

Agenda

Cabinet

Date: **Thursday 5 September 2024**

Time: **2.00 pm**

Place: **Council Chamber**

For any further information please contact:

Democratic Services

committees@gedling.gov.uk

0115 901 3906

Cabinet

Membership

Chair Councillor John Clarke
Vice-Chair Councillor Michael Payne

Councillor David Ellis
Councillor Kathryn Fox
Councillor Jenny Hollingsworth
Councillor Viv McCrossen
Councillor Marje Paling
Councillor Lynda Pearson
Councillor Henry Wheeler

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Responsibility of committee:

Cabinet is the meeting of all executive members. The Executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under the Constitution. Cabinet Portfolios are detailed within Section 6, Part 9 of the Council's Constitution.

AGENDA

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- 10 **Any other items the Chair considers urgent**

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MINUTES CABINET

Wednesday 17 July 2024

Councillor John Clarke (Chair)

Councillor David Ellis
Councillor Kathryn Fox
Councillor Jenny Hollingsworth

Councillor Lynda Pearson
Councillor Henry Wheeler

Absent: Councillor Michael Payne, Councillor Viv McCrossen
and Councillor Marje Paling

Officers in Attendance: M Hill, C McCleary, F Whyley and T Adams

100 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors V McCrossen, Paling and Payne.

101 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 18 APRIL 2024

RESOLVED:

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

102 DECLARATION OF INTERESTS

Councillors Hollingsworth and Pearson declared non-pecuniary interests in item 12 due to the fact that the item relates to Gedling ward.

103 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.

104 FLEXIBLE USE OF CAPITAL RECEIPTS STRATEGY 2024/25

The Chief Finance Officer introduced a report, which had been circulated in advance of the meeting, seeking referral to Council for the approval and adoption of the flexible use of capital receipts strategy.

RESOLVED:

To recommend to Full Council the approval and adoption of the flexible use of capital receipts strategy 2024/25.

105 BUDGET OUTTURN AND BUDGET CARRY FORWARDS 2023/24

The Chief Finance Officer introduced a report, which had been circulated in advance of the meeting, informing members of the budget outturn and budget carry forwards for 2023/24.

The report also asked Cabinet to note the final outturn position for 2023/24 and:

- 1) Approve the movements on earmarked reserves and provisions;
- 2) Note the capital carry forward budgets approved by the Chief Finance Officer in accordance with financial regulations;
- 3) Approve the carry forward of non-committed capital budgets from 2023/24 as additions to the 2024/25 budget in accordance with financial regulations; and
- 4) Recommend that Council approve the method of financing the 2023/24 capital expenditures which includes making the determinations required for the minimum revenue provision.

RESOLVED to:

- 1) Note the budget outturn figures for 2023/24;
- 2) Approve the movements in earmarked reserves and provisions as detailed in paragraph 2.7 of the report;
- 3) Approve the reimbursement of £1,454,360 CIL funds into earmarked reserves as detailed in paragraph 2.10 of the report;
- 4) Note the capital carry forwards approved by the Chief Finance Officer included in appendix 6 to the report, being amounts not in excess of £50,000 and committed schemes above £50,000;
- 5) Approve the capital carry forwards of £1,883,400 included in appendix 6 to the report for non-committed schemes in excess of £50,000; and

6) Refer to full Council for approval:

- i. The overall method of financing of the 2023/24 capital expenditure as set out in paragraph 3.4; and
- ii. The determination of the minimum revenue provision for the repayment of debt as set out in paragraph 3.5.

106 ANNUAL TREASURY ACTIVITY REPORT 2023/24

The Chief Finance Officer introduced a report, which had been circulated in advance of the meeting, informing members of the outturn on the 2023/24 prudential code indicators and advising members of the outturn on treasury activity.

RESOLVED:

To approve the Annual Treasury Activity report for 2023/24 and refer it to Full Council for approval.

107 QUARTER 4 (YEAR END) PERFORMANCE INFORMATION

The Director of Transformation 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 2023/24 Gedling Plan at the end of quarter 4 and year end.

RESOLVED:

To note the progress against improvement actions and performance indicators for quarter 4 and the full year of 2023/24 Gedling Plan.

108 GEDLING PLAN - ANNUAL REPORT 2023/24

The Director of Transformation introduced a report, which had been circulated in advance of the meeting, seeking members' agreement to the wide publication of the proposed Gedling Plan Annual Report for 2023/24.

RESOLVED:

To approve the Gedling Plan Annual Report for 2023/24 for wide publication internally and externally as described within the report.

109 COUNCIL PRODUCTIVITY PLAN

The Chief Executive introduced a report, which had been circulated in advance of the meeting, seeking approval of the Council's Productivity Plan.

RESOLVED:

- 1) To approve the Council's Productivity Plan for publication and submission to the Department of Levelling Up, Housing and Communities (DLUHC); and
- 2) To refer to Full Council for information and noting.

110

STRATEGIC REVIEW - COMMUNITY FACILITIES

The Head of Communities and Leisure introduced a report, which had been circulated in advance of the meeting, advising members on the findings and recommendations from the Strategic Outcomes Planning Model review and seeking approval for further feasibility work on the future development of a new Carlton Leisure and Community Wellbeing Centre, future consultation with stakeholders and approval of resources to fund the proposed pre-construction feasibility programme.

RESOLVED to:

- 1) Note the research, findings and recommendations from the Strategic Outcomes Planning Model Strategy Stages 2, 3 and 4 and its associated Indoor Built Facilities Strategy;
- 2) Approve a pre-construction feasibility programme in relation to the development of a new Carlton Leisure and Community Wellbeing Centre on the Richard Herrod Centre site up to RIBA Stage 2;
- 3) Approve the establishment of a project board and project team to lead on the development programme for a new Carlton Leisure and Community Wellbeing Centre;
- 4) Authorise consultation with stakeholders and residents regarding the facilities, activities and services to be included in a new Carlton Leisure and Community Wellbeing Centre; and
- 5) Note that a virement be approved by the Chief Finance Officer from the Leisure Strategy Earmarked Reserve (as set out in Financial Regulations) for £500,000 for the pre-construction feasibility programme for a new Carlton Leisure and Community Wellbeing Centre;

111

COMMUNITY INFRASTRUCTURE LEVY (CIL) NON- PARISH FUNDING – CONSULTATION RESPONSE AND FUNDING DECISION

The CIL and Section 106 Monitoring Officer introduced a report, which had been circulated in advance of the meeting, advising members of representations and comments received in relation to the CIL Non-Parish Neighbourhood Public Consultation, and seeking approval of the awarding of CIL Non-Parish Neighbourhood Funding and the retention of unsuccessful projects on the Local Infrastructure Schedule.

RESOLVED to:

- 1) Award CIL Non-Parish Neighbourhood Funding up to £62,678 to project LIS5 – 1st Gedling Scout Group HQ Refurbishment;
- 2) Retain LIS1 – Cinder Path Extension on Local Infrastructure Schedule for reconsideration as part of next year's CIL Non-Parish Neighbourhood Funding awards;
- 3) Retain LIS2 – Gedling Youth & Community Hub Regeneration Project on the Local Infrastructure Schedule for reconsideration as part of next year's CIL Non-Parish Neighbourhood Funding awards;
- 4) Retain LIS3 – Lambley Village Cricket Club on Local Infrastructure Schedule for reconsideration as part of next year's CIL Non-Parish Neighbourhood Funding awards; and
- 5) Retain LIS4 – Mapperley All Stars (MAS) Community Sports Development on Local Infrastructure Schedule for reconsideration as part of next year's CIL Non-Parish Neighbourhood Funding awards.

112

ANNUAL CCTV REPORT

The Principal Solicitor introduced a report, which had been circulated in advance of the meeting, updating members on work undertaken and planned, to ensure good governance and compliance with the law in respect of the Council's surveillance systems, seeking approval of amendments to the Council's Policy and Code of Practice for Surveillance Cameras and giving the Deputy Chief Executive authority to approve all new acquisitions of surveillance cameras.

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 amended Council Policy and Code of Practice for Surveillance Cameras at Appendix 1 to this report; and

- 3) Delegate authority to the Deputy Chief Executive, as Senior Responsible Officer, to approve any additional CCTV equipment acquired by the Council in consultation with the Portfolio Holder responsible for Crime and Prevention, including, where necessary, authority to submit an application for planning permission in respect of CCTV equipment.

113 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 3.45 pm

Signed by Chair:
Date:



Report to Cabinet

Subject: Forward Plan

Date: 5 September 2024

Author: Democratic Services Manager

Wards Affected

All

Purpose

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

Key Decision

This is not a Key Decision.

Recommendation(s)

THAT:

Cabinet notes the contents of the draft Forward Plan making comments where appropriate.

1 Background

- 1.1 The Council is required by law to give notice of key decisions that are scheduled to be taken by the Executive.
- 1.2 A key decision is one which is financially significant, in terms of spending or savings, for the service or function concerned (more than £500,000), or which will have a significant impact on communities, in two or more wards in the Borough.
- 1.3 In the interests of effective coordination and public transparency, the plan includes any item that is likely to require an Executive decision of the Council, Cabinet or Cabinet Member (whether a key decision or not). The Forward Plan covers the following 6 months and must be

updated on a rolling monthly basis. All items have been discussed and approved by the Senior Leadership Team.

2 Proposal

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

3 Alternative Options

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

4 Financial Implications

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

5 Legal Implications

- 5.1 There are no legal implications directly arising from this 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/sustainability implications arising from this report.

8 Appendices

- 8.1 Appendix 1 – Forward Plan

9 Background Papers

- 9.1 None identified

10 Reasons for Recommendations

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

Statutory Officer approval

Approved by:

Chief Financial Officer

Date:

28/8/2024 (report content)

Approved by:

Monitoring Officer

28/8/2024 (report content)

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Gedling 
Borough Council **FORWARD PLAN**
FOR THE PERIOD 1 SEPTEMBER 2024 TO 31 MARCH 2025

This Forward Plan sets out the details of the key and non-key decisions which the Executive Cabinet expect to take during the next six months.

The current members of the Executive Cabinet are:

Councillor John Clarke – Leader of the Council

Councillor Michael Payne – Deputy Leader and Portfolio Holder for Corporate Resources and Performance

Councillor David Ellis – Portfolio Holder for Public Protection

Councillor Kathryn Fox – Portfolio Holder for Life Chances and Vulnerability

Councillor Jenny Hollingsworth – Portfolio Holder for Sustainable Growth and Economy

Councillor Marje Paling – Portfolio Holder for Environmental Services (Operations)

Councillor Lynda Pearson – Portfolio Holder for Communities and Place

Councillor Viv McCrossen – Portfolio Holder for Climate Change and Natural Habitat

Councillor Henry Wheeler – Portfolio Holder for Lifestyles, Health and Wellbeing.

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

Description of the decision	Date decision is expected to be taken and who will take the decision?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Portfolio	Open / Exempt (and reason if the decision is to be taken in private) Is this a Key Decision?
Update on the Work of the Policy Advisors To update members on the work of the policy advisors	5 Sep 2024 Cabinet	Mike Hill, Chief Executive	Officer Report	Leader of the Council	Open No
Phase 1 office moves To update members on phase 1 of the office moves at the Civic Centre	5 Sep 2024 Cabinet	David Archer, Head of Human Resources Performance and Service Planning	Officer Report	Leader of the Council	Open Yes
Selective Licensing outcome of the Phase 1A public consultation To consider the result of the 12-week public consultation from 15th December 2023 to 10th March 2024 in relation to a proposal to designate the phase 1A Selective Licensing scheme for a period of up to 5 years	5 Sep 2024 Cabinet	Sam Palmer, Food, Health and Housing Manager	Officer Report	Portfolio Holder for Public Protection	Open Yes
Gedling Plan Quarter 1 Report 2024-25 To update members on the performance against the Gedling Plan q1 2024/25	5 Sep 2024 Cabinet	David Archer, Head of Human Resources Performance and Service Planning	Officer Report	Leader of the Council	Open Yes
Quarterly Budget Monitoring and Virement Report – Quarter 1 2024/25 To update Cabinet on the forecast outturn for Revenue and Capital Budgets for q1 2024/25	5 Sep 2024 Cabinet	Tina Adams, Financial Services Manager	Officer Report	Portfolio Holder for Corporate Resources and Performance	Open Yes

Description of the decision	Date decision is expected to be taken and who will take the decision?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Portfolio	Public / Exempt (and reason if the decision is to be taken in private) Is this a key decision?
Prudential Code Indicator Monitoring 2024/25 and Quarterly Treasury Activity Report for Quarter ended 31 July 2024 To inform Members of the performance monitoring of the 2024/25 Prudential Code Indicators, and to advise Members of the quarterly Treasury activity as required by the Treasury Management Strategy	5 Sep 2024 Cabinet	Tina Adams, Financial Services Manager	Officer Report	Portfolio Holder for Corporate Resources and Performance	Open Yes
Consultation on the Publication Draft Greater Nottingham Strategic Plan To seek approval to issue the Publication Draft Greater Nottingham Strategic Plan for consultation	3 Oct 2024 Cabinet 17 Oct 2024 Council	Jo Gray, Planning Policy Manager	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes
Approval of GBC Design Code Framework To approve the GBC Design Code Framework	31 Oct 2024 Cabinet	Jo Gray, Planning Policy Manager	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes
Carlton Town Plan To update members on the Carlton Town plan	31 Oct 2024 Cabinet	Tanya Najuk, Head of Regeneration and Welfare	Officer Report	Leader of the Council	Open Yes
Parks Byelaws To seek authorisation from Council to go to public consultation on the proposed new byelaws.	22 Jan 2025 Council	Melvyn Cryer, Head of Environment	Officer Report	Portfolio Holder for Climate Change and Natural Habitat	Open Yes
Adoption of Local Labour Agreement SPD To adopt Local Labour Agreement SPD	30 Jan 2025 Cabinet	Jo Gray, Planning Policy Manager	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes

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Report to Cabinet

Subject: Prudential Code Indicator Monitoring 2024/25 and Treasury Activity Report for the Period April 2024 to July 2024

Date: 5 September 2024

Author: Financial Services Manager

Wards Affected

Borough wide

Purpose

To inform Members of the performance monitoring of the 2024/25 Prudential Code Indicators, and to advise Members of the Treasury activity as required by the Treasury Management Strategy.

Key Decision

This is **not** a key decision.

Recommendation(s)

Cabinet are recommended to:

1. Note the report, together with the Treasury Activity Report 2024/25 for Period 4 at Appendix 1, and the Prudential and Treasury Indicator Monitoring 2024/25 for the period April to July 2024, at Appendix 2.
2. Approve the changes to Prudential Indicators detailed at paragraph 2.7 to align with the latest revenue and capital budgets being reported to members as part of the Budget Monitoring and Virement Report for the period April 2024 to July 2024.

1 Background

- 1.1 The Council is required by regulations issued under the Local Government Act 2003 to report on its Prudential Code indicators and treasury activity. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 1.2 For 2024/25 the minimum reporting requirements are that the Full Council should receive the following reports:
- An annual Treasury Strategy in advance of the year (the TMSS, considered by Cabinet on 21 February 2024 and subsequently approved by Full Council on 6 March 2024);
 - A mid-year treasury update report;
 - An annual review following the end of the year describing the activity compared to the Strategy.

In previous years we have brought a Prudential Code Indicator Monitoring and Treasury Activity Report to Cabinet each quarter however, due to changes to Cabinet dates for 2024/25 reporting for Quarter 1 April to June in September would not have been timely for reporting purposes.

Therefore, for 2024/25 reporting to Cabinet & Full Council will be carried out in three four monthly periods (April 24 - July 24. August 24- November 24 and December 24 to March 25) this will be on a trial basis to assess the resource benefits of only providing 3 periods of monitoring, allowing offices more time to address concerns and consider remedial action.

Whilst this is a reduction in the number of reports being presented it should be noted that this still exceeds the minimum requirements.

- 1.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report provides details of the position at 31 July 2024 and highlights compliance with the Council's policies.

2 Proposal

2.1 Economic Update

The news that the economy grew by 0.7% in quarter 4 of 2023/24 confirmed that it moved out of its very mild technical recession that prevailed at the back end of 2023. However, data released for April and May so far shows a slight stalling in the recovery.

Consumer price inflation (CPI) is a measure of the cost of living for the typical person. Core CPI is a similar measure but removes energy and food prices as they have a tendency to be highly volatile.

CPI fell to 2.0% in June. Core CPI also fell to 3.5% in June. The fall in CPI inflation resulted in the Bank of England's 2% target being achieved for the first time since July 2021. A further easing in food inflation from 2.8% in April to 1.6% in May played a part in the fall in overall CPI inflation and with food producer price inflation at just 0.2% in May, food price inflation will probably soon fall to zero.

Despite the stickiness of wage growth in April, sharp falls in employment and a move up in unemployment suggests that wage growth will soon be back on a downward path. The 139,000 fall in employment in the three months to April was accompanied by a rise in the unemployment rate from 4.3% to 4.4%. This was the fourth increase in a row and took it to its highest level since September 2021. The rise would have been larger were it not for the 132,000 increase in inactivity in the three months to April as the UK's disappointing labour market participation performance since the pandemic continued. The vacancies data also paint a picture of a slowly cooling labour market. The number of job vacancies fell from an upwardly revised 908,000 to 904,000, leaving vacancies 31% below the peak in May 2022, but 11% above the pre-pandemic level

There was little chance that the Monetary Policy Committee (MPC) would cut rates at its June meeting, given upside surprises on services CPI inflation and wage growth. But several developments implied a rate was getting closer. The Monetary Policy Committee (MPC) subsequently reduced Bank rates by 25 basis points to 5.0% on 1 August 2024.

2.2 Interest rate forecast

Our Treasury Management advisors Link provided its latest forecast of interest rates on 1 August 2024 these are shown in the table below. PWLB rates in the table are based on the Certainty Rate which include a 0.2% reduction on the standard rates. This shows that the bank rate is estimated to peak at 5.0% in September 2024 and then fall to 3.25% from September 2025 to June 2026.

Interest Rate Forecasts								
Bank Rate	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26
Link	5.00%	4.50%	4.00%	3.50%	3.25%	3.25%	3.25%	3.25%
Cap Econ	5.00%	4.50%	4.00%	3.50%	3.00%	3.00%	3.00%	3.00%
5Y PWLB RATE								
Link	4.70%	4.50%	4.30%	4.10%	4.00%	3.90%	3.90%	3.90%
Cap Econ	4.50%	4.20%	4.10%	4.00%	4.00%	3.90%	3.80%	3.80%
10Y PWLB RATE								
Link	4.80%	4.60%	4.40%	4.30%	4.10%	4.10%	4.10%	4.00%
Cap Econ	4.60%	4.30%	4.30%	4.20%	4.10%	4.10%	4.00%	3.90%
25Y PWLB RATE								
Link	5.20%	5.00%	4.80%	4.70%	4.50%	4.50%	4.40%	4.40%
Cap Econ	5.00%	4.60%	4.50%	4.40%	4.40%	4.30%	4.20%	4.10%
50Y PWLB RATE								
Link	5.00%	4.80%	4.60%	4.50%	4.30%	4.30%	4.20%	4.20%
Cap Econ	4.80%	4.60%	4.60%	4.50%	4.40%	4.30%	4.30%	4.20%

2.3 Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2024/25, which includes the Annual Investment Strategy, was approved by Council on 6 March 2024, and sets out the Council's investment priorities as:

- Security of capital;
- Liquidity;
- Yield.

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

Investment counterparty limits for 2024/25 are generally **£3m** per individual counterparty, however a higher limit of **£4m** per Money Market Fund is considered prudent since such funds are already by definition highly diversified investment vehicles. There is no limit on Investment with the Debt Management Office (DMO) since this represents lending to central government. The Chief Financial Officer has delegated authority to vary these limits as appropriate, and then to report any change to Cabinet as part of the next report.

Members are advised that no new variations have been made during period 1 to period 4 of 2024/25.

Limits with investment counterparties have not exceeded the prevailing levels approved by the CFO during the period 1 April to 31 July 2024.

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

The methodology subsequently applies an "overlay" to take account of positive and negative credit watches and/or credit outlook information, which may increase or decrease the suggested duration of investments. It then applies a second overlay based on the credit default swap spreads for institutions, the monitoring of which has been shown to give an early warning of likely changes in credit ratings. It also incorporates sovereign ratings to ensure selection of counterparties from only the most creditworthy countries. The current Treasury

Strategy permits the use of any UK counterparties subject to their individual credit ratings under the LAS methodology. It also permits the use of counterparties from other countries with a minimum sovereign rating of AA minus. For information, the UK currently has a rating of AA minus.

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

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

Significant downgrades by the Ratings agencies have not materialised since the beginning of the Covid-19 crisis in March 2020. Where changes were made these were generally limited to "outlooks". However, as economies re-opened some instances of previous reductions were reversed.

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

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

2.4 Treasury Activity during Period 1 to 4 of 2024/25

The Treasury Activity Report for the period ended 31 July 2024 is attached at Appendix 1, in accordance with the Treasury Management Strategy.

Members will note that investment interest of £374,600 was generated from MMF activity, term deposits with banks and building societies, and the property fund, during the period from 1 April to 31 July 2024. This represents an overall equated rate for the Council of 5.42% which is slightly higher than the compounded Sterling Overnight Index Average (SONIA) rate, which averaged 5.15%.

During the period from 1 April to 31 July 2024, 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 into highly diversified funds, thus reducing risk. The current rates of return on these funds are between 5.18% and 5.22%, which remain generally higher than overnight treasury deposit rates, and slightly higher than the rate obtainable from the Debt Management Office (DMO).

The Council made an investment of £1m in the CCLA Local Authority Property Fund (LAPF) on 1 December 2017. The LAPF is a local government investment scheme approved by the Treasury under the Trustee Investments Act 1961 (section 11). Dividends are treated as revenue income and have in previous years averaged around 4%.

The fund reduced slightly by £4,445 between 1st April 2024 and 30 June 2024. However, a dividend of £11,453 was received in the first quarter of the year.

This investment allows the Council to introduce a property element into its investment portfolio without the risks associated with the direct purchase of assets. It should be noted however that the capital value is **not** guaranteed and can fall as well as rise. The certificated value of the investment at 30 June 2024 was £872,674 which was lower than the original investment of £1m, this represents a £127,326 loss. However, this investment is regarded as a long-term commitment and fluctuations should be expected. A recent meeting with the CCLA suggested that the investment is expected to increase over the course of the next few years and dividends continue to be received of approximately £45k per annum.

Interest rates in the market are significantly higher than they have been in previous years in response to the rise in the bank rate. As loans mature every effort is made to replace them at favourable rates. As regards investments, security and liquidity will always be the overriding factors in the Council's treasury management. As stated in 2.2 above, Link currently forecast that the Bank Rate will peak at 5.0% in September 2024 and then fall back to 3.25% by September 2025 to June 2026.

It is currently anticipated that the outturn for investment interest will achieve the current approved estimate of £1.1m for 2024/25.

2.5 New borrowing

At 31 July 2024 no new borrowing had been undertaken.

Advice will be taken from Link with regard to the amount and timing of any additional borrowing, and should conditions become advantageous, some borrowing in advance of need will also be considered by the Chief Financial

Officer. The Council's Capital Financing Requirement (CFR) represents its underlying need to borrow to finance capital investment. Due to favourable interest rates, borrowing in advance of need is sometimes desirable, with the result that the CFR can differ to the actual borrowing planned in the year.

Councils may not borrow in advance of need purely to profit from the investment of the extra sums borrowed. However, prudent early borrowing for a demonstrable service objective is permitted. Serious consideration must be given to the cost of carrying any additional borrowing during the period prior to it being required for the financing of capital expenditure since this places a further burden on the General Fund.

2.6 Debt rescheduling

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

However, debt rescheduling opportunities are limited in the current economic climate, and due to the structure of PWLB interest rates. Advice in this regard will continue to be taken from LAS. No debt rescheduling has been undertaken during the period from 1 April to 31 July 2024.

2.7 Compliance with Prudential and treasury indicators

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limit. The Council's approved Prudential and Treasury Indicators (affordability limits) are included in the Treasury Management Strategy Statement (TMSS) approved by Full Council on 6 March 2024.

