a profit from licence fees and there must be a carry forward of any surplus, but there can also be a carry forward of a deficit to enable future recovery. The reconciliation of any surplus or deficit will take place over a three-year cycle.
- 1.4 In order to ensure compliance with the Act and relevant general principles

developed through case law the Council should hold separate memorandum accounts for drivers, vehicles and operators. Historically, the Council has not held these memorandum accounts in this manner.

- 1.5 Members will recall that on the 17 May 2022 the Environment and Licensing Committee were informed of the objections received regarding the proposed hackney carriage and private hire driver, vehicle and operator licensing fees for 2022/23 and also the changes that had occurred regarding the taxi licensing application process, including moving some services online. It was recommended that the fees remain the same as the 2021/22 rate whilst a review of the setting of taxi licence fees and the presentation of the taxi licence budget be undertaken to ensure transparency and to consider the impact of the changes in processes that had occurred. Members resolved that the modified fees for 2022/23 should come into force, which replicated the current 2021/22 fees ensuring no increase in the fees to allow a full review to be undertaken.
- 1.6 The Council undertook a thorough review of its taxi licensing fee setting both retrospectively for 2016/17 through to 2021/22 and forward looking from 2022/23. The review consisted of an appraisal of the full costs attributable to the taxi licencing service for each year from 2016/17 to 2021/22, together with an analysis of the time spent by all officers in the delivery of the service by licence type, to enable the production of the required memorandum accounts for Driver, Vehicle and Operator licences. Similarly the forward look from 2022/23 consisted of a revised timesheet analysis to reflect the changes to the taxi licencing process that have been introduced to enable the production of estimated memorandum accounts to provide the basis for future fee setting. The Council then instructed CIPFA to undertake an independent assessment of its taxi licencing fee setting regime, following the internal review. The full Report can be found at **Appendix A**.
- 1.7 CIPFA confirmed that taxi and private hire licensing fees cannot be used as a general source of raising revenue and a licensing authority must, when setting fees, consider any previous surplus and, if they so choose, deficit, and adjust the level of fees accordingly, such adjustment happening on a three yearly cycle. A licensing authority should not cross subsidise income because, in doing so, the authority would recover costs for some licences that are not permitted as a head of recovery for that particular licence.
- 1.8 As the Council had not historically maintained separate memorandum accounts for the fees levied under sections 53 and 70 of the Act an exercise was completed by finance officers in conjunction with licensing and customer services colleagues in order to provide memorandum accounts which took the cost centre for Taxi Licensing and allocated or apportioned all transactions to either driver, vehicle or operator to produce a net position on each of the three licence types going back over the last six financial years.

- 1.9 The overall position shows that in only one year (2019/20) has the Council achieved greater income than costs. Over the seven years reviewed the overall level of subsidy borne by the Council has totalled £312,500, (this includes the original estimated subsidy for 2022/23).
- 1.10 The exercise involved recording the time spent by officers on different activities and applying the hours identified to the different types of licence according to the percentage of the total volume of licences taken up by that licence type. CIPFA were satisfied with this manner of calculation.
- 1.11 The Council undertook a retrospective analysis of costs for each type of licence. The calculations were based on a retrospective detailing of activity. This analysis showed that there has been over-recovery for vehicle and operator licences and that driver licenses have been significantly subsidised. See table at paragraph 4.2.
- 1.12 Due to the discovery of the over-recovery the Council intends to set up a process to allow all affected licence holders to receive a refund for the average of the amount over charged per licence. Members will be updated as to the progress of this in due course.
- 1.13 CIPFA's assessment of the headings provided in the workflow and spreadsheets was that all of the inclusions are appropriate and all fall, with one exception (Translation Services – which is a minor aspect acknowledged as being deminimus), within the requirements of the legislation. In their view the headings of cost were appropriate and there was nothing that they would not expect to find to support the activity.
- 1.14 CIPFA commented the Council's fee structure is clear and does not depend on officer decision/interpretation and overall the Council's fee setting displayed consistency throughout the period. In previous fee setting reports the Council has stated that the service is delivered at a cost requiring a subsidy from the taxpayer to break even and said that the proposed fees were designed to ensure that the service operates towards a full cost recovery basis, and areas of increased costs have been highlighted.
- 1.15 CIPFA confirmed that the evidence shows that overall the Council has continued to subsidise the licensing services for which these fees and charges are levied and the Council has under recovered its costs throughout this period. The fees charged have failed to cover the Council's costs of providing the licensing services. The Council were considered to have taken a reasonable and proportionate approach when setting fees historically.
- 1.16 CIPFA also noted that the Council recognises that the manner in which the Taxi Licensing service is operated has changed in recent years with increased use of on-line facilities, introduced in the last year with 2022/23 being the first full year.

- 1.17 It was, however, highlighted that previous fee setting reports have not set out for members the officer calculations of costs or income and therefore transparency in decision making was limited. This has not allowed scrutiny of how well the Council was achieving its aim of full costs recovery. Also absent in the reporting was any assessment detailing the carry forward of any surplus or deficit. This is something that will be addressed going forward, with members being provided with a more detailed explanation of the costs of providing the services and any surplus or deficit from the preceding financial year, and the impact that this may have on the fees to be set for the subsequent financial year.
- 1.18 Regarding the Council's future arrangements, CIPFA were provided with spreadsheets that captured the time spent on different licence types to reflect our current arrangements and a methodology flowchart was provided demonstrating where the information was derived from and its final destination.
- 1.19 CIPFA commented that the costs are now related much more closely to the costs for individual licences and minimises the risk of cross subsidy. The new fee structure would produce almost the same income as the existing fee structure. The calculations show a true reflection of the costs and do foreshadow significant changes in the levels of some fees. It is anticipated that the Council will adopt a phasing in of the new level of fees, balancing the maintenance of minimum subsidy with the legal requirements.
- 1.20 It is anticipated that the proposed fees for 2023/24 will not include any treatment of under or over recovery for 2022/23 as this will not be known at the time of fee setting and instead this will be dealt with in the fee calculation for 2024/25.
- 1.21 Summary of CIPFA recommendations:
- The Council should continue to maintain the records that enable them to have separate memorandum accounts for s.53 and 70 of the Act.
 - The Council should consider phasing in of the new level of fees.
 - In future, to ensure that reporting on fee setting to members details the costs and potential income of any new fee structure, with separate calculations for individual types of licences to prevent cross subsidy, the retrospective three year position on surplus or deficit and the likely subsidy required.
 - The Council should carefully monitor time allocations to ensure their accuracy against particular types of licence. CIPFA suggests, as a minimum, a detailed triennial analysis of activity and processes related to the carrying out of particular policy requirements to ensure that time

taken and costs incurred matches the Council's requirements and there is no cross subsidy.

- Over time the Council could address the charging of Corporate overheads to the service (e.g. local democracy costs which are not currently charged).

2 Proposal

- 2.1 That members note the findings of the internal taxi licencing fee setting review and the CIPFA independent assessment of Gedling Borough Council's taxi fee setting, including the financial implications.

3 Alternative Options

- 3.1 To not note the findings of the assessment and financial implications, this is not recommended as it may negatively affect any future fee setting decisions.

4 Financial Implications

- 4.1 The findings of the assessment show that the Council has:

- undercharged for drivers licences in each year 2016/17 through to 2021/22;
- overcharged for vehicle licences in 2016/17, 2018/19, 2019/20, 2020/21 and 2021/22, and undercharged in 2017/18;
- overcharged for operators licences in each year from 2016/17 through to 2021/22.

- 4.2 The table below summarises the memorandum accounts for each licence type based on the review findings for 2016/17 through to 2021/22 and confirmed by CIPFA:

	Driver Licence £	Vehicle Licence £	Operator Licence £
2021/22	74,415	(11,692)	(223)
2020/21	85,002	(21,936)	(725)
2019/20	61,477	(62,774)	(1,321)
2018/19	70,431	(14,407)	(2,810)
2017/18	83,471	6,925	(2,093)
2016/17	55,932	(20,302)	(5,370)
Total deficit/(surplus)	430,728	(124,186)	(12,542)

- 4.3 The Council intend to offer a refund to those proprietors who were over charged, equivalent to the amount of the overcharge per licence plus interest, which will result in a cost to the Council of approximately £150,000, subject to approval of the budget by Cabinet at its meeting on 24 January 2023.

5 Legal Implications

- 5.1 The statutory power for the setting of taxi licence fees for drivers, vehicles and operators is governed by sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976. These sections dictate the parameters of what can and cannot be charged for when setting a particular fee.
- 5.2 There has also been substantial litigation on the subject of licensing fees, resulting in a number of general principles that ought to be followed. Taxi and private hire licensing fees cannot be used as a general source of raising revenue and the Council must, when setting fees, consider any previous surplus and, if they so choose, deficit and adjust the level of fees accordingly, such adjustment happening on a three yearly cycle. The Council should not cross subsidise income because, in doing so, the Council is recovering costs for some licences that are not permitted as a head of recovery for that particular licence.
- 5.3 Whilst as a whole the Council has subsidised the taxi licensing service the internal review and assessment from CIPFA show that there was over-recovery for vehicle and operators licences. As historically, the Council did not hold separate accounts for driver, vehicle and operator licences the Council could therefore be at risk of a successful claim if it did not take steps to address this.

6 Equalities Implications

- 6.1 None.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 None.

8 Appendices

- 8.1 Appendix A – Gedling Borough Council: Independent Assessment of Taxi Licence Fee Setting – Final Report – November 2022.

9 Background Papers

- 9.1 Report to Environment and Licensing Committee – Proposed Taxi Licensing Fees for 2022/2023 – 17 May 2022.

Statutory Officer approval

Approved by Chief Financial Officer

Date: 13 January 2023

Approved by Monitoring Officer

Date: 13 January 2023

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**Gedling Borough Council:
Independent Assessment of Taxi Licence
Fee Setting**

Final Report

November 2022

1. Introduction and Executive Summary of findings

Introduction

- 1.1. The Council wish there to be an independent review of the methods the Council employs to set Licence Fees for Taxis. We understand that the Council has recently received challenge to their current methods and therefore wish us to review and comment (with any appropriate recommendations) on the reasonableness of the methods and the Council's compliance with good practice.
- 1.2. In the briefing for this review, it was made clear to us that the Council has not maintained separate memorandum accounts to hold fees levied under s.53 and 70 of the Act. For the review however they did provide Memorandum Accounts which takes the cost centre (R1150) for Taxi Licensing in the Council's financial management system (Agresso) and allocates all transactions to either Driver, Vehicle or Operator licences to produce a net position on each of the three license types going back over the last six years.
- 1.3. In addition, they provided a briefing note explaining the retrospective position and details and calculations of their forward proposals.

Our Approach

- 1.4. CIPFA intended to offer the Council independence in undertaking this review and will offer a reasoned and objective opinion. To undertake the review, we intended:
 - To set out the legal requirements and test the reasonableness of the Council's approach against a number of 'good practice' statements.
 - To review the accounting arrangements that the Council has currently (including the establishment of central overheads) that identify the costs the Council incurs to ensure they fairly represent the Council's costs and are reasonable;
 - To consider the last 6 years fee setting against the last 6 years costs to test the relativity and reasonableness of them;
 - To undertake limited benchmarking of fees charged by other Councils to test whether the Council is setting a 'reasonable' level of fee to the fee payer and which represents fairness to the Council's ratepayers.
 - To consider the application of the Council's methodology in the future.
- 1.5. Our intention was to provide the Council with our independent assessment through a written report.
- 1.6. We commenced by reviewing the Councils fee setting reports and following the receipt of the explanatory documents from the Council, a series of initial

'tests'¹ were established based upon what we considered were the relevant legislative principles and sent to the Council for their review. They were acceptable to the Council. We then prepared a draft report for the Council's comments.

- 1.7. This review, though independent is provided to the Council on the understanding that part, or all of it, may be published by the Council or provided to a third party.**
- 1.8. This review has been conducted as a 'desktop' review based solely upon the explanatory spreadsheets provided to us by the Council. We have also used comparisons gathered by us independently.**
- 1.9. The review does not seek to provide legal opinion to the Council. The Council in determining any action to take following this review should seek, if necessary, its own legal advice.**

Executive Summary

Background

- 1.10. Our report commences with a review of the pertinent sections of the Local Government (Miscellaneous Provisions) Act 1976 providing for the setting of fees and the substantial litigation on the subject of licensing fees and particularly in connection with taxi and private hire licensing fees. From this we understand that taxi and private hire licensing fees cannot be used as a general source of raising revenue and a district council must, when setting fees, consider any previous surplus and, if they so choose, deficit and adjust the level of fees accordingly, such adjustment happening on a three yearly cycle. A council should not cross subsidise income because, in doing so, a district council is recovering costs for some licences that are not permitted as a head of recovery for that particular licence.
- 1.11. The Local Government Association has produced guidance in a document called 'Open for Business', which states the activities that can be included when calculating the fee on a cost recovery basis. The full advice is contained in the Appendix of our report.
- 1.12. We accessed the Council's website to review the reports detailing and seeking approval to the fees proposed over the last six years. We are not aware when the general structure of fees that were in use during the period was first put in place but noted that after 2014/15, the same phraseology was used to advise members as follows: *'the proposals were designed to ensure that the service operates on a full cost recovery basis. All fees ...show an increase of fees, this increase reflects increased costs and a fuller assessment of the total costs of providing the service'*.
- 1.13. Over the years there have been some additional comments: relating to increased workload for Customer Services; additional administration for

¹ Highlighted as italics throughout the report.

introduction of the Immigration Act and increase in licensing enforcement investigations involving complex cases as well as high visibility compliance checks.

- 1.14. From 2020/21 onwards, new wording was added: *'The service has historically been delivered at a cost to the Council and requires a subsidy to break even. The increases in fees over the past few years have been made to progress towards a full cost recovery model, this year's increase brings the service a step closer to a full cost recovery model however, it is anticipated that the service will still be a cost to the Council and still require a subsidy to breakeven.'*

Council calculations

- 1.15. The Council have supplied spreadsheets that provide a comprehensive review of the cost of delivering taxi licensing services as well as associated income over the last six years. This is the first time the Council has undertaken this exercise and we understand that previously the Council relied on increasing fees against anticipated increases in costs.
- 1.16. The Council points out that the manner in which the Taxi Licensing service is operated has changed in recent years with increased use of on-line facilities, introduced in the last year with 2022/23 being the first full year. These spreadsheets have attempted to reflect this.
- 1.17. All financial transactions have been allocated to either Driver, Vehicle or Operator licences. Time spent by the Licensing team and Customer Services staff (based on estimating the time spent in the past and a recording exercise in the spring of 2022) were calculated and allocated by volume to different license types.

Analysis

- 1.18. We have sought to test the fee setting against the legislative requirements and the advisory suggestions of the LGA as we have interpreted them. We have then tested the calculations to establish whether they have been applied appropriately.

Does the Council take a reasonable and proportionate approach?

- 1.19. Overall, the Councils fee setting displays consistency throughout the period. In each report the Council said it was setting out to *'..ensure that the service operates on a full cost recovery basis..'* and reflect *'...increased costs and a fuller assessment of the total costs of providing the service'*. Areas of increased cost such as *'..an increase in licensing enforcement investigations involving complex cases as well as high visibility compliance checks..'* have been highlighted.
- 1.20. Expected increases in the cost of the service have been outlined for members although the quantum of the officer's budgetary calculations of costs or income has never been explained at the time fees were set.

However, the evidence is that the Council has continued to subsidise the fees and charges and therefore has taken a reasonable and proportionate approach.

- 1.21. Whilst the legislation does not require the Council to consider comparison of fees in other Councils, we have explored comparisons recognising that there is no general national reporting of fees and the level will be based on each Councils own licence conditions and renewal periods. Some Councils will choose not to charge on a total cost recovery basis which is clearly what the Council has sought in fee setting. Also, each Council will have different activity levels which will affect their costs.
- 1.22. We reviewed the position over the period since 2016/17 using CIPFA RO returns for all Licencing activity. This suggested that the Council has a much higher cost base than the average of other Councils, though it does not reflect the amount of activity. Another comparison based on the number of taxis being operated suggests that the Council did not have the highest costs per taxi. The RO return comparison does confirm that alongside other Councils, the Council does not fully recover its costs.
- 1.23. A simple comparison of fees, would appear to show that the Council does charge higher fees than the average of the other Nottinghamshire Shire Districts. This is not conclusive as the Councils structure is simpler and less differentiated than others. A review using differing scenarios would appear to confirm that, but, in a combination of those scenarios, the Council is the 6th most expensive of 8 Councils.

Are the Taxi fees cost neutral? Are license fees broadly cost neutral in budgetary terms, so that, over the lifespan of the licence, the budget should balance?

- 1.24. Over the period, the Taxi Fees cannot be said to be cost neutral. The Council has under recovered its costs throughout this period and the fees charged have failed to cover the Councils costs.

Are the elements of the licensing process which can be included in the calculation of fees correctly applied and costs related to issue and administration of licences recovered in driver's licence fees and the reasonable cost of inspecting vehicles, the reasonable cost of providing hackney carriage stands and any reasonable administrative costs in connection with the control and supervision of hackney carriages and private hire vehicles included in the fees? Does the calculation methodology of the Council demonstrate accurate recording of cost and calculations of fees?

- 1.25. Judging whether the charges were reasonable was outside the scope of our review, however, the headings in the Councils spreadsheets have been reviewed by us and in our view, all of these inclusions are appropriate and all fall, with one exception (Translation Services), within the requirements of the legislation.

- 1.26. We reviewed the details of costs (and income) charged in the Councils Agresso financial system to this cost centre. In our view the headings of cost were appropriate and there was nothing we would not expect to find to support this activity. There was apparent consistency in that each type of Licence received an element (variable) for each charging object. There were a number of differences in the objects included in the costs. These were queried with the Council and we were satisfied with the explanations.
- 1.27. Reviewing the detail of the Council's time calculations shows that the Council have established the time spent by officers on different activities and then applied the hours identified to the different types of licences according to the percentage of the total volume of licences taken up by that type of licence. Our review satisfies us as to the manner of the calculation.

Are charges for different categories of licence accounted entirely separately and do not subsidise each other? Are those benefitting from the activities permitted by the various licences being subsidised by the general fund? Is there any evidence that charges within a licensing regime for different categories of licence are subsidising each other.'

- 1.28. The Council has confirmed that it has not maintained separate memorandum accounts to hold fees levied under s.53 and 70 of the Act.
- 1.29. Above, we noted that throughout the period, fees were increased and the fee setting reports made a consistent reference to '*the proposals were designed to ensure that the service operates on a full cost recovery basis.*' We are satisfied that the Memorandum Accounts does now confirm that with the exception of one year, Taxi Fees were subsidised by the Council.
- 1.30. The Council has undertaken a retrospective analysis of costs for each type of Licence. The calculations are based on a retrospective detailing of activity. The Council are satisfied they fairly represent the position and clearly suggest that there has been over-recovery for Operator and Vehicle licences and that Driver Licences have been significantly subsidised.

Are the core principles that fees should be non-discriminatory, justified, proportionate, clear, objective, made public in advance, transparent and accessible in evidence?

- 1.31. Though we have not been made aware that the Council has undertaken an Equality Impact Assessment of its fee structure, we see nothing in the Fee structure that is discriminatory.
- 1.32. The Council have based the retrospective fee calculations on a timesheet exercise, these have been verified and the Council is satisfied the results represent a true picture. We reviewed the activities included in the spreadsheet. All of the activity categories identified were appropriate.
- 1.33. The Councils fee structure is clear and does not depend on officer decision/interpretation, the Councils fee setting displays consistency throughout the period. However, reports have not set out for members the

officer's calculations of costs or income and therefore transparency in decision making was limited.

- 1.34. The Council's proposals for fees are easily accessible through the Councils website; Committee Reports and we understand that renewal letters are sent to Licence holders.

Is there, to ensure that fees remain reasonable and proportionate, a regular and robust review process? Is the Council making a profit from licence fees and is any surplus or deficit carried forward and forming part of any subsequent review of fees.'

- 1.35. We cannot be certain that the Council has a regular and robust process. We know that annually there was a report to the Cabinet as part of Budget setting on overall Licencing activity and a report to the Environment and Licencing Committee to recommend fees for the coming financial year. Reports to recommend fees say that proposals were designed to ensure full cost recovery basis but recommendations have not set out for members the officer's calculations of costs or income. Also absent in the reporting was any assessment detailing the carry forward of any surplus or deficit.
- 1.36. Though the evidence is limited we think that officers sought to minimise the deficit by recommending fees increase at a higher rate than costs were increasing in order to recover more of the costs but the officers' budget predictions were undermined by the downturn in the number of licences taken up reducing the increase in income.
- 1.37. The Cabinet received reports in which the cost of Licencing activity was detailed and will have taken that into account in setting the Council's budget and to that extent it can be said that deficits were considered. The annual report recommending fees said that *'...proposals were designed to ensure that the service operates on a full cost recovery basis'*, but the Committee may have been more able to address that issue if they received details of the subsidy and the impact the recommendations for the next years fees might have on the subsidy.

Future Arrangements

- 1.38. We considered the Councils future proposals. Their spreadsheets capture the time spent on different licence types to reflect the current arrangements and there is a methodology flowchart to demonstrate where the information is derived from and its final destination. They also set out a calculation of fees for the remainder of 2022/23 based upon the analysis undertaken and contrasts these with those currently being charged. Again, this includes a methodology flowchart showing how the information shown feeds into this.
- 1.39. Direct costs are set against the licence they relate to. There are reductions to the time allocations from those in the retrospective spreadsheets relating to Driver Licences which we understand will reduce Customer Services costs by £46,000 (assuming no drop in volumes). The Governance and

Committee time allocations are unchanged from the retrospective spreadsheet.

- 1.40. To understand how this impacted on individual fees we reviewed a worked example for a Vehicle Licence of which the greatest single volume of licences is expected. We can see how the calculations flow into the summation against a fee and this therefore represents an understandable and logical methodology. We shared with the Council one concern regarding the use of an Operator Risk Scale. This is the only non-monetary calculation in the proposals but since this applies to a limited number of licences, we consider that its use has minimal impact.
- 1.41. We can see that the costs are now related much more closely to the costs for individual licences and minimise the risk of cross subsidy. The Council's anticipation is that the new fee structure would produce almost the same income as the existing fee structure. We note that the calculations do foreshadow significant changes in the levels of some fees. These calculations do not include any treatment of under or over recovery.

Conclusion

- 1.42. It is clear that the Council's approach for the future is more robust. The costs for individual licences are more relatable to the costs involved. They should have the impact of minimising the cross subsidy between licences and initially are not likely to significantly increase the subsidy required from the Council.

Recommendations

- 1.43. The Council should continue to maintain the records that enable them to have separate memorandum accounts for s.53 and 70 of the Act.
- 1.44. Given that the revision of fee levels suggested by the Councils methodology is significant, we would urge the Council to consider phasing in of the new level of fees, balancing the maintenance of minimum subsidy with the legal requirements.
- 1.45. In future, we would want the Council to ensure that reporting on fee setting to Members details the costs and potential income of any new fee structure, with separate calculations for individual times of licences to prevent cross subsidy, the retrospective 3 year position on surplus or deficit and the likely subsidy required.
- 1.46. Going forward we would want the Council to carefully monitor time allocations to ensure their accuracy against particular types of licence. We suggest, as a minimum, a detailed triennial analysis of activity and processes related to the carrying out of particular policy requirements to ensure that time taken and costs incurred matches the Council's requirements and there is no cross subsidy.

1.47. In addition, over time we would want the Council to address the charging of Corporate overheads against these costs.

2. Legislative requirements and 'good' practice approach

2.1 Our understanding of the pertinent legislation is set out below.

Fees for drivers' licences

2.2 Section 53 of the Local Government (Miscellaneous Provisions) Act 1976 provides that "...a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so."