During the financial year to date the Council has at all times operated within the majority treasury limits and Prudential Indicators set out in the Council's TMSS, and in compliance with the Council's Treasury Management Practices. The Prudential and Treasury Indicators as at 31 July 2024 are shown at Appendix 2.

The Prudential Indicator relating to Capital Expenditure has been exceeded due to the carry forward of budget from 2023/24 which was approved by members as part of the Budget Outturn and Budget Carry Forwards 2023/24 report. The changes in the Capital Programme for 2024/25 are being reported to members via the Budget Monitoring and Virement Report for the period April 2024 to July 2024, it is proposed that this indicator is increased from £9,388,100 to £9,872,500.

The Prudential Indicator relating to the ratio of financing costs to net revenue stream has been exceeded due to an increase in the original budget of the Minimum Revenue Provision (MRP), the change in the MRP budget is being reported to members as part of the Budget Monitoring and Virement Report for

the period April 2024 to July 2024, it is proposed that the indicator is increased from 2.21% to 3.85%.

All other treasury limits and Prudential Indicators have been achieved for the period April to July 2024

A) Prudential Indicators:

These indicators are based on estimates of expected outcomes, and are key indicators of “affordability”. They are monitored on a regular basis, and Appendix 2 compares the approved indicators with the projected outturn for 2024/25, and shows variances on the indicators, as described below:

a. Capital Expenditure

The latest projected outturn shows that total capital expenditure is expected to be £9,872,500. This differs to the approved indicator of £9,388,100 due to the inclusion of approved carry-forward requests from 2023/24 and variations on the current year’s capital programme.

b. Capital Financing Requirement (CFR)

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

At 31 July the projected closing CFR for 2024/25 is £19,193,531. This differs to the approved indicator of £19,795,200 due to savings and deferrals on the 2023/24 capital programme.

c. Gearing ratio

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

The projected gearing ratio at 31 July 2024 is 42%, which is in line with the approved indicator and is broadly comparable with the average gearing ratio for councils of a similar size.

d. Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of borrowing net of investment income against the net revenue stream. Financing costs represent the element

of the Council's budget to which it is committed even before providing any services.

The projected outturn of 3.85% for service related expenditure is higher than the approved indicator of 2.21% due to increased Minimum Revenue Provision (MRP) costs for 2024/25.

e. 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 2024/25 and the following two financial years. This allows flexibility for early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes. The Council's gross debt at 31 July 2024 was £10.812m, which was within the approved indicator.

g. Ratio of internal borrowing to CFR

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

The projected outturn for internal borrowing is 44%, which is marginally lower than the approved indicator of 45%.

B) Treasury Management Indicators:

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

Affordability:

a. Operational boundary for external debt

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

b. Authorised limit for external debt

This limit represents a control on the "maximum" level of borrowing. It is the statutory limit determined under s3 (1) of the Local Government Act 2003 and represents the limit beyond which external debt is prohibited. The Authorised Limit must be set, and revised if necessary, by Full Council. It reflects a level of

external debt which, while not desirable, could be afforded in the short term, but is not sustainable in the longer term. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

Prudence:

c. Upper limits for the maturity structure of borrowing

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

d. Maximum new principal sums to be invested during 2024/25 for periods in excess of one year (365 days)

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

e. Interest rate exposure

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

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

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

Appendix 2 shows the actual position as at 31 July 2024, and demonstrates that all activities are contained within the currently approved limits.

3 Risk Management

The CIPFA Prudential Code and Treasury Management Code (both updated in 2021) have placed greater importance on risk management. Where a local authority changes its risk appetite (for example, moving surplus cash into or out of certain types of investment funds or other investment instruments) then this change in risk appetite should be brought to Members attention in treasury management update reports.

There have been no changes in risk appetite and there are no other significant treasury management issues that have arisen since approval of the TMSS on 6 March 2024 that need to be brought to the attention of Members.

There are a number of risks inherent within any treasury management strategy, the most significant risks include:

- Reporting is not compliant with statutory guidelines
- Investment and borrowing activity is outside the approved TM framework.
- Long term borrowing is taken at rates that are not advantageous
- Investment of principal sums with insecure counterparties.
- Investment returns are volatile and may not meet budgeted amounts.
- Borrowing is not affordable.

These risks are mitigated by the controls included in the TMSS and are detailed at section 2.3 - Treasury Strategy above.

4 Alternative Options

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

5 Financial Implications

No specific financial implications are attributable to this report.

6 Legal Implications

There are no legal implications arising from this report.

7 Equalities Implications

There are no equalities implications arising from this report.

8 Carbon Reduction/Environmental Sustainability Implications

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

9 Appendices

1. Treasury Activity Report 2024/25 for Period 1 to 4 (31 July 2024).
2. Prudential and Treasury Indicator Monitoring 2024/25 for Period 1 to 4 (31 July 2024).

10 Background Papers

None identified.

11 Reasons for Recommendation

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

Statutory Officer approval:

Approved by: Chief Financial Officer

Date: 15 August 2024

Approved by: Monitoring Officer

Date: 15 August 2024

For Quarter ended 31 July 2024

	<u>Position @ 1 Apr 2024</u> £	<u>Loans Made During P1-P4</u> £	<u>Loans Repaid During P1-P4</u> £	<u>Position @ 31 Jul 2024</u> £
<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 MMF	(1,490,000)	(5,365,000)	2,890,000	(3,965,000)
Bank of Scotland	0	0	0	0
Barclays	0	0	0	0
Blackrock MMF	0	(18,125,000)	14,285,000	(3,840,000)
CCLA PSDF (MMF)	(3,000,000)	0	0	(3,000,000)
Close Brothers	(3,000,000)	0	3,000,000	0
Debt Management Office	(2,520,000)	(28,770,000)	22,700,000	(8,590,000)
Goldman Sachs	(3,000,000)	(3,000,000)	3,000,000	(3,000,000)
HSBC Treasury	0	0	0	0
Local Authorities & Other	0	0	0	0
Nationwide	(2,000,000)	(2,000,000)	3,000,000	(1,000,000)
Santander	0	0	0	0
Total Short Term Investment	(15,010,000)	(57,260,000)	48,875,000	(23,395,000)
TOTAL INVESTMENT (See below)	(16,010,000)	(57,260,000)	48,875,000	(24,395,000)
NET BORROWING / (INVESTMENT)	(5,198,423)	(57,260,000)	48,875,000	(13,583,423)

Temporary Borrowing & Investment Statistics at 30 June 2023

Investment:

Fixed Rate Investment	(10,520,000)	(33,770,000)	31,700,000	(12,590,000)
Variable Rate Investment	(5,490,000)	(23,490,000)	17,175,000	(11,805,000)
TOTAL INVESTMENT	(16,010,000)	(57,260,000)	48,875,000	(24,395,000)

Proportion of Fixed Rate Investment	51.61%
Proportion of Variable Rate Investment	48.39%
Temporary Investment Interest Receivable	£ 374,600
Equated Temporary Investment	£ 6,915,226
Weighted Average Interest Rate Received (Interest Receivable / Equated Investment)	5.42%
Compounded SONIA (3 month backward looking)	5.15%

Borrowing:

Temporary Borrowing Interest Payable	£ -
Equated Temporary Borrowing	£ -
Weighted Average Interest Rate Paid (Interest Payable / Equated Borrowing)	n/a

If SONIA Worse/(Better) by
355,829 (18,771)

3 month

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Report to Cabinet

Subject: Budget Monitoring and Virement Report for the period April to July 2024

Date: 5th September 2024

Author: Senior Leadership Team

Wards Affected

Borough-wide

Purpose

To update Cabinet on the forecast outturn for Revenue and Capital Budgets for 2024/25. The budgets include all approved carried forward amounts from the 2023/24 financial year.

To request approval from Cabinet for the changes to the budget as set out in this report.

Key Decision

This is a key decision 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)

Cabinet are recommended to:

- 1) Approve the General Fund Budget virements set out in Appendix 1;**
- 2) Note the use of reserves and funds during April to July 2024 as detailed in Appendix 2;**
- 3) Approve the changes to the capital programme included in paragraph 2.4.**

1 Background

- 1.1 The Council has made a commitment to closely align budget and performance management. This is in line with accepted good practice.

In previous years monitoring reports have been presented to Cabinet on a quarterly basis, however, due to changes to Cabinet dates for 2024/25 reporting for Quarter 1 April to June in September would not have been timely for reporting purposes. Therefore, for 2024/25 reporting to Cabinet & Full Council will be carried out in three four monthly periods (April 24 - July 24. August 24- November 24 and December 24 to March 25) this will be on a trial basis to assess the resource benefits of only providing 3 periods of monitoring, allowing officers more time to address concerns and consider remedial action.

- 1.2 To deliver this commitment, systems to monitor performance against revenue and capital budgets, improvement activity and performance indicators have all been brought together and are now embedded in the way the Council works. Whilst the budget and performance information is presented in 2 separate reports, they are reported to Cabinet together and will appear on the same agenda.

2 Proposal

2.1 General Fund Revenue Budget Summary

The following table summarises the overall financial position of the General Fund Revenue Budget and the expected total spend for the year. This information has been compiled using the best information made available to Financial Services by the relevant spending officers as at 31 July 2024.

The Council's General Fund outturn is projected to be in line with the approved budget of £14,937,900.

General Fund Revenue Budget 2024/25 – Change Analysis

	£
Net Council Budget for 2024/25 approved by Council on 6 March 2024 and Cabinet’s Maximum Budget	14,937,900
Up to the end of July 2024 expenditure less income totalled	5,419,938
In the remaining 8 months of year we expect net expenditure to be	9,517,962
Total net revenue spend for the year is currently expected to be	14,937,900
Total Projected Revenue (Under)/ Overspend 2024/25	0
Total net revenue spend for the year is expected to be	14,937,900

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

The major variances detailed in Appendix 1 include:

Expenditure:

- Additional costs in Waste Services due to the extension of temporary posts and agency staff £51,200.
- Utilisation of agency staff and additional overtime in Transport and Fleet management £32,000.
- Repairs at the Depot including heater replacement at the large workshop £27,200.

Income:

- Increased lease income at the Richard Herrod Centre (£23,900).
- Solar Energy Income at Gedling Country Park based on 2022/23 and 2023/24 outturn (£40,000).
- Increase in income generated by Financial Services (£10,900).

Details of the budget virements authorising the usage of Earmarked Reserves and Revenue Budget Funds as approved by the Chief Financial Officer and relevant Corporate Director in accordance with Financial Regulations are set out in **Appendix 2**. No virements were approved by Portfolio Holders for amounts of £50,000 or less during April to July 2024.

Whilst we are forecasting a balanced budget position at July 2024, it should be noted that there remain some risk of overspends in the Environment Service, which is currently undergoing a transformation review to determine optimal delivery methods.

Pay Award

The Council has included a sum of £930,600 in the 2024/25 Revenue Budget for the 2024/25 pay award based upon an assumed £1,925 per FTE post. The National Employers have proposed an increase of £1,290 on all NJC pay points 1 and above with effect from 1 April 2024, The National Employers offer remains unchanged and is being considered by Unions. The full impact of this will be presented to Cabinet once the pay award has been agreed. The JNC pay award for Chief Officers of 2.5% has been accepted.

Interest Rates

The Monetary Policy Committee (MPC) has previously increased the Bank of England base rate several times to a high of 5.25%, on the 1st August 2024 the MPC reduce this rate to 5.0%. This will have a negative impact on investment interest received by the Council at 31 July 2024, however, currently, the budget estimate of £1.1m for 2024/25 remains achievable, if required a revised calculation of interest will be included in the August to November 2024 Budget Monitoring report.

2.2 Efficiency programme – Progress Update

Since 2014/15 the Council has approved eight separate budget reduction programmes totalling £8.33m net of risk provision, including the new programme of £833,700 approved during the 2024/25 budget process for delivery in 2024/25 to 2026/27, £406,200 of which is for delivery in 2024/25.

The total of the current approved efficiency programme is £1,290,700 for delivery in 2024/25 – 2026/27.

In terms of 2024/25, the programme due for delivery is £833,200 (£406,200 as approved in the Budget Report presented to Cabinet on 21st February 2024 and £427,000 of deferrals from previous years).

At July £57,300 of adjustments to the programme are proposed (as shown in the table below) with a revised programme of £775,900 to be achieved this year. The amendments made at July 24 can be met from the Budget Risk Provision.

Approved Efficiency Programme 2024/25	(833,200)
Deferred Efficiencies to 2024/25 at Period 4	
Parks Service Review (partial year)	19,100
Waste Rounds Optimisation (partial year)	13,333
Waste Service Review (partial year)	13,867
Removals from programme	
Removal of Fees & Charges increases no longer applicable in Public Protection	11,000
Period 4 adjustments	57,300
Revised 2024/25 Efficiency Programme	(775,900)
Use of Budget Risk Provision	(57,300)
Net Impact on General Fund	(833,200)

Delivery of the 2024/25 programme will continue to be monitored and an update provided in future reports.

The Medium-Term Financial Plan (MTFP) sets out an efficiency requirement of £3.559m this includes the latest approved programme of £0.834m and £0.500m which is expected through digital transformation. This leaves £2.225m of efficiencies to identify and deliver by 2028/29 in order to maintain a balanced budget position.

Whilst the £2.25m is not yet supported by outline business cases, work continues to identify and progress efficiency proposals. Options will be explored further in the coming months with Cabinet and individual Portfolio Holders, and proposals put forward as part of the 2025/26 budget process. Alongside this, officers will be undertaking a mid-year review of the Medium-Term Financial Plan (MTFP) to determine if this target requires amendment.

2.3 **Capital Programme**

Appendix 3 details the current projected position on the Capital Programme and its financing for 2024/25, analysed by Portfolio, and this is summarised in the table below. Cabinet is recommended to approve these changes.

April – July amendments to the current capital programme of (£2,138,600) are presented in the table below.

Capital Budget 2024/25 - Change Analysis	
	£
Original 2024/25 budget approved by Cabinet on 6 March 2024	9,388,100
Council Approved Carry Forwards from 2023/24	2,364,100
Leader Report 16/04/24 S106 Contributions to Ravenshead	103,200
Cabinet Report 21/02/24 The AMP 1 st Floor increase	225,700
Current approved budget for 2024/25	12,081,100
Proposed Amendments to the Programme at July 2024	
Additions to existing schemes:	
Lambley Lane Changing Rooms	72,600
Ouse Dyke Repairs – Flood Alleviation (AMF)	70,000
Green Lung Project (£14k AMF)	35,000
Air Compressor for Workshop	12,000
Reductions to existing schemes:	
Civic Centre Window Replacement	(100,000)
Asset Management Fund (used to fund AMF schemes above)	(84,000)
Car Park resurfacing and fencing	(23,000)
Equipment Replacement	(12,000)
Deferrals of existing scheme:	
Bestwood Country Park car park extension (S106)	(36,200)
Removals from existing programme:	
Removal of Salix project	(2,143,000)
Total Proposed Amendments	(2,208,600)
Revised Capital Programme 2024/25	9,872,500
Actual Expenditure to Period 4 2024/25	513,036
Estimated Expenditure Period 5 to Period 12 2024/25	9,359,464
Projected Outturn	9,872,500

Additions to existing schemes:

- Lambley Lane Changing Rooms £72,600, works agreed as part of contract, funded through an increased allocation from UKSPF Grant.
- Ouse Dyke Repairs £70,000 – Quotes from tender process are higher than the initial estimate for works, this will be funded from the Asset Management Fund.
- Green Lung Project £35,000 – Additional planting of Trees and works at Digby Park, £21,000, 100% funded by Trees for Climate Grant Scheme, in addition tender for original works have increased by £14,000, funded from Asset Management Fund.
- Air Compressor for large workshop £12,000, replacement required due to insurance deadline. Funded from allocation from Equipment Replacement fund.

Reduction to existing schemes are as follows:

- Civic Centre window replacement (£100,000) – Scale of project revised and contract awarded, projecting underspend.
- Car Park resurfacing and fencing (£23,000) – Only fencing works outstanding projecting an underspend.
- Asset Management Fund (£84,000) – Budget utilised to fund additional costs associated with Green Lung Project £14,000 and Ouse Dyke flood alleviation works £70,000.
- Equipment Replacement (£12,000) – Transfer of approved budget to fund Air Compressor for Workshop.

The proposed deferrals into 2024/25

- Bestwood Country Park car park extension (£36,200) – Parish council revisiting priorities and service plans.

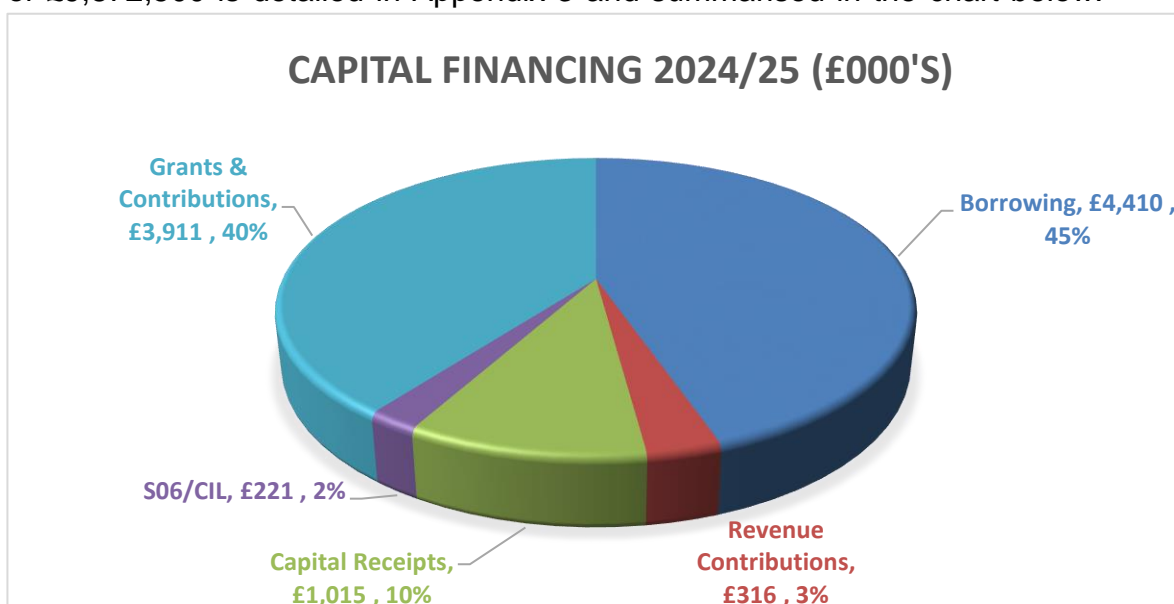
Removals from existing programme:

- (£2,143,000) – Decarbonisation project – after review the proposed project was not deemed to be the best option for the Council. As the project was funded by a mixture of grant and borrowing the scheme has been removed from the capital programme and the Project deferred to allow further assessment of requirements that better meet the Council's objectives. Future projects will be considered and presented for approval at a later date once a Business Case including financial assessment has been developed.

It should be noted that in line with Financial Regulations underspends on capital project and removals from the capital programme cannot be transferred to other capital projects. New capital projects must each be considered and approved according to Financial Regulations.

2.4 **Capital Programme Financing**

The projected method of financing the current capital programme requirement of £9,872,500 is detailed in Appendix 3 and summarised in the chart below.



2.5 Capital Receipts Monitoring

When the Council sells General Fund assets it is permitted to use this income to fund capital expenditure. The initial capital receipts estimate for 2024/25 projects that £1,014,700 will be generated and used to finance the capital programme in 2024/25. There is currently no change to the capital receipts estimate projected.

3 Alternative Options

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

Advantages:

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

Disadvantages:

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

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

4. Financial Implications

- 4.1 The nature of the report is such that it has significant resource implications across the Council. The report itself demonstrates how resources are being managed. Whilst the April – July 24 position is currently forecasted to break even, focus must be maintained on the risk of potential overspend in the environment service for the remainder of the year and the identification and delivery of the £3.559m efficiency and digital transformation saving targets for 2024/25 – 2028/29.

5 Legal Implications

- 5.1 None arising directly from this report.

6 Equalities Implications

- 6.1 None arising directly from this report.

7 Carbon Reduction/Environmental Sustainability Implications

7.1 None arising directly from this report.

8 Appendices

Appendix 1 - General Fund Revenue Budget 2024/25 – Budgetary Control Report

Appendix 2 - Use of Reserves and Revenue Fund Budgets

Appendix 3 - Capital Programme 2024/25 – Budgetary Control Report

9 Background Papers

Detailed Quarterly Budgetary Control Exception Reports

10 Reasons for Recommendations

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

Statutory Officer Approval

Approved by: Chief Financial Officer
Date: 21st August 2024

Approved by: Monitoring Officer
Date: 21st August 2024

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Grand Summary**Revenue Quarterly Budgetary Control Report**

31-Jul-24

	Current Approved					Projected Annual	
	Budget	Profiled Budget	Actual to date	Variance	%	Projected Outturn	Variance
	£	£	£	£		£	£
Communities and Place	342,600	93,367	97,663	4,296	5	339,700	-2,900
Lifestyles, Health & Wellbeing	2,144,800	400,367	-22,978	-423,345	-106	2,120,900	-23,900
Public Protection	1,319,200	175,133	242,326	67,193	38	1,317,600	-1,600
Life Chances and Vulnerability	1,860,100	225,153	1,844,539	1,619,386	719	1,898,100	38,000
Environmental Services	4,114,300	1,468,800	372,503	-1,096,297	-75	4,264,800	150,500
Climate Change and Natural Habitat	2,108,200	336,992	425,252	88,261	26	2,118,300	10,100
Sustainable Growth and Economy	1,371,600	237,000	-413,117	-650,117	-274	1,371,600	0
Corporate Resources and Performance	2,627,100	2,851,792	2,873,750	21,958	1	2,620,900	-6,200
Total Portfolio Budget	15,887,900	5,788,603	5,419,938	-368,665	-6	16,051,900	164,000
Transfer to/ -from Earmarked Reserves	-950,000	-10,867	0	10,867	-100	-1,114,000	-164,000
Total General Fund 31 July 2024	14,937,900	5,777,737	5,419,938	-357,798		14,937,900	0
Net Council Budget (Cabinets General Fund Maximum Budget)	14,937,900						

COMMUNITIES AND PLACE**BUDGETARY CONTROL REPORT - APRIL TO JULY 2024****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
Community Grants Supplies & Services	£'000 91.5	£'000 88.6	2.9		Removal of support grant as no eligible clubs, offset by reduced income in Community Centres and additional Parish Conference grant.
All other budget heads Including items previously reported	251.1	251.1			
PORTFOLIO TOTAL	342.6	339.7	2.9	-	

LIFESTYLES, HEALTH & WELLBEING**BUDGETARY CONTROL REPORT - APRIL TO JULY 2024****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
Richard Herrod Centre Revenue Income	£'000 (295.0)	£'000 (318.9)	10.4	13.5	Increase in lease payments £10,400, also additional lease income from 2023-24 £13,500.
All other budget heads Including items previously reported	2,439.8	2,439.8			
PORTFOLIO TOTAL	2,144.8	2,120.9	23.9	-	

PUBLIC PROTECTION**BUDGETARY CONTROL REPORT - APRIL TO JULY 2024****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
Food, Health & Safety Employee Expenses	£'000 226.3	£'000 232.0		5.7	Extension of Temporary Environmental Health Officer post from January to March 2025.
Other Licencing Employee Expenses	26.2	31.9		5.7	Extension of Temporary Environmental Health Officer post from January to March 2025.
Private Sector Housing Employee Expenses	208.5	198.5	10.0		Environmental Health Officer on Maternity leave, underspend on salary.
Transport Related Expenses	4.5	1.5	3.0		Underspend on mileage budget due to less travel claims.
All other budget heads Including items previously reported	853.7	853.7			
PORTFOLIO TOTAL	1,319.2	1,317.6	13.0	11.4	Net Portfolio Total Favourable

LIFE CHANCES AND VULNERABILITY**BUDGETARY CONTROL REPORT - APRIL TO JULY 2024****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<u>Housing Needs</u>	£'000	£'000			
Supplies & Services	440.1	631.9		72.0	Renewal of Abritas contract funded from Reserves (See Earmarked Reserves).
Supplies & Services				6.0	Homelessness prevention programme School funded by new Burdens Grant.
Revenue Income	(448.1)	(601.9)	113.8	113.8	Additional Bed & Breakfast temporary accommodation costs offset with grant below.
			34.0		Additional Homelessness Reduction grant.
			6.0		Additional Choice Based Lettings income.
					Additional Housing Benefits new burdens grant.
All other budget heads	1,868.1	1,868.1			
Housing Needs					
Contribution from Welfare New					
PORTFOLIO TOTAL	1,860.1	1,898.1	153.8	191.8	Net Portfolio Total Adverse

ENVIRONMENTAL SERVICES
BUDGETARY CONTROL REPORT - APRIL TO JULY 2024

REVENUE ITEMS TO BE REPORTED

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<u>Street Care</u>	£'000	£'000			
Supplies & Services	38.9	50.4		11.5	Steel Benches funded from donations (See Earmarked Reserves).
<u>Waste General</u>					
Employee Expenses	2,533.2	2,584.4		51.2	Extension of Admin Post in Environment Service Support for 6 months until end of 2024-25 and Increased Agency costs across waste.
<u>Waste Residual/Env Service Support</u>					
Employee Expenses	956.0	983.2		27.2	Deferral of Waste Service Review/Round Optimisation Efficiencies offer with Budget Risk Reserve
<u>Transport & Fleet</u>					
Employee Expenses	382.3	414.3		32.0	2x Agency Fitters (3 Months), Additional overtime costs.
Internal Recharges	(1,913.2)	(1,884.6)		28.6	Realignment of Fleet Budget with Customer Services.
Housing Needs Contribution from Welfare New Burdens reserve	2,117.1	2,117.1			
PORTFOLIO TOTAL	4,114.3	4,264.8	-	150.5	Net Portfolio Total Adverse

CLIMATE CHANGE AND NATURAL HABITAT**BUDGETARY CONTROL REPORT - APRIL TO JULY 2024****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<u>Parks</u>	£'000	£'000			
Premises Related Expenses	146.0	158.1		7.9	Repairs to Thackerays Lane foot bridge.
				4.2	Gedling Country Park car park entry ramp repairs (See earmarked reserves).
Supplies & Services	119.3	123.8		4.5	Allotments boundary fence and hedge repairs.
Employees Expenses		19.1		19.1	Partial deferral of service review efficiency offset by budget reduction risk provision .
Employees Expenses		60.0		60.0	Planting & Maintenance of Trees funding through Urban Tree Challenge Fund (UTC) (Rounds 5 & 6).
Revenue Income		(49.1)	49.1		Solar Energy Income Gedling Country Park.
		(40.0)	40.0		
Supplies & Services		45.7		45.7	Gedling Country Park tree planting scheme funded by Greenwood Community Forest grant.
Revenue Income		(45.7)	45.7		
<u>Gedling Country Park</u>					
Supplies & Services	38.0	41.5		3.5	Electrical safety works at Gedling Country Park Visitor centre (See earmarked reserves).
All other budget heads Including items previously reported	1,804.9	1,804.9			
PORTFOLIO TOTAL	2,108.2	2,118.3	134.8	144.9	Net Portfolio Total Adverse

SUSTAINABLE GROWTH & ECONOMY**BUDGETARY CONTROL REPORT - APRIL TO JULY 2024****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
All other budget heads Including items previously reported PORTFOLIO TOTAL	£'000	£'000			No Major Varainces
	1,371.6	1,371.6			
	1,371.6	1,371.6	-	-	Net Portfolio Total Favourable

CORPORATE RESOURCES & PERFORMANCE**BUDGETARY CONTROL REPORT - APRIL TO JULY 2024****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<u>Community Centres</u>	£'000	£'000			
Premises Related Expenses	21.1	27.9		6.8	Boiler replacement at Community Centres (Burton Road CC and Westdale Lane CC).
Revenue Income	(114.8)	(113.1)		1.7	Grant removed as no eligible groups, offset by saving in Community Grants.
<u>Public Land & Buildings</u>					
Premises Related Expenses	87.7	108.3		12.0	Reprofiling of Ambition Arnold demolition works resulting in increase in business rates and council tax liability.
				8.6	Prior year and current year business rate liability Magenta Way pavilion.
<u>Public Conveniences</u>					
Premises Related Expenses	9.5	15.0		5.5	Refurbishment of Cavendish Road toilets funded from Asset Management Fund reserve (See earmarked reserves).
<u>Public Offices</u>					
Premises Related Expenses	93.8	156.0		27.2	Additional repairs at Depot including heater replacement at large workshop.
				35.0	Civic Centre Office move to be funded from Transformation Reserve.
<u>Customer Services</u>					
Employee Expenses	820.3	808.4	11.9		Savings due to vacant positions.

CORPORATE RESOURCES & PERFORMANCE**BUDGETARY CONTROL REPORT - APRIL TO JULY 2024****REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<u>Information Technology</u>	£'000	£'000			
Employee Expenses	433.7	424.1	9.6		Savings due to vacant position.
Supplies & Services	840.5	838.4	2.1		Residual Kiosk budget removed
<u>Insurance Premiums</u>					
Supplies & Services	316.2	348.2		32.0	Increased insurance premiums (Funded from Insurance Reserve).
<u>Financial Services - Payroll</u>					
Revenue Income	(44.5)	(55.4)	10.9		Increased income from Payroll Services.
<u>Central Provisions Account</u>					
Supplies & Services	79.6	33.3	46.3		Budget Risk Provision used to offset efficiency deferrals.
<u>Corporate Income & Expenditure</u>					
Capital Interest	407.0	348.0	59.0		Reduction in PWLB interest payable following deferrals in capital programme and falls in borrowing rates.
<u>Corporate Management</u>					
Supplies & Services	33.8	38.6		4.8	Compensation Payments.
All other budget heads Including items previously reported	(356.8)	(356.8)			
PORTFOLIO TOTAL	2,627.1	2,620.9	139.8	133.6	Net Portfolio Total Favourable

EARMARKED RESERVES

BUDGETARY CONTROL REPORT - APRIL TO JULY 2024

REVENUE ITEMS TO BE REPORTED

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
<u>Transfer to/from Reserves</u>					
<u>Parks</u>					
Contribution from Donations		(7.0)	7.0		Purchase and installation of Street Furniture.
Contribution from GCP Sinking Fund		(4.2)	4.2		Gedling Country Park car park entry ramp repairs.
Contribution from GCP Sinking Fund		(3.5)	3.5		Electrical safety works at Gedling Country Park Visitor centre.
<u>Public Conveniences</u>					
Contribution from Asset Management Fund reserve		(5.5)	5.5		Refurbishment of Cavendish Road toilets.
<u>Public Offices</u>					
Contribution from Transformation reserve		(35.0)	35.0		Civic Centre office moves.
<u>Housing Needs</u>					
Contribution from Welfare New Burdens reserve		(72.0)	72.0		Funding towards the Abritas contract.
<u>Insurance Premiums</u>					
Contribution from Insurance Reserve		(32.0)	32.0		Additional cost of premiums due to market conditions.
<u>Corporate Management</u>					
Contribution from Licencing Reserve		(4.8)	4.8		Fund of one-off costs for compensation.
<u>All other budget heads</u>					
Including items previously reported	(950.0)	(950.0)			
RESERVES TOTAL	(950.0)	(1,114.0)	164.0	-	Net Reserves Total Net Contribution from Reserves

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**Virements Approved for the use of Earmarked Reserves
Period End 31 July 2024**

Usage of Earmarked Reserves		
		£
	Environment	
	Parish Flood Relief Scheme	£25,000
	Contribution from EMR - Severe Weather Reserve	-£25,000
	Sustainable Growth and Economy	
	Ambition Arnold Project	£189,600
	Contribution from NNDR Pool Reserve	-£189,600
	Corporate Resources and Performance	
	Hillcrest Business Park	£48,500
	Contribution from EMR - UKSPF Reserve	-£48,500
	Empty Homes & Single Occupier review	£25,000
	Contribution from NNDR Pool Reserve	-£25,000
CFWD	Depot Works - DRF	£100,000
	Contribution from Asset Management Reserve	-£100,000
CFWD	Car Park Resurfacing & Fence	£51,400
	Contribution from Asset Management Reserve	-£51,400
	Total Expenditure	£439,500
	Total Reserves	-£439,500

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Project	Original Capital Programme	Carry F/wds	Approvals to Period 4	Proposals to Period 4	Revised Capital Programme Period 4
Sports Facilities Investment	199.1	6.9	0.0		206.0
UKSPF - Events & Culture	20.0				20.0
Lifestyles, Health & Wellbeing	219.1	6.9	-	-	226.0
CCTV Developments		27.4			27.4
CCTV Developments (UKSPF)		24.6			24.6
Public Protection	-	52.0	-	-	52.0
Vehicle Replacement Programme	1,268.5	78.0	0.0	12.0	1,358.5
Bentwell Ave Lagoon - Flooding Works	-	60.0			60.0
Ouse Dyke repair works	-	40.0		70.0	110.0
Council Street Lighting	-	37.1			37.1
King George V - Provision of Public Toilets	-	-			-
Sand Martin Bank Bird Hide	-	29.5			29.5
King George V Pavilion Refurbishment	-	-			-
Green Lung Project	-	36.0		35.0	71.0
St Mary's Play Area Refurbishment	100.0	-			100.0
Green Lung Digby Park to GCP Path Construction	-	35.0			35.0
Breckhill Entrance and Footpath	-	6.0			6.0
Lambley Lane Footpath Entrance	-	19.7			19.7
Valley Road Play Area Refurbishment	110.0	-			110.0
Park View Retaining Wall	22.0	-			22.0
Phoenix Farm Estate repairs	16.0	-			16.0
Lambley Lane Changing Room & Pitch Renovation		79.0		72.6	151.6
Carlton Cem Expansion Final Phase	-	15.0			15.0
Environmental Services	1,516.5	435.3	0.0	189.6	2,141.4
Hillcrest Business Park Extensions	1,434.0				1,434.0
Ravenshead PC Open Space Development (S106)			103.2		103.2
The Arnold Market Place (AMP)		429.3	225.7		655.0
Temporary Accommodation	1,100.0	129.5			1,229.5
Disabled Facilities Grants	1,200.0	168.0			1,368.0
East Midlands Domestic Retrofit Project		583.5			583.5
Sustainable Growth & Economy	3,734.0	1,310.3	328.9	0.0	5,373.2
Income Management System		20.0			20.0
Public Sector Decarbonisation	2,143.0			(2,143.00)	-
Carbon Reduction Initiatives	-	47.6		0.0	47.6
GCP Charge Points		18.8			18.8
Civic Centre Charge Points		23.2			23.2
Depot Works		200.0			200.0
Fire Door replacement	130.0				130.0
Economic Regeneration Land Assembly		183.7			183.7
Estates & Valuation	34.6				34.6
Customer Service Improvements		14.9			14.9
IT Licences - Microsoft Office	110.0				110.0
Agresso Upgrade	50.0				50.0
Car Park Resurfacing and Fencing		51.4		(23.00)	28.4
Bestwood Country Park car park extension	36.2			(36.20)	-
Replacement Boards Car Park Machines	30.0				30.0
Digital Transformation	964.7				964.7
Asset Management Fund	150.0			(84.0)	66.0
Civic Centre Window Replacement	200.0			(100.0)	100.0
Replacement Equipment	70.0			(12.0)	58.0
Corporate Resources and Performance	3,918.5	559.6	0.0	(2,398.2)	2,079.9
Total Programme	9,388.1	2,364.1	328.9	(2,208.6)	9,872.5

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Report to Cabinet

Subject: Gedling Plan Quarter 1 2024/25 Report

Date: 5 September 2024

Author: Senior Leadership Team

Wards Affected

Borough-wide

Purpose

To inform Cabinet in summary of the position against Improvement Actions and Performance Indicators in the 2023-27 Gedling Plan at the end of Quarter 1 of 2024/25.

Key Decision

This is not a key decision.

Recommendation

THAT:

The progress against the Improvement Actions and Performance Indicators in the 2023-27 Gedling Plan for the end of Quarter 1 of 2024/25 be noted.

1 Background

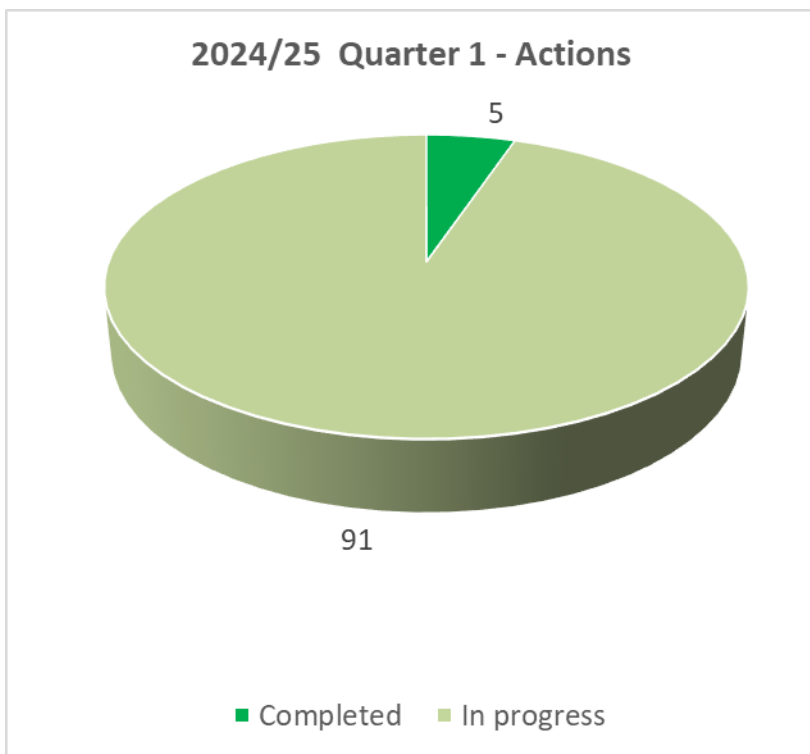
- 1.1 The Council has made a commitment to closely align budget and performance management. This is in line with accepted good practice. To deliver this commitment, systems to monitor performance against revenue and capital budgets, improvement activity and performance indicators have all been brought together and are now embedded in the way the Council works.
- 1.2 In addition, performance reports now focus more directly on the Council's priorities and offer an "early warning" system of instances where targets may not be achieved.
- 1.3 The assessment criteria used for actions and indicators are based on red, amber and green traffic light symbols. To be assessed as green, performance indicators must be in line with their expected performance at this stage of the year, whilst actions must be on target against the "completed" or "in progress" milestones determined within the performance management system, Ideagen Risk (formally known as Pentana).

2 Proposal

2.1 It is proposed that Cabinet note the performance information for the Gedling Plan 2023-27 at the end of Quarter 1 of 2024/25 as set out below.

2.2 Actions

At this stage, of the 96 actions currently active in the Gedling Plan 2023-27, 5 are complete and the remaining are either in progress or assigned to an Officer. See Appendix 1 for Quarter 1 Actions Report.

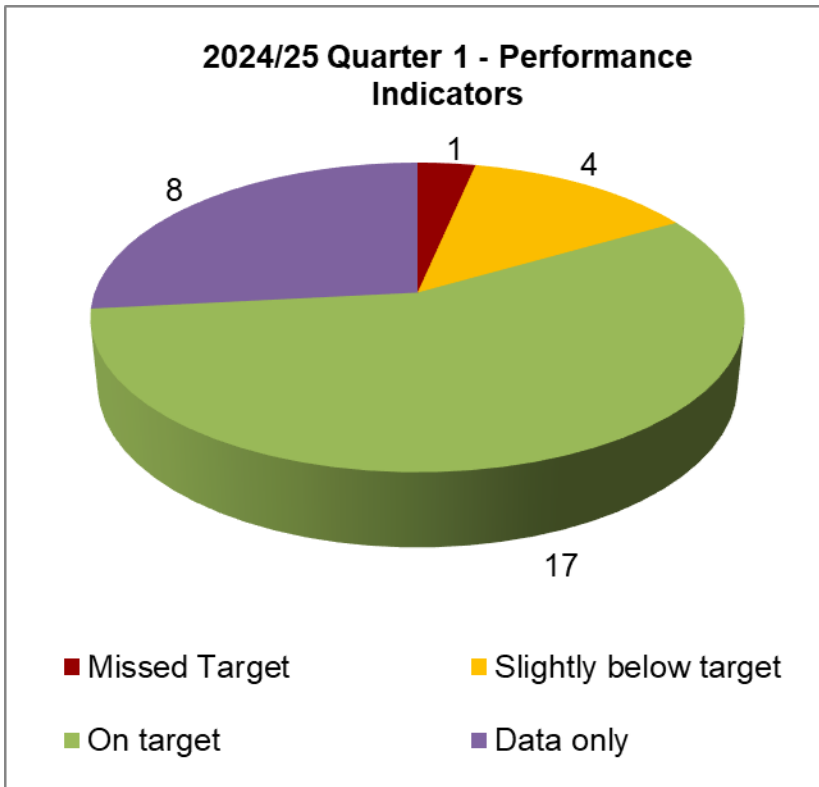


There are five completed actions as follows:

- Produce annual report – this was reported to Cabinet on 17 July 2024.
- Ensure continued compliance with Election Act changes through updates to staff and Members on changes to impact elections in 2024.
- Implementation of revised induction process (all employees) to include both departmental and corporate material.
- Produce Council Productivity Plan - Report presented to Cabinet on 17 July 2024 and sent to government and uploaded to the council website.
- Invest in new and upgrade CCTV in priority hot spots.

2.3 Indicators

Overall indicator performance at the end of Quarter 1 shows that out of a total of 30 indicators: 17 were on or above target, 4 were slightly below target and 1 indicator missed its target. The other 8 are for data tracking purposes only. A report of all Performance Indicators is shown in Appendix 2.



2.4 Examples of particularly positive performance for Quarter 1 include:

Performance Indicator	Figure reported	Target	Period covered
Number of visits to leisure centres	320,165	285,750	April to June
Average time to process new Housing Benefit claims (in calendar days)	14 days	15 days	April to June
Average time to process Housing Benefit change in circumstances (in calendar days)	4 days	5 days	April to June
Percentage of Business Rates Collected	30.02%	27.22%	April to June
Percentage of calls to the contact centre answered (or call back made)	96.8%	94.0%	12 month rolling total
Net additional homes provided	126	117	April to June
Percentage of Major planning applications processed within 13 weeks.	100%	92%	April to June
Percentage of Minor planning applications processed within 8 weeks	89.29%	86.0%	April to June
Percentage of other planning applications processed within 8 weeks	93.40%	80.0%	April to June
Number of long term (over 6 months) empty homes in the Borough returned to use as a result of Gedling Borough Council intervention	54	18	April to June

2.5 The following performance indicator missed its target at the end of Quarter 1:

LI027 Number of attendances to Bonington Theatre – Performance: 9,490 days against a target of 12,000 days for the period April to June.

Cinema releases in Q1 have not been as popular as the films released last year, meaning the audience figures are down by 600 attendances compared to Q1 23/24. There is a continued focus on advertising films and theatre space for hire across the local community, but it will be difficult to recover from the lower than expected performance in Q1 as the summer blockbuster films are probably also not on a par with those released in 24/25.

2.6 Compliments and Complaints

In Quarter 1, the Council received 19% more compliments and 46% more complaints than in quarter 4 2023/24. 48% of all complaints that the Council received in Quarter 1 were upheld. Of the complaints that the Council received in Quarter 1, three complaints were escalated to stage 2 and they were classed as unjustified.

The complaints continue to be reviewed by the Senior Leadership Team and any lessons learnt are shared across the relevant team(s).

2.7 Achievements

A separate report has been produced highlighting additional key achievements delivered during quarter 1, focusing on areas where the Council has made a real difference to people's lives. This is shown in Appendix 3 and is available on the Council's website. The following achievements are identified for particular attention:

Housing Strategy - A draft Housing Strategy has been developed and will be released shortly for consultation. The Housing Strategy is intended to provide a holistic and comprehensive view of housing and related services within the Borough. The strategy outlines the trends and pressures within the borough and will include an action plan based upon the emerging priorities.

Empty Homes Returned to Use - In the first quarter of the year 54 empty homes that were empty for 6 months or more were returned to use. 26 of these homes were empty for 2 years or more. The success was achieved through the council's Empty Homes Officer engaging with homeowners to offer advice and support to problem solve the barriers faced to return the properties to use. Where necessary the Empty Homes Officer can use enforcement powers requiring action to be taken and encourage the property to be returned to use.

DOSE Studio at Carlton Forum - To help support the continued growth of health and fitness members at Carlton Forum, one of the internal squash courts has been transformed into an area which provides needed floor space and functional fitness equipment for gym members as well as providing an area for additional group exercise sessions. The DOSE studio is named after the 4 feel good chemicals in the body, which are triggered by exercise and mental wellbeing (Dopamine, Oxytocin, Serotonin and Endorphins) . The DOSE studio was launched by Councillor Henry Wheeler and the local Olympic athlete Andy Turner on 2nd April and funded by Gedling Borough Council and the Shared Prosperity Fund.

Arnold Summer Fair - Diversity and inclusion were central elements of the Heritage themed Arnold Summer Fair on 22nd June, which coincided with Windrush Day 2024. The mayor's opening address made strong reference to the positive contribution of immigrant, migrant and refugee communities, and the essential support role of the Gedling Voluntary Sector in fostering social connection and support. Our food providers were multicultural, with four Caribbean, one Asian, Italian and other street foods on offer. Thirty charity and information stalls attended the event, and these included the Ukrainian Association Choir, who delivered intermittent musical performances through the day. The Multicultural Gang of Angels Choir headlined the event, and the pageant band was very multicultural – the

best yet, also multi ability and older/young people very much present and enjoying the day. Feedback was gathered at the event and afterwards on satisfaction levels with the event overall and with the suitability of Arnold Hill Park as an accessible venue.

Ambition Arnold Consultation – The Ambition Arnold project team have been making the necessary preparations for the programme’s public consultation launch on the 8th of July. Several proposals to improve Arnold town centre have been put forward in a ‘town centre vision’ and residents are being urged to share their views on the ideas put forward.

Carlton Long Term Plan for Towns - In March 2024, the government announced a further tranche of Long-Term Plan for Town (LTPFT) funding. Carlton was selected as part of this tranche to receive £20m of endowment style funding over a 10-year period. Within the quarter, Mutual Ventures have been appointed to provide consultancy to the programme. Sir John Peace has been appointed as the Independent Chair to lead the newly established Greater Carlton Town Board. The Independent Chair will play a crucial role in bringing together diverse interests and facilitating consensus to develop a comprehensive 10-year vision for Carlton. The inaugural meeting of the Board took place in July.

3 Alternative Options

- 3.1 Not to present an update on quarterly performance, in which case Cabinet members will not be aware of performance against the Gedling Plan 2023-27.

4 Financial Implications

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

5 Legal Implications

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

6 Equalities Implications

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

7 Carbon Reduction/Sustainability Implications

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

8 Appendices

- 8.1 Appendix 1 – Quarter 1 Actions Report

Appendix 2 – Quarter 1 Performance Indicator Report

Appendix 3 – Examples of Outcomes/Achievements during Quarter 1 of 2024/25.