2.3 Section 53 therefore limits the cost of a driver's licence to the council's administration costs associated with the "...the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle...".

Fees for vehicle and operators' licences

2.4 Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 provides that "...a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part:

(a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed;

(b) the reasonable cost of providing hackney carriage stands; and

(c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles."

2.5 The licensing costs recoverable by a district authority in respect of vehicles and operators is limited to vehicle inspection costs for the specific purpose of determining their suitability to be licensed, reasonable cost of providing hackney carriage stands, reasonable administration costs for processing the licence application and finally reasonable costs associated with "...control and supervision of hackney carriages and private hire vehicles."

Interpretation

2.6 We understand that there has been substantial litigation on the subject of licensing fees and particularly in connection with taxi and private hire licensing fees. From this have arisen a number of general principles that we understand are now established and embedded.

- 2.7 We understand that taxi and private hire licensing fees cannot be used as a general source of raising revenue for a district council. A series of court cases, has established the principle that a district council must, when setting fees, consider any previous surplus and, if they so choose, deficit and adjust the level of fees accordingly, such adjustment happening on a three yearly cycle.
- 2.8 A council should not cross subsidise income because, in doing so, a district council is recovering costs for some licences that are not permitted as a head of recovery for that particular licence.
- 2.9 Cost of supervision of drivers cannot be applied to vehicle fees.

Good Practice

- 2.10 The Local Government Association has produced guidance in a document called 'Open for Business', which states the activities that can be included when calculating the fee on a cost recovery basis:
- Administration
 - Initial visit/s
 - Third party costs
 - Liaison with interested parties
 - Management costs
 - Local democracy costs (Applications)
 - On costs
 - Development, determination and production of licensing policies
 - Web material
 - Advice and guidance
 - Setting and reviewing fees
 - Further compliance and enforcement costs
 - Additional Monitoring and Inspection visits
 - Local democracy costs (Hearings etc)
 - Registers and national reporting
 - Charging for action against unlicensed traders (vehicles)
- 2.11 The full advice is contained in the Appendix.

3. Review of the Council's fee setting over the last 6 years

- 3.1. We accessed the Council's website to review the reports detailing and seeking approval to the fees proposed.

Pre 2016/17

- 3.2. We are not aware when the general structure of fees that were in use during the period was first put in place. We looked at the Fee setting reports for 2014/15 and 2015/16 and the wording of the report was the same as in later years. We understand that following a Scrutiny Committee review of 2014, a requirement for a knowledge test was introduced for which a fee was paid by an applicant on their first licencing.

- 3.3. The knowledge test proposal report indicated that the net budget impact of the proposal was an estimated cost of £57,400 in 2014/15, as detailed in the Gedling Plan approved by Council on 3 March 2014. This was an estimate based on information available currently but was to be closely reviewed throughout 2014/15 in order to forecast for future years and to monitor the impact of the introduction of the test over the next financial year.

- 3.4. In each subsequent annual report to members, the same phraseology was used to advise members as follows: *'the proposals were designed to ensure that the service operates on a full cost recovery basis. All feesshow an increase of fees, this increase reflects increased costs and a fuller assessment of the total costs of providing the service'*. There have been some progressive variations:

- From 2016/17 to 2019/20 there was a reference *'...particularly with reference to the increased workload for customer services.'*
- From 2017/8 to 2019/20 there was a reference to *'....and also associated with the need for additional administration associated with the introduction of The Immigration Act 2016.'*
- In 2020/21 new wording was added: *'The service has historically been delivered at a cost to the Council and requires a subsidy to break even. The increases in fees over the past few years have been made to progress towards a full cost recovery model, this year's increase brings the service a step closer to a full cost recovery model however, it is anticipated that the service will still be a cost to the Council and still require a subsidy to breakeven.'*
- From 2020/21 to 2022/23 wording was added: *'Furthermore, ... there has been an increase in licensing enforcement investigations involving complex cases as well as high visibility compliance checks across the region which has placed a further burden on existing resources.'*

- In 2021/22, further wording was added: *'During the COVID-19 pandemic in 2020 Members resolved not to increase the fees, for taxi driver, operator and vehicle licences for the financial year 2020/21. This was in recognition of the continuing difficulties faced by the taxi trade during the pandemic and the fees remained at the 2019/20 level.'*
- For 2022/23, the following was added *'During 2021/22 fees were raised to reflect the increase in applications being received and enforcement work carried out as the lockdown restrictions were lifted. Now that the trade is back to pre-pandemic levels and above in terms of public demand, the administration and enforcement workload for the Licensing Team is back to pre-pandemic levels.'*

4. Analysis of the Council's methodology

Introduction

- 4.1 The Council have supplied a document summarising the legislative requirements as the Council understands them with accompanying spreadsheets of calculations. The document outlines the position the Council has established as part of the commitment made to the Environmental and Licensing Committee to review taxi licensing fees and charges and says a comprehensive review of the cost of delivering taxi licensing services as well as associated income over the last six years has been carried out. We understand that this is the first time the Council has undertaken this exercise and we understand that previously the Council relied on increasing fees against anticipated increases in costs.
- 4.2 The Council points out that it should be noted that the manner in which the Taxi Licensing service is operated has changed in recent years with increased use of on-line facilities, introduced in the last year with 2022/23 being the first full year of implementation of this process change. These spreadsheets have attempted to reflect this.
- 4.3 A Memorandum Accounts file² takes the cost centre for Taxi Licensing in the Council's financial management system (Agresso) and allocates all transactions to either Driver, Vehicle or Operator licences to produce a net position on each of the three license types going back over the last six years. As well as the direct disbursements and the cost of the Licensing Team, both direct and indirect costs for Customer Services who are directly involved in the administration of the licence are included as a cost of the service provision.
- 4.4 Each element of cost (and income) is impacted by the amount of % split that is driven by 7 allocating factors which are Calculation of time Retrospective look; Per Account/Sub Analysis Narrative (Income based); % of Licences applicable; Non-Licence costs related to one-off items; Postages; Licencing Time Reports from Legal and Corporate Admin.
- 4.5 For the calculations of time spent on Licencing activities, the review commenced with Licensing team and Customer Services staff providing details of the estimated time spent on taxi licensing activities. This was based on estimating the time spent in the past and a desktop recording exercise in the spring of 2022.
- 4.6 A Calculation of Time – Retrospective Look spreadsheet³ allocates the time taken by each member of staff to the different license types. It includes a methodology flowchart showing how the time of Licensing and Customer Services staff is captured and used with licence volume data to allocate costs between license types in the Memorandum Accounts. It is therefore "retrospective" in that it is focused on the last six years.

² First created on 19 April 2022

³ First created on 15 June 2022

Analysis

- 4.7 In order to reach a conclusion on the independent review, we have sought to test each of the aspects of the fee setting against the legislative requirements and the advisory suggestions of the LGA as we have interpreted them. We have then tested the calculations to establish whether they have been applied appropriately.

Does the Council take a reasonable and proportionate approach?

The Councils fee setting

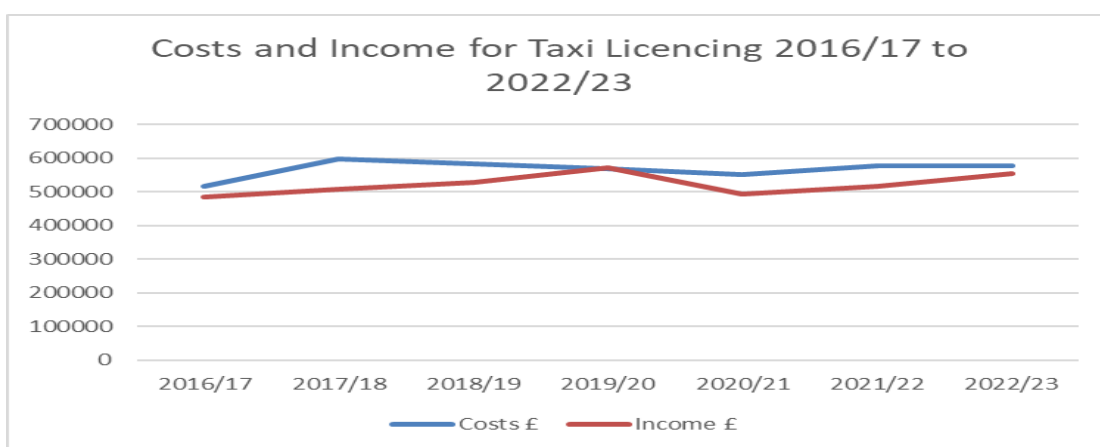
In Section 3 above we have described the history of the Councils fee setting. The table below summarises the fees set (Figures in blue show the changes agreed in May 2022):

Type of Fee	2016/7	2017/8	2018/9	2019/20	2020/1	2021/22	Approx. % increase 2021/2-2022/3	2022/23
	£	£	£	£	£	£		£
Taxi Licence Knowledge Test Fee	41	44	60	65	70	74	5.5	78
Vehicle Inspection	68	73	79	85	88	93	5.5	98
Vehicle Re-test (including after accident damage/enforcement action)	42	45	49	53	55	58	5.5	61
Meter Test	33	36	339	366	40	42	5.5	44
Transfer of vehicle licence	11	12	13	14	15	16	5.5	17
Change of name and/or address on a licence	11	12	13	14	15	16	5.5	17
Replacement badge fee	15	16	17	18	19.5	20.5	5.5	21.5
Replacement paper licence					15	16	5.5	17
Replacement plate fee plus plate deposit	15	16	17	18	N/A	18	5.5	19
Vehicle registration change	11	12	13	14	15	16	5.5	17
Replacement badge holder	5	5	6	6	6.5	7	5.5	7.5
Driver Licence Fee 1 year	119	129	139	150	150	158		158
Driver Licence Fee 3 year – (If a 3 year licence is refused or not granted for any reason £100 of the application fee will be refunded to the applicant)	307	332	359	388	388	409		409
Vehicle Licence Fee	116	125	135	146	146	154		154
Operator's Licence 1 year	88	95	103	111	111	117		117
Operator's Licence 1 year – each additional vehicle	88	95	103	111	111	117		117
Operator's Licence 5 year	467	504	554	588	588	620		620
Operator's Licence 5 year – each additional vehicle	132	143	154	166	166	175		175

- 4.8 Overall, in each years increase there was relatively little variation in the percentage increase applied and the average percentage increase is (excluding the Knowledge Test) 39.7% with the highest being 54.4% for transfer of vehicle license; change of name or address on a license and vehicle registration change and the lowest percentage change being 26.6% for Replacement Plate fee plus plate deposit.
- 4.9 In each report to members, the same phraseology was used to advise members as follows: *'the proposals were designed to ensure that the service operates on a full cost recovery basis. All feesshow an increase of fees, this increase reflects increased costs and a fuller assessment of the total costs of providing the service'*. There have been some progressive variations referencing *'..the increased workload for customer services.'*; *'..the need for additional administration associated with the introduction of*

The Immigration Act 2016.’; ‘Furthermore, ... there has been an increase in licensing enforcement investigations involving complex cases as well as high visibility compliance checks across the region which has placed a further burden on existing resources.’

- 4.10 In 2020/21 new wording was added: *‘however, it is anticipated that the service will still be a cost to the Council and still require a subsidy to breakeven.’*
- 4.11 The reports have not set out for members, the officers detailed budgetary estimates of costs or income. Expected increases in the cost of the service have been outlined for members but the quantum of this has never been explained at the time fees were set.
- 4.12 Over the period the Councils costs have increased with a large increase between 2016/17 and 2017/18 followed by three years where costs declined. Costs have risen in 2021/22 and 2022/23 but are still 3% below the peak year of 2017/18. Income over the period has increased each year (except during the pandemic period).
- 4.13 The overall position is that in only one year (2019/20) has the Council achieved greater income than costs. Over the seven years reviewed the level of subsidy borne by the Council has totalled £312,512. The graph below shows the trend of costs and income.



Comparisons

- 4.14 In order to consider the reasonableness of the fees we have explored comparative information. It should be noted that exact comparisons are difficult to determine as there is no general national reporting of fees and the legislation does not require Councils to benchmark their fees, the emphasis is on a reasonable fee based on the costs. Also, each licencing authority should set fees to meet their own licencing policies and practices and most importantly their costs and the prior years under or over recovery.

Costs

- 4.15 The only national database of costs of licencing is that maintained by CIPFA. This is based on Councils costs and income in providing services – known as RO Returns – and provides a consistent series of results for a significant number of years. Unfortunately, it is not based purely on costs for Taxi Licencing - the category is 'Licencing - Alcohol and entertainment licencing; taxi licencing'.
- 4.16 We reviewed the position for the Council over the period since 2016/7. The Council did not make returns for the early years of this series but it does suggest that the Council has a much higher cost base than the average of other Councils but confirms that alongside other Councils it does not fully recover its costs.
- 4.17 This 'higher cost' may of course be due to the policies the Council employs to manage its Licencing activities and the manner in which the Council regulates the taxi trade and the number of applications it deals with. Reviewing this is beyond the scope of this review.
- 4.18 We explored this further by comparing reported costs for all Licencing activity of the Councils in Nottinghamshire in the CIPFA RO returns database against the number of Taxis and Private Hire Vehicles reported operating. This result can only be indicative as it compares total Licencing costs with the number of taxis but the result suggests that the Council is not the most expensive locally.

Taxi Fees

- 4.19 The Council has supplied us with a table of fee comparisons for the Nottinghamshire Shire districts.
- 4.20 This suggests that the Council has higher fees than the average of the other for some licenses, but not others. We undertook a separate review of the Taxi and Private Hire charges levied by all the Councils in Nottinghamshire for 2022/23. A number of issues arise:
- The Gedling structure is simpler and far less differentiated than others;
 - Other Councils offer fees for types of vehicles that Gedling do not: i. e. Ambulances; Stretched limos;
 - Other Councils allow Operator Licences for a much greater range of periods;
 - One Council charges for pre-application advice;
- 4.21 Because of the difficulty of matching individual fees, in order to assess the comparative level of fees, we created some scenarios:
- Scenario 1: A new driver applies for a Hackney Carriage Drivers one year licence, takes a Knowledge test; has a DBS check gets a licence and then loses his badge and gets a replacement. The result would suggest that compared to an average of £268.50, Gedling is below average.
 - Scenario 2: A new driver applies for a Private Hire Drivers three year licence, takes a Knowledge test; has a DBS check gets a licence and

then loses his badge and gets a replacement; then moves house and gets his licence amended. The result would suggest that compared to an average of £326, Gedling is the most expensive.

- Scenario 3: An applicant seeks a one year Hackney Carriage Vehicle Licence; the vehicle is tested; the meter is tested; they request brackets for the plate and an amendment to the Licence. For this scenario the average is £311.05 and Gedling is just above that average.
- Scenario 4: A new applicant seeks a three year Private Hire Drivers Licence with Knowledge Test and DBS check; a Private Hire Vehicle Licence; the vehicle is tested and it fails and is retested; they request brackets for the plate. In this scenario, Gedling is above the average of £623.05.
- Scenario 5: A new Operators Private Hire Licence for 20 vehicles for 5 years. In this scenario, Gedling is significantly above the average but three other Councils charge more.

4.22 In undertaking this exercise, it was clear that misinterpretation of the application of fees is possible because of a lack of a detailed understanding of how each Council applies them, which is outside the scope of this review. A definitive conclusion is therefore not possible but the Council would appear to be setting fees above the average but, in a combination of these scenarios, the Council is not the most expensive.

Are the Taxi fees cost neutral?

Are license fees broadly cost neutral in budgetary terms, so that, over the lifespan of the licence, the budget should balance?

4.23 This requires an analysis of whether the Council over a period made a surplus or a deficit and an assessment of whether (over time) the fees charged provided a balanced budget. We explained above that the fees were not cost neutral. The Council's net recovery from cost/fees was as follows: (Positive = Under-recovery; Negative = Over-recovery:)

Year	TOTAL in Memorandum Accounts
2016/17	£30,358
2017/18	£88,302
2018/19	£53,214
2019/20	-£2,618
2020/21	£56,542
2021/22	£62,501
2022/23 (Est.)	£24,100

Are the elements of the licensing process which can be included in the calculation of fees correctly applied and costs related to issue and administration of licences recovered in driver's licence fees and the reasonable cost of inspecting vehicles, the reasonable cost of providing

hackney carriage stands and any reasonable administrative costs in connection with the control and supervision of hackney carriages and private hire vehicles included in the fees?

Does the calculation methodology of the Council demonstrate accurate recording of cost and calculations of fees?

- 4.24 This requires a review of the elements of the licensing process to check that the Council are charging the 'correct' elements against the different licences. The Council have for this exercise supplied a document 'Gedling BC Taxi Licensing Review Background Final'. This is explained in 4.1 above.

Are the elements correctly applied?

- 4.25 This is not a straightforward comparison as the legislative requirements and LGA recommendation is based on subjective recommendations and the Council records the activities as processes and spend on an objective basis.

Activities

- 4.26 The headings in the Councils spreadsheets have been reviewed by us and in our view, all of these inclusions are appropriate and all fall, with one exception, within the requirements of the legislation. The exception is translation services which would be regarded as a corporate expense not chargeable to an activity but as the hours concerned are de-minimis this does not significantly impact on the overall fees.

Costs

- 4.27 We reviewed the Councils retrospective spreadsheet which included details of costs (and income) charged in the Councils Agresso financial system to this cost centre. In our view the headings of cost were appropriate and there was nothing we would not expect to find to support this activity.

Does the calculation methodology of the Council demonstrate accurate recording of cost and calculations of fees?

Activities

- 4.28 Reviewing the detail of the Council's retrospective spreadsheet shows that the Council have established the time spent by officers on related activities and then applied the hours calculated to the different types of licences. This review has been conducted as a 'desktop' review and we have accepted the Councils allocations of time in the spreadsheet.

- 4.29 Our review, satisfies us as to the manner of the calculation, being based on time records and the costs associated. The Council explained that the operator scale risk ratings were used for the retrospective allocation to ensure a fair weighting based on actual vehicles held by the actual operators to get a reasonable allocation of costs rather than just using the same rate for holding one vehicle. This is appropriate.

Costs

- 4.30 There was apparent consistency in that each type of Licence: Drivers; Vehicles and Operators received an element (variable) for each charging object.
- 4.31 We looked at the Councils Memorandum Accounts to compile a comparative listing of the objects charged against between 2016/7 and 2021/22. This indicated a number of differences in the objects included in the costs. These were queried with the Council and we were satisfied with the explanations.

Are charges for different categories of licence accounted entirely separately and do not subsidise each other?

Are those benefitting from the activities permitted by the various licences being subsidised by the general fund?

Is there any evidence that charges within a licensing regime for different categories of licence are subsidising each other.'

Separate Accounting

- 4.32 The Council has confirmed that it has not maintained separate memorandum accounts to hold fees levied under s.53 and 70 of the Act.

Subsidy by the General Rate Fund

- 4.33 From the introduction of the Knowledge test in 2014, it is likely that the taxi fees were being subsidised. In Section 3 above we noted that throughout the period, fees were increased and the fee setting reports made a consistent reference to *'the proposals were designed to ensure that the service operates on a full cost recovery basis. All fees ... show an increase of fees, this increase reflects increased costs and a fuller assessment of the total costs of providing the service'*. This would give assurance that the proposals were intended to ensure there was no subsidy.
- 4.34 Separately, each year the Cabinet received a report on the setting of the budget in which the cost of Licencing activity was detailed as a single budget line (R100 Licencing & Hackney Carriages) In each year the account was shown to be in deficit.
- 4.35 Accordingly, the Cabinet in agreeing the recommendation on the budget would have been aware that overall Licencing activities were not achieving full cost recovery and that accordingly the Council was subsidising Licence holders. It is not known whether the issue of Taxi Fees and any subsidy was brought specifically to the Cabinet's attention, but we accept that pre-decision discussions were held with senior members when this would have been detailed and reviewed.

- 4.36 The Memorandum Accounts does now confirm that with the exception of one year, over the period, the Taxi Fees were subsidised by the Council (see 4.23 above).

Subsidy of different types of licences

- 4.37 Although globally the Council's Licencing activity was subsidised, the balance of Taxi Fee activity was not separately reported other than in the annual fee setting report when the proposals '*were designed to ensure that the service operates on a full cost recovery basis*'.

- 4.38 However, now the Council has reviewed its costs and estimated the time taken to support the Licences it has been able to estimate a division of its costs for each type of Licence. Based on the Memorandum Accounts, the following detail is available (Positive = Under-recovery; Negative = Over-recovery:)

Year	Driver Licence	Vehicle Licence	Operator Licence	Non Licence Costs
2016/17	£55,932	-£20,302	-£5,370	0
2017/18	£83,471	£6,925	-£2,093	0
2018/19	£70,431	-£14,407	-£2,810	0
2019/20	£61,477	-£62,774	-£1,321	0
2020/21	£85,002	-£21,936	-£725	-£5,800
2021/22	£74,415	-£11,692	-£223	0

- 4.39 Though these amounts balance to the overall level of subsidy, it should be noted that they have been calculated by a retrospective detailing of activity. The Council are satisfied they fairly represent the position.

Are the core principles that fees should be non-discriminatory, justified, proportionate, clear, objective, made public in advance, transparent and accessible in evidence?

- 4.40 This requires a review of all the material the Council has relative to the setting of the fees and a judgement of whether the principles have been applied.

Non-discrimination

- 4.41 Discrimination might be created if the Councils fees drew distinctions in terms of race, gender, age or other characteristics. Fee setting reports say there are no implications. Although we have not been made aware that the Council has undertaken an Equality Impact Assessment of its fee structure, we see nothing in the Fee structure that is discriminatory.

Justification and proportionality

- 4.42 The retrospective spreadsheet and the calculations are intended to identify the activity hours the Council undertakes to justify the costs charged for different types of licences. The Councils methodology takes the total hours and summarises them against the five different types of licences and then

multiplies them by the number of those licences to produce the % of time spent on each type of licence. That is then used to allocate the correct 'share' of some costs to each type of licence.

- 4.43 The Council have based the calculations on a timesheet exercise; these have been verified and the Council is satisfied the results represent a true picture. The table below summarises the calculations:

	Activity - Hours per Licence			Overall Activity Hours
	Customer Services	Licencing Team	All Areas	Licencing Team
Type of Licence	Appointments / Tests / Manufacture / Issue	Application Administration	Knowledge Tests	Governance & Committee
Driver 1 year	5.5	1.57	1.34	185.85
Driver 3 year	6.5	2.08	1.34	
Operator 1 year	0.59	1.4		2562.54
Operator 5 year	0.59	5.4		
Vehicle	2.49	0.32		

- 4.44 We reviewed the activities included in the spreadsheet. All of the activity categories identified appeared reasonable and appropriate, although it should be noted that our review was not intended to review the results of the timesheet exercise or to see whether all of the activities were required by the Councils processes.

Clarity/Transparency

- 4.45 Limited comparison with other Council fee structures shows that there are relatively few categories and sub-categories of fees. Those that are relate to time periods and are therefore clear and do not depend on officer decision/interpretation.
- 4.46 We have pointed out previously that the Councils fee setting displays consistency throughout the period. In each report the Council said it was setting out to achieve full cost recovery and areas of increased cost have been highlighted. However, reports have not set out for members the officer's calculations of costs or income. This has not allowed scrutiny of how well the Council was achieving its aim (except for the budget setting report in which the Taxi fee status was submerged in overall Licencing). Transparency is therefore limited.

Advance Notice/Accessible

- 4.47 We are aware that the Council's proposals for fees are advertised; they are easily accessible on the Councils website as are Committee Reports and we understand that letters are sent to Licence holders inviting them to consider renewal. These combined actions would seem to be adequate.

Is there, to ensure that fees remain reasonable and proportionate, a regular and robust review process?

Is the Council making a profit from licence fees and is any surplus or deficit carried forward and forming part of any subsequent review of fees.'