9 Background Papers

9.1 None identified.

10 Reasons for Recommendations



10.1 To ensure Members are informed of the performance against the Gedling Plan 2023-27.






Quarter 1 Action Report


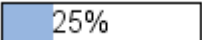

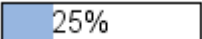




Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed






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Theme COMMUNITY

Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
COMM11.01 Continue to work with partners and stakeholder to join up services	Customer engagement	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COMM11.02 Establish and deliver an annual calendar of Stakeholder Group meetings	Communities, Leisure and wellbeing	Communities and Place		31-Mar-2025	<input type="text" value="25%"/>	

Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
COMM11.03 Deliver a communications plan to stakeholder groups, including community, parish council, commissioned partners, Gedling Seniors and Youth Councils.	Communities, Leisure and wellbeing	Communities and Place		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">25%</div>	
COMM11.04 Enable and maximise targeted resources to those most vulnerable in Gedling and wider residents as appropriate	Communities, Leisure and wellbeing	Life Chances and Vulnerability		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">25%</div>	
COMM12.01 Deliver the Gedling Employability Programme to schools across the Borough	Housing, growth and regeneration	Sustainable Growth and Economy		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">0%</div>	
COMM12.02 Engage with the NCC Children and Families Service	Communities, Leisure and wellbeing	Life Chances and Vulnerability		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">26%</div>	
COMM12.03 Enable the Gedling Youth Council to scrutinise, advise upon and champion services to young people and ensure ongoing promotion of	Communities, Leisure and wellbeing	Life Chances and Vulnerability		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">25%</div>	

Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
initiatives and support offers for young people i.e. 'Nottalone' website.						
COMM12.04 Work with the NCC Young People's Mental Health Strategic Group and Youth Service, Gedling Youth Council and other relevant partners to develop and improve access for local young people to mental health support.	Communities, Leisure and wellbeing	Life Chances and Vulnerability		31-Mar-2025		
COMM13.01 Support the Implementation of Integrated Neighbourhood Working in Arnold	Communities, Leisure and wellbeing	Life Chances and Vulnerability		31-Mar-2025		
COMM13.02 Implement a series of actions to digitally upskill customers	Customer engagement	Life Chances and Vulnerability		31-Mar-2025		
COMM13.03 Implement and monitor delivery of Equality and Diversity Action plans for 2024/25	Deputy Chief Executive	Life Chances and Vulnerability		31-Mar-2025		


Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
COMM13.04 Continue to facilitate the Gedling Social Mobility Commission (carried over)	Communities, Leisure and wellbeing	Life Chances and Vulnerability		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e6f2ff; position: relative;"></div>	
COMM14.01 Delivery of the Leisure and Communities Strategy	Communities, Leisure and wellbeing	Health and Wellbeing Lifestyles		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e6f2ff; position: relative;"></div>	
COMM14.02 Undertake a strategic review and condition survey of council-owned community centres and pavilions.	Assets and facilities manager	Sustainable Growth and Economy		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e6f2ff; position: relative;"></div>	
COMM14.03 Work with VCS, Health and others represented on the H&WB Coproduction Group to create optimum growth in services for and in communities and extend the reach of Health and Wellbeing services and support promotion	Communities, Leisure and wellbeing	Health and Wellbeing Lifestyles		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e6f2ff; position: relative;"></div>	
COMM14.04 Promote the uptake of active travel by encourage our own staff, local schools and businesses within our	Food, health and safety manager	Climate Change and Natural Habitat		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e6f2ff; position: relative;"></div>	


Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
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borough to consider travel by public transport, walking, cycling and car sharing.






COMM14.05 Promote active travel – reducing travel by diesel or petrol cars within the borough’s boundaries	Housing, growth and regeneration	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="0%"/>	
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Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
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COUN11.01 Establish a programme of customer engagement to support transformation	Customer engagement	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
----------------------------------------------------------------------------------	---------------------	-----------------------------------------	---------------------------------------------------------------------------------------	-------------	---------------------------------	--




COUN11.02 Provide training and support across services to improve complaint responses in relation to equality related complaints	Customer engagement	Deputy Leader Resources and Performance		31-Dec-2025	<input type="text" value="0%"/>	
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Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
COUN11.03 Improve customer experience at leisure centres through the ongoing development of the Gladstone leisure management system	Communities, Leisure and wellbeing	Deputy Leader Resources and Performance		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; position: relative;"><div style="background-color: #4F81BD; width: 30%; position: absolute; left: 0;"></div></div> 30%	
COUN12.01 Implement year 1 of the Digital Strategy and associated Road Map (Finance, Revenues & ICT Specific)	Digital, Data and Technology	Deputy Leader Resources and Performance		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; position: relative;"><div style="background-color: #4F81BD; width: 0%; position: absolute; left: 0;"></div></div> 0%	
COUN12.02 Continue to invest in Digital Infrastructure	Financial Services	Deputy Leader Resources and Performance		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; position: relative;"><div style="background-color: #4F81BD; width: 0%; position: absolute; left: 0;"></div></div> 0%	
COUN12.03 Support acquisition and implementation of Council wide CRM	Digital, Data and Technology	Deputy Leader Resources and Performance		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; position: relative;"><div style="background-color: #4F81BD; width: 0%; position: absolute; left: 0;"></div></div> 0%	
COUN12.04 Integrate customer facing processes across CS and Environmental Services	Customer engagement	Deputy Leader Resources and Performance		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; position: relative;"><div style="background-color: #4F81BD; width: 0%; position: absolute; left: 0;"></div></div> 0%	
COUN12.05 Review and acquisition of new web platform	Digital, Data and Technology	Deputy Leader Resources and Performance		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; position: relative;"><div style="background-color: #4F81BD; width: 0%; position: absolute; left: 0;"></div></div> 0%	

Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
COUN13.01 Review funding strategy for external funding bids and grants	Financial Services	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN13.02 Review Members Pot scheme	Governance and Democracy	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN13.03 Ensure continued compliance with Election Act changes through updates to staff and Members on changes to impact elections in 2024	Governance and Democracy	Deputy Leader Resources and Performance		31-Jul-2024	<input type="text" value="100%"/>	
COUN13.04 Review arrangements for provision of procurement support to Council and other authorities ensuring that Procurement Act 2023 requirements are embedded in appropriate rules and processes	Financial Services	Deputy Leader Resources and Performance		31-Oct-2024	<input type="text" value="0%"/>	
COUN13.05 Produce Annual Report (Draft, coordinate production and release)	Workforce	Deputy Leader Resources and Performance		31-Jul-2024	<input type="text" value="100%"/>	Document finished and going to Cabinet for approval 17th July 2024






Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
COUN13.06 Corporate Asset Management Plan to be developed	Assets and facilities manager	Deputy Leader Resources and Performance		31-Mar-2025	<div style="width: 26%;"><div style="width: 26%;"></div></div> 26%	
COUN13.07 Review Community Asset Transfer Policy	Assets and facilities manager	Deputy Leader Resources and Performance		31-Mar-2025	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	
COUN13.08 Car Park Strategy to be developed	Assets and facilities manager	Deputy Leader Resources and Performance		31-Mar-2025	<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%	
COUN13.09 Depot Transformation programme planning and implementation	Assets and facilities manager	Deputy Leader Resources and Performance		31-Mar-2025	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	
COUN13.10 Produce Council Productivity Plan	Director of Transformation	Deputy Leader Resources and Performance		31-Mar-2025	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Report presented to Cabinet on 17 July 2024 and sent to government and uploaded to the council website.
COUN14.01 Develop a new efficiency programme for 2024/25 – 2030/31 to enable a Balanced Budget in the Medium Term	Financial Services	Deputy Leader Resources and Performance		31-Mar-2025	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	





Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
COUN14.02 Develop and implement a Corporate Charging Strategy to maximise and identify new income streams	Financial Services	Deputy Leader Resources and Performance		30-Sep-2025	<input type="text" value="0%"/>	
COUN14.03 Roll out new Risk Management Framework to Officers and Members	Financial Services	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN14.04 As part of ongoing strategy to be data driven and performance focused, implement new Risk Register module in Pentana	Financial Services	Deputy Leader Resources and Performance		30-Sep-2024	<input type="text" value="10%"/>	
COUN15.01 Implementation of revised induction process (all employees) to include both departmental and corporate material (inc carbon reduction material)	Workforce	Deputy Leader Resources and Performance		30-Jun-2024	<input type="text" value="100%"/>	Induction process has been revised (not taking into account transformation programme agenda) and Corporate Induction sessions have been re-established and successfully carried out.
COUN15.02 Ensure recruitment and Selection Training includes training to avoid bias	Workforce	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	






Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
COUN15.03 Develop recruitment processes to improve opportunity and access for areas that are under-represented	Workforce	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN15.04 Assess under-representation in the work force and produce improvement action plan	Workforce	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN15.05 Review content of Learning Carousel and deliver bi-monthly training workshops to improve management skills	Workforce	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN15.06 Identify and implement a method (interim or permanent) to record (and report on) completion compliance for mandatory training as defied by CMT	Workforce	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN15.07 Establish a corporate Health and safety Training Plan across the Council	Governance and Democracy	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	

Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
COUN15.08 Review Employee Protection register Guidance and integrate with Unacceptable Customer Behaviour Policy	Governance and Democracy	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN15.09 Review Emergency Plan	Governance and Democracy	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN15.10 Establish a programme of BCP testing	Governance and Democracy	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN15.11 Review Lone Worker device provision	Governance and Democracy	Deputy Leader Resources and Performance		31-Dec-2024	<input type="text" value="0%"/>	
COUN15.12 Improve access to mental health support for employees	Workforce	Deputy Leader Resources and Performance		31-Mar-2025	<input type="text" value="0%"/>	
COUN15.13 Review the delivery of the annual health fair for staff	Communities, Leisure and wellbeing	Deputy Leader Resources and Performance		31-Dec-2024	<input type="text" value="25%"/>	

Theme ECONOMY




Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
ECON11.01 To manage the delivery of the UKSPF Transform Your Future project with the Futures Group	Housing, growth and regeneration	Sustainable Growth and Economy		31-Mar-2025	<input type="text" value="0%"/>	
ECON11.02 Promote and encourage participation with apprenticeship opportunities for residents across the Borough	Housing, growth and regeneration	Life Chances and Vulnerability		31-Mar-2025	<input type="text" value="0%"/>	
ECON11.03 Coordinate a manageable number of work experience placements (school age and working age placements)	Workforce	Life Chances and Vulnerability		31-Mar-2025	<input type="text" value="0%"/>	
ECON11.04 Coordinate the supported internship programme	Workforce	Life Chances and Vulnerability		31-Mar-2025	<input type="text" value="0%"/>	
ECON11.05 Support and Coordinate ongoing compact with NTU	Workforce	Sustainable Growth and Economy		31-Mar-2025	<input type="text" value="0%"/>	





Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
ECON12.01 Ensure effective management and oversight of UKSPF Business Support contracts	Housing, growth and regeneration	Sustainable Growth and Economy		31-Mar-2025	<input type="text" value="0%"/>	
ECON12.02 Identify the opportunities to drive investment in the Borough and new business opportunities	Housing, growth and regeneration	Sustainable Growth and Economy		31-Mar-2025	<input type="text" value="0%"/>	
ECON12.03 Complete the development and market the AMP Enterprise Centre funded by UKSPF grant	Housing, growth and regeneration	Sustainable Growth and Economy		31-Mar-2025	<input type="text" value="70%"/>	
ECON12.04 Complete the development and market 4 additional industrial units at Hill Crest Business Park	Housing, growth and regeneration	Sustainable Growth and Economy		31-Mar-2025	<input type="text" value="0%"/>	
ECON13.01 To develop a viable masterplan and scheme for Arnold north.	Housing, growth and regeneration	Sustainable Growth and Economy		31-Mar-2025	<input type="text" value="0%"/>	
ECON13.02 Identify and implement measures to improve the viability and sustainability of the Arnold Market	Housing, growth and regeneration	Sustainable Growth and Economy		30-Sep-2024	<input type="text" value="0%"/>	






Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
ECON13.03 Develop and implement plans to support improvements to the Borough's Town and rural Centres	Housing, growth and regeneration	Sustainable Growth and Economy		30-Sep-2024	<input type="text" value="0%"/>	
ECON13.04 Showcase Town and Parish centres as part of the delivery of the Council's Events Programme 2024/25	Communities, Leisure and wellbeing	Communities and Place		31-Mar-2025	<input type="text" value="25%"/>	
ECON13.05 Identify opportunities to draw visitors to the Borough to support the local economy and encourage pride in the Borough	Housing, growth and regeneration	Sustainable Growth and Economy		31-Mar-2025	<input type="text" value="0%"/>	
ECON14.01 Create a new network of walkways and cycleways around the borough (to include a path extension to link the Green Lung Cycle and Walkway into Gedling Country Park)	Development Services	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="0%"/>	
ECON14.02 Establish a new short- medium- and long-term Heritage	Communities, Leisure and wellbeing	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="9%"/>	





Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
Strategy, creating connectivity between walking and cycling routes, parks, open spaces, and other heritage assets.						

Theme PLACE


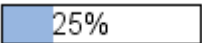





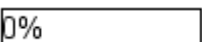
Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
PLAC11.01 Review Carbon Management Action Plan	Development Services	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="0%"/>	
PLAC11.02 Delivery of Biodiversity Net Gain for qualifying new developments by at least 10%. Promote Natural Climate Solutions for Gedling in partnership with landowners/managers	Development Services	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="56%"/>	
PLAC11.03 Offset residual emissions from hard to reduce sources / Plant 500	Parks and Street Care	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="0%"/>	




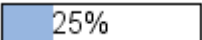

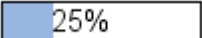
Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
UK native trees across the borough to mark the lead up to the 50th Anniversary of the creation of Gedling Borough						
PLAC11.04 Minimise the borough's waste and its impact on the environment	Transport and Waste Services	Environmental Services (Operations)		31-Mar-2025	<input type="text" value="0%"/>	
PLAC11.05 Deliver the investment plan to enhance existing parks and open spaces and seek external funding for our development projects	Parks and Street Care	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="0%"/>	
PLAC11.06 Develop and implement a plan to raise awareness of and maximise usage of our local parks, play areas and open spaces	Parks and Street Care	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="0%"/>	
PLAC11.07 Install a bird hide on the lower lagoons as part of the 10-year	Parks and Street Care	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="0%"/>	

Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
development strategy for the improvement of Gedling Country Park						
PLAC11.08 Promote and support community based 'clean up' initiatives including the seasonal big clean events	Parks and Street Care	Environmental Services (Operations)		31-Mar-2025	<input type="text" value="0%"/>	
PLAC12.01 Implement Strength in Community programme	Communities, Leisure and wellbeing	Communities and Place		31-Mar-2025	<input type="text" value="38%"/>	
PLAC12.02 Minimise the Borough's exposure to flood related events	Parks and Street Care	Climate Change and Natural Habitat		31-Mar-2025	<input type="text" value="0%"/>	
PLAC12.03 Celebrate our local achievements (Pride of Gedling awards)	Customer engagement	Communities and Place		31-Dec-2024	<input type="text" value="10%"/>	
PLAC13.01 Seek to improve our domestic abuse response through the introduction and adoption of an established set of standards and an accreditation process. - Domestic Abuse Housing Alliance (DAHA) accreditation	Regeneration and Welfare	Life Chances and Vulnerability		31-Mar-2025	<input type="text" value="0%"/>	












Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
PLAC13.02 Work with the Police and other agencies to identify, understand and prevent Domestic Violence, and to disrupt and dismantle Modern Slavery Groups. To make GBC & Nottinghamshire a risk location for traffickers	Community Protection	Life Chances and Vulnerability		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e0e0e0; position: relative;"><div style="position: absolute; left: 0; top: 0; bottom: 0; width: 3%; background-color: #4f81bd;"></div></div> 3%	
PLAC13.03 Work in a targeted way with partnership agencies including the OPCC and the Police to put activities and community engagement in place to deliver a reduction in Crime, Youth Offending and a reduction in the fear of crime	Community Protection	Public Protection		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e0e0e0; position: relative;"><div style="position: absolute; left: 0; top: 0; bottom: 0; width: 59%; background-color: #4f81bd;"></div></div> 59%	
PLAC13.04 Invest in new and upgrade CCTV in priority hot spots	Community Protection	Public Protection		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; position: relative;"><div style="position: absolute; left: 0; top: 0; bottom: 0; width: 100%; background-color: #4f81bd;"></div></div> 100%	
PLAC13.05 Seek successful prosecutions and enforcement action for dog fouling, anti-social	Community Protection	Public Protection		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #e0e0e0; position: relative;"><div style="position: absolute; left: 0; top: 0; bottom: 0; width: 25%; background-color: #4f81bd;"></div></div> 25%	

Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
behaviour and against those that fly-tip waste						
PLAC13.06 Review arrangements for resourcing enforcement function	Community Protection	Public Protection		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: white; display: flex; align-items: center; justify-content: center;">0%</div>	
PLAC13.07 Develop the Council's approach to licensing regulation and enforcement	Community Protection	Public Protection		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: white; display: flex; align-items: center; justify-content: center;">0%</div>	
PLAC13.08 Streamline the Environmental Permitting Burdon in relation to the Environmental Permitting Regulations	Community Protection	Public Protection		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4a86e8; display: flex; align-items: center; justify-content: center;">87%</div>	
PLAC14.01 Progress the Greater Nottingham Strategic Plan in partnership with Broxtowe and Rushcliffe Borough Councils and Nottingham City.	Development Services	Sustainable Growth and Economy		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4a86e8; display: flex; align-items: center; justify-content: center;">55%</div>	
PLAC14.02 Undertake a review of the Infrastructure List as part of the review	Development Services	Sustainable Growth and Economy		31-Mar-2025	<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4a86e8; display: flex; align-items: center; justify-content: center;">20%</div>	

Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
the Community Infrastructure Levy Policy.						
PLAC14.03 Put in place a design code for the Borough	Development Services	Sustainable Growth and Economy		30-Sep-2024		
PLAC14.04 Create and implement Housing Strategy to include consideration of the needs of vulnerable groups including those with physical/learning disabilities and older people who may need adaptations to remain in their accommodation.	Housing, growth and regeneration	Sustainable Growth and Economy		31-Mar-2025		
PLAC14.05 Identify and deliver key interventions to prevent homelessness and rough sleeping.	Housing, growth and regeneration	Life Chances and Vulnerability		31-Mar-2025		
PLAC14.06 Initiate a project to extend the supply of temporary accommodation in the Borough to reduce reliance and spend on B&B as part of works to ensure that the	Housing, growth and regeneration	Life Chances and Vulnerability		31-Mar-2025		




Code & Title	Responsible OUs	Portfolio Owners	Status	Target Completion Date	Progress Bar	Notes
Borough has suitable temporary accommodation to reduce reliance on B&B						
PLAC14.07 Designated Resettlement Officer to work directly with refugees and asylum seekers	Housing, growth and regeneration	Life Chances and Vulnerability		31-Mar-2025		
PLAC14.08 Promote The Uptake of Energy Efficiency Measures in Domestic Properties	Public Protection	Climate Change and Natural Habitat		31-Mar-2025		
PLAC14.09 Address private landlords and managing agents who intentionally let sub-standard accommodation and do not comply with the law and where necessary take appropriate enforcement action	Public Protection	Public Protection Portfolio		31-Mar-2025		

Quarter 1 indicator report

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

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COMMUNITY

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
LI027 Number of visits to leisure centres	Communities, Leisure and wellbeing	Health and Wellbeing Lifestyles	320,165	285,750	320,165	1,165,000			
LI027f Number of attendances - Bonington Theatre	Communities, Leisure and wellbeing	Health and Wellbeing Lifestyles	9,490	12,000	9,490	48,000			Cinema releases in Q1 have not been as popular as the films released last year,




PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
									meaning the audience figures are down by 600 attendances compared to Q1 23/24. There is a continued focus on advertising films and theatre space for hire across the local community, but it will be difficult to recover from the lower than expected performance in Q1 as the summer blockbuster films are probably also not on a par with those released in 23/24
LI074 Average time to process new Housing Benefit claims (in calendar days)	Regeneration and Welfare	Life Chances and Vulnerability	14 days	15 days	14 days	15 days	↓	✔	
LI075 Average time to process Housing Benefit change in circumstances (in calendar days)	Regeneration and Welfare	Life Chances and Vulnerability	4 days	5 days	4 days	5 days	▬	✔	

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
LI085 Current number of DNA members	Communities, Leisure and wellbeing	Health and Wellbeing Lifestyles	4,483	4,500	4,483	4,500	↑	✅	
LI086 Average length of time spent in temporary accommodation (in weeks)	Regeneration and Welfare	Life Chances and Vulnerability	24.9 wks	Tracking Indicator	24.9 wks	Tracking Indicator	↑	📊	
LI379 Average number of Swim School Members (12 month rolling period)	Communities, Leisure and wellbeing	Health and Wellbeing Lifestyles	4,217	4,200	4,217	4,200	↑	✅	
LI410 Total number of family households in B&B at the end of the month	Regeneration and Welfare	Life Chances and Vulnerability	12.3	Tracking Indicator	12.3	Tracking Indicator	↓	📊	
NI155 Number of affordable homes delivered (gross)	Development and Place	Sustainable Growth and Economy	18	19	18	75	↓	⚠️	Rolleston Drive site has had construction paused for some time, we have been informed the site should begin delivering affordable units in Q2.

COUNCIL



PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
LI006 Working Days Lost Due to Sickness Absence (rolling 12 month total)	Workforce	Deputy Leader Resources and Performance	9.20 days	9.00 days	9.20 days	9.00 days	↑	⚠	Although the outturn for this quarter is over target, the trend continues downwards back towards the target of nine days lost. Managers continue to work with HR to actively manage cases of long-term absence to help support employees to return to work in a timely, but safe way.
LI016 Percentage of Council Tax collected	Finance and ICT	Deputy Leader Resources and Performance	27.79%	28.44%	27.79%	98.50%	↓	⚠	The collection rate is 0.65% behind target which is likely to be caused by the wider economic situation with, for example, inflation increasing sharply in recent months and the ongoing cost of living crisis as well as inaccuracies in the





PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
									estimate caused by fluctuations in the amounts collected from month to month. Any trends will be carefully monitored and monthly targets reviewed and altered as necessary.
LI017 Percentage of Business Rates Collected	Finance and ICT	Deputy Leader Resources and Performance	30.02%	27.22%	30.02%	98.90%	↓	✅	
LI018 Percentage of invoices paid within 30 days	Finance and ICT	Deputy Leader Resources and Performance	97.98%	99.0%	97.98%	99.0%	↓	⚠️	There are multiple reasons for payments not being made on time, but the main reason is delayed approval or Goods Receiving by the department (after the payment due date).
LI052 Percentage of calls to the contact centre answered (or call back made) - 12 month rolling total	Customer engagement	Deputy Leader Resources and Performance	96.8%	94.0%	96.8%	94.0%	↑	✅	


PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
LI411 Number of customers attending outreach hubs	Customer engagement	Deputy Leader Resources and Performance	235	Tracking Indicator	235	Tracking Indicator	New		
LI420 Number of customers contacting through webchat	Customer engagement	Deputy Leader Resources and Performance	1,730	Tracking Indicator	1,730	Tracking Indicator	New		
LI421 Average call waiting times (Seconds)	Customer engagement	Deputy Leader Resources and Performance	66	Tracking Indicator	66	Tracking Indicator	New		

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PLACE

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
LI 314 Number of rented households with health and safety hazards that fall below the minimum legal standard that have been remediated	Public Protection	Public Protection Portfolio	13	12	13	50			

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
LI107	Community Protection	Public Protection Portfolio	5	Tracking Indicator	5	Tracking Indicator	↓		following the council's intervention
LI118	Public Protection	Sustainable Growth and Economy	54	18	54	70	↑		Number of litter and dog fouling Fixed Penalty Notices (FPN) served
LI133	Community Protection	Public Protection Portfolio	433	Tracking Indicator	433	Tracking Indicator	↓		Number of long term (over 6 months) empty homes in the Borough returned to use as a result of Gedling Borough Council intervention
LI276	Public Protection	Public Protection Portfolio	96%	95%	96.0%	95%	▬		Number of fly tipping incidents reported to Gedling Borough Council
									Percentage of food premises scoring 4 or 5 in the national food hygiene rating scheme

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
LI346 Percentage of fly tipping incidents removed within 10 working days	Community Protection	Public Protection Portfolio	98.89%	98%	98.89%	98%	↑	✓	
Li419 Number of anti-social incidents reported to Council	Community Relations	Public Protection Portfolio	106	Tracking Indicator	106	Tracking Indicator	New		
NI154 Net additional homes provided	Development and Place	Sustainable Growth and Economy	126	117	126	463	↓	✓	
NI157a Percentage of Major planning applications processed within 13 weeks	Development and Place	Sustainable Growth and Economy	100%	92.0%	100%	100%	▬	✓	
NI157b Percentage of Minor planning applications processed within 8 weeks	Development and Place	Sustainable Growth and Economy	89.29%	86.0%	89.29%	86.0%	▬	✓	
NI157c Percentage of other planning applications processed within 8 weeks	Development and Place	Sustainable Growth and Economy	93.40%	80.00%	93.40%	80.0%	↑	✓	

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2024/25			Annual 2024/25	Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date				
NI191 Residual household waste per household in Kg	Transport and Waste Services	Environmental Services (Operations)	145.3kg	145kg	145.3kg	580kg	↑	✔	
NI192 Percentage of household waste sent for reuse, recycling and composting	Transport and Waste Services	Environmental Services (Operations)	39.45%	34.00%	39.45%	34.00%	↑	✔	

GEDLING

PLAN

2023-2027

**Examples of Achievements and
Activities**

During

Quarter 1 - 2024/25

ECONOMY

To encourage and support healthy businesses in our town and local centres, improving local skills and employment opportunities, and promoting an economy that attracts visitors throughout the day and supports leisure activity.