Regular and robust review process

- 4.48 We looked for a regular and robust process. We know that annually there was a report to the Cabinet as part of Budget setting on overall Licencing activity and a report to the Environment and Licencing Committee to recommend fees for the coming financial year. We understand this is in accordance with the Councils constitution that Portfolio Holders and Committees (in this case Environment and Licencing Committee) have the delegation to set the fees. The General Fund budget report simply sets the overall quantum but individual fees should be set with reference to a range of factors including statutory requirements.
- 4.49 We reviewed the Councils decision on the budget to see whether the issue of a subsidy position was highlighted. We have noted that each year in the period, the budget papers indicated that the overall Licencing activity was at cost to the Council.
- 4.50 There has been report to the Environment and Licencing Committee recommending fees each year and each time it is said that *'the proposals were designed to ensure that the service operates on a full cost recovery basis. All feesshow an increase of fees, this increase reflects increased costs and a fuller assessment of the total costs of providing the service.'*
- 4.51 We would expect that officers will have undertaken work to assess costs and potential income (either for the fee recommendation or budget setting report), but there is no public record of the results other than the fee recommendation or the net budget required and recommendations have not set out for members the officer's calculations of costs or income.
- 4.52 Also absent in the reporting was any assessment detailing the carry forward of any under or over recovery. Reports make it clear that the ongoing aim was to remove the deficit through increasing fees to achieve cost recovery. As such, the deficit was always a factor in the recommendations and while understanding the trend is very difficult because of the disruption caused by the pandemic, the officers' predictions appear to have been undermined by the downturn in the number of licences taken up reducing the increase in income.

Treatment of surplus/deficits in any subsequent review of fees

- 4.53 Earlier we pointed out that the cabinet received a report on the setting of the budget in which the cost of Licencing activity was detailed as a single budget line (R100 Licencing & Hackney Carriages). Members will have taken that into account in setting the Council's budget and to that extent it can be said that deficits (albeit as part of a report on all Licencing activity) were

considered as part of a subsequent review of fees. In addition, the annual report to the Environment and Licencing Committee recommending fees said that '*...proposals were designed to ensure that the service operates on a full cost recovery basis.*'

- 4.54 We have explained above why these attempts have not come to fruition but we do think that the Environment and Licencing Committee may have been more able to address that issue if, as part of the fee setting report, they received details of the subsidy and the impact the recommendations for the next years fees might have on the subsidy.

5. Future Arrangements

Introduction

- 5.1 We considered the Calculation of Time – Forward Look Final spreadsheet to review the Councils future proposals. It captures the time spent on different licence types to reflect the current arrangements for the service with the intention of feeding into the fee setting for the remainder of 2022/23. Again, there is a methodology flowchart to demonstrate where the information is derived from and its final destination. The Council say this is intended to feed into the fee setting for 2022/23. This spreadsheet followed the same approach as the Retrospective look.
- 5.2 The Councils documents say that the fees '*... reflect both the full staffing costs of running the service as well as the support service costs. It has therefore been based upon full cost recovery as defined in the CIPFA Service Reporting Code of Practice.*' *The fees are based initially '... with Licensing team and Customer Services staff providing details of the estimated time spent on taxi licensing activities. This was then related to the volumes of particular licenses issued.'* *As well as the direct costs, this includes Central Support costs such as Customer Services. In calculating the Central Support costs both the direct and indirect costs of these activities are determined and then recharged to from line services to ensure that the principle of full cost recovery is maintained.'*
- 5.3 We also looked at the Calculation of Fee Setting spreadsheet which sets out a calculation of fees for the remainder of 2022/23 based upon the analysis undertaken and contrasts these with those currently being charged. Again, this includes a methodology flowchart showing how the information shown on the other spreadsheets feeds into this.
- 5.4 Direct costs are set against the licence they relate to.
- 5.5 There are changes to the time allocations from those in the retrospective spreadsheets:
- 1-year Driver licences are timed at 4.67 hours for Appointments/Tests/Manufacture/Issue (was 5.5 hours) making a total for that type of Licence at 7.58 hours (was 8.41 hours);
 - 3-year Driver Licences are timed at 5.67 hours for Appointments/Tests/Manufacture/ Issue (was 6.5 hours) giving a total for that type of Licence of 9.09 hours (was 9.92 hours).
- (We understand the calculation is that this will reduce Customer Services costs by £46,000 (assuming no drop in volumes).)
- 5.6 The Governance and Committee time allocations are unchanged from the retrospective spreadsheet.

- 5.7 To understand how this impacted on individual fees we reviewed a worked example for a Vehicle Licence of which the greatest single volume of licences is expected. This is composed of:

Licencing Time Admin	0.16 hours x £17.34/0.16 hours x £24.60	£6.71
Customer Services Time	2.24 hours x £19.64/0.25 hours x £27.77	£50.94
Governance & Committee - Licencing	This is derived from the Governance & Committee Tab that is a grossed up rate to represent hourly cost x activity difficulty.	£29.01
LICENCING – APPORTION - Overall Overheads	This is based on an apportionment according to the total cost of the elements of activity x the number of these licenses as a proportion of the total cost.	£24.38
Licences (Plates)	This is a quoted cost	£15.44
Vehicle Inspection Costs	This is a quoted cost.	£79.19
CUSTOMER SERVICES – APPORTION-Overheads	This is based on an apportionment according to the total cost of the elements of activity x the number of these licenses as a proportion of the total cost.	£31.13
TOTAL		£236.80

- 5.8 We can see how the calculations flow into the summation against a fee and this therefore represents an understandable and logical methodology.
- 5.9 We shared with the Council one concern regarding the use of an Operator Risk Scale. This is the only non-monetary calculation in the proposals and is designed to represent the risk of an Operator with different numbers of vehicles – the greater the vehicles, the greater the risk. However, since this applies to a limited number of licences, we consider that its use has minimal impact.
- 5.10 We can see also that the costs are now related much more closely to the costs for individual licences and minimise the risk of cross subsidy. However, we note that the calculations do foreshadow significant changes in the levels of some fees.
- 5.11 The Council's calculations show that the Council's anticipation is that the new fee structure would produce almost the same income as the existing fee structure.
- 5.12 These calculations do not include any treatment of under or over recovery. We understand the Council intends that in respect of the carry forward of any surplus or deficit '*...we have currently made no proposal or determination with regard to this at present but we would expect to do so commencing with the next round of fee setting (i.e. the outcome of 2020/21 and 2021/22 outturn to feed into 2022/23, taking one year with another aim to break even) and for that to then be a feature of the process going forward. The final proposal in this regard for the current year will be dependent on the outcome of the review.*'

6. Appendix

Charging Good Practice – advice from the Local Government Association

The Local Government Association has produced guidance in a document called 'Open for Business', which states the following activities can be included when calculating the fee on a cost recovery basis:

Administration – this could cover basic office administration to process the licence application, such as resources, photocopying, postage or the cost of handling fees through the accounts department. This could also include the costs of specialist licensing software to maintain an effective database, and printing licences.

Initial visit/s – this could cover the average cost of officer time if a premises visit is required as part of the authorisation process. Councils will need to consider whether the officer time includes travel. It would also be normal to include 'on-costs' in this calculation. Councils will need to consider whether 'on-costs' include travel costs and management time.

Third party costs – some licensing processes will require third party input from experts, such as veterinary attendance during licensing inspections at animal related premises.

Liaison with interested parties – engaging with responsible authorities and other stakeholders will incur a cost in both time and resources.

Management costs – councils may want to consider charging an average management fee where it is a standard process for the application to be reviewed by a management board or licensing committee. However, some councils will include management charges within the 'on-costs' attached to officer time referenced below.

Local democracy costs – councils may want to recover any necessary expenditure in arranging committee meetings or hearings to consider applications.

On costs – including any recharges for payroll, accommodation, including heating and lighting, and supplies and services connected with the licensing functions. Finance teams should be able to provide a standardised cost for this within each council.

Development, determination and production of licensing policies – the cost of consultation and publishing policies can be fully recovered.

Web material – the EU Services Directive requires that applications, and the associated guidance, can be made online and councils should effectively budget for this work.

Advice and guidance – this includes advice in person, production of leaflets or promotional tools, and online advice.

Setting and reviewing fees – this includes the cost of time associated with the review, as well as the cost of taking it to a committee for approval.

Further compliance and enforcement costs could include:

Additional monitoring and inspection visits – councils may wish to include a charge for risk-based visits to premises in between licensing inspections and responding to complaints. As with the initial licensing visit, councils can consider basing this figure on average officer time, travel, administration, management costs and on costs as suggested above.

Local democracy costs – councils may want to recover any necessary expenditure in arranging committee meetings or hearings to review existing licences or respond to problems.

Registers and national reporting – some licensing schemes require central government bodies to be notified when a licence is issued. The costs of doing this can be recovered.

NOTE:

Charging for action against unlicensed traders.

Councils' ability to charge for these costs as part of a licensing scheme depends on the licensing scheme in question. Councils' ability to charge these costs to applicants for licences is therefore dependent on the UK legislation. However, legal interpretation of taxi and PHV licensing suggests that councils do not have the power to recover the costs of any enforcement against licensed or unlicensed drivers at all, although they may recover the costs of enforcement against vehicles.

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MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 15 November 2022

Councillor Alex Scroggie (Chair)

Present: Councillor Roxanne Ellis Councillor Paul Feeney
 Councillor Michael Boyle Councillor Helen Greensmith
 Councillor Andrew Ellwood Councillor Paul Wilkinson

Unison: Susan Buchanan Craig Thomson (GMB)
 Alison Hunt

Absent: Councillor Barbara Miller

Officers in Attendance: M Hill, D Archer and B Hopewell

13 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Miller. Councillor Boyle attended as substitute.

14 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 30 AUGUST 2022.

RESOLVED:

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

15 DECLARATION OF INTERESTS.

None.

16 MINOR STAFFING CHANGES AGREED OUTSIDE THE JCSC

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing members of any minor changes to the establishment proposed by the Senior Leadership Team for implementation outside the formal full JCSC process, following consultation with trade unions.

RESOLVED:

To note the information.

17 SICKNESS ABSENCE

The Head or HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing members of the current levels of sickness absence in the organisation and to examine trends.

RESOLVED:

To note the information.

18 CURRENT STAFFING ISSUES

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, highlighting any issues of particular interest that relate to the council's workforce.

RESOLVED:

To note the information.

19 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

20 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

21 CONSULTATION CLOSURE- PROPOSALS TO INCREASE MINIMUM PAY LEVELS

The Chief Executive introduced a report, which had been circulated in advance of the meeting, seeking approval to close formal consultation on the proposal to increase the minimum pay level within the Council to Spinal Column Point (SCP) 5 within Band 3.

Members were also asked for comment and recommendation to inform the Appointments and Conditions of Service Committee prior to its decision relating to implementation of the pay policy changes.

RESOLVED to:

- 1) Close formal consultation on the proposal to increase the minimum level of pay for employees of the Council; and
- 2) Request the Appointments and Conditions of Service Committee to consider the suggestions to ask that:
 - Representations continue to be made to request that the pay award for 2022/23 be funded by central government.
 - A wider review of pay is undertaken as described within the report.
 - The Chief Executive considers the representations made by the GMB when undertaking such a pay review.

The meeting finished at 6.15 pm

Signed by Chair:

Date:

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MINUTES STANDARDS COMMITTEE

Thursday 15 December 2022

Councillor Michael Boyle (Chair)

Councillor Pat Bosworth
Councillor Andrew Ellwood

Councillor Mike Hope
Councillor Meredith Lawrence

Absent: Councillor Boyd Elliott, Councillor Clive Towsey-Hinton, Rosalie Hawks and Martyn Thorpe

Officers in Attendance: F Whyley and E McGinlay

35 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Elliott, Payne and Towsey-Hinton. Councillor Lawrence attended as a substitute.

36 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 23 JUNE 2022

RESOLVED:

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

37 DECLARATION OF INTERESTS

Councillors Bosworth and Hope declared a non-pecuniary interest in item 5 as members of Calverton Parish Council.

38 CODE OF CONDUCT HEARING

The Monitoring Officer introduced a report, which has been circulated in advance of the meeting, to inform members of the outcome of an investigation into a complaint of breach of the Calverton Parish Council Code of Conduct against Councillor Paul Winfield of Calverton Parish Council.

RESOLVED:

That the outcome of the complaint be noted.

39 CODE OF CONDUCT COMPLAINTS UPDATE

The Monitoring Officer introduced a report, which had been circulated in advance of the meeting, to inform members of complaints received between 23 June 2022 and 15 December 2022.

RESOLVED:

That the report be noted.

40 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 6.16 pm

Signed by Chair:
Date:

MINUTES PLANNING COMMITTEE

Wednesday 11 January 2023

Councillor John Truscott (Chair)

In Attendance: Councillor Paul Wilkinson Councillor Rosa Keneally
Councillor Michael Adams Councillor Meredith Lawrence
Councillor Peter Barnes Councillor Julie Najuk
Councillor Chris Barnfather Councillor Barbara Miller
Councillor David Ellis Councillor Marje Paling
Councillor Rachael Ellis Councillor John Parr
Councillor Andrew Ellwood Councillor Henry Wheeler
Councillor Mike Hope

Absent: None.

Officers in Attendance: M Avery, N Bryan, S Fayaz and C Goodall

50 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

51 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2022

RESOLVED:

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

52 DECLARATION OF INTERESTS

The Chair declared a collective non-pecuniary interest on behalf of all members of the committee on items 7 and item 8 on the agenda as the Council were the applicant on both applications.

Councillor David Ellis declared a personal non-pecuniary interest in items 7 and 8 on the agenda as Portfolio Holder he had signed off the application to install the CCTV and would therefore not participate in the debate nor vote on the item.

Councillor Adams declared a collective non-pecuniary interest on items 7 and 8 on the agenda, on behalf of himself and Councillor Barnfather,

as they were Nottinghamshire County Councillors and Nottinghamshire County Council owned the land on both of the sites.

53

APPLICATION NO. 2021/1398 - LAND AT GRANGE VIEW ROAD, GEDLING

Erection of 24 dwellings, associated parking and access road.

Phillip Oddie, a local resident, spoke on behalf of The Willow Farm Action Group, in objection to the application.

The Principal Planning Officer introduced the report and provided an update as summarised below.

He recommended that an additional condition be added in respect of a further protected species survey for a mature ash tree to be removed to the site entrance. The recommended condition was;

Prior to the commencement of development, a protected species survey shall be completed in respect of possible bat roosts for the Ash tree to the site entrance, which is intended to be removed. The survey shall be submitted to and approved in writing by the Local Planning Authority and any mitigation approved in the report shall be undertaken.

He added that since publication of the committee report a number of emails had been received from the Willow Farm Action Group and a local resident expressing concern about the application and the committee report in particular, relating to the loss of a tree to the site entrance, whether the impact on protected species had been explored, including on hedgerows, whether a Landscape and Visual Impact Assessment (LVIA) was required and also whether impacts on residential amenity had been suitably assessed, including whether neighbour letters had been appropriately summarised.

He explained that an additional condition was recommended in respect of exploration for the potential of bats in the Ash tree which was being removed, that the specimen was not considered worthy of a preservation order and that its removal was supported. He added that the layout indicated existing hedgerows would be retained as per the proposed drawings and a landscaping scheme secured through condition 4.

He added that whilst no LVIA had been submitted in support of the application, one had been undertaken as part of allocating the site for residential development within the Local Plan, which concluded that the site was of medium landscape sensitivity.

He added that in respect of the comments from neighbours, statutory consultees and the impacts on residential amenity, these had been

accurately summarised and covered within the officer report and raised no new issues.

He added that concern had been raised about the Human Rights Act and whilst recent case law established that Article 8 (Human) Rights were important, it should not be assumed that any would outweigh the importance of having coherent control over town and country planning.

He concluded that the application be recommended for approval as outlined in the report with an additional condition relating to the requirement for a protected species survey.

Councillor Lawrence joined the meeting.

Councillor Barnfather proposed a motion that the application be deferred to a future meeting until the applicant had produced a Landscape and Visual Impact Assessment, so that the committee were fully informed of the impact of the development on existing properties and on the quality of life of the residents of those properties, before a decision was made.

The motion was seconded by Councillor Adams, but was not carried, and it was therefore

RESOLVED:

To GRANT PLANNING PERMISSION: Subject to the owner entering into planning obligations secured through a s106 agreement with the Borough Council as the Local Planning Authority and the County Council as Education and Transport Authority to secure affordable housing, education contributions, payment for public open space maintenance or details of a management company to fulfil the same role if not adopted by the Council, contributions towards bus stop improvements, monitoring fees and a local labour agreement; and subject to the conditions listed for the reasons set out in the report.

1. The development hereby permitted shall commence before the expiration of 3 years from the date of this permission.
2. This permission shall be read in accordance with the application form and following list of approved drawings:

3507-101J Site layout
3507-102J Site roof plan
3507-112A Location plan
3507-203B House A
3507-204B House B
3507-205B House C
3507-206C House D
3507-207A House E

3507-208A House F
3507-209A House G
3507-210 House H
3507-211C Street scene
3507-212A House J
3507-213A House A1
3507-214A House B1
002042-JPL-ZZ-ZZ-DR-D-4701-A2-C03 Indicative Access Road
Accommodation Schedule Rev- F

The development shall thereafter be undertaken in accordance with these plans/details.

3. Prior to above ground works commencing details of materials to be used in the external appearance of the development shall be submitted to and approved in writing by the Local Planning Authority. Development shall proceed in accordance with the details as approved.
4. Notwithstanding details previously submitted and prior to above ground works commencing, a scheme of landscaping showing the location, species and size of specimens to be planted shall be submitted to and approved in writing by the Local Planning Authority. The scheme as approved shall be carried out in the first planting season following the completion of each development phase. Any trees, shrubs or plants that die within a period of five years from the completion of each development phase, or are removed and/or become seriously damaged or diseased in that period, shall be replaced (and if necessary continue to be replaced) in the first available planting season with others of similar size and species.
5. No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for:
 1. The parking of vehicles of site operatives and visitors
 2. Loading and unloading of plant and materials
 3. Storage of plant and materials used in constructing the development
 4. The erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate
 5. Wheel washing facilities

6. Measures to control the emission of dust and dirt during construction
 7. A scheme for recycling/disposing of waste resulting from demolition and construction works.
 8. The routing of deliveries and construction vehicles to site and any temporary access points.
6. No part of the development hereby permitted shall take place until details of the internal roads have been submitted to and approved in writing by the Local Planning Authority including longitudinal and cross-sectional gradients, speed limit and calming measures, street lighting, drainage and outfall proposals, construction specification, provision of and diversion of utilities services, and any proposed structural works. The development shall be implemented in accordance with these details to the satisfaction of the Local Planning Authority.
 7. No part of the development hereby permitted shall be brought into use until all drives and parking areas are surfaced in a bound material (not loose gravel). The surfaced drives and parking areas shall then be maintained in such bound material for the life of the development.
 8. No part of the development hereby permitted shall be brought into use until the access driveways and parking areas are constructed with provision to prevent the unregulated discharge of surface water from the driveways and parking areas to the public highway. The provision to prevent the unregulated discharge of surface water to the public highway shall then be retained for the life of the development.
 9. No part of the development hereby approved shall commence until a detailed surface water drainage scheme based on the principles set forward by the approved Flood Risk Assessment (FRA) and drainage strategy NSW02042-1RP, 9/9/22, Jackson Purdue Lever, has been submitted to and approved in writing by the Local Planning Authority. Development shall proceed in accordance with the details as approved.
 10. Prior to commencement of the development a Construction Emission Management Plan (CEMP) for minimising the emission of dust and other emissions to air during the site preparation and construction shall be submitted to and approved in writing by the Local Planning Authority. The CEMP must be prepared with due regard to the guidance produced by the Council on the assessment of dust from demolition and construction and include

a site specific dust risk assessment. All works on site shall be undertaken in accordance with the approved CEMP.

11. From the date of first occupation every property built on the site with one or more dedicated vehicle parking spaces and/ or a garage shall be provided with access to an electric vehicle (EV) charge point. Charge points must have a minimum power rating output of 7kW on a dedicated circuit, capable of providing a safe overnight charge to an electric vehicle.

All EV charging points shall meet relevant safety and accessibility requirements and be clearly marked with their purpose; which should be drawn to the attention of new residents in their new home welcome pack / travel planning advice.

12. Prior to the commencement of development, the following shall be complied with:
Site Characterisation

An assessment of the nature and extent of any potential contamination has been submitted to and approved in writing by the Local Planning Authority. This assessment must be undertaken by a competent person, and shall assess any contamination on the site, whether or not it originates on the site. Moreover, it must include; a survey of the extent, scale and nature of contamination and; an assessment of the potential risks to: human health, property, adjoining land, controlled waters, ecological systems, archaeological sites and ancient monuments.
Submission of Remediation Scheme

Where required, a detailed remediation scheme (to bring the site to a condition suitable for the intended use by removing unacceptable risks to critical receptors) should be submitted to and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, an appraisal of remedial options, and proposal of the preferred option(s), and a timetable of works and site management procedures.

13. In the event that remediation is required to render the development suitable for use, the agreed remediation scheme shall be implemented in accordance with the approved timetable of works. Prior to occupation of any building(s) a Verification Report (that demonstrates the effectiveness of the remediation carried out) must be submitted and approved in writing by the Local Planning Authority.
14. In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing immediately to the Local Planning

Authority and once the Local Planning Authority has identified the part of the site affected by the unexpected contamination development must be halted on that part of the site. An assessment must be undertaken in accordance with the requirements above, and where remediation is necessary a remediation scheme, together with a timetable for its implementation and verification reporting, must be submitted to and approved in writing by the Local Planning Authority.

15. No part of the development shall be commenced until details of the existing and proposed ground and finished floor levels of the site and approved buildings, including retaining walls, have been submitted to and approved in writing by the local planning authority. The development shall be carried out thereafter in accordance with the approved details.
16. No part of the development shall be brought into use until details of all the boundary treatments proposed for the site including types, height, design and materials, have been submitted to and approved in writing by the Local Planning Authority. The approved boundary treatment for each individual plot on site shall be implemented prior to the occupation of each individual dwelling.
17. Prior to the commencement of development details of means by which the site will be drained during construction shall be submitted to and approved in writing by the Local Planning Authority. Development shall thereafter be undertaken in accordance with the details as approved.
18. Prior to the commencement of development, a protected species survey shall be completed in respect of possible bat roosts for the Ash Tree to the site entrance, which is intended to be removed. The survey shall be submitted to and approved in writing by the Local Planning Authority and any mitigation approved in the report shall be undertaken.

Reasons

1. To comply with the requirements of Section 91(1) of the Town and Country Planning Act 1990 (as amended).
2. For the avoidance of doubt.
3. To ensure that the character of the area is respected and to comply with policy ACS10.
4. To ensure that the character of the area is respected and to comply with policy ACS10.

5. In the interest of highway safety, and to minimise disruption to users of the public highway and protect the amenity of local residents and to comply with policy LPD61.
6. To ensure the development is constructed to adoptable standards and comply with policy LPD61.
7. To reduce the possibility of deleterious material being deposited on the public highway (loose stones etc) and comply with policies LPD57 and LPD61.
8. To ensure surface water from the site is not deposited on the public highway causing dangers to road users and comply with policy LPD61.
9. To ensure that the site is adequately drained and to comply with policies LPD3 and LPD4.
10. To ensure the development is constructed in an appropriate sustainable manner which takes into consideration air quality with in the Borough, and takes into consideration the National Planning Policy Framework and policy LPD11 of the Councils Local Plan.
11. To ensure the development is constructed in an appropriate sustainable manner which takes into consideration air quality with in the Borough, and takes into consideration the National Planning Policy Framework and policy LPD11 of the Councils Local Plan.
12. To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 183 of the National Planning Policy Framework and policy LPD7 of the Councils Local Plan.
13. To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 183 of the National Planning Policy Framework and policy LPD7 of the Councils Local Plan.
14. To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 183 of the National Planning Policy Framework and policy LPD7 of the Councils Local Plan.
15. To ensure the character of the area and residential amenity are respected and to comply with policies ACS10 and LPD32.
16. To ensure the character of the area and residential amenity are respected and to comply with policies ACS10 and LPD32.