Skills and Employment - the council will support local people into employment using its influence and connectivity with partners to create jobs, and provide support and training.

HGV CAT C (Class 2) - For residents interested in a career in logistics and transport, the Council has commissioned HGVC to offer 30 fully funded training places to anyone wanting to become HGV CAT C (Class 2) driver trained. Information sessions are taking place locally, at the Colwick Industrial Estate for anyone wanting to find out more information or apply. Part of this project will also include engaging with Gedling employers looking to hire HGV CAT C trained drivers.

Transform Your Future – Joint Commission - The 'Transform Your Future Programme' is live, with 39 Gedling residents engaging with the programme to date. This programme offers personalised support to help individuals improve their skills, confidence, employability, and wellbeing. Open to all residents living in the Borough area who are 16+ and economically inactive (meaning not in employment and not receiving benefits that require them to look for work).

Digital Skills and English for Speakers of Other Languages (ESOL) Training - Training providers, Inspire Learning and PETXi have been commissioned to deliver basic digital skills and ESOL training to residents, online and at community venues across the Borough. The ESOL training is predominantly aimed at the Ukraine and Hong Kong communities, although open to all.

START in South Nottinghamshire Platform - The Council have joined Broxtowe and Rushcliffe to commission an online portal, which will provide a sustainable resource to help local people find employment, training and educational opportunities. The portal provides the ability to look for the latest vacancies via the job search tool and offers virtual work experience programmes from global and local businesses. Support with CV and cover letter building and development is also available.

Multiply Maths Training - The EGR Service are working closely with the Multiply Maths programme, delivered by Futures to increase uptake and delivery of the programme. This includes engagement with community settings and local businesses to raise awareness of offer available.

Recruitment/Jobs Fair - The EGR Service, in collaboration with Arnold DWP colleagues, delivered a recruitment event on the 16 April at the Civic Centre. With 184 attendees and 26 exhibitors, the event was a great success. Companies such as the NHS, Nottinghamshire Police, Vision West Nottinghamshire College and the Royal Air Force were in attendance to raise awareness of a wide range of vacancies and opportunities. 81% of attendees came from Arnold, 8% from Calverton and 3% from Netherfield. There were also visitors from areas outside the Borough, such as Sherwood and Aspley.

Business - a local economy that attracts new business investment enabling growth and the creation of jobs.

Gedling Business Support Network – East Midlands Chamber hosted a successful launch of the Gedling Business Networking Group on Friday 10 June at the Richard Herrod Centre, Carlton. Approximately 30 businesses were in attendance, with a business support theme, attendees were able to explore opportunities and network with other businesses, to share knowledge and expertise.

Purpose of the group *‘Bringing together local businesses, creating a supportive, business networking environment. The network will enable businesses to work together, provide peer to peer support, learn new skills and stay up to date on relevant support from the Council, East Midlands Chamber, D2N2 Growth Hub, Nottinghamshire County Council and other partners’*
The next meeting will take place at the St. Georges Centre, Netherfield on Friday 26 July from 12-2pm with a funding theme.

Business Advice Surgeries – Two Business Advice Surgeries took place in Q1. Nottinghamshire County Council hosted a session on 23 April, which saw 6 businesses attend a one-to-one appointment at the Civic Centre to go through business plans and other advice/guidance required. The service has now been transferred over to East Midlands Chamber, who held a further session on the 30 May, with 5 appointments taken. A further session has been booked for 11 July and is being promoted through word of mouth and social media channels.

Business Grants - The Council has launched a business grants programme as part of UKSPF funding to support local businesses. Managed by Nottinghamshire County Council, the Business Start Up Grant (up to £2,500) is available to individuals looking to start a business in Gedling borough. The grant can be used towards start-up costs including the purchase of machinery and equipment, business stationery and marketing costs such as advertising and web design. The Business Growth Grant (up to £2,500) is available to established businesses (trading for over 6 months) based in Gedling borough wanting to improve sales, employment, or productivity. Managed by East Midlands Chamber, as part of the Gedling Accelerator Programme, the Sustainability Grant (up to £10,000) is available to established businesses. The grant can contribute to the installation of energy efficiency measures, recommended as part of a building energy audit funded through the Chamber’s Accelerator project to support the reduction of the business’s carbon footprint. Businesses can access capital grant at 80% of the total project costs.

The AMP Enterprise Centre - A construction contract has been signed for the AMP first floor and works have now commenced. The works are due to be completed in November 2024.

Hill Crest Business Park Extension - A full business case has been submitted and approved by the D2N2 for an extension of commercial units at Hill Crest Business Park. Construction will begin in the autumn with completion estimated to be April / May 2025.

Town and Local Centres - to provide vibrant town and local centres that attract shoppers and leisure users.

Funding Award for Carlton – Projects have been identified for the Town Funding Award and have been submitted before the deadline of June 28th. These are: Safer Street Initiative, Shop Front Grant, BID, Mineral Line.

Retail Advisor – Now 6 months into the contract the advisors have visited over 75 businesses across the borough, each one having had an initial mystery shopper assessment and business diagnostic, leading into action planning and strategy building for growth. The advisors are signposting to wider council services and collaborating with the Business Advisor on referrals. Planning, designing and creation of a series of retail workshops to be launched in September is well under way. These will focus on topics that have been raised in the diagnostics and action plan meetings, covering use of social media, window dressing, prop making, ideal customer identification, sales and more.

The AMP Live – A calendar of market dates have now been advertised, with 1 Farmers Market every month, 1 Artisan Market bi-monthly and any ad hoc event pop up that is a key calendar date. Footfall is increasing which is now being reported on monthly in the review meetings The trader attendance is growing, and they are reporting a healthy retail opportunity starting to build, with the food vendors selling out by 1pm. AMP Live Events have secured a contract to event manage the Saturday Specials, free activities every Saturday through the Summer holidays and up to March 2025. These are for families to spend more time on the high street and re-engage with what it has to offer them. Feedback will be captured and analysed.

Eagle Square Improvements - Plans are now in place for the step at Eagle Square Marketplace to become a slope due to the trip hazard it presents and the reports from the traders of customers tripping up regularly on it. Work commences on 8th July for a week. Traders and retailers close to the works have been consulted and been made aware of the closure of the market for this week. The council will have a definite timeline of completion by the Wednesday and will report into traders should the market be able to trade on the Friday and Saturday if the works go smoothly.

Visitors - a visitor economy that attracts tourism through our natural beauty and places to see.

Carlton Hill Sensory Garden – Designs have been drawn up to replant the garden and add additional sensory elements along with replacement benches and enhanced signage. The project is now out to tender.

High Street Events Grants – 20 community groups have applied for grants of up to £5000 to deliver High Street events over the next 9 months. Delivering £50,000 of support, with a focus on empowering local groups to deliver future events and invest in equipment and infrastructure. These inclusive events will bring vibrancy and activity to the borough's high streets and drive footfall to businesses.

Ambition Arnold Consultation – The Ambition Arnold project team have been making the necessary preparations for the programme's public consultation launch on the 8th of July.

Several proposals to improve Arnold town centre have been put forward in a 'town centre vision' and residents are being urged to share their views on the ideas put forward.

Carlton Long Term Plan for Towns - In March 2024, the government announced a further tranche of Long-Term Plan for Town (LTPFT) funding. Carlton was selected as part of this tranche to receive £20m of endowment style funding over a 10-year period. Within the quarter, Mutual Ventures have been appointed to provide consultancy to the programme. Sir John Peace has been appointed as the Independent Chair to lead the newly established Greater Carlton Town Board. The Independent Chair will play a crucial role in bringing together diverse interests and facilitating consensus to develop a comprehensive 10-year vision for Carlton. The inaugural meeting of the Board took place in July.

COMMUNITY

To enable a resilient, empowered, connected, inclusive and healthy community.

Poverty and the Vulnerable - financially vulnerable residents are supported through our welfare services and community partnerships.

UKSPF 'Strength in Community' VCS Resilience Grant round 2 - The Gedling 'Strength in Community' Resilience Grant Fund round 2 was launched in the first week of June, with a deadline of 28th June. 32 applications have been received – twice as many as in round 1, and successful applications will be announced by the end of July.

The Gedling Seniors Council met in April and June to agree this year's theme of Staying Active (April), and of Staying Active Socially (June). Members shared and discussed examples of groups and activities available in the Borough, opportunities and challenges involved in staying active, including travel, amenities, learning, dancing, crafts and social connection.

Resettlement Officer - The Council has recently appointed to a new post of Resettlement Officer within the Housing Options Team. This post will provide housing support and advice to the growing number of refugees located in the Borough.

Children and Young People - in partnership, improving the life chances and opportunities for our children and young people.

Young People's Mental Health Pilot - Positively Empowered Kids have been leading on a pilot to understand the needs of young people in Gedling around mental health support. The sessions have been designed with support from Gedling Borough Council, NHS and Nottinghamshire County Council Public Health and Youth Services. The sessions have taken place at the Youth Centres in Redhill, Netherfield and Calverton and have used positive activities to engage with young people to find out what their needs are and to make them more aware of local services and ensuring young people know how to access them.

Gedling Youth Council Inaugural meeting - Now in its 10th Anniversary Year, the Gedling Youth Council inaugurated its third Youth Council in April, with 14 new delegates from schools and youth clubs across the Borough attending and signing up.

Former Youth Council Treasurer, Chair, Member of Youth Parliament and Youth Mayor Muhammad Malik gave a very moving, amusing and inspirational presentation detailing his Youth Council journey and experience, and the opportunities it gave him. The Leader and Portfolio Holder and Policy Advisor for Life Chances and Vulnerability described and endorsed the achievements of the group over its 10 - year term, and appointments were made to committee positions and the Youth Mayor role.

Equality, Diversity and Social Inclusion - providing opportunities for all people to connect and live, work and socialise together, and have equal access to services.

Invitation for new grant applications – We invited local charities, community groups, and voluntary organisations serving Gedling Borough residents are invited to apply for grants of up to £5,000 to enhance community events, cultural or heritage activities, and projects aimed at increasing footfall to high streets.

Eligible projects include engaging the community in arts, heritage, or cultural events, improving existing cultural or heritage assets, and providing events or cultural activities in Gedling Borough high streets. Inclusivity and social connection initiatives targeting groups at risk of exclusion are also encouraged to apply.

Applications are open until 30 June 2024. Successful applicants will enter into a grant agreement with the council and must spend their awards by 31 March 2025.

Arnold Summer Fair, June 2024 - Diversity and inclusion were central elements of the Heritage themed Arnold Summer Fair on 22nd June, which coincided with Windrush Day 2024. The mayor's opening address made strong reference to the positive contribution of immigrant, migrant and refugee communities, and the essential support role of the Gedling Voluntary Sector in fostering social connection and support. Our food providers were multicultural, with four Caribbean, one Asian, Italian and other street foods on offer. Thirty charity and information stalls attended the event, and these included the Ukrainian Association Choir, who delivered intermittent musical performances through the day. The Multicultural Gang of Angels Choir headlined the event, and the public attendance was very multicultural – the best yet, also multi ability and older/young people very much present and enjoying the day. Feedback was gathered at the event and afterwards on satisfaction levels with the event overall and with the suitability of Arnold Hill Park as an accessible venue.

Health and Wellbeing - work with Health Service partners to enable residents to lead healthy lives through positive social and physical activity.

DOSE Studio at Carlton Forum - To help support the continued growth of health and fitness members at Carlton Forum, one of the internal squash courts has been transformed into an area which provides needed floor space and functional fitness equipment for gym members as well as providing an area for additional group exercise sessions. The DOSE studio is named after the 4 feel good chemicals in the body, which are triggered by exercise and mental wellbeing (Dopamine, Oxytocin, Serotonin and Endorphins) . The DOSE studio was launched by Councillor Henry Wheeler and the local Olympic athlete Andy Turner on 2nd April, ad funded by Gedling Borough Council and the Shared Prosperity Fund.

Lauch of MyZone - Myzone wearable fitness technology has been launched in all exercise studios at Carlton Forum leisure centre and will soon be installed at Redhill leisure centre too. The technology tracks your health and fitness whilst exercising and you earn points as you go. You can take part in fitness challenges with others and see real-time data on the screens and via the free app. This technology keeps you informed and on track to achieve your fitness goals. Myzone is accessible for all, whether you're taking part in a session at a leisure facility, or at home or even walking the dog! Wearable fitness tracking technology is ranked number one in the top ten fitness trends 2024 ACSM (American College of Sports Medicine).

Drowning Prevention Week - From 15 to 22nd June swimming lessons at Arnold, Calverton and Carlton Forum focussed on raising the importance of being safe in and around water. The number of incidents of drowning significantly increase during summer months, which is why our swim instructors spent a week demonstrating essential lifesaving skills to the 4,200 learners on our Swim Stars learn to swim scheme.

Hong Kong Film Season - Thea *Films of Hong Kong Season* officially finished at the Bonington Cinema with a screening on the 9th of June. The bespoke programme, supported with funding from the BFI and created in conjunction with the Nottingham Hong Kong Community Group has run since the beginning of September. The last film screening attracted 81 attendees for a screening of *Love in the Time of Revolution*, a film that documents Hong Kong's 2019 protests against China's plans to extradite suspects to mainland China.

Carers' Leisure Centre Membership - Gedling Borough Council has partnered with the Carers' Federation to once again provide carers living in Gedling the opportunity to access its leisure centres for free, one day a week. The membership includes access to gym, swim and classes and runs for a 12-week period and is available to any carer over the age of 18yrs.

Carlton Forum Gym Access Controls - In an effort to reduce the use of plastic at site and utilise technology, customers can now use their mobiles to access the gyms at Carlton Forum Leisure Centre instead of using a plastic leisure card. Any customers without access to a mobile can still gain access to the facility by visiting reception for a unique door entry code.

The Killisick NHSE health inequalities programme - A showcase event was held in May to bring together partners from a range of organisations that have been involved in the Killisick health inequalities programme. The event provided an opportunity to share a video that had been created to show the impact of the work in Killisick. The link to the video - .

<https://youtu.be/xPbGCc6TjF4?si=D7Y6xTaI2IVNSkCM>

Carlton Community Connector - On the back of the success of the “Getting out and about in Carlton” the Carlton Community Connector has been starting to co-design a short walk leaflet for residents in the Carlton area. The walks are all short and designed to start and finish at a community hub. The Community Connector is working with residents to create a resource that will hopefully be available to share later in the summer. The Community Connector also helped to promote and support the first community meal and the Carlton Hope Nottingham Hub. 25 residents attended the evening and were treated to a two-course meal, social interaction and a quiz. The successful event will now take place on a regular monthly basis.

Health and Wellbeing Community e-newsletter - The monthly Health and Wellbeing e-newsletter has covered the following topics over the last 3 months: Mental Health awareness week, The Carers Roadshow, Dementia Action Week, Loneliness awareness week, Maire Curie Companions, ABL weight management service and the NHS App.

Integrated Neighbourhood Working Arnold - Five Local Design Team meetings have been held since the initial launch event in December. Over 40 partners have engaged in the meetings, where they have discussed the key priorities for Arnold and have started to look at working on those priorities as a collective. Small working groups have now been set up to focus on: Young Peoples Mental health and cardiovascular disease.

Gedling Health and Wellbeing Co-production network - 18 partners from a range of organisations including Nottinghamshire County Council, Citizens Advice, Gedling Borough Council, ABL and Active Partners trust came together to discuss the theme of Equality and Diversity. Discussions were held around the challenges that underrepresented groups face in and partners provided some examples of opportunities to overcome some of those barriers by working together. Partners also had the opportunity to update on their service areas.

Gedling Wellbeing Walks - The ‘Get Going in Gedling’ Wellbeing Walks continue to take place on a weekly basis with one walk taking place around the Mapperley area and the second one taking place at Gedling Country Park. Over the past 3 months, 22 walks have taken place with 263 attendances by 42 different walkers.

Mapping of defibrillators - A list of defibrillator locations in community and other settings across the Borough compiled 18 months ago by the Communities Team was updated by the team at the end of June. This has now been added to the Council’s Website, so that residents that residents are made aware of them.

A Civic Service for the new Mayor was held, where they raised over £500 for charity and raised the profile of Parkinsons disease.

PLACE

To enable a safe, attractive, clean and culturally vibrant borough that plays its part to tackle the climate emergency.

Cleanliness, Environment and Climate Change - cleanliness of our built environment and the protection and enhancement of our natural environment, including our waterways, parks and open spaces, habitats and wildlife; minimising pollution and waste by influencing the council's and borough's carbon emissions.

Gedling Climate Change Challenge - On World Environment Day (June 5th) the Gedling Climate Change Challenge was launched. It's an online learning tool designed to provide a general understanding of climate change and sustainability. It informs how the Council is responding to climate change and empower residents to take positive action through read, watch and listen. The Climate Change Challenge is now available at www.gedling.gov.uk/climate-challenge.

The challenge is the first of its kind created by a local authority, the Climate Change Officer negotiated with the consultant company to pilot this for Gedling at no cost to the Council. The interactive learning programme should take no longer than 20 minutes to complete and is an engagement tool for our residents to learn more about what they can do to tackle climate change.

D2N2 Local Authority Energy Partnership Climate meeting – hosted by Gedling Borough Council on June 18th at the Civic Centre. The Climate Change Officer presented an update on work, positive feedback received (including the location being described by attendees as “a beautiful green space setting”).

The fantastic electric vehicle was used at the Arnold Summer Fair, this included speaking to residents on energy efficiency measures in the home as well as referral to the Gedling Climate Change Challenge and the Green Rewards scheme.

Green Flag Award - The application process for our four Green Flag awarded parks at Arnot Hill Park, Burton Road Jubilee Park, Breck Hill Park and Gedling Country Park is ongoing. The Green Flag judges carried out the site assessments at Gedling Country Park and Breck Hill Park during May. The judges discussed the 8 main criteria of the award with friends group members, Council members and staff. Results are expected in July. Additional grounds maintenance is carried out by PASC prior to the judging along with additional help from community group members. This year Immediate Justice service users have also provided additional maintenance support prior to the judging.

New Lambley Lane Footpath - A new 30 metre footpath has been installed from Lambley Lane leading to the recently refurbished playground. This will ensure equal access for all, particularly helpful for wheelchair and pushchair users during the wet winter months. Prior to the footpath

installation the access was quite difficult in the winter due to heavily waterlogged muddy ground conditions.

Green Lung Project - The Installation of litters bins, bench seating and picnic tables within Digby Park has taken place. The bins should reduce litter within the site and the seating will provide welcome resting and recreational facilities within the green space.

Tree Planting and wildflower areas to tackle Climate Change - Our Carbon Management Strategy 2021-2030 highlights our need to tackle climate change, one of the key actions is to plant trees and create Wildflower habitats in our parks and open spaces. The Trees for Climate grant funding from Greenwood/Nottinghamshire County Council has been formally proposed for 1400 trees to be planted on Digby Park along with the creation and establishment of 0.5 hectare wildflower area. Once the funding agreement has been signed and completed the tree planting and wildflower meadow creation is due to take place Autumn 2024. The total grant value is £34k

Valley Road Recreation Ground Play Area Refurbishment - A £100k funding application was submitted to FCC Communities for the refurbishment of the playground and improvements to the informal sports provision, i.e. the football goal ends and the artificial turf area. Working in partnership with the Friends of Valley Road Playing Fields and positive consultation with Nottinghamshire County Council, the landowners. GBC are the lease holders of the recreation Ground. We await the funding application decision in September 2024.

Jackie Bells Play Area Refurbishment - Work is underway to develop an FCC Communities funding application for £100k to refurbish the Play area at Jackie Bells. A small working group has been established to gather community evidence of need as part of the funding criteria and bid. The funding application is planned to be submitted later this year.

Bird Hide at Gedling Country Park - Contracts have been completed with the supplier to supply and install a concrete composite Bird Hide, located between the two lower lagoons in Gedling Country Park. £29k funding has been identified via two S106 off site capital contributions. Works are due to commence August 2024. Seating is planned in the area along with a gravel access/turning area for maintenance vehicles, providing improved accessibility to this area of the park.

Park Volunteering and Community Payback - Our Park rangers continue to work with 6 volunteers weekly in Gedling Country Park, providing conservation tasks throughout the park, including enhancing and maintaining the various gardens throughout the site, weeding the plant borders in the children's playground, enhancing the Dingy Skipper habitats, enhancing the butterfly meadow and cutting back encroaching flora from the footpaths.

The Park Rangers also manage the Community payback service, the service users are currently maintaining areas within Arnot Hill Park.

New Cycle Lockers at Arnot Hill Park – we installed seven new high security, steel bike lockers at the council office in Arnot Hill Park thanks to funding from the Nottinghamshire Police and Crime Commissioner. Located outside the entrance to the civic centre, the lockers are free to use and aim to promote cycling for people visiting the civic centre or the park. By offering a safe place to store bikes, it will help reduce the number of people travelling to the park by car. These secure bicycle lockers also contribute to the Council's ongoing efforts to provide eco-friendly alternatives to residents who would usually travel by car and encourage them to reduce their carbon footprint. Each of the lockers can store up to two bikes.

Pride of Place - developing sustainable community hubs and infrastructure, and encouraging volunteering and participation in cultural activity and preserving our heritage.

Painting of Arnot Hill Park Skate Park for Pride Month - Two artists were commissioned through Skate Nottingham to repaint the skate park in Arnot Hill Park in celebration of Pride month. The artists delivered a workshop with families and young people at Arnold Summer Fair to inform the design, and returned to the park the following day to paint the design. The paint that was used has helped to improve the surface of the bowl, reducing the need for immediate maintenance and extending its life. A modification to the design will take place to simplify the transition section between the large and small bowl, in response to comments from the local BMX community.

Breck Hill Mural Project - In April local artist Alex Rubes completed the painting of a new mural on the side of the pavilion at Breck Hill Recreation Ground. The mural has been a collaboration between the Council and the Friends of Breck Hill with input from the wider community and students at Arnold Hill Spencer Academy. The mural was inspired by the animal and plant life that can be found at the park and by the site's former life as a clay reserve for the nearby Nottingham Patent Brick Company brickworks. Bricks made in Mapperley by this company were used to build the façade of St Pancras Station in London and the adjacent Midland Grand Hotel.

Feedback from the community and users of the park has been excellent and the mural has helped to create an identity for the park and a new local landmark.

Gedling Safety Advisory Group - The Communities Team at the Council have coordinated Safety Advisory Groups this quarter to provide input towards the safe delivery of events across the borough from colleagues from Notts Police and Fire Services, East Midlands Ambulance Service, Via East Midlands and Council staff from Public Protection and Environmental Health. These events include:

- Arnold Summer Fair
- Newstead Abbey Woodland Disco and Could It Be Real tribute events
- Patchings Arts Festival
- Gedling Gala

Community E Newsletters – Three Community E-Newsletters were circulated to 7k community contacts between April and June. Information Shared included the Gedling Lotto Super Draws, St Tim's School Essentials, Newark & Sherwood CVS Funding Fair, Carers Roadshow, The Big

Help Out, Gedling High Street Events Fund, Strength in Community Resilience Fund Round 2, Inspire Culture Learning digital skills courses, Thank You Day, Woodthorpe Tennis Club.

Housing - individuals and families can access high quality, affordable and energy efficient housing to bring life to neighbourhoods.

Empty Homes Returned to Use - In the first quarter of the year 54 empty homes that were empty for 6 months or more were returned to use. 26 of these homes were empty for 2 years or more. The success was achieved through the council's Empty Homes Officer engaging with homeowners to offer advice and support to problem solve the barriers faced to return the properties to use. Where necessary the Empty Homes Officer can use enforcement powers requiring action to be taken and encourage the property to be returned to use.