17. To ensure that the site is adequately drained and to comply with policies LPD3 and LPD4.
18. To ensure protected species are not detrimentally impacted and comply with policy LP18.

Notes to Applicant

The developer is encouraged to consider upgrading the EV charging facilities to incorporate mode 3 charging capability as this will help future proof the development and improve its sustainability. A suitable electrical socket can be provided to allow 'Mode 3' charging of an electric vehicle, allowing Smart charging of electric vehicles.

All electrical circuits/installations shall comply with the electrical requirements of BS7671:2008 as well as conform to the IET code of practice on Electrical Vehicle Charging Equipment installation (2015).

In respect of the surface water drainage scheme to be approved, it should;

Demonstrate that the development will use SuDS throughout the site as a primary means of surface water management and that design is in accordance with CIRIA C753 and NPPF Paragraph 169.

Limit the discharge generated by all rainfall events up to the 100 year plus 40% (climate change) critical rain storm to QBar rates for the developable area.

Provide detailed design (plans, network details, calculations and supporting summary documentation) in support of any surface water drainage scheme, including details on any attenuation system, the outfall arrangements and any private drainage assets.

Calculations should demonstrate the performance of the designed system for a range of return periods and storm durations inclusive of the 1 in 1 year, 1 in 30 year and 1 in 100 year plus climate change return periods.

- o No surcharge shown in a 1 in 1 year.
- o No flooding shown in a 1 in 30 year.
- o For all exceedance to be contained within the site boundary without flooding properties in a 100 year plus 40% storm.

Evidence to demonstrate the viability (e.g Condition, Capacity and positive onward connection) of any receiving watercourse to accept and convey all surface water from the site.

Details of STW approval for connections to existing network and any adoption of site drainage infrastructure.

Evidence of approval for drainage infrastructure crossing third party land where applicable.

Provide a surface water management plan demonstrating how surface water flows will be managed during construction to ensure no increase in flood risk off site.

Evidence of how the on-site surface water drainage systems shall be maintained and managed after completion and for the lifetime of the development to ensure long term effectiveness.

The applicant is advised that all planning permissions granted on or after 16th October 2015 may be subject to the Community Infrastructure Levy (CIL). Full details of CIL are available on the Council's website.

The proposed development has been assessed and it is the Council's view that CIL IS PAYABLE on the development hereby approved as is detailed below. Full details about the CIL Charge including, amount and process for payment will be set out in the Regulation 65 Liability Notice which will be sent to you as soon as possible after this decision notice has been issued. If the development hereby approved is for a self-build dwelling, residential extension or residential annex you may be able to apply for relief from CIL. Further details about CIL are available on the Council's website or from the Planning Portal: www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil

In order to carry out the off-site works i.e. works on the public highway which is land subject to the provisions of the Highways Act 1980 (as amended) and therefore land over which you have no control. Applicant will need to enter into an agreement under Section 278 of the Act. Please contact the County Highway Authority for details.

Planning Statement - The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework (2018). Negotiations have taken place during the determination of the application to address adverse impacts identified by officers. Amendments have subsequently been made to the proposal, addressing the identified adverse impacts, thereby resulting in a more acceptable scheme and a favourable recommendation.

Please note that the grant of planning permission does not override civil legal matters with regard to development on or over a boundary, including the Party Wall etc Act, advice on which should be sought from an independent source.

54 APPLICATION NO. 2022/0798 - TOTAL SITE, ROAD NO 3, COLWICK

Full planning application for: 1) erection of a building for use as a builders merchant (Sui Generis) with trade counters and ancillary kitchen joinery showroom for the display, sale and storage of building, timber and plumbing supplies, plant and tool hire, including outside display and

storage including storage racking; and 2) erection of industrial and logistics units (Use Classes E(g)(iii), B2 and B8); together with access and servicing arrangements, parking and landscaping, boundary fencing and associated works.

Mark Garrity – Development Director, Chancerygate (The Applicant) spoke in support of the application.

The Principal Planning Officer introduced the report and provided an update in respect of the hazardous substance consent and confirmed that the Health and Safety Executive would not request that the application be called in for determination by the Secretary of State nor pursue the matter further, should planning permission be granted.

RESOLVED:

To GRANT PLANNING PERMISSION: subject to the following conditions:

Conditions

- 1 The development must be begun not later than three years beginning with the date of this permission.
- 2 The development hereby permitted shall be completed in accordance with the following drawing and details; received by the Local Planning Authority on 8 July 2022 unless otherwise stated:
 - 21068-300 Revision P01 (Site Location Plan)
 - 21068-302 Revision P09 (Proposed Site Plan) - received 26 October 2022
 - 21068-310 Revision P02 (Unit 1 Proposed Elevations)
 - 21068-311 Revision P01 (Unit 1 Proposed Floor Plan)
 - 21068-312 Revision P02 (Unit 1 Proposed Roof Plan)
 - 21068-320 Revision P02 (Unit 2 Proposed Elevations)
 - 21068-321 Revision P02 (Unit 2 Proposed Floor Plan)
 - 21068-322 Revision P02 (Unit 2 Proposed Roof Plan)
 - 21068-330 Revision P01 (Unit 3 Proposed Elevations)
 - 21068-331 Revision P01 (Unit 3 Proposed Floor Plan)
 - 21068-332 Revision P01 (Unit 3 Proposed Roof Plan)
 - 21068-340 Revision P02 (Unit 4 Proposed Elevations)
 - 21068-341 Revision P02 (Unit 4 Proposed Floor Plan)
 - 21068-342 Revision P02 (Unit 4 Proposed Roof Plan)
 - 21068-350 Revision P03 (Unit 5 Proposed Elevations) - received 28 July 2022
 - 21068-351 Revision P02 (Unit 5 Proposed Floor Plan)
 - 21068-352 Revision P01 (Unit 5 Proposed Roof Plan)

- 21068-900 revision P03 (Proposed Site Section) - received 12 September 2022
 - 853.29.02 (Planting Layout South)
 - 853.19.05 (Planting Layout North) - received 16 November 2022
 - 21068-801-P01 (Schedule of External Building Materials)
 - Construction and Emissions Management Plan - received 17 August 2022
- 3 In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing immediately to the Local Planning Authority and once the Local Planning Authority has identified the part of the site affected by the unexpected contamination development must be halted on that part of the site. An assessment must be undertaken in accordance with the requirements above, and where remediation is necessary a remediation scheme, together with a timetable for its implementation and verification reporting, must be submitted to and approved in writing by the Local Planning Authority.
- 4 Prior to the occupation of building(s) hereby permitted, Electric Vehicle Recharging Points (active) shall be installed in accordance with the details set out in drawing number 21068-302 Revision P09; with infrastructure installed for a further eighteen (18) in future years (passive). The Electric Vehicle Recharging Points shall be for the exclusive use of zero emission vehicles. The Electric Vehicle Recharging Points shall be installed prior to occupation of any part of the development and shall be thereafter maintained in the location as approved for the lifetime of the development. All EV charging points shall meet relevant safety and accessibility requirements and be clearly marked with their purpose; which should be drawn to the attention of car park users.
- 5 The development hereby approved shall be carried out in accordance with the Proposed Drainage Plan (21-034-CHA D01 Rev T3).
- 6 The proposed Builder's Merchant shall not be brought into use until the parking/turning/servicing areas as shown on drawing 21068-302 Revision PO9 have been provided. The parking/turning/servicing areas shall be maintained in accordance with the approved details and shall not be used for any purpose other than the parking/turning/loading and unloading of vehicles.
- 7 The proposed Builder's Merchant shall not be brought into use until the vehicular access from Road No.1 as shown on drawing 21068-302 Revision PO9 has been provided.

- 8 The proposed industrial units shall not be brought into use until the parking/turning/servicing areas as shown on drawing 21068-302 Revision P09 have been provided. The parking/turning/servicing areas shall be maintained in accordance with the approved details and shall not be used for any purpose other than the parking/turning/loading and unloading of vehicles.
- 9 The proposed development shall not be brought into use until bus stop GEO336 as shown indicatively on drawing 21068-302 Revision P09 has been provided unless otherwise agreed with the Local Planning Authority.
- 10 The proposed development shall not be brought into use until the redundant vehicular crossing on Road No.1 has been reinstated to verge, and full height kerbs provided along the footway.
- 11 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any provision in any Statutory Instrument revoking or re-enacting that Order) the development hereby permitted shall not be used for any purposes other than the builders merchant and uses falling within use class E(g)(iii), B2 and B8.
- 12 The development shall be carried out in accordance with the Local Labour Agreement dated September 2022; received by the Local Planning Authority on 28 September 2022.
- 13 The development shall be carried out in accordance with the submitted flood risk assessment (ref 21-034-CHA Road No.3, Colwick, dated 13 June 2022 and document titled Addendum To Flood Risk Assessment, dated 25 August 2022, compiled by I&L Consulting Ltd) and the following mitigation measures it details:
 - Finished floor levels shall be set no lower than 20.95 metres above Ordnance Datum (AOD)
 - The proposed units shall be made to be floodable
 - There shall be a safe refuge areas on site and a safe access route off site (as per drawing document SK010 P1 - Proposed Safe Refuge Routes).

These mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the scheme's timing/phasing arrangements. The measures detailed above shall be retained and maintained thereafter throughout the lifetime of the development.
- 14 The landscaping scheme as approved (including the trees to be planted on the public highway) shall be carried out in the first planting season following completion of the development. Any

trees, shrubs or plants that die within a period of five years from the completion of each development phase, or are removed and/or become seriously damaged or diseased in that period, shall be replaced (and if necessary continue to be replaced) in the first available planting season with others of similar size and species.

- 15 No development approved by this planning permission shall commence until a remediation strategy to deal with the risks associated with contamination of the site in respect of the development hereby permitted, has been submitted to, and approved in writing by, the Local Planning Authority. This strategy will include the following components:
 - a. A preliminary risk assessment which has identified: all previous uses potential contaminants associated with those uses a conceptual model of the site indicating sources, pathways and receptors potentially unacceptable risks arising from contamination at the site
 - b. A site investigation scheme, based on (1) to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off-site.
 - c. The results of the site investigation and the detailed risk assessment referred to in (2) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken.
 - d. A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy in (3) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action. Any changes to these components require the written consent of the Local Planning Authority. The scheme shall be implemented as approved.
- 16 Prior to any part of the permitted development being brought into use, a verification report demonstrating the completion of works set out in the approved remediation strategy and the effectiveness of the remediation shall be submitted to, and approved in writing, by the Local Planning Authority. The report shall include results of sampling and monitoring carried out in accordance with the approved verification plan to demonstrate that the site remediation criteria have been met.
- 17 No drainage systems for the infiltration of surface water to the ground are permitted other than with the written consent of the Local Planning Authority. Any proposals for such systems must be supported by an assessment of the risks to controlled waters.

The development shall be carried out in accordance with the approved details.

- 18 Piling or any other foundation designs using penetrative methods shall not be carried out other than with the written consent of the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 For the avoidance of doubt.
- 3 In the interest of public health and safety.
- 4 To ensure the development is constructed in an appropriate sustainable manner which takes into consideration air quality within the Borough, and takes into consideration the National Planning Policy Framework and policy LPD11 of the Council's Local Plan.
- 5 To ensure that the development has sufficient surface water management, is not at increased risk of flooding, and does not increase flood risk off-site.
- 6 In the interest of highway amenity.
- 7 In the interest of highway amenity.
- 8 In the interest of highway amenity.
- 9 To promote sustainable travel.
- 10 In the interest of highway amenity.
- 11 To protect the vitality and viability of nearby local centres.
- 12 To enable local people to benefit from the development in accordance with LPD 48 of the Gedling Part 2 Local Plan (2018).
- 13 To reduce the risk of flooding to the proposed development and future occupants.
- 14 To ensure that the character of the area is respected and to comply with policies LPD18.
- 15 To ensure that the development does not contribute to, and is not put at unacceptable risk from or adversely affected by,

unacceptable levels of water pollution in line with paragraph 174 of the National Planning Policy Framework.

- 16 To ensure that the site does not pose any further risk to the water environment by demonstrating that the requirements of the approved verification plan have been met and that remediation of the site is complete. This is in line with paragraph 174 of the National Planning Policy Framework.
- 17 To ensure that the development does not contribute to, and is not put at unacceptable risk from or adversely affected by, unacceptable levels of water pollution caused by mobilised contaminants. This is in line with paragraph 174 of the National Planning Policy Framework
- 18 Piling can result in risks to water resources from, for example, mobilising contamination, drilling through different aquifers, and creating preferential pathways. Thus it should be demonstrated that any of these activities will not harm water resources in line with paragraph 174 of the NPPF. If Piling is proposed, a Piling Risk Assessment must be submitted, written in accordance with EA guidance document "Piling and Penetrative Ground Improvement Methods on Land Affected by Contamination: Guidance on Pollution Prevention. National Groundwater & Contaminated Land Centre report NC/99/73".

Reasons for Decision

The application site is within an established industrial estate and will enhance employment use on offer. The built form would respect the character of the area and amenity of adjacent users. Highway safety would be respected and parking provision is considered to be acceptable. Subject to conditions the development would be acceptable in respect of flood risk and contamination. The application is, therefore, deemed to comply with policies 1, 4 and 10 of the Aligned Core Strategy; policies LPD 3, LPD 4, LPD 7, LPD 11, LPD 32, LPD 44, LPD 48, LPD 57 and LPD 61 of the Local Planning Document and guidance within the NPPF, Parking Provision for Residential and Non-Residential Developments Supplementary Planning Document (2022) and Low Carbon Planning Guidance for Gedling Borough (May 2021)..

Notes to Applicant

The developer is encouraged to consider upgrading the EV charging facilities to incorporate mode 3 charging capability as this will help future proof the development and improve its sustainability. A suitable electrical socket can be provided to allow 'Mode 3' charging of an electric vehicle, allowing Smart charging of electric vehicles.

All electrical circuits/installations shall comply with the electrical requirements of BS7671:2008 as well as conform to the IET code of practice on Electrical Vehicle Charging Equipment installation (2015).

The development makes it necessary to construct/reinstate a vehicular crossing over a verge/footway of the public highway and provide public transport infrastructure. These works will take place on land that is subject to the provisions of the Highways Act 1980 (as amended), and is therefore land over which you have no control. Please contact licences@viaem.co.uk to ensure the necessary licences are in place prior to works commencing.

The development makes it necessary to plant trees in the public highway. You will therefore be required to obtain a cultivation licence under Section 142 of the Highways Act 1980 whereby you will be required to trim the area off to reduce competition for water/nutrients, and commit to a 3 year maintenance plan inclusive of watering.

The applicant is advised that all planning permissions granted on or after 16th October 2015 may be subject to the Community Infrastructure Levy (CIL). Full details of CIL are available on the Council's website. The proposed development has been assessed and it is the Council's view that CIL is not payable on the development hereby approved as the development type proposed is zero rated in this location.

The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to The Coal Authority on 0845 762 6848. Further information is also available on The Coal Authority website at www.coal.decc.gov.uk. Property specific summary information on past, current and future coal mining activity can be obtained from The Coal Authority's Property Search Service on 0845 762 6848 or at www.groundstability.com

The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework. During the processing of the application regular discussions took place with the applicant to address any issues that occurred.

Any facilities for the storage of oils, fuels or chemicals shall be provided with secondary containment that is impermeable to both the oil, fuel or chemical and water, for example a bund, details of which shall be submitted to the local planning authority for approval. The minimum volume of the secondary containment should be at least equivalent to the capacity of the tank plus 10%. If there is more than one tank in the secondary containment the capacity of the containment should be at least the capacity of the largest tank plus 10% or 25% of the total tank capacity, whichever is greatest. All fill points, vents, gauges and sight

gauge must be located within the secondary containment. The secondary containment shall have no opening used to drain the system. Associated above ground pipework should be protected from accidental damage. Below ground pipework should have no mechanical joints, except at inspection hatches and either leak detection equipment installed or regular leak checks. All fill points and tank vent pipe outlets should be detailed to discharge downwards into the bund.

The CLAIRE Definition of Waste: Development Industry Code of Practice (version 2) provides operators with a framework for determining whether or not excavated material arising from site during remediation and/or land development works are waste or have ceased to be waste. Under the Code of Practice: o excavated materials that are recovered via a treatment operation can be re-used on-site providing they are treated to a standard such that they fit for purpose and unlikely to cause pollution o treated materials can be transferred between sites as part of a hub and cluster project o some naturally occurring clean material can be transferred directly between sites. Developers should ensure that all contaminated materials are adequately characterised both chemically and physically, and that the permitting status of any proposed on site operations are clear. If in doubt, the Environment Agency should be contacted for advice at an early stage to avoid any delays. The Environment Agency recommends that developers should refer to: The Position statement on the Definition of Waste: Development Industry Code of Practice and; The Environmental regulations page on GOV.UK

55 APPLICATION NO. 2022/0944 - 27 FORESTER STREET, NETHERFIELD

Item withdrawn from the agenda.

56 APPLICATION NO. 2022/1114 - STREET RECORD, VALE ROAD, COLWICK

Install a 10m column, concrete base and street cabinet for CCTV camera.

RESOLVED:

To Grant Planning Permission subject to the following conditions:

Conditions

- 1 The development hereby permitted shall commence before the expiration of 3 years from the date of this permission.
- 2 This permission shall be carried out in accordance with the details set out in the application form, Site Location Plan, drawings numbered TC.10.400.01 and WEC-467586A1, and Specification

Sheet: PTP550; received by the Local Planning Authority on 5 October 2022.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 For the avoidance of doubt.

Reasons for Decision

The proposed development is consistent with Gedling Borough planning policies. The proposal represents an acceptable form of development which seeks to reduce crime, the detection of crime and the fear of crime. The proposal is not considered to have an unacceptable impact on the visual amenity of the area. The proposal will not have an unacceptable impact on the residential amenity of the occupiers of neighbouring properties. It is considered that the proposal is appropriate for its context and is in accordance with the NPPF (Section 8 and 12), Policy 10 of the GBCAS (2014) and Policy 32 of the LPD.

Notes to Applicant

The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework. During the processing of the application there were no problems for which the Local Planning Authority had to seek a solution in relation to this application.

The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to The Coal Authority on 0845 762 6848. Further information is also available on The Coal Authority website at www.coal.decc.gov.uk. Property specific summary information on past, current and future coal mining activity can be obtained from The Coal Authority's Property Search Service on 0845 762 6848 or at www.groundstability.com

The applicant is advised that all planning permissions granted on or after 16th October 2015 may be subject to the Community Infrastructure Levy (CIL). Full details of CIL are available on the Council's website. The proposed development has been assessed and it is the Council's view that CIL is not payable on the development hereby approved as the development type proposed is zero rated in this location.

The proposal makes it necessary to apply for an S115e licence for installation of a CCTV camera to be installed on the verge of the public

highway. These Works will be subject to a site inspection for which a fee will apply. The application process can be found at: <http://www.nottinghamshire.gov.uk/transport/licences-permits/temporary-activities>

57 APPLICATION NO. 2022/1115 - STREET RECORD, COLWICK LOOP ROAD, COLWICK

Install a 10m column together with a 2M antennae extension and a concrete base for CCTV camera.

RESOLVED:

To Grant Planning Permission subject to the following conditions:

Conditions

- 1 The development hereby permitted shall commence before the expiration of 3 years from the date of this permission.
- 2 This permission shall be carried out in accordance with the details set out in the application form, Site Location Plan, and WEC Technical Specification; received by the Local Planning Authority on 14 November 2022.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 For the avoidance of doubt.

Reasons for Decision

The proposed development is consistent with Gedling Borough planning policies. The proposal represents an acceptable form of development which seeks to reduce crime, the detection of crime and the fear of crime. The proposal is not considered to have an unacceptable impact on the visual amenity of the area. The proposal will not have an unacceptable impact on the residential amenity of the occupiers of neighbouring properties. It is considered that the proposal is appropriate for its context and is in accordance with the NPPF (Section 8 and 12), Policy 10 of the GBCAS (2014) and Policy 32 of the LPD.

Notes to Applicant

The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning

Policy Framework. During the processing of the application there were no problems for which the Local Planning Authority had to seek a solution in relation to this application.

The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to The Coal Authority on 0845 762 6848. Further information is also available on The Coal Authority website at www.coal.decc.gov.uk. Property specific summary information on past, current and future coal mining activity can be obtained from The Coal Authority's Property Search Service on 0845 762 6848 or at www.groundstability.com

The applicant is advised that all planning permissions granted on or after 16th October 2015 may be subject to the Community Infrastructure Levy (CIL). Full details of CIL are available on the Council's website. The proposed development has been assessed and it is the Council's view that CIL is not payable on the development hereby approved as the development type proposed is zero rated in this location.

The proposal makes it necessary to apply for an S115e licence for installation of a CCTV camera to be installed on the verge of the public highway. These Works will be subject to a site inspection for which a fee will apply. The application process can be found at: <http://www.nottinghamshire.gov.uk/transport/licences-permits/temporary-activities>

58 INFRASTRUCTURE FUNDING STATEMENT 2021/22

To provide Members with information on the monies collected through the Community Infrastructure Levy (CIL) and Section 106 Planning Obligations, how they are administrated and future expenditure priorities in relation to the monies collected.

To note the publication of the Infrastructure Funding Statement for 2021/22 attached in Appendix A.

RESOLVED to:

1. Note the contents of the report.
2. Note the publication of the Infrastructure Funding Statement for 2021/22 as detailed at Appendix A.

59 AUTHORITY MONITORING REPORT 2021/22

To note the Gedling Borough Council Authority Monitoring Report April 2021 – March 2022.

RESOLVED:

To note the Gedling Borough Council Authority Monitoring Report April 2021 - March 2022 attached at Appendix A.

60 HOUSES IN MULTIPLE OCCUPATION IN THE NETHERFIELD WARD

To note the latest position on the suitability of implementing an Article 4 direction, to introduce a requirement for planning permission to change from a C3 Dwellinghouse (family dwelling) to a C4 HMO (3-6 unrelated people who share facilities) in the Netherfield Ward.

RESOLVED to:

- 1) Note that there was currently insufficient evidence to demonstrate that an Article 4 direction or any other measure was necessary to protect local amenity or the well-being of the Netherfield Ward.
- 2) Note that the overall number of HMOs in the Netherfield Ward would be monitored and a further update report would be submitted to Cabinet within 12 months.

61 FUTURE PLANNING APPLICATIONS

RESOLVED:

To note the information.

62 DELEGATION PANEL ACTION SHEETS

RESOLVED:

To note the information.

63 ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.01 pm

Signed by Chair:
Date:

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MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 16 January 2023

Councillor Liz Clunie (Chair)

Councillor Paul Feeney	Councillor Pat Bosworth
Councillor Rachael Ellis	Councillor Lynda Pearson
Councillor Andrew Ellwood	Councillor Martin Smith
Councillor Meredith Lawrence	Councillor Sam Smith
Councillor Marje Paling	

Apologies for absence: Councillor Michael Boyle and Councillor Jim Creamer

Officers in Attendance: M Hill, E McGinlay and B Hopewell

Guests in Attendance: D Cumberlidge and S Mee

20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Boyle, Creamer, Dunkin and Hope. Councillors Ellwood and Bosworth attended as substitutes.

21 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2022

RESOLVED:

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

22 DECLARATION OF INTERESTS

None.

23 PARTNERSHIP REVIEW - CITIZENS ADVICE NOTTINGHAM & DISTRICT

The Chair welcomed Donna Cumberlidge, Chief Officer for Citizens Advice Nottingham district and Simon Mee, General Advice Service Manager, to the committee as part of the Council's partnership review programme.

A presentation was held, providing an overview on the key areas of their work. Highlights of the presentation were as follows:

- Citizens Advice are a national charity and network of 258 local Citizen Advice offices across England, offering free, confidential and impartial advice to help people find their way forward, whoever they are and whatever the problem.
- The Citizens Advice Nottingham District was formed in 1988, delivering services across Gedling, Rushcliffe and Nottingham City. Their main office is located in Nottingham City with outreach at various sites, offering general advice, debt management, housing and help to claim support.
- They aim to reduce poverty and inequality and provide support to the most vulnerable. To achieve this they work with local organisations to improve people's life chances and reduce levels of poverty as well as identifying and delivering key interventions to prevent homelessness and rough sleeping.
- Throughout 2022, Citizens Advice supported 696 Gedling residents with 1886 issues. They dealt with 2.7 issues on average for each client they supported with 55% of clients having long term health conditions.
- It was noted that the public are facing increasing difficulties concerning bills/daily costs, increasing debts, health and disabilities and increasing complexities with cases concerning multiple issues at once.

Members' discussed the Local Housing Allowance (LHA) cap and queried whether this was a government decision and how the figure for this varies across the country. It was explained that it was a government decision and that the LHA figures are set for the whole country for the Broad Rental Market Areas.

Members queried the financial support received by the bureau and how the Council monitors and evaluates this to ensure value for money. It was noted that it is monitored and a Service Level Agreement is in place.

Members discussed the citizens' advices capacity to see every person who presents themselves at their offices. It was explained that they see a few people at each office but would like to increase this number but they lost 50% of their volunteers since the Covid-19 pandemic so are unable to see every resident that arrives. Those who can't be seen are given the advice helpline where they may be referred to another office or if local assistance is required they will be given a local appointment.

RESOLVED:

The Chair thanked Donna Cumberlidge and Simon Mee for the presentation and information provided.

The Chief Executive introduced a report, which had been circulated in advance of the meeting, informing members in summary of the position against improvement actions and performance indicators in the 2020-23 Gedling Plan at the end of quarter 2 of 2022/23 quarter 2.

Members noted that bed and breakfasts are used for large families and asked what is being done to tackle the issue with expenditure on temporary accommodation. They also highlighted that the Council are buying and building 2-3 bedroom properties, whilst some families may need 4-5 bedroom properties.

The Chief Executive explained that the funding received is predominantly spent where there is the most demand which is currently for single people but confirmed there are some large families seeking accommodation as well. It was highlighted that there are no large houses available in the borough but discussions have been held with partners and developers to address the issue. Some developers have committed to building 4-5 bedroom properties to help in this regard but agreed that this is a long-term solution.

Members asked whether the equalities and diversity training would be available for Members to attend online and whether the training will be incorporated into Member's induction training following the upcoming election.

The Chief Executive confirmed that this training will be available to Members and that an extensive induction training programme has been planned for any new members following the upcoming election.

RESOLVED:

That the progress against the improvement actions and performance indicators in the 2020-23 Gedling Plan for the end of quarter 2 of 2022/23 be noted.

Councillor Martin Smith left the meeting.

25

REVIEW OF THE IMPLEMENTATION OF THE DOMESTIC ABUSE WORKING GROUP RECOMMENDATIONS

Consideration was given to a report of the Democratic Services Manager, which had been circulated in advance of the meeting, to review the implementation of the domestic abuse working group recommendations and make comments as necessary.

Member's queried whether Sanctuary referrals will still be supported going forward. It was noted that this information would be checked and confirmed shortly.

RESOLVED:

That the report be noted.

26 SCRUTINY WORK PROGRAMME

Consideration was given to a report of the Democratic Services Manager, which had been circulated in advance of the meeting, to provide an update on the scrutiny work programme.

Members noted that the upcoming meeting schedule was very full and agreed that alternate arrangements should be made to spread the workload. It was decided that the April meeting would not be cancelled, but would be moved forward to before the pre-election period.

RESOLVED:

That the current work programme be noted, moving the April meeting date forward.

27 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 6.50 pm

Signed by Chair:
Date:

MINUTES AUDIT COMMITTEE

Tuesday 17 January 2023

Councillor Bob Collis (Chair)

Councillor Meredith Lawrence	Councillor Andrew Ellwood
Councillor Sandra Barnes	Councillor Helen Greensmith
Councillor Liz Clunie	Councillor Lynda Pearson

Absent: Councillor Kathryn Fox

Officers in Attendance: P Adcock, A Ball and C Goodall

Guests in Attendance: C Thomas (BDO)

7 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Councillor Fox. Councillor Sandra Barnes attended as substitute.

8 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2022

RESOLVED:

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

9 DECLARATION OF INTERESTS

None.

10 INTERNAL AUDIT PROGRESS REPORT

The Internal Auditor introduced a report, which had been circulated in advance of the meeting, summarising the outcome of the internal audit activity completed by the BDO Internal Audit Team for the period October 2022 to January 2023.

RESOLVED:

To note the report and note the actions taken or to be taken.

**11 CORPORATE RISK MANAGEMENT SCORECARD QUARTER 2
2022/23**

The Head of Finance and ICT introduced a report, which had been circulated in advance of the meeting, updating members on the current level of assurance that could be provided against each corporate risk.

He informed members that one risk score had changed from that previously reported at the last meeting in respect of risk 12, which was failure to respond to an environmental incident or a malicious act. He added that the risk score had increased from B1- low likelihood/negligible impact to B3 – low likelihood/serious impact. He concluded that although the risk had increased, members could be reassured that actions were being taken to address that particular risk.

RESOLVED:

To note the progress of actions identified within the Corporate Risk Register.

12 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 5.50 pm

Signed by Chair:
Date:

MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 24 January 2023

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Martin Smith
Councillor Rachael Ellis Councillor Sam Smith
Councillor Des Gibbons Councillor Paul Wilkinson
Councillor Julie Najuk

Absent: Councillor Pat Bosworth, Councillor Alex Scroggie and Councillor Clive Towsey-Hinton

Officers in Attendance: M Hill, A Ball, L Chaplin, P Gibbs and B Hopewell

9 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Scroggie and Towsey-Hinton.

10 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 10 JANUARY 2023.

RESOLVED:

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

11 DECLARATION OF INTERESTS.

None.

12 REVIEW OF TAXI LICENCE FEE SETTING.

The Chief Executive introduced a report, which had been circulated in advance of the meeting, updating members on the review of taxi licensing fee setting, including the findings of an independent assessment of Gedling Borough Council's Taxi Licence Fee Setting prepared by CIPFA.

RESOLVED to:

Note the findings, including the financial implications.

13 PROPOSED TAXI LICENSING FEES FOR 2023/24.

The Chief Executive introduced a report, which had been circulated in advance of the meeting, seeking approval for the proposed fees for taxi driver, operator and vehicle licensing for 2023/24 as shown at Appendix 1(a) to the report and to approve a proposed increase to the general taxi licensing fees for 2023/24 shown at Appendix 1 (b) to the report.

RESOLVED to:

- 1) Approve the fees taxi driver, operators and vehicle licences as detailed at Appendix 1(a) to the report for 2023/24 for advertisement in accordance with the Local Government (Miscellaneous Provisions) Act 1976, to automatically come into force on 1 April 2023 if no objections are received within the statutory period. If any objections are received within the statutory period that those be referred back to Committee for consideration in accordance with the legislation.
- 2) Approve the fees for general taxi licensing for 2023/24 as detailed at Appendix 1(b) to the report with effect from 1 April 2023.

14 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

The Chair informed the Committee of an additional item requiring an urgent decision regarding an application from a driver which was to be introduced after the exclusion of the press and public. The matter was considered urgent as the outcome of the application could resolve ongoing legal proceedings and the application was not received until after the agenda for the meeting had been prepared.

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the reports involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

APPLICATION TO AMEND WORDING ON HACKNEY CARRIAGE ROOF SIGN

Consideration was given to a report of the Head of Environment, which had been circulated in advance of the meeting as a matter considered urgent by the Chair, regarding an application from MF to permit the display of the word 'TAXI' on his hackney carriage vehicle roof sign in accordance with Gedling Borough Council's Hackney Carriage Vehicle Licence Condition 6(vi)(the 'Condition').

RESOLVED to:

Approve MF's application to vary the wording on his hackney carriage vehicle roof sign, to read 'TAXI' rather than 'FOR HIRE' in accordance with the condition until further notice.

The meeting finished at 4.35 pm

Signed by Chair:

Date:

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MINUTES CABINET

Tuesday 24 January 2023

Councillor John Clarke (Chair)

Councillor David Ellis
Councillor Kathryn Fox
Councillor Jenny Hollingsworth

Councillor Ron McCrossen
Councillor Viv McCrossen

Absent: Councillor Michael Payne and Councillor Henry Wheeler

Officers in Attendance: M Hill, C McCleary, A Ball and F Whyley

47 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Payne and Wheeler.

48 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 8 DECEMBER 2022

RESOLVED:

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

49 DECLARATION OF INTERESTS

None.

50 FORWARD PLAN

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

RESOLVED:

To note the report.

51 CUSTOMER PROMISE

The Head of Governance and Customer Services introduced a report, which had been circulated in advance of the meeting, informing Cabinet of the work undertaken by Customer Services to improve customer engagement and seeking approval of an updated Customer Promise.

RESOLVED to:

- 1) Note the work undertaken by Customer Services to improve customer engagement; and
- 2) Approve the Customer Promise at Appendix 1 to the report, for publication on the Council's website.

52 PRUDENTIAL CODE INDICATOR MONITORING 2022/23 AND QUARTER 3 TREASURY ACTIVITY REPORT

The Head of Finance and ICT introduced a report, informing Cabinet of the performance monitoring of the 2022/23 prudential code indicators, and advising members of the quarterly treasury activity as required by the treasury management strategy.

RESOLVED:

That the report, together with the treasury activity report 2022/23 for quarter 3 at appendix 1, and the prudential and treasury indicator monitoring 2022/23 for quarter 3 at appendix 2 of the report, be noted.

53 BUDGET MONITORING Q3 AND VIREMENT REPORT

The Head of Finance and ICT introduced a report, which had been circulated in advance of the meeting, updating Cabinet on the forecast outturn for revenue and capital budgets for 2022/23, including all approved carried forward amounts from the 2021/22 financial year and to request approval for changes to the budget as set out in the report.

RESOLVED to:

- 1) Approve the general fund budget virements set out in appendix 1 of the report;
- 2) Note the use of reserves and funds during quarter three as detailed in appendix 2 of the report; and
- 3) Approve the changes to the capital programme included in paragraph 2.3 of the report.

54 GEDLING PLAN Q3 PERFORMANCE REPORT

The Chief Executive introduced a report, which had been circulated in advance of the meeting, informing Cabinet in summary of the position against improvement actions and performance indicators in the 2020-23 Gedling Plan at the end of quarter 3 2022/23.

RESOLVED:

To note the report.

55

ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 1.30 pm.

Signed by Chair:
Date:

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MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 7 February 2023

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Alex Scroggie
Councillor Pat Bosworth Councillor Martin Smith
Councillor Rachael Ellis Councillor Sam Smith
Councillor Des Gibbons Councillor Paul Wilkinson
Councillor Julie Najuk

Absent: Councillor Clive Towsey-Hinton

Officers in Attendance: C Allcock, J Brough, P Gibbs and B Hopewell

15 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Towsey-Hinton.

16 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 24 JANUARY 2023.

RESOLVED:

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

17 DECLARATION OF INTERESTS.

None.

18 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

19 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

20 APPLICATION FOR A 1-YEAR JOINT HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE - HN

Consideration was given to a report of the Head of Environment, which had been circulated prior to the meeting, regarding an application for a one year joint Hackney Carriage/Private Hire Driver's Licence for HN.

HN attended the meeting and he addressed the Committee.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

To refuse HN's application for a Joint Hackney Carriage/Private Hire Driver's Licence.

HN was advised of the right of appeal against the decision of the Committee.

21 APPLICATION FOR A 1-YEAR JOINT HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE - BSS

Consideration was given to a report of the Head of Environment, which had been circulated prior to the meeting, regarding an application for a one year joint Hackney Carriage/Private Hire Driver's Licence for BSS.

BSS attended the meeting along with his solicitor and they both addressed the Committee.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

To refuse BSS's application for a Joint Hackney Carriage/Private Hire Driver's Licence.

BSS was advised of the right of appeal against the decision of the Committee.

The meeting finished at 5.55 pm

Signed by Chair:
Date:

MINUTES CABINET

Thursday 16 February 2023

Councillor John Clarke (Chair)

Councillor Michael Payne
Councillor David Ellis
Councillor Kathryn Fox
Councillor Jenny Hollingsworth

Councillor Ron McCrossen
Councillor Viv McCrossen
Councillor Henry Wheeler

Officers in Attendance: M Hill, C McCleary, A Ball and F Whyley

56 APOLOGIES FOR ABSENCE

None received.

57 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 24 JANUARY 2023

RESOLVED:

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

58 DECLARATION OF INTERESTS

None.

59 FORWARD PLAN

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

RESOLVED:

To note the report.

60 PRUDENTIAL AND TREASURY INDICATORS AND TREASURY MANAGEMENT STRATEGY STATEMENT 2023/24

The Director of Corporate Resources and S151 Officer introduced the report, which had been circulated in advance of the meeting, seeking approval of the Council's prudential code indicators and treasury strategy for 2023/24.

RESOLVED to:

- 1) Approve the prudential and treasury indicators and treasury management strategy statement (TMSS) 2023/24, which includes the key elements below, and refer it to Council on 2 March 2023 for approval:
 - a. The minimum revenue provision (MRP) policy statement (2.2);
 - b. The borrowing strategy (2.3.4);
 - c. The annual investment strategy (2.3.8);
 - d. Capital affordability prudential indicators for 2023/24 to 2025/26 (appendix 1);
 - e. Treasury indicators including affordability limits to borrowing for 2023/24 to 2025/26 at appendix 1 to the report; and
- 2) Note the indicative prudential and treasury indicators for 2026/27 and 2027/28 at appendix 1 to the report.

61 CAPITAL PROGRAMME AND CAPITAL INVESTMENT STRATEGY

The Director of Corporate Resources and S151 Officer introduced the capital programme for the next financial year as well as an indicative capital spending strategy for the next five years.

RESOLVED to:

- 1) Note the estimated capital financing available for 2023/24 to 2027/28;
- 2) Approve the capital investment strategy 2023/24 to 2027/28 detailed at appendix 1 to the report and refer it to Council for approval on 2 March 2023;
- 3) Approve the capital programme for 2023/24 to 2025/26 detailed at appendix 2 to the report and refer it to Council for approval on 2 March 2023; and
- 4) Note the indicative capital programme for 2026/27 to 2027/28.

62 GENERAL FUND BUDGET 2023/24

The Director for Corporate Resources and Section 151 Officer introduced the proposed 2023/24 general fund budget.

RESOLVED to:

- 1) Approve a 5% discretionary income inflation increase for the individual portfolios as shown in the table at paragraph 2.5.5 of the report; and

- 2) Recommend to Council on 2 March 2023 that:
 - a. the financial threshold above which decisions will be regarded as key decisions be set at £0.5m for 2023/24;
 - b. a provisional council tax increase of 2.98% (£5.31) which balances the financing of a net council tax requirement of £7,060,700 in 2023/24;
 - c. the detailed budget for 2023/24, as detailed in appendix 2 of the report be approved.

63 GEDLING PLAN 2023-2027

The Chief Executive introduced the report, which had been circulated in advance of the meeting, seeking agreement for the Gedling Plan 2023-27 to be referred to Council for approval.

RESOLVED:

To agree the Gedling Plan 2023-27 and refer to Council on 2 March 2023.

64 LOCAL SCHEME OF VALIDATION FOR PLANNING APPLICATIONS

The Principal Planning Officer introduced a report, which had been circulated in advance of the meeting, seeking approval to adopt the local requirements list.

RESOLVED to:

- 1) Adopt the local requirements list for planning related applications;
- 2) Authorise the Principal Planning Officer to publish the document; and
- 3) Delegate authority to the Principal Planning Officer, to make any minor typographical, formatting or factual amendments to the local requirements list for planning and related applications.

65 ANNUAL UPDATE ON POLICY ADVISORS

The Chief Executive introduced a report, which had been circulated in advance of the meeting, updating members on the actions and activities undertaken by Policy Advisors in the last year.

RESOLVED:

That the content of the report, and the actions and activities undertaken by Policy Advisors since February 2021 be noted.

66 UPDATE ON COUNCIL SURVEILLANCE SYSTEMS AND POLICY DOCUMENT

The Head of Governance and Customer Services introduced a report, which had been circulated in advance of the meeting, updating members on work being undertaken to ensure the good governance and compliance with the law in respect of the Council's surveillance systems.

RESOLVED to:

- 1) Note the work that has been undertaken and continues to be done to ensure lawful compliance and good governance and efficacy in the operation and use of the Council's surveillance systems;
- 2) Approve the Council's Policy and Code of Practice for Surveillance Cameras at Appendix 1 to this report; and
- 3) Designate authority to the Director of Corporate Resources, as Senior Responsible Officer, in consultation with the Portfolio Holder responsible for crime and prevention, to approve any additional CCTV equipment acquired by the Council, including, where necessary, authority to submit an application for planning permission in respect of CCTV equipment.

67 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 3.10 pm

Signed by Chair:

Date:

MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 21 February 2023

Councillor Alex Scroggie (Chair)

Present: Councillor Roxanne Ellis Councillor Lynda Pearson
 Councillor Andrew Ellwood Councillor Paul Wilkinson
 Councillor Meredith Lawrence

Unison:

Absent: Councillor Paul Feeney, Councillor Helen Greensmith and
 Councillor Barbara Miller

Officers in Attendance: D Archer, B Hopewell and T Najuk

22 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Feeney, Greensmith and Miller. Councillors Lawrence and Pearson attended as substitutes.

23 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2023.

RESOLVED:

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

24 DECLARATION OF INTERESTS.

Councillor Lawrence declared a non-prejudicial interest in Item 9 as Vice Chair of the Netherfield Locality Partnership.

25 SICKNESS ABSENCE

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing Members of the current levels of sickness absence in the organisation and to examine trends.

RESOLVED to:

Note the report.

26 MINOR STRUCTURE CHANGES

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, highlighting any minor changes to the Establishment proposed by the Senior Leadership Team for implementation outside the formal full JCSC process, following consultation with trade unions.

RESOLVED to:

Note the report.

27 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

28 EXCLUSION OF THE PUBLIC AND PRESS.

RESOLVED:

That, Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

29 CURRENT STAFFING ISSUES

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, highlighting any issues of particular interest that relates to the Council's workforce.

RESOLVED to:

Note the report.

30 CONSULTATION CLOSURE; STAFFING REVIEW- ECONOMIC GROWTH AND REGENERATION

Consideration was given to a report of the Head of Regeneration and Welfare, which had been circulated in advance of the meeting, to close formal consultation on proposals to alter the structure of the Economic Growth and Regeneration Team and also asked Members to make any appropriate recommendations for consideration by the Chief Executive who, under delegated powers as Head of Paid Service, will authorise the implementation of any structural changes.

RESOLVED:

- 1) That members received comments from employees and trade union representatives; and
- 2) Members expressed their disappointment of the situation, acknowledging the necessity of the restructure but thanked staff for their hard work under difficult circumstances.

31 CONSULTATION CLOSURE- OFFICER DECLARATIONS OF INTEREST

Consideration was given to a report of the Monitoring Officer, which had been circulated in advance of the meeting, to close formal consultation on the proposed creation of a new Officer Declarations of Interest Policy. The report also asked the Committee for comments and recommendations to inform the Appointments and Conditions of Service Committee prior to its decision relation to implementation of a new policy.

RESOLVED:

To close formal consultation on the proposal to create a new Officer Declarations of Interests Policy. No further comments or recommendations were made.

The meeting finished at 6.10 pm

Signed by Chair:
Date:

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MINUTES PLANNING COMMITTEE

Wednesday 22 February 2023

Councillor John Truscott (Chair)

In Attendance: Councillor Paul Wilkinson Councillor Rosa Keneally
Councillor Michael Adams Councillor Meredith Lawrence
Councillor Peter Barnes Councillor Julie Najuk
Councillor Chris Barnfather Councillor Barbara Miller
Councillor David Ellis Councillor Marje Paling
Councillor Rachael Ellis Councillor John Parr
Councillor Andrew Ellwood Councillor Henry Wheeler
Councillor Mike Hope

Absent:

Officers in Attendance: M Avery, K Cartwright, N Bryan, S Fayaz and
C Goodall

64 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

None.

65 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 11 JANUARY 2023

RESOLVED:

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

66 DECLARATION OF INTERESTS

The Chair declared a collective non-pecuniary interest on behalf of all members of the committee in item 4 on the agenda, as Gedling Borough Council owned part of the application site.

67 APPLICATION NO. 2021/0936 - 53 FRONT STREET, ARNOLD

Proposed refurbishment and conversion of existing storage unit associated with retail premises to provide residential accommodation.

The Principal Planning Officer introduced the report.

Councillor Miller joined the meeting.

RESOLVED to:

Grant full planning permission subject to the conditions listed and for the reasons set out in the report.

Conditions

1. The development hereby permitted shall commence before the expiration of 3 years from the date of this permission.

2. This permission shall be read in accordance with the application form deposited on the 29th July 2021 and the following list of approved drawings:-

Deposited on the 29.07.21

Site Location Plan

Existing Site Location Plan drg. no 0326-1-02-00

Existing Upper Floor GA Plan drg. no. 0326-1-03-01

Existing Roof GA Plans drg. no. 0326-1-03-02

Existing GA Elevations A & B drg.no. 0326-04-00

Existing GA Elevations C & D drg. no. 0326-1-04-01

Site Analysis

Deposited on the 27.04.22

Existing Ground Floor GA Plan drg. 0326-1-03-00A

Deposited on the 16.09.22

Proposed GA Elevations A and B drg. no. 0326-3-21-00 Rev C

Proposed GA Elevations C and D drg. no. 0362-3-21-01 Rev C

Deposited on the 21.11.22

Proposed Site Plan drg. no. 0326-3-08-00 Rev D

Deposited on the 06.12.22

Proposed Ground and First floor Plan drg. no. 0326-3-11-00 Rev C

Proposed Second Floor and Roof Plan drg. no. 0326-3-11-01 Rev D

The development shall thereafter be undertaken in accordance with these plans/details.

3. Prior to any works to the extension hereby approved details/samples of materials to be used in the external appearance of the development shall be submitted to and approved in writing by the Local Planning Authority. The

development shall be carried out in accordance with the approved plans.