"Best Working Partnership" Awards - the council was successfully awarded the "Best working partnership" at the annual Empty Homes Network conference. The award was received following the submission of a case study which described how the Empty Homes Officer worked with the property owner and an Estate Agent to overcome barriers and return the property to use. The property was empty for many years and in substantial disrepair and full of household effects which had prevented the previous owner from occupying the property.

The Disabled Facilities Grants service is offering a full range of mandatory and discretionary disabled facilities grants following receipt of the Government allocation for 24/25. In quarter 1, 17 new grants were approved and in total £361,132 of the budget has already been committed following successful grant applications. To date in quarter 1, 13 disabled facilities grants were completed spending £194,232 of the budget. This year the council has a sizeable budget of £1,375,465 which is fantastic news for residents and will help many residents with disabilities to remain living independently in their own homes. As in previous years the council has used a proportion of the allocation to fund the partnership Handyperson Preventative Adaptation Service to provide minor adaptations and handyperson jobs to reduce accidents in the home.

Selective Licencing Scheme - through the phase 2 selective licensing scheme in Carlton Hill, Colwick, Daybrook and Newstead Village in quarter 1, 49 inspections were carried out, 32 final licenses issued, 37 draft licensed issued. A further 10 letters were sent out in relation to potentially unlicensed properties and 20 applications brought about through the selective licensing team's proactive enforcement actions. As an alternative to prosecution four final Civil Penalty Notices served in relation to two properties for a total of £6,000. Two more notices of intent served in relation to two properties for a total of £2,100. The scheme helps to improve the quality of housing and ensure minimum standards are achieved in private rented homes in the licensing areas.

Affordable Housing - to support the development of the Burton Road and Station Road sites for affordable Housing, the Council has identified funding and appointed specialists to undertake a number of ground surveys. These surveys will provide greater cost certainty and address unknowns that are currently prohibitive to the sites being developed.

Housing Strategy - A draft Housing Strategy has been developed and will be released later in the summer for consultation. The Housing Strategy is intended to provide a holistic and comprehensive view of housing and related services within the Borough. The strategy outlines the trends and pressures within the borough and will include an action plan based upon the emerging priorities.

THE COUNCIL

To ensure the council is a healthy place to work, it engages with its customers, has a focus on improvement, is financially sound, and ensures compliance with all relevant legislation.

Innovation and Improvement - we strive to make improvements by doing things differently and collaboratively, using digital transformation of our services.

ICT Projects completed during this quarter included:

- Planning System Upgrade - IDOX Unimap Desktop
- Planning System Upgrade - TLC integration with HMLR
- Election 2024 IT Provision (PCC and Notts and Derby Mayor)
- 3G Mobile Shutdown Mitigation Project
- Interim Waste Implementation Project
- Backup Infrastructure Refresh

Governance and Compliance - governance and decision-making is transparent and evidence-led, and services continue to be delivered in accordance with legislation and professional guidance.

Legal Services – our Legal Services team have completed 36 contracts matters, 2 sales of land, 2 leases, 16 licence agreements, 3 taxi appeals, 1 Licensing Panel, 1 Immediate revocation and 10 Certificates of Lawfulness.

Gedling Legal - The Legal Team have started the year off well with just under £17K of income generated so far.

Elections – We successfully implemented the Police and Crime Commissioner and first East Midlands Combined Authority Mayoral elections. We employed around 300 staff, ran 57 polling stations and carried out 2 counts ensuring the electorate were able to cast their votes. We then successfully implemented the snap general election, with the team working very hard to organise an election in 6 weeks (usually takes 3 months to organise) with only 2 weeks between the end of the last election!

Healthy Workplace - the council provides a positive working environment for its staff; it is recognised as an employer of choice with a workforce that is empowered, skilled, diverse and responsive and is proud to work for the council; and it embraces all aspects of equality, diversity and inclusion

Staff Well@work Newsletter - Monthly newsletters were circulated to employees. Details included Stress Awareness Month, Walk to Work day, Staff Mental Health Special, Men's Health Week and much more.

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Report to Cabinet

Subject: Selective Licensing Implementation of phase 1a in the Netherfield Ward

Date: 5th September 2024

Author: Food, Health and Housing Manager

Wards Affected

Netherfield ward

Purpose

To consider the results of the 12 week public consultation from 15th December 2023 to 10th March 2024 in relation to a proposal to designate the phase 1A Selective Licensing scheme in the Netherfield Ward for a period of up to 5 years.

To approve the designation of the phase 1a scheme outlined in red at appendix 1 to this report as being subject to Selective Licensing with effect from 5th January 2025.

To approve the licence conditions to be attached to licences issued under the Selective Licensing scheme as set out in appendix 2 to this report.

To authorise the Corporate Director for Place to publish a Notice of Designation in accordance with the Housing Act 2004.

To approve the licensing fees as set out in Table 1a and 1b of paragraph 4.2 of this report.

To note the financial and staffing implications of the Selective Licensing scheme as set out in the financial implications section of this report

Key Decision

This is a key decision because it affects the private rented sector in the borough and the income could exceed the key decision threshold if additional income is received during the duration of the scheme. The previous phase 1 Netherfield scheme decision in 2018 was a key decision.

Recommendation(s)

THAT:

- 1) Cabinet approve the designation of the Phase 1A Selective Licensing area shown outlined in red at appendix 1 to this report as being subject to Selective Licensing with effect from 5th January 2025.
- 2) Cabinet approve the licence conditions to be attached to licences issued under the Selective Licensing Scheme as set out at appendix 2 to this report.
- 3) Cabinet authorise the Corporate Director for Place to publish a Notice of Designation in accordance with the Housing Act 2004
- 4) Cabinet approve the licensing fees as set out in Table 1a and 1b of paragraph 4.2 of this report
- 5) Cabinet note the financial and staffing implications associated with the Selective Licensing scheme as set out in the financial implications section of this report

1 Background

1.1 Netherfield Selective Licensing (Phase 1)

The council successfully implemented selective licensing in Netherfield between 1st October 2018 and 30th September 2023. The scheme required all private rented properties in the ward to be licensed by the council. Landlords must apply to the council for a licence which is subject to a two part fee, and the council will issue a licence imposing conditions on the person having control of the property. The council also aims to inspect the property to ensure compliance with the conditions and legal minimum standards are achieved.

- 1.2 709 homes were licensed by the council with 80% of properties inspected found to require essential works under the Housing Health and Safety Rating System (HHSRS). 53 properties were identified as having disrepair presenting an imminent risk to the occupants safety requiring urgent action.
- 1.3 Positive outcomes from the scheme included over 500 property inspections and substantial increase in the uptake of landlord accreditation which helps to professionalise the sector with access to training and landlord support. The scheme has seen an increase in safeguarding referrals to partners such as Nottinghamshire Fire and Rescue, Nottinghamshire Police, and the council's Community Safety team and Nottinghamshire County Council. The scheme has improved partnership working and collaboration with the Selective Licensing team, Community Safety team and

Nottinghamshire Police who meet every two weeks to share intelligence and joint working to address antisocial behaviour and crime in the Netherfield ward associated with the private rented sector.

- 1.4 Over the period of the scheme associated data showed a 29% reduction in complaints about housing conditions in the last year of the scheme and a 30% reduction in complaints about antisocial behaviour between the peak in 2019 and the final year of the scheme. Crime data collated by the Police in the Netherfield ward showed a peak in 2020 and then a fall in reports about dwelling crime (associated with addresses in the ward) with a 30% reduction.
- 1.5 13 Civil penalty notices were issued against landlords who failed to licence their properties as an alternative to prosecution. This result in fines totalling £26,938 associated with 19 properties.

1.6 Legislative background

Section 80 of the Housing Act 2004 allows local authorities to introduce selective licensing of private rented properties in a designated area. The Secretary of State's guidance for local authorities issued by the Department of Communities and Local Government in 2015 requires that a designated area for selective licensing must have a high proportion of private rented accommodation (over 19%). Where the designated area covers over 20% of the local authority area or over 20% of the housing stock in the local authority area, the authority to designate must be granted from the Secretary of State. Below the 20% threshold the local authority has the power to designate the area. The areas proposed for designation under Phase 1A of the Selective Licensing Scheme combined with the existing Phase 2 scheme fall below the 20% threshold which would require Secretary of State approval. The proposed Netherfield ward does have over 19% of accommodation falling within the private rented category.

- 1.7 The Secretary of State's guidance describes that a local authority can designate an area for selective licensing where one or more of the following conditions exist:
 - I. low housing demand (or is likely to become such an area)
 - II. a significant and persistent problem caused by anti-social behaviour
 - III. poor property conditions
 - IV. high levels of migration
 - V. high levels of deprivation
 - VI high levels of crime

In order for the Council to make a designation it must:-

- a) be satisfied that one or more of the statutory grounds for making a scheme are

met

- b) have taken reasonable steps to consult persons likely to be affected by the designation and have considered any representations
- c) ensure that any exercise of the power is consistent with the authority's overall housing strategy
- d) seek to adopt a co-ordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour both as regards combining selective licensing with other courses of action available to them and measures taken by other persons

The Council must not make a designation unless:-

- it has considered whether there are any other courses of action available to it that might provide an effective method of achieving the objective(s) that the designation would be intended to achieve, and;
- it considers that making the designation will significantly assist it to achieve that/those objective(s)

- 1.8 The purpose of local authorities licensing all private landlords in a designated area is to ensure that a minimum standard of property management is achieved. The explanatory notes to Part 3 of the Housing Act 2004 makes it clear that selective licensing is strongly linked into the Government's anti-social behaviour agenda. Registered Social Landlords and their properties are exempt from selective licensing
- 1.9 Prior to designating an area for selective licensing the local authority must have conducted a public consultation for a minimum period of 10 weeks.
- 1.10 In areas designated for Selective licensing all rented properties must be licensed by the council with the exception of those already subject to mandatory HMO licensing or those managed or owned by Registered Social Landlords. All private landlords will be required to hold a licence in order to rent out a property. The licence last for up to five years.
- 1.11 To qualify for a licence a landlord must be able to demonstrate that they are acting within the law and taking adequate steps to manage their properties and keep them safe. Prior to issuing a licence, council officers will inspect every private rented property to ensure they meet minimum standards and will comply with the licence conditions. In addition, a 'fit and proper' person test will be applied to test the landlord's suitability to manage the tenancy.
- 1.12 If a decision is made to approve the designation, a public notification period of 3 months is required before implementation of the scheme in order to communicate the

decision to consultees and the public.

1.13 At its meeting of 14 December 2023 Cabinet noted the review of the Netherfield (phase 1) Selective Licensing scheme and Proposal to declare a Phase 1A selective licensing scheme within the Private Rented Sector – and gave approval for a 12 week consultation on the scheme to be carried out. The report including the draft “Proposal” are available via the council’s webpage or clicking [here](#). The scheme Review and Phase 1A Proposal document sets out the statutory basis and evidence to support the proposed designation of the Netherfield ward under Phase 1A. It also highlights which conditions (referenced in para 1.7 above) are satisfied in Netherfield, these are:

- i. a significant and persistent problem caused by antisocial behaviour
- ii. poor property conditions
- iii. high levels of deprivation
- iv. high levels of crime

1.14 The consultation closed on the 10th March 2024 there has been some delay in reporting the results of the consultation back to cabinet in the main due to the pre election periods for the East Midland Combined Authority regional Mayor elections and the general election. There was no Cabinet in August 2024 leaving the September meeting as the earliest meeting to report the results. That said the delay has allowed Officers to fully consider the responses received in the consultation including in some instances making adjustments.

1.15 Consultation Process

The public consultation on phase 1A in selective licensing was held for 12 weeks between 15 December 2023 to 10 March 2024. To bring the consultation to the attention of stakeholders and seek their views the council used the following methods:

- A leaflet drop to every household within the phase 1A proposed area.
- Press release and articles in local media including Nottingham Post and Gedling Eye
- 73 landlords and agents were emailed via the council mailing list to keep up to date with news since selective licensing began in Netherfield for both consultations.
- 491 landlords and agents were emailed directly about the consultation using addresses provided to the council for selective licence applications in Netherfield.
- Circulation to via the localities co-ordinators to the Netherfield steering groups

network

- a public notice in the Nottingham Post
- social media posts on the council Facebook and Twitter pages
- Targeted social media adverts in the geographic areas most affected by the Proposal
- A public consultation event for residents at the Netherfield St Georges Centre held 20 February 2024
- A live online event for landlords and agents on 28 February 2024.

1.15 Online Consultation Responses

Overall for the 12 week consultation there were 42 responses to the questionnaire which included 11 questions where stakeholders could provide feedback on various aspects of the scheme together with a space at the end to provide written responses. The council has spent many officer hours going through each comment individually and providing a response to the issues raised, summaries are attached in Appendix 3.

1.16 Headline statistics for 12 week consultation:

The following statistics are presented from the results of the 12 week consultation:

- 87% of private landlords (27 responses) and 100% of letting agents (1 response) owned or managed properties within the proposed phase 1A selective licensing area.
- 100% of private rented tenants (1 response) and 100% of owner occupiers (7 responses) who responded lived in the proposed phase 1A selective licensing area.
- 74% of landlords disagreed that the proposed licence conditions will improve the standard of private rented properties
- No tenants believed the licence conditions will improve the standard of privately rented properties. However, 100% of owner occupiers agreed that the proposed licence conditions will deliver improvements.
- 87% of private landlords and one managing agent disagreed that the proposed licence conditions will reduce crime and antisocial behaviour.
- No private rented tenants agreed that the proposed licence conditions will reduce antisocial behaviour and crime and disorder. However, 85% of owner occupiers agreed the proposed licence conditions will reduce crime and

antisocial behaviour.

- 96% of landlords disagreed with the proposed two part licence fees and 93% of landlords disagreed with the other fees associated with the scheme. 85% of residents agreed with the proposed two part licence fee and 100% of owner occupiers agree with the proposed other fees for the scheme.
- 25% of landlords and 57% of owner occupiers agreed with the proposed discount for accredited landlords
- 100% of owner occupiers agreed with proposed area in the Netherfield ward. The private rented tenant and landlords and letting agents who responded to the consultation disagreed with the proposed designated area of the scheme.

Overall 100% of owner occupiers agreed with the council's proposal to introduce the phase 1A selective licensing scheme. 90% of private landlords and one of managing agents disagreed with the council's phase 1A selective licensing proposal.

1.17 Comments received during the consultation

- 1.18 There were some broadly positive comments which supported the scheme, such as, *"I agree with the scheme, however I feel there are additional issues that need to be addressed as part of the scheme such as how HMOs are permitted and regulated"*.
- 1.19 *"anything that helps private rented tenants more easily achieve a decent standard or home is a good thing. I just hope the fee doesn't result in rents being increased to cover the fee"*.
- 1.20 *"Maybe this scheme will make Netherfield a better place to live. Landlords should be held responsible for the state of the property, the garden and the outside. Too many tenants do not care about the community they are part of, so the landlords need to take responsibility for the property they are letting out. They need to make sure the tenants are not going to add to the already anti-social behaviour that is happening in Netherfield"*.
- 1.22 A common theme that was raised was concerning the level of the fee and how this would be paid, *"I think the fee which has a good purpose, fails to think about extra costs which will end up as the tenants responsibility to pay. The landlord will pay the fee initially but they will just increase prices to reflect the fee."*
- 1.23 *"Whilst the previous scheme has been declared a success, I don't think the fees should be the same for a new application and a renewal. So many landlords have upgraded their properties and were issued a licence and will therefore be compliant under the new scheme. Surely a reduced rate can be offered for a renewal."* The financial implications in section 4 of this report sets out how the comments surrounding the fees have been taken into account as a result of the consultation.

1.24 Police comments on proposal

Since the introduction of the selective licensing scheme in Netherfield we have seen an improvement in the council and Police ability to work jointly to address crime and antisocial behaviour associated with the private rented sector. As a result of the selective licensing scheme the council have dedicated staffing resource that attend our fortnightly partnership meetings and contribute to sharing intelligence and joint working in Netherfield.

1.25 The introduction of fit and proper landlord licensing assessments and licence conditions to address antisocial behaviour are helpful mechanisms to tackle crime and antisocial behaviour.

1.26 Nottinghamshire Police support the renewal of selective licensing in Netherfield to continue the good work to improve the community and ensure mechanisms and infrastructure are in place to tackle crime and antisocial behaviour associated with the private rented sector when incidents occur.

1.27 Response to consultation

Appendix 3 to this report includes a summary of all of the issues raised in the 12 week consultation and how these issues have been acted on or not. The majority of opposition to the scheme related to the proposed fee structure which has been addressed in section 4 of this report. Common issues raised regarding the scheme include discounts for re-licensing landlords and their properties, payments by instalments and the issuing of 5 year licences for landlords who apply in the later years of the designation. Having reviewed the feedback the council can only recover the licence fees in two instalments. However to help spread the costs for landlords the part 1 fees have been reduced for all types of applicant to £400 and part of the part 1 fee administration costs will be recovered when the part 2 fee is paid. This will also improve the efficiency of administering the scheme and reduce the need for refunding part of the fee if an incorrect part 1 fee is paid. As part of the review of the licence fees following the consultation this report proposed a £55 discount for accredited landlords and £50 discount for non-accredited landlord who 're-licence' themselves and their properties if previously licensed through the phase 1 Netherfield scheme. The discounts are only available if the property management arrangements remain unchanged from the previous scheme and there have been no compliance issues. Note a £195 discount is also proposed for new licenced accredited landlords who have voluntarily sought membership of a landlord accreditation scheme and £200 discount for accredited landlords who re-licence their properties. Accredited landlords are those who have joined an accreditation scheme to achieve an agreed standard of competence and have access to training and support from the accreditation provider. This helps to improve their skills and knowledge about the business of owning, managing or letting a private rented home.

1.28 The council has considered feedback on the duration of licences but is unable to issue licences beyond the duration of the scheme designation as once the scheme

designation comes to an end the selective licensing conditions are no longer enforceable. Comments were received suggesting the licence fees should be reduced or refunded for landlords who acquire a property that becomes licensable part way through the scheme designation. The part 1 fee covers the processing of the licence application and covers the cost incurred by the council and is non-refundable. The part 2 fee funds the running costs of the scheme and the fee justification is based on the shared cost of compliance for all landlords during the operation of the scheme. The actual costs of an individual compliance visit will be far higher than the amount recovered in an individual part 2 fee from one landlord. The part 2 fee is recovered from all licenced landlords to resource the service and cover the running costs of the scheme. The fee covers the cost of compliance and is shared to ensure the fees are kept reasonable and proportionate for landlords. Therefore, the council is unable to reduce the part 2 fee for landlords who apply in the later years of the scheme.

- 1.29 If designated by Cabinet the phase 1A scheme will be regularly monitored and reviewed. Management meets with the Public Protection Portfolio Holder on a monthly basis and report progress on the scheme together with each quarter of the year reporting progress via the council's performance management system. The scheme is kept under regular review and where necessary adjustments will be made to the council's approach to ensure the scheme is effectively regulated and administered. Should the scheme no longer be required a report will be submitted to Cabinet to revoke the designation.

2 Proposal

- 2.1 It is proposed that Cabinet approve the Phase 1A designation shown outlined in red at Appendix 1 to this report as being subject to Selective Licensing with effect from 5th January 2025.
- 2.2 It is proposed that Cabinet approve the licence conditions to be attached to licences issued under the Selective Licensing Scheme as set out at Appendix 2 to this report.
- 2.3 It is proposed that Cabinet authorise the Corporate Director of Place to publish a Notice of Designation in accordance with the Housing Act 2004.
- 2.4 It is proposed that Cabinet approve the licensing fees as set out in Tables 1a and 1b of paragraph 4.2 of this report.
- 2.6 It is proposed that Cabinet note the financial and staffing implications associated with the Selective Licensing Scheme.

3 Alternative Options

- 3.1 Legally, it is required that Councils, before they implement any selective licensing scheme, must have considered any other course of action that might provide an

effective method of achieving the objectives that such a scheme would bring.

- 3.2 This may include voluntary measures such as accreditation and giving the opportunity for local landlords to prove that they are committed to ensuring the quality of the private rented sector. Such a voluntary scheme does bring a set of standards relating to management or physical condition of privately rented accommodation and, in that, it does recognise and rewards landlords who manage their properties to a good standard. It does not, however, bring a *mandatory* test of a landlord being a fit and proper person to be the licence holder or a *mandatory* requirement to comply with licence conditions.
- 3.3 Officers also considered not seeking a phase 1A scheme for selective licensing in the district but this was not pursued as it would not ensure the private rented homes in Netherfield are effectively regulated to meet minimum standards. The absence of a further selective licensing scheme would not achieve the same level of improvements in property management nor would an equivalent system be in place to address crime and antisocial behaviour associated with private rented homes.
- 3.4 Officers also considered introducing a district-wide scheme but this was not taken forward at this stage because the evidence is not yet sufficient to consider the whole district and therefore such an application is unlikely to be supported by the Secretary of State (who has to agree to the implementation of a significantly larger scheme).

4 Financial Implications

- 4.1 Under s.87 of the Housing Act 2004, an authority may charge a fee in relation to selective licensing which takes into account all costs associated with carrying out the functions under this part of the Act. As outlined in the results of the consultation detailed in the background section of this report, concerns were raised through the consultation about the level of fees and the costs being passed onto tenants. Suggestions were also put forward to pay the licence fees by instalments. Guidance issued by the Local Government Association in 2017 recommends recovery of licence fees in two parts; the first part is associated with processing the licence application and the second part is charged only to those applicants who receive a licence and covers the costs associated with compliance and enforcement of the licence.

The introduction of 2 part fees will go some way to addressing the concerns raised in the consultation about meeting the fee costs and will spread the costs for landlords. The part 2 fee will need to be paid once the Council has processed the application and is ready to issue the licence. Issuing the licence will be conditional to the applicant paying both parts of the fee, without which they will be operating without a licence which is a criminal offence.

It is not recommended for this scheme to introduce payment by annual instalments for the following reasons:

- it will introduce confusion for landlords over the correct fee due to the variety of fee levels that would be required for Accredited and Non-Accredited landlords and the 2 part fee system as recommended by the LGA.
- It will place additional burden and costs on the council to manage payment plans and direct debits and continually check the income receive throughout the 5 year period of the scheme
- It will increase the risk for the council of not collecting the full level of income required to provide the service. Landlords could cancel their direct debit arrangements or not pay future instalments and the Council would then need to carry out enforcement to recover the costs.
- It will not be consistent with the approach implemented in the phase 1 scheme in Netherfield.

This recommendation is consistent with the Council’s Financial Regulations 6.7.2 which recommend collection of income in advance to avoid the time and cost of administering debts.