- 4 The external material used in the infilling of any openings of the building shall match those of the existing building as closely as possible.
- 5 Apartment A and Apartment B of the development hereby approved shall not be occupied until the ground floor windows on the north elevation have been installed with privacy glazing and the ground floor window on the south elevation has been installed to a minimum of Pilkington Level 4 as indicated on drg. no. 0326-3-21-00 Rev C and 0326-3-21-01 Rev C and secured as non-opening. These shall be retained as such thereafter.
- 6 Apartment C of the development hereby approved shall not be occupied until the windows to the east elevation and the first floor windows to the south elevation have been fitted with obscured glazing to a minimum of Pilkington Level 4 as indicated on drg. no. 0326-3-21 -00 Rev C and 0326-3-21-01 Rev C and are secured as non-opening. These shall be retained as such thereafter.
- 7 Apartment D of the development hereby approved shall not be occupied until the first floor windows to the east elevation and second floor windows on the south elevation have been have been fitted with obscured glazing to a minimum of Pilkington Level 4 as indicated on drg. no. 0326-3-21 -00 Rev C and 0326-3-21-01 Rev C and are secured as non-opening. These shall be retained as such thereafter.
- 8 No part of the development hereby approved shall be occupied until a sound insulation scheme has been submitted to and approved in writing by the Local Planning Authority. The sound insulation scheme shall include the specification and acoustic data sheets for glazed areas of the development and any complementary acoustical ventilation scheme and be designed to achieve internal noise levels not exceeding 30dB LAeq(1 hour) and not exceeding NR 25 in bedrooms for any hour between 23.00 and 07.00.
- 9 Prior to the first occupation of the building hereby permitted precise details of the bin store shall be submitted to and approved in writing by the Local Planning Authority. The bin store shall be implemented and made available for use in accordance with the approved details prior to first occupation of the building and shall be retained and maintained for the lifetime of the development.
- 10 No part of the development shall be occupied until the cycle racks shown on Proposed Site Plan drg. no. 0326-3-08-00 Rev D have

been installed. These shall be retained and maintained for the lifetime of the development

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 For the avoidance of doubt and to define the permission.
- 3 To ensure a satisfactory form of development and the interest of visual amenity.
- 4 To ensure a satisfactory form of development and the interest of visual amenity.
- 5 To ensure a satisfactory development and to safeguard neighbouring amenity.
- 6 To ensure a satisfactory development and to safeguard neighbouring amenity.
- 7 To ensure a satisfactory development and to safeguard neighbouring amenity.
- 8 To ensure a satisfactory development and to safeguard amenity.
- 9 To ensure a satisfactory form of development and the interest of visual amenity.
- 10 To ensure a satisfactory form of development.

Reasons for Decision

The principle of the development is supported. The layout, design and appearance of the proposed extension is considered acceptable. This together with the proposed use of the building as residential units would not be considered to be detrimental to the amenity of neighbouring buildings, future occupiers of the building nor to parking or highway safety. Taking the above into account it is considered that the proposal is a sustainable form of development which is appropriate for its context and in accordance with Sections 2, 4, 7, 9, 11 and 12 of the NPPF 2021, Policy A, Policy 2, Policy 8 and Policy 10 of the Aligned Core Strategy (2014), Policies, LPD 32, LPD 35, LPD 50, LPD 57 and LPD 61 of the Local Planning Document (2018) and the Parking Provision for Residential and Non-Residential Developments Supplementary Planning Document (2022).

Notes to Applicant

The applicant is advised that all planning permissions granted on or after 16th October 2015 may be subject to the Community Infrastructure Levy (CIL). Full details of CIL are available on the Council's website. The proposed development has been assessed and it is the Council's view that CIL is not payable on the development hereby approved as the development type proposed is zero rated in this location.

The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework. Negotiations have taken place during the consideration of the application to address adverse impacts identified by officers and/or address concerns raised by letters of representation submitted in connection with the proposal, addressing the identified adverse impacts, thereby resulting in a more acceptable scheme and a favourable recommendation.

68 **APPLICATION NO. 2022/0987 - LAND OFF TEAL CLOSE, NETHERFIELD**

Residential development of 16 dwellings, public open space, landscaping, access and associated infrastructure – Re-plan of Plots 583 to 597 as approved by Reserved Matters Approval 2019/0560.

The Principal Planning Officer introduced the report.

He explained that the Highways Authority had requested some minor amendments to the footpath link and road alignments and that as these matters had now been addressed, the Highways Authority had confirmed that they no longer had any objections to the scheme, subject to the normal conditions in relation to surface, drainage and wheel washing facilities. He added that these were already covered in the suggested conditions 3, 4 and 6 and as such it was only necessary to update the approved plan at condition 2, to incorporate these additional plans.

He added that the developer had requested that the timeframe to implement the planning permission was extended to five years instead of the standard three years to allow the site to be built out at the final stage of the development and for it to be used as a compound for the wider development up until that point. He added that it was considered to be a reasonable request and that there were no concerns in relation to the longer implementation period.

He added that for completeness it was also necessary to attach a further condition in relation to landscaping for the site.

He concluded that subject to the updated conditions and the additional landscaping condition the proposal was considered acceptable and was therefore recommended for approval.

RESOLVED to:

Grant Planning Permission subject to the applicant entering into a section 106 with the Borough Council as the Local Planning Authority and the County Council to secure planning obligations in respect of affordable housing in relation to the delivery of two First Homes, an education financial contribution and financial contribution towards the maintenance of open space and subject to the following conditions:

Conditions

- 1 The development hereby permitted shall commence before the expiration of 5 years from the date of this permission.
- 2 This permission shall be read in accordance with the following plans:

Location Plan

Planning Layout RG3/PL/01 Rev D

Charter Plan RG3/CC/CP/01/F

Housetypes

Broadhaven BrH_MA_Det_R21-901 Rev No.00

Broadhaven BrH_MA_Det_R21-904 Rev No.00

Broadhaven BrH_MA_Det_R21-905 Rev No.00

Cullen Detached Cul_MA_DET_R21-901 Rev No.00

Cullen Detached Cul_MA_DET_R21-904 Rev No.00

Cullen Detached Cul_MA_DET_R21-905 Rev No.00

Heysham Detached HeY_MA_DET_R21 -901 Rev No.00

Heysham Detached HeY_MA_DET_R21 -904 Rev No.00

Heysham Detached HeY_MA_DET_R21 -905 Rev No.00

Hollicombe Detached HoC_MA_DET_R21 -901 Rev No.00

Hollicombe Detached HoC_MA_DET_R21 -904 Rev No.00

Hollicombe Detached HoC_MA_DET_R21 -905 Rev No.00

Kingsand Detached KgS_MA_DET_R21 -901 Rev No. 00

Kingsand Detached KgS_MA_DET_R21 -904 Rev No. 00

Seacombe Detached Se_MA_DET_R21 -901 Rev No. 00

Seacombe Detached Se_MA_DET_R21 -904 Rev No. 00

Seacombe Detached Se_MA_DET_R21 -905 Rev No. 00

Turnberry Detached TuN_MA_DET_R21 -901 rev No. 00
Turnberry Detached TuN_MA_DET_R21 -904 rev No. 00

Alnmouth Semi Detached AI-C_MA_End_R21-901

Single Garage Hucknall
Double and Paired Garages Hucknall

The development shall thereafter be undertaken in accordance with these plans.

- 3 No part of the development hereby permitted shall be brought into use until all drives and parking areas are surfaced in a bound material (not loose gravel). The surfaced drives and parking areas shall then be maintained in such bound material for the life of the development.
- 4 No part of the development hereby permitted shall be brought into use until the access driveways and parking areas are constructed with provision to prevent the unregulated discharge of surface water from the driveways and parking areas to the public highway. The provision to prevent the unregulated discharge of surface water to the public highway shall then be retained for the life of the development.
- 5 From the date of first occupation every property built on the site shall be provided with access to electric vehicle (EV) charge point(s) in line with Part S of the Building Regulations. All EV charging points shall meet relevant safety and accessibility requirements and be clearly marked with their purpose; which should be drawn to the attention of new residents in their new home welcome pack / travel planning advice.
- 6 Prior to the commencement of development hereby approved a Construction Environmental Management Plan (CEMP) for the development shall be submitted to and approved in writing by the Local Planning Authority. The CEMP shall include the following details; (1) the hedgerow and tree protection measures that shall be implemented for all retained woodland, trees and hedgerows approved as part of the landscaping pursuant to this application. A statement shall also be provided which details how the protection measures shall be implemented so as to minimise damage and disturbance to habitats within the vicinity and the species they support. The protection measures shall accord with current British Standards in relation to design, demolition and construction (BS5837:2012 or any subsequent revision); (2) the measures that shall be implemented during the construction of the development so as to minimise water runoff and works pollution

entering watercourses; and (3) the measures that shall be implemented so as to avoid any disturbance to nesting birds during construction.(4) details of traffic routes for Heavy Good Vehicular movements during the construction of the development. (5) details of wheel washing facilities to be used by vehicles entering and leaving site during the construction of the development ; and (6) details of how the principle of Best Practicable Means shall be applied in relation to minimising impact on the surrounding area during the construction of the development in relation to noise and vibration and safeguarding air quality. The approved CEMP and all details therein shall be implemented in accordance with the approved details.

- 7 Prior to the commencement of the development the following must be complied with:

Site Characterisation

An assessment of the nature and extent of any potential contamination has been submitted to and approved in writing by the Local Planning Authority. This assessment must be undertaken by a competent person, and shall assess any contamination on the site, whether or not it originates on the site. Moreover, it must include; a survey of the extent, scale and nature of contamination and; an assessment of the potential risks to: human health, property, adjoining land, controlled waters, ecological systems, archaeological sites and ancient monuments.

Submission of Remediation Scheme

Where required, a detailed remediation scheme (to bring the site to a condition suitable for the intended use by removing unacceptable risks to critical receptors) should be submitted to and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, an appraisal of remedial options, and proposal of the preferred option(s), and a timetable of works and site management procedures.

- 8 In the event that remediation is required to render the development suitable for use, the agreed remediation scheme shall be implemented in accordance with the approved timetable of works. Prior to occupation of any building(s) a Verification Report (that demonstrates the effectiveness of the remediation carried out) must be submitted and approved in writing by the Local Planning Authority.
- 9 In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing immediately to the Local Planning Authority and once the Local Planning Authority has identified the part of the site affected by the unexpected contamination

development must be halted on that part of the site. An assessment must be undertaken in accordance with the requirements above, and where remediation is necessary a remediation scheme, together with a timetable for its implementation and verification reporting, must be submitted to and approved in writing by the Local Planning Authority.

- 10 Prior to the commencement of development details of the existing and proposed ground levels of the site and finished floor levels of the dwellings shall be submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be undertaken in accordance with the approved details.
- 11 No development shall be commenced until details of the means of surface and foul drainage have been submitted to and approved in writing by the local planning authority. The development shall be undertaken in accordance with the approved details.
- 12 Prior to above ground construction works commencing precise details of soft and hard landscaping works shall be submitted to and approved in writing by the local planning Authority. This shall include landscape plans and particulars including the size, species and positions of trees/hedges to provide screening to the side garden area together with a programme for implementation. The development shall be carried out in accordance with the approved details. If within a period of five years beginning with the date of the planting of any tree or shrub approved in relation to this permission that tree or shrub that is planted in replacement of it, is removed, uprooted or destroyed or dies or becomes in the opinion of the Local Planning Authority seriously damaged or defective, another tree or shrub of the same species and size as that originally planted shall be planted at the same place.

Reasons

- 1 To define the permission and for the avoidance of doubt.
- 2 To define the permission and for the avoidance of doubt.
- 3 To reduce the possibility of deleterious material being deposited on the public highway.
- 4 To ensure surface water from the site is not deposited on the public highway causing dangers to road users.
- 5 To ensure the development is constructed in an appropriate sustainable manner which takes into consideration air quality with in the Borough, and takes into consideration the National Planning Policy Framework and policy LPD11 of the Councils Local Plan.

- 6 To ensure the development is constructed in an appropriate sustainable manner which takes into consideration air quality with in the Borough, and takes into consideration the National Planning Policy Framework and policy LPD11 of the Councils Local Plan.
- 7 To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 183 of the National Planning Policy Framework and policy LPD7 of the Councils Local Plan
- 8 To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 183 of the National Planning Policy Framework and policy LPD7 of the Councils Local Plan
- 9 To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 183 of the National Planning Policy Framework and policy LPD7 of the Councils Local Plan
- 10 To ensure a satisfactory form of development.
- 11 To ensure a satisfactory means of surface and foul drainage for the site.
- 12 In the interests of visual amenity.

Notes to Applicant

The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework (2019).

All electrical circuits/installations shall comply with the electrical requirements of BS7671:2008 as well as conform to the IET code of practice on Electrical Vehicle Charging Equipment installation (2015) and The Electric Vehicles (Smart Charge Points) Regulations 2021.

The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework. During the processing of the application discussions took place with the applicant to make amendments to the application to ensure a positive outcome could be achieved.

69 APPLICATION NO. 2022/0823 - LAND OFF ORCHARD CLOSE, BURTON JOYCE

Modification of S106 agreement (2018/1034) to amend the public Open space clauses to allow for either on-site or off-site provision and future maintenance of the same.

The Principal Planning Officer introduced the report.

RESOLVED:

That the section 106 agreement be varied to secure new planning obligations in relation to on-site public open space and to retain the planning obligations in respect of capital and maintenance financial contributions in-lieu of such provision.

70 ENFORCEMENT REF: 0037/2022 - LAND AT 86 CHAPEL LANE, RAVENSHEAD

This item was withdrawn from the agenda.

71 FUTURE PLANNING APPLICATIONS

RESOLVED:

To note the information.

72 PLANNING DELEGATION PANEL ACTION SHEETS

RESOLVED:

To note the information.

73 ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 6.30 pm

Signed by Chair:

Date:

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MINUTES LICENSING ACT PANEL

Thursday 23 February 2023

Councillor Marje Paling (Chair)

Councillor Nicki Brooks

Councillor Clive Towsey-Hinton

Officers in Attendance: C Allcock, C Goodall and R Pentlow

17 ELECTION OF CHAIR

Councillor Paling was elected as Chair for the meeting.

18 APOLOGIES FOR ABSENCE

None.

19 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 13 JANUARY 2022.

20 DECLARATIONS OF INTEREST

None.

21 CONSIDERATION OF AN APPLICATION FOR A PREMISES LICENCE - 84 FRONT STREET

The Panel considered an application for a premises licence for 84 Front Street Arnold.

In addition to the written representations in the bundle the panel heard live evidence from:

1. Aisling Russell (for the Applicant)
2. Nick Semper (for the Applicant)
3. Suleyman Basar (the Applicant)
4. Beth Wheatley (Interested Party)

In making its decision, the Panel has had regard to the Gedling Borough Council Licensing Policy, the guidance issued under section 182 of the Licensing Act 2003 and the Human Rights Act 1998 and has carefully considered all the evidence presented to it, including the agreed conditions with the police and the proposed condition put forward by the Applicant.

The Panel has made this decision to promote the 4 licensing Objectives:

1. Prevention of crime and disorder;
2. Public Safety;
3. Prevention of Public Nuisance;
4. Protection of Children from harm.

RESOLVED:

To grant the application for a Premises Licence with the additional conditions of:

1. All doors and windows at the premises shall be kept closed after 22:00hrs except during immediate access and egress.
2. Prominent, clear and legible signage (in not less than 23 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
3. The rear doors to the premises shall remain closed during opening times when the premises is engaged in licensable activities with the acceptance of receiving deliveries within reasonable working hours and for use as an emergency exit.

The Licence is also subject to the Licensing Act 2003 mandatory conditions and the conditions agreed with the police as set out below:

1. A CCTV system shall be installed and operative in the premises when licensable activities are taking place. All recordings used in conjunction with CCTV shall:
 - I. be of evidential quality
 - II. shall display accurate time and date stamps all year round to account for day light savings.
 - III. be retained for a period of 31 days
 - IV. cover the point of sale, and entrance and exit
 - V. the CCTV system should be installed in a location that is safe and accessible.
 - VI. recordings to be made available for inspection to the Police or any other authorised person when requested.
2. At least one person trained and authorised to access the CCTV system shall be present during opening hours. They shall be able perform basic operations such as reviewing recordings and download recordings to removable media (USB) if required for Police or other authorised officers.
3. All staff engaged or to be engaged in the sale of alcohol on the premises shall receive the following training in age restricted sales:
 - I. Induction training which must be completed and documented prior to the sale of alcohol by the staff member.
 - II. Refresher/reinforcement training at intervals of no more than 6 months.

- III. Training records will be retained at the premises for a minimum period of 12 months and available for inspection upon request by a Police Officer and/or authorised person

- 4. A Challenge 25 scheme shall operate at the premises. Any person who appears to be under 25 years of age shall not be allowed to purchase alcohol unless they produce an acceptable form of photo identification. (e.g. passport, driving licence, Military ID or PASS accredited card). Challenge 25 notices shall be displayed in prominent positions throughout the premises

Interested Parties were advised about the opportunity to apply for a review of the licence in future if this becomes necessary.

The meeting finished at 11.40 am

Signed by Chair:
Date:

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MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 6 March 2023

Councillor Liz Clunie (Chair)

Councillor Paul Feeney	Councillor Meredith Lawrence
Councillor Michael Boyle	Councillor Marje Paling
Councillor Jim Creamer	Councillor Lynda Pearson
Councillor Andrew Dunkin	Councillor Martin Smith
Councillor Rachael Ellis	Councillor Sam Smith
Councillor Mike Hope	

Officers in Attendance: M Hill, B Hopewell and E McGinlay

Guests in Attendance: Councillor David Ellis

28 APOLOGIES FOR ABSENCE

None.

29 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 16 JANUARY 2023

RESOLVED:

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

30 DECLARATION OF INTERESTS

Councillor Rachael Ellis declared an interest in item 4, having a personal connection to the Portfolio Holder for Local Pride and Community Engagement, Councillor David Ellis.

31 PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

Members welcomed Councillor David Ellis, Portfolio Holder for Local Pride and Community Engagement to the meeting to examine his portfolio. Councillor David Ellis gave a presentation, providing an update to members on some key happenings in his portfolio.

No questions or areas of concerns had been submitted in advance of the meeting so Councillor Ellis delivered an update on various areas of responsibility within his portfolio. He gave the following updates:

- 1) Recorded crime in Nottinghamshire has returned to pre-Covid levels with an upward trend overall but particularly where cyber-crime is concerned. The statistics at the local level showed similar trends at a lower rate of increase.
- 2) Local policing priorities for Jan – March 2023 involved the anti-social use of vehicles, drug supply and possession and the “Fatal Four” driving offences which include using mobile phones while driving, driving under influence, no use of seatbelts and driving under influence.
- 3) Events planning for the coming year is ongoing and the events schedule will soon be published.
- 4) A survey of parish councillors and clerks has been sent to identify issues and what support is needed from the borough. Included in the survey is a question to gauge parish councillors’ interest in parish conferences.
- 5) The member training strategy was considered, composing of two sections such as induction training and medium/midterm training, seeking feedback from Members.

The Chair gave Members the opportunity to ask questions of Councillor Ellis’ portfolio.

Members noted that the figures are from a police and crime survey, asking who does this and how frequently. Councillor David Ellis explained that two surveys are carried out, nationally and locally, which are completed quarterly.

Members queried how the figures for reported crime in 2019 differed from 2022 so a comparison can be made to represent periods which did not include a lockdown. Councillor David Ellis explained that he did not have those figures to hand but did agree that the figures from 2020/21 would differ greatly from the 2019’s pre Covid-19 period.

Members noted the Neighbourhood Wardens working hours were during the day and that there are outstanding vacancies, asking what is being done to address this.

Councillor David Ellis explained that Neighbourhood Wardens have been difficult to recruit and agreed that having 24 hour cover would be difficult to achieve so deciding their working hours form part of operational delivery depending on when they are needed most. The Chief Executive explained that the Council has three Wardens at present, having hired a warden recently before they left for an alternative job. He explained that the Council is currently seeking to fill those vacancies.

Members queried the induction/mid-term training planned for Members, asking whether there will be more frequent refresher training, including evening sessions.

The Democratic Services Manager informed Members of a consultation due to go out which will allow all Members to provide feedback on training needs and requirements such as availability and also confirmed that consistent refresher training will form a part of the plan for member training.

RESOLVED:

That the Chair thanked Councillor David Ellis for their presentation and information provided.

32 RISK SCORECARD Q2 - SEPTEMBER 2022

The Chief Executive introduced a report, which had been circulated in advance of the meeting, updating members on the Corporate Risk Management Scorecard for quarter 2 and the level of assurance that can be provided against each corporate risk.

RESOLVED:

To note the progress of actions identified within the Corporate Risk Register.

33 GEDLING PLAN Q3 2022/23 REPORT

The Chief Executive introduced a report, which had been circulated in advance of the meeting, informing members of the position against improvement actions and performance indicators in the 2020-23 Gedling Plan at the end of quarter 3 of 2022/23.

RESOLVED:

To note the report.

34 SCRUTINY WORK PROGRAMME

Consideration was given to a report of the Democratic Services Manager, which had been circulated in advance of the meeting, to provide an update on the scrutiny work programme.

RESOLVED:

To note the current work programme.

35 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 7.00 pm

Signed by Chair:
Date:

MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 7 March 2023

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Alex Scroggie
Councillor Pat Bosworth Councillor Martin Smith
Councillor Rachael Ellis Councillor Sam Smith
Councillor Des Gibbons Councillor Clive Towsey-Hinton
Councillor Meredith Lawrence Councillor Paul Wilkinson

Absent: Councillor Julie Najuk

Officers in Attendance: J Brough, L Chaplin, B Hopewell and R Pentlow

22 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Najuk. Councillor Lawrence attended as substitute.

23 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2023

RESOLVED:

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

24 DECLARATION OF INTERESTS.

None.

25 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

26 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely

disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

27 APPLICATION FOR A ONE YEAR HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - AA

Councillor Lawrence joined the meeting.

Consideration was given to a report of the Head of Environment, which had been circulated prior to the meeting, regarding an application for a one year joint Hackney Carriage/Private Hire Driver's Licence for AA.

AA attended the meeting along with a family member and they both addressed the Committee.

In making the decision the Committee had regard to the Council's approved Policy and Guidelines.

RESOLVED:

To refuse AA's application for a Joint Hackney Carriage/Private Hire Driver's Licence.

AA was advised of the right of appeal against the decision of the Committee.

28 APPLICATION FOR A ONE YEAR HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - MRQ

The Committee was informed that MRQ's representative had requested that the matter be adjourned to another date to allow him enough time to consider the case.

RESOLVED:

To defer consideration of the application to the next available meeting of the committee.

29 APPLICATION FOR A ONE YEAR HACKNEY CARRIAGE/PRIVATE HIRE LICENCE - KM

The Committee was informed that KM was unable to attend the meeting and had requested that the matter be adjourned to another date.

RESOLVED:

To defer consideration of the application to the next available meeting of the committee.

The meeting finished at 5.15 pm

Signed by Chair:
Date:

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MINUTES AUDIT COMMITTEE

Tuesday 14 March 2023

Councillor Meredith Lawrence	Councillor Andrew Ellwood
Councillor Sandra Barnes	Councillor Helen Greensmith
Councillor Liz Clunie	Councillor Lynda Pearson

Absent: Councillor Bob Collis and Councillor Kathryn Fox

Officers in Attendance: A Ball, B Hopewell and F Whyley

Guests in Attendance: G Dulay (BDO), C Thomas (BDO) and Mark Surridge (Mazars)

13 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Collis and Fox. Councillor Sandra Barnes attended as substitute.

14 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 17 JANUARY 2023

RESOLVED:

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

15 DECLARATION OF INTERESTS.

None.

16 LOCAL CODE OF CORPORATE GOVERNANCE FOR 2023

The Monitoring Officer introduced a report, which had been circulated in advance of the meeting, seeking approval for the updated Local Code of Corporate Governance 2023/24.

RESOLVED to:

Approve the Local Code of Corporate Governance for 2023/24.

17 ACCOUNTING POLICIES 2022/23

The Director of Corporate Resource and S151 Officer introduced a report, which had been circulated in advance of the meeting, seeking approval for the proposed accounting policies to be applied in the production of the 2022/23 financial statements.

RESOLVED to:

Approve the Accounting Policies 2022/23 as detailed in the appendix, for application to the financial statements in respect of 2022/23.

18 INTERNAL AUDIT ANNUAL PLAN 2023/24

Consideration was given to a report of the Internal Audit Director (BDO), which had been circulated in advance of the meeting, detailing the three-year Internal Audit Plan for 2023/24 – 2025/26 for Gedling Borough Council.

RESOLVED to:

Approve the Internal Audit Plan 2023/24 – 2025/26.

19 INTERNAL AUDIT PROGRESS REPORT

Consideration was given to a report of the Internal Audit Manager (BDO), which had been circulated in advance of the meeting, summarising the outcome of the internal audit activity completed by the BDO Internal Audit Team for the period January 2023 to March 2023.