4.2 The following tables show the various elements required in order to run the scheme:

Table 1a-b Income Analysis

Table 2 Staffing Analysis

Table 3 Other Costs Analysis

Table 4 Financial Model Split (%) over the duration of Phase 2 scheme

Table 5 Financial Model Split (£) over the duration of Scheme 2 scheme

Table 1a – Income Analysis

New licence applications

<u>Landlord type</u>	Part 1 fee	Part 2 fee	Total	Number of Properties	Five Year Income (£)
Accredited Landlords (estimated 43%)	£400	£245	£645	35	(£22,575)
Non Accredited Landlords (estimated 57%)	£400	£440	£840	35	(£29,400)
			Total Income	70	(£51,975)

Table 1b – Income Analysis

Re-licence applications

<u>Landlord type</u>	Part 1 fee	Part 2 fee	Total	Number of Properties	Five Year Income (£)
Accredited Landlords (estimated 43%)	£400	£190	£590	271	(£159,890)
Non Accredited Landlords (estimated 57%)	£400	£390	£790	359	(£283,610)
Total Income				630	(£443,500)

Table 2 – Staffing Analysis

4.3

Proposed Staff structure following consultation	Five Year Costing (£)
Establish Senior EHO position through an honorarium to an existing EHO for 5 year period	£26,541
One temporary Housing Improvement & Enforcement Officer Band 8 for 3 year period	£154,728
One temporary Housing Improvement and Enforcement Officer Band 8 (2.5yr)	£128,940
One temporary Housing Improvement and Enforcement Officer Band 8 (2yr)	£101,862
One Apprentice 1 (2yr)	£21,171
Total Staffing Costs	£433,242

4.4 **Table 3 – Other Costs Analysis**

Breakdown of the Other Costs	Five Year Costing (£)
DASH Membership Fees professional membership in relation to selective licensing scheme	£28,302
IT Costs & other Overheads	£27,500
Other Misc. Expenses	£6,453
Total Other Costs	£62,254

4.5 **Table 4 – Financial Model split (%) over the duration of Phase 1A scheme**

Selective Licencing Phase 2 – Schedule of % Split of Costs and Income						
	Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)	Total (£)
Staffing	39%	39%	20%	1%	1%	100%
Other Costs	19%	19%	20%	21%	21%	100%
Income	60%	20%	20%	0%	0%	100%

4.6 **Table 5 – Financial Model split (£) over the duration of Phase 1A scheme**

	Selective Licencing Phase 2 – Schedule of % Split of Costs and Income					
	Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)	Total (£)
Staffing	£166,413	£170,646	£85,250	£5,412	£5,520	£433,242
Other Costs	£12,026	£12,207	£12,428	£12,576	£13,018	£62,254
Total Costs	£178,439	£182,853	£97,678	£17,988	£18,538	£495,496
Income	(£297,285)	(£99,095)	(£99,095)	£0	£0	(£495,475)
In Year Net Position	(£118,846)	£83,758	(£1,417)	£17,988	£18,538	£21
Scheme Net Position	(£118,846)	(£35,088)	(£36,505)	(£18,517)	£21	£21

4.7 It should be noted that the number of properties used to calculate income has been based on the experience of implanting the phase 1 selective licensing scheme in Netherfield which provides an accurate comparison to the phase 1A proposal in the same location. There is a risk that the number of properties, and therefore income, may be lower than expected, however scheme costs will be managed to match the demand for the service ensuring no adverse financial impact to the Council.

4.8 Following the public consultation where responses were received regarding the fee structure the new proposed fee structure is shown in table 1a and 1b (paragraph 4.2). Taking onboard the views in the consultation it is proposed that the part 1 fee is set at £400 for all categories of applicant. A new re-licence fee is proposed to be introduced

as set out in table 1b (paragraph 4.2) which provides a £55 discount for accredited landlords and a £50 discount for non-accredited landlords who have previously been licenced by the council and their management arrangements remains the same as per the phase 1 scheme.

- 4.9 The tables 1 to 5 show how the scheme is expected to perform over a five year period, the years shown do not currently reflect financial years. If this report is supported the scheme is proposed to start from 5th January 2024 however the years of the scheme stated in the table will cross over 2 financial years. Budgets will be adjusted once we have a greater understanding of when income is expected to be received and in which financial years. As two thirds of the scheme income is anticipated to be received in Year 1, any surpluses will be transferred to the Selective Licencing reserve and drawn down in future years to offset any shortfalls.
- 4.10 Cabinet are asked to note the headline budget allocations, the staffing structure and implications in tables 1 to 5 above. A budget for the scheme was established by the Council in 23/24, which is also in place for 2024/25. A breakdown of the current established expenditure budget is shown below.

Category	Budget
Staffing	£162,400
Other Costs	£34,500

Should the scheme be designated by Cabinet, the budget will be realigned and adjusted in accordance with the new budget profile as set out in tables 1 to 5 of this report. This will be considered by Cabinet in February 2025 and recommended to Council in March 2025. Should Cabinet approve this report the staffing implications will be implemented via a separate report to the Chief Executive/Senior Leadership who will approve the establishment of posts or extension of existing temporary contracts in accordance with delegated authority.

5 Legal Implications

- 5.1 The statutory power for designating an area for selective licensing is set out in Part 3 of the Housing Act 2004. The statutory tests that are required to be met in order to make such a designation, along with the guidance to be followed are detailed at 1.6-1.7 of this report and within the draft proposal at section 3 accessible at 1.13 of this report.
- 5.2 Before reaching a decision Cabinet must be satisfied that the statutory tests have been satisfied and the secretary of state’s guidance has been followed.
- 5.3 Under section 80(9) of the Housing Act 2004 there is a statutory requirement to take all reasonable steps to consult persons who are likely to be affected by the designation, prior to any decision regarding designation being made. The details of the consultation

exercise undertaken is dealt with in the body of this report.

- 5.4 The Government has produced guidance on effective consultations, which sets out a number of principles. In particular consultations should be targeted, should be clear and concise, should take account of the groups being consulted and should allow adequate time for responding.
- 5.5 The results of the consultation and summary of issues raised can be found at appendix 3. There is a statutory duty that any representations received are to be considered by Cabinet in making it's decision.

6 Equalities Implications

- 6.1 The equalities implications are considered in the equalities impact assessment in appendix 4. The proposed areas for the phase 1A selective licensing are where there are a higher proportion of private rented accommodation and likely to contain disadvantaged households who have not accessed owner occupied tenure. Private rented tenants have less ability to improve their own housing conditions and rely on their landlord and public sector for support and improvements in their living conditions. The selective licensing mechanism is a tool available to the council to legally require landlords to apply for a licence and in doing so introduces minimum standards to improve housing conditions.
- 6.2 The selective licensing scheme will have a positive impact on protected characteristics and groups from an equalities perspective as regulation of the private rented sector will help improve living conditions and ensure best practice. Rogue landlords who take advantage of vulnerable tenants will either need to comply with their legal obligations or move out of the sector. The selective licensing mechanism increases the enforcement powers of the council to protect vulnerable tenants.
- 6.3 The availability of a public register of licensed landlords improves openness and transparency in the sector and can enable access of services to tenants living in licensed homes. The council's Improvement Officers are able on inspection to sign post tenants to services such as Disabled Facilities Grants or services and assistance which may benefit them.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 The climate impact assessment in appendix 5 shows the scheme will ensure private rented properties meet minimum energy efficiency standards including adequate insulation and heating systems. This will contribute to reduced carbon emissions associated with private rented housing in Netherfield. Without designating selective licensing in Netherfield the council's ability to improve energy efficiency in the private rented sector would be significantly reduced.

8 Appendices

- 8.1 Appendix 1 – selective licensing phase 1A designation
- 8.2 Appendix 2 – licence conditions
- 8.3 Appendix 3 – summary of issues raised 12 week consultation
- 8.4 Appendix 4 – Equalities Impact Assessment
- 8.5 Appendix 5 – Climate Impact Assessment

9 Background Papers

- 9.1 Secretary of State’s guidance Selective licensing
- 9.2 Report to Cabinet authorising the public consultation

10 Reasons for Recommendations

- 10.1 The Council considers that the general conditions required to designate the Phase 1A Selective Licensing Scheme under Section 80(6) of the Housing Act 2004 are satisfied.
- 10.2 Selective licensing is an important component of the Councils strategy to improve housing conditions in the private rented sector in Netherfield, Carlton Hill, Colwick, Daybrook and Newstead Village. It is the only option available to the local authorities that compels landlords to look at how they manage their rented properties and where required, make improvements to their management practices. It is important that this scheme will support the work of the Council and partners in improving the physical environment and economic conditions of the areas.
- 10.3 The scheme will allow the council to support landlords to comply with addressing damp and mould hazards in their properties. Awaab’s law was introduced for social landlords in 2023 following Awaab Ishak’s death in 2020 which the coroner ruled was linked to respiratory problems affected by damp and mould hazards in his rented home. This tragic death and case highlights the devastating effects poor quality and poorly maintained housing can have on health. Addressing and improving housing conditions is one of the key objectives the selective licensing scheme seeks to address.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Approved by:
Date:
On behalf of the Monitoring Officer

Gedling Borough Council Designation of an Area for Selective Licensing Netherfield Ward 2024

Gedling Borough Council in exercise of their powers under section 80 of the Housing Act 2004 (“the Act”) hereby designates for selective licensing the area described in paragraph 4.

CITATION, COMMENCEMENT AND DURATION

1. This designation may be cited as Gedling Borough Council Designation for an Area for Phase 1A Selective Licensing – Netherfield ward 2024.
2. This designation is made on 5th September 2024 and shall come into force on **5th January 2025**
3. This designation shall cease to have effect on **4th January 2030** or earlier if the Council revokes the scheme under section 84 of the Act.

AREA TO WHICH THE DESIGNATION APPLIES

4. This designation shall apply to **the residential area of the Netherfield ward** as delineated and edged red on the map at annex a.

APPLICATION OF THE DESIGNATION

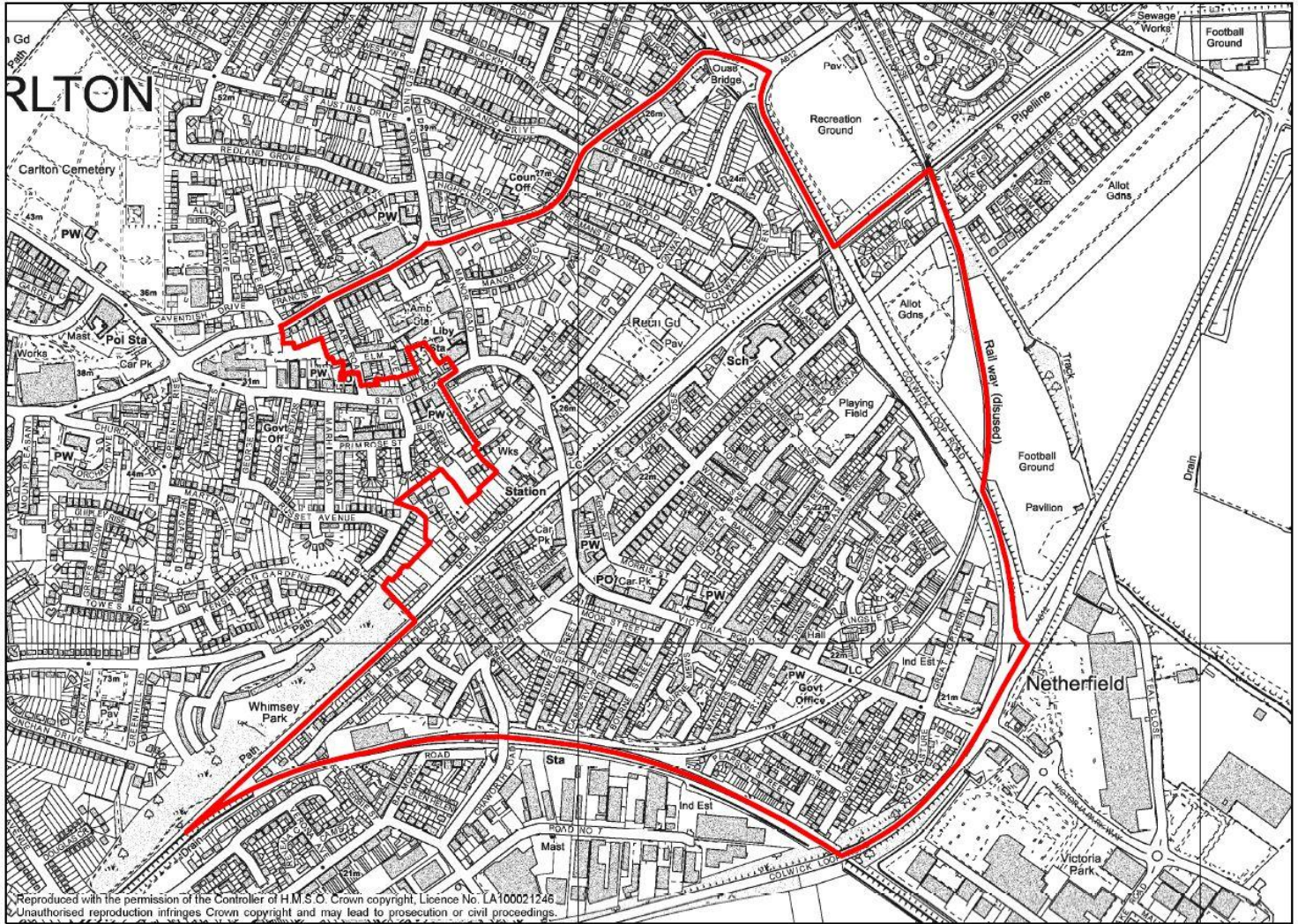
5. This designation applies to any house as defined by the Act which is let or occupied under a tenancy or licence within the area described in paragraph 4 unless-
 - (a) the house is a house in multiple occupation and is required to be licensed under Part 2 of the Act;
 - (b) the tenancy or licence of the house has been granted by a registered social landlord;
 - (c) the house is subject to an Interim or Final Management Order under Part 4 of the Act;
 - (d) the house is subject to a temporary exemption under section 86 of the Act; or
 - (e) the house is occupied under a tenancy or licence which is exempt under the Act or the occupation is of a building or part of a building so exempt as defined in annex b;

EFFECT OF THE DESIGNATION

6. Subject to sub paragraphs 5(a) to (e) every house in the area specified in paragraph 4 that is occupied under a tenancy or licence shall be required to be licensed under section 85 of the Act.
7. Gedling Borough Council will comply with the notification requirements contained in section 83 of the Act and shall maintain a register of all houses registered under this designation, as required under section 232 of the Act.

Date and authentication by the Council. **5th September 2024**

Annex A – Designated area for Selective Licensing – Phase 1A
Netherfield ward 2024



Selective Licence Conditions for Privately Rented Properties

**Indicates a statutory condition as prescribed by the Housing Act 2004*

A. Gas, Electrical and Fire Safety

Gas Safety

1. Where gas is supplied to the house, the licence holder shall ensure that all gas installations and appliances are in safe condition at all times and that an annual gas safety check is carried out by a Gas Safe registered engineer. The licence holder shall provide a copy to all tenants/occupiers at the beginning of their tenancy, and keep a written record that it has been provided. *
2. The licence holder shall produce the gas safety certificate issued in respect of the house within the previous 12 months for inspection within 7 days of the council's demand. *

Details of Gas Safe engineers can be found at www.gassaferegister.co.uk

Electrical Safety

3. The licence holder shall ensure that every electrical installation in the housing is in proper working order and safe for continued use. *
4. The licence holder shall supply the authority, on demand, with a declaration by them as to the safety of such installations. *

Safety of Electrical Appliances

5. The licence holder shall ensure that electrical appliances made available in the house by them are kept in a safe condition and proper working order at all times. *
6. The licence holder shall ensure a record of visual inspection of such appliances is maintained and shall submit this record to the council within 7 days of the council's demand.
7. Within 7 days of the council's demand, the licence holder shall supply a declaration as to the safety of electrical appliances made available by him at the house. *

Smoke Alarms/Fire Detection Systems

8. The licence holder shall ensure that at all times a suitable fire detection and alarm system is installed in the house and is maintained in proper working order. As a minimum, there must be a smoke alarm installed on each storey of the house on which there is a room used wholly or partly as living accommodation. For the purposes of this paragraph, a bathroom or lavatory is to be treated as a room used as living accommodation. *

9. The licence holder shall supply a declaration as to the condition and position of any smoke alarms/detectors in the property within 7 days of the council's demand. *

Furniture and Furnishings (Fire Safety)

10. The licence holder shall ensure that the furniture made available by them at the house is kept in a safe condition as all times. *
11. The licence holder shall supply a declaration as to the safety of the furniture made available by him at the house within 7 days of the council's demand. *

Carbon Monoxide Alarms

12. The licence holder shall ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a fixed combustion appliance other than a gas cooker. Any such alarm must be kept in proper working order. For the purposes of this paragraph, a bathroom, lavatory, hall or landing are all treated as being a room used as living accommodation. *
13. The licence holder shall supply a declaration as to the condition and position of any carbon monoxide alarms in the property within 7 days of the council's demand. *

B. Property Management

14. The licence holder must ensure all reasonable and practical steps are taken to respond to repair and maintenance issues at their property and that any works to deal with repairs are undertaken within a reasonable period of time after they are notified, and within the timescales notified to occupiers under condition 22.
15. The licence holder must ensure that gardens, yards and other external areas are cleared of rubbish, debris and accumulations and are cleared between tenancies. All refuse and unwanted items are cleared from the house and disposed of in an appropriate manner before new tenants move in
16. The licence holder shall ensure the property is secure by complying with the requirements of paragraphs a) to f) below:
- a) So far as reasonably possible, any emergency works necessary to protect the security of the property are undertaken within 24hrs of notification e.g. damage to windows/entrance points to the property.
 - b) The security provisions for the access to the property (locks, latches, deadbolts and entry systems etc.) are maintained in good working order at all times;
 - c) Where window locks are fitted, that keys are provided to the occupant(s) of the property;
 - d) Where a burglar alarm is fitted to the house, that the occupant(s) is (are) made aware of the code, how the alarm is operated and the circumstances under which the code for the alarm can be changed;
 - e) Where previous occupiers have not surrendered keys, arranging for a lock change to be undertaken, prior to new occupiers moving in;
 - f) Where alley gates are installed to the side or rear of the licensed property, taking responsibility for holding a key and making satisfactory arrangements for the occupiers' access;

Dealing with Rubbish:

17. The licence holder shall at the beginning of a tenancy, provide written information to the occupiers of the property indicating:
- What day refuse collections take place
 - What type of bins to use for household and recycling waste
 - Details of the council's bulky waste collection service
 - The occupier's responsibility to put bins out no earlier than 4pm on the day before collection and to return refuse containers within the boundary of the property by 8am the day after they are emptied
 - That occupiers should make arrangements for any extra rubbish that cannot fit in the bins to be collected and/or disposed of as soon as is reasonably possible and ensure that such rubbish, where possible, is stored at the rear of and within the boundary of the property until collection/disposal
 - The licence holder shall ensure so far as is reasonably possible, that the occupiers make arrangements for the collection of waste in accordance with these provisions and, when the property is unoccupied, adhere to these provisions him/herself.

Property Inspections

18. The licence holder must ensure that the tenant's right to quiet enjoyment of the property is respected. Where entry is required the licence holder must ensure that any notice requirements contained in the tenancy agreement are complied with. Where the tenancy agreement does not contain any such requirements, the licence holder must ensure that the tenant receives at least 24 hours written notice of intention to enter the property specifying the reason entry is required. The only exception when it would not be reasonable to give such notice and access is urgent, e.g. in an emergency.
19. The licence holder shall ensure that inspections of the property are carried out at least every six months to identify any problems relating to the condition and management of the property. The records of such inspections shall be kept for the duration of this licence. As a minimum requirement, the record must contain a log who carried out the inspection, date and time of inspection and issues for an action(s) taken. Copies of these must be provided within 7 days of the council's demand.

C. Tenancy Management

20. At the beginning of a new tenancy, the licence holder must provide the occupier(s) with written information, including contact details, explaining how they can make a complaint about the property and the arrangements in place to deal with emergency and other repairs. The contact and telephone number details should be applicable for contact between 9am – 5pm Monday to Friday and should also include out of hours contact details for use in emergencies. Any change in contact and/or telephone number details should be provided to occupiers within 24 hours of the changes being made. Copies of the written information provided to tenants must be provided within 7 days of the council's demand.

21. The licence holder shall indicate to the occupier(s) how they intend to respond to the complaint including a timescale for the steps they intend to take.
22. The licence holder shall respond to any complaint within a reasonable timescale. Copies of all correspondence relating to complaints shall be retained during the currency of the occupation and for 6 months thereafter and shall be provided to the council within 7 days of the council's demand.
23. The licence holder must provide the tenant with an information pack containing the following details:
 - a) A true copy of the licence to which these conditions apply.
 - b) A notice with the name, address, day time and emergency contact number of the licence holder or managing agent.
 - c) Where appropriate, true copies of the current gas, electrical safety and energy performance certificates.
 - d) The information required by conditions 18, 22 and 26.
24. The licence holder shall supply to the occupiers of the house a written statement of the terms on which they occupy it. This statement shall be provided within 7 days of the occupancy beginning and the licence holder shall supply a copy of the written statement within 7 days of the council's demand. *
25. The licence holder shall comply with all relevant landlord and tenant law and shall ensure that all legal processes are followed when requiring occupiers to leave. If a complaint of illegal eviction is made to the council, the licence holder shall provide information as to the steps taken to evict an occupant within 7 days of the council's demand.
26. The licence holder shall demand references for new occupiers before entering into any occupancy agreement with them or allowing them to occupy the premises. Copies of these references shall be kept for the duration of this licence and made available to the council within 7 days of the council's demand. *
27. Where a deposit is taken the licence holder must provide any tenant with the relevant information about the deposit scheme to which it relates and any other information required under section 213 of the Housing Act 2004. The information must be provided to the council within 7 days of the council's demand.

D. Tackling Anti-Social Behaviour

28. The licence holder shall ensure that all reasonable and practical steps are taken to prevent and respond to anti-social behaviour. These include written tenancy management arrangements to prevent or reduce anti-social behaviour by persons occupying or visiting the property. Copies of these must be provided to the Council within 7 days of the Council's demand. If the licence holder or manager / agent receive complaints of anti-social behaviour that concern the occupiers of, or visitors to the property or that result from their actions they must comply with requirements (a) to (i) below:
 - a) Any letters, relating to anti-social behaviour, sent or received by the licence holder, or agent of the licence holder, must be kept by the licence holder. True copies of the original document should be provided to the Council within 7 days on demand.

- b) Ensure that written notes are kept of any meetings or telephone conversations or investigations regarding anti-social behaviour.
- c) If a complaint is received, or anti-social behaviour is discovered, within 7 days the tenant must be informed of the allegations of anti-social behaviour in writing and of the consequence of its continuation.
- d) From the date of receipt of the complaint of anti-social behaviour, monitor any allegations of anti-social behaviour and take all necessary steps to establish if it is continuing.
- e) Where the anti-social behaviour is continuing after 14 days from receipt of the complaint, the licence holder, or his agent must, within 7 days visit the premises and give to the tenant, or leave at the property marked for their attention, a warning letter advising them of the possibility of eviction.
- f) Where the licence holder or his agent has reason to believe that the anti-social behaviour involves criminal activity the licence holder must ensure that the appropriate authorities (e.g. Police, Council etc.) are informed.
- g) If after 14 days of giving a warning letter the tenant has failed adequately to address the anti-social behaviour so that it is continuing, the licence holder must take appropriate formal steps under the tenancy agreement, whether to enforce its terms or to terminate it, including, where necessary, by taking legal proceedings against the occupier(s).
- h) Where the obligation under (g) has arisen, the licence holder must, within 7 days, provide to the Council in writing a plan setting out the steps he proposes to take, and the timescale for taking those steps, in order to resolve the problem.
- i) If the licence holder is invited to do so, they must attend a case conference or Multi-Agency Meeting arranged by the Council or Police (whether following the provision of a plan referred to at (h) above, or generally.)

There may be instances where anti-social behaviour occurs more than once, but not continuously and possibly several months apart. In such circumstances the licence holder would still be expected to take all reasonable and practical steps to ensure it is effectively dealt with, up to and including eviction.

E. Change of Details or Circumstances

29. The licence holder must inform the council within 21 days of any material change in circumstances including:
- a) Change of their address
 - b) Change of manager, management arrangements or ownership
 - c) Any changes to their, the manager's or any associate's circumstances which could affect their fit and proper person status i.e. any cautions or convictions for any offence involving fraud, dishonesty, violence, drugs, sexual offences (under Sexual Offences Act, schedule 3) discrimination or breach of housing or landlord/tenant law.
 - d) Any proposed changes to the layout of the house that would affect the licence or licence conditions.

F. Licence Holder Training

30. Where the licence holder has not attended relevant training in the previous 3 years, they must as a minimum attend suitable training on the law and legal requirements relating to managing privately rented housing within 12 months of the date the licence is issued. This requirement can be satisfied in one of the following ways:
- a) By attending training course or undertaking online training arranged and delivered by our accreditation partner DASH Services and submitting a certificate to the Council following this training. Visit www.dashservices.org.uk or call 01332 641111 to arrange this.
 - b) By completion of the accreditation training of the National Landlords Association (NLA) or Residential Landlords Association (RLA) or other equivalent recognised landlord accreditation body and submitting the pass certificates to the Council for confirmation.
 - c) By completion of other suitable training on the law and legal requirements relating to managing privately rented properties as provided by East Midlands Property Owners Ltd (EMPO) or other recognised landlord training subject to approval by the Council in advance and subject to submitting a pass certificate or similar document to the Council for confirmation.