RESOLVED to:

Receive the report and note actions taken or to be taken.

20 CORPORATE RISK MANAGEMENT SCORECARD QUARTER 3 2022/23

The Director of Corporate Resource and S151 Officer introduced a report, which had been circulated in advance of the meeting, updating Members of the Audit Committee on the current level of assurance that can be provided against each corporate risk.

RESOLVED to:

Note the progress of actions identified within the Corporate Risk Register.

21 MAZARS EXTERNAL AUDIT 2021/22 PROGRESS REPORT

Consideration was given to a report of the Director of Corporate Resources and S151 Officer, which was circulated in advance of the meeting, updating Members on the progress with the 2021/22 external audit work by the Council's external auditor, Mazars.

RESOLVED to:

Note the Mazars external audit 2021/22 progress report.

EXCLUSION OF THE PUBLIC AND PRESS

The Chair moved that the public and press be excluded from the meeting during consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraphs 3 and 7 of Part 1 of Schedule 12a of the Local Government Act 1972.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraphs 3 and 7 of Part 1 of Schedule 12a of the Local Government Act 1972.

22 INTERNAL AUDIT REPORT - CYBER SECURITY

Consideration was given to a report of the Internal Audit Manager (BDO), which had been circulated in advance of the meeting, presenting the finalised Cyber Security Internal Audit Report.

RESOLVED to:

Receive the report and note actions taken or to be taken.

23 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.20 pm

Signed by Chair:

Date:

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MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 15 March 2023

Councillor John Clarke (Chair)

Councillor Sandra Barnes Councillor Sam Smith
Councillor Marje Paling

Absent: Councillor Michael Payne, Councillor Michael Adams and
Councillor Bob Collis

Officers in D Archer and B Hopewell
Attendance:

55 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Adams, Collis and Payne.

56 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 7 DECEMBER 2022

RESOLVED:

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

57 DECLARATION OF INTERESTS.

None.

58 MEMBER TRAINING; RECRUITMENT AND SELECTION

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing Members of a summary training briefing in respect to recruitment and selection and to make recommendation that a more detailed training session be delivered post-election.

RESOLVED to:

- 1) Invite Members of the committee to review the summary training/guidance paper at Appendix 1 to the report and to undertake the optional equality, diversity and inclusion training detailed at Appendix 2 to the report; and

- 2) Approve that a more detailed recruitment and selection training be delivered to the committee following the elections in May this year.

59 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

60 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12a of the Local Government Act 1972.

61 OFFICER DECLARATION OF INTERESTS POLICY-CONSULTATION CLOSURE

Consideration was given to a report of the Monitoring Officer, which had been circulated in advance of the meeting, informing members of the consultation response received from trade unions and from the Joint Consultative and Safety Committee held on 21 February 2023 and to ask the committee to approve the recommendation to implement the proposal for creation of policy.

RESOLVED to:

- 1) Receive the consultation comments and recommendations from the Joint Consultative and Safety Committee; and
- 2) Having considered the consultation feedback, Members approved the proposals made to adopt a new Officer Declarations of Interest Policy with immediate effect.

The meeting finished at 10.15 am

Signed by Chair:
Date:

MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 21 March 2023

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Alex Scroggie
Councillor Pat Bosworth Councillor Sam Smith
Councillor Rachael Ellis Councillor Clive Towsey-Hinton
Councillor Des Gibbons Councillor Paul Wilkinson
Councillor Julie Najuk

Absent: Councillor Martin Smith

Officers in Attendance: M Hill, C Allcock, M Cryer, B Hopewell, K Nealon and S Palmer

30 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Martin Smith.

31 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 7 MARCH 2023.

RESOLVED:

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

32 DECLARATION OF INTERESTS.

None.

33 PROPOSED GENERAL LICENSING FEES FOR 2023/24

The Head of Environment introduced a report, which had been circulated in advance of the meeting, seeking approval of the proposed licensing fees for 2023/24 as shown at appendix 1 to the report.

RESOLVED to:

Approve the general licensing fees detailed at appendix 1 to the report to come into force on 1st April 2023.

34 PROPOSED TAXI LICENSING FEES FOR 2023/24

Consideration was given to a report of the Head of Environment, which had been circulated in advance of the meeting, seeking approval of the proposed increase of fees for taxi driver, operator and vehicle licences for 2023/24 as shown at appendix 1, subject to consideration of the one objection received by the council, detailed at appendix 2.

RESOLVED to:

Approve the fees for taxi driver, operators and vehicle licences as detailed at appendix 1 for 2023/24 with effect from 1 April 2023.

35 RATES OF FARES

Consideration was given to a report of the Head of Environment, which had been circulated in advance of the meeting, asking Members to make changes and amendments to the current Hackney Carriage Rates of Fares.

RESOLVED to:

- 1) Not approve the proposed changes to the times in which a 25% surcharge will be applied between 23:00 and 06:00 hours, as set out in appendix A to the report.
- 2) Members retain the current times the 25% surcharge apply – additional fare for each hiring commencing between 00:01 hours and 06:00 hour;
- 3) Approve all the other proposed Rates of Fares detailed below

Current		Proposed	
If the whole distance does not exceed 1 mile for the whole distance	£3.50	£3.90	
If the distance exceeds 1 mile for the first mile	£3.50	£3.90	
For each subsequent 80 yards or part thereof	10p	10p	For each subsequent 70 yards
Waiting time – for each period of 20 seconds	10p	10p	Waiting time – for each period of 15 seconds
Surcharges			
Additional fare for each hiring commencing between 00:01 hours and 6.00	25%	25%	
Additional fare for each hiring commencing on a Bank Holiday	25%	25%	
Additional fare for each hiring commencing between 18:00 hours 24 December and 6:00 hours on 27 December	50%	50%	
Additional fare for each hiring commencing between 18:00 hours 31 December and 6:00	50%	50%	

hours on 2 January			
For the carriage of animals (Guide Dogs, Hearing Dogs and Assistance Dogs exempt)	£2		£3
Soiling Charge	£50		£50

- 4) Approve the Rates of Fares detailed above are advertised in accordance with Local Government (Miscellaneous Provisions) Act 1976 Section 65 for a minimum period of 14 days.
- 5) Approve that the Director. In consultation with the Chair of the Environment & Licensing Committee be authorised to agree the final Rates of Fares, after taking into account any comments received during the consultation period; and
- 6) Members approve the final rates of Fares become effective from 1st May 2023.

36 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 4.40 pm

Signed by Chair:
Date:

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MINUTES CABINET

Wednesday 22 March 2023

Councillor John Clarke (Chair)

Councillor Michael Payne
Councillor David Ellis
Councillor Kathryn Fox

Councillor Ron McCrossen
Councillor Viv McCrossen
Councillor Henry Wheeler

Absent: Councillor Jenny Hollingsworth

Officers in Attendance: M Hill, F Whyley and C McCleary

68 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Hollingsworth.

69 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 16 FEBRUARY 2023

RESOLVED:

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

70 DECLARATION OF INTERESTS

None.

71 FORWARD PLAN

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

RESOLVED:

To note the report.

72 GEDLING PLAN PERFORMANCE INDICATORS 2023-24

The Chief Executive introduced the report, which had been circulated in advance of the meeting, seeking approval of the performance indicators and targets against which progress of the Gedling Plan will be measured in 2023/24.

RESOLVED:

To approve the performance indicators and targets set out in Appendix 1 for 2023/24.

73

BURTON ROAD & STATION ROAD AFFORDABLE HOUSING SCHEMES AND PURCHASE OF ADDITIONAL TEMPORARY ACCOMMODATION PROPERTIES

The Head of Regeneration and Welfare introduced the report, which had been circulated in advance of the meeting, seeking approval of the new Burton Road and Station Road business case regarding the preferred route for redevelopment of the sites for affordable housing and the purchase of seven additional temporary accommodation properties on the open market.

RESOLVED to:

- 1) Approve the new Burton Road and Station Road Housing Schemes business case;
- 2) Approve the commencement of a competitive procurement process to secure an Affordable Housing Registered Provider to develop the Burton Road and Station Road sites for the provision of affordable homes;
- 3) Delegate authority to the Chief Executive to approve the tender specification and evaluation criteria to be published as part of the procurement process;
- 4) Receive a further report detailing the tenders received, and the Council's proposed methodology for development and/or disposal of the sites;
- 5) Subject to budget approval, approve the purchase of seven additional residential properties for the Council's use as temporary accommodation; and
- 6) Delegate authority to the Chief Executive to approve each residential property purchase in respect of temporary accommodation in consultation with the Portfolio Holder for Corporate Resources and Performance as detailed in the report.

74

ECONOMIC REGENERATION LAND ASSEMBLY

The Head of Regeneration and Welfare introduced the report, which had been circulated in advance of the meeting, seeking approval for the acquisition of land and properties as detailed in the exempt appendices to the report and for the Chief Executive to agree Heads of Terms and make a formal offer to acquire the site.

RESOLVED to:

- 1) Approve the acquisitions of the site (as shown on the Plan Exempt Appendix 1 to the report) for no more than the sum set out in Exempt Appendix 2 to the report; and
- 2) Delegate authority to the Chief Executive to agree Heads of Terms for the acquisition of the site (as shown on the Plan at Exempt Appendix 1 to the report), to make a formal offer for no more than the maximum price set out in Exempt Appendix 2 to the report and subject to the offer being accepted, to complete the acquisition of the site.

75 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 4.25 pm.

Signed by Chair:
Date:

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MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Thursday 23 March 2023

Councillor Liz Clunie (Chair)

Councillor Michael Boyle	Councillor Meredith Lawrence
Councillor Jim Creamer	Councillor Marje Paling
Councillor Andrew Dunkin	Councillor Lynda Pearson
Councillor Rachael Ellis	Councillor Martin Smith
Councillor Mike Hope	

Apologies for absence: Councillor Paul Feeney and Councillor Sam Smith

Officers in Attendance: B Hopewell, L Juby and E McGinlay

Guests in Attendance: H Brown and K Fox

36 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Feeney and Sam Smith.

37 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 6 MARCH 2023

RESOLVED:

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

38 DECLARATION OF INTERESTS

None.

39 PARTNERSHIP REVIEW - WE R HERE

The Chair welcomed Hilary Brown from We R Here to the committee as part of the Council's partnership review programme.

Hillary gave an overview on the key areas of their work at We R Here, highlights of which were as follows:

- 1) From April 2022 to present, community engagement referrals have been extremely high, with 17 adults and 12 children having 1-to-1 therapy consisting of 725 total sessions.

- 2) In June of 2022 We R Here delivered their first partnership event with a local training provider offering Continuous Professional Development (CPD) for teachers, college and support staff and introduced a programme looking at trauma and the impacts on mental health from domestic abuse. Unfortunately due to demand, the waiting list for new referrals was closed in September 2022 and remains closed at present.
- 3) The first post-pandemic family event was held in August, helping to reintroduce families in isolation to social settings and from September 2022, self-esteem building courses were resumed as well.
- 4) At present, We R Here are working with 11 adults and 7 children and young people every week as well as the self-esteem groups and other projects/activities.

Members then asked questions and queried what impact the pandemic had on the public and how this differs from the pre-pandemic period.

It was confirmed that the difficulties the public are facing, particularly regarding mental health are seeming far more complex when compared to the pre-pandemic period. It was noted that the effects on children and young people have yet to be seen and unfortunately services to help with this are struggling to meet demand.

RESOLVED:

The Chair thanked Hillary Brown for the information provided.

40

PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

Members welcomed Councillor Kathryn Fox, Portfolio Holder for Diverse Communities and Life Chances to the meeting to examine her portfolio. Councillor Fox gave a presentation, providing an update to members on some key happenings in her portfolio.

Questions were received from Members in advance of the meeting so Councillor Fox delivered an update on this and the various areas of responsibility within her portfolio. She gave the following updates:

- 1) The Homes for Ukraine Scheme (HFU) launched on 14 March 2022. Nottinghamshire County Council allocated £10,500 per guest, which was then reduced to £5,900 in 2023. Sponsors/Hosts receive £350 per month, increasing to £500 per month after 12 months.
- 2) Environmental Health Officers have undertaken a total of 218 visits to matched sponsor/host households in Gedling and keep in touch with sponsors and guests to support re-matching or accommodation moves. It was noted that no Ukrainian Guests have presented as homeless.

- 3) As part of a strategic review of leisure and community facilities, a resident's survey was carried out in December 2022 which received 605 responses, 25% of which had a health condition or disability. The survey suggested that health conditions, disabilities, cost and not enough time are barriers to getting active. This feedback is being used to inform the new strategy.
- 4) As part of the Council's domestic abuse statutory duty, Gedling Borough Council offers a Sanctuary Scheme which enables survivors to remain in their own home safely by providing additional security installations. Funding of £10,000 was received for 2022-2023 to facilitate this.
- 5) Various projects/events have been held or are ongoing across the Council's rural areas, such as community outreach programmes by Customer Services and Citizens Advice, exploring the creation of a parish conference and more. It was noted that support to rural areas is data led to address the needs of the community and the Portfolio Holder for Diverse Communities and Life Chances regularly attends Rural Services Network seminars to learn more about issues affecting rural communities and funding opportunities to address this.

The Chair gave members the opportunity to ask questions of Councillor Fox's portfolio.

Members asked whether communication channels between the Council and Serco are being looked at for asylum seekers prior to the determination of their asylum status, to allow more time for the Housing Needs team to make preparations.

Councillor Fox agreed that the current system is not ideal and that communication channels could be improved, which have been highlighted by other local authorities as well. It was noted that there is a feedback system in place providing an open dialogue to allow the home office to make efficiencies where possible to alleviate the concerns of both asylum seekers and council officers. The Council also liaises with other authorities, sharing best practices to further improve the service.

Members asked whether the Council receives any financial support with regards to supporting asylum seekers and asked where the asylum seekers are in the chain of priority for housing allocation in the Housing Needs system.

Councillor Fox explained that the Council receives funding from Nottinghamshire County Council. It was noted that Councillor Fox did not have information to hand regarding the chain of priority for housing allocations and will provide this information at a later date.

RESOLVED:

The Chair thanked Councillor Fox for her presentation and the information provided.

41 SEWERAGE REVIEW WORKING GROUP RECOMMENDATIONS

Consideration was given to a report of the Democratic Services Manager, which had been circulated in advance of the meeting, detailing a final report of the sewerage review working group, asking the Committee to make recommendations to Cabinet.

Members agreed that an additional recommendation be inserted into the report, as follows:

The Council Liaises on a regular basis with Severn Trent, The Environment Agency and other relevant organisations to build a picture of current levels and locations of sewage and other pollutant discharges (e.g. agricultural and industrial) into the water courses of Gedling to inform planning and policy decisions.

RESOLVED:

That, having considered the report, the Overview and Scrutiny Committee refers the report to Cabinet so that a written response can be provided to the Overview and Scrutiny Committee within 28 days of receipt of the report.

42 REVIEW OF IMPLEMENTATION OF THE WASTE & RECYCLING POLICY

Consideration was given to a report of the Democratic Services Manager, which had been circulated in advance of the meeting, asking Members to review the implementation of the Waste & Recycling policy and make comments as necessary.

RESOLVED to:

- 1) Request statistics on the recycling trial to consider its success;
and
- 2) Note the report.

43 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 7.18 pm

Signed by Chair:

Date:

MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 18 April 2023

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Alex Scroggie
Councillor Pat Bosworth Councillor Martin Smith
Councillor Rachael Ellis Councillor Sam Smith
Councillor Des Gibbons Councillor Clive Towsey-Hinton
Councillor Julie Najuk Councillor Paul Wilkinson

Absent:

Officers in Attendance: J Brough, L Chaplin, P Gibbs and B Hopewell

37 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

38 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 21 MARCH 2023.

RESOLVED:

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

39 DECLARATION OF INTERESTS.

None.

40 INTRODUCTION OF FINANCIAL PENALTIES FOR CONTRAVENTIONS OF THE CLEAN AIR ACT 1993 SECTION 19A RELATING TO EMISSIONS OF SMOKE IN A SMOKE CONTROL AREA.

The Chair advised that this item had been withdrawn from the agenda and that it would be considered at a future meeting.

41 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

42 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

43 APPLICATION FOR A ONE YEAR HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE AND AN APPLICATION FOR A ONE YEAR PRIVATE HIRE OPERATORS LICENCE - JR

Consideration was given to a report of the Head of Environment, which had been circulated in advance of the meeting, regarding an application for a one year joint Hackney Carriage/Private Hire Driver's Licence and an application for a one year Private Hire Operators Licence for JR.

JR attended the meeting and he addressed the Committee.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

To refuse JR's application for a one year Joint Hackney Carriage/Private Hire Driver's Licence and a one year Private Hire Operators Licence.

44 APPLICATION FOR A ONE YEAR HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE - MRQ

The Committee was informed that MRQ's representative had requested that the matter be adjourned to another date to allow MRQ to attend the committee.

RESOLVED:

To defer consideration of the application to the next available meeting of the committee.

45 APPLICATION FOR A ONE YEAR HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE - KM

Consideration was given to a report of the Head of Environment, which had been circulated in advance of the meeting, regarding an application for a one year joint Hackney Carriage/Private Hire Driver's Licence for KM.

KM attended the meeting along with a family member and they both addressed the Committee.

In making its decision, the Committee found that there were exceptional mitigating circumstances surrounding the offences which allowed for departure from the Council's approved Policy and Guidelines.

RESOLVED to:

Approve KM's application for a one year Joint Hackney Carriage/Private Hire Driver's Licence.

The meeting finished at 5.25 pm

Signed by Chair:
Date:

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MINUTES PLANNING COMMITTEE

Wednesday 26 April 2023

Councillor John Truscott (Chair)

In Attendance: Councillor Paul Wilkinson Councillor Meredith Lawrence
Councillor Michael Adams Councillor Julie Najuk
Councillor Peter Barnes Councillor Barbara Miller
Councillor David Ellis Councillor Marje Paling
Councillor Rachael Ellis Councillor John Parr
Councillor Andrew Ellwood Councillor Sam Smith
Councillor Rosa Keneally Councillor Henry Wheeler

Absent: Councillor Chris Barnfather and Councillor Mike Hope

Officers in Attendance: M Avery, K Cartwright, S Fayaz, C Goodall and B Hopewell

74 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillor Barnfather. Councillor Sam Smith attended as substitute.

75 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 29 MARCH 2023

RESOLVED:

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

76 DECLARATION OF INTERESTS

Councillor Paling declared an interest in item 4 on the agenda and confirmed that she would not participate in the debate nor vote on the item.

77 APPLICATION NO. 2022/1316 - LAND OFF LIME LANE, ARNOLD. NG5 8PW

Due to public interest, the Chair Moved item 6 forward on the agenda.

Use of land for outdoor sports and recreation, siting of structures for ancillary storage, office and refreshments, and associated track, car park and infrastructure (additional details of car parking and zone layouts).

Ed Hammond, the applicant, spoke in support of the application.

The Principal Planning Officer updated Members in relation to a number of late items that had been received after the publication of the agenda which included: on-line petition, petition from B2B Events, correspondence circulated to Councillors from the applicant, time-line of business activities on site from B2B, a letter of support from a member of the public, a letter of objection from a member of the public and further clarification on very special circumstances from the applicant's agent.

The Principal Planning Officer then introduced the report.

He concluded that the additional information did not change the officer recommendation and the application was recommended for refusal.

Councillor Wilkinson, seconded by Councillor David Ellis, moved a recommendation that the item should be deferred to a future meeting, to allow further negotiations to take place between the planning department and the applicant in order to find a mutual solution.

RESOLVED:

To defer the decision of the application to a future planning committee for the following reason.

Reason:

To enable further discussions to take place between the applicant and officers to address the issues in respect of the effect on the openness on the green belt.

78 ENFORCEMENT REF: 0212/2022 - LAND AT LIME LANE WOODS, LIME LANE, ARNOLD

The Chair informed the committee that the item had been withdrawn from the agenda following the deferment of application no. 2022/1316.

79 APPLICATION NO. 2021/0126 - BEACON BAPTIST CHURCH, KILLISICK ROAD, ARNOLD, NG5 8BD

Councillor Paling left the meeting.

Residential development (outline) to include demolition of existing site buildings.

The Principal Planning Officer introduced the report.

Following debate, the recommendations within the officer's report to grant planning permission was not carried.

The Chair adjourned the meeting to allow officers to draft the proposed reasons for refusal of the application.

The meeting was adjourned at 7:07pm.

The meeting resumed at 7.11 pm.

RESOLVED:

To refuse the application for the following reasons.

Reasons:

The reasons for refusal following the over-turn of Beacon Baptist are:

- 1) The proposal would fail to comply with part (a) or (b) of Local Planning Document (2018) Policy LPD56 – Protection of Community Facilities.
- 2) The applicant has failed to demonstrate that there is sufficient alternative existing community facility provisions with sufficient (or equivalent) capacity available within the area which can be reasonably accessed by walking, cycling or public transport and which would not result in the need for significant increases in car journeys.
- 3) No alternative provision will be provided as part of the development; and
- 4) Insufficient evidence has been submitted with the application to demonstrate that the retention of the existing community building and use is not economically viable, feasible or practicable.

80 APPLICATION NO. 2022/0009 - SARVAL, STOKE LANE, STOKE BARDOLPH, NG14 5HJ

Councillor Paling re-joined the Committee.

This item was withdrawn from the agenda.

81 FUTURE PLANNING APPLICATIONS

RESOLVED:

To note the information.

82 PLANNING DELEGATION PANEL ACTION SHEETS

RESOLVED:

To note the information.

83 ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS URGENT

Under this item the Chair gave thanks to the Democratic Services Team, Legal Team, Planning Policy Team and Planning Department for their support over the past 12 years.

Councillor Peter Barnes thanked the Planning Department for their support over the past 50 years, during his time served on the Planning Committee.

The meeting finished at 7.25 pm

Signed by Chair:
Date:

MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 6 June 2023

Present: Councillor Jim Creamer Councillor Catherine Pope
Councillor Rachael Ellis Councillor Jane Walker
Councillor Paul Hughes Councillor Russell Whiting

Unison: Susan Buchanan Craig Thomson (GMB)
Alison Hunt

Absent: Councillor Michelle Welsh and Councillor Alex Scroggie

Officers in Attendance: D Archer and B Hopewell

32 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Welsh.

33 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 21 FEBRUARY 2023.

RESOLVED:

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

34 DECLARATION OF INTERESTS.

None.

35 MINOR STAFFING CHANGES

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing the Committee of any minor changes to the establishment proposed by the Senior Leadership Team for implementation outside the formal full JCSC process but following consultation with trade unions. Such minor changes will not have wide organisation impact and will be authorised for implementation by the Chief Executive under delegated powers:

RESOLVED:

To note the report.

36 SICKNESS ABSENCE

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing the Committee of the current levels of sickness absence in the organisation and to examine trends.

RESOLVED:

To note the report.

37 CURRENT STAFFING ISSUES

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing the Committee of any issues of particular interest that relate to the Council's workforce.

RESOLVED:

To note the report.

38 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.15 pm

Signed by Chair:
Date:

MINUTES APPEALS AND RETIREMENTS COMMITTEE

Tuesday 6 June 2023

Councillor Paul Wilkinson (Chair)

Councillor Roxanne Ellis
Councillor David Ellis
Councillor Paul Feeney

Councillor Paul Hughes
Councillor Grahame Pope

Apologies for absence: Councillor Michael Adams

Officers in Attendance: D Archer, B Hopewell, N Osei and A Snodin

19 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillors Adams, Ellis and Towsey-Hinton. Councillors David Ellis and Paul Hughes attended as substitute.

20 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 23 MARCH 2021.

RESOLVED:

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

21 DECLARATION OF INTERESTS.

None.

22 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

23 EXCLUSION OF PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the reports involve the likely

disclosure of exempt information as defined in Paragraph 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

24 APPEAL AGAINST DISMISSAL

The Head of HR, Performance and Service Planning informed the Committee that RM had appealed against the decision of the Waste, Fleet and Depot managers' decision to dismiss him from the Council's employment.

Members had considered the full agenda which had been circulated prior to the meeting.

The Waste, Fleet and Depot manager, Mick Morley attended with Andrea Snodin, Senior Personnel Officer, and presented the Council's reasons for the decision to dismiss, showing video footage of the incident. The Committee then heard from RM and his representative, outlining their reasons for the appeal.

RESOLVED:

To uphold the Waste, Fleet and Depot manager's decision for dismissal. The Committee resolved to dismiss the appeal as RM failed to comply with council procedure, and although the incident was reported to his manager within a reasonable period, RM had failed to report the incident to the police.

The meeting finished at 12.00 pm

Signed by Chair:
Date:

MINUTES CABINET

Thursday 8 June 2023

Councillor John Clarke (Chair)

Councillor David Ellis	Councillor Marje Paling
Councillor Kathryn Fox	Councillor Lynda Pearson
Councillor Jenny Hollingsworth	Councillor Henry Wheeler
Councillor Viv McCrossen	

Absent: Councillor Michael Payne

Officers in Attendance: M Hill, F Whyley and C McCleary

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Michael Payne.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 22 MARCH 2023

RESOLVED:

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

3 DECLARATION OF INTERESTS

None.

4 FORWARD PLAN

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

RESOLVED:

To note the report.

5 APPROVAL TO INTRODUCE A PUBLIC SPACE PROTECTION ORDER IN PARTS OF NETHERFIELD/ COLWICK AND GEDLING ACCESS ROAD

Consideration was given to a report of the Head of Environment, which had been circulated in advance of the meeting, seeking approval to introduce a Public Space Protection Order (PSPO) in parts of

Netherfield/Colwick and to fix the financial level of fixed penalties issued by the Council for failing to comply with the PSPO.

RESOLVED to:

- 1) Approve the introduction of a Public Space Protection Order (PSPO), as shown at Appendix 1 to the report, lasting for 3 years, to prevent a wide variety of problems and community safety issues caused by car cruising in the Netherfield and Colwick areas as shown on the map at Appendix 2 to the report, effective from 23 June 2023; and
- 2) Approve the fixing of the financial level of Fixed Penalties issued by the Council for failing to comply with Public Space Protection Orders at £100, payable within 14 days of service of the fixed penalty notice, with no option for reduced rate for early repayment.

6 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 2.11 pm

Signed by Chair:
Date:

MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 13 June 2023

Councillor Alison Hunt (Chair)

Present: Councillor Marje Paling Councillor Julie Najuk
Councillor Stuart Bestwick Councillor Alex Scroggie
Councillor Boyd Elliott Councillor Martin Smith
Councillor Rachael Ellis Councillor Clive Towsey-Hinton
Councillor Des Gibbons Councillor Paul Wilkinson

Absent: Councillor Sue Pickering

Officers in Attendance: B Cox, L Chaplin, P Gibbs, B Hopewell and K Nealon

46 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Pickering, Councillor Bestwick attended as substitute.

47 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 18 APRIL 2023.

RESOLVED:

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

48 DECLARATION OF INTERESTS.

None.

49 INTRODUCTION OF FINANCIAL PENALTIES FOR CONTRAVENTIONS OF THE CLEAN AIR ACT 1993 SECTION 19A RELATING TO EMISSIONS OF SMOKE IN A SMOKE CONTROL AREA.

Consideration was given to a report of the Head of Environment, which had been circulated in advance of the meeting, seeking approval for the use of financial penalties for offences under section 19A of the Clean Air Act 1993 (as inserted by section 73 of the Environment Act 2021) and to set the monetary level for financial penalties which may be issued for offences under Section 19A of the Clean Air Act 1993 relating to emissions of smoke in a smoke control area.

RESOLVED to:

- 1) Approve the use of financial penalties for smoke control offences in a smoke control area, under Section 19A of the Clean Air Act 1993;
- 2) Sets the level of the financial penalties under Section 19A of the Clean Air Act at £175;
- 3) Approve the increase of the financial penalties to £300 (the maximum value) for persistent/repeat offenders; and
- 4) Delegate authority to the Corporate Director to authorise relevant officers or persons to issue financial penalties in respect of offences, and to determine objections in accordance with Section 19A of the Clean Air Act 1993.

50 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

51 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

52 APPLICATION FOR A 3 YEAR JOINT HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE - RA

Consideration was given to a report of the Head of Environment, which had been circulated in advance of the meeting, regarding an application for a three year joint Hackney Carriage/Private Hire Driver's Licence for RA.

RA attended the meeting and he addressed the Committee.

In making its decision, the Committee found that there were exceptional mitigating circumstances surrounding the offences which allowed for departure from the Council's approved Policy and Guidelines.

RESOLVED to:

Approve RA's application for a three year Joint Hackney Carriage/Private Hire Driver's Licence.

53 APPLICATION FOR A ONE YEAR JOINT HACKNEY CARRIAGE /

PRIVATE HIRE DRIVERS LICENCE - MRQ

The Committee was informed that MRQ's representative had requested that the matter be adjourned to another date to allow him to attend the committee.

RESOLVED:

To defer consideration of the application to the next available meeting of the committee.

The meeting finished at 5.25 pm

Signed by Chair:
Date:

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MINUTES PLANNING COMMITTEE

Wednesday 21 June 2023

Councillor Roy Allan (Chair)

In Attendance: Councillor Paul Wilkinson Councillor Marje Paling
Councillor Lorraine Brown Councillor Catherine Pope
Councillor David Ellis Councillor Grahame Pope
Councillor Rachael Ellis Councillor Sam Smith
Councillor Andrew Ellwood Councillor Ruth Strong
Councillor Des Gibbons Councillor Jane Walker
Councillor Helen Greensmith Councillor Henry Wheeler
Councillor Ron McCrossen

Absent: Councillor Stuart Bestwick, Councillor Lynda Pearson and
Councillor Michelle Welsh

Officers in Attendance: M Avery, N Bryan, S Fayaz and C Goodall

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillors Bestwick, Pearson and Welsh. Councillors Brown, Rachael Ellis and Paling attended as substitutes.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 26 APRIL 2023

RESOLVED:

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

3 DECLARATION OF INTERESTS

None.

4 APPLICATION NO. 2022/1316 - LAND OFF LIME LANE, ARNOLD NG5 8PW

Due to public interest, the Chair moved items 6 and 7 forward on the agenda.

Sunil Vidhani spoke on behalf of local residents who were in objection to the application.

Edward Hammond, the applicant, spoke in support of the application.

The Principal Planning Officer updated members in relation to a number of late items that had been received since the publication of the agenda which included a letter of objection noting that there had been objections to the use on noise grounds prior the festival events held in September 2022 and one new letter of support, raising no new considerations.

He added that pages 42-43 of the committee report outlined changes to the application with further representation received from the agent confirming the Maize spectator stand would be removed from Nov to June, Portaloos would only be on site between Aug and Oct, the cinema pallet stage will only be on site between May-Oct, that an advert stand and solar panels had been removed.

He added that the letter also highlighted what they considered to be very special circumstances to allow the development, which were already covered in the committee report and that amended plans had also been submitted to clarify what structures were to be removed.

The Principal Planning Officer then introduced the report.

He concluded that the additional information did not change the officer recommendation and the application was recommended for refusal.

RESOLVED:

To Refuse Planning Permission for the following reason:

In the opinion of the Local Planning Authority although the principle of the proposed use of the site for outdoor activities would fall within an exception of development identified in the NPPF as being appropriate development in the Green Belt the ancillary structures and paraphernalia associated with the various uses on the site together with the access track and car parking area would fail to preserve the openness of the Green Belt and would conflict with the purposes of including land within it. There would be glimpsed views into the site of the parking areas the impact of which would be further intensified by the urbanisation of parked vehicles and any associated infrastructure such as structures, lighting and signage. All these factors result in harm to openness and therefore should not be approved unless very special circumstances exist.

Very special circumstances will not exist unless the identified harm can be clearly outweighed by other considerations. It is considered that the very special circumstances of social, economic, environmental, ecological and community benefits would not outweigh the harm in this

instance. Taking into account the above matters, the proposal is considered to be contrary to Section 13 of the NPPF (2021).

Notes to applicant

Planning Statement - There are fundamental Green Belt policy objections to the proposal and despite protracted discussions with the applicant for planning permission, it has not been possible to overcome these concerns.

5 ENFORCEMENT REF: 0212/2022 - LAND AT LIME LANE WOODS, LIME LANE, ARNOLD

Unauthorised change of use from agricultural land and woodland to outdoor pursuits, cinema and leisure venue with associated siting of storage containers, food vending trailer and other activity based paraphernalia and installation of an access track and car parking area.

The Principal Planning Officer introduced the report.

RESOLVED:

That the Head of Development and Place, in conjunction with the Head of Governance and Customer Services, be authorised to take all relevant planning enforcement action including the service of any necessary enforcement notices and issue of proceedings through the courts, if required, to ensure the cessation of the unauthorised change of use of the site to an outdoor pursuits, cinema and leisure venue and removal of all associated structures, infrastructure, fitments, storage containers, food vending trailer and other activity based paraphernalia and removal of the access track and parking area to include reinstatement of the land to its condition immediately prior to installation.

6 APPLICATION NO. 2023/0100 - LING FARM, RICKET LANE, RAVENSHEAD NG21 0NG

Conversion of two agricultural buildings to create 5 dwellings.

The Principal Planning Officer updated members in relation to the recommendation, which would need to be amended to grant planning permission subject to conditions and the signing of a Section 106 Legal Agreement, which was detailed in the committee report.

The Principal Planning Officer then introduced the report.

RESOLVED:

To GRANT Planning Permission subject to conditions and the signing of a Section 106 Legal Agreement:

Conditions

- 1 The development must be begun not later than three years beginning with the date of this permission.
- 2 This permission shall be read in accordance with the application form and deposited plans, drawing no's 00027/P6, 00105/P1, 00038/P4 and 00034/P3, received on 1st February 2023, and drawing no. 18-0708/001/A received on 6th June 2023. The development shall thereafter be undertaken in accordance with these plans/details.
- 3 No part of the development hereby permitted shall be brought into use until the access driveway has been implemented in accordance with drawing no. 18-0708/001/A, received on 6th June 2023. The access drive shall be surfaced in a hard bound material (not loose gravel) for a minimum distance of 5.0 metres behind the highway boundary, and constructed with provision to prevent the discharge of surface water from the access to the public highway. The bound material and the provision to prevent the discharge of surface water to the public highway shall be retained for the lifetime of the development.
- 4 No part of the development hereby permitted shall be brought into use until a vehicular crossing is available for use and constructed in accordance with the Highway Authority specification to the satisfaction of the Local Planning Authority.
- 5 No part of the development hereby permitted shall be brought into use until a bin collection point has been provided within 15 metres of the public highway to the satisfaction of the Local Planning Authority. The bin collection point shall be retained for the life of the development.
- 6 Prior to the commencement of development the following shall be submitted to and approved in writing by the Local Planning Authority: Site Characterisation An assessment of the nature and extent of any potential contamination has been submitted to and approved in writing by the Local Planning Authority. This assessment must be undertaken by a competent person, and shall assess any contamination on the site, whether or not it originates on the site. Moreover, it must include; a survey of the extent, scale and nature of contamination and; an assessment of the potential risks to: human health, property, adjoining land, controlled waters, ecological systems, archaeological sites and ancient monuments. Submission of Remediation Scheme Where required, a detailed remediation scheme (to bring the site to a condition suitable for the intended use by removing unacceptable risks to critical receptors) should be submitted to and approved in

writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, an appraisal of remedial options, and proposal of the preferred option(s), and a timetable of works and site management procedures.

- 7 In the event that remediation is required to render the development suitable for use, the agreed remediation scheme shall be implemented in accordance with the approved timetable of works. Prior to occupation of any building(s) a Verification Report (that demonstrates the effectiveness of the remediation carried out) must be submitted to and approved in writing by the Local Planning Authority.
- 8 In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing immediately to the Local Planning Authority and once the Local Planning Authority has identified the part of the site affected by the unexpected contamination development must be halted on that part of the site. An assessment must be undertaken in accordance with the requirements above, and where remediation is necessary a remediation scheme, together with a timetable for its implementation and verification reporting, must be submitted to and approved in writing by the Local Planning Authority.
- 9 From the date of first occupation each dwelling shall be provided with access to electric vehicle (EV) charge point(s) in line with Part S of the Building Regulations. All EV charging points shall meet relevant safety and accessibility requirements and be clearly marked with their purpose; which should be drawn to the attention of new residents in their new home welcome pack / travel planning advice.
- 10 Before development hereby approved is first commenced full details of both soft and hard landscape works shall be submitted to and approved in writing by the Local Planning Authority. The detailed landscape plans and particulars shall include: (a) details of size, species, positions and densities of all trees, hedges and shrubs to be planted; (b) details of the boundary treatments, including those to individual plot boundaries; (c) the proposed means of surfacing access roads, car parking areas, and the frontages of properties such as driveways and footpaths to front doors, and (d) a programme of implementation. The development shall be implemented in accordance with the approved details, which shall be retained for the lifetime of the development.
- 11 If within a period of five years beginning with the date of the planting of any tree or shrub, approved in relation to or Condition 13, that tree or shrub, or any tree or shrub that is planted in

replacement of it, is removed, uprooted or destroyed or dies, or becomes in the opinion of the Local Planning Authority seriously damaged or defective, another tree or shrub of the same species and size as that originally planted shall be planted at the same place, unless otherwise prior agreed in writing by the Local Planning Authority.

- 12 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no additional mezzanine floor and no development falling within Classes A, B, C, D, E, F of Part 1 of Schedule 2 to that Order shall be carried out.
- 13 No development shall take place until full details of finished floor levels, above ordnance datum, of the ground floors of the proposed dwellings and all hard landscaped surfaces, in relation to existing and proposed ground levels and cross sections of the site have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved levels.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 For the avoidance of doubt.
- 3 In the interest of highway safety.
- 4 In the interest of highway safety.
- 5 In the interest of highway safety.
- 6 To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 178 of the National Planning Policy Framework and policy LPD7 of the Local Planning Document.
- 7 To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 178 of the National Planning Policy Framework and policy LPD7 of the Local Planning Document.
- 8 To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 178 of the National Planning Policy Framework and policy LPD7 of the Local Planning Document.

- 9 To ensure the development is constructed in an appropriate sustainable manner which takes into consideration air quality within the Borough, and takes into consideration the National Planning Policy Framework and policy LPD11 of the Local Planning Document.
- 10 To ensure a satisfactory development in accordance with the aims of Policy 10 of the Aligned Core Strategy.
- 11 To ensure a satisfactory development in accordance with the aims of Policy 10 of the Aligned Core Strategy.
- 12 To protect the openness of the Green Belt.
- 13 To ensure a satisfactory development in accordance with the aims of Policy 10 of the Aligned Core Strategy.

Reasons for Decision

It is considered that the proposal would be appropriate development in the Green Belt and very special circumstances can be demonstrated to outweigh the limited harm to the openness the additional improvements to the access point would have. The proposal would be acceptable from a visual amenity, residential amenity, highway safety, air quality and land contamination and therefore it would be in accordance with Sections 12 and 13 of the NPPF, Policies 3, 10 and 19 of the ACS, and policies LPD 7, LPD 11, LPD 12, LPD 13, LPD 21, LPD 32, LPD 57 and LPD 61 of the Local Planning Document.

Notes to Applicant

Positive and Proactive Statement - The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework. During the processing of the application there were no problems for which the Local Planning Authority had to seek a solution in relation to this application.

All electrical circuits/installations shall comply with the electrical requirements of BS7671:2008 as well as conform to the IET code of practice on Electrical Vehicle Charging Equipment installation (2015) and The Electric Vehicles (Smart Charge Points) Regulations 2021.

The proposal makes it necessary to construct a vehicular footway crossing over the public highway. These works shall be constructed to the satisfaction of the Highway Authority. You are, therefore, required to contact the County Council's Customer Services, on telephone 0300 500 80 80, to arrange for these works to be carried out.

The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to The Coal Authority on 0845 762 6848. Further information is also available on The Coal Authority website at www.coal.decc.gov.uk. Property specific summary information on past, current and future coal mining activity can be obtained from The Coal Authority's Property Search Service on 0845 762 6848 or at www.groundstability.com.

7 APPLICATION NO. 2023/0140 - GLEBE FARM, GLEBE DRIVE, BURTON JOYCE NG14 5BA

Conversion of two agricultural buildings to create 5 dwellings.

The Principal Planning Officer introduced the report.

RESOLVED:

To GRANT Planning Permission subject to conditions:

Conditions

- 1 The development must be begun not later than three years beginning with the date of this permission.
- 2 This permission shall be read in accordance with the application form and deposited plans, drawing no's 00027/P6, 00105/P1, 00038/P4 and 00034/P3, received on 1st February 2023, and drawing no. 18-0708/001/A received on 6th June 2023. The development shall thereafter be undertaken in accordance with these plans/details.
- 3 No part of the development hereby permitted shall be brought into use until the access driveway has been implemented in accordance with drawing no. 18-0708/001/A, received on 6th June 2023. The access drive shall be surfaced in a hard bound material (not loose gravel) for a minimum distance of 5.0 metres behind the highway boundary, and constructed with provision to prevent the discharge of surface water from the access to the public highway. The bound material and the provision to prevent the discharge of surface water to the public highway shall be retained for the lifetime of the development.
- 4 No part of the development hereby permitted shall be brought into use until a vehicular crossing is available for use and constructed in accordance with the Highway Authority specification to the satisfaction of the Local Planning Authority.

- 5 No part of the development hereby permitted shall be brought into use until a bin collection point has been provided within 15 metres of the public highway to the satisfaction of the Local Planning Authority. The bin collection point shall be retained for the life of the development.
- 6 Prior to the commencement of development the following shall be submitted to and approved in writing by the Local Planning Authority: Site Characterisation An assessment of the nature and extent of any potential contamination has been submitted to and approved in writing by the Local Planning Authority. This assessment must be undertaken by a competent person, and shall assess any contamination on the site, whether or not it originates on the site. Moreover, it must include; a survey of the extent, scale and nature of contamination and; an assessment of the potential risks to: human health, property, adjoining land, controlled waters, ecological systems, archaeological sites and ancient monuments. Submission of Remediation Scheme Where required, a detailed remediation scheme (to bring the site to a condition suitable for the intended use by removing unacceptable risks to critical receptors) should be submitted to and approved in writing by the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, an appraisal of remedial options, and proposal of the preferred option(s), and a timetable of works and site management procedures.
- 7 In the event that remediation is required to render the development suitable for use, the agreed remediation scheme shall be implemented in accordance with the approved timetable of works. Prior to occupation of any building(s) a Verification Report (that demonstrates the effectiveness of the remediation carried out) must be submitted to and approved in writing by the Local Planning Authority.
- 8 In the event that contamination is found at any time when carrying out the approved development that was not previously identified it must be reported in writing immediately to the Local Planning Authority and once the Local Planning Authority has identified the part of the site affected by the unexpected contamination development must be halted on that part of the site. An assessment must be undertaken in accordance with the requirements above, and where remediation is necessary a remediation scheme, together with a timetable for its implementation and verification reporting, must be submitted to and approved in writing by the Local Planning Authority.
- 9 From the date of first occupation each dwelling shall be provided with access to electric vehicle (EV) charge point(s) in line with

Part S of the Building Regulations. All EV charging points shall meet relevant safety and accessibility requirements and be clearly marked with their purpose; which should be drawn to the attention of new residents in their new home welcome pack / travel planning advice.

- 10 Before development hereby approved is first commenced full details of both soft and hard landscape works shall be submitted to and approved in writing by the Local Planning Authority. The detailed landscape plans and particulars shall include: (a) details of size, species, positions and densities of all trees, hedges and shrubs to be planted; (b) details of the boundary treatments, including those to individual plot boundaries; (c) the proposed means of surfacing access roads, car parking areas, and the frontages of properties such as driveways and footpaths to front doors, and (d) a programme of implementation. The development shall be implemented in accordance with the approved details, which shall be retained for the lifetime of the development.
- 11 If within a period of five years beginning with the date of the planting of any tree or shrub, approved in relation to or Condition 13, that tree or shrub, or any tree or shrub that is planted in replacement of it, is removed, uprooted or destroyed or dies, or becomes in the opinion of the Local Planning Authority seriously damaged or defective, another tree or shrub of the same species and size as that originally planted shall be planted at the same place, unless otherwise prior agreed in writing by the Local Planning Authority.
- 12 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order with or without modification), no additional mezzanine floor and no development falling within Classes A, B, C, D, E, F of Part 1 of Schedule 2 to that Order shall be carried out.
- 13 No development shall take place until full details of finished floor levels, above ordnance datum, of the ground floors of the proposed dwellings and all hard landscaped surfaces, in relation to existing and proposed ground levels and cross sections of the site have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved levels.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2 For the avoidance of doubt.
- 3 In the interest of highway safety.
- 4 In the interest of highway safety.
- 5 In the interest of highway safety.
- 6 To ensure the development is safe and suitable for use, thereby taking into consideration paragraph 178 of the National Planning Policy Framework and policy LPD7 of the Local Planning Document.
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- 10 To ensure a satisfactory development in accordance with the aims of Policy 10 of the Aligned Core Strategy.
- 11 To ensure a satisfactory development in accordance with the aims of Policy 10 of the Aligned Core Strategy.
- 12 To protect the openness of the Green Belt.
- 13 To ensure a satisfactory development in accordance with the aims of Policy 10 of the Aligned Core Strategy.

Reasons for Decision

It is considered that the proposal would be appropriate development in the Green Belt and very special circumstances can be demonstrated to outweigh the limited harm to the openness the additional improvements to the access point would have. The proposal would be acceptable from a visual amenity, residential amenity, highway safety, air quality and land contamination and therefore it would be in accordance with Sections 12

and 13 of the NPPF, Policies 3, 10 and 19 of the ACS, and policies LPD 7, LPD 11, LPD 12, LPD 13, LPD 21, LPD 32, LPD 57 and LPD 61 of the Local Planning Document.

Notes to Applicant

Positive and Proactive Statement - The Borough Council has worked positively and proactively with the applicant in accordance with paragraph 38 of the National Planning Policy Framework. During the processing of the application there were no problems for which the Local Planning Authority had to seek a solution in relation to this application.

All electrical circuits/installations shall comply with the electrical requirements of BS7671:2008 as well as conform to the IET code of practice on Electrical Vehicle Charging Equipment installation (2015) and The Electric Vehicles (Smart Charge Points) Regulations 2021.

The proposal makes it necessary to construct a vehicular footway crossing over the public highway. These works shall be constructed to the satisfaction of the Highway Authority. You are, therefore, required to contact the County Council's Customer Services, on telephone 0300 500 80 80, to arrange for these works to be carried out.

The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to The Coal Authority on 0845 762 6848. Further information is also available on The Coal Authority website at www.coal.decc.gov.uk. Property specific summary information on past, current and future coal mining activity can be obtained from The Coal Authority's Property Search Service on 0845 762 6848 or at www.groundstability.com.

8 MEMBERSHIP OF THE PLANNING DELEGATION PANEL

To note the attached approved report.

RESOLVED to:

Note that the following members of Planning Committee were permanent members of the Planning Delegation Panel:

Councillor Roy Allan

Councillor Stuart Bestwick

Councillor David Ellis

Councillor Ron McCrossen

Councillor Lynda Pearson

Councillor Ruth Strong

9 FUTURE APPLICATIONS

RESOLVED:

To note the information.

10 PLANNING DELEGATION PANEL ACTION SHEETS

RESOLVED:

To note the information.

11 ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 6.50 pm

Signed by Chair:
Date:

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