G. Interpretation

31. Where reports, certificates, declarations or other documents are required to be produced or supplied to the Council, this shall mean sending by email (preferred method), post or delivering by hand, declaration to the Council's offices for the attention of the Public Protection Service.
32. Any reference to tenant or tenancy can also be interpreted to include occupancy by licence or other form of written agreement for the purposes of these conditions.

Advisory Notes

Where electrical works/certificates are required they shall be carried out by a competent person. For example a suitably qualified electrical contractor who is registered/a member of an approved scheme such as NICEIC, ECA, NAPIT etc. or registered to undertake electrical works in accordance with part P of the Building Regulations. Electrical contractors that are on a relevant competent person scheme can be found at www.competentperson.co.uk

Appendix 3 – summary of issues raised during the consultation

Online Questionnaire Responses

43 Respondents completed the questionnaire.

Summary of responses received	How the issues have been acted on or not
<p>Licence fees are high and will be passed onto tenants. Why are landlords from previous scheme charged again</p>	<p>The council has reviewed the fees since the consultation and believes that they are fully justified, proportionate and reasonable. The fee amounts have been set to ensure full cost recovery for the service provided. Over the course of the scheme designation (up to 5 years) the fees are not considered excessive. The new scheme is proposed to ensure the area benefits from a regulated private rented sector and licence fees are used to fund the scheme administration costs.</p>
<p>Does not improve the standard of tenants, poor quality tenants are attracted to area</p>	<p>The primary aims of the scheme are to improve housing conditions and property management. The scheme introduces licence conditions relating to property management that help to ensure effective property management and can be used to address criminal or antisocial behaviour associated with tenants.</p>
<p>£800 would be better spent on decorating premises and carpets. What has scheme achieved in past 5 years. Will push rents up and make people homeless.</p>	<p>The council takes the view that the licence fees are good value to ensure minimum standards are achieved and that the private rented sector in Netherfield is effectively regulated. Rent rises and increased homelessness are concerns for the council which are weighed up against the improvements selective licensing achieves. The council has reviewed the fees since the consultation and believes that they are fully justified, proportionate and reasonable.</p>
<p>As result of previous scheme landlord increased rents by 47% and landlord required to spend £12,000 upgrading property which were funded by loans still being repaid. Only beneficiary was the council.</p>	<p>This comment is noted. The 47% increase in rent cannot be solely attributed to the licence fee costs as there are many factors which contribute to rent increases. We have seen in recent years that the Covid pandemic and cost of living crisis has significantly impacted rents within the private rented sector. Selective Licensing is a way of regulating property management. If upgrades are required within a privately rented property to ensure the safety of the tenant, then it is likely that those requirements would have been required irrespective of selective licensing. If the landlord has only become aware of the need to make those</p>

	improvements because of the selective licensing scheme, then we would argue that this is further evidence that the scheme is needed. With that level of investment, we would expect the tenant to benefit from improved living standards and quality of housing and that the landlord has benefitted by now being aware of their legal responsibilities in maintaining and managing their property.
Good landlords paying to cover those who aren't. Why not assess all landlords and only force the bad ones to join the scheme. Did landlords pay through licence fees for works to other rented homes. Did anything change since the original scheme has been in place.	All private rented homes in the designated area are required to be licensed. In order for the council to assess landlord compliance requires staffing resource which needs to be funded. The proposed model could not be delivered without landlords paying a fee. The licensing income from phase 1 was used to fund staff administering the scheme and not repairs or renovations to private rented homes in the area.
£800 is excessive licence fee, is this value for money? Feels like a money making scheme for council.	The scheme is self-financing and delivered on a full cost recovery basis. The scheme is not used to make a profit for the council.
Disagree that properties the other side of the railway line should be included in the scheme.	The proposed scheme includes the whole of the Netherfield ward to ensure all areas of the ward benefit from the scheme and are not at a disadvantage.
Scheme does not improve the area. The scheme does not offer support that actually helps.	As the proposal and scheme review document shows, the phase 1 scheme has delivered improvements to the area. However the work is not complete and the council wants to ensure improvements are sustained and where possible further improved. The staff employed as a result of the scheme provide support to landlords achieving compliance and also to tenants to ensure their needs are met in terms of safeguarding and signposting to partners who can offer further support.
Scheme should concentrate on landlords who have complaints about them and leave those who aren't complained about.	The proactive approach of selective licensing provides greater improvements than a reactive approach only providing a service to those who complain. Many tenants in phase 1 who were living in homes that did not meet minimum standards were not aware and did not previously complain to the council. Due to the pressures on the private rented market currently, a lot of tenants may be too worried to complain to the council due to fear of eviction. The scheme ensures that the council is able to check properties meet the minimum legal standard without the tenant having to complain.

<p>Selective licensing schemes are overly bureaucratic and just cost tenants, landlords and councils more money.</p>	<p>The council aims to keep bureaucracy to a minimum, we provide guidance to assist with submission of licence applications and can support landlords and applications in submitting applications. Whilst there are licence fees involved with the scheme these are set to provide resources to ensure poor housing conditions are addressed and introduce minimum standards in the private rented sector.</p>
<p>Will there be a rollover option / cash back option for landlords who applied in the in the later years of the previous scheme who did not receive a 5 year licence.</p>	<p>Since the public consultation the council has reviewed the proposed fee structure. The council is unable to refund a proportion of the part 2 fee which covers the running costs of the scheme. The part 2 fee justification is based on the shared cost of compliance during the operation of the scheme. The actual costs of an individual compliance visit will be higher than the amount recovered in an individual part 2 fee from one landlord. The fee covers the cost of compliance and is shared to ensure the fees are kept reasonable and proportionate for landlords. Therefore, the council is unable to reduce the part 2 fee for landlords who apply in the later years of the scheme.</p>
<p>Respondent agrees with the scheme but feels there should be additional controls for HMOs. The selective licensing scheme should work with planning applications and planning committee and developers who should make their intentions to create a HMO at the point of applying for planning permission.</p>	<p>Selective licensing in Gedling Borough only applies to HMOs with 4 occupiers or less. For compliant HMOs the council has limited powers to refuse a licence and therefore cannot prevent landlords setting up HMOs. Larger HMOs with 6 occupiers or above are required to apply for planning permission and these are likely to require a mandatory HMO licence which the council are unable to refuse if the property and management arrangements meet minimum standards. The council's private sector housing team and planning department work together to ensure minimum standards are achieved where landlords apply for planning permission to develop a HMO.</p>
<p>Anything that helps private rented tenants access a decent standard of home is a good thing. Hope the fee doesn't result in rents rising.</p>	<p>Across the duration of the scheme (up to 5 years) the cost of the licence is a few pounds a month which should not lead to significant rent increases.</p>
<p>No proof that scheme improves area beyond the powers that already exist to local authorities. Crucially the scheme fails to address the many problems that tenants themselves cause in terms of how they live.</p>	<p>The evidence outlined in the proposal and review document to introduce the phase 1A selective licensing scheme presents the data available to the council and police which demonstrates the Government's criteria for introducing selective licensing has been satisfied. Selective licensing does not eradicate all issues but provides a framework to enable the sector to be regulated. A significant number of the conditions within the licence are over and above the standard powers available to the council in order to regulate property management.</p>

<p>The scheme has a good purpose but fails to think about the extra costs which the tenants will end up paying. Maybe consider tenants review of landlord and make this public information. This allows tenants to review their landlord and help inform a decision on whether they are a good landlord.</p>	<p>The licence fees are kept as low as possible to minimise any costs for landlords or tenants. The council will not be introducing a tenant review requirement as part of the licensing process as this would be very subjective and would be impossible for the council to distinguish genuine reviews from false ones. The purpose of selective licensing is to introduce minimum standards and additional enforcement powers and staffing resource to regulate the standard, it does not categorise landlords as “good” or “bad” or similar.</p>
<p>Maybe this scheme will make Netherfield a better place to live. Landlords should be held responsible for the state of the property, the garden and the outside. Too many tenants do not care about the community they are part of, so the landlords need to take responsibility for the property they are letting out. They need to make sure the tenants are not going to add to the antisocial behaviour that is happening in Netherfield.</p>	<p>These comments are noted and support the proposal for introducing a selective licensing scheme.</p>
<p>Previous scheme targeted Netherfield for 5 years - landlords complied and improvements were made. If scheme targeting same ward is the council saying it didn't work? If it did work why are landlords paying the full fee again. A cynical person might say it's a way of landlords paying the wages of 5 staff rather than the council paying them.</p>	<p>This comment is noted the licensing fees are used to fund the costs of administering the scheme. Whilst there is evidence the phase 1 scheme was successful the council wants to ensure the improvements are maintained and that tenants continue to have access to good quality housing. The council has reviewed the fee structure and proposes a discounted fee for landlords who re-licence their properties with the council. The discount will be available where the management arrangements are the same as on the previous licence and where there hasn't been any compliance issues.</p>
<p>Tenant destroyed house costing £6,000 in damages. Landlord owns 5 homes in Netherfield and will have to sell up to pay licence fees. Scheme and Government do not help tenants and will reduce the</p>	<p>The licence fees are relatively small in comparison to the total costs a landlord can incur when letting out a property. It is important landlords have suitable financial arrangements in place to run their business effectively and ensure homes are well maintained and managed.</p>

number of homes available and increase costs.	
Is this a profit generating scheme or really an attempt to raise standards in the private rented sector.	All licensing income generated from the scheme is used to cover the costs of administering the scheme. The scheme is self-financing and does not make a profit. The scheme is a genuine attempt to raise standards in the private rented sector.
Reduction in fees or a full remission should be offered for landlords who are already licensed. Social housing should be inspected also.	The licence fees have been reviewed to take into account these comments. The council is now proposing a reduced fee for re-licensing a property has been proposed if there has been no changes in the management arrangements of the property. Government did not include social housing within the scope of selective licensing when the legislation unpinning the regime was adopted. Other legal frameworks apply to social housing and the council works with social landlords to achieve compliance.
Fee should only be for those who require major improvements.	The licence fee covers the cost of administering the scheme to ensure minimum standards are maintained.
Bad landlords did not apply for the previous scheme and respondent saw very little evidence of the council trying to locate them and enforce the licensing.	Council officers made significant efforts to ensure landlords applied for licences. We believe the approach was successful as more landlords applied for licences than were forecast before the scheme started. We also now have a dedicated enforcement officer who is proactively investigating and enforcing non-compliance.
Fees should not be the same for new application and renewal. Discount should be offered for renewal.	Whether the application is for a new licence or to re-licence, the process is largely the same to apply and for the council to assess the application. However, where a licence has previously been issued and the management arrangements are still exactly the same and there hasn't been any compliance issues, the council is proposing a reduction in the part 2 fee.
The pilot scheme has brought standards up but to blame all issues in Netherfield on private rented homes is not true. HMOs, social housing and supported living accommodation also contribute to issues in the area. The attitude of people living in the area and not taking responsibility is a societal issue and not down to private landlords.	Agreed that the phase 1 scheme has delivered improvements. The council is not saying private landlords and tenants are to blame for all issues in Netherfield. The Government sets out the criteria for when selective licensing can be introduced and so the council's proposal evidences how this criteria has been satisfied. The council takes the view that selective licensing is worth introducing to help improve the area, but it is not the only course of action the council is taking, lots of other services are provided to help improve Netherfield.

No benefits to the majority of tenants as 85% of properties didn't need any improvements.	The evidence outlined in the proposal and the case studies and statistics available to the council describes a different conclusion that the majority of properties did require improvements to bring up to minimum legal standards.
Consideration should be given to landlords joining later years of phase 1 and the costs of re-licensing. Landlord spent £60,000 upgrading property as a result of phase 1. Property in better condition now and fees would need to be passed onto tenant.	The scheme fees have been reviewed since the consultation with a number amendments proposed for consideration with the aim of accommodating some improvements to the fee structure. It is encouraging that the phase 1 scheme has led to significant improvements and investment to bring properties up to legal minimum standards.
Government should be paying these costs to fund the staff licensing the properties not the landlords. Costs will be passed onto tenants or a lot of landlords will be forced to sell up making a bigger mess in the rental market.	Government policy is consistent that the cost of regulation should be born by those subject to the regulation. Through introducing selective licensing, the council is compliant with Government policy which does not support that the general tax payer should fund the cost of regulating the private rented sector.
Landlords who paid during previous scheme should be able to renew for nominal fee if already been checked and are accredited.	The fee structure has been reviewed since the consultation and is not considered excessive to ensure that minimum standards achieved and improvements to the quality of private rented housing. A discount fee is available for landlords who have voluntarily become accredited and the council is now proposing a reduced part 2 fee for re-licence applications where the management arrangements are the same as on the previous licence and where there hasn't been any compliance issues.
The licence just punishes hardworking landlords who will have to put rents up to cover rising costs. Council will end up having to rehome tenants on housing benefits if this does not cover the full rent.	The council is conscious that the licence fees need to be paid and these are kept as low as possible to ensure the council can administer the scheme effectively.

Written responses

2 typed documents were received during the resident's briefing event at the St Georges Centre, Netherfield on 20th February 2024. These documents did not respond to evidence set out in the council's review of selective licensing in Netherfield or the proposal to

declare a phase 1A scheme. Instead, the documents focussed on the governance surrounding councils and presented inaccurate information suggesting the council is a corporation and does not have a legal basis to implement any statutory powers in the local population. These documents were noted but are wholly inaccurate and do not have a legitimate basis or relate to the selective licensing proposal which aims to improve housing conditions and property management in the private rented sector.

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Equality Impact Assessment

Name of project, policy, function, service or proposal being assessed:		Selective Licensing of the Private Rented Sector – Phase 1A scheme – Netherfield		
The main objective of the Phase 1A Selective Licensing scheme and who it is intended to benefit from it:		To improve housing conditions and property management in the private rented sector		
<p>What impact will this Phase 1A Selective Licensing scheme have on the following groups? Please note that you should consider both external and internal impact:</p> <ul style="list-style-type: none"> • External (e.g. stakeholders, residents, local businesses etc.) • Internal (staff) 				
Please use only 'Yes' where applicable		Negative	Positive	Neutral
<u>Gender</u>	External			Yes
	Internal			Yes
<u>Gender Reassignment</u>	External			Yes
	Internal			Yes
<u>Age</u>	External		Yes	
	Internal			Yes

Disability	External		Yes	
	internal			Yes
Disability	External		Yes	
	internal			Yes
Race & Ethnicity	External		Yes	
	Internal			yes
Sexual Orientation	External			Yes
	Internal			Yes
Religion or Belief (or no Belief)	External			Yes
	Internal			Yes
Pregnancy & Maternity	External			Yes
	Internal			Yes
Other Groups (e.g. any other vulnerable groups, rural isolation, deprived areas, low income staff etc.) Please state the group/s: _____	External			Yes
	Internal			Yes

Is there is any evidence of a high disproportionate adverse or positive impact on any groups?	Yes		Improving housing conditions in the private rented sector will benefit the health and wellbeing of any of the protected groups living within the licensable homes including BME, people with disabilities, older people or younger people unable to access owner occupied tenure. Improving property management will also benefit the wider community where the private rented homes are situated.
Is there an opportunity to mitigate or alleviate any such impacts?	Yes	No	Support is available to landlords and agents to help complete licence applications and ensure compliance with legal obligations. Where appropriate through the course of property inspections and administering licences officers will signpost tenants and landlords to support services that may benefit them, for example disabled facilities grants.
Are there any gaps in information available (e.g. evidence) so that a complete assessment of different impacts is not possible?	Yes	No	Equalities information was only obtained on a voluntary basis during the consultation. The impacts of the service will be monitored as the scheme is implemented and adjusted accordingly to ensure protected characteristics are not adversely disadvantaged.
In response to the information provided above please provide a set of proposed action including any consultation that is going to be carried out:			
Planned Actions	Timeframe	Success Measure	Responsible Officer
Review of scheme implementation	Ongoing progress monitoring and review throughout the scheme. Quarterly updates to performance management system.		Food, Health and Housing Manager

Authorisation and Review

Completing Officer	Food, Health and Housing Manager
Authorising Director	Corporate Director of Place
Date	12.7.24
Review date (if applicable)	

Climate Impact Assessment

Name of project, policy, function, service or proposal being assessed:	Selective Licensing of the Private Rented Sector – Phase 1A scheme – Netherfield			
The main objective of Phase 1A Selective Licensing scheme:	To improve housing conditions and property management in the private rented sector			
What impact will the Phase 1A Selective Licensing Scheme have on the following. Please read guidance before completing.				
Category	Negative	Positive	No impact/ Negligible change	Mitigation/ Comments
Behaviour & Culture Change			X	No significant impacts

Built Environment		X		Through improved housing conditions and properties meeting minimum standards will ensure that properties are adequately insulated, maintained and have access to effective heating systems. This will contribute to reduced carbon emissions. The scheme also ensures properties meet minimum energy efficiency standards
Transport			X	Officers, landlords and agents will be required to travel to Netherfield for property inspections. However, journeys will be planned to make efficient use of time and avoid unnecessary travel. Officers have access to agile IT equipment to enable them to work remotely. The public health benefits of the scheme outweigh the emissions created as a result of travel associated with the scheme.

Energy, Natural Resources & Climate Change		X		Through achieving minimum standards or insulation and adequate heating systems in properties will reduce energy demand associated with private rented properties in the ward.
Waste Reduction & Recycling			X	Some waste will be created associated with maintaining and upgrading properties to meet minimum standards but the benefits of improved housing will outweigh the waste that is created.
Blue-Green Infrastructure/Biodiversity			X	No significant impacts.
Procurement & Purchasing			X	No significant impacts

In response to the information provided above please provide if there is any proposed action including any consultation that is going to be carried out

Planned Actions	Timeframe	Potential Outcome	Responsible Officer

Authorisation and Review

Completing Officer	Food, Health and Housing Manager
Authorising Head of Service/Director	Corporate Director of Place
Date	12/07/2024
Review date (if applicable)	



Report to Cabinet

Subject: Update on the Work of the Policy Advisors

Date: 5 September 2024

Author: Chief Executive

Wards Affected

Borough-wide

Purpose

To update Cabinet on the actions and activities that the Policy Advisors have undertaken since the last report to Cabinet in February 2023.

Key Decision

This is not a key decision.

Recommendation(s)

Members are recommended to note the content of the report, and the actions and activities undertaken by the Policy Advisors since February 2023.

1. Background

1.1 At the Annual General Meeting on 22 May 2019 the Leader notified the Council of the composition of the Cabinet and resulting Portfolio Holders.

1.2 The Leader also announced that the Cabinet would be supported by five Policy Advisors:

Policy Advisor for Growth and Regeneration;
Policy Advisor for Young People and Equalities;
Policy Advisor for Environment;
Policy Advisor for Health and Well-being;
Policy Advisor for Housing and Homelessness.

1.3 At the Annual General Meeting in May 2022 the number of Policy Advisors was reduced to four and the areas of focus were changed as follows:

Policy Advisor for Regeneration, Recovery and Rural Affairs;

Policy Advisor for Equalities, Diversity and Young People;
Policy Advisor for Environment and Climate Change;
Policy Advisor for Heritage and Homelessness.

- 1.4 In July 2022, a report made under the Leaders delegated authority - *Changes to the appointment of Portfolio Holders and Policy Advisors* – the number of Policy Advisors was reduced to two:

Policy Advisor for Environment;
Policy Advisor for Heritage and Homelessness.

- 1.5 At the Annual General Meeting on 24 May 2023 the areas of focus were changed as follows:

Policy Advisor for Vulnerable Communities;
Policy Advisor for Environmental Services (Operations).

- 1.6 Policy Advisors do not hold delegated responsibility but support their respective Cabinet member on development and progression of specific Gedling Plan actions as appropriate. The precise focus for the work of each Policy Advisor is agreed by the Leader, Deputy Leader and relevant Cabinet member in discussion with the Policy Advisor.
- 1.7 The work of each Policy Advisor has been reported to the Leader on a regular basis since May 2019, and this report provides a summary of work undertaken by the Policy Advisors since February 2023.
- 1.8 In general terms the work undertaken by Policy Advisors has been agreed by the Leader, Deputy Leader and relevant Cabinet member as follows:

Work Applicable to all Policy Advisors

- Initially the roles involve fact finding and understanding how decisions are made in each applicable directorate/service area.
- Attending regular meetings held between the Portfolio Holder, relevant Director, and Heads of Service to discuss delivery of actions and initiatives as approved within the Gedling Plan.
- These meetings also involve discussion of operational matters that are of significance to the Portfolio Holder and Policy Advisor.
- Attending individual meetings with Heads of Service and officers as appropriate to deliver specific actions as allocated by the Leadership.
- Feeding back updates, ideas and concerns to the Portfolio Holder and officers at the regular meetings on the work undertaken.
- Keeping up to date with business held at Cabinet, Scrutiny, Licensing and Planning meetings as appropriate.

1.9 Work undertaken by individual Policy Advisors

The following actions and activities have built upon the above actions and activities in furtherance of the specific projects allocated to each Policy Advisor.

Policy Advisor for Vulnerable Communities – Councillor Sandra Barnes since May 2023

- Attended meetings and discussed community issues with the housing team to try and resolve people's personal situations.
- Met with representatives of 'Black Heritage' with the aim of helping black people across the borough, and will be supporting Black History month in October 2024.
- Regularly attend the Gedling Youth Council meetings.
- Undertook training in domestic violence.
- Attended the Arnold Summer Fair and other community events and discussed topics with stallholders.
- Will be attending the Killisick fun day and Nottinghamshire day events.
- Discussed the build out of Rolleston Drive with Jigsaw Homes.
- Raised awareness of refugees and asylum seekers.
- Regularly visit St George's Centre in Netherfield to meet people and seek their views.
- Liaise with staff from the communities and regeneration teams on local matters.
- Keep involved with the Arnold Methodist Church and the Daybrook food bank service.

Policy Advisor for Environmental Services (Operations) – Councillor Sandra Barnes / Councillor Paul Wilkinson since February 2023

- Attended the depot on numerous occasions and thanked the staff for their hard work and dedication to the Council and borough.
- Gained an understanding of the issues affecting the service under the new Environment Act, in particular the collection of food waste.
- Discussed how we would cope with the introduction of new services such as food waste, and what changes would be needed to our vehicle fleet and depot provision.
- Developed knowledge and understanding of waste management and recycling principles and operations.
- Attended Portfolio Holder and ad hoc meetings with the environment managers and wider teams, inputting into agendas.
- Contributing to service updates and asking questions/seeking information from officers.

2. Proposal

- 2.1 It is proposed that Members note the summary of work, the actions and activities undertaken by the Policy Advisors since the last update report to Cabinet in February 2023.

3. Alternative Options

- 3.1 An alternative option is to not to update Members on the work undertaken. Whilst Portfolio Holders will be fully aware of the work the Policy Advisor is undertaking within their specific portfolio, this provides an update of work undertaken across all portfolios.

4. Financial Implications

- 4.1 Each Policy Advisor receives a Special Responsibility Allowance as approved annually by full Council as part of the Independent Remuneration Panel report (usually in March). There are no other costs associated with these positions.

5. Legal Implications

- 5.1 There are no legal implications arising from this report.

6 Equalities Implications

- 6.1 It is the duty of all representatives of the Council to be fully aware of the equality legislation. Also as set out in this report, the Leader of the Council previously nominated a Policy Advisor to be specifically responsible for equalities, namely the Policy Advisor for Young People and Equalities. However, since the reduction in the number of Policy Advisors, this responsibility now rests with the Portfolio Holder for Life Changes and Vulnerability.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 There are no carbon reduction/environmental sustainability implications arising from this report. However, the Leader of the Council previously nominated a Policy Advisor to be responsible for the environment, which has now changed to the Policy Advisor for Environmental Services (Operations). However, overall responsibility for carbon management rests with the Portfolio Holder for Climate Change and Natural Habitat.

8. Appendices

None.

9. Background Papers

None.

10. Reasons for Recommendations

To share with Members the good work that the Policy Advisors have been undertaking since May 2019 across all portfolios, in particular the actions and activities undertaken by the Policy Advisors since they were last reported to Cabinet in February 2023.

Statutory Officer Approval

Approved by: Chief Financial Officer
Date: 28/8/24

Approved by: Monitoring Officer
Date: 28/8/24

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